

## TOWNSHIP OF MELANCTHON ELECTRONIC MEETING THURSDAY, FEBRUARY 18, 2021 - 5:00 P.M.

Join Zoom Meeting

https://us02web.zoom.us/j/81477119988?pwd=NW1yYWs1ckFESE03Yk5hZFlkQTY5Zz0

Meeting ID: 814 7711 9988

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#### **AGENDA**

- 1. Call to Order
- 2. Announcements
- 3. Additions/Deletions/Approval of Agenda
- 4. Declaration of Pecuniary Interest and the General Nature Thereof
- 5. Approval of Draft Minutes February 4, 2021
- **6.** Business Arising from Minutes
  - 1. Southgate and Melancthon Boundary Road Agreement Solicitor Information
- 7. Point of Privilege or Personal Privilege
- **8. Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
- 9. Public Works
  - 1. Other
- 10. Planning
  - 1. Applications to Permit

- 2. Draft Natural Heritage System Strategy Background Report
- 3. Other
- 4. Unfinished Business
  - 1. Township of Melancthon Protocol for Establishing Telecommunication Facilities Amendments

#### 11. Climate Change Initiatives

- Unfinished Business
  - 1. Letter of Support for Dufferin Climate Action Plan

#### 12. Police Services Board

#### 13. County Council Update

#### 14. Correspondence

#### **Board & Committee Minutes**

- 1. NVCA General Meeting Highlights January 22, 2020
- 2. CDRC Board of Management December 1, 2020
- 3. Township of Melancthon Police Services Board December 1, 2020

#### **Items for Information Purposes**

- 1. Email from Save the Ontario Fire College with a Draft Motion Attached
- 2. Letter from Township of South Perth regarding Ontario Announces Working Group to Better Focus Conservation Authorities
- 3. Town of Shelburne Resolution regarding Anti-Black, Anti-Racism and Discrimination Task Force
- 4. Grey Highlands Notice of Public Meeting for ZBA that will permit and regulate accessory apartments
- 5. Email from save the Ontario Fire College regarding Closure of the Ontario Fire College
- 6. MPAC Report for 2020 Municipal Partnerships Report
- 7. Letter from Perth County regarding Significant Negative Impacts of Current Value Assessments in Perth County
- 8. Email from Keley Katona, Director, Conservation and Source Protection Branch Ministry of the Environment, Conservation and Parks - FAQ Conservation Authorities Act Updated
- 9. Township of Terrace Bay Resolution regarding Ontario Fire College
- 10. Letter from Sherry Gray, Dufferin Federation of Agriculture, regarding Maintenance of Municipal Drains and Rural Roadside Ditches
- 11. NEC Request for Comment on W Part Lot 11, Concession 1 OS
- 12. Ministry of Municipal Affairs and Housing Financial Indicator Review
- 13. Guelph/Eramosa Township Resolution requesting MFIPPA review
- 14. Statement of the Treasurer of Remuneration and Expenses Paid for the year 2020

#### **Items for Council Action**

- 1. CDRC 2021 Draft Budget
- 2. Township Asset Management Plan & PSAB Updates RJ Burnside and Associates
- 3. Bridge 11 (8<sup>th</sup> Line SW) Rehabilitation Engineering Scope of Work and Fee Estimate RJ Burnside and Associates
- 4. Township of Melancthon 2021 Bridge Study Quotation RJ Burnside and Associates
- 5. Shelburne Public Library Agreement
- 6. Petition for Drainage Works by Owners Leo Blydorp

#### **Items for Dufferin Wind Power**

#### 15. General Business

- 1. Report from Wendy Atkinson, Treasurer, Budget 2021 Draft #1
- 2. New/Other Business/Additions
  - Motion to extend the term of the Municipal Officials until April 1, 2021, with the exception of NVCA, Mulmur Melancthon Fire Board and Centre Dufferin Recreation Complex
- 3. Unfinished Business
  - Tabled Motion from November 5, 2020 Townships of Mulmur and Melancthon North Dufferin Community Centre Efficiency Review -Final Draft Report - October 2020
  - 2. NDCC Motion from the November 10, 2020 Meeting Recommendation that the Townships reach a consensus on moving forward
  - 3. Council Vacancy Appointment Procedure
  - 4. Notice of Intent to Pass By-law
    - 1. By-law to Establish a Municipal Service Board to Operate a Community Hall
    - 2. Memo from Denise Holmes, CAO/Clerk

#### 16. Delegations

- 5:30 p.m. Alethia O'Hara-Stephenson Introduce Dufferin County Canadian Black Association (DCCBA) to Council and Request Council's support
- 2. 5:45 p.m. Karren Wallace, Chair, NDACT regarding concerns about MZO Applications across Ontario
- 3. 7:00 p.m. Andrew Jia, Jia Law regarding Tax Arrears Registration (Closed Session Matter)

#### 17. Closed Session

- 1. Approval of Draft Minutes February 4, 2021
- 2. Business Arising from Minutes
- 3. Personal matters about an identifiable individual, including municipal or local board employees Township Staff Letter of Resignation
- 4. Litigation or potential litigation, including matters before administrative Tribunal, affecting the local board 2577791 Ontario Inc. LPAT Appeal (Chris Jones, Planning Consultant, will be in attendance for this discussion)
- 5. Personal matters about an identifiable individual, including municipal or local board employees Tax Arrears Registration (**Delegation of Mr. Andrew Jia of Jia Law**)
- 6. Litigation or potential litigation, including matters before administrative tribunal affecting the local board Northern Iron and Metal (Environmental Sustainability Sub-Committee)
- 7. Rise With or Without Report from Closed Session
- 18. Third Reading of By-laws (if required)
- 19. Notice of Motion
- 20. Confirmation By-law
- 21. Adjournment and Date of Next Meeting Thursday, March 4, 2021 9:00 a.m.
- 22. On Sites
- 23. Correspondence on File at the Clerk's Office

## APPLICATIONS TO PERMIT FOR APPROVAL February 18, 2021 COUNCIL MEETING

PROPERTY OWNER	PROPERTY DESCRIPTION	TYPE OF STRUCTURE	DOLLAR VALUE	D.C.'s	COMMENTS
Bruce Montgomery	503053 Hwy 89	Storage	\$65,000 - \$75,000	NO	
	Pt Lot 7, Con 7 SW RP 7R3248 PT 1				
2548713 Ontario Inc - Sentry Door	582335 County Road 17		C+00 000	VEC	
James Martin	Part 289-290, Con 2 SW RP 7R5704 Part 13	Inventory Warehouse	\$400,000	YES	
Jonas Martin			4		
Applicant: Mar Bros Construction - Simon Martin	199190 2nd Line NE Part Lot 221-222, Con 2 NE, Part Lot 222, Con 1 NE	New Roof Over Manure Storage	\$55,000	NO	

#### **Denise Holmes**

From:

Chris Jones <chris\_mplanningservices@rogers.com>

Sent:

Thursday, February 11, 2021 2:44 PM

To:

**Denise Holmes** 

Subject:

Fwd: Draft natural Heritage System Strategy Background Report

Attachments:

Dufferin County NHSS Background Report V3 15 Jan 2021- with figures-compressed.pdf

Fyi - perhaps we should forward to Council fyi.

#### Begin forwarded message:

From: Jenny Li < ili@dufferincounty.ca>

Subject: Draft natural Heritage System Strategy Background Report

Date: February 11, 2021 at 11:08:27 AM EST

To: Brandon Ward < bward@orangeville.ca >, "Chris Jones (chris mplanningservices@rogers.com)"

<chris mplanningservices@rogers.com>, "David Trotman " <davidtrotman@rogers.com>, "david.trotman

(david.trotman@townofmono.com)" < david.trotman@townofmono.com >, James Johnstone

<jiohnstone@amaranth.ca</p>
, "Jessica Kennedy " <jkennedy@eastgarafraxa.ca</p>
, Liz Howson <howson@mshplan.ca</p>
,

Mark Kluge <mkluge@townofgrandvalley.ca>, "Nicole Martin " <nmartin@amaranth.ca>, Paul Kitchen

< kitchen@mshplan.ca>, "Steve Wever (swever@gspgroup.ca)" < swever@gspgroup.ca>, "Sue Stone "

<sstone@eastgarafraxa.ca>, "tatkinson@mulmur.ca" <tatkinson@mulmur.ca>, "Valerie Schmidt"

<vschmidt@gspgroup.ca>

Cc: Darrell Keenie < dkeenie@dufferincountv.ca >, "Bender, Gregory" < Gregory.Bender@wsp.com >, "Alexander, Matt"

<<u>Matt.Alexander@wsp.com</u>>

Good morning PoD,

Please see the attached draft Natural Heritage System Strategy Background Report for your review. We would appreciate to receive any comments you may have by Thursday February 25<sup>th</sup>, 2021.

Thank you and have a great day.

Jenny

Jenny Li, Planning Coordinator | Development and Tourism| County of Dufferin| Phone: 519.941.2816 Ext: 2509 | jli@dufferincounty.ca |

#### 55 Zina St, Orangeville, ON L9W 1E5

We are a new department at the County of Dufferin! The Development and Tourism Department includes Planning, Building Services, Economic Development, Tourism and the Museum of Dufferin.

Visit our services online at <u>DufferinCounty.ca</u> | <u>JoininDufferin</u> | <u>DufferinMuseum.com</u>

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#### **DUFFERIN COUNTY**

## NATURAL HERITAGE SYSTEM STRATEGY

### DRAFT BACKGROUND REPORT







## NATURAL HERITAGE SYSTEM STRATEGY

DRAFT BACKGROUND REPORT

## **DUFFERIN COUNTY**

DRAFT

PROJECT NO. 19M-01335-00

DATE 15 JANUARY 2021

WSP

582 LANCASTER STREET WEST KITCHENER, ON, CANADA N2K 1M3

WSP.COM



#### QUALITY MANAGEMENT

#### SECOND ISSUE

December 2020	Draft for Submission	1		1
Prepared by	Reviewed by	Rev. 1 15/01/2021		
Margaret Pugh Senior Ecologist	Jeff Warren, Senior Ecologist	Margaret Pugh Senior Ecologist		
			•	

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## PRODUCTION TEAM

#### **CLIENT**

**Dufferin County** 

#### **WSP**

Project Manager

**Gregory Bender** 

Senior Ecologist

Margaret Pugh

Senior Ecologist Advisor

Jeff Warren



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### 1 INTRODUCTION

Significant changes made to Provincial Policy in recent years, including the 2019 Growth Plan for the Greater Golden Horseshoe (<u>Growth Plan</u>), updates to the <u>Greenbelt Plan</u> (2017), <u>Niagara Escarpment Plan</u> (NEP, 2017), <u>Oak Ridges Moraine Conservation Plan</u>, and the <u>Provincial Policy Statement</u> (PPS, 2020), provide a clear need to update existing Natural Heritage policies. Most notably, the 2015 Dufferin County Official Plan recommends the preparation of a County-wide Natural Heritage System Strategy (NHSS) to support the overall diversity and interconnectivity of the natural heritage features and areas. A preliminary Natural Heritage System (NHS) is presented in the 2015 Official Plan (Schedule E1), along with the following objectives:

- The County will undertake a County-wide NHSS to identify, map and detail natural heritage features, including the form and function of the identified features, and to identify linkages and connections between these features.
- The County-wide NHS will use features identified in Schedule E, such as Provincially Significant Wetlands, Areas of Natural and Scientific Interest, woodlands, and unevaluated wetlands as the basis for the identification of the NHS.
- The County will establish the criteria for determining significance of woodlands, wildlife habitat, and valleylands at the time the NHSS is undertaken.
- The NHS developed will be linked through integration of natural heritage features, natural corridors such as streams, flood plains, steep slopes, valleys, contiguous narrow woodlands and wetlands, watercourses, as well as naturalized areas such as trails and parks/ open spaces.

This document provides a review of existing policies that will shape the development of the Dufferin County NHS, a discussion of natural heritage features for inclusion in the NHS, and general guidelines for developing targets for NHS features. A preliminary assessment of the current extent of the County's natural heritage features, preliminary mapping, and considerations for determining significance of features, are discussed through the lens of protection, restoration, and enhancement of identified natural heritage features and promotion of the overall diversity and interconnectivity in the County.



#### 2.1 PROVINCIAL GUIDANCE

Provincial planning documents are meant to provide co-ordinated and comprehensive guidance for growth and development across Ontario, with a focus on urban areas surrounding Lake Ontario, known as the Greater Golden Horseshoe. The <u>Provincial Policy Statement</u> (2020) and the <u>Growth Plan for the Greater Golden Horseshoe</u> (2019) form the backbone of provincial guidance, and all Official Plans are required to comply with them.

#### 2.1.1 PROVINCIAL POLICY STATEMENT (2020)

The current <u>Provincial Policy Statement</u> (PPS), issued under Section 3 of the <u>Planning Act</u>, came into effect May 1, 2020, and replaces the <u>PPS</u> issued April 30, 2014. The <u>PPS</u> is an overarching policy document for the Province of Ontario which provides policy direction on matters pertaining to land use planning and development with the intent of setting 'the policy foundation for regulating the development and use of land' in Ontario. Section 3 (5) of the <u>Planning Act</u> requires that decisions 'in respect of the exercise of any authority that affects a planning matter' shall be consistent with the <u>PPS</u> (2020).

Under the <u>PPS</u>, significant natural heritage features are protected from development and site alteration. In general, the following features are protected under the <u>PPS</u>:

- Significant wetlands;
- Coastal wetlands;
- Significant woodlands;
- Significant valleylands;
- Significant wildlife habitat;
- Significant Areas of Natural and Scientific Interest (ANSI); and
- Fish habitat (except in accordance with provincial and federal requirements).

The <u>PPS</u> states prohibits development and site alteration in the habitat of endangered species and threatened species, except in accordance with provincial and federal requirements. Development and site alteration shall not be permitted on adjacent lands to the natural heritage features unless the ecological function of supporting natural features has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. A natural heritage evaluation and/or hydrological evaluation, such as an Environmental Impact Study (EIS), is



required for a site within 120 m of a significant natural heritage feature to identify the impacts of development or site alteration on the feature (Section 2.1.8).

The <u>PPS</u> continues to require that upper-tier Municipalities, such as Dufferin County, identify and provide policy direction for lower-tier municipalities; in many jurisdictions, both upper and lower-tier municipalities implement policy to prohibit development and site alteration within natural heritage features (per sections 2.1.4 and 2.1.5 of the <u>PPS</u>). The PPS also requires that municipalities in southern Ontario, such as Dufferin County, identify natural heritage systems; the 2020 update provides a new, voluntary management approach for managing local or regionally significant wetlands (Section 2.1.10).

#### 2.1.2 GROWTH PLAN FOR THE GREATER GOLDEN HORSESHOE (2019)

The <u>Places to Grow Act</u>, adopted in June 2005, provides a framework for the adoption of regional-scale Growth Plans. The <u>Growth Plan for the Greater Golden Horseshoe</u> (Growth Plan, 2019; Amendment 1 2020) is the third iteration of a regional-scale Growth Plan. The <u>Growth Plan</u> directs growth-related planning decisions in the province of Ontario, with a specific vision to 2051 and is intended to significantly reduce urban sprawl and land consumption while making more efficient use of existing infrastructure. Key guidance for Natural Heritage System (NHS) policy, including directions relating to the mapping of the Provincial NHS, are provided in Section 4.2.2 of the <u>Growth Plan</u> (2019):

- 1. A Natural Heritage System for the Growth Plan has been mapped by the Province to support a comprehensive, integrated, and long-term approach to planning for the protection of the region's natural heritage and biodiversity. The Natural Heritage System for the Growth Plan excludes lands within settlement area boundaries that were approved and in effect as of July 1, 2017.
- 2. Municipalities will incorporate the Natural Heritage System for the Growth Plan as an overlay in official plans and will apply appropriate policies to maintain, restore, or enhance the diversity and connectivity of the system and the long-term ecological or hydrologic functions of the features and areas as set out in the policies in this subsection and the policies in subsections 4.2.3 and 4.2.4.

The <u>Growth Plan</u> includes mapping of a Provincial NHS, that is intended to protect the region's natural heritage and biodiversity. The <u>Growth Plan</u> NHS identifies Key Natural Heritage Features (KNHF) and Key Hydrologic Features (KHF) that receive protection.

Key Natural Heritage Features include:



- Habitat of endangered species and threatened species;
- Fish habitat;
- Wetlands;
- Life science areas of natural and scientific interest (ANSI);
- Significant valleylands;
- Significant woodlands;
- Significant wildlife habitat (including the habitat of special concern species); and
- Sand barrens, savannahs, tallgrass prairies, and alvars.

Per Section 4.2.2.4, policies in the <u>Growth Plan</u> that refer to the *Natural Heritage System for the Growth Plan* will apply *outside settlement areas* identified in official plans that were approved and in effect as of July 1, 2017, such as Farmington and Cardinal Woods, as well as Orangeville, which is a Greenbelt Town/ Village. Within settlement areas, the <u>Growth Plan</u> directs Municipalities to protect natural heritage features and areas in a manner that is consistent with the <u>PPS</u>.

#### 2.1.2.1 GROWTH PLAN LAND-USE AND NATURAL HERITAGE FEATURE DESIGNATIONS

The <u>Growth Plan</u> NHS in Dufferin County is robust and interconnected as it spans the entire county and includes KNHF as well as linkage areas (also referred to as undifferentiated NHS; Figure 1). An abundance of KNHF are present in Dufferin County. This includes numerous Provincially Significant Wetlands (PSWs) and unevaluated wetlands, as well as several evaluated-non-provincially significant wetlands (Figure 3); twenty-three (23) mapped ANSIs (9 Earth Science, 13 Life Science ANSIs, 1 candidate Life Science; Figure 4). Major and minor watercourses in Dufferin County support fish habitat (Figure 6). A multitude of woodlands are mapped for Dufferin County; some associated with wetlands and hedgerows and some are independent parcels (Figure 5). Some areas of Significant Wildlife habitat are mapped for Dufferin County (Figure 4), however additional areas, along with habitats for endangered and threatened species, are all likely to be present within the County, but require specific assessment to delineate. There are no mapped sand barrens, savannahs, tall grass prairies or alvars in Dufferin County.

#### 2.1.3 GREENBELT PLAN (2017)

The <u>Greenbelt Plan</u> (2017), together with the <u>Growth Plan</u>, builds on the <u>PPS</u> to establish a land-use planning framework for the Greater Golden Horseshoe. The Greenbelt consists of a Natural Heritage System, Protected Countryside areas, Oak Ridges Moraine, and the Niagara Escarpment. The NHS of the <u>Greenbelt Plan</u> includes core areas and linkage areas with the highest concentration of the most sensitive and/or significant natural features and functions; the protected countryside area is meant to provide continuous and permanent buffers between key features and urban land use.



The NHS policies protect areas of natural heritage, hydrologic and/or landform features, which are often functionally inter-related and which collectively support biodiversity and overall ecological integrity. The terminology for protected features of the <u>Greenbelt Plan</u> is consistent with the <u>Growth Plan</u>: Key Natural Heritage (KNHF) and Key Hydrologic Features (KHF). The following is a list of protected KNHF in the <u>Greenbelt Plan</u>, 2017:

#### Key Natural Heritage Features:

- Habitat of endangered species and threatened species;
- Fish habitat;
- Wetlands;
- Life science areas of natural and scientific interest (ANSI);
- Significant vallevlands:
- Significant woodlands;
- Significant wildlife habitat (including the habitat of special concern species);
- Sand barrens, savannahs, tallgrass prairies and alvars.

Development or site alteration is not permitted within KNHF or any associated vegetation protection zone (with some exceptions including infrastructure per Section 3.2.5.1 and subject to the policies in Section 4). A natural heritage evaluation and/or hydrological evaluation, such as an EIS, is required for development that is proposed within 120 m of the NHS, KNHF, or KHF.

#### 2.1.3.1 GREENBELT LAND USE AND NATURAL HERITAGE FEATURE DESIGNATIONS

The southeast section of Dufferin County is part of the Greenbelt and falls primarily under the Protected Countryside land use designation. There are two mapped Greenbelt Hamlets, Farmingron and Cardinal Woods, as well as Orangeville, which is a Greenbelt Town/ Village. An abundance of KNHF are present in Dufferin County. This includes numerous Provincially Significant Wetlands (PSWs) and unevaluated wetlands, as well as several evaluated-non-provincially significant wetlands (Figure 3); four mapped ANSIs: Pine River Valley (Earth Science), Primrose-Boyne Valley (Earth Science), Mono Cliffs (Life Science), and the Caledon Meltwater Deposits – North of Orangeville (Earth Science) (Figure 4). Major and minor watercourses in Dufferin County support fish habitat (Figure 6). A multitude of woodlands are mapped for Dufferin County; some associated with wetlands and hedgerows and some are independent parcels (Figure 5). Some areas of Significant Wildlife habitat are mapped for Dufferin County (Figure 4), however additional areas, along with habitats for endangered and threatened



species, are all likely to be present within the County, but require specific assessment to delineate. There are no mapped sand barrens, savannahs, tall grass prairies or alvars in Dufferin County.

#### 2.1.4 OAK RIDGES MORAINE CONSERVATION PLAN (2017

The Oak Ridges Moraine Conservation Plan (ORMCP) is set out in O. Reg. 140/02 under the Oak Ridges Moraine Conservation Act, 2001. The ORMCP along with the Niagara Escarpment Plan and the Greenbelt Plan, works within the framework of the Growth Plan. The ORMCP is divided into four land use designations to which differing policies/ development criteria apply. ORMCP policies on creating and developing new lots in Natural Core Areas, Natural Linkage Areas and Countryside Areas are very restrictive, however a very minor section of Dufferin County is subject to the ORMCP; an area of approximately 540ha east of the Town of Mono, between Mono-Adjala Town Line and 7<sup>th</sup> line, south of Hockley Road to north of Adjala 5 Sideroad. The ORMCP land use designations applicable to Dufferin County are Natural Core Areas, Natural Linkage Areas, and Countryside Areas. The descriptions provided below are from the ORMCP 2017 document:

#### Natural Core Area

Natural Core Areas protect those lands with the greatest concentrations of key natural heritage features which are critical to maintaining the integrity of the Moraine as a whole. Only existing uses, agricultural uses and very restricted new resource management, low intensity recreational, home businesses, and infrastructure uses are allowed in these areas.

#### Natural Linkage Area

Natural Linkage Areas protect critical natural and open space linkages between the Natural Core Areas and along rivers and streams. The only uses that are allowed are those allowed in Natural Core Areas, plus some aggregate resource operations.

#### Countryside Area

Countryside Areas provide an agricultural and rural transition and buffer between the Natural Core Areas and Natural Linkage Areas and the urbanized Settlement Areas. Prime agricultural areas as identified in the Agricultural System referred to in the Growth Plan for the Greater Golden Horseshoe and the Greenbelt Plan, as well as natural features are protected. Uses typically allowed in agricultural and other rural areas are allowed here to support agriculture and the rural economy. Existing public service facilities in Countryside Areas should be maintained and adapted to meet the needs of the community, where feasible.

#### 2.1.5 NIAGARA ESCARPMENT PLAN (2017)

The Niagara Escarpment Planning and Development Act, originally passed in 1973, established a planning process to ensure that the unique features of the Niagara Escarpment would be protected.



The most recent iteration of this Act, the <u>Niagara Escarpment Plan</u> (NEP;2017), serves as a framework of objectives and policies to strike a balance between development, protection and the enjoyment of this important landform feature and the resources it supports. The <u>NEP</u>, along with the <u>Oak Ridges Moraine Conservation Plan</u> and the <u>Greenbelt Plan</u>, works within the framework of the <u>Growth Plan</u>. The <u>NEP</u> is divided into seven land use designations to which differing policies/ development criteria apply. The <u>NEP</u> bisects the eastern half of Dufferin County from north to south; land use designations applicable to Dufferin County include Natural Areas, Protection Areas, Rural Areas, Recreation Areas, and one Minor Urban Centre (Mono Centre) (Figure 1). There are three site-specific amendment areas that were approved prior to the 2015 co-ordinated land use planning review, *Amendment 204*, relating to Part Lot 10, Concession 7, EHS, Town of Mono; *Amendment 151*, relating to Part of Lot 8, Concession 4 EHS, Town of Mono; *Amendment 54*, relating to Part East Half Lot 1, Concession 7, East of Hurontario Street in the Town of Mono.

#### **Escarpment Natural Area (Part 1.3)**

Escarpment features which are in a relatively natural state and associated stream valleys, wetlands and forests which are relatively undisturbed are included within this designation. These contain important plant and wildlife habitats, geological features and cultural heritage features and are the most significant natural and scenic areas of the Escarpment.

#### **Escarpment Protection Area (Part 1.4)**

Escarpment Protection Areas are important because of their visual prominence and their environmental significance, including increased resilience to climate change through the provision of essential ecosystem services. They are often more visually prominent than Escarpment Natural Areas. Included in this designation are Escarpment Related Landforms and natural heritage and hydrologic features that have been significantly modified by land-use activities, such as agriculture or residential development, as well as lands needed to buffer Escarpment Natural Areas and natural areas of regional significance. The policies aim to protect and enhance natural and hydrologic features and the open landscape character of the Escarpment and lands in its vicinity.

#### Rural Areas (Part 1.5)

Escarpment Rural Areas are an essential component of the Escarpment corridor, including portions of the Escarpment and lands in its vicinity. The policies aim to provide a buffer to the more ecologically sensitive areas of the Escarpment.

#### **Escarpment Recreation Areas (Part 1.8)**

Designated Recreation Areas are areas of existing or potential recreational development associated with the Escarpment. Such areas may include both seasonal and permanent residences. The policies applicable to this area aim to minimize negative impacts of recreation development on the Escarpment



#### Minor Urban Centre (Part 1.6)

This land use designation identifies those rural settlements, villages and hamlets that are distributed throughout the Niagara Escarpment Plan area. In the case of Dufferin County, this designation applies to the settlement of Mono Centre. The policies applicable to Minor Urban Centre designation aim to encourage growth and development within existing settlement areas.

#### 2.2 DUFFERIN COUNTY OFFICIAL PLAN (2015)

Dufferin County is an upper-tier regional municipality consisting of several municipal governments. The County's current Official Plan, was approved by the Ministry of Municipal Affairs and Housing in March 2015, outlines a 20-year plan focused on managing and promoting orderly growth and development, accommodating anticipated population and employment forecast, encouraging economic development, providing guidance for private investment, providing policy direction to improve people's quality of life, and implementing provincial policies.

Section 5 of the approved Official Plan (2015) discusses Natural Heritage Policies. The importance of natural heritage is recognized by the County in the Objectives laid out in Section 5.1:

- a) Protect, restore or where possible enhance natural resources, including surface and groundwater resources to provide safe drinking water, promote water conservation, and recognize the importance of the County as an important headwater area.
- b) Protect, restore or where possible enhance natural heritage features and the environment and foster the creation of an enhanced and connected natural heritage system, and recognize the importance of Provincially significant landscapes and land forms located within the Niagara Escarpment Plan, the Oak Ridges Moraine, and the Greenbelt Plan Area.
- c) Undertake the preparation of a Natural Heritage System Strategy to reinforce the protection, restoration or, where possible, enhancement of natural heritage features and functions and strengthen and promote their interconnectivity, for the overall environmental health of the County.
- d) Direct development and site alteration away from significant natural heritage features and areas.
- e) Protect water resources and source water areas from contamination and degradation in order to improve the quality and quantity of water.
- f) Natural heritage features and areas will be protected for the long-term.



#### 2.2.1 FRAMEWORK FOR NATURAL HERITAGE SYSTEM STRATEGY

Section 5.2 outlines the framework for the development of a Natural Heritage System Strategy to "reinforce the protection, restoration, or where possible, the enhancement of identified natural heritage features and areas...".

The 2015 Official Plan contains policies "intended to provide a basis and initial framework to support the preparation of a County-wide NHSS". Specifically,

- The County and local municipalities, in cooperation with the Ministry of Natural Resources, Niagara Escarpment Commission and Conservation Authorities, will undertake a County-wide Natural Heritage System Strategy (NHSS) to identify, map and detail natural heritage features and areas, as well as surface water features and groundwater features, including the form and function of the identified features, and to identify linkages and connections between these features. The NHSS will reinforce the protection, restoration, or, where possible, the enhancement of identified natural heritage features and areas, and promote the overall diversity and interconnectivity of natural heritage features, functions and areas. The County will undertake a County-wide Natural Heritage System Strategy at the time of the first County Official Plan Review, which will be implemented through an amendment to this Plan. Schedule E identifies the Provincially Significant Wetlands, Areas of Natural and Scientific Interest, woodlands, and unevaluated wetlands which should form the basis for the identification of the natural heritage system. The identification of natural heritage features and areas, and related policies are provided in Section 5.3. A preliminary County-wide natural heritage system is illustrated on Schedule E1, which includes the Provincial Plan Natural Heritage Systems, as well as the natural heritage features and areas that are identified on Schedule E, in addition to watercourses, and associated flooding hazards, steeps slopes, unstable soils and erosion hazards, which establish linkages between the natural heritage features and areas. The Provincial Plan natural heritage systems include the Escarpment Natural Area and Escarpment Protection Area of the Niagara Escarpment Plan, the Natural Heritage System of the Greenbelt Plan, and the Natural Core Area and Natural Linkage Area of the Oak Ridges Moraine Conservation Plan.
- b) The County and local municipalities recognize that a natural heritage and open space system would benefit from public ownership to ensure protection of the features and to provide for public access, where appropriate. The County and local municipalities will consider all options for the acquisition of land associated with natural heritage features and areas, functions and linkages in accordance with the land acquisition policies of this Plan. Notwithstanding the options for the acquisition of lands as part of a natural heritage and open space system strategy, the County, local municipalities, or any other public agency will not be obligated to acquire or purchase any land containing natural heritage features and areas.



- c) The natural heritage features and areas under private ownership continue to be private and their identification as such features in no way increases their accessibility to the public or their eligibility for acquisition by the local municipalities, or any other conservation group or agency.
- d) The County and local municipalities will encourage the creation of a linked NHSS through the integration of:
  - i. Natural heritage features and areas as identified and described in Section 5.3, including land owned by the local municipalities, Provincial and Federal Ministries, and land trusts;
  - ii. Natural corridors such as streams, flood plains, steep slopes, valleys, contiguous narrow woodlands and wetlands that connect two or more natural heritage features;
  - iii. existing municipal rights-of-way;
  - iv. established and proposed service and utility corridors, where appropriate;
  - v. existing public parkland and open space lands;
  - vi. watercourses, where appropriate,
  - vii. trails and pathways;
  - viii. linkages provided through the draft plan of subdivision approval process;
  - ix. agreements with private land owners; and
  - x. land acquisition.

#### 2.2.2 DEVELOPMENT AND SITE ALTERATION GUIDELINES

Section 5.3 then outlines Natural Heritage Features and Functions, establishing development guidelines, determination of significance and discussion of each type of known natural heritage feature, as illustrated in Schedules B and E. Note that boundaries of the features on Schedules B and E are considered approximate until refined through an ecological site assessment by a qualified professional (in support of a development application) where natural vegetation or landscape features exist on or near the property.

General development and site alteration guidelines are then provided, and are summarized as follows:

- a) Development and site alteration will not be permitted in significant wetlands.
- b) Development and site alteration will not be permitted in



- i. significant woodlands;
- ii. significant valley lands;
- iii. significant wildlife habitat; and,
- iv. significant areas of natural and scientific interest,

unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.

- c) Development and site alteration will not be permitted in fish habitat except in accordance with Provincial and Federal requirements.
- d) Development and site alteration will not be permitted in habitat of endangered species and threatened species, except in accordance with Provincial and Federal requirements.
- e) Nothing in the policies of Section 5.2 and 5.3 are intended to limit the ability of agricultural uses to continue.

#### 2.2.3 DETERMINING SIGNIFICANCE OF NATURAL HERITAGE FEATURES

The 2015 Official Plan does not outline criteria for the determination of significance of natural heritage features, but rather defers that to existing provincial designations, and interpretation of the Natural Heritage Reference Manual (OMNF, 2005), and applicable local municipal official plans. The 2015 Official Plan indicates that "The County will establish the criteria for determining significance at the time a natural heritage system strategy is undertaken".

#### 2.2.4 PROTECTED NATURAL HERITAGE FEATURES

Protected Natural Heritage features identified in the 2015 Official Plan include:

- Provincially Significant Wetlands,
- Habitat of Endangered and Threatened Species,
- Areas of Natural and Scientific Interest,
- Valleylands



- Woodlands,
- Wildlife Habitat Areas,
- Unevaluated Wetlands and Locally/ Regionally Significant Wetlands,
- Fish Habitat.
- ▶ Watercourses,
- Adjacent Lands (generally, within 120m of protected features), and
- Vegetative Protection Zones

#### 2.2.5 ENVIRONMENTAL IMPACT STUDIES

The guidelines for Environment Impact Studies (EIS), where required by the 2015 Official Plan, are provided in section 5.3.11. Generally, the appropriate agency or agencies must be consulted, and an EIS prepared to demonstrate that the relevant policies of the Dufferin County and applicable local Official Plans are met, and that provincial guidance is heeded. The EIS must also demonstrate that the proposed use will not have a negative impact on significant natural heritage features and related ecological functions. The EIS is to be conducted by a qualified professional and must identify potential impacts from the proposed development and site alteration, proposed mitigation measures to appropriately protect and/or conserve the values of the associated natural features and areas. It must identify potential linkages between natural heritage features and areas, surface water and ground water features, to ensure that the function of the County's NHS is maintained.

#### 2.3 THE ROLE OF OTHER NATURAL HERITAGE SYSTEMS

Dufferin County is an upper-tier level of municipal government that contains eight municipalities, including Amaranth, East Garafraxa, Grand Valley, Melanchthon, Mono, Mulmur, Orangeville, and Shelburne, which each map and quantify, to varying degrees, the natural features within their areas. In addition to municipal governments, there are four Conservation Authorities (CA) that provide management oversight for watersheds within Dufferin County. Two of these, the Grand River Conservation Authority (GRCA) and the Nottawasaga Valley Conservation Authority (NVCA) cover most of the County. The remaining two, Credit Valley and Toronto Region, account for relatively minor areas (Figure 2).

#### 1.1.1 LOCAL MUNICIPAL GOVERNMENTS

The Natural Heritage systems from lower-tier municipal official plans will inform designation of locally and regionally significant natural heritage features. Natural Heritage policy and mapping from relevant local municipal Official Plans are summarized below.



#### 2.3.1.1 TOWNSHIP OF AMARANTH

The current Official Plan for the township of Amaranth was adopted by council in 2004 and approved by MMAH in 2005. The OP does not discuss Natural Heritage Systems, but rather Environmental Protection designations, mapped on Schedule B, which include Provincially and Locally significant wetlands, wetlands (unevaluated), significant forest, significant (wildlife) habitat, deer yards, water feature, and cold-water streams. Environmentally Sensitive Areas and significant habitats of threatened and endangered species are listed under the Environmental Protection designation, however none of these features are shown on Schedule B. Significant forest criteria is provided and includes several parameters, some of which are measurable values, i.e. greater than 40 ha in size, dominated by trees > 60 years old, while some are more subjective, such as "ecological functions relating to interior habitat, provision of linkages or overlap with "other" natural heritage features and woodland diversity (no diversity metric is given). Criteria for locally significant wetlands, significant wildlife habitat, are not discussed. Data for locally significant wetlands could be incorporated into the new Dufferin County NHS.

#### 2.3.1.2 TOWNSHIP OF EAST GARAFRAXA

The current Official Plan for the Township of East Garafraxa was adopted by council in 2004, and approved by MMAH in 2005. Environmental Protection designations are discussed with respect to environmentally sensitive features, which are identified as wetlands, fish habitat, significant wildlife habitat/ habitat of threatened or endangered species, ANSI's, Environmentally Sensitive Areas, and significant forest areas. These features are shown as Environmental Protection on Schedule A, A-1 and A-2. Environmental features are identified in greater detail on Schedule B. There does not appear to be unique information presented in this Official Plan mapping that would require consideration for the Dufferin County NHS.

#### 2.3.1.3 TOWN OF GRAND VALLEY

The current official plan for the Town of Grand Valley was approved by council in and approved by MMAH in 2017. There is an Environmental Conservation Overlay which includes locally and provincially significant natural heritage features; these are shown on Schedules A-1 and in greater detail on Schedule B-1. Schedule B-1 shows locally and provincially significant ANSIs, locally significant and unevaluated wetlands, provincially significant wetlands, lakes, rivers, streams, and wooded areas ranging from 4 ha to greater than 40ha. Natural Heritage features are not discussed individually, and no criteria for determination of significance is provided. Features within a natural heritage system are to receive protection, however there is no NHS identified specifically for the Town.



#### 2.3.1.4 TOWNSHIP OF MELANCTHON

The current Official Plan for the Township of Melancthon was adopted by Council in 2014 and approved by MMAH in 2017. Natural Heritage features and areas are discussed, and separated into Natural Heritage 1, wetlands shown on Schedule D, and Natural Heritage 2, woodlands, wildlife habitat and ANSIs. There is an Environmental Conservation overlay designation shown on Schedule E, which includes significant woodlands. The definition of a significant woodland for the purpose of the OP is wooded areas larger than 20ha. Some of the location information for features appears to differ from the Dufferin OP and may be worth consideration for inclusion in this OP. There is no mention of a Natural Heritage System, or linkages between natural heritage features.

#### 2.3.1.5 TOWN OF MONO

The current Official Plan for the Town of Mono was consolidated by the town in 2018. The Town has identified a Natural Heritage System (Schedule H1), with two designations of Environmental Protection: EP-1 and EP-2 (Schedule H2). Natural Heritage features are also mapped separately: Watercourses, other wetlands, streams and rivers (Schedule H3), Wetlands (Schedule H4), Significant Woodlands (Schedule H5), ANSI's (Schedule H6), Significant Valley Lands (Schedule H7), Provincial Parks, Town Parks, County Forest, and Conservation lands (Schedule H8). There is a discussion of criteria for "significant" designations within the Official Plan, however the reader is directed to the Provincial "Natural Heritage Reference Manual" and specifics are not provided. The methods for developing the Town of Mono NHS will be examined and locally significant features evaluated for incorporation into the Dufferin County NHS. The Mulm

#### 2.3.1.6 TOWNSHIP OF MULMUR

The current Official Plan for Mulmur Township was approved in 2010. Natural Heritage features are discussed and divided into Category One and Category Two features, as shown on Schedules B1 and B2, respectively. Category One features are typical sensitive natural heritage features, such as provincially significant wetlands and watercourses/ waterbodies. Category Two Natural Features include buffers to the Category One features, as well as ANSIs, significant wildlife habitat and significant woodlands. Mapping does not specifically identify locally or regionally significant wetlands; there may be relevant information, if these values can be provided by the Township.

#### 2.3.1.7 TOWN OF ORANGEVILLE

Office Consolidation (2018). Natural features are designated on Schedule A, as Open Space Conservation with no specific features noted. Few pieces of policy within that document address Natural Heritage features, and there is no mention of a Natural Heritage *System*. There does not appear to be novel information within this OP that requires consideration.



#### 2.3.1.8 TOWN OF SHELBURNE

Town of Shelburne Official Plan (2017 Office Consolidation) presents Natural Heritage policies based on the County of Dufferin Official Plan (June 8, 2017). Likewise, the Natural Heritage System Mapping included in Schedule E is the same as information provided in Schedule E of the current Dufferin County Official Plan. There is no new information contained in the Town of Shelburne Official Mapping that requires consideration.

#### 1.1.2 CONSERVATION AUTHORITIES

Under the Conservation Authority Act (1990), a Conservation Authority (CA) will regulate development, interference with wetlands, and alterations to shorelines and watercourses within their watershed. Lands within the watershed that fall into these categories are commonly known as Regulated Lands. Within their watershed CAs provide services and programs to protect, restore and manage natural resources in partnership with local and regional governments, landowners, and public agencies

Each CA has their own Watershed Management Plan, and some have a Natural Heritage System Strategy which can provide insight into valuable features which the County may consider incorporating into the County NHS and/or identify as restoration priorities. The policies and available mapping for each of the CA are is summarized below.

#### 2.3.1.9 NOTTAWASAGA VALLEY CONSERVATION AUTHORITY (NVCA)

The NVCA lands encompass almost half of Dufferin County (47%), including part of Melancthon, Mulmur, Shelburne, and most of Mono. Watercourses generally drain toward Georgian Bay, Lake Huron. NVCA is as technical reviewer for development applications, providing comments and review of natural heritage and natural hazards management The NVCA regulates lands under Ontario Regulation 175/06. The NVCA Integrated Watershed Management Plant was updated in 2018. The NVCA Watershed Characterization Report a provides many important insights to Natural Features in the area, including mapping of Candidate Significant Wildlife Habitat, watercourse thermal regimes, known fish

Nottawasaga Valley Conservation Authority, 2018, Nottawasaga Valley Integrated Watershed Management Plan, Available at https://www.nvca.on.ca/Shared%20Documents/Nottawasga\_Valley\_IWMP\_2019.pdf

Nottawasaga Valley Conservation Authority, 2018. Nottawasaga Valley Conservation Authority Integrated Watershed Management Plan, Characterization Report, 2018. Available at: nvca.on.ca/Shared%20Documents/NVCA\_Watershed\_Characterization\_Report\_June\_29\_2018.pdf



passage barriers, Ecological Land Classifications, provincially significant plant species distribution mapping, wildlife distribution and abundance mapping (reptiles, amphibians, breeding birds), animal movement corridors.

Generally, development or interference within a wetland, within 30m of a wetland, or within 120m of a provincially significant wetland is prohibited, unless the interference to the hydrologic function of the wetland has been deemed to be acceptable by the conservation authority. Activities that may be considered acceptable are public infrastructure such as roads, sewers, flood and erosion control works, utilities, conservation or restoration projects, and public parks/ low density outdoor recreation areas and trail systems.

Mapping of sensitive natural heritage features by NVCA as part of the Integrated Watershed Management Plan will be used to inform areas of Dufferin County where further study may be required prior to development.

#### 2.3.1.10 GRAND RIVER CONSERVATION AUTHORITY (GRCA)

The headwaters of the Grand River originate in Dufferin County and span the western half of the County, including part of Melancthon, Amaranth, Grand Valley, and East Garafraxa. The GRCA watershed includes several landscapes, such as Forests, Grasslands and prairies, Open water, Rivers and streams, Urban spaces, and Wetlands. Generally, watercourses in the Grand River watershed drain toward Lake Erie. Under the Conservation Authorities Act, R.S.O. 1990 (Ontario Regulation 150/06), the GRCA regulates activities in natural and hazardous areas such as areas in and near rivers, streams, floodplains, wetlands, slopes and shorelines. GRCA is as technical reviewer for development applications, providing comments and review of natural heritage and natural hazards management.

GRCA policies are outlined in the *Grand River Watershed Water Management Plan*<sup>1</sup>. GRCA does not offer a Natural Heritage System Strategy, however individual plans to address Fisheries and Forest management, which guide protection and restoration/ enhancement activities, are available.

#### 2.3.1.11 CREDIT VALLEY CONSERVATION (CVC)

The headwaters of the Credit River originate in Dufferin County, and as such a small portion (approximately 4.4%) of Dufferin County, primarily around the Town of Orangeville, is under the

<sup>&</sup>lt;sup>3</sup> Grand River Conservation Authority, 2014, Grand River Watershed Water Management Plan. Available at: grandriver.ca/en/our-watershed/resources/Documents/WMP/Water\_WMP\_Plan\_Complete.pdf



jurisdiction of the CVC / Ontario Regulation 160/06. CVC is as technical reviewer for development applications, providing comments and review of natural heritage and natural hazards management. CVC policies, development setbacks and protections for watershed NHS features are outlined in the Credit Valley Conservation Watershed Planning and Regulations Policies (April 2010) document. CVC policies apply in all regulated areas.

The CVC Natural Heritage System Strategy (CVC-NHSS, 2015) incorporates the natural heritage evaluations completed as part of comprehensive subwatershed studies into an NHS which is intended to assist in updating existing natural heritage system protection strategies within the context of watershed health. Core and supporting features, as identified in the CVC-NHS mapping, will be considered for inclusion in the Dufferin County NHSS.

#### 2.3.1.12 TORONTO AND REGION CONSERVATION AUTHORITY (TRCA)

The headwaters of the Humber River watershed originate in Dufferin County, and as such a small portion (approximately 1%) of the south east corner of Dufferin County is under the jurisdiction of the TRCA / Ontario Regulation 166/06. TRCA serves as technical advisor for development applications, providing comments and review of natural heritage and natural hazards management. TRCA policies, development setbacks and protections for watershed NHS features are outlined in the *Living Cities Policies for Planning and Development in the Watersheds of the Toronto and Region* document. TRCA policies apply in all regulated areas. TRCA regulated lands in Dufferin County are primarily associated with the headwaters of the Humber River watershed; terrestrial and aquatic natural heritage features identified by TRCA in *The Humber River Watershed Plan* (2008) will be considered for incorporation into the Dufferin County NHSS.

#### 2.3.1.13 SAUGEEN VALLEY CONSERVATION AUTHORITY (SVCA)

A small area (approximately 0.7%) of the north west corner of Dufferin County is part of the Upper Saugeen River Watershed, under the jurisdiction of the SVCA / Ontario Regulation 169/06. SVCA is as technical reviewer for development applications, providing comments and review of natural heritage

5 Toronto Region Conservation Authority, 2008, Humber River Watershed Plan, Available at: http://www.trca.on.ca/dotAsset/196564.pdf

<sup>&</sup>lt;sup>4</sup> Toronto Region Conservation Authority, November 2014, Living Cities Policies for Planning and Development in the Watersheds of the Toronto and Region Available at drive\_google\_com/file/d/08xjqkzmOuaaRYWxqSGdUaHp5UE0/view



and natural hazards management. The SVCA Forest Management Plan for 2005-2025, provides details about the ecosystems in the SVCA. The forest Management Plan addresses goals related to forest health, forest management practices, sustainability, species and ecological diversity, and wetland and water system health. The existing conditions of the Ecosystems are discussed, including forest soils, weather and climate, tree species, wildlife habitat, wildlife, vegetative communities, wetlands and lakes, human interaction, and topography.

Saugeen Valley Conservation Authority, 2005, Saugeen Conservation Managed Forests, Forest Management Plan 2005-2025, Available at https://www.svca.on.ca/downloads/EntireForestManagementPlan.pdf



# 3 NHS DEVELOPMENT: METHODS AND BEST PRACTICES

A healthy and resilient ecosystem requires both habitat diversity and connectivity. Habitat diversity speaks to the types of natural features present on a landscape, such as wetlands, woodlands, open areas/ meadows, and watercourses. Connections, or linkages, allow movement between habitats, and operate at a variety of scales, from large, cross-continental migratory bird pathways, to small seasonal movements of amphibians from forests to ponds for breeding. As climate change alters habitats and species ranges, connectivity between habitats becomes vital and a systems approach to natural heritage planning will serve to preserve and recreate the webs of interconnected habitats and ensure functional linkages among areas of high conservation value (Ontario Nature, 2015).

In developing the NHSS for Dufferin County, a planning approach will be used in consideration to the identifying, protecting, and where appropriate restoring the natural heritage features of the County. A planning approach represents the most promising option available for addressing habitat loss and fragmentation, the major drivers of biodiversity loss in the heavily developed and populated landscape of southern and eastern Ontario (Ontario Nature, 2015).

The following provincial and federal guidance documents, which provide the most relevant and geographically appropriate information, have been reviewed and considered:

- How Much Habitat is Enough?, Environment Canada. This document describes minimum sizes/ % cover for wetlands, forest cover, riparian areas, grassland/ open space habitats, and corridors that are required to support healthy and diverse populations of wildlife in a Natural Heritage System.
- Natural Heritage Reference Manual, Ministry of Natural Resources. This document outlines technical criteria and approaches for protecting PPS natural heritage features, areas and

Environment Canada. How Much Habitat is Enough? (3rd edition). Toronto: Environment Canada, 2013, Available: https://www.ec.gc.ca/Publications/default.asp?lang=En&xml=185F659B-B931-4F37-A988-3DD73DF656B7



systems, the conservation and management of natural resources, and the promotion of sustainable development in Ontario.

- Wetland Conservation in Ontario: Discussion Paper, Ministry of Natural Resources. This
  document highlights the need for a broad wetland conservation framework to strengthen policies
  and stop the net loss of wetlands based on a hierarchical mitigation strategy.
- Significant Wildlife Habitat Mitigation Support Tool, Ministry of Natural Resources. This tool
  is intended for use by planners as a guide to help them understand the functions of habitat,
  potential impacts, and possibilities for mitigation, and is used after the site has been identified as
  being a natural heritage feature; provides advice and recommendations for mitigating the effects
  of development in and adjacent to significant wildlife habitat.
- Ontario Biodiversity Strategy, Ontario Biodiversity Council. This document outlines a 10-year plan to conserve Ontario's plant and animal species, land, lakes and rivers, forests, and other ecosystems, by identifying strategic directions (and specific actions) for engaging people, reducing threats, enhancing resilience, and improving knowledge.
- Best Practices Guide to Natural Heritage Systems Planning, Ontario Nature. This document is aimed at assisting policy development at the municipal level with a focus on stimulating and facilitating innovative, systems-based policy approaches to Natural Heritage planning.
- Greenbelt Plan 2005: Technical Definitions and Criteria for Key Natural Heritage Features
  in the Natural System of the Protected Countryside Area, Ontario Ministry of Natural
  Resources. This document provides technical assistance to planning authorities and others in
  the identification and delineation of key natural heritage features in the natural heritage system of

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Ministry of Natural Resources, Natural Heritage Reference Manual for the Natural Heritage Policies of the Provincial Policy Statement, 2005 (Second Edition), Available: https://www.ontario.ca/document/natural-heritage-reference-manual

Ministry of Natural Resources, Wetland Conservation in Ontario: A Discussion Paper, 2015, Available;

http://apps.mnr.gov.on.ca/public/files/er/wetlandsdiscussionpaper\_en.pdf

Ministry of Natural Resources and Forestry, Significant Wildlife Habitat Mitigation Support Tool (Version 2014). Available: https://www.ontario.ca/document/significant-wildlife-habitat-mitigation-support-tool

Ontario Biodiversity Council. Ontario's Biodiversity Strategy, 2011. Ontario: Ontario Biodiversity Council, 2011. Available: http://viewer.zmags.com/publication/c527c66f#/c527c66f/2

<sup>&</sup>lt;sup>12</sup> Ontario Nature, Best Practices Guide to Natural Heritage Systems Planning, 2014, Available at https://ontarionature.org/wp-content/uploads/2017/10/nhs-guide-web-1.pdf



the Protected Countryside of the Greenbelt Plan. This document can help establish and/or refine the definitions of natural heritage features in Dufferin County's updated OP.<sup>19</sup>

- Oak Ridges Moraine Technical Papers, Ministry of Natural Resources. This series of
  documents includes Identification of Key Natural Heritage Features, document provides technical
  assistance to planning authorities and others in the identification and delineation of key natural
  heritage features in the natural heritage system of the Protected Countryside of the Greenbelt
  Plan. This document can help establish and/or refine the definitions of natural heritage features
  in Dufferin County's updated OP.
- Significant Wildlife Habitat Criteria Schedules for Ecoregion 6E, Ministry of Natural Resources and Forestry: designed to provide the recommended criteria for identifying Significant Wildlife Habitat (SWH) within Ecoregion 6E. The schedules, including description of wildlife habitat, wildlife species, and the criteria provided for determining SWH, are based on science and expert knowledge.<sup>15</sup>

#### 3.1 GENERAL GUIDELINES

Discussions of Natural Heritage System targets and guidelines are aimed at the protection of important ecological functions and interactions critical to the long-term survival of plants and animals (i.e. native biodiversity) that inhabit natural features including woodlands, wetlands, grasslands, and aquatic ecosystems. There are two primary guidance documents that discuss benchmarks for minimum ecological targets in Canada, The Natural Heritage Reference Manual for Natural Heritage Policies of the Provincial Policy Statement (NHRM, OMNRF 2010), and How Much is Enough third edition (Environment Canada, Canadian Wildlife Services, 2013).

<sup>&</sup>lt;sup>13</sup> Ontario Ministry of Natural Resources. Greenbelt Plan 2005: Technical Definitions and Criteria for Key Natural Heritage Features in the Natural Heritage Features in the Natural Heritage System of the Protected Countryside Area. December 2012. Available: http://www.mah.gov.on.ca/Page10197.aspx

<sup>&</sup>lt;sup>14</sup> Ontario Ministry of Natural Resources. Oak Ridges Moraine Conservation Plan Area Technical Papers 1-8. https://collections.ola.org/mon/23007/294036.pdf

<sup>&</sup>lt;sup>16</sup> Ontario Ministry of Natural Resources and Forestry. Significant Wildlife Habitat Criteria Schedules for Ecoregion 6E. Available: https://www.ontario.ca/document/significant-wildlife-habitat-ecoregional-criteria-schedules-ecoregion-6e



Federal guidelines for minimum natural cover at the watershed level are provided by Environment Canada in the document How Much is Enough? Guidelines relevant to Dufferin County are summarized below:

- At least 30% of a watershed should be forested;
- The proportion of a watershed that is forest cover 100m or further from the forest edge should be greater than 10%; the proportion of forest cover 200m or further from the forest edge should be greater than 5%;
- Greater than 10% of each major watershed should be wetland habitat, and greater than 6% of each subwatershed should be in wetland habitat. Wetlands of a variety of sizes, types, and hydroperiods should be maintained across a landscape;
- A minimum of 75% of stream length should be naturally vegetated, and streams should have a minimum 30m wide naturally vegetated adjacent lands area on both sides, greater depending on site-specific conditions; and
- Corridors designed to facilitate species movement should be a minimum of 50m to 100m in width.



### 4 THE NHS IN DUFFERIN COUNTY

Protected natural heritage features under the 2015 Official Plan are described individually below, along with materials relevant to developing a comprehensive, County wide Natural Heritage System. Generally, the 2015 Official Plan defers the determination of significance of natural heritage features to existing provincial designations, and interpretation of the Natural Heritage Reference Manual (OMNF, 2010), and applicable local municipal official plans. The discussion below is provided as an initial step in addressing Section 5.3 of the Official Plan: Determining Significance, which indicates that the County will establish the criteria for determining significance at the time a natural heritage system strategy is undertaken.

#### 4.1 WETLANDS

PSW's, unevaluated wetlands, and locally/ regionally significant wetlands are identified as protected features under the 2015 Dufferin County OP. Wetlands are defined, under the 2015 OP, as lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of wetlands are swamps, marshes, bogs and fens. Periodically soaked or wet lands being used for agricultural purposes which no longer exhibit wetland characteristics are not considered to be wetlands for the purposes of this definition. (Source: PPS, 2014). With respect to Wetland, Significance means wetlands and areas of natural and scientific interest, an area identified as provincially significant by the Ontario Ministry of Natural Resources using evaluation procedures established by the Province, as amended from time to time. Under the in-force OP, Wetlands that are not classified as Provincially Significant Wetlands are considered unevaluated wetlands or locally or regionally significant wetlands. The definitions for both wetlands and significant wetlands have been essentially adapted verbatim from the 2014 PPS.

In Ontario, MNRF is responsible for overseeing PSW designation through administration of the Ontario Wetland Evaluation System (OWES). OWES is based on evaluation of a land parcel using four criteria - biological, social, hydrological and special features and uses a transparent scoring system, however the identification of wetlands and the delineation of boundaries is based on the presence and relative abundance of wetland plant species. Following evaluation, wetlands are then either a Provincially Significant Wetland (PSW) or an evaluated non-provincially significant wetland (non-PSW). Non-PSWs can be designated, by upper-or lower tier municipalities, as Regionally or locally significant wetlands.

The current Dufferin County NHS mapping shows just 7.4% of the County as designated wetlands, however LIO data indicates that current wetland coverage is 13.86% of total area, which includes Provincially Significant, evaluated non-significant, and unevaluated wetlands. Incorporating current wetlands LIO data into the Dufferin County NHS will rectify this discrepancy, leaving Dufferin County



with a robust system of wetlands. The focus for wetland policy in the new OP will be maintenance of proportional representation of wetland type and improving wildlife corridors/ linkages between habitats.

#### 4.2 AREAS OF NATURAL AND SCIENTIFIC INTEREST

Areas of Natural and Significant Interest (ANSI) are identified as protected natural heritage features under the 2015 Dufferin County Official Plan. The County's OP adopts the 2014 <u>PPS</u> definition of ANSI: areas of land and water containing natural landscapes or features that have been identified as having life science or earth science values related to protection, scientific study or education". Similarly, the definition of significance with respect to ANSIs is also from the 2014 <u>PPS</u>: an area identified as provincially significant by the Ontario Ministry of Natural Resources using evaluation procedures established by the Province, as amended from time to time. ANSIs have unique physical, biological, cultural, and/ or historical features; they are identified, assessed, designated, and mapped by MNRF.

#### 4.3 HABITAT OF ENDANGERED AND THREATENED SPECIES

The habitat of endangered species and threatened species is identified as a protected natural heritage feature under the 2015 Official Plan. The definition for the habitat of endangered and threatened species in the OP comes from the 2014 PPS:

- a) with respect to a species listed on the Species at Risk in Ontario List as an endangered or threatened species for which a regulation made under clause 55(1)(a) of the Endangered Species Act, 2007 is in force, the area prescribed by that regulation as the habitat of the species; or
- b) with respect to any other species listed on the Species at Risk in Ontario List as an endangered or threatened species, an area on which the species depends, directly or indirectly, to carry on its life processes, including life processes such as reproduction, rearing, hibernation, migration or feeding, as approved by the Ontario Ministry of Natural Resources; and places in the areas described in clause (a) or (b), whichever is applicable, that are used by members of the species as dens, nests, hibernacula or other residences.

The habitats of endangered and threatened species are listed and categorized by the Ministry of Environment, Conservation, and Parks (MECP), and protected under the Endangered Species Act, 2007 (ESA). Under the ESA, MECP is responsible for identifying and approving general and regulated habitat, as well as giving technical advice on species at risk and their habitats. MECP is responsible for approving the delineation of habitat for endangered and threatened species, however these habitats are not generally provided for public viewing, and are not included in Official Plan mapping.

#### 4.4 WILDLIFE HABITAT AREAS

Wildlife habitat areas are identified as protected feature sunder the 2015 Official Plan. The County defines wildlife habitat as an area of land where plants, animals and other organisms live, and find adequate amounts of food, water, shelter and space needed to sustain their populations. Significant wildlife habitats are defined as areas where there are seasonal concentrations of animals;



rare vegetation communities and specialized habitats for wildlife; habitats of species of "special concern" and other significant wildlife habitat, or animal movement corridors. This differs slightly from the definition in the 2020 PPS: areas where plants, animals and other organisms live, and find adequate amounts of food, water, shelter and space needed to sustain their populations. Specific wildlife habitats of concern may include areas where species concentrate at a vulnerable point in their annual or life cycle; and areas which are important to migratory or non-migratory species.

The SWH areas currently mapped for Dufferin County are seasonal concentrations areas such as wildlife wintering and nursery areas. The process of designating a natural heritage feature as SWH is outlined in the *Significant Wildlife Technical Guide* and involves extensive evaluation against a list of criteria. At the landscape scale, determination of SWH is completed by MNRF, as is the case with the available data mapped for Dufferin County. SWH can also be designated on a case-by-case basis to satisfy development proposals; in Dufferin County, this would include reference to the guidelines identified in the Significant Wildlife Habitat Criteria Schedules for Ecoregion 6E, Ministry of Natural Resources and Forestry (2015).

#### 4.5 WOODLANDS

Woodlands are identified as protected features under the 2015 Official Plan. The County uses the 2014 PPS definition, which defines woodlands as treed areas that provide environmental and economic benefits to both the private landowner and the general public, such as erosion prevention, hydrological and nutrient cycling, provision of clean air and the long-term storage of carbon, provision of wildlife habitat, outdoor recreational opportunities, and the sustainable harvest of a wide range of woodland products. Woodlands include treed areas, woodlots or forested areas and vary in their level of significance at the local, regional and provincial levels. Woodlands may be delineated according to the Forestry Act definition or the Province's Ecological Land Classification system definition for "forest." (Source: PPS, 2014). The Forest Act definition of woodlands as "land with at least, (a) 1,000 trees, of any size, per hectare, (b) 750 trees, measuring over five centimetres in diameter, per hectare, per hectare, or (d) 250 trees, measuring over 20 centimetres in diameter, per hectare, but does not include a cultivated fruit or nut orchard or a plantation established for the purpose of producing Christmas trees." The Province's Ecological Land Classification system definition for "forest" is "A terrestrial vegetation community with at least 60% tree cover"

<sup>16</sup> Ontario Ministry of Natural Resources and Forestry, 2000. Significant Wildlife Habitat Technical Guide, Available at: https://www.ontario.ca/document/significant-wildlife-habitat-technical-guide



The County's definition of Significant Woodlands is consistent with the 2014 PPS: an area which is ecologically important in terms of features such as species composition, age of trees and stand history; functionally important due to its contribution to the broader landscape because of its location, size or due to the amount of forest cover in the planning area; or economically important due to site quality, species composition, or past management history. These are to be identified using criteria established by the Ontario Ministry of Natural Resources. The 2015 OP does not does not provide specific criteria for the identification of significant woodlands in Dufferin County, but refers to the Natural Heritage Reference Manual (OMNR 2005, Second Edition), which provides technical guidance and criteria for significance determination, based on size, function, uncommon characteristics, and economic and social functional values. The ORMCP Technical Paper 7 – Identification and Protection of Significant Woodlands provides specific guidance and criteria for identifying significant woodlands within the ORMCP. Significant Woodlands are typically mapped through upper- and lower- tier municipal Official Plans, however identification and evaluation is generally completed during a development application process, through an EIS or equivalent.

The current forest cover in Dufferin County is 23.87%, and interior forest habitat (forest area more than 100m from a forest edge) is 3.58%, and high-quality forest habitat (forest areas more than 200ha from forest edge) is 0.86%. There are 21 forest units in Dufferin County there that are greater than 200ha, representing 4.6% of the landscape. The forest cover within the County generally appears to represent the full diversity of naturally occurring forest communities found within the ecoregion, meaning a mixture of new and old growth forest.

#### 4.6 VALLEYLANDS

Valleylands are identified as protected features under the 2015 Official Plan. The County uses the 2014 PPS definition of Valleylands: a natural area that occurs in a valley or other landform depression that has water flowing through or standing for some period of the year. (Source: PPS, 2014). With respect to significance, the County provides the PPS definition, that a Significant Valleyland is ecologically important in terms of features, functions, representation or amount, and contributing to the quality and diversity of an identifiable geographic area or natural heritage system. For areas of the County that fall within the ORMCP, specific guidance and criteria for identifying significant valleylands is provided in the ORMCP Technical Paper 1 – Identification of Key Natural Heritage Features.

The 2015 Official Plan does not provide criteria or refer to guidance documents related to valleyland significance. Documents such as the NHRM and the ORMCP Technical Paper 1 could be used to develop the County's criteria for identifying Significant Valleyland.

#### 4.7 FISH HABITAT

Fish habitat is a protected feature under the 2015 Official Plan. The County uses the 2014 PPS/ Fisheries Act definition of fish habitat: spawning grounds and nursery, rearing, food supply, and migration areas on which fish depend directly or indirectly in order to carry out their life processes. For areas of the County within the ORMCP, fish habitat is identified though mapping and/or information provided by MNR, or provided/approved by the Federal Department of Fisheries and Oceans (DFO) or



a delegated authority of DFO (including Conservation Authorities). Where no detailed fish habitat mapping has been completed, all permanent or intermittent streams, kettle lakes, and all ponds other than off stream constructed ponds shall be deemed to be fish habitat unless it can be demonstrated to the satisfaction of the approval authority under the Planning Act that the feature does not constitute fish habitat as defined by the DFO.

Fish habitat is catalogued and determined by the Department of Fisheries and Oceans (DFO), but is not specifically mapped as part of an NHS. Fish habitat is identified during the development application process, and addressed through an EIS or equivalent.

#### 4.8 WATERCOURSES

Watercourses are protected features under the 2015 Official Plan. The County does not explicitly define watercourses in the 2015 Official Plan. The County uses the 2014 PPS definition for River, stream and small inland lake systems: watercourses, rivers, streams, and small inland lakes or waterbodies that have a measurable or predictable response to a single runoff event. (Source: PPS, 2014). The County indicates that watercourses are to be integrated into the new linked NHS, where appropriate (Section 5.2 d vi). Watercourses are generally regulated by Conservation Authorities; water resources will be addressed through implementation of applicable Source Water Protection Plans, and not addressed further in the discussion of Natural Heritage System development.

#### 4.9 VEGETATIVE PROTECTION ZONES

Vegetative Protection Zones are identified as Natural Heritage features under the 2015 Official Plan, however they are not defined, and there are no criteria for identification within the County. Section 5.3.11 of the 2015 <u>OP</u> indicates that for lands within a provincial plan area, the applicable provincial plan policies regarding the identification of vegetative protective zones apply, as do the associated policies regarding the minimum vegetative protective zone buffer area and prohibition of development and site alteration within them.

Section 22(2) of the <u>ORMCP</u> prohibits development and site alteration within Natural Heritage Features and their associated VPZs, except permitted uses such as Forest, fish, and wildlife management; conservation and flood or erosion control projects, but only if they have been demonstrated to be necessary in the public interest after all alternatives have been considered; some transportation, infrastructure, and utilities where there is no reasonable alternative; and low-intensity recreational uses (ORMCP Technical Paper 5). Under the <u>ORMCP</u>, minimum VPZs, as specified in the <u>ORMCP</u> document, that are adjacent to a key natural heritage features are subject to the same limitations to development and site alteration as the feature itself. Similar wording is used in the <u>NEP</u> and the <u>Growth</u>



<u>Plan</u>. The minimum VPZs specified in the <u>ORMCP</u>, <u>NEP</u>, and <u>Growth Plan</u> can act as a starting point to define VPZ criteria for the County NHS.

The <u>ORMCP</u>, <u>NEP</u> and <u>Growth Plan</u> require minimum vegetation protection zones from key Natural Heritage features, as applied to the outer edge of the delineated feature. However, detailed evaluation may recommend greater than the minimum VPZ, to ensure protection of particularly sensitive features such as PSWs or SWH. Upper and lower tier municipalities are able to set enhanced VPZs, and VPZs can vary depending on surrounding land use, as long as they adhere to the provincial minimums.

#### 4.10 OTHER NHS COMPONENTS FOR CONSIDERATION

#### 4.10.1 COUNTY FORESTS

The County's forests are not specifically named as protected features under the 2015 Official Plan, however would fall under the umbrella of woodlands. The 1066 ha of forest, owned and maintained by the County, is divided into fourteen tracts, distributed across all six of Dufferin County's rural municipalities. The County Forests are subject to a comprehensive twenty-year (2016-2036) management plan, which includes an operating plan for 2016-2021. The 2021-2026 Operating Plan states that the County's goal for these forests is to protect the quality and integrity of ecosystems in the Dufferin County Forest, including air, water, land and biota; and, where quality and integrity have been diminished, to encourage restoration or remediation to healthy conditions; while providing a variety of social and economic benefits to the public.

A number of high conservation value forests are identified in the Dufferin County Twenty Year Management plan. These high conservation value forests include treed (evaluated) wetlands, old growth forest, developing old growth forest, Areas of Natural and Scientific Interest (ANSIs), and species at risk habitat.

#### 4.10.2 GRASSLANDS, OPEN AREAS & SUCCESSIONAL HABITATS

Grasslands, Open Areas and/ or Successional Habitats are not identified as protected features in the 2015 Official Plan. Grassland and open country habitat includes areas where the combined cover of trees and shrubs over 1m tall is less than 35%, and can be either naturalized areas, parkland, or agricultural areas. Generally, grassland habitats should be adjacent to a variety of other habitats, such as hedgerows, riparian areas, and wetlands. These types of habitats are typically modified habitats such as cultural meadows, thickets, and savannahs, and these have a role to play in the overall biodiversity of a watershed. CVC recognises these as productive habitats, rich in insect diversity and flowering plant species that commonly inhabit adjoining forest or wetland areas for feeding or



movement (CVCa<sup>17</sup>, CVCb<sup>18</sup>, CVCc<sup>19</sup>). Meadow, prairie, or shrub habitat, can be considered significant for wildlife if it is large enough in size, approximately 10 hectares or larger (OMNR 2015<sup>20</sup>). These types of open habitats provide raptor winter feeding and roosting areas, sustainable reproduction of common grassland and thicket species, as well as migratory and stopover habitat between the great lakes and James Bay, also known as the Atlantic Flyway (Nature Conservancy of Canada<sup>21</sup> (OMNR 2000<sup>22</sup>). These grasslands/ open spaces/ successional habitats could be considered as a component of the County's NHS.

Dufferin County has a robust grassland and open space area, covering approximately 66.8% of the county, with approximately 30% of Dufferin County as active agricultural land. The grasslands/ open spaces are spread throughout the county, primarily outside of towns and townships, with a relatively minor amount of open spaced being manicured. There are many open spaces found adjacent to riparian and wetland areas and associated with hedgerows, which bisect most of the large agricultural areas in Dufferin County.

#### 4.10.3 LINKAGE AREAS

Linkages are not specifically listed as protected features and are not defined specifically in the 2015 Official Plan; however they are identified as a component that should be included/ identified as part of the NHSS. The function of linkages within an NHS is to facilitate the movement of organisms between otherwise isolated habitat patches (Tewksbury et al. 2015<sup>23)</sup>. The Natural Heritage Reference Manual provides guidance for the identification of linkages for inclusion in an NHS. A large portion of the Growth Plan NHS is a network of landscape-level linkages, connecting natural areas within the province.

#### 4.10.4 ENHANCEMENT AREAS

Enhancement Areas are not specifically identified as part of the 2015 Dufferin County Natural Heritage Features, however the County has identified protection, restoration or, where possible enhancement of

<sup>17</sup> CVCa (Credit Valley Conservation), 2002, Mammals of the Credit River Watershed,

<sup>18</sup> CVCb (Credit Valley Conservation), 2002, Birds of the Credit River Watershed

<sup>19</sup> CVCc (Credit Valley Conservation), 2002, Reptiles and amphibians of the Credit River Watershed,

<sup>&</sup>lt;sup>20</sup> OMNRF (Ontario Ministry of Natural Resources and Forestry), 2015. Significant Wildlife Habitat Criteria Schedules for Ecoregion 6E Guide, Available at dr6j45jk9xcmk,cloudfront,net/documents/4775/schedule-6e-jan-2015-access-ver-final-s.pdf

<sup>&</sup>lt;sup>21</sup> Nature Conservancy of Canada, 2020. Getting to know Canada's Migratory Birds. Available at: https://www.natureconservancy.ca/en/feature-stories/migratory-birds.html

<sup>20</sup> OMNRF (Ontario Ministry of Natural Resources). 2000, Significant Wildlife Habitat Technical Guide, Available at: ontario.ca/document/significant-wildlife-habitat-technical-guide

<sup>&</sup>lt;sup>23</sup> Tewksbury, J.J., D.J. Levey, N.M. Haddad, S. Sargent, J.L. Orrock, A. Weldon, B.J. Danielson, J. Brinkerhoff, E.I. Damschen, and P. Townsend, 2002 Corridors affect plants, animals, and their interactions. Proceedings of the National Academy of Science 99:12923-12926.



natural heritage features, as a goal of the Official Plan. Enhancement Areas are typically adjacent to, and supportive of, key natural heritage features, but can include diverse types of land uses. Credit Valley conservation recognizes that Enhancement Areas include those [areas] under active agricultural use and urban open spaces (e.g. manicured parks) that are not natural. These provide important supportive functions in the natural heritage system because they allow for species movement or feeding, or allow for infiltration of water. These are part of the natural heritage system and are considered priorities for stewardship best management practices or for ecological restoration...based on landowner interest and feasibility. Enhancement Areas are typically developed using GIS-based algorithm, as was done with the Growth Plan, through assessment of key natural heritage feature shapes and/ or proximity of other features.

#### 4.11 MODIFYING THE GROWTH PLAN NHS IN DUFFERIN COUNTY

There are four avenues through which refinements to the <u>Growth Plan</u> NHS are accepted by the province. The options are discussed in the *Growth Plan Regional NHS Mapping – Technical Report*, which indicates changes can be made to address:

- Minor, technical adjustments, such as to account for distortions from map projections or discrepancies based on map scales;
- The addition of natural features continuous with the boundary of the provincially mapped NHS, such as beaches, sand dunes, alvars, open bedrock, tallgrass prairie and savannah, forested areas excluding hedgerows, wetlands, and open water. When natural features are added, the boundary of the NHS will be extended to include a 30-m vegetative protection zone beyond the edge of the feature, consistent with methods used in provincial mapping;
- Removal of small portions of the provincial NHS where there is built-up impervious development or infrastructure that was not identified and removed from the provincial mapping, such as buildings, pavement or impervious anthropogenic structures in urban areas with a threshold of at least 10 buildings per 500m or 4/ha (farmsteads and extraction sites excluded); and
- Removal of small, isolated portions of the NHS that protrude from the Greenbelt Plan boundary or settlement areas, provided these areas have no natural features and are not connected to the larger provincial NHS.

Ontario Ministry of Natural Resources and Forestry, 2018, The Regional Natural Heritage System for the Growth Plan for the Greater Golden Horseshoe - technical report on criteria, rationale and methods. Natural Heritage Section, Ontario Ministry of Natural Resources and Forestry, Queen's Printer for Ontario, Pelerborough, Ontario, Available at: https://www.sdc.gov.on.ca/sites/MNRF-PublicDocs/EN/CMID/GrowthPlan\_NaturalHeritageSystem\_TechnicalReport.pdf



# **5 EXISTING DATA AND MAPPING**

A review of available NHS data for the County was conducted to determine which features could be mapped, and to establish a base map for Dufferin County. A summary of the data used to map each of the NHS components and designations is provided in Table 1, along with preliminary analysis of the extent of natural heritage feature coverage for the County. Mapping of this existing data is provided in Appendix 1.

Table 1. Existing Available NHS Data for Dufferin County

	% OF		
	COUNTY	AREA	
DATA SET	AREA	(HA)	SOURCE

Growth Plan NHS	44.24	66,176	Land Information Ontario 2018- Mar-22
Niagara Escarpment Plan Designations	12.86	19,232	Land Information Ontario 20-Dec-2018
Greenbelt Designations	18.44	27,578	Land Information Ontario 2017- June-08
Dufferin County NHS	11.69	17,485	Dufferin County 2015
Dufferin County Woodlands	23.74	35,503	Dufferin County 2015
Dufferin County Wetlands	7.40	11,071	Dufferin County 2015



1.33	1,993	Credit Valley Conservation Authority March 2014
20.49	30,653	Nottawasaga Valley Conservation Authority 2020
12,52	18,728	Grand River Conservation Authority 2020
0.20	287	Toronto and Region Conservation Authority 2020
23.87	35,699	Land Information Ontario 2018- July-10
3.58	5,357	Land Information Ontario 2018- July-10, analysis by WSP staff.
0.86	1,279	Land Information Ontario 2018- July-10, analysis by WSP staff.
4.60*	6,818	Land Information Ontario 2018- July-10, analysis by WSP staff.
13.86	20,732	Land Information Ontario 01- June-2019
6.00	8,967	Land Information Ontario 01- June-2019
5.92	8,851	Land Information Ontario 30 APRIL 2019
	20.49  12.52  0.20  23.87  3.58  0.86  4.60*  13.86  6.00	20.49 30,653  12.52 18,728  0.20 287  23.87 35,699  3.58 5,357  0.86 1,279  4.60* 6,818  13.86 20,732  6.00 8,967



Significant Wildlife Habitat	18.48	27,646	Land Information Ontario Wildlife Wintering Area 18 May 2006
Waterbodies/ watercourses	0.70	1,049	Land Information Ontario 9 June- 2019
Impervious Land Cover	1.29	1,943	SOLRIS 2.0 (2015)
Agriculture (Open Country and Grasslands)	30.3	45,313	SOLRIS 2.0 (2015) (combined built up pervious, tilled, undifferentiated lands)

<sup>\*21</sup> forest units in Dufferin County are >200 ha.



Significant changes made to Provincial Policy in recent years, most notably the <u>Growth Plan (2019)</u>, along with updates to the <u>Greenbelt Plan</u> (2017), <u>Niagara Escarpment Plan</u> (2017), <u>Oak Ridges Moraine Conservation Plan (2017)</u>, and the <u>Provincial Policy Statement</u> (PPS, 2020), provide a clear need to update the policies and approach of the existing Dufferin County Natural Heritage System policy and mapping. As discussed herein, the updated <u>PPS</u> requires that an NHS be established by planning authorities in an Official Plan. In implementing an NHS, there is an expectation that Official Plans will contain policies that are designed to protect the integrity of Natural Heritage systems and the individual component features. The <u>Growth Plan</u>, <u>Greenbelt Plan</u>, <u>ORMCP</u>, <u>and NEP</u> contain considerable detail on the type of development permitted within and adjacent to key features and this will need to be addressed in the new Dufferin County Official Plan. Additionally, there is need to consider how provincial plans and policies will be implemented in a circumstance where there is both an upper-tier Official Plan and a series of lower-tier Official Plans that apply to the same geographical area.

#### 6.1 NEXT STEPS

This report provides a review of existing policies that will shape the development of the Dufferin County NHS, as well as best practices for identifying a NHS to ensure the ecological integrity of the County's natural heritage features are preserved, enhanced, and restored. The following is a summary of the remaining steps in the development of a final Natural Heritage System Strategy for Dufferin County:

#### 1. Draft Criteria Report, including:

- Assess the current extent of Dufferin County Natural Heritage components in the context of industry best practices and targets
- Define and develop criteria for linkages, successional habitats, and watercourses. This
  will include examining the role of the existing agricultural landscape in providing linkage
  and preservation of remnant features;
- c) Develop criteria for each component of the proposed NHS, including criteria for significant features such as Significant Wildlife Habitat, Significant Valleylands, and Significant Woodlands, as well as criteria for Vegetative Protection Zones. This will be based on benchmarking of treatments by comparable municipalities, as well as provincial and federal targets/ guidelines such as the Natural Heritage Reference Manual (MNRF, 2013) and How Much Is Enough? (CWS, 2013):
- d) Examine municipal and conservation authority natural heritage mapping (obtain digital files, where available) to identify locally significant features, if any, that are outside of the provincial NHS which the County may want to incorporate into their NHS.



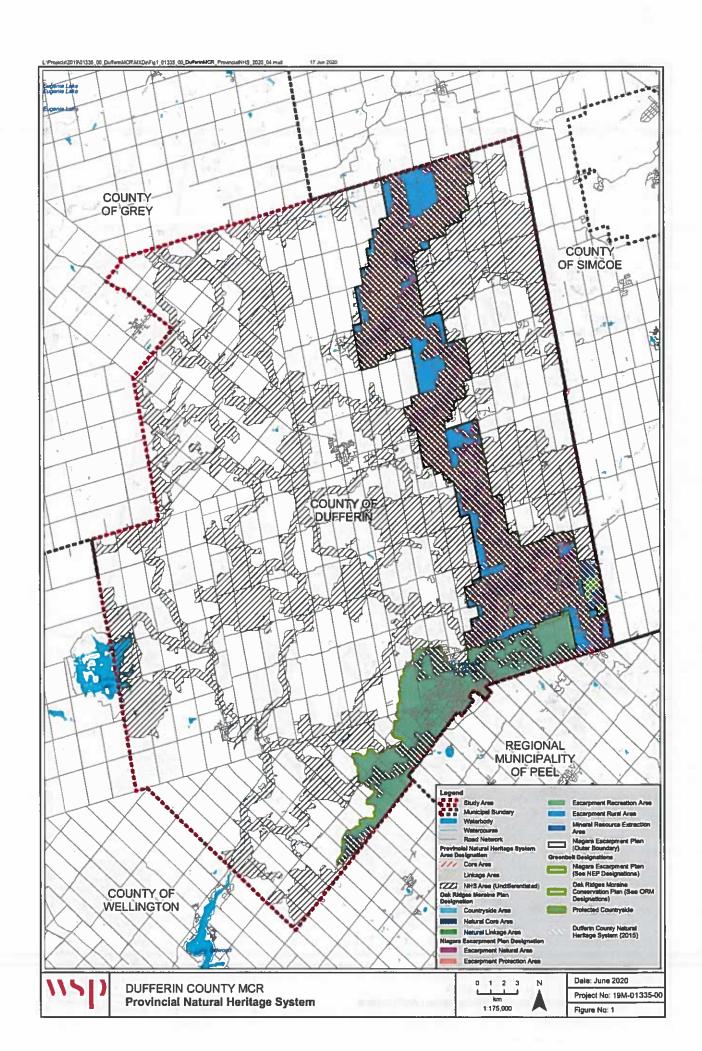
- e) Examine Provincial NHS mapping to identify opportunities to add/ refine features, based on criteria outlined in provincial guidelines.
- f) Identify where enhancement/ restoration of features may assist in reaching goals and objectives
- g) Identify and provide preliminary options to the County for consideration. GIS queries and analysis will be used to generate multiple options for and NHS, with differing levels of protection for the County's natural features; and
- h) Finalize the Draft Criteria Report

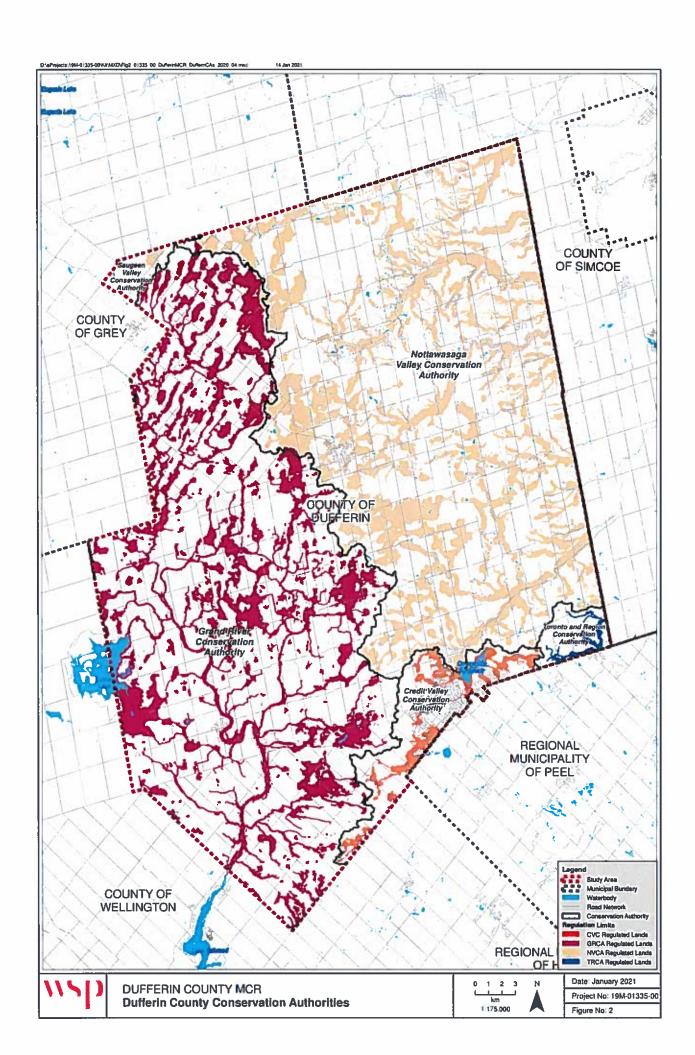
#### 2. Draft Natural Heritage System Strategy and Implementation Plan

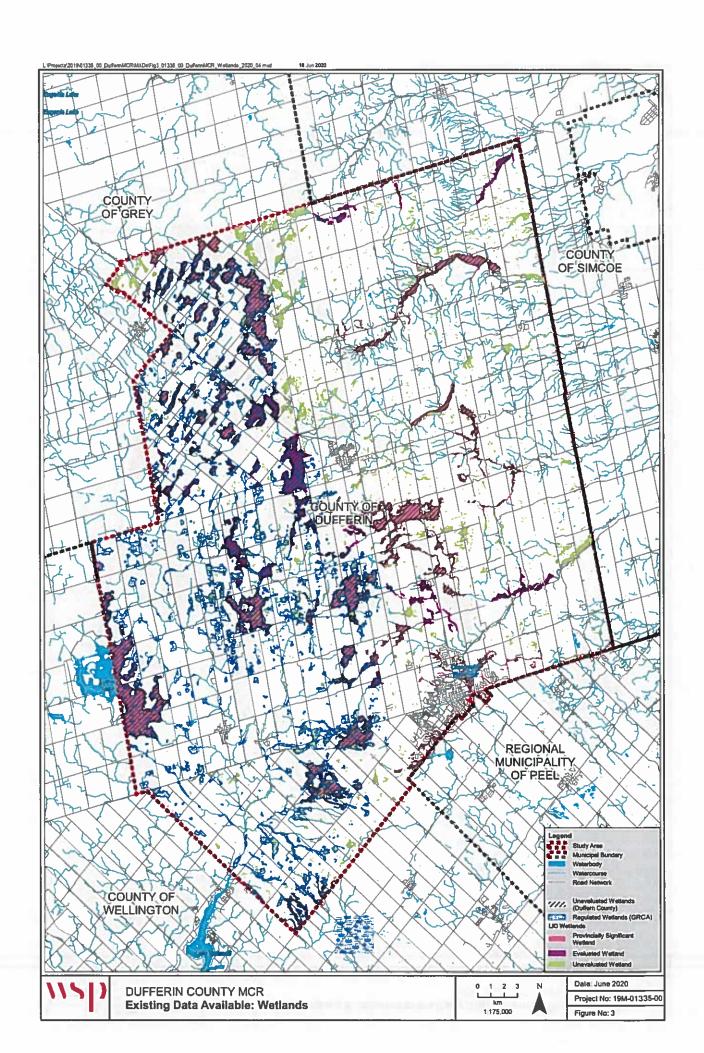
- a) Finalize the preferred Natural Heritage System for Dufferin
- b) Finalize mapping and digital files
- c) Develop targeted Policy Recommendations to address the preferred NHS

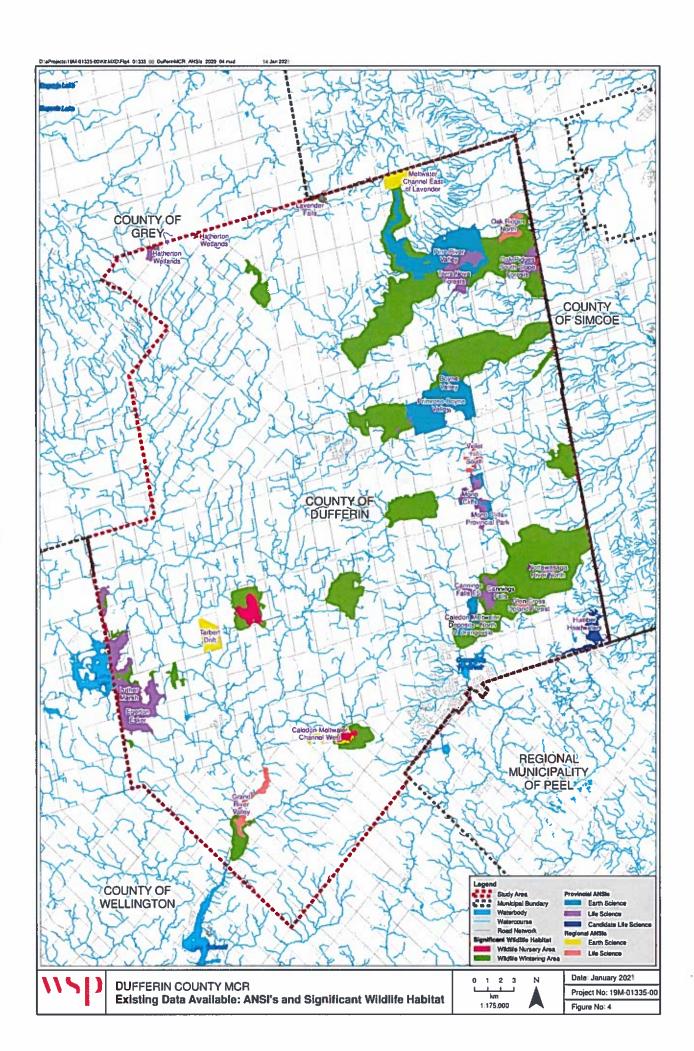
# **APPENDIX**

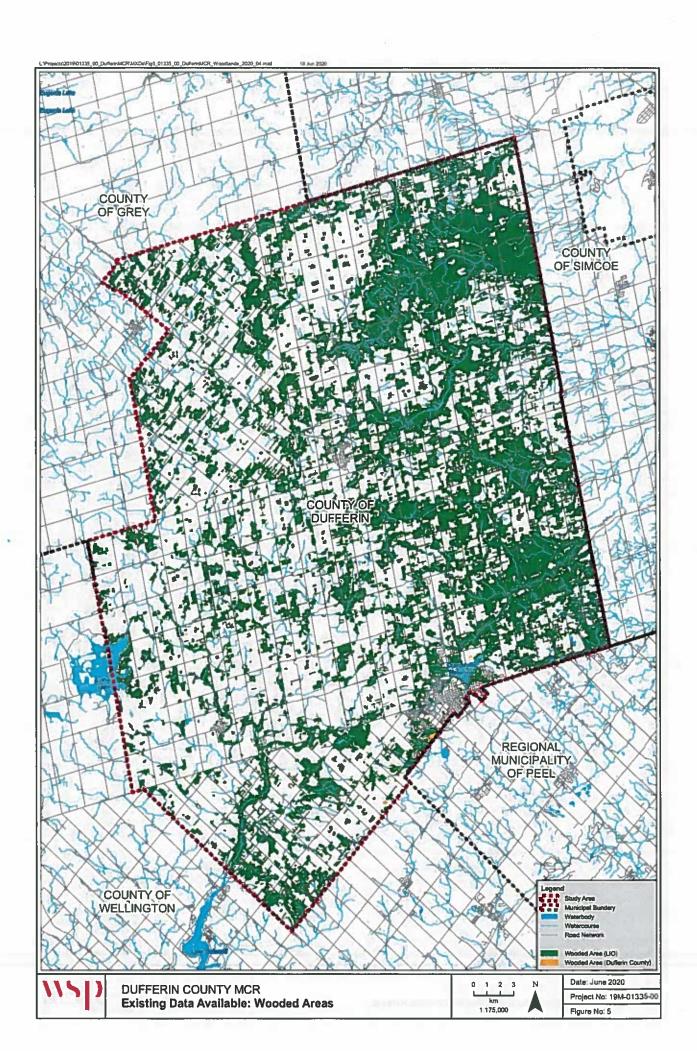
# 1.FIGURES

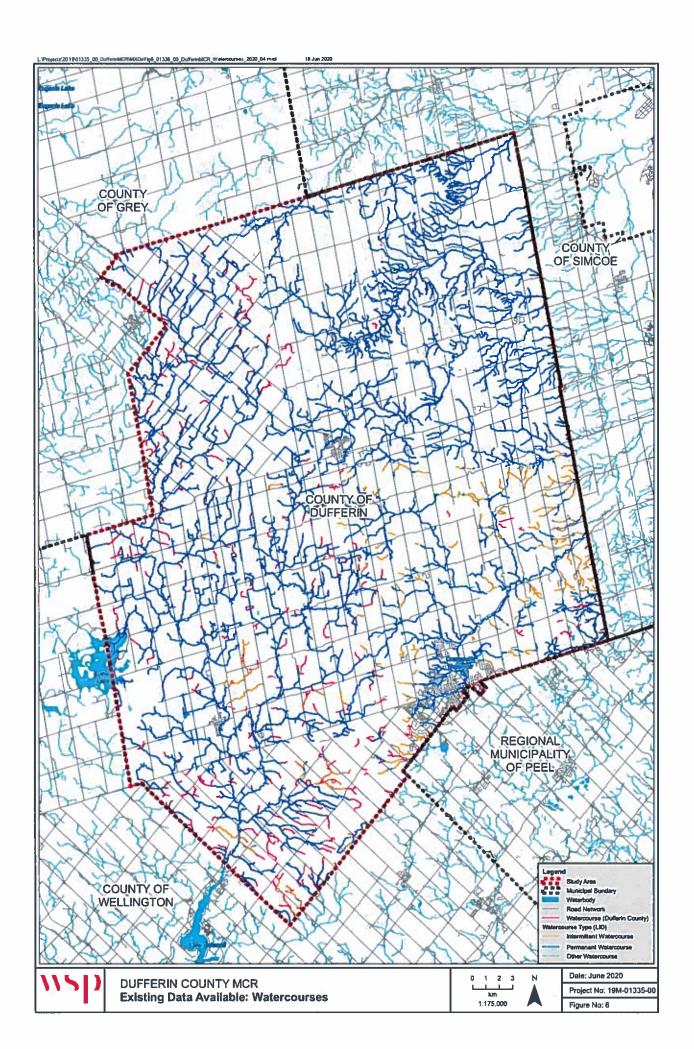














# NVCA 2021 Annual General Meeting Highlights January 22, 2020

Next Meeting: February 26, 2020, held virtually

For the full meeting agenda including documents and reports, visit nvca.on.ca/about/boardofdirectors

On January 22, 2021, the Nottawasaga Valley Conservation Authority (NVCA) held its 61st Annual General Meeting.

#### **NVCA Board of Directors Election**

NVCA Board of Directors elected the following officers for 2021:

- Chair: Mariane McLeod, Councillor for the Town of Collingwood
- Vice-Chair: Gail Little, Councillor for the Township of Amaranth

#### **Keynote Speaker**

Dr. Dianne Saxe, former Environmental Commissioner of Ontario, delivered a keynote speech titled 'Why Wetlands Matter'.

She stressed that wetlands are precious, especially in a climate crisis. Climate change is a much more pressing issue than we think. As Ontario expands development, our wetlands are under significant threat. This is especially true for the Nottawasaga Valley Watershed, as we are designated as a high growth area.

Furthermore, wetlands provide habitat and breeding grounds for species at risk, and offer flood and drought protection.

Dr. Saxe emphasized that conservation authorities can protect our wetlands, but are limited by the lack of provincial direction, missing definitions of "interference" and "wetland" and insufficient resources.

#### She recommends that:

- All unevaluated wetlands are designated significant until proven otherwise
- Real protections
- Empower conservation authorities
- · Wetland stewardship on private land
- Creating new wetlands to compensate negative impacts from development is truly a last resort.

Dr. Saxe has generously permitted this presentation to be shared with the public.

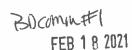
Click here to watch her presentation.

#### 2020 Accomplishments

Staff created a Year in Review video celebrating the work that staff did in 2020.

#### Watch the video here.

- In 2020, the stewardship team rehabilitated and protected almost 31 kilometres of streams and shorelines through 29 projects, big and small. This includes removing the Petun dam and rebuilding the river it was on, restoring river and stream banks, and planting new grasslands. All the while hand washing, wearing masks and socially distanced.
- NVCA's Manager of Forestry planted his 2.5 millionth tree. Some of the trees he planted are already small forests!



- Although the pandemic reduced our abilities to monitor the health of the watershed, our staff partnered with Georgian College to develop a database to house the data that was collected. With this information, it will be more efficient for our scientists to measure the success of NVCA's programs going forward.
- Our conservation areas across the watershed welcomed 60% more visitors in 2020 compared to 2019. Our Conservation Lands Staff worked tirelessly to ensure these green space areas were well maintained. Watershed science continues to monitor the health of our ground and surface water
- This year, we received a record breaking 3,307 permit applications, again, making our watershed one of the fastest growing in Ontario. Staff continue to improve upon service delivery, most recently reaching 98% compliance to provincial standards and 92% to new Conservation Ontario standards.
- The Flood Management team continued to monitor weather forecasts and watershed conditions while maintaining and improving the system. Our flood team issued 5 flood messages in 2020.
- Through our environmental education program, we introduced the importance of our natural world to the youth in our watershed. In 2020, over 12,000 students attended our education programs. Staff also developed, due to COVID-19, online programming for students learning from home so they don't miss out on any previous opportunities they had.

#### CENTRE DUFFERIN RECREATION COMPLEX

#### **BOARD OF MANAGEMENT**

#### Minutes of the Regular meeting held December 1, 2020 via ZOOM

Attendance: Steve Anderson Shelburne

Lindsay Wegener Shelburne
Geer Harvey Shelburne
Chris Gerrits Amaranth
Heather Foster Amaranth
Laura Ryan Mono
Darren White Melancthon

Kim Fraser Facility Administration Manager
Marty Lamers Facility Maintenance Manager
Emily Francis Recreation Program Coordinator

Absent: Dan Sample

Meeting called to order by Chair, Chris Gerrits at 6:30pm.

A quorum was present.

#### **Declaration of Pecuniary Interests:**

Chairman, Chris Gerrits stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

#### Agenda:

MOTION #1 – Moved by L. Ryan seconded by D. White. Be it resolved we approve the agenda dated December 1, 2020 as circulated and presented.

Carried

Discussion & Approval of Minutes of Previous Meetings October 29, 2020 and November 12, 2020:

MOTION #2 – Moved by L. Wegener seconded by D. White. That the minutes of the CDRC Board of Management board meetings held virtually on October 29, 2020 and November 12, 2020 be approved as presented and circulated.

Carried

#### Finance Committee Report:

After review of the accounts and YTD financial report, the following motion was presented.

MOTION #3 – Moved by D. White seconded by L. Wegener. That the bills and accounts as presented in the amount of \$43,689.43 be approved and paid.

Carried

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

See Schedule A See Schedule B

MOTION #4 – Moved by L. Ryan seconded by G. Harvey. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator

Carried

#### Facility Maintenance Manager's Report:

See Schedule C

MOTION #5 – Moved by D. White seconded by L. Ryan. That we receive the report from the Facility Maintenance Manager.

Carried

#### **Old Business**

#### 2020-2021 Seasonal Ice Rates:

Further from the September 23, 2020 meeting, letters from SMHA, SCS and CDDHS requested the 2019-2020 ice rental rates be maintained for the 2020-2021 season and the scheduled increase not be implemented. Staff was asked to provide information on the financial impact of the request.

After discussion it was suggested that a letter be sent from the Board Chair acknowledging receipt of the requests and advising the Board is budget figures and is aware and mindful of their requests.

D. White leaves at 7:00pm

H. Foster leaves at 7:00pm

#### Town of Shelburne-MOU for server access and support:

Item 5. Responsibilities of CDRC: Discussion recommends the CDRC request the payment terms be changed to be within 30 days of receipts, rather than within 14 days of receipt due to the CDRC board meeting schedule may not allow for payment of invoices for server access to be made within 14 days of receipt. After discussion, the following motion was presented.

MOTION #6 – Moved by L. Wegener seconded by G. Harvey. That the CDRC Board of Management approves the MOU with the Town of Shelburne for the purpose of the Town of Shelburne providing access to their internal server to the CDRC.

Carried

#### Continuing ice rentals into 2021:

Previous discussions in September recommended that we revisit and review if the CDRC will keep the ice in and continue ice rentals into 2021. SMHA is interested in continuing with an eight (8) week program that will finish at the end of February. SCS is interested in continuing with a ten (10) week session that will finish mid-March. Additional group ice rentals will add to facility use. After discussion it was concluded that ice rentals will continue in 2021 unless there are any new lockdown requirements to consider.

#### **New Business**

#### Rental Protocols during COVID:

Staff is seeking clarification on what protocols to follow when receiving rental inquires that are from "hot zone" areas. Bench marking was conducted to see what other municipalities are doing that included some arenas only servicing their local minor hockey and others renting to those that reside in an equivalent zone or better. Discussions agreed this is difficult to manage and a lot will depend on the honor system. Staff could be open to criticism. Staff will need to be confident and do their best to continue and keep the facility open and users safe as possible. In conclusion there will be no changes to protocols, recommend posting addition signage, use discretion and/or contact Board Chair for support.

#### In Camera Session:

At 7:30pm

E. Francis leaves the meeting at 7:58pm

MOTION #7 – Moved by L. Wegener seconded by L. Ryan. Be it resolved that the Board move into a closed session meeting pursuant to section 239 of the Municipal Act, 2001, as amended for the following reason:

Personal matters about an identifiable individual, including a municipal or local board employee.

Carried

MOTION #8 – Moved by L. Wegener seconded by S. Anderson. That the CDRC Board of Management rise from closed session with a report at 8:23pm.

Carried

MOTION #9 – Moved by L. Ryan seconded by L. Wegener. That the CDRC Board of Management offer a second one-year contract to Emily Francis for the position of Recreation Program Coordinator.

Carried

#### Confirmation by By-law

MOTION #10 – Moved by S. Anderson seconded by G. Harvey. Be it resolved that leave be given for the reading and enacting of by-law #08-2020 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held December 1, 2020.

#### Adjournment:

<b>MOTION</b> #11 - Moved by L. Ryan seconded by	S. Anderson. That we now adjourn	al
8:24pm to meet again at the call of the chair.	Carried	

Secretary - Treasurer	Chairperson	
Dated		

#### SCHEDULE 'A'

#### Facility Administration Managers Report - December 1, 2020

#### General:

- During 55+ shinny on November 27th a skater fell ill. Paramedics were called to take care of him.
- The returning officer for Elections Canada called on November 27<sup>th</sup> to confirm the CDRC facility is an option if an election is called.

#### Old Business:

- Staff met with Dufferin County IT on October 21<sup>st</sup> to review the project and the remaining items left to complete. One item to complete is an MOU for the purpose of the Town of Shelburne providing access to their internal server to the CDRC. The MOU was on the February 26, 2020 CDRC Board Meeting agenda, but the meeting was cancelled due to weather. Then COVID hit and we did not get back to it. This item is noted under Old Business.
- SCS would like the ice until March 12 for 10 week program (20 skates).

Kim Fraser Facility Administration Manager

#### SCHEDULE 'B'

Submitted by: Emily Francis
To: CDRC Board of Management
Date: Tuesday December 1<sup>st</sup>, 2020

Subject: Recreation Update

#### **CDRC Trick or Treat Drive Thru**

When: Saturday October 31st, 2020

The first ever CDRC Trick or Treat Drive Thru was a huge success. The preparation for this event began on Monday October 5, 2020 as majority of the CDRC Board of Management concurred with this idea to move forward. A total of 200 children, 8 vendors, 22 volunteers attended this event and 4 additional businesses donated candy. Children were registered prior to the event for entrance to the drive thru at 1:00, 2:00 or 3:00pm. All attendees were required to bring their tickets with them and check in prior to entering.

#### Below are the businesses/groups who supported the CDRC Trick or Treat Drive Thru:

- Shelburne Fair Board/Fair Ambassador
- Sylvia Jones's Office and Sylvia herself
- Lennox Farms
- Ken Bennington RCR Realty
- Streams Hub
- Tim Hortons Shelburne
- The Littles (Haunt in Town)
- Dizzi Cati (Hula Hoop Performer)
- IDA Shelburne (Donated Candy)
- Tim and Heather's No Frills (Donated Candy)
- Rise Physio (Donated Candy)
- Marg McCarthy Realty/McCarthy Signs (Donated Candy)
- Shelburne Police Service (Donated pencils and stickers)

The goal I had set out for this event was to involve as many volunteers as possible to remove the jobs from my task load to ensure there were minimal costs occurred from running a free community event. I developed the idea, coordinated the event, delegated the tasks to volunteers and lead/oversaw the execution on event day.

#### Hours:

- 4 hours preparation including the tasks below between October 5<sup>th</sup>, 2020 October 30<sup>th</sup>, 2020
- Event Day: 5 hours

#### Tasks that I completed prior to the event

- Mass email to local businesses and follow up emails to those who were interested in participating.
- Collection of Event Waivers and Insurance Certificates
- Discussions with WDP Public Health and local municipalities running similar events to ensure that protocols were developed properly.
- Social Media Posts (Event poster designed by Carol Maitland at the Town of Shelburne)

- Registration was done through a free registration platform Eventbrite. This registration
  platform was simple to set up. Once the event details are provided, the registration platform
  collects all the information needed and generates reports and attendee lists.
- Answering any phone or email inquiries regarding the event.
- Creation of event layout (map of parking lot).
- Lead and directed volunteers to complete tasks prior to the event and on event day.
- Following the event, thank you cards were sent out to all volunteers and businesses.

There was an abundance of help from volunteers to make this event a huge success. The week prior to the event, several volunteers donated their time to ensure we were all ready for Saturday. Below is a list of tasks that were delegated to volunteers to complete:

- All event signage (creation of signs)
- Candy organization (volunteers bagged at the candy the week before the event)
- Carved pumpkins
- Laminated all COVID signage that was posted
- Provided decorations and their own costume for the event.
- Assisted with set up and tear down on event day including decorating.

#### **Event Day**

COVID-19 protocols were followed by all volunteers and vendors. Each vendor chose a unique way to hand out the candy to the participants. For example, using a shovel, garbage picker, gloves and tongs, lifeguard equipment. All vendors/volunteers wore masks for the entire duration of the event from set up to tear down and gloves were worn by all who were distributing candy. COVID-19 signage was posted throughout the event area as a reminder for all.

The Shelburne Free Press, Country 105 and the Shelburne Police all made an appearance at the event to take photos and check in to see how things were going.

After going through the list of attendees who registered for the event, it was evident that many of the participants were not our regular pool or camp participants. This is great for the future recreation programs at the CDRC as this event acted as a hook to have people checking out our future programs. It brought people up to the facility and hopefully will have them paying attention to what the CDRC has to offer.

Recreation and events rely on volunteers to be successful and it was evident through the execution of this event. All volunteers showed enthusiasm throughout the planning process as well as on event day even though they were cold. Overall, a great day was had by all who were involved.

#### **Community Comments**

Below are some comments that were received from the community:

- "It was amazing, thank you so much for planning this event" Tania
- "Thank you to help keep the spirit in our community" Angela
- "Thank you so much for what you set up. All protocols were being followed, the people were friendly, the drivers were safe. We have two happy kiddos right now" Stacey
- "What a blast! Thank you, Centre Dufferin Recreation Complex, for putting on an amazing Drive Through Trick or Treat Event today. Beautifully decorated, well organized and the kids loved it" January

### **Event Poster**



## **Event Photos**



## CDRC Minutes December 1, 2020 Pg:9 of 12





CDRC Minutes December 1, 2020 Pg:10 of 12



#### **Public Skating**

Offered the following programs on Friday November 27<sup>th</sup>, 2020. Overall, all programs were a success and all participants followed COVID-19 guidelines while participating in the program and throughout the facility.

Activity	Date	# of participants
Figure Skating Ticket Ice	Friday November 27 <sup>th</sup> , 2020	12
Public Skating	Friday November 27 <sup>th</sup> , 2020	27
Public Skating	Friday November 27 <sup>th</sup> , 2020	9

#### General

- Men's 55+ Shinny began weekly Friday November 6<sup>th</sup>, 2020 from 10:00-10:50am. The CDRC is considering expanding this program to include an additional hour of ice for 65+ men.
- Meeting conducting with the Town of Shelburne and Crewson insurance to further discuss insurance requirements for future recreational programs.
- New advertising inquiry for both the wall signs and 2 bench signs.
- Began investigating how the Town of Shelburne website could be utilized for booking a space in a drop-in program.
  - Would not accept payment ahead of time.
  - o Would allow participants to read all protocols and guidelines ahead of arriving at the facility.
- Began creating an updated CDRC Summer Day Camp manual as it is outdated. This manual
  will reflect changes due to COVID-19 and can be adapted as a manual for any recreational
  programs.
- Pickleball is still running Monday and Thursday's from 9:30-12:30pm.

#### SCHEDULE 'C'

#### Facility Maintenance Managers Report - December 1, 2020

#### SAFETY No issues

#### **GENERAL INFORMATION:**

Prepping for OSJL and meeting.

Review government updates and changes regularly update protocols as needed.

Power outage Nov 15, 2020 3:30 to 8:30 1 phase still running in building reset some drives when hydro came back on.

ESA (Electrical Safety Inspection) Nov 11 2020

Olympia maintenance greased, fluids, new serpentine belt, and light replacement.

High school program running well.

#### New business

Marty Lamers
Facility Maintenance Manager
Centre Dufferin Recreation Complex

#### **TOWNSHIP OF MELANCTHON POLICE SERVICES BOARD**

The Township of Melancthon Police Services Board held an electronic meeting on Wednesday, December 1<sup>st</sup>, 2020 at 9:00 a.m. due to COVID-19. Those present: Municipal Member Darren White (Member White replaces Member Thwaites who resigned from Council on November 6, 2020), Public Member Alan Blundell, Denise Holmes, Secretary and Acting Inspector Nicol Randall, Dufferin OPP.

#### Call to Order

Chair Blundell called the meeting to order at 9:02 a.m.

# Oath of the Melancthon Township Police Services Board Member Mayor Darren White

Member White took his Oath as the Municipal Representative on the Township of Melancthon Police Services Board.

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

Chair Blundell advised those in attendance that they could declare their pecuniary interest now or at any time during the meeting - None Declared.

#### Approval of Agenda

Moved by White, Seconded by Blundell that the Agenda be approved as circulated. Carried.

#### Approval of Minutes - September 15, 2020

As Member White was not in attendance for the September 15, 2020 meeting, the minutes were received. Moved by White, Seconded by Blundell that the minutes of the Police Services Board meeting held on September 15, 2020 be received as circulated. Carried.

#### **Issues Arising from the Minutes**

The Secretary advised that there will be an update to the Town of Erin cut-outs later in the meeting.

#### **Presentations/Delegations**

None.

#### Correspondence

None.

#### **Financial**

1. 2021 OPP Annual Billing Statement

The Secretary advised that this item has already been reviewed by Council and Staff would be putting the costs into the 2021 Budget.

#### **Detachment Commander's Report**

Staff Sgt. Randall provided her report in advance of the meeting for the Q3 period of July - September 2020 and reviewed same with the Board.

#### **Committee Reports**

None.

#### Other Business

1. Paid Duty Officer Request for 2021 Melancthon Township Budget

Chair Blundell would like to see this item put back in the 2021 Township Budget. Acting Inspector Randall advised of the pressures of the Detachment to provide paid duties and wanted to be up-front with the Board. It was suggested that we could put in 60% of the cost in the budget and look at having paid duties during the second quarter.

2. Traffic dampening - i.e. Town of Erin "Children Playing" cut outs - Update

The Secretary advised that one of her Staff members was able to obtain information on the cut-outs from the Town of Erin and for a double sided cut-out, the cost would be approximately \$677.00 plus tax. Chair Blundell advised that he was going to take on this initiative to find a local carpenter to do this at a reduced cost.

3. Update on Towing By-law, if any

Acting Inspector Randall advised that the Town of Shelburne has passed a motion to participate in the Towing By-law and therefore Karen Landry, Town of Orangeville Clerk will get working on it. The target date for implementation will be Spring 2021.

4. Set 2021 PSB Meeting Dates

The Board will meet on: February 2<sup>nd</sup>; June 1<sup>st</sup>; September 7<sup>th</sup> and December 7<sup>th</sup>. All meetings will begin at 9:00 a.m.

5. Additions to the Agenda, if any

None.

7. Unfinished Business
None.
Public Discussion
None.
Date of Next Meeting/Adjournment
9:40 a.m Moved by White, Seconded by Blundell that we adjourn this Police Services Board meeting to meet again on Tuesday, February 2, 2021 at 9:00 a.m. or at the call of the Chair. Carried.
CHAIR SECRETARY

From:

Wendy Atkinson

Sent:

Thursday, February 11, 2021 2:35 PM

To:

**Denise Holmes** 

Subject:

FW: Save the Ontario Fire College

**Attachments:** 

DRAFT Motion.docx



Wendy Atkinson, Treasurer/ Deputy-Clerk | Township of Melancthon | watkinson@melancthontownship.ca | PH: 519-925-5525 ext 102 | FX: 519-925-1110 | www.melancthontownship.ca |

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

From: Save OFC <savetheofc@gmail.com> Sent: Thursday, February 11, 2021 1:39 PM

To: Municipality of Magnetawan <info@magnetawan.com>; Township of Malahide <malahide@malahide.ca>; Township of Manitouwadge <mhartling@manitouwadge.ca>; Township of Mapleton <reception@mapleton.ca>; Town of Marathon <clerk@marathon.ca>; City of Markham <customerservice@markham.ca>; Municipality of Markstay - Warren <info@markstay-warren.ca>; Municipality of Marmora and Lake <t.bennett@marmoraandlake.ca>; Township of Matachewan <township@ntl.sympatico.ca>; Town of Mattawa <info@mattawa.info>; Municipality of Mattawan <mattawan@xplornet.ca>; Township of Mattice - Val Cote <info@matticevalcote.ca>; Municipality of McDougall <lwest@mcdougall.ca>; Township of McGarry <treasure@ntl.sympatico.ca>; Township of McKellar <clerk@township.mckellar.on.ca>; Township of McNab/Braeside <info@mcnabbraeside.com>; Municipality of Meaford <info@meaford.ca>; Wendy Atkinson <watkinson@melancthontownship.ca>; Village of Merrickville - Wolford <deputyclerk@merrickville-wolford.ca>; Municipality of North Middlesex <admin@northmiddlesex.on.ca> Subject: Re: Save the Ontario Fire College</a>

Larry Wheeler,

This is just a follow up to the Save the Ontario Fire College email sent out earlier.

Attached is a motion to present to council. If a motion is approved, please send to us so that we know we have your support and can keep track of our supporters.

Please don't forget to fill in the highlighted area with your information.

Thank you for your consideration

Chris

Chris McConnell

Local 317

#### President OPSEU

#### savetheofc@gmail.com

On Tue, Feb 9, 2021 at 1:13 PM Save OFC < <a href="mailto:savetheofc@gmail.com">savetheofc@gmail.com</a>> wrote:

My apologies, the attachment in the previous email did not include the contact information.

Regards,

Chris McConnell
President, OPSEU Local 317
savetheofc@gmail.com

#### DRAFT MOTION:

WHEREAS the Ontario Fire College Campus has been in operation in Gravenhurst since 1958; and

WHEREAS the Ontario Fire College Campus is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College Campus has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College Campus has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS the Regional Training Centers are not all created equal and similar in function to the Ontario Fire College Campus; and

WHEREAS the Ontario Fire College Campus gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College Campus is the most cost-effective method for municipalities to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked 0. Reg. 379/18: Firefighter Certification in 2018; and

WHEREAS when the Ontario Government revoked 0. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

THEREFORE, BE IT RESOLVED THAT the TOWNSHIP/MUNICIPALITY requests that the Province of Ontario reverse their decision to close the Ontario Fire College Campus in Gravenhurst as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.



Corporation of the Township of Perth South
3191 Road 122
St. Pauls, ON N0K 1V0
Telephone 519-271-0619
Fax 519-271-0647
mayor@perthsouth.ca

February 2, 2021

Via Email: minister.mecp@ontario.ca

Honourable Jeff Yurek
Minister of Environment, Conservation, and Parks
777 Bay Street
College Park - 5th Floor
Toronto, ON M7A 2J3

### Re: ONTARIO ANNOUNCES WORKING GROUP TO BETTER FOCUS CONSERVATION AUTHORITIES

Dear Minister,

The Municipality of Perth South ("Perth South") is pleased to see your Ministry's development of regulations for the *Conservation Authorities Act*, 1990 R.S.O. 1990, c. C.27 (the "Act"). Perth South supports the proposed changes your government passed respecting conservation authorities in schedule 6 of Bill 229, the *Protect, Support and Recover from COVID-19 Act* (Budget Measures), 2020 ("Bill 229"). I expressed this support in my email to you on November 5, 2020.

Our municipality, like many others across Ontario, has encountered longstanding conflicts regarding operational scope and costs with our principal conservation authority the Upper Thames River Conservation Authority ("UTRCA"). Despite requests made in writing and through delegations at annual Board Budget meetings no resolution has been found. It is for this reason that Perth South was pleased to see the changes made through Bill 229; however, we were disappointed when the Working Group composition was announced as it is dominated by conservation authorities who are tasked with recommending the very regulations that govern them. I am sure you can agree that the initial optics of the governed designing the governance of themselves is concerning. Conservation authorities, most of whom opposed your reforms, should not be relied upon to develop fair and objective recommendations on their own.

Further to my email of January 12, 2021, I am writing to you to confirm and clarify your full intent and scope for the Working Group your Ministry announced on December 16, 2020 to develop updated regulations. We are hopeful that you will direct this Working Group with <u>clear</u>, <u>limited</u>, and <u>specific</u> instructions that will focus on the intent of changes included in Bill 229.

Perth South seeks your clarity that this Working Group's tasks will be built on the following principles in the areas of focus highlighted:

- 1. Mandatory core programs and services conservation authorities would be required to provide.
  - (a) That 'mandatory' core programs are limited to the changes included in schedule 6 of Bill 229: conservation lands solely owned by conservation authorities, flood-control, erosion, and natural hazards;
  - (b) That conservation authorities are not permitted any discretion via regulations to exit those defined and strict categories; and
  - (c) That 'services' must be concise, limited, and have obvious direct need to fulfil core mandates not merely 'link' or 'complement' the same.
- 2. The agreements between municipalities and conservation authorities and the transition period associated with non-mandatory programs and services
  - (a) That the regulations establish a clear, consistent, and template proforma for these agreements that includes at a minimum:
    - i. a specified time limitation to prevent perpetuity;
    - ii. clear intent and objectives;
    - iii. clear definitions, terms, and conditions;
    - iv. the identified necessity for it/them;
    - v. accurate, evidence-supported budget forecasting;
    - vi. the impact of items (i-iv) on each participating municipality;
    - vii. supporting science-based evidence that meets or exceeds the standard(s)/threshold(s) applied to any third party deemed an applicant and/or subject to an

- agreement's provisions including on any items requiring peer review;
- viii. municipal and public input mechanisms and timelines;
- ix. dispute resolution processes that adhere to the legislation and the timelines proscribed therein; and
- x. municipal refusal/opt-out clause(s) where proposals o not have the support of the participating municipality and/or do not reasonably benefit a participating municipality or municipalities given their geographical extent or limit within the watershed of the conservation authority in question.
- (b) That the "transition period," associated cannot be greater than one (1) fiscal year from the date of Bill 229's passage in the case of any pre-existing agreement and no more than two (2) years from the date of Bill 229's passage; and
- (c) That the Working Group must understand the principle that one "cannot do by regulation what one cannot do in law."
- 3. How local members of the community can participate in their conservation authorities through community advisory boards
  - (a) That these advisory boards and the conservation authorities that they 'advise' are not delegated responsibilities or tasks that are a normative function of a conservation authority's operations and not delegation(s) or devolution(s) of a conservation authority's board and its committees' obligations and normal work;
  - (b) That voluntarily submitted proposals for programs, projects, and services cannot be for activities either not contemplated or permitted under either conservation authorities' mandated functions or approved non-mandatory agreements;
  - (c) That advisory committee's recommendations and work are neither binding nor required under a conservation authority's administrative by-laws;
  - (d) That any aspect of an advisory committee's work that requires public consultation becomes a function of the conservation authority's board or its approved board-fulfilled committees not the advisory committee/group;
  - (e) That membership on any advisory committee or group must be balanced and reflect its composition to watershed citizens who are

resident and contributing ratepayers in participant municipalities of the conservation authority in question;

- (f) That conservation authorities' obligations to conduct deliberate, regular, thorough, and transparent public consultation on matters of policies, programs, and services cannot be delegated to an 'advisory' committee or group. That such functions remain a core and mandatory function of a conservation authority's board; and
- (g) That community advisory boards neither relieve nor substitute a conservation authority's obligation to incorporate citizens into consultative and/or input processes that are board-led or directed.

We understand and agree that partnerships and collaboration are critical but want to ensure that there is balance in the parties that will represent the Working Group.

Perth South also looks forward to greater clarity from the Ministry with respect to conservation authority budget and levy processes in the regulation updates. We are very pleased with the avenues of appeal Bill 229 will now provide, after recently exploring the costly and difficult appeal process that previously existed.

As you work to reach the final outcome on these long overdue changes, Perth South and its residents are relying on you to ensure that the development of regulations will align with the spirit of the changes requested by Perth South and other municipalities across the province during the consultations that occurred in early 2020.

I thank you for the work you are undertaking and trust our comments will be received and conveyed with your support to this Working Group. I am confident many more municipalities in this province would echo our points of view.

Yours sincerely,

Robert Wilhelm

Mayor

Township of Perth South

cc: All municipalities in Ontario

Ander out

Ministry of Environment, Conservation, and Parks Working Group members on Proposed Regulations under the Conservation Authorities Act.

Randy Pettapiece, MPP Perth-Wellington

From:

Denyse Morrissey <dmorrissey@shelburne.ca>

Sent:

Wednesday, January 27, 2021 9:11 AM

To:

Sonya Pritchard; Ed Brennan; Mark Early; Tracey Atkinson; Meghan Townsend; Denise

Report on
File (74
pages

Holmes; suestone@eastgarafraxa.ca; Nicole Martin

Subject: Attachments: Anti-Black, Anti-Racism and Discrimination Task Force Report CAO2021-02 Racism Task Force followup.pdf

Morning,

FYI

The following resolution was passed by Council on January 25, 2021:

Moved By Councillor Benotto Seconded By Councillor Wegener

BE IT RESOLVED THAT Council receives report CAO 2021-02 regarding the Anti-Black Racism, Anti-Racism & Discrimination Task Force Recommendations: 3 to 6 months general overview;

AND THAT the Town of Shelburne adopts the declaration of the Canadian Coalition of Municipalities Against Racism and Discrimination;

AND THAT Council approves the terms of reference for the Diversity, Equity and Inclusion Committee and directs staff to advertise for Committee Members.

The January 25, 2021 staff report is attached.

A busy few years ahead!

Regards, Denyse

Denyse Morrissey, Chief Administrative Officer B.A; M.P.A. | Phone: 519-925-2600 ext 226 | Fax: 519-925-6134 | dmorrissey@shelburne.ca

Town of Shelburne I 203 Main Street East, Shelburne ON L9V 3K7 I www.shelburne.ca

please consider the environment before printing this e-mail



The Town of Shelburne is proactively taking measures to limit the spread of COVID-19. As of January 14, 2021 Ontario has declared a second provincial emergency and has issued a stay at home order. Staff continue to work however there is no public access to Town Hall for the duration of

WEG# 3

the Order and until further notice. We are encouraging everyone to take advantage of the digital processes. The best way to reach staff is by email. You can pay your bills online by visiting our webpage Paying My Bills.

Thank you and stay healthy!



**Application for Zoning By-law Amendment** 

#### Monday, February 22, 2021 at 6:00pm Virtual Meeting

Please register to attend here: www.greyhighlands.ca/publicplanningfeb

View the meeting live here: <a href="https://youtu.be/LusDTuc0xi8">https://youtu.be/LusDTuc0xi8</a>

Your online registration will give you the ability to attend either online or by telephone. If you need assistance with the registration process or cannot access the registration link, please call 519-986-1216 ext. 193.

What is being proposed? The Municipality is seeking input on a municipal-wide amendment to the zoning bylaw that will permit and regulate accessory apartments.

The purpose and effect of Zoning By-law Amendment Z09.2021: To amend the Municipality's Zoning By-law 2004-50 to update regulations pertaining to accessory apartments in all zones where they are permitted.

The 2017 Grey Highlands Official Plan permits accessory apartments in a single detached dwelling or an accessory (detached) structure. Currently, accessory apartments are permitted in zones within Grey Highlands where residential uses are permitted (By-law 2013-17).

Grey Highlands is undertaking a housekeeping amendment to update the zoning by-law to permit and regulate accessory apartments in a single detached dwelling or an accessory structure.

No key map is included as this amendment affects all of the Municipality of Grey Highlands.

A copy of the draft by-law can be found on the municipal website www.greyhighlands.ca

#### Where do I submit my comments?

Please submit written comments to Director of Planning and Building, Michael Benner By mail:

206 Toronto St. South, Unit 1 PO Box 409

Markdale, ON NOC 1HO Fax: 519-986-3643

Email: planning@greyhighlands.ca Phone: 519-986-1216 x193

Questions? Want more information? Ask the Planning Department.

Phone: 519-986-1216 x193 Email: planning@greyhighlands.ca Website: www.greyhighlands.ca

Written comments are requested by February 19, 2021 so that they may be read at the public meeting for the benefit of everyone in attendance.

Why? This meeting is an opportunity to learn about the proposed Zoning By-law amendments and provide feedback.

### What can I expect at the Public Meeting?

The public meeting is an opportunity for members of the public to learn more about the proposal. Attendees can hear a brief presentation about the proposal, ask questions, and/or make verbal or written statements either in favour of, or in opposition to the proposed Zoning Bylaw Amendment. At the meeting members of the public will also hear a summary of any comments received about the proposed development prior to the public meeting.

When will a decision be made?

A decision on this proposal has NOT been made at this point and will NOT be made at the Public Meeting.

After reviewing the application and any comments received, staff will bring a recommendation on this proposal to a future council meeting.

Want to be notified of a decision? You must make a request in writing if you wish to receive a notice of any decision of Council on this proposal.

Your rights to appeal a decision:
If a person or public body does not make oral submissions at the Public Meeting or make written submissions to the Municipality of Grey Highlands before the proposed Zoning By-law is adopted, the Local Planning Appeal Tribunal may dismiss the appeal.

If a person or public body does not make oral submissions at a Public Meeting or make written submissions to the Municipality of Grey Highlands before the proposed Zoning By-law is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

### A Note about information you may submit to the Municipality:

Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and may be made available through the Council agenda process.

This document can be made available in other accessible formats as soon as

practicable upon request.

WFO#4 FEB 18 2021

From:

Wendy Atkinson

Sent:

Monday, February 1, 2021 3:51 PM

To:

**Denise Holmes** 

Subject:

FW: Closure of the Ontario Fire College

FYI



Wendy Atkinson, Treasurer/ Deputy-Clerk | Township of Melancthon | watkinson@melancthontownship.ca | PH: 519-925-5525 ext 102 | FX: 519-925-1110 | www.melancthontownship.ca |

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

From: Save OFC <savetheofc@gmail.com> Sent: Monday, February 1, 2021 2:03 PM

To: mono@townofmono.com; info@huronkinloss.com; deputyclerk@town.ignace.on.ca; elklake@ntl.sympatico.ca; admin@jocelyn.ca; people@johnsontownship.ca; office@townshipofjoly.com; harlytwp@parolink.net; info@khrtownship.ca; online@king.ca; lavalley@nwonet.net; lairdtwp@soonet.ca; contact@lakeofbays.on.ca; lakeofthewoodstwp@tbaytel.net; clerk@lanarkhighlands.ca; brendacoulter@larderlake.ca; laurentian@laurvall.on.ca; vanessa@townshipleeds.on.ca; info@township.limerick.on.ca; info@lucanbiddulph.on.ca; twpmacd@onlink.net; bpaulmachar@vianet.ca; info@madawaskavalley.ca; clerk@madoc.ca; malahide@malahide.ca; mhartling@manitouwadge.ca; reception@mapleton.ca; township@ntl.sympatico.ca; info@matticevalcote.ca; treasure@ntl.sympatico.ca; clerk@township.mckellar.on.ca; clerk@mcmurrichmonteith.com; info@mcnabbraeside.com; Wendy Atkinson <watkinson@melancthontownship.ca>; admin@mindenhills.ca; info@township.montague.on.ca; ral@northhuron.ca; reception@uclg.on.ca; deputyclerk@merrickville-wolford.ca Subject: Closure of the Ontario Fire College

Dear Municipal Leaders:

We are writing to you regarding the province's announcement on January 13, 2021, of the impending closure of the Gravenhurst campus of the Ontario Fire College on March 31, 2021.

We know that at least two of the three associations quoted in the Ontario Government's press release were not informed that the government would close the Ontario Fire College in Gravenhurst!

The Ontario Government says its plan to modernize and regionalize fire service training will be more cost-effective and accessible to municipalities. Yet, the government has not shared a plan showing how these changes will provide training of equal value in a more cost-effective and accessible manner for municipalities across Ontario.

The province's regionalization model currently has Memorandums of Understanding (MOUs) with a mixed bag of 20 "Regional Training Centres" (RTCs) located in various parts of Ontario. The municipalities' cost to send one firefighter to an RTC range between \$300 and \$1,200 for the course alone. This cost does not include accommodations or meals.

The Gravenhurst campus of the Ontario Fire College has modern facilities and equipment where subject matter experts provide training in all fire service disciplines. The cost is \$65 for a municipality to send one firefighter to the college. That cost includes onsite accommodations and three meals a day. In shifting firefighter training to RTCs, the price for training our firefighters will shift to your municipality's taxpayers. If the government revives <u>O. Reg 379/18</u> (firefighter certification) while shuttering the college, the growth in training demand and cost will be significant.

The Fire Protection and Prevention Act, 1997, as amended, requires the fire marshal to "develop training programs and evaluation systems for persons involved in the provision of fire protection services." It also stipulates the fire marshal must "provide programs to improve practices relating to fire protection services" and "maintain and operate a central fire college."

As municipal leaders, would you prefer an affordable, cost-effective training model that keeps students in one location with up-to-date, technically accurate training facilities led by subject matter experts? Or a more expensive training model in multiple facilities that cannot match what the Ontario Fire College provides?

Please stand with us against this ill-conceived closure of the Ontario Fire College and the government's undefined plan. Let's keep your firefighters and community safe by keeping the ONLY provincial fire training facility in Ontario open. As municipal councils, we ask that you send a strong letter of rejection of this plan to your local Member of Provincial Parliament and lobby the Doug Ford government to reverse its decision.

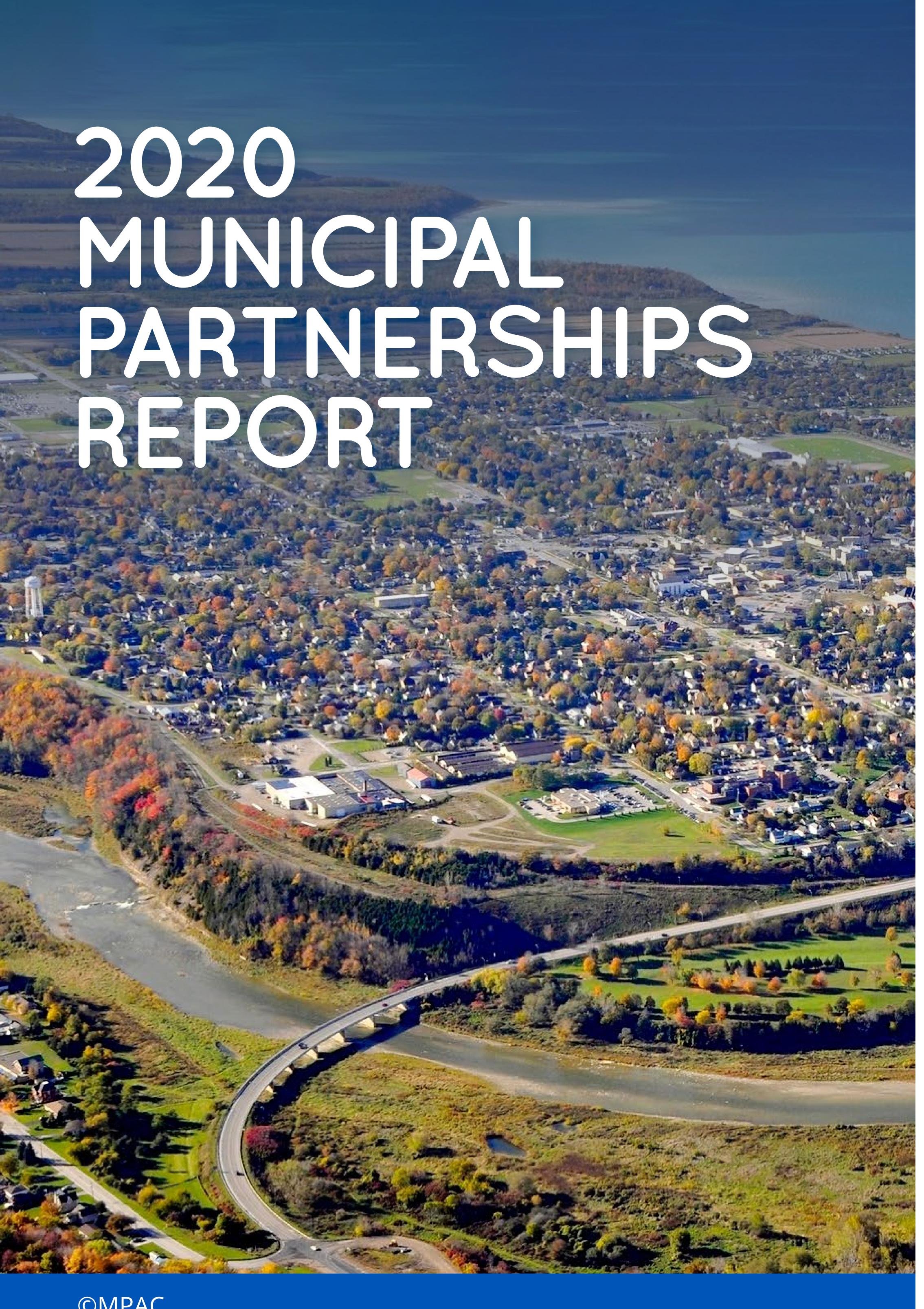
Thank you for your consideration. If you have any questions or a need for further information please let us know.

Regards,

Chris McConnell
President, OPSEU Local 317

(Representing the workers of the Ontario Fire College)

705-801-5774 savetheofc@gmail.com



In 2020, the pandemic made our collaborative relationships with municipalities more important than ever.

# Read our 2020 Municipal Partnerships Report to learn about how we:

- → Responded to the postponement of the Assessment Update by shifting priorities to meet the needs of municipalities
- Found new ways to access information we needed to capture \$37.3 billion in new assessment across Ontario
- → Stayed connected with the municipal sector virtually
- → Are transforming the ways we share data with municipalities

Click here to read the report or visit mpac.ca/partnership





# Corporate Services Department Finance Division

Honourable Doug Ford, Premier of Ontario doug.fordco@pc.ola.org

February 2, 2021

#### RE: Significant Negative Impacts of Current Value Assessments in Perth County

Dear Premier Ford,

During the January 28<sup>th</sup>, 2021 Perth County Council meeting a resolution was passed directing staff to write a letter to the Province highlighting the concerns of assessment delays. The motion reads:

WHEREAS the property tax system is based on current value assessment;

AND WHEREAS the current delay in assessment does not utilize the Province's model of CVA,

THEREFORE, County Council direct staff to correspond with the Premier, the Finance Minister, the Minister of Municipal Affairs, Minister of Agriculture, Perth's MPP to move forward with implementing reassessment based on CVA, and that copies of the correspondence be sent to all Ontario municipalities.

#### **Primary Concerns:**

- The 2016 assessment valuation does not use the property tax model of Current Value Assessment (CVA). The assessment valuations in use are 5 years old.
- Assessment delays do not benefit all tax classes equally by shifting the assessment disproportionately between residential and farmland.
- Assessment delays create skepticism in the overarching framework of CVA and this skepticism causes citizens to question the Provincial model and process of CVAs.
- Current legislation restricts the ability for local government flexibility, as the ratio for residential tax class cannot be changed from a ratio of 1.00.

A further delay in reassessment continues to create challenges in how local government, along with tax policy, is ensuring the appropriate assessment values pay for their appropriate allotment of taxation levies. Local tax levies are developed within the constraints of the boundaries that provide the services to their communities. With property assessment valuations being 5 years past due, it causes citizens to question the validity of the system of property taxes that the Province of Ontario adheres to.

Corporation of the County of Perth 1 Huron Street, Stratford, Ontario, Canada NSA 5S4 t. 519-271-0531 f. 519-271-6265 www.perthcounty.ca

This is particularly exacerbated in a community such as Perth County that is a mix of urban and rural. The 2016 assessment valuation significantly shifted property taxes to the farmland class, which was phased in over the past 4 years. The shift was significant enough that the residential class has seen decreases in their portion of the overall municipal burden while the burden on farmland is disproportionately increasing.

Natural assessment valuation shifts do impact the tax policies of local governments with an urbanrural mix and more directly follow the overall property tax model of CVA. Equipping municipalities with the knowledge of the set dates related to reassessment and new valuation dates, provides the ability for key financial municipal departments to better plan for these assessment shifts that cannot be alleviated through tax ratio changes.

Below is some further information that outlines the significant impact on Perth County in particular:

- The overall tax burden on Perth County farmland increased from 21% in 2016 to 29% in 2020
  of the overall levy. These percentages do include growth from 2017 to 2020. The amount of
  farmland would be higher in relation to phase in assessment amounts only. Based on 2020
  without growth the percentage burden would have been higher than the 29%.
- The geography of Perth County is unique as it includes two urban center single tiers: The City
  of Stratford and The Town of St. Marys. This pushes the amount of farmland within the twotiered structure of Perth County to greater than 90% of the total area covered by farmland.
- As they are single tier municipalities, The City of Stratford and The Town of St. Marys do not
  assist in subsidizing farmland as they would if they were part of a true two tiered structure.
  All of the Perth County's OMPF allocations are categorized as transitional, which is soon to be
  phased out completely. As of 2021, \$1,020,400 still remains to be phased out of the County's
  budget

In summary, Perth County is asking the province to update the CVA calculations to bring them in line with current property valuations and further to consider the impacts of the urban-rural mix of the region and the resultant impact causing residents to disproportionately carry the tax burden over citizens in neighbouring regions without the inclusion of single tier municipalities in their borders.

We look forward to hearing from you.

Sincerely,

Corey Bridges, Manager of Finance / Treasurer

On behalf of Perth County Council

Coup Bridges

Cc:

Minister of Finance -- Peter Bethlenfalvy
Minister of Municipal Affairs and Housing -- Steve Clark
Minister of Agriculture -- Ernie Hardeman

Perth Wellington MPP – Randy Pettapiece All Ontario Municipalities

From:

ca.office (MECP) <ca.office@ontario.ca>

Sent:

Tuesday, February 9, 2021 10:27 AM

Subject:

Proclamation of Provisions of the Conservation Authorities Act

**Attachments:** 

FAQ Conservation Authorities Act Updated.pdf

Hello,

Please find attached the set of FAQs regarding the recently proclaimed provisions that is slightly updated to correct a typo.

Our apologies for the confusion caused.

Regards,

Keley Katona Director, Conservation and Source Protection Branch Ministry of the Environment, Conservation and Parks

From: ca.office (MECP) <ca.office@ontario.ca>
Sent: Friday, February 5, 2021 10:49 AM

Subject: Proclamation of Provisions of the Conservation Authorities Act

Attachments: FAQ - Conservation Authorities Act.pdf

#### Good morning,

With the amendments to the Conservation Authorities Act ("CAA") in Bill 229, the Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020, now passed by the Legislature, the government has made a series of substantive amendments to the CAA in 2017, 2019 and in 2020, resulting in a number of un-proclaimed provisions in the CAA.

On February 2, 2021, some specific provisions in the CAA were proclaimed to initiate changes to conservation authority governance, for consistency in administration, transparency and financial accountability, as well as increased municipal and provincial oversight of conservation authority operations. These provisions are not tied to any specific regulations, and relate only to provisions from the 2019 and 2020 CAA amendments. Specifically, these include:

- Government requirements (e.g. Non-derogation provision clarifying that nothing in the CAA is intended to affect constitutionally protected Aboriginal and treaty rights);
- Provisions related to conservation authority governance (e.g. changes to the conservation authority municipal membership);
- Minister's powers (e.g., enabling the Minister to issue a binding directive to a conservation authority following an investigation); and
- · Housekeeping amendments.

Please refer to the <u>CAA</u> on e-Laws for a complete list of the provisions that are now in force.

We are proposing that the remaining un-proclaimed provisions be proclaimed in two further stages over the coming months to align with the roll out of proposed regulations and policy. These include:

- i) Provisions related to natural hazard management, mandatory programs and services, community advisory boards, the agreements and transition period, and fees.
- ii) Provisions related to municipal levies, and standards and requirements for non-mandatory programs and services.

We have received a number of questions about the implications of certain provisions coming into force, and particularly those related to the composition of conservation authority membership. I can assure you that we are moving forward with a smooth transition to the new framework. Please refer to the attached FAQ for critical information on the implementation of these new measures.

The Ministry of the Environment, Conservation and Parks will be in touch at a future date to notify you of the proclamation of the remaining provisions.

I look forward to continuing to work with you through our upcoming consultations on the new regulatory proposals under the CAA to ensure we put conservation authorities in the best position possible to be able to deliver on their core mandate.

Sincerely,

Keley Katona Director, Conservation and Source Protection Branch Ministry of the Environment, Conservation and Parks

# Implications of Proclamation of Various Provisions: Frequently Asked Questions

Implications of Proclamation of Various Provisions: Frequently Asked Questions

1. Do participating municipalities have to appoint new members to conservation authorities now in order to meet the 70% requirement?

Immediate action is not required on the part of conservation authorities or by municipalities related to the provision requiring 70% of municipally appointed members be elected officials.

Current members should complete the remaining duration of their appointments. As new members are appointed, participating municipalities should be appointing members in a way that complies with this new requirement.

A participating municipality may also apply to the Minister of the Environment, Conservation and Parks requesting an exception to this 70% requirement. The request should include the rationale for the request, and what proportion of members the municipality is proposing to be elected officials. Requests should be sent to <a href="minister.mecp@ontario.ca">minister.mecp@ontario.ca</a>.

2. Does a conservation authority need to immediately initiate the term limits of chair/vice-chairs and rotate amongst participating municipalities?

Immediate action is not necessarily required. Implementation of this provision could begin at the first meeting held this year (following the proclamation date of February 2, 2021), or at such other meeting as may be specified by the authority's by-laws.

A participating municipality or conservation authority may also apply to the Minister of the Environment, Conservation and Parks requesting an exception to the term limit or rotation. The request should include the alternative approach being proposed, and the rationale for the request. Requests should be sent to <a href="minister.mecp@ontario.ca">minister.mecp@ontario.ca</a>.

3. When should conservation authorities transition to the use of generally accepted accounting principles?

If not already the practice, conservation authorities will transition to the use of generally accepted accounting principles for local government and ensure that key conservation authority documents are made available to the public (i.e., minutes of authority or executive committee meetings, auditor reports) following proclamation of these provisions on February 2, 2021.

1 Updated: 2021/02/08

# Implications of Proclamation of Various Provisions: Frequently Asked Questions

### 4. When do copies of municipal member agreements need to be sent to the Minister and made public?

Please submit any existing agreements (on the number of total conservation authority members and number of members per participating municipality in a conservation authority) to the Minister within 60 days of February 2, 2021 (i.e., by April 3, 2021).

If no such agreement is in place as of February 2, 2021, but such an agreement is entered into at a future date, please provide it to the Minister within 60 days of executing the agreement. These agreements should also be made available to the public through the conservation authority's website or other appropriate means within these same timelines.

### 5. Which provisions of the *Conservation Authorities Act* (CAA) are you proclaiming in this first phase?

Provisions in the CAA that come into effect February 2, 2021, as part of this first phase include:

#### **Housekeeping Amendments**

- Clarifying "Minister" means the Minister of the of the Environment, Conservation and Parks (rather than the Minister of the Natural Resources and Forestry) (Bill 108, 2019).
- Administrative change by striking out "of the Environment" from "Minister of the Environment" (in the section on CA dissolutions – clause 13.1(6)(c)) (Bill 108, 2019).
- Remove a legislative date (now stale) for a past transition period for conservation authorities (CAs) to up-date administrative by-laws (Bill 229, 2020).

#### **Government Requirements**

- Non-derogation provision to recognize existing Aboriginal or treaty rights (Bill 229, 2020).
- Enable the Minister to delegate his or her powers to an employee of the Ministry of the Environment, Conservation and Parks (Bill 229, 2020).

#### Governance

- Changes to the CA municipal membership provisions including requiring 70 per cent of municipally appointed members to be elected officials with provision for the Minister to permit less than 70 per cent on application by a participating municipality (Bill 229, 2020).
- Requiring copies of municipal member agreements on number of total CA members agreed upon and numbers per participating municipality in a CA agreed upon, to be made public and provided to the Minister (Bill 229, 2020).
- Removal of the regulation making authority regarding the composition of the CA (Bill 229, 2020).

2 Updated: 2021/02/08

# Implications of Proclamation of Various Provisions: Frequently Asked Questions

- Minister's power to appoint a member from the agricultural sector with limitations added to the member's voting rights (Bill 229, 2020).
- Limiting the term of the chair/vice-chair and rotating of the chair/vice-chair among a CA's participating municipalities with provision for the Minister to permit an exception to these requirements upon application of the CA or participating municipality. If an exception is granted, this would allow a chair/vice-chair to hold office for more than one year or two terms, or a member to succeed an outgoing chair, vice-chair, appointed from the same participating municipality (Bill 229, 2020).
- Minor amendments to the 'powers of authorities': integrating the CA power to
  "cause research to be done" with the CA power to "study and investigate the
  watershed" in order to support the programs and services the CA delivers; to
  require consent of the occupant or owner of the land before a CA staff can enter
  the land for the purpose of a CA project (such as land surveying); and to
  remove the power of a CA to expropriate land (Bill 229, 2020).
- Require CAs to follow generally accepted accounting principles for local governments, make key documents (annual audit, meeting agendas and minutes and member agreements) available to the public (Bill 229, 2020).

#### Minister's Power

- Enable the Minister to issue a binding directive to a CA following an investigation (Bill 229, 2020).
- Enable the province, upon recommendation by the Minister, to appoint a temporary administrator to assume control of a CA's operations following an investigation or the issuance of a binding directive, if the directive is not followed. Immunity is provided for the administrator (Bill 229, 2020).

3 Updated: 2021/02/08



# The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0 Phone: (807) 825-3315 Fax: (807) 825-9576

February 2, 2021

The Honourable Doug Ford, Premier of Ontario Legislative Building, Queen's Park Toronto, ON M7A 1Y7

Dear Premier Doug Ford,

Please be advised that Council of The Corporation of the Township of Terrace Bay at the Regular Council Meeting of February 1, 2021 resolved as follows:

That the resolution received from the Town of Augusta Re: Ontario Fire College

Resolution: 28-2021

Moved By: Councillor St.Louis

Seconded By: Councillor Malashewski

WHEREAS the Ontario Fire College has been in existence since 1949; and

WHEREAS the Ontario Fire College is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS the Ontario Fire College gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College is the most cost-effective method to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked 0. Reg. 379/18: Firefighter Certification in 2018; and

WHEREAS when the Ontario Government revoked 0. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

THEREFORE, BE IT RESOLVED THAT the Township of Terrace Bay requests that the Province of Ontario reverse their decision to close the Ontario Fire College as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

CARRIED

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

Thank you for your consideration.

Sincerely,

Jonathan Hali CAO/Clerk

CC: Honourable Sylvia Jones, Ontario Solicitor General

Hon. Steve Clark, Minister of Municipal Affairs and Housing Jon Pegg, Ontario Fire Marshal Ontario Municipalities

From:

Sherri Gray <sherri.dfa@hotmail.com>

Sent:

Sunday, February 7, 2021 1:17 PM

To:

clerk; Denise Holmes; Tracey Atkinson; nmartin@amaranth.ca; Mark Early

Subject:

**Municipal Drain Issues** 

Attachments:

DFA Letter to Municipalities - Drainage Issues Feb 2021.pdf

Hi,

Please see the attached letter from the Dufferin Federation of Agriculture regarding the maintenance of Municipal Drains.

Thank you,

Sherri Gray
Dufferin Federation of Agriculture
Sherri.dfa@hotmail.com

February 5, 2021

Township of Melancthon, Amaranth, East Luther Grand Valley, East Garafraxa, Mono, Mulmur and County of Dufferin

#### Re: Maintenance of Municipal Drains and rural road side ditches

#### 1. Municipal Drains and problems created by Nuisance Beavers

Maintenance of municipal drains in the county has been an ongoing concern for farmers. Drains that are not regularly maintained become restricted by accumulating sediments and vegetation growth (willows, poplar, cedars etc.) resulting in higher water levels in these drains. Field tile drainage systems that outlet into these drains are negatively impacted as the drain water levels rise due to due to these restrictions. The outlets of these tile drainage systems become submerged under the surface water in the drain compromising the effectiveness of the tile drainage system by decreased field drainage and if "free board" of the outlet isn't restored sediments will accumulate in the tile restricting flow capacity of the entire system. Subsurface tile drainage systems cost in the range of \$1,500.00 - \$2,000.00 per acre to install and are thus a major expense not taken lightly. Thus regular maintenance is imperative to maintain optimum functioning and longevity of these systems.

The damage caused by the dams built in the drains by nuisance beavers result quickly (in a matter of days in some instances) in complete failure of the drain. Water that is prevented from going through the drain follows the course of least resistance and the lowest lying ground to areas one would least expect, flooding large areas of fields and preventing seeding on a timely basis, causing water damage in season and harvest damage late in the season. Significant and serious economic loss are incurred to the farmers of these fields. A field may be checked in early in the spring with no evidence of beavers. A short time later when the field is going to be prepared for seeding, standing water is encountered in the field due to a newly constructed beaver dam. In situations like this the farmer needs immediate action to remove the dam so that fields can dry out again (1 to 2 weeks) so field preparation can resume. Often, this is when remediation problems begin. The farmer may notice the problem on the Friday afternoon of the Victoria day weekend. He/she can't contact municipal staff until 4 days later on the Tuesday morning. Then the bureaucracy can show the weak links in getting something done. A nuisance beaver form needs to be completed by the landowner that owns the property where the dam is constructed. The farmer may not know who the owner of that property is. This information is no longer readily available from the township office - one has to do a search by roll number which may result in a mail address for the owner, but no phone number for immediate contact. Thus it may take weeks before one can get the nuisance beaver form completed and by that time the season is lost. Even if one can get a quick completion of the nuisance beaver form, the next constraint might be that a beaver trapper is not available or the season for trapping is closed, or the program timeline end date has been surpassed.

#### 2. Municipal Road ditches

Similar issues compromise the effectiveness of road ditches. The major difference is that road ditches are only intended to convey water collected from the road allowance area. This is often stated when maintenance is requested. But the drainage issue is not always that simple. Roads often interfere with

natural surface flows of water by forming a significant barrier, a dam in effect. In most of these situations there is probably a culvert under the road, but it is no longer working properly. Another problem occurs when water flows down a road ditch and the grade decreases, and water flow stalls and seeps into the adjacent fields. Many road ditches do not work properly because of lack of maintenance. Years of snowplows running over the roads results in gravel being thrown into the ditch. Uncontrolled vegetation (willows, poplars, cedars, etc.) further restrict water. The result is farm land adjacent to the ditch is much wetter than the rest of the field which delays field preparation and causes yield loss.

#### 3. Resolution to Identified Drainage Problems

We would like to determine how we can move forward with these problems. They have been raised with municipal staff and councillors over the years, but there has been little improvement. Lately the best response has resulted from contacting the drainage superintendent directly, but the first line of contact, if understood correctly, is municipal staff. It would be good to have all stakeholder's perspectives on these issues, explore solutions together and develop appropriate actions and timelines for identified repair and maintenance.

The Drainage Act states that the maintenance and repair of municipal drains is a municipal responsibility and the damage caused by beaver dams and other issues raising water levels must be addressed. This is municipal infrastructure and its proper functioning is as critical to farmers as use of municipal roads are to the people who use them. It is unthinkable that roads in the winter would not be plowed daily and sometimes several times a day when conditions warrant. The same attitude must be taken with municipal drains. Often the need to get landowner permission to clean a drain or remove a beaver dam is given as the reason for not proceeding with timely maintenance and repair. If that is the case, statues must be changed to allow timely remedial action. Non farming landowners may not even be aware that a watercourse on their property is a municipal drain, let alone the need for effective maintenance.

Please advise how we might work together to improve drainage and economic well being of the biggest industry in the county.

Sincerely,

Leo Blydorp

Director, Dufferin Federation of Agriculture

From:

Rüde, Emma (MNRF) < Emma. Rude@ontario.ca>

Sent:

Friday, February 5, 2021 2:57 PM

To:

Denise Holmes; Denise Holmes; jli@dufferincounty.ca

Cc:

Stuart, John (MNRF)

Subject:

21-580 NEC Request for Comments

**Attachments:** 

21-580.NEC.Request for Comments.pdf

Please find attached NEC Request for Comments for file M/R/2020-2021/580, McGriskin.

We would appreciate receiving your comments via email to <a href="mailto:necowensound@ontario.ca">necowensound@ontario.ca</a> by: March 5, 2021. If you require further information, please contact John Stuart at John.Stuart@ontario.ca

Thanks in advance,

#### Emma Rüde

Administrative Support Coordinator



Niagara Escarpment Commission

An agency of the Government of Ontario

1450 7th Avenue East | Owen Sound, ON | N4K 2Z1

Tel: 226-668-5672 | Fax: 519-371-1009

Please let me know if you require communication supports or alternate formats.

In order to ensure a safe and secure environment for staff and clients and in response to recommendations by health professionals, the NEC offices are closed to the public until further notice. The NEC is continuing to provide services via email and telephone. Updates can be found on our website: <a href="https://www.escarpment.org/Commission/COVID19">https://www.escarpment.org/Commission/COVID19</a>

#### Niagara Escarpment Commission

1450 7th Avenue East Owen Sound, ON N4K 2Z1 Tel. No. (519) 371-1001 Fax No. (519) 371-1009 www.escarpment.org

#### Commission de l'escarpement du Niagara

1450 7° avenue Est Owen Sound, ON N4K 2Z1 No de tel. {519} 371-1001 Télécopleur (519) 371-1009 www.escarpment.org



February 5, 2021

Via Email
County of Dufferin
Township of Melancthon

#### REQUEST FOR COMMENTS

FILE NUMBER:

M/R/2020-2021/580

APPLICANT:

Chris and Laura McGriskin

AGENT:

N/A

**OWNER:** 

Same as Applicant

LOCATION:

W Part Lot 11, Concession 1 OS

Township of Melancthon, County of Dufferin

ARN 221900000115812

**RELATED FILES:** 

N/A

#### PROPOSED DEVELOPMENT:

To construct a two storey  $\pm$  259 m² ( $\pm$  2793 ft²) single dwelling having a maximum height to peak of  $\pm$  11 m ( $\pm$  35 ft), to construct a  $\pm$  149 m² ( $\pm$  1600 ft²) an accessory building (detached garage) having a maximum height to peak of  $\pm$  7 m ( $\pm$  22 ft), and to construct a private sewage disposal system and a well on a  $\pm$ 1.6 ha ( $\pm$ 4.0 ac) vacant existing lot.

The attached Development Permit application, which is summarized above, is being sent to you for your review. Your comments and recommendations are requested for the Niagara Escarpment Commission's consideration.

We would appreciate receiving your comments via email to <a href="mailto:necowensound@ontario.ca">necowensound@ontario.ca</a> by: <a href="mailto:necowensound@ontario.ca">March 5, 2021</a>. If we do not receive your comments by this date, we will assume you have no objection to this proposal. If you require additional time to provide comments, please notify us at least one week prior to this date.

If you require further information, please contact John Stuart at John.Stuart@ontario.ca

### FILE # M/R/2020-2021/580

Misquira Escarpment Commission

As agency of the Government of Ontario

(For NEC office use only)

#### NIAGARA ESCARPMENT DEVELOPMENT PERMIT APPLICATION

(FMS #0113 - Revised August 15, 2019)

THE NIAGARA ESCARPMENT PLANNING AND DEVELOPMENT ACT, RSO, 1990, AS AMENDED

#### NIAGARA ESCARPMENT COMMISSION 232 Guelph Street, 3rd Floor Georgetown, ON L7G 4B1

Phone: 905-877-5191
Fax: 905-873-7452
Website: www.escarpment.org
Email; necgeometown@ontario.ca

Serving the areas of:

Dufferin County (Mono) Region of Halton Region of Peel Region of Niagara City of Hamilton

#### NIAGARA ESCARPMENT COMMISSION 1450 7th Avenue Owen Sound, ON N4K 2Z1

Phone: 519-371-1001
Fax: 519-371-1009
Website: www.escarpment.org
Email: necowensound@ontario.ca

Serving the areas of:

Bruce County
Grey County
Simcoe County
Dufferin County (Mulmur, Melancthon)

- Please ensure that the information you provide in this application is complete and accurate.
- Incomplete or inaccurate information will delay the processing of your application.
- Please contact your local Commission office if you have any questions about your proposal or this application.

1. 0	ER (Required)	
Name:	Chris & Laura Mc Griskin	
Mailing	ddress:	
	S(mad/D f) Boy	
Phone	E-mail:	
لــــــا	ICANT or AGENT (if applicable)	-
Name:		
	ddress: StreevP.O. Box	
City/Town	Province Postal Code	
Phone:	E-mail:	
3. PF	PERTY LOCATION & INFORMATION	
Municip	ty: Melancthon Civic/Street Address #:	
Lot:	Concession:end/or Lot:	Plan;
Assess	ent roll number or PIN: <u>22-19-000-001-158/2-</u> Lot Size: <u>3.93</u>	acres
Date th	roperty was purchased or future date of purchase: Dec. 23 2020	

4. PROPERTY SERVICING	3		
Existing Road Frontage: Existing Water Supply: Existing Sewage Disposal:	✓ Municipal ☐, Private ☐ Municipal ☑ Private ☐ Municipal ☐ Private	Proposed Road Frontage: Proposed Water Supply: Proposed Sewage Disposal	Municipal Private Municipal Private Municipal Private
5. EASEMENTS, COVENA	NTS, AGREEMENTS		Assertance A company
Describe the type and terms or affecting the title of the pri	of any easements, right-of- operty and/or attach a copy:	ways, covanants, agreements o	r other restrictions registered
6. EXISTING & PROPOSE	D DEVELOPMENT		
Note: "Development" include attentions, pond const	s the construction of buildings a ruction or alteration), any change	and structures, alterations to the lange of use or new use (e.g. residential include a separate attachment.	Iscape, (e.g: placing fill, drainage il to commercial, new home
Briefly Describe the <u>current</u>	use of the property and any	existing buildings, structures, or	r alterations to the landscape:
		N - 10m - 2 - 2002 - 2003 - 2003 - 2003 - 2003 - 2003 - 2003 - 2003 - 2003 - 2003 - 2003 - 2003 - 2003 - 2003	
Dwe//ing ar	d separate	garage	•
information such as Environ	ature of the proposed devek amental impact Studies, Lan	na Sections 7-14: opment and/or the characteristic dscape Plans, Lighting Plans, V etc., may be required in support	isual Assessments, Grading
7. LOT CREATION			- 10 a.20 Branco
If this application involves the	creation / severance of a n	ew lot, please provide the follow	ing information:
) Existing Lot:	ii) Proposed Lot:	iii) Retained Lot:	iv) Use of new Lot
Frontage	Frontage	Frontage	Agricultural
Depth	Depth	Depth	Commercial
Size	Ste	Size	Conservation Industrial Lot Addition
			Recreational Residential

Q	CON	STRI	ICTION	DETAIL	2
О.	LUN	SIRL		DETAIL	_0

#### **PLEASE NOTE**

Ground Floor Area: The total exterior measurements of any building, including attached garages and enclosed decks (as applicable).

Total Floor Area:

Is based on the exterior measurements of the building and includes the total of the ground floor area

(including attached garages, etc.), plus walkout basements, plus full or half second storeys, etc.

Maximum Height: is measured from the lowest grade (e.g., walkout side), to the peak of the roof.

Please provide a description of all existing and proposed development in the following fields:

Use of Structure	Existing, Proposed, or to be Demolished	Ground Floor Area (footprint)	Total Floor Area (all storeys and walkouts)	# of Storeys	Maximum Height (lowest grade to peak)
Dwelling	Proposed	2240.6 595+	27934 sq Ft	2	35-2%
Detacted Garage	Proposed	1600 sg ft	1600 sg. Ft	1	22'
					-

Amount of fill to be imported to facilitate the proposed development (if required):

9. ACCESSORY FACILITIES, STRUCTURES, FILLING, GRADING, UTILITIES, INFRASTRUCTURE etc.

10. Driveways, Decks, Gazebos, Swimming Pools, Tennis Courts, Lighting, Signs, Wind Turbines, Solar Panels, Hydro Poles/Lines, Retaining Walls, Placement of Fill, Cutting and Filling, Grading, Berms, Parking Areas, Tree/Site Clearing, etc.) (See next page for Ponds)

Describe and provide information such as: dimensions, size, height, amount of fill etc.

10. HOME BUSINESS, CHANGE OF USE, NEW USE

(e.g.): Establishing a Home Business, Home Occupation, Home Industry or Bed and Breakfast business.

Converting or changing the use or establishing a new use on a property or within any dwelling building or structure on a property)

Describe the proposed business or new use and provide information such as:

Type of business or use, size or area of building &/or land to be occupied or altered by the use, construction or alteration details, number of employees, access, parking, storage details, sales, hours of operation, signage, etc.

Note: A separate, detailed, business overview or plan should be provided.

11. PONDS	NEW POND / EXIS	TING POND WORK - DR	REDGING, MAINTEN	ANCE, REPAIR	R etc.
The following in hydrology/hydro	nformation is the <u>minim</u> geology report and/or a	um information that is requi	ired for pond construct	ion or alteration/	maintenance Generally
Pond is:	Proposed	☑ Existing			
Use of Pond:	▼ Recreation	☐ Irrigation/farm	☐ Other		
Water Source:	☐ Óffline (Precipita	ation/run-off) Online (s	tream, groundwater)		
Size of Pond:	Water Surface Area	approx less than	Depth of Water _	approx	8
Provide a des		ed pond related developm			
					2
				12	
		/			
IDITILITY STICE WICH	ei oi denks, erosion/s	including inflow, outflow, ediment control measures in the submitted site plan a	s, niacement of every	ated materials,	and finished grading
12. AGRICUL	LTURAL DEVELOPM	IENT	e skepters and size		
On-farm Divers Agricultural Are	sified Uses, Agricultur eas (near barns MD	sal involves agricultural la al Related Uses, Dwelling S I), Livestock Facilities (I ents, 'Agricultural Purpose	Units Accessory to A	acilities (arange	s, New Dwelling'in , riding rings, events),
		/			
	-				

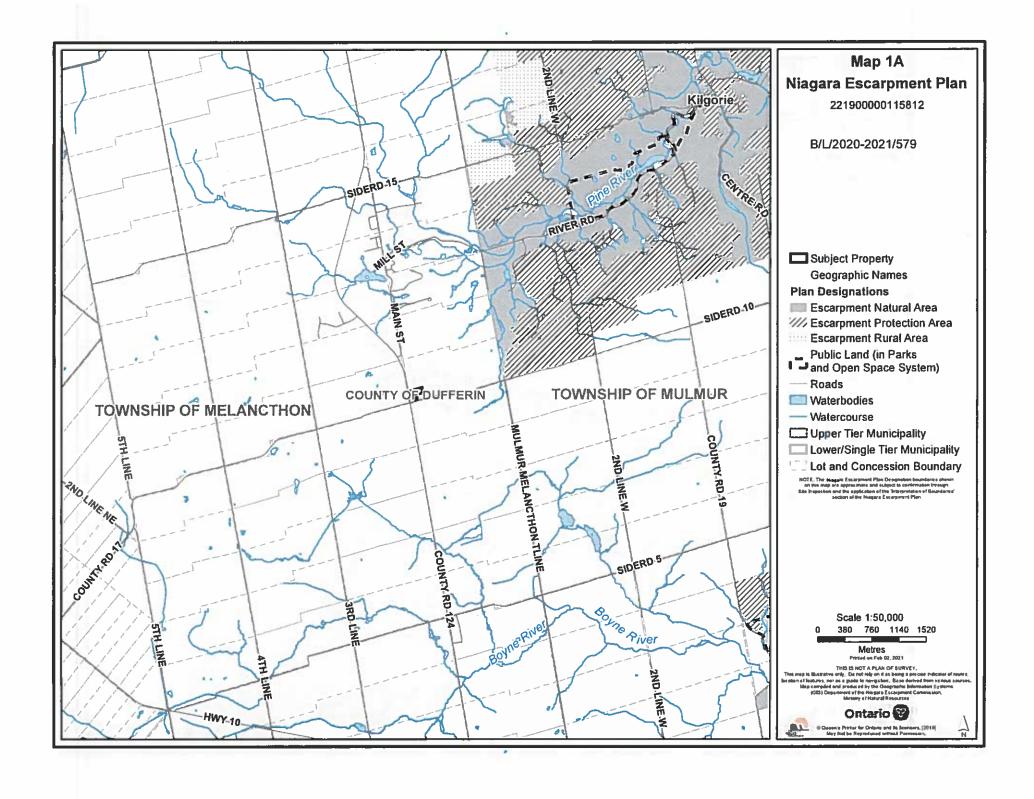
Note: Additional detailed Information may be required.

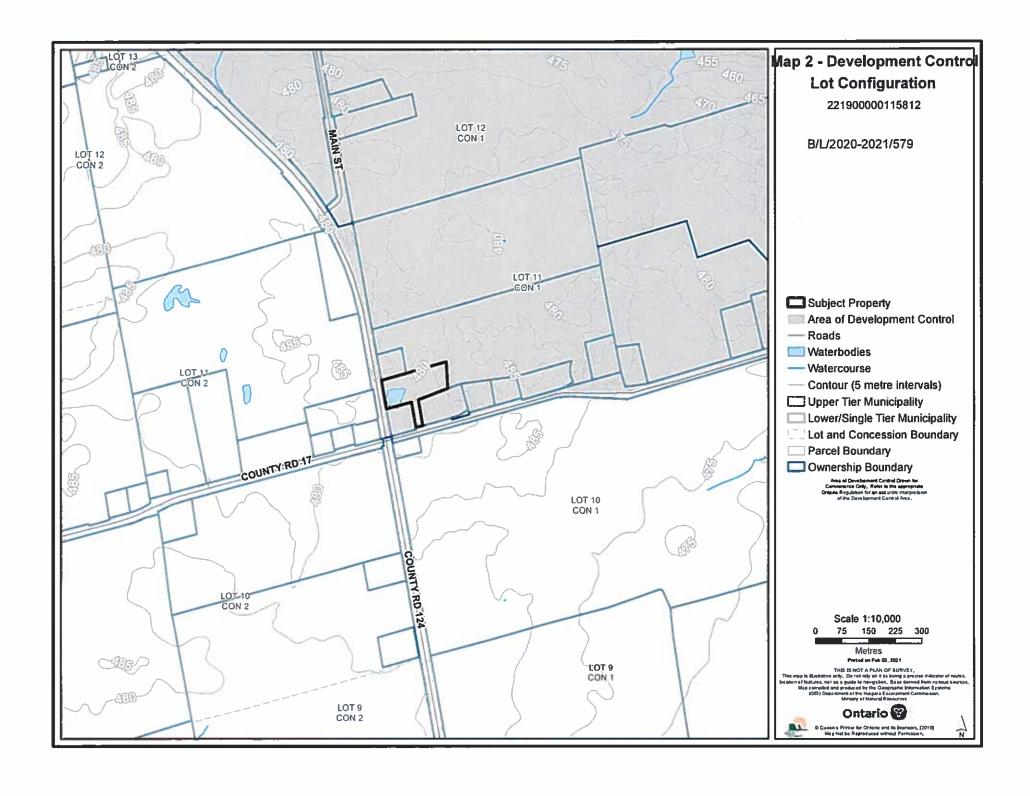
# 13. RADIO OR TELECOMMUNICATIONS FACILITY IN THE AREA OF THE NIAGARA ESCARPMENT PLAN Provide a detailed description of the radio or telecommunications proposal including construction details/building plans and elevations (Please use additional pages or attachments as required): Provide a justification and rationale, including reasons, argument and evidence in support of the radio telecommunications proposal. Depending on the nature of the proposal and/or characteristics of the property, supporting information such as Landscaping Plans, Visual Assessment Analysis, Erosion Control Plans, Grading Plans, Environmental Impact Studies, or A Needs Assessment/Sile Alternatives Report may be required: Note: This information in Section 13 is being collected in accordance with the Niagara Escarpment Commission's Consultation Protocol for Radiocommunication and Broadcasting Antenna Systems in the Niagara Escarpment Plan Area. A site visit to the property may be conducted to review this proposal, with notice to the applicant, in order to provide advice to Industry Canada on new radio and telecommunications facilities. 14. OTHER INFORMATION Provide any additional information to clarify your proposal may be submitted here or on a separate attachment: 15. SIGNATURES Personal information (i.e., name, address, phone, email) is being collected under the authority of the Niagara Escarpment

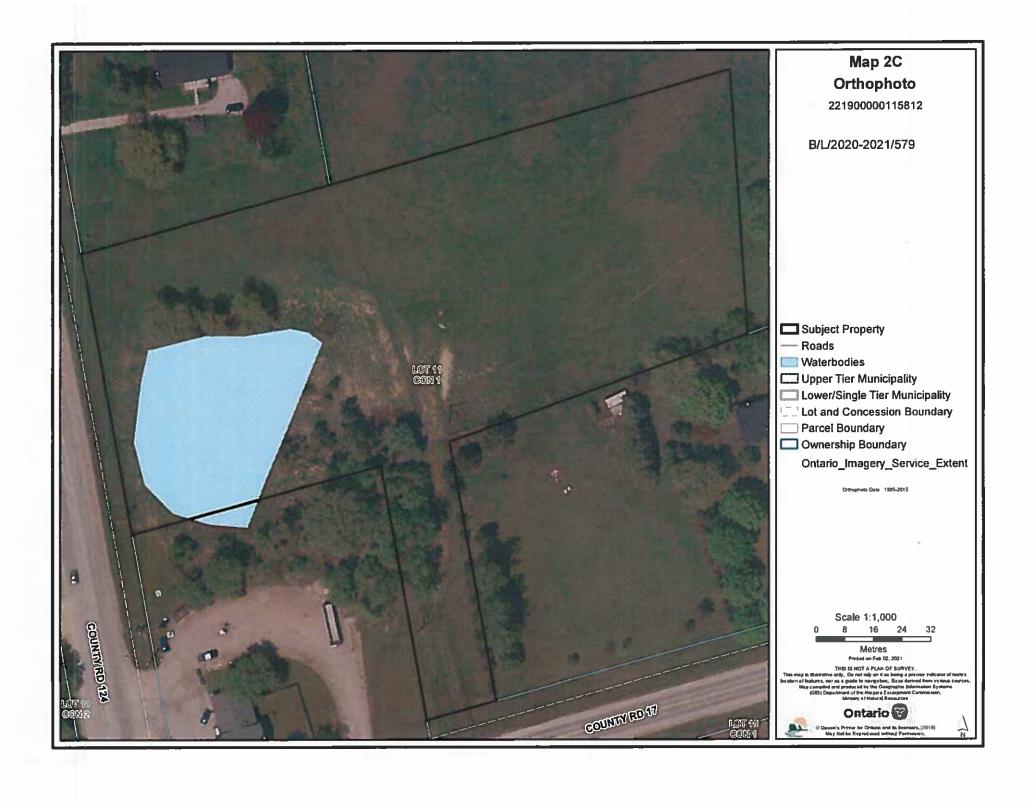
Planning and Development Act, RSO, 1990, as amended, and will be used to process this application, which will include site visit, notifications, and in some cases appeals and hearings. Questions regarding the collection and use of this personal Information should be directed to the Manager, Administration at the Georgetown Office phone, email and mailing address set out on the front page of this application form.

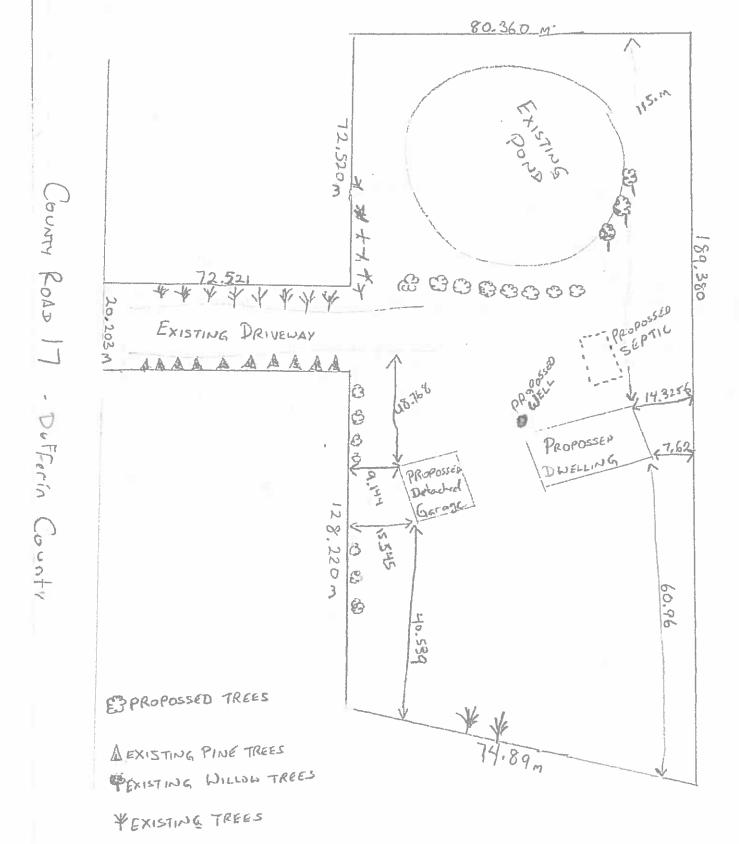
By signing this application form below, I consent to the collection of my personal information. This application cannot be processed without the required signatures as set out below.

	RUE	E AND CORRECT
OWNER(S): (Required)	Е.	DATE: 12n. 29/21
APPLICANT(S) or AGENT(S)		DATE:





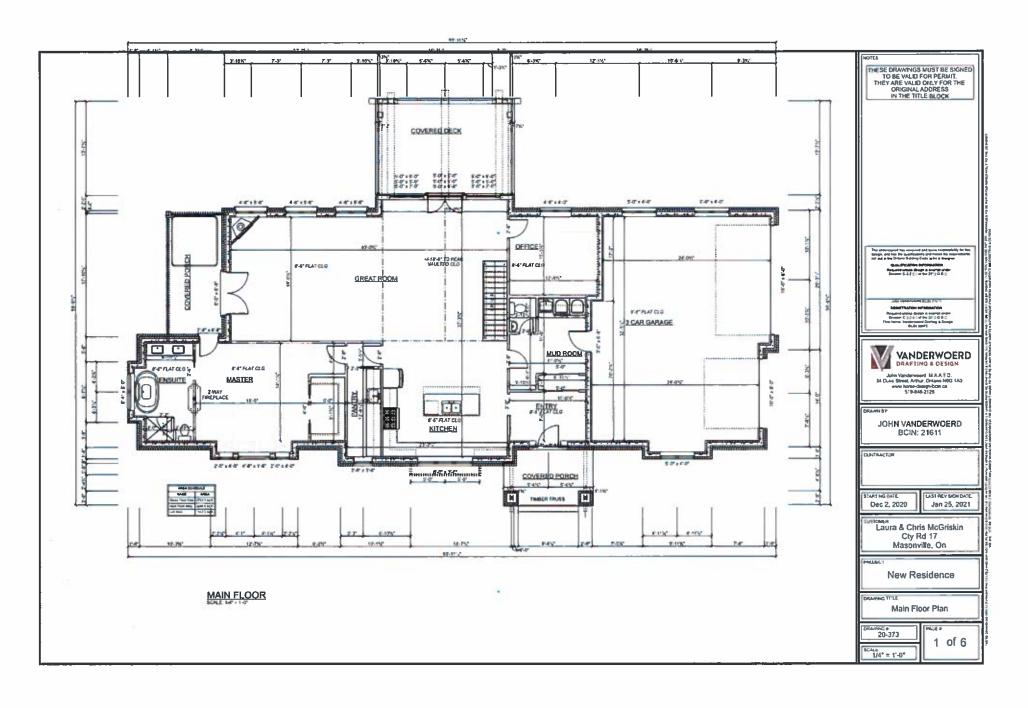


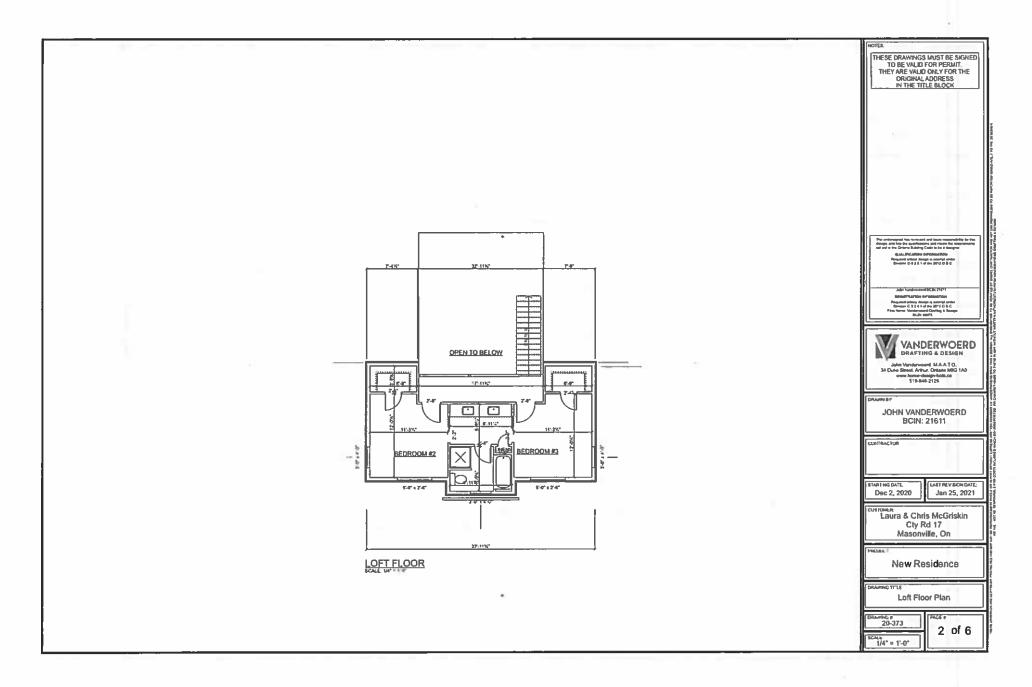


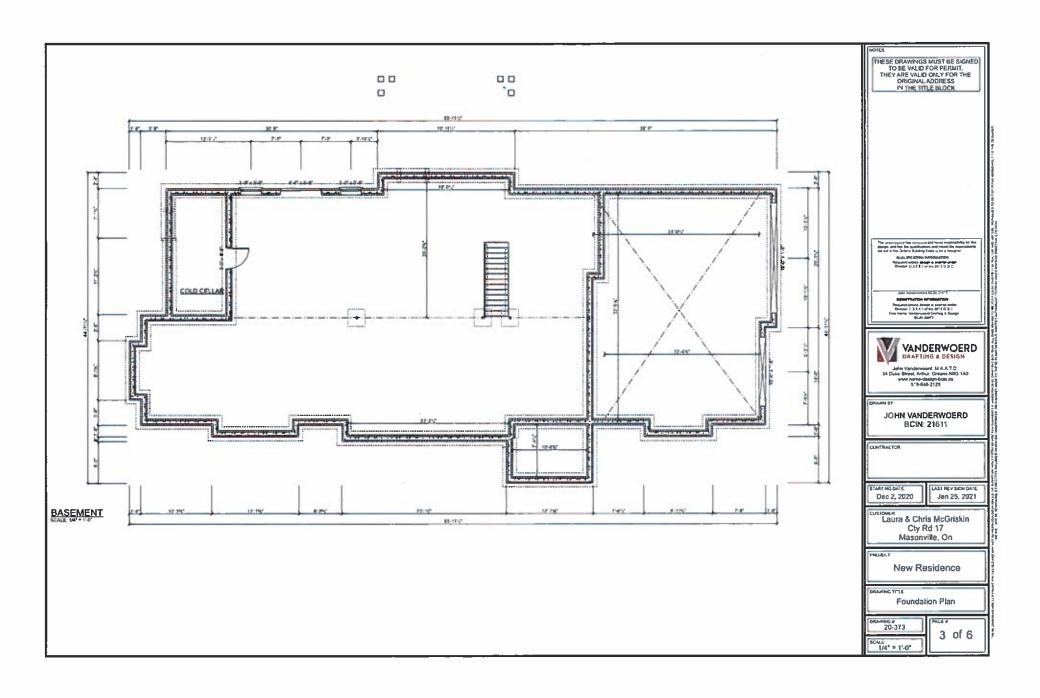


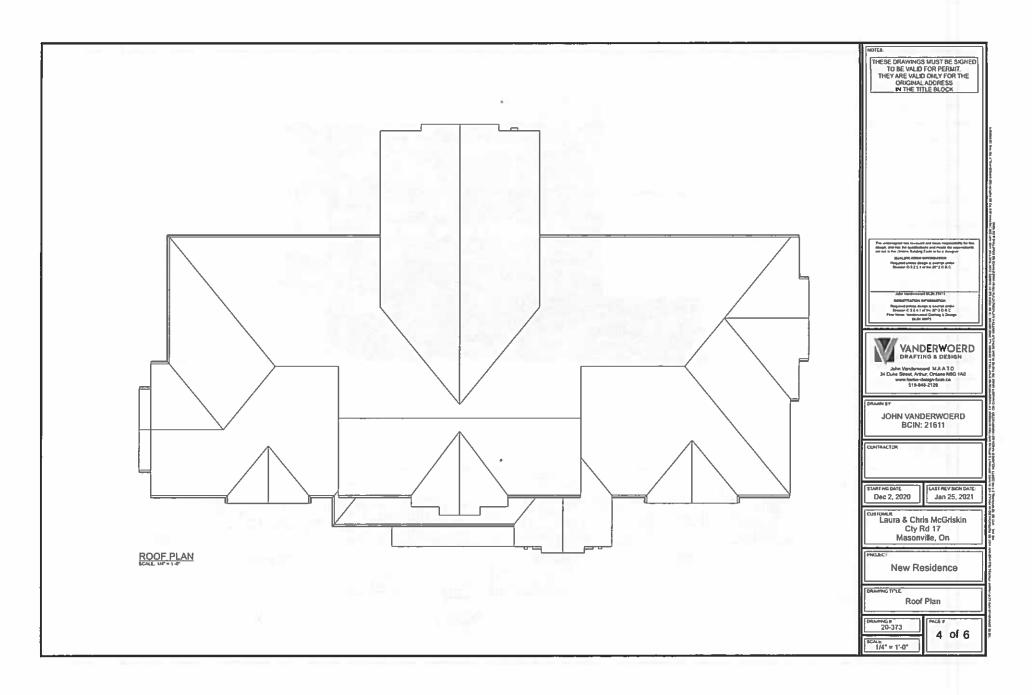


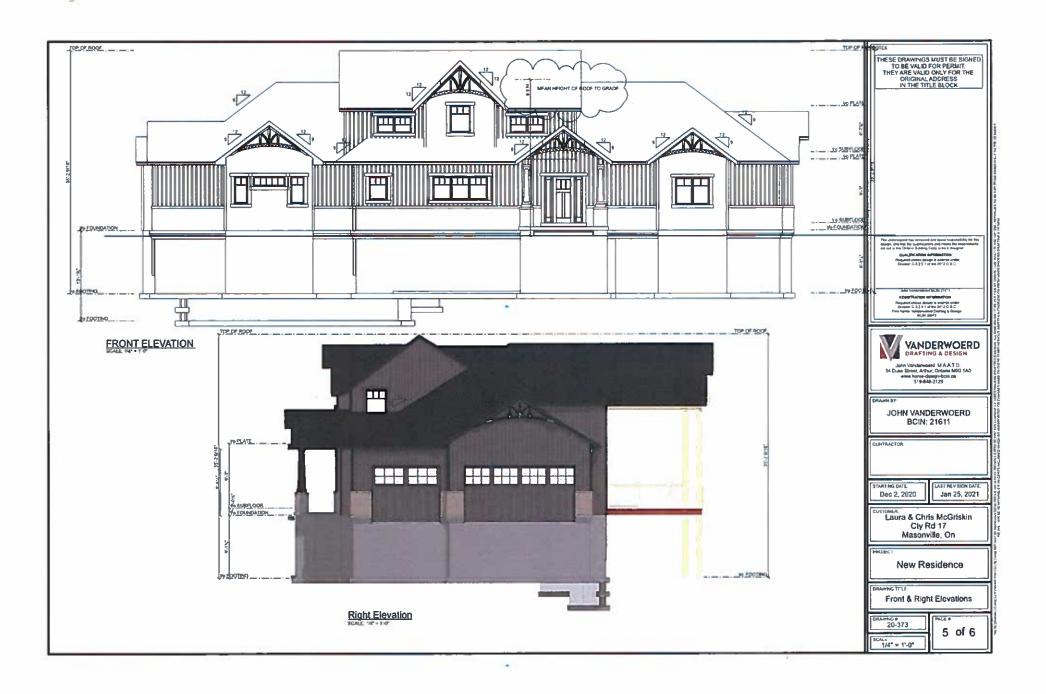














#### **Denise Holmes**

From:

Flaherty, Megan (MMAH) < Megan. Flaherty@ontario.ca>

Sent:

Sunday, February 7, 2021 8:57 PM

To:

Wendy Atkinson

CCi

**Denise Holmes** 

Subject:

**Financial Indicator Review** 

**Attachments:** 

FITC20\_Melancthon Tp.pdf; MFP20\_Melancthon Tp.xlsm

#### Good afternoon Wendy,

The Ministry of Municipal Affairs and Housing reviews each municipality's financial health through the use of key financial indicators in relation to established provincial thresholds. Please find attached the financial indicator template that has been calculated using your 2019 Financial Information Return data.

The Ministry reviews the indicators from time-to-time, to make sure they provide useful information. This year we have not made any changes to the indicators.

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

For each Financial Indicator, medians and averages have been calculated for comparator groupings relevant to the municipality.

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

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

This year, one of the indicators for the Township of Melancthon exceeded the threshold for "low" level of risk.

If you have any questions or would like to discuss, please let me know.

Take care,

## Megan Flaherty

Ministry of Municipal Affairs and Housing Municipal Services Office – Western Ontario 659 Exeter Road, 2<sup>nd</sup> Floor London ON N6E 1L3 Cell: 226-559-9327 E-mail: Megan.Flaherty@Ontario.ca

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## FINANCIAL INDICATOR REVIEW

(Based on 2019 Financial Information Return)

### Melancthon Tp

Date Prepared: 01-Feb-21

MSO Office: Western

Prepared By: Megan Flaherty

Tier LT

2019 Households: 1,173
2019 Population 3,008
2020 MFCi Index 1.7

Median Household income: 79,206

Taxable Residential Assessment as a

% of Total Taxable Assessment: 74.0%

Own Purpose Taxation: 2,650,659

## SUSTAINABILITY INDICATORS

Indicator	Ranges		Actuals		- Counties - ral	Level of Risk
		erest.		Median	Average	
		2015	15.1%	10.1%	10.8%	HIGH
	Low: < 10%	2016	15.2%	9.2%	10.3%	HIGH
otal Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Mod: 10% to 15%	2017	12.6%	8.6%	9.8%	MODERATE
(DCE) LEXAS DEVINED	High: > 15%	2018	11.8%	7.6%	8.9%	MODERATE
		2019	11.4%	7.2%	8.0%	MODERATE
		2015	31.7%	31.8%	30.2%	LOW
	Low: > -50%	2016	32.4%	38.6%	36.3%	LOW
Net Financial Assets or Net Debt as % of Own Source Revenues	Mod: -50% to -100%	2017	49.5%	47.2%	40.1%	LOW
	High: < +100%	2018	66.5%	42.7%	41.6%	LOW
		2019	98.0%	58.9%	52.3%	LOW
		2015	29.0%	54.7%	61.2%	LOW
	1.ow; > 20%	2016	32.4%	58.9%	65.2%	LOW
Total Reserves and Discretionary Reserve	Mod: 10% to 20%	2017	50.8%	61.9%	68.6%	LOW
Funds as a % of Municipal Expenses	High: < 10%	2018	57.1%	64.0%	71.5%	LOW
		2019	89.3%	75.5%	79.8%	LOW
		2015	2.64:1	3.02:1	4.24:1	LOW
	Low: > 0.5:1	2016	3.42:1	3,25:1	4.25:1	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Mod: 0.5:1 to 0.25:1	2017	3.34:1	3.24:1	4.59:1	LOW
Liabilities)	High: < 0.25;1	2018	4.36:1	3.44:1	4.76:1	LOW
		2019	8.32:1	5.19:1	5.94:1	LOW
FLE	XIBILITY IN	DICA	TORS	5		
		2015	1.9%	2.4%	3.4%	LOW
	Low: < 5%	2016	4.4%	2.6%	3.3%	LOW
ebt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Mod: 5% to 10%	2017	2.5%	2.7%	3.3%	LOW
	High: >10%	2018	2.6%	2.5%	3.1%	LOW
		2019	3,2%	2.8%	3.8%	LOW
		2015	45.6%	42.0%	44.0%	LOW
	Low: < 50%	2016	45.0%	42.3%	44.7%	LOW
osing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Mod: 50% to 75%	2017	46.9%	43.8%	45.5%	LOW
france and manifestate to mak	High: > 75%	2018	48.2%	43.7%	46.0%	LOW
		2019	49.7%	46.2%	47,4%	LOW
		2015	10.9%	6.0%	9.0%	LOW
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1%	2016	4.4%	8.4%	9.4%	LOW
winner and heavy fine territ as a se or own annual travelines	Mod: -1% to -30%	2017	21.7%	11.4%	12.8%	LOW
	High: < -30%	2018	22.5%	12.5%	13.9%	LOW
			30.8%	19.0%	23.6%	LOW

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

#### FINANCIAL INDICATOR REVIEW

(Based on 2019 Financial Information Return)

#### Melancthon Tp

#### NOTES

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

#### Supplementary Indicators of Sustainability and Flexibility

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

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

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

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

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

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

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

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

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

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

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

## FINANCIAL INDICATOR REVIEW

(Based on 2019 Financial Information Return)

Melancthon Tp

## CALCULATIONS

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

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

Total Reserves and Reserve Funds as a % of Municipal Expenses Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)
Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs) Closing Amortization Balance as a % or Total Cost of Capital Assets (Asset Consumption Ratio)

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

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

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

(SLC 60 2099 02+SLC 60 2099 03)/(SLC 40 9910 11-SLC 12 9910 03-SLC 12 9910 07) SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01) (SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)

SLC 51 9910 10 / SLC 51 9910 06

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

(Based on 2019 Financial Information Return)

## Melancthon Tp Dufferin Co

Date Prepared:

MSO Office: Western

Prepared By:

/estern

2019 FIR Load Status: Last Updated:

Accepted Clean
July 22, 2020

 2019 Households:
 1,173

 2019 Population:
 3,008

 2020 MFCI index:
 1.7

Median Household Income (2016): 1479,2062020 Annual Repayment Limit:800,498Borrowing Capacity 7% over 10 yrs:5,622,365

2019 AVERAGES FOR:

### STATISTICAL INFORMATION

											2019 AVER	AGES	FUK:				
		2015		2016		2017	2018		2019	South	n - LT - Counties -Rural		PROVINCE	19/18 %	18/17 %	17/16 %	16/15 %
Population "3		2,240		2,240		3,008	3,008		3,008		6,363		35,364	0.0%	0.0%	34.3%	0.0%
Households *3		1,157		1,159		1,167	1,171		1,173		3,347		14,256	0.2%	0.3%	0.7%	0.2%
Municipal Expenses *7	5	3,156,660	\$	3,059,470	\$	3,191,041	\$ 3,124,550	5	3,269,318	\$	10,696,058	5	115,967,635	4.6%	-2.1%	4.3%	-3.1%
Own Source Revenues	5	2,784,070	\$	2,968,708	\$	3,251,036	\$ 3,534,627	\$	3,633,953	\$	9,878,403	5	95,892,123	2.8%	8.7%	9.5%	6.6%
Own Source Revenue per Household	\$	2,406	5	2,561	5	2,786	\$ 3,018	\$	3,098	\$	3,078	\$	3,691	2.6%	8.4%	8.8%	6.4%
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)		80.5%		92.9%		83.1%	89.5%		82.2%		73.3%		70.8%	-8.2%	7.7%	-10.5%	15.4%
Total Revenues	5	3,459,246	\$	3,196,141	\$	3,910,735	\$ 3,948,163	\$	4,422,096	\$	13,010,369	\$	136,622,536	12.0%	1.0%	22.4%	-7.6%
Annual Repayment Limit	5	497,529	\$	535,166	\$	639,657	\$ 653,253	5	726,945	\$	2,162,431	\$	16,073,945	11.3%	2.1%	19.5%	7.6%
Own Purpose Taxation	\$	1,969,022	\$	2,125,951	\$	2,347,189	\$ 2,591,631	\$	2,650,659	\$	6,219,463	\$	53,102,027	2.3%	10.4%	10.4%	8.0%
Direct Water Billings as % of Gross Water Expenditures		0.0%		0.0%	,	0.0%	0.0%		0.0%		73.7%		62.5%				
Taxable Res. Assessment as a % of Total Taxable Assessment		81.9%		77.3%		75.0%	73.7%		74.0%		80.8%		78.3%				

#### DISCOUNTED WEIGHTED ASSESSMENT (Source: Financial Information Return)

	2015	2016	2017	2018	2019	outh - LT - Counties -Rural	PROVINCE
Taxable	419,789,034	447,719,342	474,077,008	499,542,502	535,859,148	1,062,939,331	7,546,984,874
PIL	210,808	210,808	596,414	640,156	683,898	14,001,051	105,259,147
Total	419,999,842	447,930,150	474,673,422	500,182,658	536,543,046	1,076,940,382	7,652,244,021

(Based on 2019 Financial Information Return)

### Melancthon Tp Dufferin Co

Date Prepared: MSO Office: Western Prepared By:

2019 FIR Load Status: Accepted Clean Last Updated: July 22, 2020

2019 Households: 2019 Population: 2020 MFCI Index: \*8 1.7

1,173

3,008

2019 AVERAGES FOR:

2019 AVERAGES FOR:

79,206 Median Household Income (2016); 14 800,498 2020 Annual Repayment Limit: Borrowing Capacity 7% over 10 yrs: 5,622,365

## RESIDENTIAL TAXES

		2015		2016		2017		2018		2019	Sout	h - LT - Counties -Rural		PROVINCE	19/18 %	18/17 %	17/16 %	16/15 %
# of Residential Households		1,155		1,153		1,159		1,166		1,167		3,440		11,624	0.1%	0.6%	0.5%	-0.2%
Avg Municipal Property Taxes Per Avg Residential Household	5	2,199	S	2,317	\$	2,462	5	2,579	5	2,670	5	2,338	5	2,392	3.5%	4.7%	6.3%	5.4%
Avg Total Property Taxes per Avg Residential Household	\$	2,710	\$	2,818	\$	2,962	5	3,073	5	3,171	5	2,729	S	2,781	3.2%	3.8%	5.1%	4.0%
Avg Total Property Taxes per Avg Residential Household																		
as a % of Median Household Income (Tax Effort)		3.2%		3.6%		3.7%		3,9%		4.0%		3.9%		4.2%				
# of Residential Households Excluding Recreational Properties (Excl. RDUs)		1,103		1,103		1,111		1,119		1,121		2,799		11,156	0.2%	0.7%	0.7%	0.0%
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	5	2,204	\$	2,321	5	2,458	\$	2,579	5	2,668	\$	2,321	\$	2,371	3.5%	4.9%	5.9%	5.3%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	\$	2,716	\$	2,824	\$	2,957	\$	3,073	5	3,168	5	2,708	S	2,754	3.1%	3.9%	4.7%	4.0%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)																		Arrica
as a % of Median Household income (Tax Effort)		3,3%		3.6%		3.7%		3.9%		4.0%		3.8%		4.2%				

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

	2015	2016	2017	2018	2019
rer / Single-Tier General Rate	0.0045058	0.0047876	0.0049999	0.0051412	0,0049387
-Tier General Rate	0.0038814	0.0038995	0.0038184	0.0037264	0.0036479
cation Rate	0.0019500	0.0018800	0.0017900	0.0017000	0.0016100

#### TAXES RECEIVABLE

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied 15.1% 15.2% 12.6% 11.8% 11.4% 8.5% 9.0%																		
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied 15.1% 15.2% 12.6% 11.8% 11.4% 8.5% 9.0%			2015		2016	2017		2018			South			PROVINCE	19/18 %	18/17 %	17/16%	16/15 %
7,00	ital Taxes Receivable less Allowance for Uncollectibles	5	726,126	5	761,543	\$ 668,265	5	668,784	5	665,040	\$	979,943	\$	3,539,420	-0.6%	0.1%	-12.2%	4.9%
Current Year Taxes Receivable as % of Total Taxes Receivable 51.3% 51.3% 54.1% 55.4% 56.5% 56.5% 56.5% 56.5%	Aal Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied		15.1%	g	15,2%	12.6%		11.8%		11.4%		8.5%		9.0%				
7117 TITLE TOTAL T	rrent Year Taxes Receivable as % of Total Taxes Receivable		51.3%		51,3%	54.1%		55.4%	No. Chi	56.5%	-	56.2%	1	56.9%				
Working Fund Reserves & Contingency Funds as % of Current Yr Taxes Rec. 57,3% 56,6% 184,9% 185,8% 309,7% 232,1% 290,5%	orking Fund Reserves & Contingency Funds as % of Current Yr Taxes Rec.		57,3%		56.6%	 184.9%		185.8%		309.7%	-	232.1%	-	290.5%				
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable 39.9% 39.5% 36.0% 32.7% 31.0% 32.8% 32.1%	evious and Prior Years Taxes Receivable as % of Total Taxes Receivable		39.9%		39,5%	36.0%		32.7%		31.0%		32.8%		32.1%				

(Based on 2019 Financial Information Return)

## Melancthon Tp Dufferin Co

Date Prepared:

MSO Office:

Prepared By:

Western

201

2019 FIR Load Status: Last Updated:

Accepted Clean July 22, 2020

2019 Households:	1,173
2019 Population:	3,008
2020 MFCI Index: *8	1.7

 Median Household Income (2016): 14
 79,206

 2020 Annual Repayment Limit: 800,498

 Borrowing Capacity 7% over 10 yrs: 5,622,365

#### GRANTS

			Ville		9	TO BENEZIO SERVICIO						2019 AVER	AGES	FOR:				
		2015		2016		2017		2018		2019	Sout	h - LT - Counties -Rural	į.	PROVINCE	19/18 %	18/17 %	17/16 %	16/15 %
Total Unconditional Grants	5	207,300	\$	176,300	\$	162,000	\$	174,500	5	492,642	\$	1,152,304	\$	1,343,775	182.3%	7.7%	-8.1%	-15.0%
Ontario Municipal Partnership Fund	\$	207,300	\$	176,300	5	162,000	\$	174,500	\$	175,600	\$	1,011,738	\$	1,180,269	0.6%	7.7%	-8.1%	-15.0%
As % of Municipal Expenses		6.6%		5.8%		5.1%		5.6%		5.4%		10.7%		10.0%				
Other	5		\$	- 30	\$		5		5	317,042	\$	140,565	\$	163,506	0.0%	0.0%	0.0%	9.0%
Total Ontario Conditional Grants	5	360,197	\$	122,976	\$	299,357	\$	178,983	\$	158,548	\$	944,842	\$	21,260,497	-11.4%	-40.2%	143.4%	-65.9%
As a % of Municipal Expenses		11,4%	1	4.0%		9.4%		5.7%		4.8%		12.3%		16.1%				
Total Ontario Conditional and Unconditional Grants																		
As a % of Municipal Expenses		18.0%		9.8%		14,5%	J.,	11.3%		19.9%		19.6%		19.5%			1. "18	

## TOTAL DEBT BURDEN

										2019 AVER	AGES	FOR:				
	2015		2016	2017		2018		2019	South	n - LT - Counties -Rurai		PROVINCE	19/18 %	18/17 %	17/16 %	16/15 %
Total Debt Burden	\$ 761,939	5	651,030	\$ 625,620	\$	615,845	\$	497,719	\$	3,517,436	\$	55,926,197	-19.2%	-1.6%	-3.9%	-14.6%
Per Household	\$ 659	5	562	\$ 536	\$	526	\$	424	\$	1,083	\$	1,370	-19,3%	-1.9%	-4.6%	-14.7%
Debt Servicing Cost	\$ 66,313	\$	141,413	\$ 96,709	\$	103,501	\$	139,371	\$	474,323	\$	5,575,292	34.7%	7.0%	-31.6%	113.3%
Per Household	\$ 57	\$	122	\$ 83	5	88	5	119	5	145	\$	180	34.4%	6.7%	-32.1%	112.9%
As a % of Municipal Expenses	2.1%		4.6%	3.0%		3.3%		4.3%		4.0%		3.9%				
As a % of Own Purpose Taxation	3.4%		6.7%	4.1%		4.0%		5.3%		7.4%		7.5%				
As a % of Own Source Revenue	2.4%		4.8%	3.0%		2.9%		3.8%		4.4%		4.5%				
As a % of Total Revenues (Less Donated TCAs)	1.9%		4.4%	2.5%		2.6%		3.2%		3.2%		3.3%				
Debt Service Coverage Ratio (Target: Ratio >= 2)	14		6	16		15		13		41		39				

(Based on 2019 Financial Information Return)

## Melancthon Tp Dufferin Co

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Prepared By:

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 Borrowing Capacity 7% over 10 yrs: 5,622,365
 5,622,365

19/18 % 18/17 %

2.6%

17.8%

9.9%

9.6%

55.1%

71.9%

63.7%

63.5%

17/16 % 16/15 %

2.1%

13.0%

8.5%

8.3%

117.9%

28.8%

63.4%

62.3%

2019 AVERAGES FOR:

2019 AVERAGES FOR:

2019 AVERAGES FOR:

## LIABILITIES (Including Post-Employment Benefits)

Post-Employment Benefits 5 - 5 - 5 - 5 - 5 131	ities	P	PROVINCE	19/18 %	18/17 %	17/16 %	16/15 %
	111		0.2%				
Total Personal Sundy for Dark Sympleyment Benefits	567	\$	21,624,173	0.0%	0.0%	0.0%	0.0%
Total Reserves and Reserve Funds for Post-Employment Benefits \$ 31,455 \$ 35,833 \$ 42,355 \$ 48,575 \$ 50,876 \$ 35	497	\$	3,543,196	4.7%	14,7%	18.2%	13.9%

### RESERVES AND RESERVE FUNDS

		2015		2016		2017		2018		2019	Sout	th • LT - Counties •Rural		PROVINCE
Total Reserves		\$ 378,068	5	385,963	\$	841,101	5	863,354	5	1,338,789	\$	5,636,164	5	25,688,782
Total Discretionary Reserve Funds	•	\$ 536,709	\$	606,568	\$	781,033	\$	920,019	5	1,581,123	\$	3,056,085	5	33,529,430
Total Reserves and Discretionary Reserve Funds		\$ 914,777	5	992,531	5	1,622,134	\$	1,783,373	5	2,919,912	5	8,692,249	S	59,218,212
Per Household		\$ 791	\$	856	\$	1,390	5	1,523	5	2,489	S	2,671	S	2,711
As a % of Total Taxes Receivable		126.0%		130.3%		242.7%		266.7%		439.1%		1326.9%	1	1104.5%
As a % of Municipal Expenses		29.0%		32.4%		50.8%		57.1%		89.3%		77.4%		65.1%
As a % of Own Purpose Taxation		46.5%		46.7%		69.1%		68.8%		110.2%		135.7%		118,4%

## FINANCIAL ASSETS

	2015	2016	2017	2018	2019	South - LT - Counties -Rural	PROVINCE
Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	25.5%	30.1%	41.2%	59.5%	80.5%	35.8%	33.0%
et Financial Assets or Net Debt as % of Own Source Revenues	31.7%	32,4%	49.5%	66.5%	98.0%	48.4%	47.4%
et Working Capital as a % of Municipal Expenses	78.3%	80.8%	96.4%	127.5%	162.3%	80.7%	65.8%
et Book Value of Capital Assets as a % of Cost of Capital Assets	53.4%	54.1%	52.1%	50.8%	49.2%	53.7%	53.9%
sset Sustainability Ratio (Target: > 90%)	170.2%	138.3%	110.6%	111.3%	85.3%	177,4%	187.0%
osing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	45.6%	45.0%	46.9%	48.2%	49.7%	46.6%	46.5%

(Based on 2019 Financial Information Return)

## Melancthon Tp Dufferin Co

Date Prepared:

MSO Office: Western

Prepared By:

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Accepted Clean July 22, 2020

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2019 Population:	3,008
2020 MFCI Index: *8	1.7

 Median Household Income (2016): "4"
 79,206

 2020 Annual Repayment Limit:
 800,498

 Borrowing Capacity 7% over 10 yrs:
 5,622,365

2019 AVERAGES FOR:

#### SURPLUS / DEFICIT

												2019 AVER	RAGES	FOR:				
		2015		2016		2017		2018		2019	Sout	h - LT • Counties -Rural		PROVINCE	19/18 %	18/17 %	17/16 %	16/15 %
Annual Surplus / (Deficit) (Less Donated TCAs)	5	302,586	\$	131,598	5	704,550	5	795,707	5	1,119,909	\$	2,019,031	\$	14,548,307	40.7%	12.9%	435.4%	-56.5%
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)	\$	895,268	5	676,894	5	1,446,138	\$	1,427,812	5	1,736,832	5	3,798,063	\$	27,127,245	21.6%	-1.3%	113.6%	-24.4%
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues		10.9%		4.4%		21.7%		22.5%		30.8%		23.5%		25.3%				
Current Ratio (Target: >= 100%)		385.8%		516.3%		427.6%		532.3%		982.1%		726.0%		640.5%				

#### OTHER INDICATORS

						2017/112151	
	2015	2016	2017	2018	2019	South - LT - Counties -Rural	PROVINCE
Rates Coverage Ratio (Target; >=40%)	63.9%	72.0%	75.4%	86.0%	84.7%	78.3%	74.0%
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	2.64:1	3.42:1	3,34:1	4.36:1	8.32:1	5.47:1	4.79:1
Operating Balance as a % of Total Revenues (Less Donated TCAs)*5	8.7%	4.1%	18.0%	20.2%	25.3%	15.9%	16.2%
Cumulative Annual Growth Rate *6	3.1%	-1.7%	-0.1%	4.5%	8.9%	3.6%	3.5%
Interest Payments as a % of Total Revenues (Less Donated TCAs)	0.8%	1.0%	0.5%	0.6%	0.5%	0.8%	0.8%

(Based on 2019 Financial Information Return)

## Melancthon Tp Dufferin Co

Date Prepared:

MSO Office: Western

Prepared By:

Printed: 2/8/2021

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Accepted Clean
July 22, 2020

2019 Households:	1,173
2019 Population:	3,008
2020 MFCI Index: *8	1.7

 Median Household Income (2016): 14
 79,206

 2020 Annual Repayment Limit: 800,498
 800,498

 Borrowing Capacity 7% over 10 yrs: 5,622,365
 5,622,365

#### VULNERABILITY MEASURES

									AUT / ATEN		TOK.				
	2015	201	6	2017		2018	2019	Sout	h - LT - Counties -Rural		PROVINCE				
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	80.5%	92.9	%	83.1%		89.5%	82.2%		73.3%	3	70.8%	-8.2%	7.7%	-10.5%	15.4%
Own Source Revenue per Household	\$ 2,406	\$	2,561	\$ 2,786	5	3,018	\$ 3,098	\$	3,078	\$	3,691	2.6%	8.4%	8.8%	6.4%
Avg Municipal Property Taxes Per Avg Residential Household	\$ 2,199	\$	2,317	\$ 2,462	\$	2,579	\$ 2,670	\$	2,338	5	2,392	3.5%	4.7%	6.3%	5.4%
as a % of Median Household Income (Tax Effort)	3.2%	3,67	6	3.7%		3.9%	4.0%		3.9%		4.2%				

#### SUPPLEMENTARY INDICATORS OF SUSTAINABILITY, FLEXIBILITY AND VULNERABILITY

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

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

  A municipality whose vulnerability is relatively low has greater control over its financial condition.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

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

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

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

#### Own Source Revenue per Household

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

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

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

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

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

(Based on 2019 Financial Information Return)

## Melancthon Tp **Dufferin Co**

Date Prepared: MSO Office: Western Prepared By:

2019 FIR Load Status: Last Updated:

Accepted Clean July 22, 2020

2019 Households: 1,173 2019 Population: 3,008 2020 MFCI Index: \*8 1.7 

79,206 Median Household Income (2016): 800,498 2020 Annual Repayment Limit: 5,622,365 Borrowing Capacity 7% over 10 yrs:

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

#### NOTES

- 1° 2015 and 2016 assessment use phase-in assessment based on 2012 property values. 2017, 2018 and 2019 assessment uses phase-in assessment based on 2016 property values.
- 2° Average tax rates are calculated where necessary when amalgamations occur.
- Household and Population data are as reported by the municipality on Schedule 02 of the FIR.
- Median Household Income Source: Statistics Canada 2016 Census File: 98-402-X2016006-t1-CSD-ENG.
- Total Revenues include revenues from other municipalities.
- The Cumulative Annual Growth Rate has been measured over a three year period. Infrastructure Ontario uses a five year period.
- 7° Total Municipal Expenses exclude amounts for other municipalities
- 8° MFCI index Source: Ministry of Finance. This index is available for northern and rural municipalities only.

#### NUMBER OF MUNICIPALITIES IN COMPARISON GROUPS

		South - LT Iounties -Ru	Province	
201	5	148	444	B
201	6	148	444	
201	7	148	444	
201	8	148	444	
201	9	132	403	

(Based on 2019 Financial Information Return)

## Melancthon Tp

**Dufferin Co** 

Date Prepared:

MSO Office: Western

Prepared By:

2019 FiR Load Status: Last Updated: Accepted Clean
July 22, 2020

2019 Households: 1,173
2019 Population: 3,008
2020 MFCI Index: <sup>18</sup> 1.7

Median Household Income (2016): 4 79,206
2020 Annual Repayment Limit: 800,498
Borrowing Capacity 7% over 10 yrs: 5,622,365

#### CALCULATIONS

### STATISTICAL INFORMATION

Population <sup>3</sup> Households <sup>3</sup>

Municipal Expenses \*7
Own Source Revenues

Own Source Revenue per Household

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

**Total Revenues** 

**Annual Repayment Limit** 

**Own Purpose Taxation** 

Direct Water Billings as % of Gross Water Expenditures

Taxable Res. Assessment as a % of Total Taxable Assessment

SLC 02 0041 01

SLC 02 0040 01

SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07

SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01

- SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04

Own Source Revenues / SLC 02 0040 01

Own Source Revenues / (SLC 10 9910 01 - SLC 10 1831 01)

SLC 10 9910 01

The annual repayment limit is calculated annually as per Ontario regulation 403/02. To view the full calculation of the annual repayment limit, please go to the FIR website.

https://efis.fma.csc.gov.on.ca/fir/ViewARL.htm

ARLs for all municipalities (except the City of Toronto) are posted here as they are made available.

SLC 10 0299 01

(SLC 12 0831 04 + SLC 12 0832 04) / (SLC 40 0831 11 + SLC 40 0832 11)

SLC 26 0010 17 / SLC 26 9199 17

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

 Taxable
 SLC 26 9199 17

 PIL
 SLC 26 9299 17

Total SLC 26 9199 17 + SLC 26 9299 17

#### RESIDENTIAL TAXES

# of Residential Households

Printed: 2/8/2021

Avg Municipal Property Taxes Per Avg Residential Household

Avg Total Property Taxes per Avg Residential Household

Avg Total Property Taxes per Avg Residential Household

as a % of Median Household Income (Tax Effort)

# of Residential Households Excluding Recreational Properties (Excl. RDUs)

Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)

Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)

Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household income (Tax Effort)

Residential CVA and corresponding household counts are provided by OPTA (excludes the City of Toronto). Residential assessment includes:

Single Family, 2 - 6 Units, Farm Residential and Recreational (where included). Note: does not include vacant land.

If labeled (Excl. RDUs) Recreational units are excluded.

An average household assessment is calculated by taking the sum of the CVA for these residential groups divided by the corresponding households.

An estimated tax rate for each tier (i.e. lower tier, upper tier and school) is applied to the average household assessment to calculate the averages taxes per household by tier.

(the estimated tax rates are provided by OPTA).

(Based on 2019 Financial Information Return)

## Melancthon Tp Dufferin Co

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MSO Office: Western

Prepared By:

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 800,498

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 5,622,365

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

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

### TAXES RECEIVABLE

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

Working Fund Reserves & Contingency Funds as % of Current Yr Taxes Rec.

Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable

SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09) SLC 70 0610 01 / (SLC 70 0690 01 + SLC 70 0699 01) (SLC 60 5010 02 + SLC 60 5020 03) / SLC 70 0610 01

(SLC 70 0620 01 + SLC 70 0630 01) / (SLC 70 0699 01 + SLC 70 0690 01)

#### GRANTS

**Total Unconditional Grants** 

Ontario Municipal Partnership Fund
As % of Municipal Expenses

Other

**Total Ontario Conditional Grants** 

As a % of Municipal Expenses

Total Ontario Conditional and Unconditional Grants

As a % of Municipal Expenses

SLC 10 0699 01 SLC 10 0620 02

SLC 70 0699 01

SLC 10 0620 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)

SLC 10 0699 01 - SLC 10 0620 01 SLC 10 0810 01 + SLC 10 0815 01

(SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)

(SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)

#### TOTAL DEBT BURDEN

Total Debt Burden

Per Household

Per Household

As a % of Municipal Expenses
As a % of Own Purpose Taxation

As a % of Own Source Revenue

As a % of Total Revenues (Less Donated TCAs)
Debt Service Coverage Ratio (Target: Ratio >= 2)

SLC 74 9910 01

SLC 74 9910 01 / SLC 02 0040 01 SLC 74 3099 01 + SLC 74 3099 02

(SLC 74 3099 01 + SLC 74 3099 02) / SLC 02 0040 01

(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)

(SLC 74 3099 01 + SLC 74 3099 02) / SLC 10 0299 01

(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 1099 01 - SLC 10 1099 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01

- SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)

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

(SLC 10 9910 01 - SLC 40 9910 11 + SLC 40 9910 02 + SLC 40 9910 16) / (SLC 74 3099 01 + SLC 74 3099 02)

(Based on 2019 Financial Information Return)

## Melancthon Tp Dufferin Co

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Borrowing Capacity 7% over 10 yrs: 5,622,365

#### LIABILITIES (Including Post-Employment Benefits)

Temp. Loans for Current Purposes as % of Municipal Expenses

**Post-Employment Benefits** 

Total Reserves and Reserve Funds for Post-Employment Benefits

SLC 70 2010 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)

SLC 70 2899 01

SLC 60 5060 02 + SLC 60 5060 03 + SLC 60 5070 02 + SLC 60 5070 03 + SLC 60 5080 02 + SLC 60 5080 03 + SLC 60 5090 02 + SLC 60 5090 03

#### RESERVES AND RESERVE FUNDS

Total Reserves
Total Discretionary Reserve Funds

**Total Reserves and Discretionary Reserve Funds** 

Per Household

As a % of Total Taxes Receivable
As a % of Municipal Expenses

As a % of Own Purpose Taxation

SLC 60 2099 03 SLC 60 2099 02

SLC 60 2099 02 + SLC 60 2099 03

(SLC 60 2099 02 + SLC 60 2099 03) / SLC 02 0040 01

(SLC 60 2099 02 + SLC 60 2099 03) / (SLC 70 0699 01 + SLC 70 0690 01)

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

(SLC 60 2099 02 + SLC 60 2099 03) / SLC 20 0299 01

#### FINANCIAL ASSETS

Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)

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

Net Working Capital as a % of Municipal Expenses

Net Book Value of Capital Assets as a % of Cost of Capital Assets

Asset Sustainability Ratio (Target; > 90%)

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

SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 1831 01)

SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 -

SLC 10 1831 01 - SLC 12 1850 04)

(SLC 70 0299 02 + SLC 70 0499 01 + SLC 70 0699 01 + SLC 70 0830 01 + SLC 70 0835 01 + SLC 70 6250 01 + SLC 70 6260 01 + SLC 70 2010 01 + SLC 70 2299 01)

/ (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)

(SLC 70 6210 01 - SLC 51 2005 11 - SLC 51 2205 11) / (SLC 51 9910 06 - SLC 51 2005 11 - SLC 51 2205 11)

SLC 51 9910 03 / SLC 51 9910 08

SLC 51 9910 10 / SLC 51 9910 06

#### SURPLUS / DEFICIT

Annual Surplus / (Deficit) (Less Donated TCAs)

Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)

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

Current Ratio (Target: >= 100%)

SLC 10 2099 01 - SLC 10 1831 01

SLC 10 2099 01 - SLC 10 1831 01 + SLC 40 9910 16 + (SLC 70 2799 01 (CY) - SLC 70 2799 01 (PY)) + (SLC 70 2899 01 (CY) - SLC 70 2899 01 (PY)) - SLC 74 3099 01

(CY = CURRENT YEAR, PY - PREVIOUS YEAR)

(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 -

SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01- SLC 10 1814 01

- SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)

(SLC 70 9930 01 - SLC 70 0829 01 - SLC 70 0845 01 - SLC 70 0898 01) / (SLC 70 2099 01 + SLC 70 2299 01)

#### OTHER INDICATORS

Rates Coverage Ratio (Target: >=40%)

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

Operating Balance as a % of Total Revenues (Less Donated TCAs)\*3

Cumulative Annual Growth Rate \*4

Printed: 2/8/2021

Interest Payments as a % of Total Revenues (Less Donated TCAs)

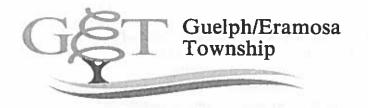
(SLC 10 0299 01 + SLC 10 1299 01 + SLC 10 1880 01 + SLC 10 1885 01) / SLC 40 9910 01

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

(SLC 10 9910 01 - SLC 40 9910 07) / (SLC 10 9910 01 - SLC 10 1831 01)

((SLC 10 9910 01 (CY) / SLC 10 9910 01 (CY - 3) ^ (1/3) - 1) - ((SLC 40 9910 07 (CY) / SLC 40 9910 07 (CY -3) ^ (1/3) - 1)

SLC 74 2099 02 / (SLC 10 9910 01 - SLC 10 1831 01)



8348 Wellington Road 124 P.O. Box 700

Rockwood ON N0B 2K0

Toll Free: 1-800-267-1465

Tel: 519-856-9596 Fax: 519-856-2240

February 8, 2021

Ministry of Municipal Affairs and Housing 17<sup>th</sup> Floor, 777 Bay Street Toronto, ON M7A 2J3

Attention: The Hon, Steve Clark

Re: Advocacy for Reform - MFIPPA Legislation

At the Township of Guelph/Eramosa's Regular Meeting of Council held on Monday February 1, 2021, the following resolution was put forward and passed:

Be it resolved that the Council of the Township of Guelph/Eramosa has received Clerk's Department Report 21/03 regarding Advocacy for Reform – MFIPPA Legislation; and

That that the following motions be passed in support of a request to review and reform of the Municipal Freedom of Information and Protection of Privacy Act:

WHEREAS the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 (MFIPPA) dates back 30 years;

AND WHEREAS municipalities, including the Township of Guelph/Eramosa, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process:

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Municipal Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

Jenni Spies Deputy Clerk Tel: 519-856-9596 jspies@get.on.ca AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the Act fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information launch litigation against institutions, where other remedies exist;

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

BE IT RESOLVED THAT the Ministry of Government and Consumer Services be requested to review the MFIPPA, and consider recommendations as follows:

- That MFIPPA assign the Municipal Clerk, or designate to be the Head under the Act;
- That MFIPPA be updated to address current and emerging technologies;
- 3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
- 4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
- 5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in

Jenni Spies Deputy Clerk

- requests to ensure protection from harassment as provided for in Occupational Health and Safety Act;
- 6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
- 7. That administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized;
- 8. That the integrity of the Act be maintained to protect personal privacy and transparent governments.

Tel: 519-856-9596 ext. 107

jspies@get.on.ca

Please accept this for your information and any necessary action.

Sincerely,

Jenni Spies Deputy Clerk

Cc. Ted Arnott, MPP Wellington-Halton Hills Michael Chong, MP Wellington-Halton Hills Minister of Consumer Services Information and Privacy Commissioner of Ontario Association of Municipalities of Ontario Association of Clerks and Treasurers of Ontario Ontario Clerks

# STATEMENT OF THE TREASURER OF REMUNERATION AND EXPENSES PAID AS REQUIRED BY SECTION 284(1) OF THE MUNICIPAL ACT, 2001 FOR THE YEAR 2020

		Salary	ΔI	IT lowance	Meetings					Conference	
		Taxable		Taxable	Taxable	r	Mileage	Meals	Total Paid	Costs	
Council Members											
Darren White	Mayor	\$ 17,425.68	\$	-	\$ 675.00	\$	-	\$ -	\$ 18,100.68		
Dave Besley	Deputy Mayor	\$ 12,079.08	\$	900.00	\$ 3,020.00	\$	200.00	\$ 170	\$ 16,199.08		
Wayne Hannon	Councillor	\$ 10,891.32	\$	900.00	\$ 1,725.00	\$	229.00	\$ _	\$ 13,745.32		
Margaret Mercer	Councillor	\$ 10,891.32	\$	900.00	\$ 1,485.00	\$	52.40	\$ -	\$ 13,328.72		
<b>David Thwaites</b>	Councillor	\$ 9,982.83	\$	825.00	\$ 2,935.00	\$	210.50	\$ -	\$ 13,953.33		
									\$ =		
Council To	tals for year 2020	\$ 61,270.23	\$ 3	3,525.00	\$ 9,840.00	\$	691.90	\$	\$ 75,327.13	\$ -	

All Council Members with the exception of the Mayor receive an IT Allowance of \$75.00 per month

Payments are made under the authority of By-law 3-2020

<b>Public Members</b>		M	eetings	Mil	eage	Tot	al Paid
Allan Blundell	Police Services Board	\$	375.00	\$	8.00	\$	383.00
		\$	-	\$	-	\$	-
Total		\$	375.00	\$	8.00	\$	383.00

#### **Denise Holmes**

From:

Kim Fraser < kfraser@shelburne.ca>

Sent:

Wednesday, February 3, 2021 4:48 PM

To:

Carey Holmes; Jennifer Willoughby; Maryon English; Denise Holmes; Nicole Martin;

Catherine Goustos; clerksoffice@townofmono.com; Mark Early

Subject:

CDRC 2021 Draft Budget and Financial Forecast

Attachments:

Report and 2021 Draft Budget.Jan 27 2021.pdf

Hello,

For your review, please find attached the financial report and information presented for discussion at the January 27, 2021 CDRC Board meeting. The report reflects on three time scenarios, 2020 Actual vs 2020 budget, 2021 Draft Budget and 2022-2025 Estimate.

Should you have any questions, please contact me or your CDRC Board member

Thank you

Kim Fraser CDRC Facility Administration Manager (519) 925-2400 To: CDRC Board of Management

From: Randy Chambers

Date: January 23, 2021

Subject: 2020 -2025 Financial Forecast

#### 2020 Actual vs 2020 Budget

As detailed in Schedule "A" (attached), the CDRC is expected to have a \$52k loss, versus a \$22k budgeted gain in fiscal 2020. This loss of \$76k was primarily driven by the impact of Covid (\$70k) on rentals and facility programs. The impact of this variance to the financial position at year end is as follows:

Year	2020	2020
Scenario	Budget	Actual
Opening Surplus/Reserves	\$183	\$183
+ Municipal Contribution	\$327	\$327
- Operating Loss	-\$256	-\$347
- Capital Cost	-\$49	-\$32
= Closing Surplus/Reserves	\$205	\$131

### 2021 Draft Budget

Staff has prepared a draft budget for 2021 (Schedule "A") based upon the following base assumptions:

- No rentals from January March
- Normal operations starting April 1
- 3% increase from municipalities (as per past budgets)
- No rental rate increases
- 2% wage increase
- Roof project grant application is approved and \$42k of engineering design is completed

The \$368k operating loss shown on Schedule "A" (which is \$100k higher that the 2020 budget), is primarily a result of the impact of COVID (\$90K) on 2021 ice rentals. The impact of the 2021 draft budget on the 2021 year end position will be:

Year	2020	2021
Scenario	Actual	Budget
Opening Surplus/Reserves	\$183	\$131
+ Municipal Contribution	\$327	\$337
- Operating Loss	-\$347	-\$368
+ Capital Grants		\$31
- Capital Roof Cost		-\$42
- Capital Cost	-\$32	-\$25
= Closing Surplus/Reserves	\$131	\$64

#### 2022 - 2025 Estimate

Looking forward, the major impact to finances will be the loss of \$160k due to Covid in 2020 and 2021, along with the delay of the roof repairs to from 2021 to 2022. With the inclusion of roof repairs in 2022, and assuming "normal" operating losses and municipal contributions, the following is an estimate of the CDRC's financial position up until 2025:

Year	2022	2023	2024	2025
Scenario	Estimate	Estimate	Estimate	Estimate
Opening Surplus/Reserves	\$64	-\$89	-\$77	-\$181
+ Municipal Contribution	\$347	\$357	\$368	\$379
- Operating Loss	-\$276	-\$276	-\$276	-\$276
+ Capital Grants	\$489	-		
- Capital Roof Cost	-\$668			
- Capital Cost	-\$45	-\$69	-\$196	-\$270
= Closing Surplus/Reserves	-\$89	-\$77	-\$181	-\$348

As you will note, based upon these assumptions the CDRC will not have sufficient funds to operate in 2022. Compounding this issue, is the fact that a condition of the roof capital grant stipulates, that the grant money will not be received until proof of the expenditure is provided. This will generate a cash flow issue, the size of which, is dependent on the speed in which grant money is received after the expenditure.

For comparison purposes, below was the estimate at the time of the 2020 budget (pre-covid) that provided the confidence that we could adequately fund the roof repairs:

Year	2020	2021	2022	2023	2024
Scenario	Budget	Estimate	Estimate	Estimate	Estimate
Opening Surplus/Reserves	\$183	\$205	918	\$67	\$136
+ Municpal Contribution	\$327	\$337	\$347	\$357	\$368
- Operating Loss	-\$256	-\$263	-\$267	-\$273	-\$279
+ Capital Grants		\$520			
- Capital Roof Cost		-\$710			
- Capital Cost	-\$49	-\$71	-\$30	-\$16	-\$199
= Closing Surplus/Reserves	\$205	\$18	\$67	\$136	\$27

#### **Recommendations:**

To properly plan for the financing of the roof repairs and to ensure adequate cash flow to operate the facility, it is suggested that consideration be given for municipalities to provide "Covid Relief Funding" in the amount of \$150k (re: \$160k actual loss) prior to April 1, 2022, the estimated start date of roof construction. This will allow for the front ending funding of the roof repair and provide a reasonable cash flow cushion.

Also, that consideration be given for the Board to consider working proactively with funding municipalities to secure "cash advances" to address the issue of cash flow in 2022 as it pertains to front end funding of capital roof expenditures. Discussions have commenced with the Town of Shelburne and the construction engineers (SBA) to minimize this exposure.

	FULL YEAR							
Description	2021 Budget	2020 Actual	2020 Budget	2019 Actual	21 vs 20	Bud	Comments vs 20 Budg	
Arena Rentals	\$117,032	\$158,832	\$269,688	\$256,555	-\$152,657	-57%	HTI \$20k, Jan - Mar \$130k	
Floor Rental	\$20,772	\$220	\$21,930	\$21,469	-\$1,158	-5%		
Advertising	\$8,100	\$9,568	\$15,125	\$10,545	-\$7,025	-46%	Impact of COVID	
Programs	\$20,678	\$2,581	\$6,744	\$948	\$13,934	207%	Additional Programs	
Room Rental	\$12,828	\$9,827	\$21,335	\$25,839	-\$8,507	-40%	No rentals Jan - Mar	
Concession Sales	\$51,250	\$25,865	\$84,660	\$85,408	-\$33,410	-39%	No Sales - Jan - Mar	
Pool Fees	\$86,294	\$46,664	\$74,150	\$80,480	\$12,144	16%	WLS & Instructors Program	
Day Camp Fees	\$67,250	\$0	\$60,500	\$55,913	\$6,750	11%	Xmas	
Grants	\$5,000	\$3,920	\$9,894	\$9,730	-\$4,894	-49%		
Total Operating Revenue	\$389,443	\$257,706	\$564,026	\$547,132	-\$174,583	-31%		
Payroll	\$388,334	\$311,863	\$422,437	\$397,807	-\$34,103	-8%	Covid + 2% wage \$8k	
Benefits	\$72,378	\$59,158	\$71,600	\$63,155	\$777	1%		
Bank Charges	\$989	\$866	\$1,100	\$1,063	-\$110	-10%		
Maintenance	\$97,930	\$74,611	\$93,696	\$74,313	\$4,234	5%	Pool \$4k	
Utilities	\$130,028	\$110,453	\$146,746	\$151,816	-\$16,718	-11%	Jan - Mar shutdown Covid	
Vending	\$20,250	\$9,228	\$40,800	\$40,467	-\$20,550	-50%	No Sales - Jan - Mar	
Admin	\$47,180	\$38,429	\$43,776	\$36,451	\$3,404	8%	Insurance \$5k	
Total Operating Expense	\$757,089	\$604,608	\$820,156	\$765,071	-\$63,067	-8%		
Operating (Gain)/Loss	\$367,646	\$346,902	\$256,129	\$217,939	\$111,516	44%		
Capital Costs	\$67,000	\$32,201	\$48,500	\$57,183	\$18,500	38%	\$25k regular, \$42k roof	
Capital Grants	-\$31,000	\$0	\$0	\$0	-\$31,000		Roof grant	
Total Capital Expense	\$36,000	\$32,201	\$48,500	\$57,183	-\$12,500	-26%		
Total (Gain)/Loss	\$403,646	\$379,104	\$304,629	\$275,121	\$99,016	33%		
Municipal Contribution	\$336,815	\$327,004	\$327,004	\$317,478	\$9,810	3%	3% increase	
Net Financial (Gain)/Loss	\$66,831	\$52,100	-\$22,375	-\$42,357	\$89,206	-399%		
2021 Assumptions:			2020 Actual vo	2010 Budent				
No concession or room rentals unt	il April 1		2020 Actual vs 2020 Budget Loss of Ice Rental (Covid)			\$70		
Normal operations effective April			Loss of Floor & Room Rentals (Covid) Program Cancellations (Covid) Reduced Utility Costs (Covid)		(Covid)	\$35		
3% Increase from municipalities	1					\$15		
No rental rate increases						-\$35		
						-\$20		
2% wage increase								
	<u> </u>		Loss of Ice Rental (HTI)		\$20			

## **CDRC 2021 DRAFT BUDGET & 2020 ACTUAL VS BUDGET**

		FULL YEAR								
Description	2021 Budget	2020 Actual	2020 Budget	2019 Actual	21 vs 20 Bud		Comments vs 20 Budget			
Arena Rentals	\$117,032	\$158,832	\$269,688	\$256,555	-\$152,657	-57%	HTI \$20k, Jan - Mar \$130k			
Floor Rental	\$20,772	\$220	\$21,930	\$21,469	-\$1,158	-5%				
Advertising	\$8,100	\$9,568	\$15,125	\$10,545	-\$7,025	-46%	Impact of COVID			
Programs	\$20,678	\$2,581	\$6,744	\$948	\$13,934	207%	Additional Programs			
Room Rental	\$12,828	\$9,827	\$21,335	\$25,839	-\$8,507	-40%	No rentals Jan - Mar			
Concession Sales	\$51,250	\$25,865	\$84,660	\$85,408	-\$33,410	-39%_	No Sales - Jan - Mar			
Pool Fees	\$86,294	\$46,664	\$74,150	\$80,480	\$12,144	16%	WLS & Instructors Programs			
Day Camp Fees	\$67,250	\$0	\$60,500	\$55,913	\$6,750	11%	Xmas			
Grants	\$5,000	\$3,920	\$9,894	\$9,730	-\$4,894	-49%				
Total Operating Revenue	\$389,443	\$257,706	\$564,026	\$547,132	-\$174,583	-31%				
Payroll	\$388,334	\$311,863	\$422,437	\$397,807	-\$34,103	-8%	Covid + 2% wage \$8k			
Benefits	\$72,378	\$59,158	\$71,600	\$63,155	\$777	1%				
Bank Charges	\$989	\$866	\$1,100	\$1,063	-\$110	-10%				
Maintenance	\$97,930	\$74,611	\$93,696	\$74,313	\$4,234	5%	Pool \$4k			
Utilities	\$130,028	\$110,453	\$146,746	\$151,816	-\$16,718	-11%	Jan - Mar shutdown Covid			
Vending	\$20,250	\$9,228	\$40,800	\$40,467	-\$20,550	-50%	No Sales - Jan - Mar			
Admin	\$47,180	\$38,429	\$43,776	\$36,451	\$3,404	8%	Insurance \$5k			
Total Operating Expense	\$757,089	\$604,608	\$820,156	\$765,071	-\$63,067	-8%				
Operating (Gain)/Loss	\$367,646	\$346,902	\$256,129	\$217,939	\$111,516	44%				
Capital Costs	\$67,000	\$32,201	\$48,500	\$57,183	\$18,500	38%	\$25k regular, \$42k roof			
Capital Grants	-\$31,000	\$0	\$0	\$0	-\$31,000		Roof grant			
Total Capital Expense	\$36,000	\$32,201	\$48,500	\$57,183	-\$12,500	-26%				
Total (Gain)/Loss	\$403,646	\$379,104	\$304,629	\$275,121	\$99,016	33%				
Municipal Contribution	\$336,815	\$327,004	\$327,004	\$317,478	\$9,810	3%	3% increase			
Net Financial (Gain)/Loss	\$66,831	\$52,100	-\$22,375	-\$42,357	\$89,206	-399%				

\$70

2021 Assumptions:	2020 Actual vs 2020 Budget
No concession or room rentals until April 1	Loss of Ice Rental (Covid)
At	Loss of Floor & Boom Pontals (Covid)

Normal operations effective April 1

Some seffective April 1

Loss of Floor & Room Rentals (Covid)

Some seffective April 1

Program Cancellations (Covid)

Some seffective April 1

Some seffective

No rental rate increases Reduced Utility Costs (Covid) -\$35
2% wage increase Reduced Maintenance Costs (Covid) -\$20

Loss of Ice Rental (HTI) \$20

2021 GDRC BUDGET 5 YEAR FORECAST (\$000)								
Year	2020	2020	2021	2022	2023	2024	2025	
Scenario	Budget	Actual	Budget	Estimate	Estimate	Estimate	Estimate	
Opening Surplus/Reserves	\$183	\$183	\$131	\$64	-\$89	-\$77	-\$181	
+ Municipal Contribution	\$327	\$327	\$337	\$347	\$357	\$368	\$379	
- Operating Loss	-\$256	-\$347	-\$368	-\$276	-\$276	-\$276	-\$276	
+ Capital Grants			\$31	\$489				
- Capital Roof Cost			-\$42	-\$668		= 11	. =====	
- Capital Cost	-\$49	-\$32	-\$25	-\$45	-\$69	-\$196	-\$270	
= Closing Surplus/Reserves	\$205	\$131	\$64	-\$89	-\$77	-\$181	-\$348	

## Assumptions:

3% municipal funding increase each year (per 2020 approved budget & 5 year plan)

Holding operating loss steady based on 2020 budget from 2022 - 2025

Roof Project for \$710k offset by \$520 grant is approved and executed

Impact of COVID on 5 Year Forecast vs 2020 5 Year Forecast	2020	2021	Total
Ice Profit Reduction (ice rentals less saved wages)	\$70	\$90	\$160
Floor & Room Rental	\$35	\$0	\$35
Cancellation or modification of Camp, Pool, Concession	\$15	\$10	= \$25
Operational Savings (reduced operating hrs Arena & Pool	-\$50	-\$10	-\$60
Total — — — — — — — — — — — — — — — — — — —	\$70	\$90	\$160

2020 CDRC BUDGET 5 YEAR FORECAST (\$000)										
Year	2020	2021	2022	2023	2024					
Scenario	Budget	Estimate	Estimate	Estimate	Estimate					
Opening Surplus/Reserves	\$183	\$205	\$18	\$67	\$136					
+ Municpal Contribution	\$327	\$337	\$347	\$357	\$368					
- Operating Loss	-\$256	-\$263	-\$267	-\$273	-\$279					
+ Capital Grants		\$520								
- Capital Roof Cost		-\$710								
- Capital Cost	-\$49	-\$71	-\$30	-\$16	-\$199					
= Closing Surplus/Reserves	\$205	\$18	\$67	\$136	\$27					

CAPITAL EXPENDITURES	2021	2022	2023	2024	2025
Roof					
Replace Arena Roof	\$42,000	\$668,000			
Arena		<del>-</del>	-		
Structural Steel Clean & Paint		\$20,000			
Replace Large Doors		\$10,000			
Dasher and Glass Replacement		,		\$25,000	
Equipment					
Olympia					\$60,000
Town & Country Room					
Refinish Floor			\$9,000		
Heating new Covers			\$5,000		
New Lighting				\$5,000	
Pool					
2x Motors and Pumps			\$10,000		
Grounds					
Parking lot repave (deferred 1 yr)				\$150,000	
Pave Gravel Parking Lot					\$200,000
Electronic Road Sign			\$35,000		
Building					
Building Condition Assessment	\$15,000				
Snack Bar Exhaust Upgrade		\$5,000			
IT (as per detailed County Plan)					
Laptops, Monitors, Docking Stn	10			\$6,000	
Unforecast					
Emergency or Unforseen	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Total	\$67,000	\$713,000	\$69,000	\$196,000	\$270,000

#### 2021-2022 ice Rental Rate Comparison

	Prime	Prime
	Time	Time Ave
Dundotk	\$125	\$181
Honeywood	\$146	\$181
Finsharton	\$143	\$181
Grand Valley	\$195	\$181
Shelburne	\$200	\$181
Shelburne + 0%	\$200	\$181
Orangavilla	\$233	\$181
Alliston	\$232	\$181
Beston	\$224	\$181
Arthur/MF	\$135	\$181
Avg	\$181	

9

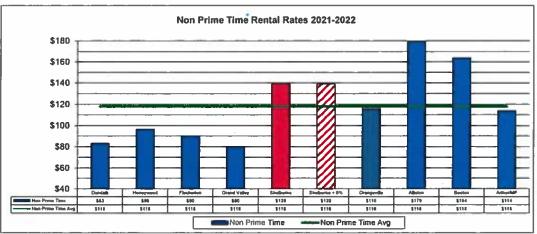
	Non	Non
	Prima	Prime
	Time	Time Ave
Dundalk	583	\$118
Honeywood	596	\$118
Flesherton	\$90	\$118
Genna Valley	\$80	\$118
Shelburne	\$139	\$118
Shelburne + 0%	\$139	\$118
Orangeville	\$116	\$118
Alliston	\$179	\$118
Beetun	\$164	\$118
Arthur/MF	\$114	\$118
Avg	\$118	\$118

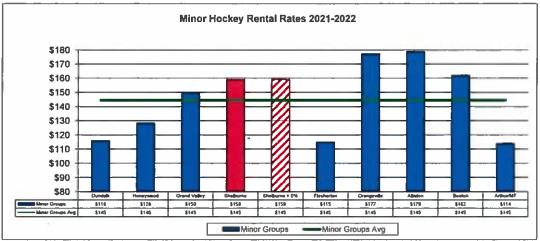
9

Minor Minor Groups Groups Avo Dundalk \$116 \$145 Honeywood \$128 \$145 Grand Valley \$150 \$145 Shelburne \$159 \$145 Shelburne + 0% \$159 \$145 Flesherton \$115 \$145 Orangevine \$177 \$145 Amston \$179 \$145 Beston \$162 \$145 Arthur/MF \$114 \$145 Avg \$145 \$145

9

Prime Time Rental Rates 2021 -2022 \$220 \$200 \$180 \$160 \$140 \$120 \$100 1232 \$224 \$143 \$200 \$200 \$233 \$135 \$184 \$181 \$181 Prime Time Avg





#### **Denise Holmes**

From:

Arunas Kalinauskas <Arunas.Kalinauskas@rjburnside.com>

Sent:

Friday, February 5, 2021 2:13 PM

To:

Wendy Atkinson

Cc:

Denise Holmes

July 1, 2021 Township Asset Management Plan & PSAB updates

Subject: Attachments:

Melancthon AMP 2021.pdf

Wendy,

Hope all is well.

I am following up with you to ensure that we can get the Township Asset Management Plan going for completion and Approval by Council before July 1, 2021, as per Regulation 588/17. As we discussed the approximate cost is \$15,000 - \$18,000 for Burnside to complete this project. I have worked through a more detailed cost breakdown see attached. Please let me know if you would like any more information from me. With more and more municipalities asking for us to complete these Asset Management Plan projects I want to make sure clients we have been working with closely as Melancthon are moving forward before we make any commitments to other clients so we do not spread our resources too thin.

Also just wondering about your schedule for updating the PSAB financial information.

Please feel free to contact me with any questions you may have.

Stay Safe, Arunas



Arunas Kalinauskas, B.Sc. Business Manager - Asset Management & GIS R.J. Burnside & Associates Limited 15 Townline, Orangeville, Ontario L9W 3R4 Office: +1 800-265-9662 Direct: +1 519-938-3071 www.rjburnside.com

COVID 19: We remain open for business

The health and safety of our employees and clients is of paramount importance. Most of our staff are working remotely and continue to serve clients using our well established collaborative technology platforms. For our full COVID 19 response please click here.

\*\*\*\* CONFIDENTIALITY NOTICE \*\*\*\*

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If you have received this communication in error please notify the sender at the above email address and delete this email immediately.

Thank you.

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ACT#2

#### Time-Task-Fee Matrix

50 5	Project Director - Asset Management	Project Manager - Asset Data Analyst	Senior Transportatio n Engineer	Senior Bridge Engineor	pour				Senior Financial Consultant - Financial Stratogy	ours	.065		
	1000	A M A	-		Technical Support	Clerical	Hours	Fees		ultant H	ultant F	8	<u> </u>
Name	Arunas Kalinauskas	Matthew Dickie	Honry Centen	Christopher Knechtel	Techn		Total Staff Hours	Total Staff Fees	Dan Wilson	Total Sub-Consultant Hours	Total Sub-Consultant Fees	Total Hours	Grand Total
Designation	B.Sc.	B.A.	P.Eng.	P.Eng.	N/A	NIA			B.B.A., C.P.A.	Tota	Tot		
Years of Experience:	35	22	46	12	N/A	N/A		100	20				
Hourly Rate (\$/hr):	\$220,00	\$145,00	\$185.00	\$185.00	\$90,00	\$90.00			\$162,00				
1,0 Updating the State of Township Assets	1.0				100		1,0	\$ 220,00		0.0	\$0.00	1.0	\$ 220,00
1.1 Project Kickoff Meeting with Township 1.2 Review of all Storm Water, Bridge, & Road Improvments	1.0		0.5	0.5			2,0	\$ 405.00		0.0	\$0.00	2.0	\$ 405,00
1.2 Review of all Storm Water, Bridge, & Road Improvments 1.3 Extracting all data from Asset Management Solution system	1.0	5.0	0.5	0.0			5.0	\$ 725.00	1.0	1.0	\$162.00	6.0	\$ 887,00
1.4 Load Asset Management Plan Spreadsheets	2.0	1.0			8.0	-	11.0	\$ 1,305,00	1.0	0,0	\$0.00	11.0	\$ 1,305.00
1.5 Assessing Condition or Extracting Condition Info	2.0	1.0	0.5	0.5	0.0		3,0	\$ 625,00		0.0	\$0.00	3.0	\$ 625,00
1.6 Preparing graphs and tables on Local Infrastructure	2.0		9.0	0.0	6.0		8.0	\$ 980.00		0.0	\$0.00	8,0	\$ 980,00
1.7 Meeting with Township to Outline State of Local Infrastructure	2.5						2.5	\$ 550,00		0.0	\$0.00	2.5	\$ 550,00
Updating the State of Township Assets Subtotal Hours	10.5	6.0	1.0	1.0	14.0	0.0	32.5		1.0	1.0	Contract of	33.5	
Updating the State of Township Assets Subtotal Costs		\$ 870,00	\$ 185.00	\$185.00	\$1,260,00	5 -	0.00	\$ 4,810.00	\$ 162.00		\$ 162.00	Company	\$ 4,972 00
2.0 Updating Expected Levels of Service and Risk			-	-	-	-			-				
2.1 Meeting with Township Staff to identify current levels of service, and Risk	3.0						3,0	\$ 660,00		0.0	\$0.00	3.0	\$ 660.00
2.2 Developing Expected Levels of Service and Maintenance Costs	2.0						2.0	\$ 440.00		0.0	\$0.00	2.0	\$ 440.00
2.3 Preparing Tables outlining Expected Levels of Service	3.0				4.0		7.0	\$ 1,020.00		0.0	\$0.00	7.0	\$ 1,020.00
2.4 Updating Risk influence in modeling	2.0				4,0		6.0	\$ 800.00		0.0	\$0.00	6.0	\$ 800.00
Updating Expected Lovels of Service and Risk Subtotal Hours	10.0	0.0	0.0	0.0	8.0	0.0	18.0	Barrell Barrell	0,0	0.0		18.0	AND DESCRIPTION OF THE PERSON
Updating Expected Levels of Service and Risk Subtotal Costs	\$ 2,200,00	5 -	5 -	S -	\$ 720,00	5 -		\$ 2,920.00	5		5 -		\$ 2,920,00
3.0 Asset Management Strategy													
3.1 Develop Asset Management Strategy	4.0		0.5	0.5			5,0	\$ 1,065.00		0.0	\$0.00	5,0	\$ 1,065.00
3.2 Review Asset Management Strategy with Township Committee	2.0						2,0	\$ 440,00		0,0	\$0.00	2.0	\$ 440.00
3.3 Updating the Asset Strategy into Asset Management Solution	1.0		•		3.0		4,0	\$ 490,00		0.0	\$0.00	4.0	\$ 490.00
Asset Management Strategy Subtotal Hours	7,0	0,0	0,5	0.5	3,0	0,0	11,0	9	0.0	0.0		11.0	
Asset Management Strategy Subtotal Costs	\$ 1,540,00	\$ -	\$ 92,50	\$ 92.50	\$ 270,00	5 -	2000	\$ 1,995.00	5		5 -	10000	\$ 1,995,00
4.0 Asset Management Financial Strategy													
Update Township Financial Data into Financial spreadsheets	0.5						0,5	\$ 110,00	2.5	2,5	\$405.00	3.0	\$ 515.00
4.2 Calculate Asset Management Financial Gap	0,5						0.5	\$ 110.00	2.0	2.0	\$324.00	2.5	\$ 434.00
1.3 Develop 2 Potential Asset Management Financial Strategies	0.5						0.5	\$ 110.00	3,0	3,0	\$486.00	3,5	\$ 596.00
4.4 Meet with Town to discuss Financial Strategies	1.0						1.0	\$ 220,00	1,0	1.0	\$162.00	2.0	\$ 382.00
Asset Management Financial Strategy Subtotal Hours	2.5	0,0	0,0	0,0	0,0	0,0	2,5		8.5	8.5		11.0	-
Asset Management Financial Strategy Subtotal Costs	\$ 550.00	5	5 -	5 -	5	5		\$ 550.00	<b>5</b> 1,377.00		\$ 1,377,00	_	\$ 1,927,00
5.0 Asset Management Plan Report	7.0	100000000000000000000000000000000000000	2.5	2.5	Section Section 1	4.0	40.0	2 222 22	0.0		0.000.00	44.0	4
5.1 Write Draft Report	7.0		0,5	0.5		4,0	12.0	\$ 2,085.00	2.5	2.5	\$405.00	14.5	\$ 2,490.00
5.2 Meet with Township to discuss Draft Asset Management Plan Report	2.0	_				4.0	2.0	\$ 440,00	1,0	1.0	\$162.00	3.0	\$ 602.00
5.3 Final Asset Management Plan Report	2.0	-				1.0	3.0	\$ 530.00 \$ 440.00	1.0	0,0	\$162.00	4,0	-
5.4 Presentation to Council	2.0	0.0	0,5	0.5	0.0	5,0	2.0 19.0	\$ 440.00	4.5	4.5	\$0,00	2,0	\$ 440,00
	13.0	-		92,50	0.0	\$ 450,00	19.0	\$ 3,495.00		4.5	\$ 729.00	23,5	\$ 4,224,00
Asset Management Plan Report Subtotal Hours	£ 2 000 00					9 45U,U0	the second second	3 3,495.00	3 /29,00		⇒ 129,00		\$ 4,224,UL
Asset Management Plan Report Subtotal Hours Asset Management Plan Report Subtotal Costs	\$ 2,660,00	5 -	\$ 92,50	\$ 92,50	No.	And in case of the last		SPECIAL PROPERTY.	The second second				
Asset Management Plan Report Subtotal Hours Asset Management Plan Report Subtotal Costs 5.0 Project Management	and the same	-	\$ 92,50	3 92,50		Control of Control	2.5	8 400.00	0.5	0.5	591.00	3.0	\$ 481 N
Asset Management Plan Report Subtotal Hours Asset Management Plan Report Subtotal Costs 5.0 Project Management 3.1 General Project Management	\$ 2,660,00 0.5	2.0	\$ 92,50	\$ 92,50			2.5	\$ 400.00	0.5	0.5	\$81.00	3,0	_
Asset Management Plan Report Subtotal Hours Asset Management Plan Report Subtotal Costs 5.0 Project Management 6.1 General Project Management 6.2 Generate Monthly Status Reports	0.5	2.0				0.0	1.0	\$ 400.00 \$ 145.00		0,0	\$81.00	1.0	
Asset Management Plan Report Subtotal Hours Asset Management Plan Report Subtotal Costs 5.0 Project Management 6.1 General Project Management 6.2 Generate Monthly Status Reports  Project Management Subtotal Hours	0.5	2.0 1.0 3.0	0,0	0,0	0,0	0,0		\$ 145,00	0.5		\$0,00		\$ 145,00
Asset Management Plan Report Subtotal Hours Asset Management Plan Report Subtotal Costs 5.0 Project Management 6.1 General Project Management 6.2 Generate Monthly Status Reports	0.5	2.0				0,0 5 -	1.0		0.5	0,0		1.0	





#### **Denise Holmes**

From:

Denise Holmes

Sent:

Tuesday, February 9, 2021 11:19 AM

To:

**Denise Holmes** 

Subject:

Melancthon - Bridge 11 (8th Line SW) Rehabilitation - Engineering Scope of Work and

Fee Estimate

Attachments:

210205\_Melancthon Bridge 11 Rehab\_052188.pdf

From: Chris Knechtel < Chris. Knechtel@rjburnside.com>

Sent: Friday, February 5, 2021 3:19 PM

To: Denise Holmes < dholmes@melancthontownship.ca>

Cc: Roads < roads@melancthontownship.ca>; Matt Brooks < Matt.Brooks@rjburnside.com>

Subject: RE: Melancthon - Bridge 11 (8th Line SW) Rehabilitation - Engineering Scope of Work and Fee Estimate

#### Afternoon Denise,

Further to the discussions coming out of the Road Sub-Committee Meeting in January 2021, please find attached our proposed work plan and fee estimate for the Bridge 11 Rehabilitation. The plan is to complete the engineering design and secure permits in 2021, and tender early for 2022 construction.

As noted in the letter, the fee estimate takes into account all of the work completed at Bridge 11 in 2020 (i.e. Deck Condition Survey coordination and review, topographical survey, etc.), so the budget represents what will be required for the entire project.

Also included in our fees is preparing a Technical Memo that compares the pros and cons of replacing the barrier system with the associated cost implications. This will allow the Township to make an informed decision before we finalize the design and tender.

<u>Upon your approval, send us back a signed copy</u> and we will proceed with the detailed design.

Any further questions, just let me know. Have a great weekend!

Chris

Chris Knechtel, P.Eng. Project Engineer

R.J. Burnside & Associates Limited | www.rjburnside.com

Office: +1 800-265-9662 Direct: +1 519-938-3012

\*

ACT#3
FFB 1 8 2021



February 5, 2021

Via: Email

Ms. Denise Holmes, AMCT CAO/Clerk Township of Melancthon 157101 Highway 10 Melancthon ON L9V 2E6

Dear Ms. Holmes:

Re: Engineering Services - Rehabilitation of Bridge 11

8th Line SW, 3.4 km North of Hwy 89

Township of Melancthon Project No.: 300052188.0000

## 1.0 Background

We appreciate the Township of Melancthon (Township) considering R.J. Burnside & Associates Ltd. (Burnside) for the engineering assignment for the design, tendering and contract administration of the Bridge 11 Rehabilitation on 8<sup>th</sup> Line SW. We are familiar with this structure having completed the Township's Bridge Inspections over the past several years and more recently coordinating a Detailed Deck Condition Survey (DDCS) on the Township's behalf. Further to our discussions at the January 2021 Roads Sub-Committee meeting, we are pleased to provide the Township with the following Scope of Services and Quotation for the rehabilitation of this structure.

Bridge 11 is a 16.2 m (19.8 m skew) single span cast-in-place concrete rigid frame structure, which has been identified in the recent inspection report in fair condition with signs of concrete deterioration (primarily on the exposed deck top) and moisture penetration the deck construction joint. It was recommended Bridge 11 be rehabilitated within the next 5 years, however taking into consideration the condition of the exposed concrete deck, and the corrosion potential and chloride contamination found during the DDCS, rehabilitation should be considered in 1-2 years.

As noted above a DDCS was completed by Bridge Check Canada in November 2020 and included concrete core sampling and testing of Bridge 11. The results of the DDCS were encouraging in the sense they confirmed the existing concrete was suitable for reuse and an entire deck replacement is not required. However, as noted above localized corrosion and chloride contamination was documented and this has assisted with defining the rehabilitation scope of work, which is further described below.

Ms. Denise Holmes, AMCT February 5, 2021

Project No.: 300052188.0000



## 2.0 Scope of Work

We understand the Township's preference is to determine a work plan for the Bridge 11 Rehabilitation project that will extend the service life as much as possible, while utilizing a cost-effective solution. Therefore, Burnside proposes the following construction work plan for this project.

- Localized concrete patch and crack repairs (throughout entire structure, including corrosion inhibitors in the deck top repairs)
- Repair leaking construction joint (centre of the structure)
- · Replace deck drains
- Waterproof and pave
- Install steel beam guide rail on approaches
- Barrier replacement (provisional)

During the preliminary design, Burnside will provide the Township with a Technical Memo which compares the additional cost associated with removing the existing barrier system, discussing the pros and cons (i.e. additional platform width vs. additional cost, safety concerns, etc.). The Township can then decide if replacing the existing barrier system fits within the construction budget and provides enough added benefit to the Township moving forward.

We anticipate the following engineering tasks will be required to complete the detailed design, tendering and contract administration portion of this project. Project Management and Meetings;

- Coordination (Utilities, obtain existing drawings from MTO, etc.);
- Topographical Survey (previously completed);
- Preliminary Investigations and Design;
- Technical Memo discussing Barrier Options
- Permits and Approvals (Conservation Authority, DFO, etc.);

Ms. Denise Holmes, AMCT February 5, 2021

Project No.: 300052188.0000

- Detailed Design and Drawings;
- Tender Preparation and Process; and
- Contract Administration and Part-time Site Inspection during Construction.

No Hydraulic Study is required for this project which has helped reduced the associated engineering costs.

It should be noted that the topographical survey was previously completed in 2020 by Burnside and therefore not included in the scope of this assignment.

## 3.0 Assumptions and Constraints

No public meetings are anticipated.

No significant changes to the vertical or horizontal alignment of the roadway are anticipated. Match existing lane widths, etc.

Burnside will be responsible for the Tender process. The Township will assume the responsibility of advertising the works in local newspapers if they decide to do so.

The Township will be responsible for all costs associated with Approval Agency Permit fees.

The road will be closed to through traffic during construction.

No property acquisition is expected. Costs for obtaining legal property plans have not been included in the engineering fee estimate.

Utility relocation costs will be paid by the Township (if required).

Deck replacement is not required (based on the results of the DDCS).

The project will proceed as a Schedule A+ EA:

No Species at Risk (SAR) are anticipated. We anticipate minimal work in-water will be required.

Construction duration of 4-6 weeks.

Four meetings assumed: project start up meeting, Conservation Authority site meeting, tender review/closing and pre-construction meeting.

#### 4.0 Schedule

Below is an anticipated Schedule for the project but is subject to change given is subject to change given the uncertainty surrounding the newly enacted COVID-19 stay at home orders and future potential government restrictions.

Most of the rehabilitation work can be completed in the Spring prior to the in-water timing window opening in July and this will help the Township obtain competitive prices from capable Contractors.

Ms. Denise Holmes, AMCT February 5, 2021

Project No.: 300052188.0000

- Award of Project February 2021;
- Preliminary Design and Investigations Spring 2021;
- Detailed Design and Drawings Summer/Fall 2021;
- Permits and Approvals Secured Fall 2021;
- Tender Project Winter 2021/2022; and
- Construction Spring 2022.

## 5.0 Engineering Fees

We estimate our total upset fees including disbursements for the required engineering services required for this project to be \$31,072.78 (excluding HST), as broken-down in the following tables. It is understood that this upset limit will not be exceeded without the authorization of the Township.

Bridge No. 11 Rehabilitation

Proposed Engineering Work					
Project Management and Meetings	\$1,800.00				
Coordination (Utilities, etc.)	\$1,000.00				
Preliminary Investigations and Design	\$2,100.00				
Permits and Approvals	\$1,500.00				
Detailed Design and Drawings	\$5,200.00				
Tender Preparation and Process	\$3,200.00				
Contract Administration	\$3,600.00				
Part-time Site Inspection (16 hours x 5 weeks)	\$8,000.00				
Disbursements - Mileage, Reproduction, etc.	\$1,200.00				
Work Previously Completed in 2020					
Topographical Survey and DDCS review and coordination (previously completed)	\$3,472.78				
Bridge No. 11 Total	\$31,072.78				

To be clear, this budget includes the previous engineering work completed on this structure in 2020 (i.e. coordinating and reviewing the DDCS, topographical survey, etc.), as this work has been previously invoiced (\$3,472.78 + HST). We anticipate an additional \$27,600 required to complete the project.

Thank you again for this opportunity, we look forward to working with the Township to continue to improve the condition of their bridge and culvert asset inventory.

Please let us know if you require any further information or clarification.

February 5, 2021

Project No.: 300052188.0000

Yours truly,

R.J. Burnside & Associates Limited

Chris Knechtel, P.Eng.

**Project Manager** 

CK:kl

cc: Craig Micks, Township of Melancthon (Via: Email)

This document contains proprietary and confidential information. As such, it is for the sole use of the addressee and R.J. Burnside & Associates Limited, and proprietary information shall not be disclosed, in any manner, to a third party except by the express written consent of R.J. Burnside & Associates Limited. This document is deemed to be the intellectual property of R.J. Burnside & Associates Limited in accordance with Canadian copyright law.

Ms. Denise Holmes, AMCT February 5, 2021

Project No.: 300052188.0000

## **Authorization to Proceed**

D-4	F-b 5 0004	Duning A Name	200052400 0000
Date:	February 5, 2021	Project No.:	300052188,0000
Client:	Ms. Denise Holmes, AMCT		
Submitted By:	Chris Knechtel, P.Eng.		
Project:	Engineering Services - Rehabilita	ation of Bridge 1	1
	, a recognized signine the firm of R.J. Burnside & Associate ork described in the Proposal Letter.	ciates Limited (th	
	t the payment is based on an Auth hout my authorization due to a cha		
	gnature, I understand that the sco governed by the attached Standa		
Signature		Date	
Oignataic		,	
Position/Title	<del> </del>		8
I have authority	to bind the Corporation.		

To hold the rates/and or fee estimate provided in the attached proposal, this Authorization To Proceed must be signed and returned to R.J. Burnside & Associates Limited within 30 days from the date above.

210205\_Melancthon Bridge 11 Rehab\_052188 2/5/2021 1:59 PM

Ms. Denise Holmes, AMCT February 5, 2021

Project No.: 300052188.0000

## **Standard Conditions of Service**

#### Services

The services provided, if not specifically limited by the Client, will be at the Consultant's discretion for acting in the Client's best interest for the type of work requested.

#### Fees and Expenses

Billing will be in accordance with the fees as outlined in the proposal, plus expenses. Expenses including any sub-consultants properly incurred in connection with the project will be billed at cost plus an administrative charge of eight percent.

The Consultant may assist in coordinating other Consultants on Client's behalf. The Consultant does not accept any liability for other Consultants' work. Clients are encouraged to contract directly with other consultants.

#### Invoices

Invoices will be submitted on a monthly basis. Interest (1 percent per month of the unpaid amount) will be added to all unpaid balances after 30 days from date of invoicing. If the Client objects to all or any portion of an invoice, the Client shall so notify the Consultant in writing within 14 calendar days of the invoice date, identify the cause of disagreement, and pay when due that portion of the invoice, if any, not in dispute.

If the Client fails to pay undisputed invoiced amounts within 30 calendar days of the date of the invoice, the Consultant may at any time, without waiving any other claim against the Client and without thereby incurring any liability, suspend or terminate this Agreement as provided elsewhere in these Standard Conditions of Service.

#### Changes in Scope

The scope of work identified is based on the Consultant's understanding of the work required to complete the project at the time of this proposal. In light of occurrences or discoveries that were not originally contemplated by or known by the Consultant, the Consultant may be required to discuss with the Client a change in the scope of the project, which may require a revision to this agreement. Should such a situation arise, the Consultant shall Identify the changed conditions which make such discussions necessary and the Consultant and the Client shall promptly and in good faith enter into renegotiation of this agreement in order to continue to meet the Clients' needs. If an agreement cannot be reached on the change in scope, the Client agrees that the Consultant has the absolute right to terminate this agreement.

#### Mediation

All claims, disputes and other matters in question between the parties to this agreement, arising out of or relating to this agreement or the breach thereof shall be decided by mediation, unless the parties mutually agree otherwise.

#### **Limitation of Liability**

For purposes of limitation of liability provisions contained herein, the Client expressly agrees that it has entered into this Agreement with the Consultant, both on its own behalf, and as agent on behalf of its employees and principals.

Except for claims or losses arising from the negligence or wilful misconduct of the Client for which the Client agrees the Consultant shall have no liability, the consultant's liability to the Client in Contract and Tort is limited to the total amount of the fee paid for professional services, save and except with respect to any damages for destruction of property, personal injury and/or death, arising directly as a result of the Consultant's negligent performance of the services.

The Client expressly agrees that the Consultant's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the Consultant's employees or principals in their personal capacity.

No other party shall rely on the Consultant's work without the express written consent of the Consultant.

The Client will give prompt written notice to the Consultant whenever the Client or his representative becomes aware of any defects or deficiencies in Consultant's work.

#### Hold Harmless

Burnside's commitments as set forth in this Agreement are based on the expectation that all of the services described in this Agreement will be provided. In the event the Client later elects to reduce Burnside's scope of services, the Client hereby agrees to release, hold harmless, defend and indemnify Burnside from any and all claims, damages, losses or costs associated with or arising out of such reduction in services.

#### Field Review Services

Where engaged by the Client, the Consultant will provide field review services. It is understood that in engaging the Consultant, the Client recognizes that the role of the Consultant in completing field review is to witness construction for general conformity with the identified design. The Consultant does not provide direction to the Contractor on construction methods, nor does the Consultant warrant the Contractors work - this is the sole responsibility of the Contractor for which the

Consultant will not take any liability. Prior to the initiation of construction, the Client and the Consultant will agree on a field review schedule. The Client acknowledges that where a reduced field review schedule is agreed, the Consultant will not be held liable for any work completed by the Contractor for which the Consultant has not been on site to witness conformity with the design,

In the event that the Consultant is not engaged for field review services, the Consultant shall not be held liable for any issues arising during the construction period nor will the Consultant be liable for any changes to the design which may be directed by others.

#### Governing Law

The laws of the Province of Ontario will govern the validity of this agreement, its interpretation and performance, and remedies for contract breach or any other claims related to this agreement.

#### **Assignment**

Neither party shall assign responsibilities without the written consent of the other.

#### Termination

The Client or Consultant may terminate this Agreement at any time and no further expense will be incurred beyond the time of notice to terminate. In the event such termination becomes necessary, the party effecting termination shall so notify the other party in writing, and termination will become effective 14 calendar days after receipt of such notice.

Irrespective of which party shall effect termination or the cause therefore, the Client shall, within 30 calendar days of termination, remunerate the Consultant for services rendered and costs incurred, in accordance with the Consultant's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination, as well as those associated with termination itself, such as demobilizing, modifying schedules, reassigning personnel, and so on. Costs shall include those incurred up to the time of termination, as well as those associated with termination and post-termination activities.

#### Suspension

Upon 14-calendar day's written notice to the Consultant, the Client may suspend the Consultant's work. If payment of undisputed Consultant's invoices is not maintained on a 30 calendar day current basis by the Client, the Consultant may by 14-calendar day's written notice to the Client suspend further work until payment is restored to a current basis. Suspension for any reason exceeding 45-calendar days shall, at the suspending party's option, make this Agreement subject to renegotiation or termination, as provided for elsewhere in this Agreement. Any suspension shall extend the time schedule for performance in a manner that is satisfactory to both the Client and the Consultant, and the Consultant shall be compensated for services performed and charges incurred prior to the suspension date, plus suspension charges.

Suspension charges may include, but shall not be limited to, services and costs associated with putting analyses and documents in order, rescheduling and reassigning personnel and/or equipment and issuing necessary or customary notices to appropriate government boards. Compensation to the Consultant shall be based upon the Consultant's prevailing fee schedule and expense reimbursement policy.

#### **Ownership of Documents**

All drawings, specifications and documents prepared by the Consultant hereunder, for which the Consultant has been fully pald under the terms of this agreement shall be and remain the property of the Client. The Client hereby agrees that all drawings, specifications and documents prepared by the Consultant shall only be used for their intended purpose and not be reproduced for use on other projects, sites or locations. The Client agrees to indemnify and hold harmless the Consultant for any claims arising from the unauthorized re-use of drawings, specifications, designs and documents.

#### Client's Responsibility

The Client will fully disclose all relevant information or data pertinent to the Project, which is required by the Consultant. The Consultant shall be entitled to rely upon the accuracy and completeness of such information and data furnished by or on behalf of the Client.

The Client will give prompt consideration to all requests or documents relating to the project submitted by the Consultant and whenever prompt action is necessary, inform the Consultant of his decisions in such reasonable time so as not to delay the Services of the Consultant. The Client shall arrange and make provision for the Consultant's entry and ready access to the project site as necessary to enable the Consultant to perform his services.

#### Standard of Care

The consultant will perform the services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same area under similar circumstances and conditions.

#### Tax

Any applicable taxes will be added to invoices

#### **Denise Holmes**

From:

Chris Knechtel < Chris.Knechtel@rjburnside.com>

Sent:

Monday, February 8, 2021 10:39 AM

To:

**Denise Holmes** 

Cc:

Roads; Wendy Atkinson; Matt Brooks

Subject:

Township of Melancthon - 2021 Bridge Study Quotation

#### Morning Denise,

As noted at the last Road Sub-Committee Meeting, the Township is due to complete your Bridge Inspections and Reporting in 2021. We are in the process of starting to book the fieldwork for the Spring, so I thought it would be timely to provide the Township with a quotation to ensure we can have the report over to the Township in a timely manner to assist with future planning.

Taking into consideration how much we value our working relationship with the Township, we have been able to hold our previous budget from 2019, and in fact reduced it to account for Structure 004 on 5<sup>th</sup> Sideroad being closed and no longer to be included in the Township inspection inventory. We will still show the structure on the inventory map, but make it clear it is closed and has not been inspected (as per previous direction from the Township).

Our fee estimate for the 2021 Bridge Inspecting and Reporting for the Township's 50 structures is \$16,600 (+HST) and includes a similar scope of work that was completed in 2019.

Please let us know if you require any additional information. Upon approval from the Township, we will schedule the field work in the Spring when the weather permits and will keep you posted on timing.

Thank you again for this opportunity. We look forward to continuing to assist with future planning to improve the Township's structure inventory.

#### Chris



R.J. Burnside & Associates Limited 15 Townline, Orangeville, Ontario L9W 3R4 Office: +1 800-265-9662 Direct: +1 519-938-3012 www.rjburnside.com

#### COVID 19: We remain open for business

The health and safety of our employees and clients is of paramount importance. Most of our staff are working remotely and continue to serve clients using our well established collaborative technology platforms. For our full COVID 19 response please click here.

\*\*\*\* CONFIDENTIALITY NOTICE \*\*\*\*

This electronic transmission and any accompanying attachments may contain privileged or confidential information intended only for the use of the individual or organization named above.

Any distribution, copying or action taken in reliance on the contents of this communication by anyone other than the Intended recipient(s) is STRICTLY PROHIBITED.

If you have received this communication in error please notify the sender at the above email address and delete this email immediately.

Thank you.

ACT#4
FEB 1 8 2021





## SHELBURNE PUBLIC LIBRARY

201 Owen Sound Street Shelburne, Ontario L9V 3L2 Telephone 519-925-2168 Fax 519-925-6555 www.shelburnelibrary.ca

February 1, 2021

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

Attention: Ms. Denise Holmes

Dear Ms. Holmes

Re: 2021 Library Board Agreement

Enclosed are 3 copies of the 2021 Municipal Agreement between the Township of Melancthon and the Shelburne Public Library Board, in triplicate. Please review, sign and return 2 copies of the agreement at your earliest convenience. We will sign and return one copy for your records.

I have also enclosed invoices for the instalments as requested by some municipalities.

If you have any questions, please do not hesitate to contact either myself or Rose Dotten, CEO.

Yours truly,

Gord Gallaugher

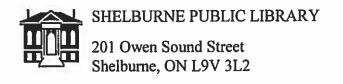
Treasurer

Shelburne Public Library

/gg

Encl. agreement, 3 invoices

ACT #5
FEB 1 8 2021



519 925-2168

519 925-6555

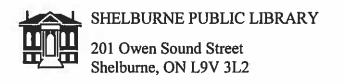
# Invoice

Date	Invoice #
4/1/2021	1361

Invoice To	
Melancthon Township 157101 Hwy 10 Melancthon ON L9V 2E6	

		· · · · · · · · · · · · · · · · · · ·	Description				Amount	
t Installme	nt being 50% of an 2021	nual assessment					28,9	00.8
March 31	2021							
							1	
					10			
					_	Total		
	Phone #	Fax#	E -	nail		Total	\$28,9	ነበበ

treasurer@shelburnelibrary.ca



# Invoice

Date	Invoice #
7/1/2021	1362

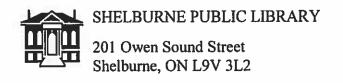
Invoice To	1
Melancthon Township 157101 Hwy 10 Melancthon ON L9V 2E6	

519 925-2168

519 925-6555

		Description			Amount
econd Installment being 25% ue June 30 2021		Description			14,450.43
					8
Phone #	Fax#	E-mail	7	Total	\$14,450.4

treasurer@shelburnelibrary.ca



# Invoice

***************************************				
Date	Invoice #			
10/1/2021	1363			

Invoice To		
Melancthon Township 157101 Hwy 10 Melancthon ON L9V 2E6		

			Description			Amount
al Install e Septem	ment being 25% of a aber 30 2021	nnual assessment				14,450.4
				32 V,		
	Phone #	Fax#	E-mail	7	Total	\$14,450.4
$\rightarrow$			treasurer@shelburnelibrary.ca		1	

#### **AGREEMENT**

THIS AGREEMENT made in triplicate this day of February, 2021,

BETWEEN:

THE SHELBURNE PUBLIC LIBRARY BOARD

(hereinafter called the "Board")

**AND** 

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

(hereinafter called the "Municipality")

WHEREAS Section 29 (1) of the Public Libraries Act, R.S.O. 1990 Chapter P.44, allows for the council of a municipality to enter into a contract with a public library board for the purpose of providing the residents of the municipality with library services.

AND WHEREAS the Board and the Municipality deem it expedient to enter into such an agreement.

NOW THEREFORE WITNESSETH THIS AGREEMENT that in consideration of the covenants and terms contained herein, the parties hereto agree as follows:

#### DESCRIPTION OF SERVICES:

- 1.1 The Board shall endeavour to provide in co-operation with other public library boards a comprehensive and efficient library service to the residents of the Municipality.
- 1.2 The Board shall operate a library which shall be open a minimum of 25 hours per week and shall not make a charge for membership in the library.
- 1.3 The Board shall allow the residents of the Municipality to,
  - a. borrow circulating materials; and
  - b. use reference and information services as the Public Library Board considers practicable, without making any charge.
- 1.4 The Board may impose such fees as it considers proper for services not referred to in sections 1.2 and 1.3.

#### 2. WARRANTIES OF THE BOARD:

- 2.1 The Board is a corporation duly established under the *Public Libraries Act*, 1990.
- 2.2 To ensure quality library service under this Agreement the Board shall:
  - 2.2.1 ensure that all materials are available for use outside the library except those used for reference service, and rare and fragile items;
  - 2.2.2 ensure circulation policies of greatest convenience to the users and maximum use of materials:
  - 2.2.3 ensure that the selection of materials reflects the needs of the community.

#### 3. REPORTS:

- 3.1 The Board shall submit an annual report to the Municipality.
- 3.2 The Municipality shall make an annual financial report to the Minister and make any other reports required by the Public Libraries Act, 1990 and the regulations or as requested by the Minister.

#### 4. LIMITATION OF LIABILITY:

4.1 The Municipality shall not be liable for any injury, death or property damage to the Board, its employees or agents or for any claim by any third party against the Board, its employees or agents.

## 5. INSPECTION:

5.1 The Municipality shall be entitled, at all reasonable times, to review any records, books, accounts and documents in the possession of or under the control of the Board, subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Section 14.

#### 6. NOTICES:

- 6.1 Notices under this Agreement shall be given in writing by personal delivery, or by mail, or by facsimile transmission.
- 6.2 Notice by mail shall be deemed to have been given on the third business day after the date of mailing.
- 6.3 Mailing addresses for notices under this Agreement are as follows:
  - i) for Township of Melancthon 157101 Highway 10 Melancthon, ON L9V 2E6
  - ii) for Shelburne Public Library Board 201 Owen Sound St. Shelburne, ON L9V 3L2

#### 7. FINANCIAL:

- 7.1 The Municipality shall annually levy upon its assessment a sum to be used for the maintenance of the Board.
- 7.2 The Municipality shall in addition pay to the Board certain monies paid to the Municipality by the Province of Ontario for library services.
- 7.3 The sum of funds received by the Municipality under Sections 7.1 and 7.2 shall be equal to the Municipality's portion of the total funds required by the Board, as shown in Appendix B.
- 7.4 The attached Appendix A, which forms part of this Agreement, is a copy of the Board resolution being the new Funding Formula that was passed by the Board on June 21, 2016.
- 7.5 The attached Appendix B, which forms part of this Agreement, is a listing of the Payments to be made by the Municipality if the option in 8.1.A is chosen.

## 8. PAYMENT TERMS:

- 8.1 The Municipality shall pay to the Board the funds under Section 7.3 according to one of the following payment options:
  - A. 1. Fifty percent (50%) of the amount required for Board purposes in the current year on or before the 31st day of March, 2021.
    - 2. Twenty-five percent (25%) of the amount required for Board purposes in the current year, on or before the 30th day of June, 2021.
    - 3. Remainder of the balance owing on or before the 30th day of September 2021.
  - B. 1. Funds raised under Section 7.1 shall be paid to the Board in equal installments coincident with the dates upon which the Municipality collects its taxes in 2021.

- 2. Funds raised under Section 7.2 shall be paid to the Board within fifteen (15) days of being received by the Municipality.
- 8.2 If, in the year 2021 the Board's budget is not approved by the Town of Shelburne by March 31, 2021, the Municipality shall pay to the Board an interim payment of funds according to the following schedule which interim payment of funds shall be deducted from the Municipality's 2021 levy once the Board's budget is finalized.
  - 1. Fifty percent (50%) of the amount required for board purposes in 2020, which amount shall be paid to the Board on or before the 31st day of March, 2021.

#### 9. FAILURE TO MAKE PAYMENTS:

- 9.1 If the payment schedule chosen by the Municipality is not complied with, the Library reserves the right to withdraw the Library services to residents of the Municipality until the payment is complied with.
- 10. ENTIRE AGREEMENT:
- 10.1 This agreement constitutes the entire Agreement between the parties. Upon the execution of this Agreement, any existing Agreements between the parties with respect to library services shall forthwith become null and void.
- In the event that any covenant, provision or term of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement which shall remain in full force and effect, mutatis mutandis.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their respective corporate seals duly attested to by the hands of their respective proper officers in that behalf.

THE SHELBURNE PUBLIC LIBRARY BOARD	THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
Per:	
Chair	Per:
Per:	Mayor
Secretary/Treasurer	Per:
·	Clerk
	MUNICIPALITY ELECTION UNDER SECTION 8 Initial one only: 8.1.A Mayor
	Clerk
	8.1.B Mayor
	Clerk

#### APPENDIX A

Resolution extracted from Shelburne Public Library Board minutes dated June 21, 2016:

### **Funding Formula**

## Motion 29-16 L. Townsend, D. Besley

WHEREAS on June 8, 2016, a meeting was held with the Mayors, Municipal Clerks and Council Representatives of the Town of Shelburne and the four contracting Municipalities of Amaranth, Melancthon, Mono and Mulmur, together with Geoff Dunlop, Board Chair, Rose Dotten, CEO/Head Librarian, and Gord Gallaugher, Treasurer;

AND WHEREAS it was determined that the funding formula for the Shelburne Public Library should be revised to reflect the change in the number of households with patrons in all five municipalities;

Therefore, be it resolved that beginning in January, 2017, the levy required to balance the Shelburne Public Library operating budget will be allocated based on a 3-year average of active household cardholders, determined by the Library operating system, as of September 30 in the year preceding the budget year, for each municipality;

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;

Be it further resolved that the Municipal partners may use the MPAC assessment totals as of September 30 each year as a verification tool for any substantial shifts in household user numbers.

#### Carried

### APPENDIX B

Township of Melancthon Assessment is \$57,801.74

Under Option 8.1.A - the payments shall be:

March 31, 2021	\$28,900.87
June 30, 2021	\$ 14,450.43
Sentember 30, 2021	\$ 14 450 43





To: The Council of the Corporation of the

Ministry of Agriculture, Food and Rural Affairs

# Petition for Drainage Works by Owners Form 1

Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

melanethor

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)
Pt. L. + 17, Con. 6,5w
(Extension & for Martin Mrainage 2016)
In accordance with section 9(2) of the <i>Drainage Act</i> , the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.
As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the <i>Drainage Act</i> for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the <i>Drainage Act</i> , if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.
Purpose of the Petition (To be completed by one of the petitioners. Please type/print)
Contact Person (Last Name)  ALYDOR P  (First Name)  Leo
Address Road/Street Number Road/Street Name
Location of Project  Lot Concession Municipality Former Municipality (if applicable)  1 % 1 % 1 % 1 % 1 % 1 % 1 % 1 % 1 % 1
What work do you require? (Check all appropriate boxes)  Construction of new open channel
☑ Construction of new tile drain ☐ Deepening or widening of existing watercourse (not currently a municipal drain) ☐ Enclosure of existing watercourse (not currently a municipal drain)
Other (provide description V)
Lower road nossing on the Theline s.w., clean-out upper
Name of watercourse (if known)  Lower for more of the Thelian 5. W., clean - out a place  Name of watercourse (if known)  Carty July 19th - July 19th
175 m etm.
General description of soils in the area
Parkhill Loam
What is the purpose of the proposed work? (Check appropriate box)  Tile drainage only  Surface water drainage only
Petition filed this 1/th day of _R6, 20 21
Name of Clerk (Last, first name)
Holmes, Denise Skriins. Helme

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act.* It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act.* 

of

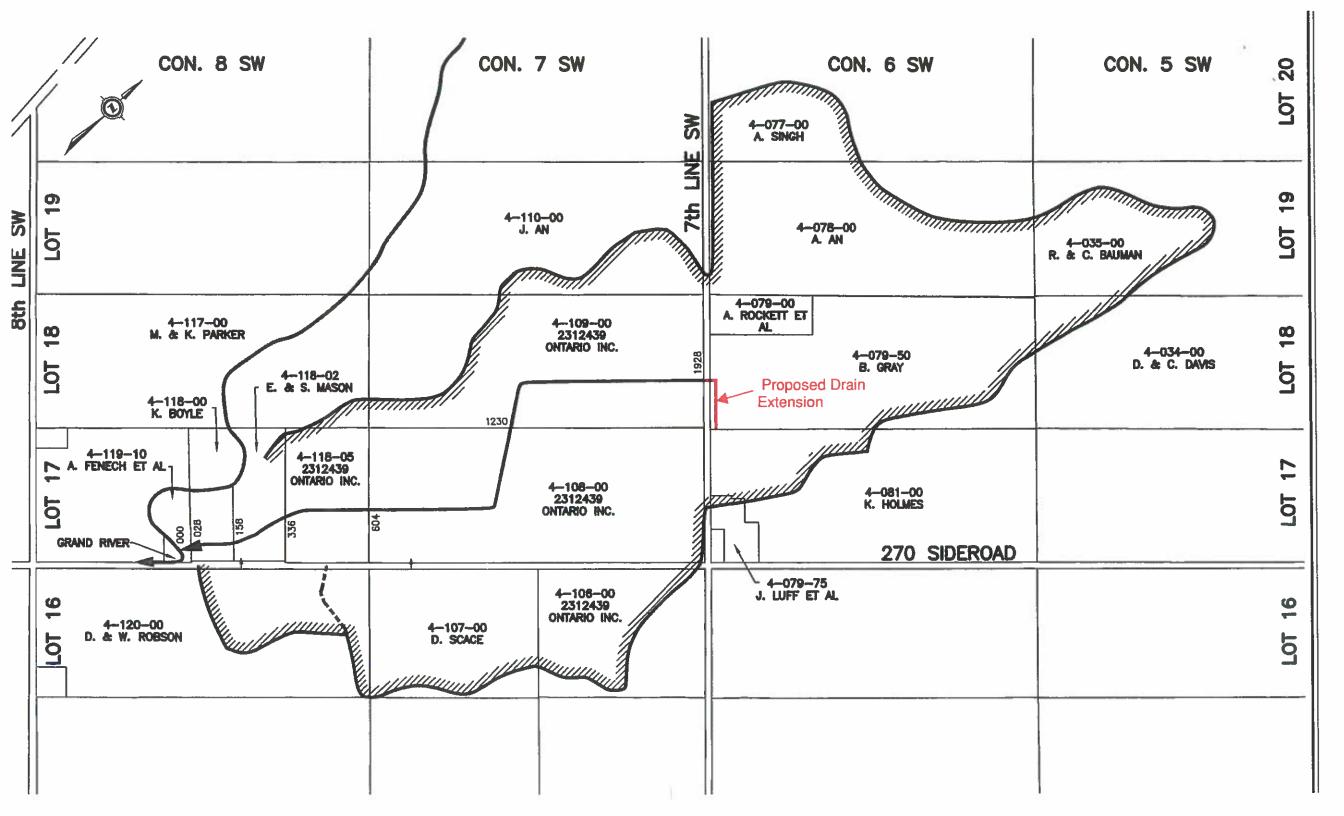
lownsh. ~

Property Owners Signing	The Petition	- X		Page Z or Z
	ty tax bill will provide the property de			
	perty description should be in the for			
	operty description should be in the fo			
<u> </u>	two properties, please take copy(ies	) of this page and	continue to list them all.	
Number Property Descri	eship  The land described and acknowledges	, s. w		
Ward or Geographic Towr	ship	Parcel Roll Nu	mber	
Toursh	and Melanether	. 4	-081-00	
I hereby netition for drains	he for the land described and acknow	wledge my financ	ial obligations	
	ge for the faria accombca and active	modgo my miano	iai obligationo.	
Ownership Sole Ownership				
Owner Name (Last, Fi	ret Nama) /Type/Dsint)	Signature	1	Date (yyyy/mm/dd)
CWITE HAITE (Lab., FI	KEN Ho LMES  ner in the ownership of the property	Signature /	felme	2021/02/04
			ition form)	· ·
Owner Name (Last, Fi	st Name) (Type/Print)	Signature		Date (yyyy/mm/dd)
Corporation (The indiv	idual with authority to bind the corpo	ration must sign tl	ne petition)	
Name of Signing Office	er (Last, First Name) (Type/Print)		Signature	
Name of Corporation			1	
•			I have the authority to	hind the Corporation
Position Title			Date (yyyy/mm/dd)	billa tillo oorporation.
			(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Number   Property Descri	otion			
Troperty Descri	30011			
<u> </u>	nehin	Parcel Roll Nu	mher	
Train or Ocograpine Town	ionip	T alcerton ita	IIIDGI	
* *	ige for the land described and ackno	wledge my financ	ial obligations.	
Ownership				
Sole Ownership				
Owner Name (Last, Fi	st Name) (Type/Print)	Signature		Date (yyyy/mm/dd)
Partnership (Each part	ner in the ownership of the property	must sign the pet	ition form)	
Owner Name (Last, Fi	rst Name) (Type/Print)	Signature	·	Date (yyyy/mm/dd)
<del></del>				7
				<u> </u>
-				
			-	
	24			
Corporation (The indiv	idual with authority to bind the corpor	ration must sign th	he petition)	
	er (Last, First Name) (Type/Print)		Signature	
or organing office	- (addit not raine) (1) port into		Jenataro	
Name of Corporation			-	
raine or corporation				
			I have the authority to	bind the Corporation.
Position Title			Date (yyyy/mm/dd)	
Check here if additions	Il sheets are attached			Clerk initial
Petitioners become financi	ally responsible as soon as they sign	a petition.		

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. Drainage Act, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original
  petitioners are responsible in equal shares for the costs. Drainage Act, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original
  petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990,
  c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the
  assessment schedule in the engineer's report, as amended on appeal. Drainage Act, R.S.O. 1990, c. D. 17 s. 61.

## **Notice of Collection of Personal Information**

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (municipality to complete)



## The Corporation of

### THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525 Fax No. - (519) 925-1110

Website: <u>www.melancthontownship.ca</u> Email:info@melancthontownship.ca

Denise B. Holmes, AMCT CAO/Clerk

### REPORT TO COUNCIL

FROM:

Wendy Atkinson, Treasurer

SUBJECT: Budget 2021 - Draft #1

DATE:

February 18, 2021

## Strategic Plan Alignment

Strategic Objective - Quality of Life - 1.1. Maintain and improve local infrastructure; Economic Stability - 4.1 Fiscal Responsibility, 4.4 Keep taxes reasonable

## Background and Discussion

A Roads Sub-Committee meeting was held on January 21, 2021 and a report was received from the Treasurer providing financial information relating to the agenda items. The Roads Sub-Committee considered a recommendation from R. J. Burnside and Associates with reference to the rehabilitation of Bridge 11 and Bridge 13 and the cost savings of combining the two projects into one contract. The recommendation to Council was to proceed with Option 1: Bridge 13 for approximately \$200,000 and to also proceed with preparing the tender for Bridge 11 for completion in 2022. The Roads Sub-Committee also made a recommendation to Council for the purchase of a new plow truck for 2021. The aforementioned have been included in this draft of the 2021 budget. A Council meeting held on November 19, 2020 instructed staff to included two road projects in the 2021 budget in the amount of \$450,000.00 (\$150,000 to pulverize, ditch and gravel the  $5^{th}$  Line OS between County Road 17 and 15 Sideroad and \$300,000 to gravel and pave 260 Sideroad from Highway 10 to 2nd Line 5W). At a meeting of Council held on October 1, 2020, a motion was passed to accept the quote from Coppertone Paving in the amount of \$38,000.00 plus HST for

> GB# 15. 1 FEB 1 8 2021

the installation of paved shoulders in Corbetton on the south side of 260 Sideroad to be completed in the spring of 2021, and this has been included in the budget. Repairs to Church Street in Horning's Mills have also been included in this budget. An updated Bridge Study is required to be completed this year as well as an updated Assessment Management Plan. Staff will look into applying for a grant with FCM's Municipal Management Program to update the current plan which is required to be completed by July 1, 2021. A new phone system for the administrative office has also been included in the budget. The Works Building is desperately in need of a new roof and this has been incorporated into the budget. We have applied for a grant through ICIP to complete this project but as of this date the application is pending approval so we may wish to discuss how to fund this project if approval is not received.

## <u>Financial</u>

The amount to be received from OCIF (formula base) is \$50,000.00 and this amount is included in the budget. Gas Tax Revenue in the amount of \$200,000.00 has been incorporated into the budget to offset a portion of the capital costs. \$300,000.00 has been allocated from the Roads Equipment Reserve for the purchase of the new plow truck. The  $5^{th}$  Line road improvements were included in the development charge study thus monies have been budgeted to transfer from the development charge funds to offset some of the costs of this project.

Based on this draft budget the amount to be raised through taxation is \$3,098,394.00 - an increase of \$332,992.38 or 12.0 % (for every \$27,654.00 raised equals a 1% increase). Factoring in the minimal change in assessment the increase to the Melancthon residential portion of the tax rate is 10.01%.

Respectfully submitted

Wendy Atkinson

# Corporation of the Township of Melancthon 2021 Operating and Capital Budget - Draft 1

Acct No.	REVENUE	2020 Budget	2020 Actual	2021 Budg
	Opening Surplus/(Deficit)			
	Opening outpidentity			
	TAXATION	25 200 00	04.074.00	05.05
01-4001-0700	Supplementary Taxation	85,000.00	94,871.93	85,00
	GRANTS			
01-4003-0100	Payment in Lieu	1,100.00	1,092,14	
01-4004-0150	OMPF	173,500.00	173,500,00	
01-4004-0300	RIDE Grant	6,640.00	-94,60	
01-4004-0172 01-4004-0500	Court Security & Prisoner Transportation  Library Grant	1,810.00 4,452.00	1,810.00 4,452.00	
01-4004-0156	OCIF Funding (Formula Component)	50,000.00	50,000.00	
01-4004-0159	Safe Restart Agreement		70,800.00	
01-4004-0700	Ontario Aggregate Lic. Fee	80,000.00	122,992.96	100,00
01-4030-0100	Drainage Superintendent	17,500.00	2.5	25,44
01-4004-0164	ICIP Grant (applied for Works Dept Roof Repair)			100,00
	ADMINISTRATION			
01-4010-0100	Tax Certificates	2,520.00	2,720,00	
01-4010-0110	Tax Statement/Duplicate Tax Bill	500.00	532,70	
01-4010-0115	Reminder/Overdue Notice Fee	2,400.00 4,100.00	2,388.00 4,900.00	
01-4010-0200 01-4010-0250	Building Permit Approval Site Alteration Permit Approval	4,100.00	4,500,00	4,00
01-4010-0250	NSF Cheque Charge	140.00	70.00	7
01-4010-0400	Photocopies	35.00		
01-4015-0100	Dog Licenses	15,000.00	13,498.75	
01-4066-0000	Lottery Licenses	20.00	20.00	
01-4040-0100	Livestock Claim Grants	1,000.00	6,206.20	
01-4064-0000	Business Licenses	1,000.00	1,100.00	1,00
01-4012-0100	Fire Revenue		12,412,50	
01-4012-0300	Fire Permit Fee	4,125.00	4,155.00	4,12
	ROADS			
01-4020-0110	Roads Misc Revenue		2,717.67	
01-4020-0125	Entrance Permits	1,100.00	1,600.00	
01-4020-0130	Wide Load Permits	800.00	1,040.00	1,00
01-4020-0200	Culverts	000.00	1 035 00	00
01-4020-0140	Bretton Estates Snow Plowing	900.00 5,300.00	1,035.00	5,40
01-4020-0500 01-4020-0700	Shelburne Road Agreement Transfer from Development Charge (Bridge 2003)	5,300.00	30,366.20	
01-4004-0703	Transfer from Gas Tax	100,000.00	100,000.00	
01-5005-5015	Transfer from Roads Capital Reserve	100,000.00	100,000.00	
01-4004-0702	Transfer from Road Equipment Reserve - Truck			300,00
01-4060-0000	Transfer from Working Capital Reserve	430,037.00	430,037.00	
01-4050-0460	Transfer from MMAH-2019 (Bridge 13 Deck Condition Survey)		8,237.47	
01-4020-0700	Transfer from Development Charge (5th Line)			39,00
	PLANNING			
01-4035-0100	Official Plan Amendment			
01-4035-0310	Site Plan Application Fees	75 22 22	40 500 50	10.00
01-4035-0350	Zoning By-law Amendment	10,000.00	10,500.00 7,000.00	
01-4035-0300 01-4035-0325	Consent Applications Minor Variance	800.00	1,000.00	
01-4035-0220	Zoning Requests	1,200,00	1,200.00	
01-4035-0360	Change of Use Certificate Applications	1,200.00	1,000.00	
01-4035-0370	Telecommunication Facilities Application		150.00	
01-4035-0375	Pre-Application Consultation		3,250.00	
01-4035-0500	Professional Services Reimbursement		-12,729.55	
01-40350565	NWN Inc Reimbursement		10,000.00	
	OTHER			<del>                                     </del>
01-4050-0100	Miscellaneous Revenue	500.00	-24.46	
01-4050-0125	CHD Community Contribution	309,000.00	309,000.00	
01-4050-0130	Plateau Community Contribution	33,000.00	33,438.50	
01-4050-0135	DWP Community Contribution	260,000.00	268,995.76	
01-4050-0200	Penalties and Interest on Taxes	91,000.00 49,000.00	105,841.09 22,776.27	
01-4050-0300 01-4050-0400	Interest on Deposits   POA	35,000.00	7,838.68	
01-4025-0220	Electronic Recycling Revenue	50.00	54.90	
01-4077-0000	Land Rental	2,550.00	2,550.00	2,55
01-4002-0100	Tite Drains	- 11	16,575.90	
01-4050-0460	Transfer from MMAH-2019 (NDCC Rec Study)		18,303.17	
01-4050-0460	Horning's Mill's Park (trsf frm MMAH-2019)	15,000.00	15,000.00	
01-4004-0166	Homing's Mills Park (trs Main St Revitalization)	15,000.00 15,000.00	15,000.00 15,000.00	
01-4082-0105 01-4004-0166	Corbetton Park (transfer from MMAH-2019) Corbetton Park (transfer Main St Revitalization)	10,000.00	10,000 00	
01-4082-0110	Homing's Mills Hall (trsf frm MMAH - 2019)	5,000.00	6,452.00	
01-4004-0166	Transfer frm Main St Revitalization (Flags Unlimited)		8,956.94	
01-4050-0460	Transfer from MMAH-2019 (electronic signage)	20,000.00	20,000.00	
01-4050-0460	Transfer from MMAH-2019 (solar speed signs)	7,500.00		
	Transfer from MMAH-2019 (HM Building Needs Assmt)	7 500 00	6,250.60	5,90
01-4050-0460	Transfer frm Dev Charges (solar speed signs)	7,500.00	0,250.60	<del>                                     </del>
	I	1,986,079.00	2,145,840.72	
	Sub-Total	1,000,01010101		
01-4050-0460 01-4013-0200	Expenditures	4,751,479.62	4,299,319.80	4,997,08
			4,299,319.80	4,997,08
			4,299,319.80 -2,153,479.08	

	Taxation	
01-4001-0100	Residential	2,038,992.92
01-4001-0200	Farmland	266,410.30
01-4001-0300	Commercial and Industrial	429,682.71
01-4001-0500	Managed Forests	22,402.28
01-4001-0600	Pipeline	7,913.46
		2,765,401.67

# Corporation of the Township of Melancthon 2021 Operating and Capital Budget - Draft 1

Acct. No.	Budget Expenditures	1	2020 Budget	2020 Actual	2021 Budget
7.001.110.					
	General Government	$\vdash$			
•	COUNCIL	+		***	
01-5001-1010	Salaries, Meetings		75,000.00	74,636.11	80,000.00
01-5001-1022	Training	$\vdash$	0.000.00	2.044.55	2 200 00
01-5001-1025	Receiver General EHT	₩	3,000.00 1,500.00	3,014.85 1,455.46	3,300.00 1,600.00
01-5001-1030 01-5001-1070	Mileage	+	1,900.00	691.90	1,000.00
01-5001-1080	Conferences/Conventions/Seminars		1,750.00	203.52	250.00
01-5001-1090	Meals	$\square$	1,500.00	167.66	200.00
01-5001-2190	Miscellaneous Sub-total	!	650 00 85,300.00	50.00 80,219.50	250.00 86,600.00
	Sub-total	+	00,000.00	00,210.00	03,000.00
	ADMINISTRATION				
01-5002-1010	Wages, Vacation Pay, Unused Sick Pay	1	295,000.00	287,100.88	300,000.00
01-5002-1020	Benefits	+	25,000 00 1,200 00	25,768.87	27,000.00 1,200.00
01-5002-1022 01-5002-1025	Training Receiver General	+	15,000.00	13,601.54	15,000.00
01-5002-1026	Meetings		1,500.00	416.59	1,000.00
01-5002-1030	EHT		5,500.00	5,611.56	5,800.00
01-5002-1040	WSIB		7,200.00	7,613.97	7,800.00
01-5002-1064	OMERS Township Contribution	╢	29,000.00 1,850.00	29,103.28 1,158.50	31,000.00 1,500.00
01-5002-1070 01-5002-1080	Mileage Conferences	┼─┼	1,000,00	1,100.00	1,500.00
01-5002-1080	Office Furniture	1	1,000.00		1,000.00
01-5002-2010	Office Supplies		6,100.00	6,263.18	6,500.00
01-5002-2020	Postage	$\Box$	5,500.00	5,350.56	6,000.00
01-5002-2030	Office Equipment	╀┼	4,000.00	3,107.20	3,800.00 10,000.00
01-5002-2030 01-5002-2035	Office Equipment - New Phone System  Computer Program Updates & IT Services	+	10,000.00	8,463.53	10,000.00
01-5002-2036	Computers & Server	┼┼	10,000,00	210.15	250.00
01-5002-2037	ESRI Enterprise License Agreement		2,700.00	3,000.00	3,000.00
01-5002-2040	Advertising		2,000.00	668.56	2,000.00
01-5002-2050	Audit		18,000.00	19,764.81	20,000.00 3,900.00
01-5002-2060	Memberships Healing	╂═┼	3,800.00	3,820.28 1,872.67	2,800.00
01-5002-2070 01-5002-2080	Hydro	+ +	4,500.00	3,075.80	4,000.00
01-5002-2090	Telephone		2,500.00	2,367.33	2,500.00
01-5002-2094	Internet		1,450.00	1,288.03	1,400.00
01-5002-2095	Website Maintenance	$\vdash$	250.00		250.00
01-5002-2099	Tow- Truck Licensing By-law	+	15,000.00	10,470.41	1,000.00
01-5002-2100 01-5002-2102	Professional Fees - Legal Integrity Commissioner Services		2,000.00	4,263.06	5,000.00
01-5002-2102	Health and Safety Services	1	5,000.00	21.34	5,000.00
01-5002-2104	Municipal Emergency Readiness Fund				10
01-5002-2109	Employee Township Compensation Plan	-	1,000 00	27 000 00	6,800.00
01-5002-2110	Insurance	+	37,000.00	37,000.00	47,000.00 10,000.00
01-5002-2120 01-5002-2162	Elections Bldg Maintenance	╫	5,500.00	1,804.22	4,000.00
01-5002-2163	Office Cleaning	+	2,040.00	2,035.20	2,200.00
01-5002-2164	Landscaping & Grass Cutting		300.00	51.87	300.00
01-5002-2165	Water Sampling		125.00	59.46	125.00 2.000.00
01-5002-2170	COVID-19 Expenses	┤─┤	2,200.00	5,474.18 1,350.35	2,000.00
01-5002-2190 01-5002-2193	Other/Miscellaneous  MMAH-Modernization (Corbetton & HM Park, signage)	+ +	57,500.00	39,556.29	
01-5002-2193	MMAH-Modernization (Horning's Mills Hall)	1	5,000.00		
01-5002-2194	Main Street Revitalization (Corbetton & HM Park)		25,000.00	34,630.77	
01-5002-2200	Petty Cash	-	500.00	136.40	500.00
01-5002-2300	Bretton Estates	╀	75,000.00	949.15 80,763.91	75.000.00
01-5002-4010 01-5002-4015	Tax Write-Offs Penny Rounding	╂═╌╂	75,000,00	(0.03)	70,000.00
01-5002-4030	Bank Charges		1,200,00	1,200.96	1,250.00
01-5002-6135	Grants to Others		2,500.00	7.7.	2,500.00
01-5002-6136	Erskine Clinic	$\vdash$	5,000.00	5,000.00	5,000.00
01-5002-7011	Loan for Municipal Expansion Sub-total	╂═┤	13,057.00 700,972.00	13,056,66 667,451.49	13,057.00 663,432.00
	out-total	<del>   </del>	. 00,012.00	001,101110	
	PROTECTION TO PERSONS/PROPERTY				
01-5003-6010	Mulmur Melancthon FD		103,225.00	105,149.16	107,250.00
01-5003-6020	Shelburne and District FD	+	108,800.62	108,890.62	113,005.00
01-5003-6030	Township of Southgate FD - Operating Township of Southgate FD - Capital	+	25,725.00 7,000.00	25,725.00 7,000.00	52,000.00 8,000.00
01-5003-6031 01-5004-3050	Policing (2019 Actual 404,847-Adjustment 2017	╁═┤	400,259.00	396,161.82	406,341.00
01-5004-3055	Policing - ESO		300.00	343.60	350.00
01-5004-3052	Policing - RIDE		6,640.00	(94.60)	6,536.00
01-5004-3054	Policing - Paid Duty	╀	4.000.00		2,500.00
01-5004-3053	Police Services Board	╂╼═┨	1,000.00	6,250.60	-
01-5004-2300 01-5004-6040	Speed Vision Sign Nottawasaga Valley CA	+	12,568.00	12,567.78	12,794.00
01-5004-6050	Grand River CA	╅═┩	19,173.00	19,173.00	19,819.00
01-5004-6055	SWP				
01-5013-6140	Livestock Claims		1,000.00	6,286.20	1,000.00
01-5004-6150	Animal Control	+	3,000.00	755.04	2,500.00
01-5004-6155	By-law Enforcement	╁┼┤	10,000.00 5,000.00	4,034.23 4,565.13	12,000.00   5,000.00
01-5006-3025 01-5006-3026	Street Lights LED  LED Street Light Repair	+	600.00	759.39	1,000.00
101-0000-3020	Sub-total	1-1	704,290.62	697,566.97	750,095.00

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	ROADWAYS			
	Road Budget	2,912,555.00	2,459,887.06	3,127,333.00
	Transfer to Reserves			
	Sub-total Sub-total	2,912,555.00	2,459,887.06	3,127,333.00
	ENVIRONMENTAL SERVICES			
1-5007-2171	Levelling	7,500.00	237.37	7,500.00
1-5007-2105	Landfill Study/Monitoring	22,693.00	22,692.48	22,693.00
1-5007-2190	Miscellaneous		96.22	100.00
1-5007-7001	Rehabilitation Reserve	10,000.00	10,000.00	10,000.00
	Sub-total	40,193.00	33,026.07	40,293.00
	RECREATION	0.500.00		2 500 00
1-5010-5055	Corbetton Park	2,500 00	0.740.40	2,500.00
1-5010-6060	Horning's Mills Park	4,900.00	2,716.18	4,900,00
1-5010-6065	Horning's Mills Community Hall	1,100.00	1,215.04	1,230.00 5,900.00
	Homing's Mills Hall Building Needs Assessment	200.00	108.00	250.00
1-5010-6066	Horning's Mills Heritage Project	300.00		50,522.00
1-5010-6070	Centre Dufferin Recreation Complex	49,051.00	49,050.60	14,000.00
1-5010-6080	Dundatk Community Centre	14,000.00	14,000.00	55,000.00
01-5 <u>010-6100</u>	North Dufferin Community Centre Bd of Management	53,651.00	54,410.44	5,000.00
01-5016-8902	Horning's Mills Cemetery			5,000.00
1-5016-8904	St. Paul's Cemetery			
	Sub-total	125,502.00	121,500.26	139,302.00
	LIBRARY			
1-5011-6110	Shelburne Library	56,817.00	56,817.00	57,802.00
1-5011-6120	Dundalk Library	8,350.00	8,274.00	8,350.00
	Sub-total	65,167.00	65,091.00	66,152.00
	PLANNING & DEVELOPMENT			
24 5042 2400		45,000.00	55,421.18	50,000.00
01-5012-2100	Professional/Legal Fees	45,000.00	30,110.58	30,000.00
01-5012-2103	Cannabis - NWN Scientific		254.40	
01-5012-2105	Melancthon Cannabis Regulation		234.40	
01-5012-2109	New Zoning By-law	25,000.00	25,142.44	15,000.00
01-5012-2101	LPAT Appeals	25,000.00	407.04	10,000,00
01-5012-2304	Strada OPA/ZBA Sub-total	70,000.00	111,335.64	65,000.00
<u>.</u>	Sub-total	70,000.00	711,000,01	30,000
	DRAINAGE			
01-5009-3060	Drainage Superintendent	35,000.00	35,213.91	50,880.00
01-5015-0100	Tile Drainage Principal & Int Pymts		16,575.90	
01-5009-3070	Nuisance Beaver & Beaver Dam Removal			3,000.00
		25.000.00	E4 700 04	53,880.00
	Sub-Total Sub-Total	35,000.00	51,789.81	55,600.00
	RESERVE			
01-5002-5041	Tax Rate Stabilization		6,452.00	
01-5002-5042	Special Reserve Fund Emergency Relief	5,000.00	5,000.00	5,000.00
01-5002-6200	Trsf frm Development Chgs (solar speed signs)	7,500.00		
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				4 005 005 05
	TOTAL EXPENDITURES	4,751,479.62	4,299,319.80	4,997,087.00

## Corporation of the Township of Melancthon Road Department 2021 Operating and Capital Budget - Draft 1

*2020 Actuals - U Acct. No.	ADMINISTRATION	2020 Budget	2020 Actual	2021 Budget
01-5005-1010	Salaries and Wages	385,000.00	369,717.88	395,000.00
01-5005-1025	Receiver General, EHT & WSIB	42,500.00	39,885.35	42,500.00
01-5005-1020	Benefits	28,000.00	27,688.57	29,000.00
01-5005-1060	Short Term Disability			875
01-5005-1064	OMERS Township Contribution	34,500.00	33,474.23	35,500.00
01-5005-1070	Mileage	120,00	30,00	100.00
01-5005-1070	Staff Training and Seminars	3,000.00	00,00	3,000.00
		500.00	106.62	300.00
01-5005-2010	Office Supplies		4,331.58	5,000.00
01-5005-2036	GPS Monthly Tracking Expense	5,000.00		
01-5005-2112	Asset Management Plan Support	9,000.00	8,222.21	5,650.00
01-5005-2112	Asset Management Plan Update			18,000.00
01-5005-2115	Road Management Plan		<u> </u>	
01-5005-3105	Bridge Study/Inspections			16,895.00
	· ·			
	MISCELLANEOUS			
01-5005-2070	Utilities - Heat	14,000.00	7,509.99	10,000.00
01-5005-2080	Utilities - Hydro	5,000.00	4,445.07	5,000.00
			823.49	1,000.00
01-5005-2090	Telephone	1,000.00		
01-5005-2091	Mobile Phone	1,000.00	761.21	1,000.00
01-5005-2040	Advertising	700.00	(356.16)	500.00
01-5005-2041	Signs	5,000.00	5,182.27	5,000.00
01-5005-2110	Insurance	45,000.00	45,000.00	52,000.00
01-5005-2100	Legal Fees	6,000.00		5,000.00
01-5005-2050	Audit	10,000.00	10,000.00	10,000.00
01-5005-2060	Memberships	150.00	113.00	150.00
	Materials and Supplies/Stock	8,500.00	4,441.14	8,500.00
01-5005-2165				6,000.00
01-5005-2166	Coveralls	5,000.00	4,908.78	
01-5005-3000	Services and Rents/Misc	7,500.00	3,732,04	7,500.00
01-5005-2103	Health & Safety Services	5,000.00	21.34	5,000.00
01-5005-2104	Health & Safety Materials/Supplies	3,000.00		3,000.00
01-5005-2162	Building Maintenance	15,000.00	4,576.48	10,000.00
01-5005-2163	Sand Dome Repairs			
	The state of the s	1,500.00	1,590.00	2,000.00
01-5005-2185	Oil Separator Clean Out			5,000.00
01-5005-2192	Shop Tools	5,000.00	808.71	
01-5005-2190	Miscellaneous	1,000.00	825.53	1,000.00
01-5005-3800	Contract Work	1,000.00	610.56	1,000.00
	EQUIPMENT			
01-5005-2150	Fuel - Clear	50,000.00	36,910.73	45,000.00
	Fuel - Dyed	40,000.00	22,790.38	30,000.00
01-5005-2155		40,000.00		30,000.00
01-5005-3060	Water Tank		126.80	40,000,00
01-5005-3070	Fuel - Patrol Trucks	12,000.00	9,422.56	12,000.00
01-5005-2180	Oil - Trucks and Grader	4,000.00		5,000.00
01-5005-3071	TR#1 - Repairs	3,500.00	5,623.18	5,000.00
01-5005-3073	TR#2 - Repairs	20,000.00	10,016.31	20,000.00
01-5005-3074	TR#3 - Repairs	5,000.00	8,081.67	10,000.00
	TR#4 - Repairs	20,000.00	10,900.21	20,000.00
01-5005-3075			24,270.90	20,000.00
01-5005-3076	TR#5 - Repairs	20,000.00		
01-5005-3077	TR#6 - Repairs	15,000.00	10,241.30	20,000.00
01-5005-3069	TR#7 - Repairs	3,000.00	118.04	5,000.00
01-5005-3079	GR#1 - CAT - Repairs	10,000.00	3,711.86	10,000.00
01-5005-3080	GR#2 - Repairs	15,000.00	17,612.99	20,000.00
01-5005-3081	Backhoe Repairs	2,500.00	789.89	3,000.00
01-5005-3082	Loader	2,500.00	321.05	2,500.00
01-5005-3083	John Deere Mower	1,000.00	305.28	1,000.00
		1,500.00	4,635.11	3,000.00
01-5005-3084	Power Washer			1,000.00
01-5005-3085	Chain Saw	1,000.00	99.09	1,000.00
01-5005-3086	Roadside Mower		ļ	
01-5005-3500	Winter Control-Plow & Wing Parts	20,000.00	18,520.30	20,000.00
01-5005-7015	John Deere Grader Loan	33,233.00	33,232,38	33,233.00
01-5005-2191	Radio and Truck Licenses	10,200.00	9,935.30	10,200.00
01-5005-2195	Radio Maintenance & Repair	2,500.00	2,189.87	2,500.00
0 1-0000-2 130	Tradio Mantenarios di Tropali	2,000,00	2,.00,0.	
	NEW COMPAGNIT			
	NEW EQUIPMENT		<del>                                     </del>	
				500 500 50
01-5005-7010	Vehicles - Truck			300,000.00
01-5005-7005	Equipment (accumulator)	15,000.00	10,888.32	12,000.00
				-7.0
	BRIDGES, CULVERTS, DRAINS			
01-5005-3100	Bridge & Culvert Mtce	20,000.00	10,422.97	20,000.00
		20,000,00	3,533.90	30,000.00
01-5005-3111	Bridge #11	22 075 00		
01-5005-3115	Bridge #13	33,275.00	27,088.47	218,000.00
01-5005-3116	Bridge #004 - Closure		488.45	-
01-5005-3850	Drain Assessments New Reports	35,000.00	2,073.36	1,500.00
	Road Crossings due to Drain Mtce	40,000.00		55,000.00
01-5005-3851	Culvert 2027 Loan Payment	40,908.00	40,907.52	40,908.00
01-5005-3851		. 70.000,00	10,000,000	.0,000.00
01-5005-7021			E3 E1E E7	1100
01-5005-7021 01-5005-3178	30 Sideroad Culvert - emergency repair		53,515.57	1111
01-5005-7021 01-5005-3178 01-5005-3156	30 Sideroad Culvert - emergency repair Culvert 2013	305,000.00	253,186.82	
01-5005-7021 01-5005-3178	30 Sideroad Culvert - emergency repair			

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	ROADSIDE			
01-5005-3215	Grass Mowing & Weed Spraying	5,000.00	4,986.46	5,500.00
01-5005-3215	Brushing - Tree Trim and Removal	15,000.00	19,988.20	20,000.00
01-5005-3206	Ditching	20,000.00	16,230.72	25,000.00
01-5005-3322	Catch Basins	2,500,00		2,500.00
01-5005-3610	Guide Posts & Hardware		1,652.30	2,000.00
01-5005-3315	Shoulder Maintenance	5,000.00	3,819.74	5,000.00
	HARDTOP			05 700 00
01-5005-3304	Preventative Maintenance	53,326.00	10.144.00	25,728.00
01-5005-3310	Cold Mix, Patching, Routine Mtce	82,220.00	18,144.65	45,000.00
01-5005-3320	Sweeping, Flushing, Cleaning	5,000.00	4,508.99	5,500.00
01-5005-3321	Line Painting	_	2,421.89	3,000.00
	LOOSETOP			
01-5005-3700	Clearview Townline			ļ
01-5005-3750	Townlines	1,000.00	179.10	1,000.00
01-5005-3200	Roadside Maintenance		955.89	
01-5005-3210	Gravel Resurfacing	280,000.00	272,132.50	300,000.00
01-5005-3211	Gravel Maintenance	20,000.00	16,652.34	20,000.00
01-5005-3410_	Dust Layer (Calcium Chloride)	140,000.00	106,245.22	150,000.00
	WINTER CONTROL			
01-5005-3510	Sand and Salt	55,000.00	38,490.74	50,000.00
01-5005-3505	Snow Removal/Blowing	3,000.00	1,223.66	3,000.00
	ROAD IMPROVEMENTS	-		
01-5005-3140	4th Line O.S Pulverizing		4,940.43	
01-5005-3130	2nd Line SW - Rehabilitation	615,658.00	567,386.41	
01-5005-3137	5th Line O.S Cty Rd 17 - 15 Sideroad			150,000.00
01-5005-3134	260 Sideroad - Hwy 10 to 2nd Line SW			300,000.00
01-5005-3123	Corbetton - paved shoulders			38,669.00
01-5005-3122	Church Street - Horning's Mills			50,000.00
	RESERVE			
01-5005-5030	Replacement Equipment Reserve	150,000.00	150,000.00	150,000.00
01-5005-5035	Building Maintenance Reserve	10,000.00	10,000.00	10,000.00
	BUILDING IMPROVEMENTS			-
01-5005-7041	Works Building Roof Replacement			100,000.00
	TOTAL BUDGET	2,912,555.00	2,459,887.06	3,127,333.00



## Corporation of the Township of Melancthon

Moved by"D. Besley"	
Seconded by"W. Hannon"	Date November 5, 2020
Be it resolved that:	

Whereas the Townships of Melancthon and Mulmur, jointly, have commissioned Sierra Planning and Management to undertake the North Dufferin Community Centre (NDCC) Efficiency Review; and Whereas the consultant has provided a draft report addressing the plans for future investment in the NDCC as well as alternative plans for replacement of the facility over time; and Whereas, the long-term strategy is for the replacement of the community centre at the Honeywood campus subject to a full assessment of design and capital cost feasibility;

Therefore be it resolved that the Township of Melancthon:

- Receive the North Dufferin Community Centre Efficiency Review Report, dated October 2020, for information;
- 2. Instruct staff to develop a reserve fund and contributions strategy commencing in budget year 2021 and extending for a period of 5-7 years, as required;
- 3. Maintain a commitment to undertaking necessary annual capital investment as required on the advice of staff to maintain the operational functionality of the arena for the foreseeable future pending a major retrofit or replacement;
- 4. Resource internally or through consulting contracts, staff capacity to plan for the replacement of the facility over the medium term; and
- Confirm the appropriate governance structure to oversee operations based on the advice of the consultant contained in the report.

"Tabled to November 19, 2020"

Recorded Vote		Nay
Mayor Darren White		
Deputy Mayor David Besley		
Councillor Wayne Hannon		
Councillor Margaret Mercer		
Councillor David Thwaites		

GB# 15.3.1

FEB 1 8 2021

GB# 15.4.2

CB#13.4.2

DEC 1 n 2020

GB# 15.4. 1 NOV 1 9 2020



## North Dufferin Community Centre Board of Management



Moved by Dave Besley	
Seconded by Keith Lawry	Date
Be it resolved that:	

Where as; the Sierra Group has presented their final report and recommendations to the Townships of Mulmur and Melancthon and the NDCC Board of Management.

And where as; the report recommends that the preferred option is to replace the current facility with a new complex .

And where as; the current facility may be unusable without upgrades by 2025.

Be it resolved; the NDCC Board of Management recommends that the Townships of Mulmur and Melancthon reach a consensus on moving forward with building plans for a new NDCC Complex.

And further, the municipalities in conjunction with the NDCC Board seek to be in a current and shovel ready state in order to take advantage of government funding opportunities immediately and begin fund raising activities in our respective communities.

Recorded Vote	<u>Yea</u>	Nay
Chair Chester Tupling		
Vice Chair Dave Besley		
Member Emma Holmes		
Member Debbie Fawcett		
Member Keith Lowry		
Member Nancy Noble		
Member Clayton Rowbotham		
Member Patricia Clark		

Carried/Lost: Chester Tupling

GB# 5.4.3

GB#13.4.2.1

NOV 1 9 2020



## North Dufferin Community Centre Board of Management



Moved by Laure Besley	
Seconded by Keith Lawry	Date
Be it resolved that:	

Where as; the Sierra Group has presented their final report and recommendations to the Townships of Mulmur and Melancthon and the NDCC Board of Management.

And where as; the report recommends that the preferred option is to replace the current facility with a new complex .

And where as; the current facility may be unusable without upgrades by 2025.

Be it resolved; the NDCC Board of Management recommends that the Townships of Mulmur and Melancthon reach a consensus on moving forward with building plans for a new NDCC Complex.

And further, the municipalities in conjunction with the NDCC Board seek to be in a current and shovel ready state in order to take advantage of government funding opportunities immediately and begin fund raising activities in our respective communities.

Recorded Vote	<u>Ye</u>	<u>a</u>	<u>Nay</u>
Chair Chester Tupling			
Vice Chair Dave Besley			
Member Emma Holmes			
Member Debbie Fawcett			
Member Keith Lowry			
Member Nancy Noble			
Member Clayton Rowbotham			
Member Patricia Clark			

Carried/Lost: Chester Tupling

GB# 5.3.2

CB#54.3

GB#13.4.2.1

GB#15,42 NOV 1 9 2020



The Corporation of

#### THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

#### **COUNCIL VACANCY APPOINTMENT PROCEDURE**

## **Notice of Vacancy**

The Clerk shall post a Council Vacancy Notice on the Township website under Public Notices, in the local newspaper (Dundalk Herald and Shelburne Free Press) and send it out through the Township's Mailchimp platform for two consecutive weeks following Council's decision to fill the vacancy by appointment. If the procedure is approved on Thursday, February 4, 2021, the ads will appear the weeks of February 8, 2021 and February 15, 2021. The notice shall indicate Council's intention to appoint an individual to fill a vacancy and shall outline the process.

A vote to fill a vacancy on Council by appointment shall occur at the regular meeting of Council held on Thursday, March 18, 2021 and the successful candidate will be sworn in to Council by the Clerk on Thursday, April 1, 2021 at 9:00 a.m.

### **Nominations**

Any individual wishing to be considered for appointment to the vacancy shall:

- Complete and sign a Council Vacancy Application Form, a Council Vacancy Declaration of Qualification Form and a Consent to Provide Candidate Contact Information Form and submit all forms by 2:00 p.m on Monday, February 22, 2021.
  - a) Applications must be on the Council Vacancy Application Form provided by the Township.
  - b) All candidates must attend the Municipal Office in person to file their Council Vacancy Application Form and provide the Clerk with one piece of government issued identification (i.e. Driver's License or Passport) and proof of eligibility within the municipality.
  - c) The surname on the application and the surname on the identification must be the same. Some flexibility will be given to first names (e.g. Nick for Nicholas), subject to approval of the Clerk.
  - d) Applications will be reviewed for completeness when filed and will be certified on or before 4:00 p.m on Monday, February 22, 2021.
  - e) An unofficial list of persons who have submitted application forms will be prepared and updated as soon as practical after receipt of the required forms. The list will be posted on the Township website.
  - f) An official list of nominated personal shall be posted in the same manner as specified in Section 1(e) once nomination forms have been certified

- and the nomination period has expired.
- g) A candidate may withdraw their nomination by filing a written withdrawal on the prescribed form in the Clerk's Office before 2:00 p.m. on Monday, February 22, 2021. The candidate shall appear in person with identification in order to withdraw the nomination.
- 2. Submit to the Clerk, a personal statement of qualification and an explanation on why they would like to serve on Council, for consideration of Council. The statement to be attached to their Council Vacancy Application Form.
  - a) Personal statements to be typewritten on letter size (8.5" x 11") paper and shall not exceed two (2) pages in length, and will include the Candidate(s) name and address.

Statements and applications that do not meet these requirements shall not be included in any Council meeting agenda or provided to Council by the Clerk.

Statements and applications are public documents and will form part of the Agenda package for the Council.

#### **All Candidates Session**

As Council has determined that the appointment process should involve the community, a virtual All Candidates Session (held through zoom) will take place. The community will be afforded the opportunity to ask questions of the candidates. The All Candidates Session will be hosted and moderated by the Dufferin Board of Trade.

The All Candidates Session will be held on Monday, March 8, 2021 from 7:00 p.m. - 9:00 p.m. The notice of the All Candidates Session will be posted on the Township's website under Public Notice and sent out via MailChimp. The Dufferin Board of Trade will promote the evening through its newsletter and social media channels to boost attendance. The number of participants is limited to 100 for zoom, so registration to attend the All Candidates session will be required. The information to register will be provided in the notice of the All Candidates session. The session will be recorded and posted to the Dufferin Board of Trade's YouTube channel. The Township will provide a link to the YouTube channel on its website under Public Notices.

The Mayor will welcome all in attendance and advise of the format for the evening and then turn over the session to the moderator. The moderator will introduce each candidate using a biography that will be submitted by each candidate prior to the All Candidates Session.

Each of the candidates shall be afforded the opportunity to address the public for a period of not more than five (5) minutes. (**Note – the timing may be reduced depending on the number of candidates that apply).** The order of speaking will be determined by lot. The Clerk shall place the names of all candidates in a container and randomly draw the names. The names will be provided to the moderator before the All Candidates Session.

After each candidate has finished addressing the public, the moderator will ask for questions from the public through the chat function on zoom, only. All mics and cameras will be turned off during this time, except for the candidates and the moderator, to save bandwidth for those residents with limited high-speed connectivity.

When there are no more questions in the chat, or the time is approaching 9:00 p.m., the candidates will be afforded an opportunity of closing remarks of not more than two (2) minutes.

The Mayor will then offer closing remarks and advise of the next steps in the process for the Selection of the Candidate by Appointment.

#### **Council Meeting**

At the Regular Council meeting on Thursday, March 18, 2021 at 7:00 p.m., the following shall take place:

- a) The Mayor will make a short statement of the purpose of the meeting and the general order of proceedings to be followed.
- b) The Clerk will provide the Mayor with a list of the names of those individuals who have indicated, in writing, their interest in being appointed to the vacancy and the Mayor will call for a motion from Council in the following form:

"THAT the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the vacancy, be considered for appointment to fill such vacancy."

c) Each of the candidates shall be afforded the opportunity to address Council for a period of not more than five (5) minutes.(Note – the timing may be reduced depending on the number of candidates that apply). The order of speaking will be determined by lot. The Clerk shall place the names of all candidates in a container and randomly draw the names and provide them to the Mayor ahead of the Council meeting.

#### Note: Candidates will be timed.

d) Each member of Council will be permitted to ask two (2) questions to each candidate. Candidates have two (2) minutes to answer each question. Candidates will be sequestered in the "waiting room" on Zoom until it is their time to answer the questions posed by Council. Once a candidate has answered the questions, they will be returned to the "waiting room" and the next candidate will be brought in, and so on. There will be no questions from the public at this meeting as they will already have had their opportunity during the All Candidates Session.

#### Special Closed Session Council Meeting

A Special Closed Session Council meeting will be held on Monday, March 22, 2021 at 10:00 a.m. for Council to review the information compiled from the All Candidates Session on March 8, 2021 and the Council Meeting held on March 18, 2021, for Council to determine the appropriate candidate to be selected to fill the vacancy on Council.

Council will proceed to rank the candidates in order of preference. Each member of Council is to rank each candidate using a sample ballot attached. Scores will be given to the candidates based on ranking. For example, if there are five candidates running, 4 points are given for appearing in the first rank position, 3 points to a second rank position, 2 points to a third rank position, 1 point for a fourth rank position, and 0 points for a fifth rank position. The ballots are to be marked by the individual Council members, the ballots will be provided to the Clerk, and the points will be tallied by the Clerk. Ballots will not be revealed – only the final points results for each candidate. In the event of a tie between candidates for most points received, a second round of voting will occur between the candidates that are tied. All other candidates will be dismissed and removed from the process. After the second round of voting if there is still a tie in points allotted to the candidates, the Clerk will determine the successful candidate using a draw by lot method. The Clerk shall place the names of the tied candidates in a container and randomly draw one name to determine the successful candidate.

Council will rise from Closed Session and the successful candidate will be announced.

#### **Appointment**

The appointment of the candidate shall be made by By-law at the conclusion of the Council meeting. A By-law confirming the appointment shall be enacted by Council and shall direct the Clerk how to proceed further.

#### Oath of Office

The Clerk will administer the Declaration of Office required by subsection 232(1) of the Act at the regular meeting scheduled for Thursday, April 1, 2021 at 9:00 a.m.

#### **Additional Notes**

Where a situation occurs that is not otherwise accounted for in these procedures, the Clerk shall recommend an alternate process to Council, which Council may adopt by simple majority vote.

# **BALLOT**

1st Choice: <u>Joe Smith</u>

Sample:

2nd Choice: Jane Doe  COUNCILLOR VOTING		
1st Choice: _	<u> </u>	
2nd Choice: _		
3rd Choice: _		
4th Choice: _	<u> </u>	

# **BALLOT**

Sample:	1st Choice: <u>Joe Smith</u>	
	2nd Choice: Jane Doe	
(	COUNCILLOR VOTING	
1st Choice: _		
2nd Choice:		
3rd Choice:		
4th Choice:		
5th Choice:		



The Corporation of

#### THE TOWNSHIP OF MELANCTHON

157101 Hwy. 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525 Fax No. - (519) 925-1110

Website: <u>www.melancthontownship.ca</u> Email:<u>info@melancthontownship.ca</u>

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

#### **MEMORANDUM**

TO:

MAYOR WHITE AND MEMBERS OF COUNCIL

FROM:

**DENISE HOLMES, CAO/CLERK** 

SUBJECT:

HORNING'S MILLS COMMUNITY HALL BY-LAW

DATE:

**FEBRUARY 11, 2021** 

At the last meeting of Council held on February 4, 2021, a question was raised about why the preamble of the By-law refers to Municipal Service Boards and the reason is that Section 194 of the Municipal Act allows for the municipality to establish a municipal service boards such as the Horning's Mils Community Hall Board. The below information was obtained from the Province of Ontario website:

#### **Municipal service boards**

Municipal service boards are local bodies that may be established by an individual municipality, or by two or more municipalities. They may, for example, manage and deliver basic services. A municipal service board must have at least two members. Generally, former public utility commissions, parking authorities and boards of park management are municipal service boards.

The municipality or municipalities can decide, among other things:

- the name, composition, quorum and budgetary process
- eligibility of persons to be board members
- manner of selecting members
- term of office
- number of votes of board members
- rules, procedures and policies the board must follow
- relationship to the municipality, including financial and reporting relationship

Municipalities may wish to consider whether it would be useful to delegate some of their powers to municipal service boards.

GB#15.3.4.2 FEB 1 8 2021 A concern was raised as to how this will affect funding under the Ontario Trillium Foundation. I contacted the OTF and was told that it would have to be the Township that applies for funding for the Hall, as the Hall is in the Township's name. I pulled the file when the Hall received a Trillium Grant for the lift and it was the Township that applied for the funding and entered into the Agreement with the OTF. I have attached some information obtained from the OTF website about eligibility of grants and who may apply and for what.

#### MUNICIPAL SERVICE BOARDS

#### **Definitions**

194 (1) In this section and in sections 195 to 202,

- "municipality" means, in relation to a municipal service board, the municipality of which the board is a local board; ("municipalité")
- "public utility" includes, in relation to a municipality, any system of the municipality, the control and management of which has been given under any Act to a public utilities commission continued by section 195. ("service public") 2001, c. 25, s. 194 (1); 2006, c. 32, Sched. A, s. 86 (1, 2).
- (2) REPEALED: 2006, c. 32, Sched. A, s. 86 (3).

Section Amendments with date in force (d/m/y)

#### Municipal service boards

195 A public utility commission established or deemed to have been established under the *Public Utilities Act*, a parking authority established under paragraph 57 of section 207 of the old Act and a board of park management established under the *Public Parks Act*, which exist on December 31, 2002, are deemed to be municipal service boards established under this Act and continue with the same name, composition and service area and have the same powers and the same control and management of the same services as they had on that day. 2006, c. 32, Sched. A, s. 87.

Section Amendments with date in force (d/m/y)

#### Power to establish municipal service boards

**196** (1) Without limiting sections 9, 10 and 11, those sections authorize a municipality to establish a municipal service board and to provide for the following matters:

- 1. The name, composition, quorum and budgetary process of the board.
- 2. The eligibility of persons to hold office as board members.
- 3. The manner of selecting board members, the resignation of members, the determination of when a member's seat becomes vacant and the filling of vacancies.
- 4. The term of office and remuneration of board members.
- 5. The number of votes of the board members.
- 6. The requirement that the board follow rules, procedures and policies established by the municipality.

7. The relationship between the municipality and the board, including their financial and reporting relationship. 2006, c. 32, Sched. A, s. 87.

#### Restriction

(2) A municipal service board must be composed of at least two members. 2006, c. 32, Sched. A, s. 87.

#### Same, election of members

(3) A municipality cannot require any member of a municipal service board to be elected to that office under the *Municipal Elections Act*, 1996. 2006, c. 32, Sched. A, s. 87.

#### Same, term of office

(4) The term of office of a member of a municipal service board cannot exceed four years but members may be eligible for appointment for more than one term, 2006, c. 32, Sched. A, s. 87.

#### Same

(5) Despite subsection (4), the term of office of a member continues until his or her successor becomes a member of the board. 2006, c. 32, Sched. A, s. 87.

#### Same

(6) Except as otherwise provided by subsections (2) to (4), the following provisions apply with necessary modifications to a municipal service board and its members as if they were council and members of council: section 242, clauses 259 (1) (c) to (h) and sections 260, 264 and 265. 2006, c. 32, Sched. A, s. 87.

#### Section Amendments with date in force (d/m/y)

#### Status of municipal service boards

**197** (1) A municipal service board is a body corporate unless the municipality provides otherwise when establishing the board. 2006, c. 32, Sched. A, s. 87.

#### Agency

(2) A municipal service board is an agent of the municipality. 2006, c. 32, Sched. A, s. 87.

#### Local board

(3) A municipal service board is a local board of the municipality for all purposes. 2006, c. 32, Sched. A, s. 87.

#### Non-application of Corporations Act, etc.

(4) The Corporations Act and the Corporations Information Act do not apply to a municipal service board that is a body corporate. 2006, c. 32, Sched. A, s. 87.

Note: On the day subsection 4 (1) of the Not-for-Profit Corporations Act, 2010 comes into force, subsection 197 (4) of the Act is repealed and the following substituted: (See: 2017, c. 20, Sched. 8, s. 99 (2))

Non-application of Acts

(4) The *Not-for-Profit Corporations Act, 2010* and the *Corporations Information Act* do not apply to a municipal service board that is a body corporate. 2017, c. 20, Sched. 8, s. 99 (2).

Section Amendments with date in force (d/m/y)

#### Functions of municipal service boards

**198** (1) A municipality may give a municipal service board the control and management of such services and activities of the municipality as the municipality considers appropriate and shall do so by delegating the powers and duties of the municipality to the board in accordance with this Act. 2006, c. 32, Sched. A, s. 87.

#### Powers and duties

- (2) The following provisions apply with necessary modifications to a municipal service board, except as otherwise provided by by-law:
  - 1. Section 9.
  - 2. Part XIV (Enforcement), except sections 433, 434, 442 and 447.1.
  - 3. Part XV (Municipal Liability). 2006, c. 32, Sched. A, s. 87.

#### Restriction

(3) A power provided to a municipal service board under subsection (2) is subject to any limits on and duties related to the power and to any procedural requirements, including conditions, approvals and appeals which apply to the power. 2006, c. 32, Sched. A, s. 87.

Section Amendments with date in force (d/m/y)

199-201 REPEALED: 2006, c. 32, Sched. A, s. 87.

#### Section Amendments with date in force (d/m/y)

#### Joint municipal service boards

202 (1) Two or more municipalities may enter into agreements to establish a joint municipal service board and to provide for those matters which, in the opinion of the participating municipalities, are necessary or desirable to facilitate the establishment and operation of the joint municipal service board. 2001, c. 25, s. 202 (1).

#### Same

(2) Different participating municipalities may give control and management of different municipal services to the same joint municipal service board and may give control and management of different aspects of the same municipal service to the same joint municipal service board. 2001, c. 25, s. 202 (2).

#### Powers, etc.

(3) Subject to subsections (4) and (5), the provisions of this Act that apply to municipal service boards also apply with necessary modifications to joint municipal service boards. 2001, c. 25, s. 202 (3).

#### Consent required

(4) Except where otherwise specifically provided in any Act, an action of a municipality related to an existing or proposed joint municipal service board is of no effect unless the municipality obtains the consent of all the other participating municipalities of which the board is a local board or will be a local board as a result of the action. 2001, c. 25, s. 202 (4).

#### **Exception**

(5) Despite subsection (4), an agreement under subsection (1) may provide for circumstances where the consent of the other participating municipalities is not required under subsection (4) or where only the consent of the municipalities specified in the agreement is required under subsection (4). 2001, c. 25, s. 202 (5).



(1)







Home (/) » Apply for a Grant (/apply-grant) » Eligibility

## **ELIGIBILITY**

The Ontario Trillium Foundation funds some 700 unique projects a year. Our investments make a difference in communities across Ontario and we are pleased to work with your organization to ensure you understand what and how we fund. We encourage organizations to review the following eligibility requirements and FAQs (/node/3748), as well as the Eligibility Policy (/eligibility-policy).

#### Who we fund

#### OTF considers any one of the following organizations eligible for funding:

- A charitable organization or foundation registered as a charity with the Canada Revenue Agency
- An organization incorporated as a not-for-profit corporation without share capital in a Canadian jurisdiction
- A First Nation or a First Nation library
- A Metis, Inuit or other Indigenous community
- A municipality with a population of 20,000 or less, or their cultural and recreational agencies, including libraries and museums. Eligible municipalities must apply on behalf of their cultural or recreational agencies.
  - o Eligible municipalities or their cultural or recreational agencies, County Library Boards and Local Services Boards may only apply under the Inspired or Active People Action Areas.

- County Library Boards and Local Services Boards are eligible and are asked to register as a municipality serving populations of 20,000 or less during the Organization Registration process.
- A collaboration of two or more organizations, where the lead organization is an eligible organization

### In addition, an applying organization will:

- Provide services in Ontario
- · Comply with all applicable legislation
- Show evidence of its ability to generate additional resources from the community and other sectors

#### The following entities are not eligible for funding:

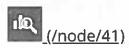
- Individuals
- For-profit organizations
- Organizations whose purpose is related to political activity as defined by the Canada Revenue Agency
- Private Foundations\*
- Organizations that discriminate, or that seek to limit the legal rights and activities of people,
   as per OTF's Anti-Discrimination Policy
- · Agencies of provincial or federal governments\*
- Municipalities with populations over 20,000, and their agencies\*
- Universities, colleges, schools and hospitals, and their agencies\*
- Municipalities or their cultural or recreational agencies, County Library Boards and Local Services Boards that apply for the Prosperous People, Promising Young People, Green People, or Connected People Action Areas.

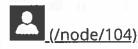
\*unless they are part of a collaboration of two or more organizations, where the lead organization is an eligible organization



(1)







Home (/) » Apply for a Grant (/apply-grant) » Eligibility

## **ELIGIBILITY**

The Ontario Trillium Foundation funds some 700 unique projects a year. Our investments make a difference in communities across Ontario and we are pleased to work with your organization to ensure you understand what and how we fund. We encourage organizations to review the following eligibility requirements and <u>FAQs (/node/3748)</u>, as well as the <u>Eligibility Policy (/eligibility-policy)</u>.

Who we fund

#### What we fund

OTF's Investment Strategy focuses on building healthy and vibrant communities throughout Ontario. Backed by leading research, we have identified six Action Areas to help us achieve greater impact through our investments.

#### **Our Action Areas are:**

- Active People (/node/3404): fostering more active lifestyles
- Connected People (/node/3405): building inclusive and engaged communities together
- Green People (/node/3407): encouraging people to support a healthy and sustainable environment
- Inspired People (/node/3408): enriching people's lives through arts, culture and heritage

- Promising Young People (/node/3409): supporting the positive development of children and youth
- Prosperous People (/node/3410): enhancing people's economic wellbeing

Along with our Action Areas, we have four <u>Investment Streams (/node/142)</u> which are designed to meet the size and need of your project. These four streams make our investments more focused so they can generate the greatest impact.

#### The following initiatives are not eligible for funding:

- 1. Financing of deficits
- 2. Purchase of alcohol or cannabis
- 3. Political and/or advocacy activities, such as furthering the aims of a political party; promoting a political doctrine; or persuading the public to adopt a particular political view
- 4. Religious activities, including capital renovations or repairs for facilities used for the specific purpose of religious observance
- 5. Contributions to annual fund drives or capital campaigns
- 6. Dollar-for-dollar replacement of government funding
- 7. Programs or services outside Ontario
- 8. Activities completed or costs incurred before the approval of the request to OTF
- 9. Flow-through funding (i.e., funds that will be reallocated to a third party organization)
- 10. Discriminatory Activities, as defined by the OTF Anti-Discrimination Policy and the Ontario Human Rights Code
- 11. Core funding or operating grants for current operations

Self-Assessment Tool

#### CORPORATION OF THE TOWNSHIP OF MELANCTHON

#### HORNING'S MILLS COMMUNITY HALL

BY-LAW NO. -2021

Being a Bylaw to establish a Municipal Service Board to operate a Community Hall, known as the Horning's Mill's Community Hall and to repeal By-law No. 16-2013

WHEREAS Section 196 of the *Municipal Act*, 2001, authorizes a municipality to establish a Municipal Service Board;

AND WHEREAS Section 198 of the *Municipal Act, 2001*, provides that a municipality may give a Municipal Service Board the control and management of such services and activities of the municipality consider as appropriate and shall do so by delegating the powers and duties of the municipality to the Board.

NOW THEREFORE The Council of the Corporation of the Township of Melancthon enacts as follows:

#### **Board Appointment**

- 1. The Members of the Board shall be appointed by the Council of the Corporation of the Township of Melancthon on an annual basis in accordance with Section 196(1) of the Act.
- 2. The Board shall be composed of a total of seven (7) members:
  - Two (2) members shall be an elected member of Council
  - One (1) member shall be from the Horning's Mills Women's Institute
  - Four (4) members shall be appointed by the Council of the Corporation of the Township of Melancthon

#### Administration

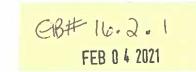
- 3. The said Board shall meet on a regular basis.
- 4. The said Board shall elect a Chairperson and Vice-Chairperson annually from among its members and such other officers as may be required.
- 5. The said Board shall submit to Council, an annual report of its activities and such other reports as may be required from time to time.

#### **Staff**

6. The Board may recommend to Council, the appointment of recreation works and shall be responsible for assigning the duties and responsibilities of such employees.

### Programs and Facilities & Functions (in accordance with Section 198(1) of the Act)

- 7. The Board shall conduct or encourage and assist with programs of recreation which will meet the needs and interest of the residents of the Township of Melancthon in the Horning's Mills area.
- 8. The Board is responsible to operate, maintain and manage on behalf of the said Corporation, the Horning's Mills Community Hall in the Township of Melancthon, County of Dufferin pursuant to the Municipal Act, 2001, S.O. 2001, c.25 or the regulations made thereunder.
- 9. The said Board shall assist in the co-ordination of community recreation services.



#### Finance

- 10. Annually, by January 1<sup>st</sup>, the Board shall submit and interpret to Council, a budget for its approval and shall make to Council, a full and complete financial report of its previous year's operation.
- 11. The Board shall not have its own bank account. All deposits and payments will be made through the Treasurer as regulated by the Municipal Act.
- 12. The Board may solicit or receive on behalf of the Municipality any gifts or bequests of money or services or any donations to be applied, principal or income, for either the temporary or permanent use for facilities, equipment, program or other recreational purposes.
- 13. The said Board may incur expenditures, to the extent provided in the annual approved budget or as approved by Council.
- 14. The said Board may prescribe fees for participation in or admittance to any part of the community programme of recreation conducted in the Horning's Mills Community Hall.

#### Closure

- 15. This By-law goes into effect forthwith on the passing hereof and other By-laws conflicting with this By-law are hereby repealed and rescinded.
- 16. In carrying out the provisions of this By-law, the said Board shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-law, neither the Board nor any member thereof shall incur any liability by reason of anything done or left undone by the Board; provided however that nothing in this paragraph contained shall authorize or empower the Board to incur any debt, liability or obligation of which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Corporation of the Township of Melancthon.
- By-law read a first and second time this 4<sup>th</sup> day of February, 2021

  By-law read a third time and passed this 4<sup>th</sup> day of February, 2021

MAYOR	CLERK



#### TOWNSHIP OF MELANCTHON

#### **DELEGATION REQUEST FORM**

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

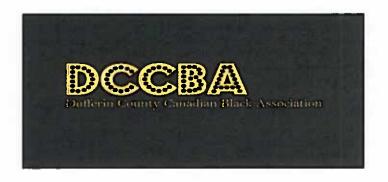
REQUEST DATE: Telograpy 18, 2=21
NAME: Ale Mara DHORO SKATTSPHONE:
ADDRESS:
EMAIL ADDRESS: alethia, Stephenson Octoralicom
SIGNATURE:
Purpose of Delegation Request (state position taken on issue, if applicable).
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Council
3) Roquest council's support

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

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

TOWNSHIP OF MELANCTHON
157101 HIGHWAY 10
MELANCTHON, ONTARIO
L9V 2E6
519-925-5525 Fax = 589-925-1110 Email infinite melancthontownship ca

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# DUFFERIN COUNTY CANADIAN BLACK ASSOCIATION (DCCBA)

Delegation to
Township of Melancthon Council



## **Current Stats**

1,595

Total number of Blacks in Dufferin County (Largest visible minority group) 60,845

Total population of Dufferin County 3%

Black Canadians Roughly 3% of the total population of Dufferin County

### **ABOUT DCCBA**

The Dufferin County Canadian Black Association was founded on June 3, 2020

The impetus for the creation of the Association followed many discussions with community members and stakeholders about the growing Black population in Dufferin County (Blacks including those of African decedent and individuals from the Caribbean and Latin diaspora) and the need to provide a voice, advocacy, a safe space along with educational programs, support services, community outreach and scholarship opportunities benefiting families and businesses within Dufferin County.

The Dufferin County Canadian Black Association (DCCBA) is committed to being a true community partner working with other established agencies to bring value to the Dufferin County community.

Our Association is inclusive and welcoming to all who wish to volunteer, provide feedback, attend events and sign up for future programs.

We are a registered Non-Profit Organization

## **DUFFERIN COUNTY CANADIAN BLACK ASSOCIATION**



**Mission:** To provide leadership for the continued development and enhancement of the Black community through civic engagement, education, programs and services and advocate for equity and wellbeing for the Black community in Dufferin County. To be a central hub for resources, tools and programs that are unique to the needs of the Black Community in Dufferin County



**Vision:** To develop and foster a socially and economically equitable group that will continue to contribute to the growth and development in Dufferin County and Canada. To have a strong focus on youth Achievement and Excellence. To partner with government officials (all levels), local businesses & corporations to bring awareness and partnering on issues that impacts the community.



Values: Advocacy Excellence Education Integrity

# THE BOARD







Phil Dewar



Alethia O'Hara-Stephenson, MBA, CIP



Althea Casamento



## **PARTNERS AND SPONSORS**

















## **PROGRAMS AND EVENTS**



# Ask The Expert Series kicks off January 5th 2021

•	Personal Branding	January 5th,
•	Politics & Voter Engagement	February 2 <sup>nd</sup>
•	Real Estate Investing	March 2nd

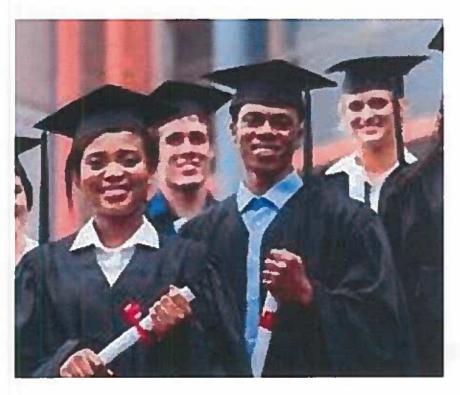
#### **Black History Month Events**

•	MOD Flag Raising Ceremony	February 1st
•	Panel Discussion	February 20

#### **Other Planned Events**

•	Tutoring	2021
•	Financial Literacy	2021
•	Coding	2021

## **SCHOLARSHIPS**

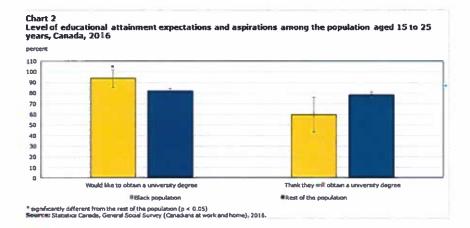


- One of the Barriers to post secondary education is funding.
- DCCBA has partnered with a number of organizations in Dufferin County and Beyond to set up a number of scholarships for our students entering or enrolled in post secondary

#### Partners includes:

- Dufferin County Bill Hill Scholarship
- Flato Development Inc
- · Cariati Law
- DCCBA Flagship award- Black Excellence
- Fieldgate Homes
- · Town of Shelburne

# **Black Youth & Post Secondary Stats**



- Most Black youth would like to obtain a university degree, but proportionally, they are less likely to think that they will obtain one
- In 2016, although 94% of Black youth aged 15 to 25 said that they would like to get a bachelor's degree or higher, 60% thought that they could.

# HOW WILL THE TOWNSHIP OF AMARANTH BENEFIT FROM ACTIVITIES



All Students (youth) will be able to participate in events and programs



Events are inclusive in nature and will be designed to bring our community together through education, and civic engagement



All community members can register for our programs and participate in events including cultural events and programming.



Local businesses will be able to promote and showcase their businesses on our website



Community members will be able to access community specific information in a central spot including job and volunteer opportunities.



Critical news that needs to be disseminated will also be made available and accessible

## **IN 2020 WE HEARD....**

# From the various forums (Task Force, Town Halls, Zoom meetings, Marches) we heard:

- ✓ Community Members need a safe space to learn, share and gather relevant and important community information
- ✓ Access to available Job & Volunteer Opportunities
- ✓ Safe space to create a sense of community and belonging –
  a space that is culturally relevant

## PARTNERSHIP WITH DCCBA PROVIDES

Partnership to organize Job workshops in Dufferin County – currently in discussion with Georgian

**Access** to programs and events organized by DCCBA i.e.: Ask the Experts -Financial literacy- community members, staff and council members can participate in these events

**Volunteer Opportunities**: Students/Community members can have the opportunity to volunteer for various initiatives

**Community Outreach**: DCCBA Outreach Team could provide workshops, speaking engagements on Anti-Racism, Black History Month - to bring the message of Diversity & Inclusion to your organization

**Scholarship opportunities:** Students in Dufferin County will be able to avail themselves to the many scholarship opportunities available through DCCBA

Job opportunities: Students/Community members will be able to access a variety of jobs available in our community

**Cultural Programming/education:** Opportunity to participate in the various cultural awareness and education programs organized by or in partnership with the association i.e. Black History Month

## PARTNERSHIP BENEFITS

- ✓ Allows you to meet your D&I goals by ensuring that all community members have an equal opportunity to access information
- ✓ Opportunity to share your news on our community spotlight page
- ✓ Direct link to your website
- ✓ Listing on our Business Directory page
- ✓ Investment in our community and in the next generation

## **OURASK?**

- 1. For only \$240/annually, Register as a partner on our business Registration page to show your support and take advantage of the opportunity to share important information with the community
- 2. List DCCBA as a resource on the Township of Melancthon Community Services page

# **QUESTIONS?**



# **THANKYOU!**

Alethia O'Hara-Stephenson CIP,BA, MBA



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November 27, 2020

All Dufferin County municipalities

#### RE: Concern about MZO applications across Ontario

Like you, we want to ensure that Ontario is home to a prosperous economy, with jobs close to home and housing that is attainable for all. At the root of that goal is an understanding that we cannot achieve our ambitions without a healthy environment, nor without full participation by and consultation with community members. As outlined in a government briefing document about the Planning Act, the purpose of the act is "to promote sustainable economic development in a healthy natural environment within a provincial policy framework, provide for planning processes that are fair by making them open, accessible, timely and efficient, and to encourage co-operation and coordination among various interests."

However, changes to the Planning Act, brought about through Bill 197, have turned a once rarely used tool, a Minister's Zoning Order (MZO), into a supposed fix-all that expedites development applications and changes to zoning. The concern we have is the use of such a tool in places like Dufferin County where there are robust local planning controls and bylaws and where the application of it reduces or eliminates the open and accessible goals of the planning process outlined above.

Some key impacts as a result of an MZO

#### Minister Zoning Orders Reduce Municipal Influence and Control

MZOs essentially take a short cut by imposing zoning controls that override any municipal policy that could conflict with the new zoning. This means that bylaws that were put in place to protect local economies, water resources or sustainable planning can now be overridden. This is not a nuanced tool where you can keep some things in force while others will be ignored.

Once a MZO is issued, the municipality is relegated to site specific approvals to implement the MZO, leaving municipal councils without much recourse or ways to adjust course. If a large public concern comes forward, councils cannot revoke the MZO once it has been issued. There is no opportunity to request further studies or to reject the work underway beyond site plan control and permitting. So when councils use or support an MZO, they need to be aware that, come what may, they are forfeiting a lot of control which is normally there to address public concerns.

#### Minister Zoning Orders Eliminate Genuine Public Consultation

Public consultation is a statutory requirement under the Planning Act when engaging in certain activities such as official plans and official plan amendments. It is expected that the public

DEL#2 NFO# 9 FEB 1 8 2021 DEC 1 0 2020 consultation process allows residents to share their concerns and vision for the project or ask questions of technical experts. However, once a MZO is issued, the components that are generally a public concern (water, land use, environmental concerns, traffic, archeological concerns, impacts on neighbouring properties or businesses), and are guided by a statutory consultation process, are considered settled. A municipality may choose to still engage the public, but the impacts of that consultation are quite limited and mostly irrelevant under a MZO.

#### Minister Zoning Orders Do Not Consider Impacts to Local Economies

As previously mentioned, MZOs do not require fulsome study or technical reports for approval. That level of detail is at the behest of the municipality. It seems to make little sense to ensure full protocol is followed under a MZO when the tool is there simply to bypass and overrun the standard planning process. As a result, MZOs can be issued without any clear understanding of the impact that they have on existing economies.

Of note, the Ontario Federation of Agriculture (OFA) has been outspoken about the use of MZOs and how they impact agriculture. "...OFA expresses its deep-seated concerns with the recent proliferation of Municipal Zoning Orders (MZOs) issued for municipalities with robust planning systems, Official Plans and Zoning By-laws. We are seeing MZOs issued for municipalities with robust planning systems at a frequency never-before seen. This frequent use undermines Ontario's long-established system of land use planning under the Planning Act, Provincial Policy Statement (PPS) and municipal Official Plans and Zoning By-laws." We have included the full letter at the end of this document for you to understand their full position.

OFA is not the only farming body that opposes the use of MZOs. Ontario Farmland Trust and the Christian Farmers' Federation of Ontario (CFFO) have also made public statements and written letters to the province outlining their concern about MZOs and their impact on agriculture for good reasons. Since agriculture is a key component of our rural economies and the provision of our food, it should make councils pause to know voices concerned about food security and our agricultural community have expressed such opposition to MZOs.

#### Minister's Zoning Orders Do Not Include Thorough Study of Environmental Impacts

It is our understanding that a MZO is determined to be in conformity with the host municipality's Official Plan since there is no appeal process to deem it in conformity outside of minor variances. Without the necessary study to determine and ensure conformity with local, regional and provincial policies, what levers will the municipality have to ensure conformity? How will a municipality protect biodiversity with a MZO? How will a municipality enact provincial legislation on a site when those policies have virtually been ruled moot? How will a municipality assuage concern about water quantity and quality when it doesn't have a proper assessment of site specific impacts to contemplate? How does a municipality reconcile climate action when it removes arable lands, forests and wetlands - key elements to help prevent flooding and mitigate the impacts of climate change? What sort of liability will the municipality face when it does not have the necessary studies to ensure that its decision making is consistent with protecting public health and our shared environment?

Recent examples of MZOs issued in the province demonstrate that even Provincially Significant Wetlands (PSW) - one of the last ecological features that were strongly protected from site alteration, are now viable locations for warehouses and housing. Through MZOs, we have lost at least 6 PSWs within the last year. Most of Ontario's ecological features are much less protected in policy than PSWs. So if we know that MZOs can override these provincial treasures, what

hope is there to protect our forests, unevaluated wetlands, river valleys or other sensitive habitats?

A MZO sends a very clear message to the public - private interests override the public interest. Without the due process to demonstrate that proper studies have assured it is a net benefit to the community and without ensuring that local concerns are heard in a meaningful way, it's easy to come to that conclusion. Moreover, knowing the high level of public concern about climate change and environmental protection, choosing sprawl and infrastructure over nature may well backfire on councils who are under the assumption that housing is their constituents' main concern.

<u>Minister Zoning Orders Remove the Certainty from Phased Development and Planned</u> Infrastructure Investments

Although the province had once said that the MZO was only eligible for "shovel-ready" projects, the reality is that many of the MZOs considered or requested are far from "shovel-ready". In some cases, new applications without proper technical study are jumping the queue in the approval process. This disrupts the certainty that landowners, who have been following the process, were promised. The message that gets sent is that there is no advantage to following the process. How does a municipality assuage landowner concerns about timelines for planned infrastructure investments if now they're competing against new developments that have hopped over them in the approval process?

We are asking your municipality to not request or approve any MZO that comes before your council. The cost to local democracy, regional planning, environmental protection and smart growth is too great. MZOs breed chaos, not prudent planning.

We are also asking that your Council pass the following resolution:

THAT (name of your municipality) supports the Province developing criteria that a municipality must meet prior to requesting an MZO:

AND FURTHER THAT part of the qualifying criteria must include public consultation; AND FURTHER THAT the a copy of this resolution be forwarded to the Premier of Ontario, Minister of Municipal Affairs and Housing, Sylvia Jones MPP

Submitted on behalf of the Board by Karren Wallace, Chair North Dufferin Agricultural and Community Taskforce (NDACT)

Box 875 Shelburne, ON L9V 3M1 info@ndact.com

CC:Premier Doug Ford doug.fordco@pc.ola.org
Minister Steve Clark minister.mah@ontario.ca
Sylvia Jones, MPP sylvia.jones@pc.ola.org
Association of Municipalities of Ontario
Simcoe Greenbelt Coalition
AWARE Simcoe
Environmental Defence

#### BACKGROUND - NDACT

North Dufferin Agricultural and Community Taskforce (NDACT) is a grassroots group formed in 2009 by local farmers and residents to defend Melancthon's prime farmland at the headwaters of 5 rivers from a proposed mega-quarry. An outline of the proposal is attached as Schedule A. After a successful campaign, NDACT continues to fight for farmland and source water by developing awareness, encouraging people power, and by promoting better legislation. Food & Water First is a campaign of NDACT.

#### FACTS:

"Only about 10,800 hectares of the 56,200 hectares available was developed between 2006 and 2016-leaving 80% of land still available." (source: Neptis Foundation)

"Ontario is home to almost 46,900 farms that grow more than 200 agricultural commodities. Ontario's family farm and food processing businesses contributed \$47.5 billion each year to the province's economy supports 837,000 jobs. Agriculture and agri-food processors are the number one economic contributor to Ontario's overall economy. (Source: October 7, 2019 Province of Ontario news release)

"...prime agricultural lands, Classes 1, 2, and 3 and specialty croplands, are a very limited resource in Canada. Only 5% of the Canadian land mass is made up of prime land. Only 0.5% of it is Class 1. 50% of that land is in Southern Ontario and 20% of that is Class 1-the best of the best and extremely rare. (Source: <a href="http://www.neptis.org/publications/agriculture-central-zone/chapters/where-are-significant-agricultural-lands-located">http://www.neptis.org/publications/agriculture-central-zone/chapters/where-are-significant-agricultural-lands-located</a>)