



**TOWNSHIP OF MELANCTHON
HYBRID COUNCIL MEETING
THURSDAY, JANUARY 11TH, 2024 - 9:00 A.M.**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/87502444510?pwd=YS9EK1pPZTlrSFcrT0hWYmRZT2hlZz09>

Meeting ID: 875 0244 4510

Passcode: 897998

One tap mobile

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+16473744685,,87502444510#,,,,*897998# Canada

Dial by your location

- +1 587 328 1099 Canada
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- +1 438 809 7799 Canada

Meeting ID: 875 0244 4510

Passcode: 897998

AGENDA

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

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

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

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

- 3. Announcements**

- 4. Additions/Deletions/Approval of Agenda**
- 5. Declaration of Pecuniary Interest and the General Nature Thereof**
- 6. Approval of Draft Minutes** – December 14th, 2023
- 7. Business Arising from Minutes**
- 8. Point of Privilege or Personal Privilege**
- 9. Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
- 10. Public Works**
 1. Accounts
 2. Other
- 11. Planning**
 1. Other
- 12. Strategic Plan**
- 13. Climate Change Initiatives**
- 14. Police Services Board**
- 15. Committee/Board Reports & Recommendations**
 1. Recommendations, if any, from the Township of Melancthon Heritage Advisory Committee meeting – January 9, 2024
- 16. Correspondence**

Board, Committee & Working Group Minutes

1. Shelburne Public Library Board – October 17, 2023

Items for Information Purposes

1. Shelburne and District Fire Department 2022 Annual Report
2. 2024 Grand River Conservation Authority Municipal Appointment and Budget Vote Meetings
3. Notification of Changes to the Niagara Escarpment Planning and Development Act
4. Shelburne and District Fire Department Resolution to Amend the 2024 Capital Budget
5. 2024 Ontario Community Infrastructure Fund Allocation Notice
6. Township of Clearview Official Plan Review Notice of Public Meeting
7. Niagara Escarpment Commission Request for Comments – Horning's Mills Fibre Optics
8. Township of Amaranth – Resolution to Terminate the Building Services Agreement with the County of Dufferin
9. The Municipality of Grey Highlands resolution regarding the Ontario Energy Board's Leave to Construct Process
10. County of Simcoe – Notice of Study Completion Transportation Master Plan Update December 6, 2023
11. Township of Clearview Resolution and Report regarding Cemetery Transfer/Abandonment Administration and Management Support
12. Nottawasaga Valley Conservation Authority Board Meeting Highlights
13. Grand River Conservation Authority Summary of General Membership Meeting – December 15, 2023
14. 2023 EMCPA Compliance Report

15. Ministry of Agriculture, Food and Rural Affairs Commitment to Support Economic Growth in Rural Communities and ensuring Ontario is open for Business
16. Ministry of the Environment, Conservation and Parks Update on Amendments to the Public Work Class EA
17. Ministry of the Environment, Conservation and Parks Update on Amendments to the MTO Class EA
18. Town of Mono Resolution regarding the Creation of Recycling Centres
19. Town of Mono Resolution asking the province to Consider Amendments to the Residential Tenancies Act, 2006
20. County of Dufferin Resolution in support of the Town of Mono's Resolution to Oppose Strong Mayor Powers
21. Shelburne Public Library Board 2024 Budget
22. Town of Grand Valley Notice of Special Public Meeting Official Plan Review
23. RLB Chartered Professional Accountants regarding 2023 Audit Plan
24. Town of Mono Resolution to Oppose Strong Mayor Powers

17. General Business

1. Accounts
2. Notice of Intent to Pass By-law
 1. By-law to Authorize the Borrowing of \$3,331,961.01 (Borrowing By-law)
 2. By-law to Provide for the Levy and Collection of Rates or Levies Required for the Township of Melancthon for the Interim Levy for the Year 2024
 3. By-law to Procure Goods and Services (Procurement By-law)
 4. By-law to Govern the Proceedings of the Council of the Corporation of the Township of Melancthon (Procedural By-law)
3. New/Other Business/Additions
 1. 2024 Draft Spring/Summer Newsletter
 2. Mayor Darren White – Notice of Motion regarding the Upgrading of Radio System for Dufferin County Fire Departments
 3. Upper Grand District School Board (Deputy Mayor McLean)
4. Unfinished Business
 1. 2024 Draft Capital and Operating Budgets

18. Delegations

1. 10:00 a.m. – Nancy Neale, Watson and Associates – Development Charges Background Study & By-law Proposal – Presentation, Question and Answer
2. 11:30 a.m. – Chris Johnston, By-law Enforcement Officer – Update on By-law Complaints (to be held in Closed Session)

19. Closed Session

1. Items for Discussion:
 - 1.1 239(2)(b) – Personal matters about identifiable individuals, including municipal or local board employees 2023 Market Compensation Review – Report from Sarah Culshaw, Treasurer
 - 1.2 239(2)(b) – Personal matters about identifiable individuals, including municipal or local board employees By-law Enforcement Matters – Further Update (see above Delegations)
 - 1.3. 239© - a proposed or pending acquisition or disposition of land by the municipality or local board - Possible Land Acquisition and Disposition in Riverview - Discussion
2. Approval of Draft Minutes – December 14, 2023 (Two sets)
3. Business Arising from Minutes
4. Rise With or Without Report from Closed Session

20. Third Reading of By-laws

21. Notice of Motion

22. Confirmation By-law

23. Adjournment and Date of Next Meeting – Thursday, February 1st, 2024 at 5:00 p.m.

***Reminder – Strategic Plan Workshop – Thursday, February 1, 2024 – 12:30 – 4:30 p.m.**

*Minutes for Shelburne Public Library Board Meeting
Tuesday, October 17, 2023*

Present: Geoff Dunlop Lindsay Wegener Mikal Archer
 Trish Field James Hodder Patricia Clark
 Sharon Martin Ruth Plowright

Also Present: Rose Dotten, CEO/Head Librarian

The Chair, Geoff Dunlop, called the meeting to order at 7:00 pm, October 17, 2023.

Reading of Land Acknowledgement:

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

Motion 31-23 P. Clark, James Hodder

Be it resolved that we approve the Agenda, as amended, of the October 17, 2023, meeting.

Carried

Motion 32-23 R. Plowright. S. Martin

Be it resolved that we approve the minutes of the board meeting dated June 20, 2023.

Carried

Motion 33-23 L. Wegener, S. Martin

Be it resolved that we approve the Accounts Payable Register for June, 2023, with invoices and payments in the amount of \$35,863.71;

Be it resolved that we approve the Accounts Payable Register for July, 2023, with invoices and payments in the amount of \$45,735.55;

Be it resolved that we approve the Accounts Payable Register for August, 2023, with invoices and payments in the amount of \$26,300.33;

Be it resolved that we approve the Accounts Payable Register for September, 2023, with invoices and payments in the amount of \$33,156.39.

Carried

CEO/ Head Librarian’s Report:

- **Statistics—Including Social Media and e-resources**

Attached is a summary of the Monthly Statistics for June, July, August and September, 2023.

- **Programming- Final report at end of Summer**

- **Children's Programming**

- Rose presented a Summary of the TD Summer Reading Club Final Statistics and programs which is attached

- **Adult Programming** : report for Summer programs is attached

- **Upcoming events are:**

- **Archivist on the Road—Laura Camilleri**, will be at the library on the 2nd and 4th Tuesday of the Month commencing May 9, 2023

- **Rose's Book Club**—the 4th Tuesday of each month—June 27/23, July 25/23 August 22/23, September 19/23, and October 24/23

- **Tech Help**—was available for the summer months as one of our Summer Students was offering appointments for Tech Help from Tuesday through Fridays every week until the end of August

- **Book Sale** – was held June 24 to June 30/23

- **New Events included:**

- Membership Drive—Towne Fitness had a display to encourage use of Library resources for Health and Wellness

- Multicultural Day @MOD was held Sat, June 24/23

- Ancestry Genealogy/Home Children – Laura Camilleri from MOD presented two programs here at the Library

- August 24th, Ancestry workshop

- September 16th, Home Children of Dufferin

- Wildlife Talk & Safari Tour with Jason George – August 27th – Wildlife Photography

- Library Card Sign-up & Renewal Month—September, 2023

- International Plowing Match (IPM)—September 19-23/23. Jade attended on the Thursday of the week and dealt with over 1,300 children at the booth

- Ontario Public Library Week—October 16-20, 2023

- Coffee, Conversation & Books (CC&B) – October 18th, Patrick Clark, 7 pm at Jelly's Bakery

Business

- **Review/Marketing Analysis of SPL Payroll Grid**

- This is the first year, that the Library has not been included in the Town of Shelburne Payroll review which is conducted every 4 – 5 years. 2018 having been the most recent. This of course creates a situation where SPL staff is in limbo in terms of the relation to Town of Shelburne Municipal salaries which is one key factor in determining appropriate wages together with other libraries in the area. What it necessitates is for us to conduct our own salary review, hiring a Consultant such as Ward & Uptigrove, Listowel, at a cost of approximately \$7000.00. During the last review, CEO Rose Dotten was involved step by step going through the process with Carrie Sharpin from the firm and later they presented a joint report to the Library Board. However, this had always been part of the Town review and was included in the Town negotiated cost. The issue even for us doing the market review

independently will be as to how it aligns with town payroll grid. The Board unanimously directed the CEO to include this cost in the Draft Budget which will be presented at the November meeting. It was pointed out that CDRC engaged and paid for their own independent review as it had never been part of the Municipal Framework, unlike the Library.

- Working Budget Review: The CEO presented a working document so that the Board could engage in a thorough discussion of finances and changes due to items such as salary review, increasing Insurance costs etc., prior to being presented with a Draft budget in November.

Motion 34 -23 S. Martin, L. Wegener

That we now adjourn at 8:45 p.m., to meet again November 21, 2023, at 7 pm., or at call of the Chair.

Carried



Shelburne & District Fire Department

2022 ANNUAL REPORT

Fire Chief Ralph Snyder



SHELBURNE & DISTRICT FIRE DEPARTMENT 2022



		Years of service
<u>Fire Chief</u>	Ralph Snyder	21 (2 with SDFD)
<u>Deputy Chief</u>	Jeff Clayton	29 (6 with SDFD)
<u>Captains</u>	Mike Morrell	25
	Os Fleming	25
	Mark Elderfield	24
	Steve Monds	21
<u>Lieutenants</u>	Oluf Jensen	20
	Kevin Rideout	12
<u>Training Officer</u>	Jason Duck	10
<u>Firefighters</u>	Rob Sellar	21
	Jamie Dempster	20
	Duane Foulger	20
	Mike Glassford	17
	Tony Quesnelle	13
	Ian Wallace	12
	Aaron Ferguson	10
	Matt Giles	8
	Devon Suttell	8
	Randy Narine	7
	Symon Weatherall	7
	Eddie Lane	6
	Luke Downey	5
	Mark Cross	5
	Owen Bennington	5
	O'Brian Campbell	5
	Alex Foulger	2
	Julius Mensah	2
	Brandon Batchelor	2
	Chris Garrett	2
<u>Administrative</u>	Nicole Hill	8

SHELBURNE & DISTRICT FIRE DEPARTMENT



"SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE"

Chief's Message

It is my privilege to present the 2022 Annual report for the Shelburne and District Fire Department.

2022 was a rebound year after the challenges of the post Covid-19 Pandemic. The members of SDFD continue to deliver professional and excellent service to the communities, and we should be incredibly proud of their dedication to excellence, knowledge, skills, and teamwork to serve the 5 municipalities 24 hours a day, 365 days a year.

SDFD accomplished the following successes in 2022:

- *Responded to 333 calls for service.*
- *Achieved an average curb time of 5 minutes 55 seconds, from dispatch until the first apparatus out the door.*
- *Spent 399 actual hours responding to those incidents for a total of 3293 individual staff hours and 2146 individual responses by our members to answer calls for service.*
- *Attended 104 training sessions and meetings for a time commitment of approximately 2016 hours.*
- *Firefighters were able to complete 14 Public Education opportunities with different groups. This included participation in an escape plan contest for all 4 elementary schools in our coverage area, neighbourhood blitzes on smoke and CO alarms, as well as our annual open house in October. In total nearly 50 hours of Public Education were delivered to our customers.*
- *Placed a new Pump 27 into service.*

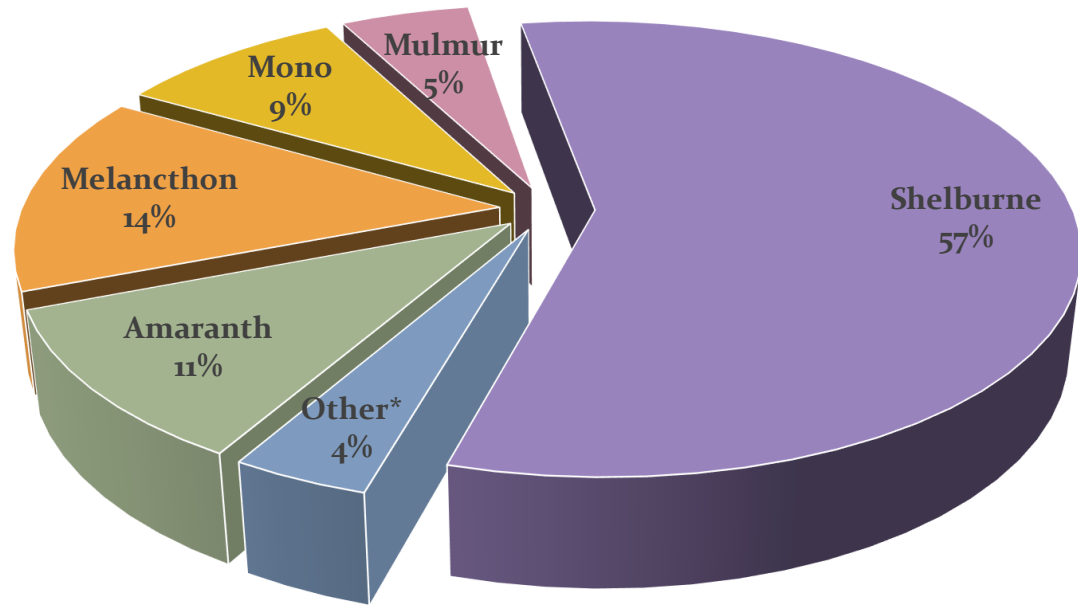
Our members continue to show strong commitment to the community, and I am proud to lead this dedicated team.

Respectfully and Professionally Submitted,

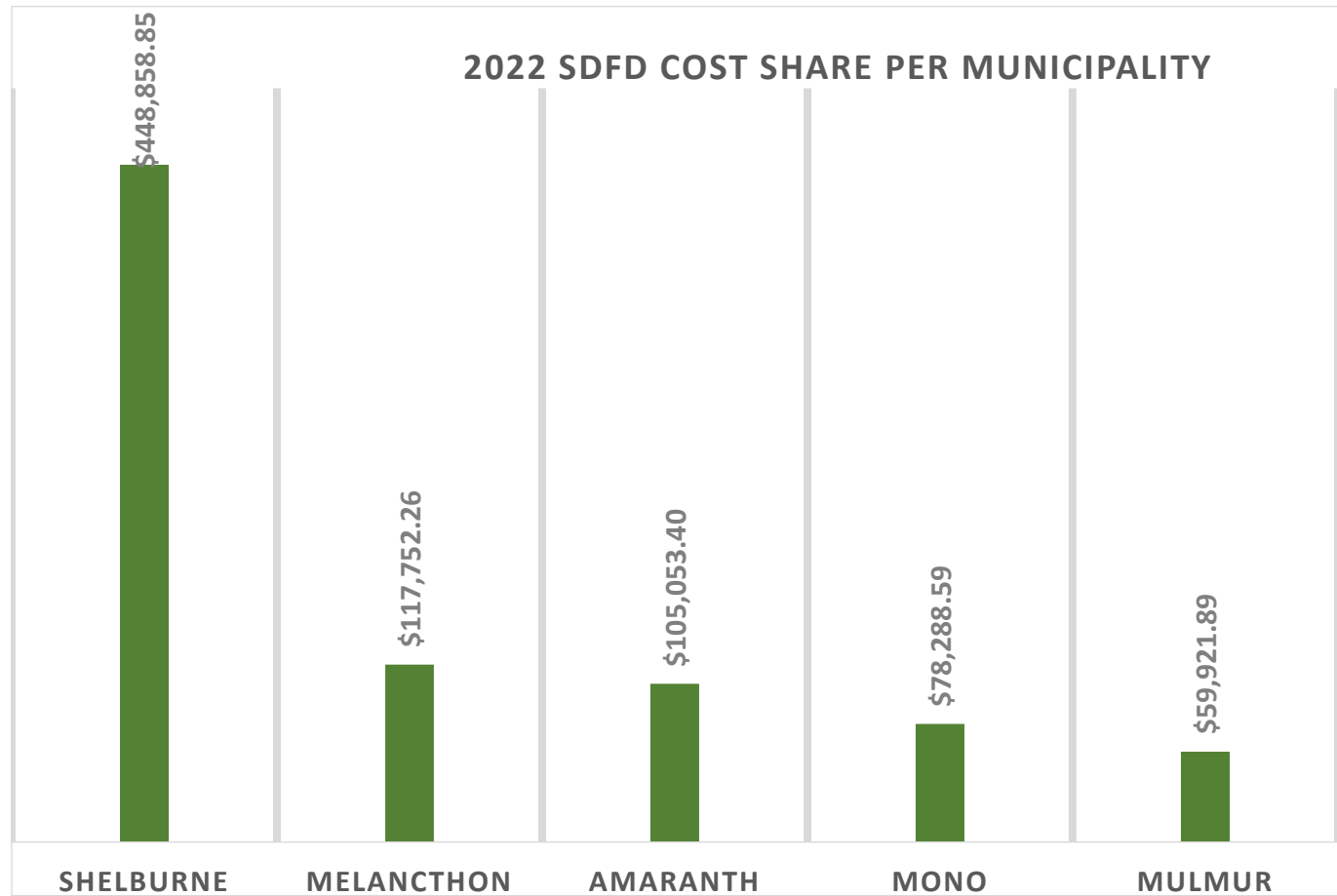
Chief Ralph Snyder

Municipality	# of Calls
Amaranth	36
Melancthon	47
Mono	30
Mulmur	17
Shelburne	190
Other*	13
	333
East Garafaxa, Orangeville,	

2022 Calls for Service by Municipality



Municipality	% Levy	\$ Levy
Shelburne	57.81%	\$ 448,858.85
Melancthon	15.33%	\$ 117,752.26
Amaranth	8.47%	\$ 105,053.40
Mono	10.66%	\$ 78,288.59
Mulmur	7.74%	\$ 59,921.89
Total Levy		\$ 809,975.00



SHELBURNE & DISTRICT FIRE DEPARTMENT



"SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE"

2022 Firefighter Training

Our dedicated Firefighters attended a total of 97 training sessions in 2022 for a total of 2095 total staff hours. Instructors committed 272 hours to delivery of training.

We also have monthly officer meetings at which we discuss training topics and lead instructors for each topic.

We generally divide into two training topics on a weekly basis and trainees switch topics each week. The training schedule is set at least 1 month in advance and a written lesson plan is prepared and approved by Chief Officers.

Outside of the scheduled internal training we had external training opportunities, but these were limited by availability. We are starting to see an improvement in the availability through the expansion of Regional Training Centers within a reasonable travel distance.

Each member of our dedicated rope rescue team committed over 40 additional hours to maintaining their competency with this technical skill.

The training library continues to be well utilized by the members. Materials including texts, videos, and workbooks were signed out regularly. We are progressing with a blended training program using Fire Learning Management System software, where firefighters can do theory training online, and complete practical skills at live training.

We have a good percentage of our firefighters certified to the NFPA Firefighter II standard or higher, with the remainder actively working to achieve certification.

Additionally, we have members NFPA certified as Fire Officer, Fire & Life Safety Educator, Fire Inspector, Fire Investigator, and Fire Instructor. We have had 3 members complete their NFPA Fire Officer level 1 training. All training records continue to be maintained electronically on our FirePro2 software.



Shelburne and District Fire Department

Fire Chief :Ralph Snyder
114 O'Flynn Street Shelburne ON
Shelburne ON L9V 2W9
PH : 519-925-5111

Page 1 of 1

Date
Nov 9 23

Inspections by Month From Jan 1 22 to Dec 31 22

JAN 2022	2
FEB 2022	8
MAR 2022	10
APR 2022	7
MAY 2022	11
JUN 2022	9
JUL 2022	5
AUG 2022	6
SEP 2022	2
OCT 2022	2
NOV 2022	7
DEC 2022	2
Total:	71

2022 Standard Incident Report Verification

It is important that OFM has ALL of the 2022 SIR reports for your department. Please review the following sections.

(Note: this report only shows data received prior to the date of this report, 03-May-2023)

1. **Last report received:** shows the date of the last report on file for **2022**. Please file late reports as soon as possible.
2. The **Emergency Call Summary** shows the total reports received by OFM as of the date of this report.
3. **Total Emergency Response into other Municipalities** shows total calls by the department into neighbouring municipalities.
4. The **Monthly Summary** section shows the total fire and non-fire reports received by month.
5. The **Exposure Fires** section shows fires where the department reported exposure fires and notes where reports are missing.
6. The **Injuries Reported/ Received** section shows the total injuries reported and the number of full Injury reports filed.
7. **NEW!** The **Fatalities Reported/ Received** section shows the total injuries reported and the number of full Injury reports filed.
8. The **NO LOSS OUTDOOR fire** section lists incidents that do not meet the criteria for this response type and must be revised.
9. The **Missing/Invalid PROPERTY** section lists fire calls with invalid and missing property codes that must be revised.
10. The **Missing/Invalid LOCATION** section lists calls with invalid and missing location/ municipal codes that must be revised.
11. The **Duplicate Records** section lists calls that are duplicated (same dates, times, address, response type).

For a full **LISTING OF ALL FIRE CALLS:** e-mail your request to ofmstatistics@ontario.ca with your FDID in the subject line.

PLEASE VERIFY AND CONFIRM WITH THE OFM:

- If the information shown in these reports is correct, please email ofmstatistics@ontario.ca and confirm that no revisions are required. Include your FDID in the subject line.
- If revisions are required please file these changes as soon as possible by resubmitting the SIR report(s).

2221 00 Shelburne&District Fire Department

Last report received for 2022 :		30-Dec-2022		Please ensure OFM has all of your SIR reports for emergency incidents attended in 2022.				
				(*see New Fatalities section!)				
Emergency Call Summary		Response Type	Total calls	SIR Injuries		SIR Fatalities*		Estimated loss
				CIV	FF	CIV	FF	
2022 Totals			333	0	0	0	0	\$4,930,150
Fire response			17	5%				\$4,930,150
Loss reported(includes injuries/\$loss)								
STRUCTURE			12	4%	0	0	0	\$4,910,150
VEHICLE			2	1%	0	0	0	\$20,000
No loss or injury reported								
STRUCTURE			3	1%	0	0	0	\$0
Fire response - outdoor no loss			6	2%				
Non fire call			310	93%				\$0
Burning (controlled)			12	4%	0	0	0	\$0
CO False calls			11	3%	0	0	0	\$0
False fire calls			61	18%	0	0	0	\$0
Medical/resuscitator call			47	14%	0	0	0	\$0
Other response			64	19%	0	0	0	\$0
Pre fire conditions/no fire			14	4%	0	0	0	\$0
Public Hazard			24	7%	0	0	0	\$0
Rescue			77	23%	0	0	0	\$0



2022 Standard Incident Report Verification

Total Emergency responses into other Municipalities (included in Emergency Call Summary)

If there are no totals listed, there are no reports of emergency responses into other/neighbouring municipalities

Municipality	Total calls
Adjala-Tosorontio	1
Amaranth	36
East Garafraxa	1
Melancthon	47
Mono	30
Mulmur	17
Orangeville	5
Southgate	1
Town of Grand Valley	5



2022 Standard Incident Report Verification

Monthly summary of reports filed

* Loss fire: fire with injury, fatality or \$ loss reported. No Loss fire: 0 injury and 0 fatality and \$0 loss.

	Response Type Category	Loss or no loss*	Total Calls	Injuries Reported	Est \$ Loss
January	Fire response (codes 1 or 2)	Loss	2	0	\$4,000,000
	Non fire call		21		
February	Non fire call		20		
March	Fire response (codes 1 or 2)	Loss	2	0	\$13,000
	Fire response (codes 1 or 2)	NoLoss	1	0	\$0
	Non fire call		18		
April	Fire response (codes 1 or 2)	Loss	1	0	\$250
	Fire response - outdoor no loss (code 3)	NoLoss	1		
	Non fire call		18		
May	Fire response - outdoor no loss (code 3)	NoLoss	2		
	Non fire call		29		
June	Fire response (codes 1 or 2)	Loss	2	0	\$825,000
	Fire response (codes 1 or 2)	NoLoss	1	0	\$0
	Non fire call		29		
July	Fire response - outdoor no loss (code 3)	NoLoss	1		
	Non fire call		31		
August	Fire response (codes 1 or 2)	Loss	2	0	\$25,000
	Fire response (codes 1 or 2)	NoLoss	1	0	\$0
	Non fire call		23		
September	Fire response (codes 1 or 2)	Loss	2	0	\$15,400
	Non fire call		21		
October	Fire response (codes 1 or 2)	Loss	2	0	\$31,500
	Fire response - outdoor no loss (code 3)	NoLoss	2		
	Non fire call		35		
November	Non fire call		37		
December	Fire response (codes 1 or 2)	Loss	1	0	\$20,000
	Non fire call		28		



2022 Standard Incident Report Verification

Exposure Fires: (If there are no incidents listed, there are no reports of exposure fires.)

Listed below are the fire reports where there is a total reported in the "Total Exposures" field, or "Exposure number" field, or where the "Extent of Fire" field was code "11 - Spread beyond building of origin, resulted in exposure fire(s)".

Heat and/or Smoke damage do not qualify as exposure fire - there must be fire spread between the properties.

Response Type code "3-NO LOSS OUTDOOR FIRE" does not qualify as exposure fire - all exposure related calls must have Response Type "1-Fire" or "2-Explosion".

Please review this listing and ensure that there is a fire report for each of the exposure fires. There should be one exposure fire report (in addition to the initial fire report) for every property that was ignited as a result of the initial fire.

All related exposure fires are listed together with the originating fire report. If you see **"Missing exposure fire..."** or **"Invalid exposure fire..."** notes printed below, please:

- submit the additional required reports, OR
- revise the "Extent of Fire" or "Total Exposures" or "Exposure Number" fields, OR
- revise the "Response Type" to "1-Fire" and resubmit the SIR with Section B completed.

2221 00	Response type	Extent of Fire	Total #	Exposure	
Incident Date and call time	<i>Property type</i>	(i.e. spread)	Exposures	Number	Address
FD incident #					
.....					

Injuries Reported/ Received: (If there are no incidents listed, there are no reports of applicable injuries.)

*Calls where an injury total was reported on the SIR, or an injury report was received, are listed below.

If the **TOTAL INJURY REPORTS RECEIVED** does not match the **TOTAL INJURIES REPORTED (on SIR)**, then the entire section will have a grey background, and we are asking you to review those reports. Please provide a revised SIR injury count or resubmit the incident with the missing injury report. At the end of the year OFM will revise the number of injuries on the SIR to match the number of Injury reports received. **Fatalities not included** in this report, contact OFMEM for fire deaths.

NOTE*: Excluded from this list are Non-fire Civilian Injuries (civilian injuries are accepted for response codes 1 & 2 only), as well as response code "3-No loss outdoor fire" records (injuries not allowed for response code "3").

2221 00					
Response Category: Fire response	Total Injury records received:	0	Total Injuries reported on the SIR:	CIV: 0	FF: 0
Response Category: Non fire call	Total Injury records received:	0	Total Injuries reported on the SIR:		FF: 0



2022 Standard Incident Report Verification

NEW! Fatalities Reported/ Received:

(If no incidents listed, there are no reports of deaths (see notes))

*Calls where a fatality total was reported on the SIR, or a fatal injury report was received, are listed below (see notes). Please contact OFM to **verify any non-fire related FIREFIGHTER deaths!**

If the **TOTAL FATAL INJURY REPORTS RECEIVED** does not match the **TOTAL FATALITIES REPORTED (on SIR)**, then the entire section will have a grey background, and we are asking you to review those reports. Please provide a revised SIR fatality count or resubmit the incident with the missing FATAL injury report. At the end of the year, OFM will revise the number of fatalities on the SIR to match the number of confirmed and verified fire deaths investigated by the office.

Important NOTES*:

- Excluded from this list are Non-fire civilian fatalities (civilian deaths are accepted for response codes 1 & 2 only).
- Excluded from this list are response code "3-No loss outdoor fire" records (deaths not allowed for response code "3").
- OFM investigates all fatal fires in the province and will revise municipal fire death counts at year end to match verified and confirmed fire deaths reported by the Coroner and OFM fire investigators!

2221 00

Response Category:	Fire response	Total Fatal records received:	0	Total Fatalities reported on the SIR:	CIV: 0	FF: 0
Response Category:	Non fire call	Total Fatal records received:	0	Total Fatalities reported on the SIR:		FF: 0

Response Type Code "3-NO LOSS OUTDOOR fire" Report Errors:

Definition: **No loss:** i.e. no fatality, and no injury, and \$0 loss **AND Outdoor:** i.e. open land, trash container outside, etc.

Exclusions: fires occurring in structures, vehicles, recycling/dump sites, exposure fires, or outdoor fires where arson, vandalism or children playing was suspected.

The incidents listed below **do not meet the criteria** for Response code 3, they each have one of - a \$ loss or injury or death or structure or vehicle property type reported. These incidents should be resubmitted as response type code "1 - Fire" with sections B/ C completed where applicable (see definition above).

Please revise these incidents (if there are no incidents listed, there are no reports of this type with errors) and send updated reports to OFMStatistics@ontario.ca or update the report on the OFM data entry website.

Response type		Reported losses				
		--- CIV-----		--- FF -----		
FD Incident #	Incident date	Property type	Est. \$	Injury	Death	Address
OFM FDID:						



2022 Standard Incident Report Verification

Missing / Invalid PROPERTY Code for Fires / Explosions:

Listed below are the fire reports (response codes 1 or 2) with missing or invalid property codes.

If there are no incidents listed below, there are no invalid/missing property codes.

Please identify the correct property for each fire and resubmit these calls to the OFM.

OFM FDID:

FD Incident #	Response type	Injuries	Estimated \$ loss	Address
Incident location	Incident date hr min	Property type	CIV FF	

Missing / Invalid LOCATION Codes:

Listed below are the incidents with missing or invalid incident location or municipality codes.

If there are no incidents listed below, there are no invalid/missing location/municipality codes.

Please identify the correct location code for incident and resubmit these calls to the OFM.

OFM FDID:

FD Incident #	Response type	Address
Incident date hr min	Incident Location Code	

DUPLICATE Records:

Listed below are multiple incident records with the **same** Incident date, Initial Call Times, Response Type, and Address.

Please review these records and advise the OFM which ones should be deleted!

If there are no incidents listed below, there are no duplicate records found.

NOTE: where multiple stations (belonging to the same Fire Department) are attending the same call, only ONE incident record should be submitted. **FD station assists are not accepted for SIR reporting.**

OFM FDID:

FD Incident #	Incident date/	Response type	Address
[OFM ID #]	Station# Call hr min sec		

[]



2022 Standard Incident Report Verification



Apparatus & Vehicle Assessment Report

The Shelburne and District Fire Department employs a wide range of fire apparatus and vehicles, along with tools and equipment, in carrying out its core mission. The department's vehicle fleet includes emergency response apparatus such as firefighting pumpers, aerial ladder apparatus, a water tanker (water supply vehicle), and a rescue vehicle. In addition, the fleet includes specialized apparatus support vehicles. The rescue and support vehicles can include hazardous materials response equipment, decontamination devices and diking materials, rehabilitation supplies and scene lighting.

The mission, duties, demographics, geography, and construction features within the community all play a major role in the make-up of the apparatus and vehicle inventory. These factors, as well as the funding available, are taken into consideration when specifying and purchasing apparatus and vehicles. Additionally, every effort is made to make apparatus and vehicles additions and replacements as versatile and multifunctional as possible.

It is a generally accepted fact that fire department apparatus and vehicles, like all types of mechanical devices, have a finite life. The length of that life depends on many factors, including vehicle mileage and engine hours, quality of preventative maintenance, and the quality of the driver operator training program. Also, longevity can be impacted by whether the fire apparatus is used within the design parameters, whether the apparatus was manufactured on a custom or commercial chassis, quality of workmanship by the original equipment manufacturer (OEM), quality of the components and materials used, and availability of replacement parts, to name a few. In the fire service, there are fire apparatus with 8 to 10 years of service that are simply worn out. There are also fire apparatus that were manufactured with quality components, that have had excellent maintenance, and that have responded to a minimum number of incidents that are still in serviceable condition after 20 years. Factors influencing apparatus replacement are age, mileage, cost per mile, and overall condition of the vehicle. The most emphasis in this document is placed on age and mileage.

Throughout this document, data as of September 1, 2023, are provided to illustrate the age, mileage, and the asset degree of physical condition using the scale as shown in Table 1.

GRADE	DESCRIPTION
Very Good	The asset is typically new or recently rehabilitated.
Good	The asset has some components that show general signs of deterioration that require attention.
Fair	The asset shows general signs of deterioration and requires attention.
Poor	The asset is mostly below standard, with many components approaching the end of their service life.
Very Poor	The asset is in unacceptable condition with widespread signs of advanced deterioration.

Table 1: Degree of Apparatus and Vehicle Physical Condition Scale



Apparatus & Vehicle Assessment Report

Overall, the department has a comprehensive inventory of apparatus and other vehicles. It is the position of the department that it is well equipped to meet the types of emergency situations that it is likely to encounter within its urban, suburban, and rural characterized boundaries. The average age of the department five front-line apparatus is 9.6 years, with the oldest being 18 years of age.

We are implementing a new program; it includes an assessment of the apparatus or vehicle to determine status and replacement. The new program utilizes an assessment and inspection process for moving an apparatus from in service to retirement. While apparatus data and records are maintained throughout the life of the vehicle, more focused evaluations are conducted during preventative maintenance servicing and annual performance testing (i.e., fire pump and aerial ladder). Apparatus undergo a multi-section assessment and inspection process conducted by the department's outside service providers and internal personnel. The process includes an inspection to assess the condition and performance of the apparatus. A recommendation for retirement of an apparatus or vehicle is made by the fire department administration to the Fire Board. The adopted apparatus replacement program is efficient, cost effective, and a best practice.

NFPA 1901: Standard for Automotive Fire Apparatus, 2016 edition, serves as a guide in the design of fire apparatus; while NFPA 1911: Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus helps ensure in-service fire apparatus are serviced and maintained to always keep them in safe operating condition and ready for response. The documents are updated every five years, using input from public and private stakeholders through a formal review process. The committee membership is made up of representatives from the fire service, manufacturers, consultants, and special interest groups. The committee monitors various issues and problems that occur with fire apparatus and attempts to develop standards that address those issues. A primary interest of the committee over the past years has been improving firefighter safety and reducing fire apparatus accidents. The Annex Material in NFPA 1911 contains recommendations and work sheets to assist in decision making in vehicle replacement. With respect to recommended vehicle service life, the following excerpt is noteworthy: "It is recommended that apparatus greater than 15-years old that have been properly maintained and that are still in serviceable condition be placed in reserve status and upgraded in accordance with NFPA 1912, Standard for Fire Apparatus Refurbishing, to incorporate as many features as possible of the current fire apparatus standard. This will ensure that, while the apparatus might not totally comply with the current edition of the automotive fire apparatus standards, many improvements and upgrades required by the recent versions of the standards are available to the firefighters who use the apparatus." The standard goes on to state; "Apparatus that were not manufactured to the applicable apparatus standards or that are over 25 years old should be replaced."



Apparatus & Vehicle Assessment Report

Apparatus Overview

Pumping Apparatus

Firefighting pumpers, also known as engines, are the bread and butter to a fire department. This type of apparatus is comprised of three main elements: pump, water, and hose. Front-line pumpers have at minimum a 1,250 gallons per minute fire pump, 750 gallons of water, and 30 gallons of Class A firefighting foam. In addition, each pumper must have at least 700 feet (ft.) of large diameter hose, 700 ft. of 65mm hose, 700 ft. of 45mm hose, various nozzles, adaptors, limited forcible entry tools, thermal imaging camera, and 48 ft. of ground ladders and life support equipment to meet the fire protection and emergency medical service demands of the community, as well as NFPA standards and requirements. The primary jobs of pumpers and personnel are to establish a constant water supply, minimize fire and smoke exposure to other structures, and eliminate the source of the fire. Both apparatuses are in very good condition and were manufactured with the latest safety features.





Apparatus & Vehicle Assessment Report

Aerial Ladder Apparatus

The department operates one aerial ladder truck – also called a truck company or ladder company. This apparatus is rarely assigned to respond alone; it typically is assigned to incidents with pumpers or other apparatus. Along with a full cache of rescue, ventilation, and cutting equipment, it carry's numerous ground ladders, and a 100-foot hydraulic powered aerial ladder. On fire scenes, ladder companies are responsible for laddering, overhaul, ventilation, forcible entry, search and rescue, salvage, and utility control. This apparatus is useful in situations requiring an elevated access for rescue operations, restricted access or master stream operations. Overall, this apparatus is in very good condition and was repaired to pass the every 5 year required non-destructive testing in 2022.





Apparatus & Vehicle Assessment Report

Technical Rescue Apparatus

The department's one rescue apparatus is the nucleus of special operations and technical rescue operations. The department has one rescue unit built by Oro Design on a 2004 International 4400 chassis. It is charged with providing the necessary personnel and equipment to rescue individuals trapped in life-threatening situations. This apparatus is a critical asset during routine fire incidents, as well as those less common, such as vehicle extrication, machinery rescue, and other incidents that required a specialized response capability. The rescue apparatus is very much like a huge rolling toolbox operated by firefighters. It is an essential component of the department's response potential and proficiency. The apparatus is deteriorating, and the design has some concerning safety issues.





Apparatus & Vehicle Assessment Report

Mobile Water Supply Apparatus

The department utilizes mobile water supply apparatus to support firefighting in situations where water supply may be impacted, such as areas of the Township without public water service and fire hydrants. These types of apparatus are better known as “tenders” or “tankers”, which are designed primarily for transporting water to fire emergency scenes to be applied by pumping apparatus. The department has one 2,500 imp. gallon unit built by Seagrave on a 2009 International 7600 chassis. It also available for mutual aid responses to communities that collaborate and cooperate with SDFD. In general, the apparatus is safe and reliable, and in fair condition.



STAFF AND UTILITY VEHICLES



Apparatus & Vehicle Assessment Report

The department operates two staff and utility vehicles for transporting personnel to conduct the department's daily business and equipment between the fire station and incident scenes. These assigned vehicles can also be utilized to transport gear and equipment for emergency incidents as needed.

The Fire Chief is assigned a staff vehicle (C21), he or she is "on call" 24-hours a day, seven days a week. It is a Ford Explorer Police Interceptor previously operated by the Shelburne Police department. It has seen some mechanical issues and rated as poor condition.



The other utility vehicle (C22) is housed at the fire house for use by any firefighter. The primary use is for the Deputy Chief to respond and use as a command vehicle in the Chief's absence. This vehicle may be used for conducting approved department business, driving out of town for fire department related training, or responding to emergency incidents. The vehicle provides the ability to carry resources to conduct fire and life safety inspections, fire scene investigations, as well as store personal protection equipment. It is rated in very good condition.





Apparatus & Vehicle Assessment Report

Vehicle No.	Type	Year	Manufacturer & Model	Mileage Km	Condition	Planned Replacement
P24	Pumper	2017	Spartan Metro Star	15840	Very Good	2037
P27	Pumper	2021	Spartan Metro Star	4713	Very Good	2041
L28	Aerial	2012	E-One HP 100	8054	Very Good	2037
R26	Rescue	2004	International 4400	43218	Very Poor	2023
T25	Tanker	2009	International 7600	24258	Fair	2025
C21	SUV	2017	Ford Explorer	173625	Poor	2024
C22	Pickup	2019	Chev Silverado	24237	Very Good	2029

SHELBURNE & DISTRICT FIRE DEPARTMENT



"SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE"

Chairman and Members of the Shelburne and District Fire Board of Management.

I thank the fire board again for giving me the opportunity to lead this fire department.

2022 was another great year for the Shelburne & District Fire Department. Our firefighters continued to show their professionalism with commitment to supporting our communities through training and response.

With the transition towards full NFPA certifications. All firefighters will be required to achieve NFPA certification for the roles they perform under our Establishing and Regulating bylaws under this new mandate starting in July of 2026.

We continue to review the long-term replacement plan to evaluate options for maintaining a viable emergency response fleet. We are continuing to see an increase upwards of in the cost of new fire apparatus. The firehall could benefit greatly from the installation of a SCBA cylinder filling station as we currently rely on neighbouring departments for our breathing air. We have secured a grant from Farm Credit Canada to help offset this capital purchase in 2023.

We are still facing challenges with the training of our Firefighters and Officers. We continue to investigate new ways to achieve training goals. We have discussed some learning contracts with the OFM and will pursue this alternative to continue education and training. We have some very qualified personnel to lead in-house courses. Training on live fire, search, rescue, and firefighter survival in a realistic environment may be a more expensive endeavor at regional centers. We are in the process of installing a small training facility with assistance from The Shelburne Firefighters Association, who have purchased 3 shipping containers to house the training area.

SDFD call volume increased to pre-pandemic levels with an increase of 97 calls or 41% over 2021's responses. We anticipate the needs of residents in our catchment area to continue to result in higher call volumes. We should continually address potential growth of department resources and service delivery model changes to meet future challenges with the professional service that our residents have come to expect.

Ralph Snyder
Fire Chief
Shelburne & District Fire Department



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

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December 22, 2023

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

Dear Denise Holmes

Re: 2024 Grand River Conservation Authority Municipal Apportionment and Budget Vote Meetings

Please be advised that the General Membership Meeting of the Grand River Conservation Authority (GRCA) will be held on January 26, 2024, at 9:30 a.m., to consider approval of the 2024 Municipal Apportionment. In addition, the Annual General Meeting of the GRCA will be held on Friday, February 23, 2024, at 9:30 a.m., to consider approval of the 2024 Budget.

Attached is the most recent draft of the 2024 Budget, which was presented to the GRCA General Membership on October 27, 2023. Based on board direction to staff, this draft budget includes a Total Municipal Apportionment of \$13,292,000 which represents a 2.5% increase over 2023. The Municipal Apportionment, if approved, will be apportioned to watershed municipalities on the basis of "Modified Current Value Assessment" as defined in Ontario Regulation 402/22: Budget and Apportionment.

The attached draft 2024 Budget outlines the programs and services of the Grand River Conservation Authority and how those programs are expected to be funded in 2024. Also included is a calculation of the 2024 Municipal Apportionment for participating municipalities. Should you have any questions concerning the draft Budget or the Municipal Apportionment, please contact the undersigned.

Yours truly,

A handwritten signature in black ink that reads "Karen Armstrong". The signature is written in a cursive, flowing style.

Karen Armstrong,
Deputy CAO and Secretary-Treasurer

INFO 2

JAN 11 2024

Grand River Conservation Authority

Report number: GM-10-23-80

Date: October 27, 2023

To: Members of the Grand River Conservation Authority

Subject: Budget 2024 – Draft #1

Recommendation:

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

Summary:

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

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

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

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

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

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

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

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

TABLE A -BUDGET 2024 EXPENDITURES

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

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

Report:

A. CONSERVATION AUTHORITIES ACT - NEW REGULATIONS

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

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

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

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

B. OPERATING BUDGET

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

(a) Resource Planning

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

(b) Residential Property Rental Program

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

(c) Outdoor Environmental Education

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

(d) Conservation Areas

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

(e) Investment Income

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

(f) Section 39 Funding

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

(g) Municipal Funding

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

(h) Surplus Assumption

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

(i) Transition Reserve (created in 2021)

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

(j) Compensation and Benefits and Staffing Comments:

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

(k) Source Protection Program

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

C. CAPITAL & MAJOR MAINTENANCE BUDGET

(a) Major Maintenance Spending Water Control Structures

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

(b) Capital Spending Conservation Areas

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

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

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

(d) Information Systems and Motor Pool

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

D. SPECIAL PROJECTS

- (a) Special projects do not rely on Municipal Apportionment funding.
- (b) This draft of the budget only includes items that are known or highly likely to be undertaken and a cost can be estimated. At present, the budget includes \$840,000 in spending. By the time the 2024 budget is finalized, special project spending, along with

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

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

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

(d) New Guelph Lake Nature Centre Building

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

E. RESERVES

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

Reserves can be viewed as:

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

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

F. CATEGORY 2 – WATERSHED SERVICES

The programs and services included under watershed services are:

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

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

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

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

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

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

OTHER MAJOR ASSUMPTIONS

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

H. SIGNIFICANT OUTSTANDING BUDGET ITEMS

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

The following are attached:

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

Financial Implications:

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

The main budgetary challenges faced by the GRCA are:

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

Other Department Considerations:

None

Prepared by:

Sonja Radoja
Manager of Corporate Services

Approved by:

Samantha Lawson
Chief Administrative Officer

Karen Armstrong
Deputy CAO/Secretary-Treasurer

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

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

Grand River Conservation Authority
PROGRAMS AND SERVICES INVENTORY
BUDGET 2024
to General Meeting October 27th, 2023

ATTACHMENT B

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

NOTE 1, NOTE 4

NOTE 2

NOTE 3

COMMENTARY:

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

Grand River Conservation Authority
MUNICIPAL FUNDING BREAKDOWN (note 1)

BUDGET 2024

to General Meeting October 27th, 2023

ATTACHMENT C

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

Note 1

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

Note 2

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

Grand River Conservation Authority

Summary of Municipal Apportionment - 2024 Budget

DRAFT - October 27th, 2023

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

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

Grand River Conservation Authority

BUDGET 2024 - SUMMARY of RESERVES

ATTACHMENT E

General Meeting - October 27th, 2023

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

BUDGET 2024 - CATEGORY 2 - WATERSHED SERVICES PROGRAM BREAKDOWN*Draft October 27, 2023 to General Meeting*

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

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

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

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

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

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

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

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

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

draft Bud 2023(Oct)

Expenditures and Funding to Reserves

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

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

Municipal

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

Other Provincial	37,500	37,500
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Funding From Reserves

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

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

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

Expenditures and Funding to Reserves

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

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

Municipal

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

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

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

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

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

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

Expenditures and Funding to Reserves

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

Funding

Municipal

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

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

Funding From Reserves

Water Control Structures/Water Mgmt Operating Reserve	120,000	50,000
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TOTAL REVENUE AND FUNDING FROM RESERVES	3,643,200	3,628,700
Net Surplus/(Deficit)	0	0

GRAND RIVER CONSERVATION AUTHORITY
P&S #4 - Resource Planning
BUDGET 2024

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

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

Expenditures and Funding to Reserves

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

Funding

Municipal

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

Federal	40,000	40,000
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Self Generated

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

Funding from Reserves

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

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

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

Expenditures and Funding to Reserves

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

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

Municipal

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

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

Funding From Reserves

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

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

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

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

Expenditures

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

Funding

Government Grants

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

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

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

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

Expenditures and Funding to Reserves

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

Funding

Municipal

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

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

TOTAL REVENUE	4,668,588	4,775,888
Net Surplus/(Deficit)	(77,200)	(304,300)

GRAND RIVER CONSERVATION AUTHORITY
P&S #8 - Watershed Services - CAT 2
BUDGET 2024

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

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

Expenditures and Funding to Reserves

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

Funding

Municipal

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

Funding From Reserves

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

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

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

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

Expenditures and Funding to Reserves

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

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

Self Generated

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

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

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

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

Expenditures and Funding to Reserves

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

Funding

Government Grants

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

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

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

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

Expenditures and Funding to Reserves

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

Guelph Lake Nature Centre		
Total SPECIAL PROJECT Expenditures	0	0

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

Self Generated

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

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

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

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

Expenditures and Funding to Reserves

Compensation and Benefits	456,000	470,000
Administration Expenses	37,500	37,500
Other Operating Expenses	601,700	601,700
Total OPERATING Expenditures	1,095,200	1,109,200
TOTAL EXPENDITURES AND FUNDING TO RESERVES	1,095,200	1,109,200

Funding

Self Generated

Belwood	1,040,000	1,066,000
Conestogo	1,245,000	1,276,000
Agricultural	250,000	250,000
Residential	110,000	110,000
Miscellaneous	336,000	336,000
TOTAL REVENUE	2,981,000	3,038,000
Net Surplus/(Deficit)	1,885,800	1,928,800

**GRAND RIVER CONSERVATION AUTHORITY
P&S #13 - Hydro Production
BUDGET 2024**

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

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

Expenditures and Funding to Reserves

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

Revenue

Government Grants

Provincial	0	0
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Self Generated

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

Funding from Reserves

Land Sale Proceeds	0	0
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TOTAL REVENUE	580,000	580,000
Net Surplus/(Deficit)	368,000	368,000

GRAND RIVER CONSERVATION AUTHORITY
P&S #14 - Conservation Areas
BUDGET 2024

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

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

Expenditures and Funding to Reserves

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

Funding

Self Generated

Brant	1,100,000	1,175,000
Byng Island	1,000,000	1,100,000
Belwood Lake	400,000	375,000
Conestogo Lake	550,000	600,000
Elora Gorge	2,000,000	2,100,000
Elora Quarry	450,000	450,000
Guelph Lake	1,300,000	1,400,000
Laurel Creek	650,000	650,000
Pinehurst Lake	850,000	900,000
Rockwood	1,250,000	1,300,000
Shade's Mills	450,000	450,000
Total Fee Revenue	10,000,000	10,500,000
 Miscellaneous Income (Luther)	 71,000	 71,000

Funding From Reserves

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

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

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

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

Expenditures and Funding to Reserves

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

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

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

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

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

Expenditures

Information Systems

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

Motor Pool

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

TOTAL EXPENDITURES	304,000	619,000
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Funding

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

Net Surplus/(Deficit)	0	0
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Denise Holmes

From: NH Planning (MNRF) <NHplanning@ontario.ca>
Sent: Thursday, December 21, 2023 2:54 PM
Subject: Notification of changes to the Niagara Escarpment Planning and Development Act

Good afternoon,

On October 19 2023, the Minister of Red Tape Reduction introduced the [Less Red Tape, More Common Sense Act, 2023](#) in the Ontario Legislature. As part of this Bill, the Ministry of Natural Resources and Forestry (MNRF) proposed legislative changes to the *Niagara Escarpment Planning and Development Act* (NEPDA) to improve service delivery, reduce redundancies and administrative burdens, and broaden compliance tools, while respecting existing protections.

We are writing to let you know that a decision was made to proceed with amendments to the NEPDA. Changes to the NEPDA came into effect with the royal assent of Bill 139 on December 4, 2023. These changes have:

- Removed the requirement to publish notices in newspapers for Niagara Escarpment Plan (NEP) amendment proposals and associated hearings and instead require the publication of these notices on a Government of Ontario website or the Niagara Escarpment Commission (NEC) website, or as determined by the Hearing Officer.
- Expanded the Minister's regulation-making powers to enable broader exemptions for low-risk activities.
- Broadened the range of compliance tools and powers to provide NEC staff greater abilities to inspect and address non-compliant development activities.

A decision notice with more information can be found on the [Environmental Registry of Ontario at Notice of Decision on Amendments to the Niagara Escarpment Planning and Development Act](#) or by searching #019-7696.

If you have questions or would like to discuss further, please contact Cathy Darevic at Cathy.Darevic@ontario.ca or (705)-875-2252.

Sincerely,

Jennifer Keyes

Director, Resources Planning and Development Policy Branch

Ministry of Natural Resources and Forestry

Denise Holmes

From: Nicole Hill <nhill@sdfd.ca>
Sent: Friday, December 22, 2023 10:10 PM
To: jwilloughby@shelburne.ca; Alice Byl; tatkinson@mulmur.ca; Denise Holmes; Sarah Culshaw; nmartin@amaranth.ca; fred.simpson@townofmono.com
Subject: SDFB Resolution

Hello,

The following resolution was passed at the Shelburne & District Fire Board meeting on Tuesday December 5, 2023:

Moved by G. Little – Seconded by F. Nix

BE IT RESOLVED THAT:

The Shelburne and Distract Fire Department Joint Board of Management adopt the amended 2024 Capital Budget which includes the Simucast Radio System Capital Project in the amount of \$80,000.00 and a Capital Levy of \$392,000.00 and that this request be circulated to the participating municipalities..

Carried



Nicole Hill

Secretary/Treasurer
Tel: (519) 925-5111

Shelburne & District Fire Board
114 O'Flynn Street
Shelburne, ON L9V 2W9 | nhill@sdfd.ca

Denise Holmes

From: OCIF (MOI) <OCIF@ontario.ca>
Sent: Friday, December 1, 2023 10:23 AM
To: Denise Holmes
Cc: Sarah Culshaw
Subject: 2024 OCIF Allocation Notice
Attachments: Melancthon AN.pdf

December 2023

File #: OCIF FC2-M-0233

Denise Holmes, CAO/Clerk
Township of Melancthon
157101 Highway 10, RR 6
Melancthon, Ontario
L9V 2E6

Dear Denise Holmes:

RE: Ontario Community Infrastructure Fund Formula-Based Component Agreement between His Majesty the King in right of Ontario as represented by the Minister of Infrastructure (the “Ministry”) and The Corporation of the Township of Melancthon (the “Recipient”) effective November 9, 2016 (the “Agreement”)

IMPORTANT – This enclosed funding allocation should be kept confidential and should not be shared in any public forums (except for your municipal council) or communicated to the media. The province will provide information and a date when the funding for all municipalities will be publicly communicated.

In accordance with section F1.1 of the Agreement, enclosed please find a Revised Allocation Notice which sets out the amount of Funds the Recipient is eligible to receive under the Agreement in the 2024 Funding Year. Subject to the terms and conditions of the Agreement, the province will provide the Funds in accordance with section F2.1 of the Agreement. Capitalized terms used but not defined in this letter and the Revised Allocation Notice have the meanings ascribed to them in the Agreement.

Staff will be contacting you shortly on the reporting required to meet the conditions of the Agreement regarding the amount of funds received in 2023.

2024 Ontario Community Infrastructure Fund (OCIF) Formula Funding:

As noted in your 2022 allocation notice, starting with the 2023 allocations, the formula will be calculated using current replacement values (CRVs) to approximate requirements to maintain municipal core infrastructure assets, instead of closing cost balance values from the Financial Information Return (FIR). The shift to CRVs better reflects core infrastructure needs.

This year, the Ministry of Infrastructure implemented a standardized CRV template to streamline the data collection process and make it easier for municipalities to submit CRV data for 2024 OCIF allocations. Although the window for submitting a new or revised CRV template for 2024 OCIF allocations has closed,

municipalities are welcome to submit an updated CRV template for consideration in future allocation calculations.

Where the ministry did not receive a completed CRV template, CRV estimates were compiled using the information provided through the recipient's latest publicly available asset management plan and the Ministry of Infrastructure's FIR-based estimates.

Should you have any questions regarding the above, please do not hesitate to contact your Project Analyst, Molly Akumu, directly at 226-971-3266 or via email at molly.akumu@ontario.ca.

Sincerely,

Trevor Fleck
Director, Infrastructure Program Design Branch

Attachment: Revised Allocation Notice – 2024 Funding Year

Bonjour

OBJET : Entente concernant le volet fondé sur la formule du Fonds ontarien pour l'infrastructure communautaire entre Sa Majesté le Roi du chef de l'Ontario, représenté par le ministre de l'Infrastructure (le « ministère »), et Canton de Melancthon (le « bénéficiaire ») en vigueur le 9 novembre 2016 (l'« Entente »).

IMPORTANT – L'allocation de fonds ci-jointe doit rester confidentielle et ne doit pas être communiquée dans des forums publics (à l'exception de votre conseil municipal) ou aux médias. La province fournira des renseignements et une date à laquelle le financement de toutes les municipalités sera communiqué publiquement.

Conformément à l'article F1.1 de l'Entente, vous trouverez ci-joint un avis révisé prévoyant le versement des allocations qui indique le montant des fonds auquel est admissible le bénéficiaire en vertu de l'Entente pour l'année de financement 2024. Sous réserve des conditions de l'Entente, la province fournira les fonds conformément à l'article F2.1 de l'Entente. Les termes utilisés, mais non définis dans la présente lettre et dans l'avis révisé prévoyant le versement des allocations, ont la signification qui leur est attribuée dans l'Entente.

Le personnel communiquera avec vous bientôt au sujet des rapports requis pour satisfaire aux conditions de l'Entente en ce qui concerne le montant des fonds reçus en 2023.

Financement fondé sur la formule du Fonds ontarien pour l'infrastructure communautaire (FOIC) de 2024:

Comme il est indiqué dans votre avis relatif au versement des allocations de 2022, à partir des allocations de 2023, la formule sera calculée à l'aide de valeurs de remplacement actuelles (VRA) pour se rapprocher des besoins de maintien des biens d'infrastructure de base des municipalités, au lieu des valeurs d'équilibre des coûts de fermeture du Rapport d'information financière (RIF). Le passage aux VRA reflète mieux les besoins fondamentaux en matière d'infrastructure.

Cette année, le ministère de l'Infrastructure a mis en place un modèle normalisé de VRA afin de rationaliser le processus de collecte des données et de permettre aux municipalités de soumettre plus facilement les

données de VRA pour les allocations du FOIC de 2024. Bien que la fenêtre de soumission d'un nouveau modèle de VRA ou d'un modèle révisé pour les allocations du FOIC de 2024 soit fermée, les municipalités sont invitées à soumettre un modèle de VRA mis à jour pour qu'il soit pris en compte dans les futurs calculs d'allocation.

Lorsque le ministère n'a pas reçu de modèle de VRA rempli, les estimations de VRA ont été compilées en utilisant les informations fournies par le dernier plan de gestion des actifs du bénéficiaire accessible au public et les estimations du ministère de l'Infrastructure basées sur le RIF.

Si vous avez des questions concernant ce qui précède, n'hésitez pas à communiquer avec votre analyste de projet, Molly Akumu, directement au 226-971-3266 ou par courriel à l'adresse molly.akumu@ontario.ca.

Sincères salutations,

Trevor Fleck

Directeur, Direction de la conception des programmes d'infrastructure

Pièce jointe : Avis révisé relatif au versement des allocations – Année de financement 2024



Ontario Community Infrastructure Fund (OCIF)

Revised Allocation Notice

Ministry of Infrastructure

The Corporation of the Township of Melancthon

December 2023

Disponible en français

Overview

2024 OCIF Funding

The amount of Funds the municipality named on this Revised Allocation Notice is eligible to receive under the Agreement in the 2024 Funding Year is as follows:

2024 formula allocation	\$100,000
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Terms and Conditions

The provision of Funds to the Recipient are subject to the terms and conditions of the Agreement.

OCIF Financial Reporting Requirements

In addition to the other reporting requirements noted in the Agreement (e.g., submission to Ministry of Municipal Affairs and Housing of the 2022 Financial Information Return, etc.), the Recipient must report on funding twice each year, providing information on how program funding is or will be used, and again after year-end on how funding was actually used.

In the spring, prior to the start of the construction season the Recipient will submit to the Ministry an **initial report** that includes information on planned/proposed projects that make use of OCIF funding. The Recipient will also submit to Ministry a **final report for the year** on or before March 31st that will include the amount of interest earned on Funds over the year, information on actual annual expenditures and a status update on projects that make use of OCIF funding, indicating whether each project is still in progress or completed. Standard reporting forms will be sent out close to each reporting timeline.

Payment of Funds

As per section F.2.1 of the Agreement and subject to the submission and acceptance of all required reporting, the province will make payments in accordance with the following schedule:

- Allocations of \$150,000 or less will be provided in one payment;
- Allocations greater than \$150,000 but less than \$1 million will be provided through six payments; and
- Allocations greater than \$1 million will be provided through twelve payments.

As per section A3.2(b) of the Agreement, the province may withhold payments until it determines all reporting has been submitted and is satisfied with the Recipient’s plan to utilize funding.

Data Sources

- **Core infrastructure:** Current replacement values (CRVs) estimates were derived from CRV template submissions, Asset Management Plans and Schedule 51A of the Financial Information Returns (FIR).
- In cases where CRVs for OCIF eligible core infrastructure were not provided through a CRV template submission and not included in a municipality's asset management plan, the Ministry is using its own CRV estimates for those assets.
- To derive CRV estimates, four years (2019, 2020, 2021, 2022) of FIR data were considered, giving priority to the most recent available data.
- For municipalities that submitted a CRV template through the 2023 CRV data collection process, CRVs used for 2024 OCIF were capped at 150% of their MOI FIR-based estimates and limited to 70% of MOI FIR-estimates as their lowest point. In cases where the Ministry did not receive a template submission, CRVs from asset management plans were anchored to +/- 30% of MOI's FIR-based estimates.

- Categories included are:

<u>Line</u>	<u>Item</u>
611	Roads - Paved
612	Roads - Unpaved
613	Roads - Bridges and Culverts
614	Roadways - Traffic Operations & Roadside Maintenance
621	Winter Control - except Sidewalks, Parking Lots
622	Winter Control - Sidewalks, Parking Lots only
650	Street Lighting
811	Wastewater Collection/Conveyance
812	Wastewater Treatment and Disposal
821	Urban Storm Sewer System
822	Rural Storm Sewer System
831	Water Treatment
832	Water Distribution/Transmission

- **Weighted property assessment:** Measures the size of the municipality's tax base. Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes (PILs) retained by the municipality).

Data sources: Final 2022 Market Change Profile (MCP) and 2024 starting tax ratios (Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws) and Municipal FIRs (2021 or 2022 for PILs). 2024 OMPF (Ontario Municipal Partnership Fund) data released October 2023.

- **Median household income:** Statistics Canada's measure of median income for all private households in 2020.

Ontario Community Infrastructure Fund (OCIF)
Revised Allocation Notice
The Corporation of the Township of Melancthon

Below are the key data source values used to calculate your 2024 allocation:

The Corporation of the Township of Melancthon		
	Inputs	
a	Core infrastructure CRV estimate	\$62,649,606
b	Adjusted core infrastructure	\$84,427,777
c	Weighted property assessment	\$604,799,881
d	Number of households	1,189
e	Median household income	\$100,000
Ind 1*	Indicator 1 ($h \div i$)	-0.5137
f	Indicator 1 – Raw ($b \div c$)	0.1396
g	Indicator 1 of eligible municipalities: Median, Lowest, Highest Value	g1: Median: 0.2711 g2: Lowest: 0.0151 g3: Highest: 1.4344
h	Difference between Indicator value and Median ($f - g1$)	-0.1315
i	Difference between the Median and the Minimum value ($g1 - g2$) ¹	0.2560
Ind 2*	Indicator 2 ($l \div m$)	-0.3068
j	Indicator 2 – Raw ($b \div d \div e$)	0.7101
k	Indicator 2 of eligible municipalities: Median, Lowest, Highest Value	k1: Median: 0.9986 k2: Lowest: 0.0584 k3: Highest: 4.1491
l	Difference between Indicator value and Median ($j - k1$)	-0.2885
m	Difference between the Median and the Minimum value ($k1 - k2$) ²	0.9402
Ind	Infrastructure Index ($(Ind1 + Ind2) / 2$)	-0.4103
n	Median of Infrastructure Indices of all eligible municipalities	-0.0331
o	Percentage points away from the Median	-37.72
p	Core infrastructure multiplier (per \$100,000 of core infrastructure) $\$194.538 - \$24 \times (n - Ind) \div 10\%$ ³	\$146.00
q	Median core infrastructure multiplier	\$194.538
	2023 OCIF Allocation	\$100,000
	2024 OCIF Allocation Maximum of ($p \times a \div \$100,000$) or \$100,000, up to \$10 million, limited to $\pm 15\%$ variance from 2023 grant**	\$100,000

****Core infrastructure value must be divided by \$100,000 before applying the core infrastructure multiplier.**

Please Note: Due to rounding, some calculations may vary from the results shown.

*The re-weighted indicators are on a scale of -1 to +1.

Note 1: Since the indicator is below the median, the difference between the median and the lowest value is calculated ($g1 - g2$)

Note 2: Since the indicator is below the median, the difference between the median and the lowest value is calculated ($k1 - k2$)

Note 3: Since the index is below the median, the funding multiplier per \$100,000 of core infrastructure is less than \$194.538

Details of how grants are calculated, including the infrastructure index and the way in which it impacts OCIF funding by comparing it to the median infrastructure index of all eligible municipalities, can be found in the Ontario Community Infrastructure Fund program guidelines at: www.ontario.ca/page/ontario-community-infrastructure-fund#section-5.



CLEARVIEW

OFFICIAL PLAN REVIEW NOTICE OF PUBLIC MEETING

The Township of Clearview will be hosting a Public Meeting, pursuant to Sections 17 and 26 of the *Planning Act* (R.S.O. 1990, c. P.13), regarding the Township's proposed new Official Plan. This public notice invites you to engage in the public process, if you so desire.

The Proposal:

Section 26 of the *Planning Act* requires that Official Plans be regularly reviewed and updated. The Township of Clearview's current Official Plan was adopted in 2001, and it is time to renew our community's vision for the future and to bring the Official Plan's policies into alignment with Provincial and County requirements and guidelines. The proposed new Official Plan, which will replace the current Official Plan, is an updated statement of the goals, objectives, and policies that will guide future growth and development in the Township over the next twenty years. The proposed new Official Plan is intended to ensure that future growth happens in a sustainable manner and is provided with the necessary infrastructure, transportation, and public service facilities.

The subject lands of the proposed new Official Plan comprise the entire municipal territory of the Township of Clearview. (For this reason, no key map of the subject lands has been provided with this notice.)

Public Meeting Information:

The Township of Clearview will be hosting a Public Meeting of Council to discuss the revisions being made to the Public Consultation Draft of the Township's new Official Plan (released in August 2023). This additional, non-statutory meeting will include a presentation on the general approach being taken to address various 'hot topics' and items of particular importance to the community. Members of the public are invited to attend, as this meeting will provide one last opportunity to receive oral comments on the Consultation Draft ahead of the release of the Final Draft on **January 19, 2024**.

Date: Wednesday, January 17, 2024

Time: 5:30 PM

Location: Council Chambers, Township of Clearview Administration Centre
217 Gideon Street, Stayner, Ontario

How to Participate:

If you wish to be notified of Council's decision regarding the adoption of the proposed new Official Plan, please submit your request in writing to the Township using the information provided. Please be advised that your written comment and request to be notified will form part of the public record, and that your communication and any personal information included therein (such as your name and e-mail address) will be made available to the public, unless you expressly request that such information be removed.

If you have specific accessibility needs and would like this notice in another format or would like other accommodations, the Township of Clearview will work to meet your needs. Please contact Human Resources at 705-428-6230 ext. 255.

For owners of land that contains seven or more residential units, please ensure that this notice is posted so that it is visible to all of the residents.



CLEARVIEW

OFFICIAL PLAN REVIEW NOTICE OF PUBLIC MEETING

Your Rights to Appeal:

Please be advised that the County of Simcoe is the approval authority for the proposed new Official Plan. Should Council choose to adopt the proposed new Official Plan, the adopted Plan along with the supporting information and materials will be forwarded to the County for consideration. Under Subsection 17 (34) of the *Planning Act*, the County may approve the adopted Plan (or any part thereof), modify the adopted Plan (or any part thereof) and approve it as modified, or refuse to approve the adopted Plan (or any part thereof).

Under Subsection 17 (36) of the *Planning Act*, only those persons who made oral submissions at the Public Meeting or written submissions to Council prior to the adoption of the Plan have the right to appeal the County's decision. Anyone who does not make an oral or written submission regarding an Official Plan before its adoption:

- (i) does not have the right to appeal the County's decision to the Ontario Land Tribunal; and
- (ii) may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

For More Information:

There are several ways to find more information about the proposed new Official Plan.

Visit the **website** for the Official Plan Review project:



Contact the Township Planner supervising the project:

Amy Cann, Director of Planning & Building
Email: acann@clearview.ca Phone: (705) 428-6230 ext. 264

Contact the consulting Planners at GSP Group:

Patrick Casey, Planner
Email: pcasey@gspgroup.ca Phone: (226) 499-6769

Visit the Township of Clearview Administration Centre, or write to the Planning & Building Department at the Administration Centre:

Box 200, 217 Gideon Street, Stayner, ON L0M 1S0
Monday to Friday, 8:30 AM to 4:30 PM
www.clearview.ca/opreview

Notice dated: 21 December 2023

Niagara Escarpment Commission

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

Commission de l'escarpement du Niagara

1450 7^e avenue Est
Owen Sound, ON N4K 2Z1
No de tel. (519) 371-1001
necowensound@ontario.ca
www.escarpment.org



Niagara Escarpment Commission

An agency of the Government of Ontario

December 21, 2023

Via Email

County of Dufferin
Nottawasaga Valley Conservation Authority
Township of Melancthon
Saugeen Ojibway Nation
Six Nations of the Grand River

REQUEST FOR COMMENTS

FILE NUMBER: M/S/2023-2024/375

APPLICANT: Rogers Communications Canada Inc
OWNER: Township of Melancthon
AGENT: Hilvar Castellanos, Rogers Communications Canada Inc

LOCATION: Main Street and Sideroad 15 Rights-of Way, Horning's Mills
Township of Melancthon, County of Dufferin

PROPOSED DEVELOPMENT:

To install fibre optic communication infrastructure within the road rights-of-way

Note: The proposed development is within the Niagara Escarpment area of Development Control where a permit is required, however, it is outside of the Niagara Escarpment Plan Area; therefore, the policies of the Niagara Escarpment Plan (2017) do not apply. The proposed development is being assessed against the Provincial Policy Statement (2020), the purpose and objectives of the Niagara Escarpment Planning and Development Act (NEPDA), relevant policies of Dufferin County and Township of Melancthon Official Plans (OP), as well as agency comments.

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 by **January 23, 2024**. If you require additional time to provide comments, please call as soon as possible.

If you require further information, please contact Janet Sperling at janet.sperling@ontario.ca



FILE # M/S/2023-2024/375

(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: necgeorgetown@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. OWNER (Required)

Name: _____

Mailing Address: _____
Street/P.O. Box

City/Town Province Postal Code

Phone: _____ E-mail: _____

2. APPLICANT or AGENT (if applicable)

Name: _____

Mailing Address: _____
Street/P.O. Box

City/Town Province Postal Code

Phone: _____ E-mail: _____

3. PROPERTY LOCATION & INFORMATION

Municipality: _____ Civic/Street Address #: _____
(Fire/Emergency #)

Lot: _____ Concession: _____ and/or Lot: _____ Plan: _____

Assessment roll number or PIN: _____ Lot Size: _____

Date the property was purchased or future date of purchase: _____

8. CONSTRUCTION DETAILS

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)

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

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

(e.g: 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.

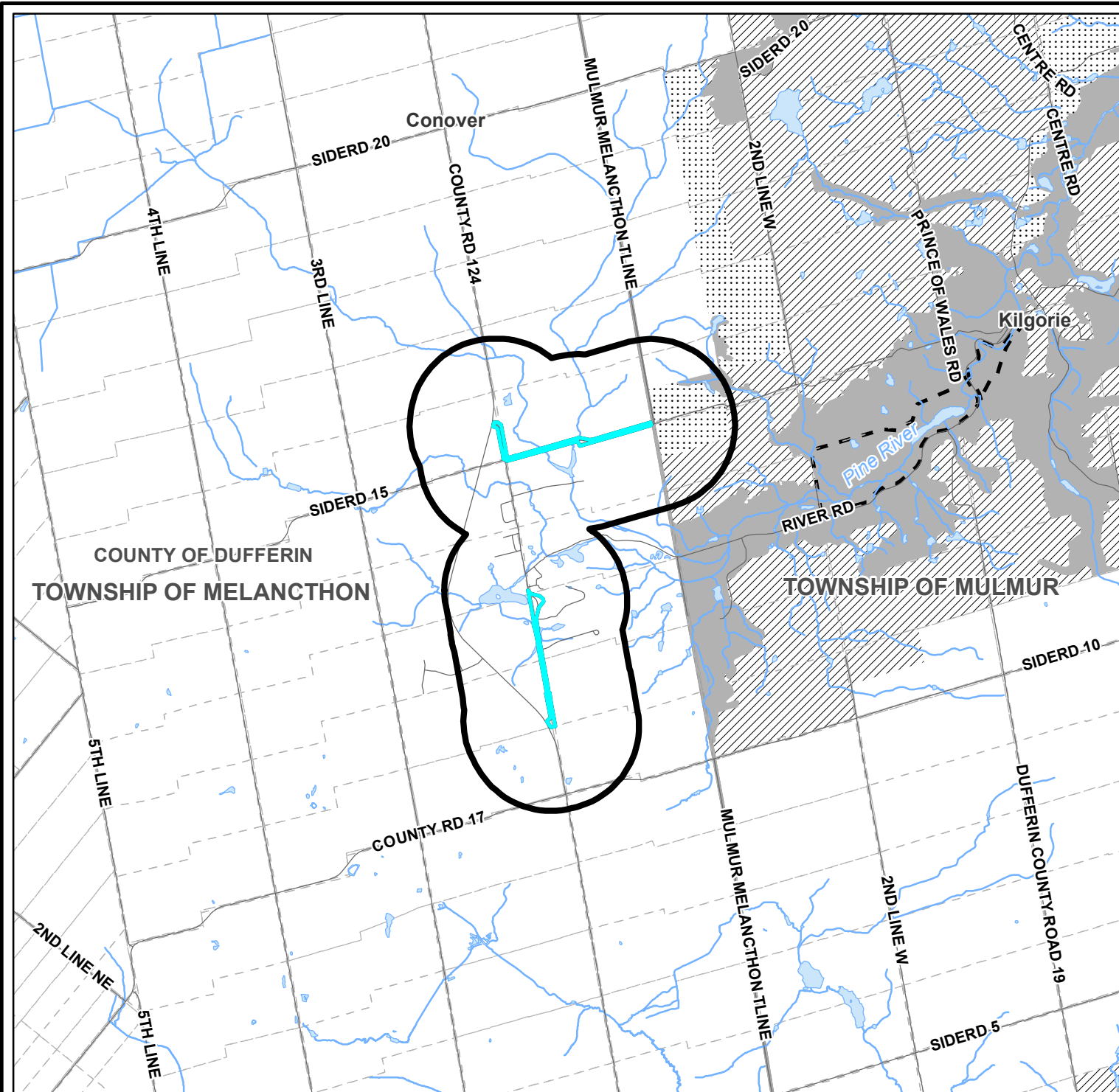
10. HOME BUSINESS, CHANGE OF USE, NEW USE

(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.



Map 1A Niagara Escarpment Plan

M/S/2023-2024/375

File: Rogers

Subject Property

Plan Designations

Escarpment Natural Area

Escarpment Protection Area

Escarpment Rural Area

Public Land (in Parks and Open Space System)

Roads

Waterbodies

Watercourse

Upper Tier Municipality

Lower/Single Tier Municipality

Lot and Concession Boundary

NOTE: The Niagara Escarpment Plan Designation boundaries shown on this map are approximate and subject to confirmation through Site Inspection and the application of the 'Interpretation of Boundaries' section of the Niagara Escarpment Plan

Scale 1:50,000

0 380 760 1140 1520

Metres

Printed on Dec 20, 2023

THIS IS NOT A PLAN OF SURVEY.

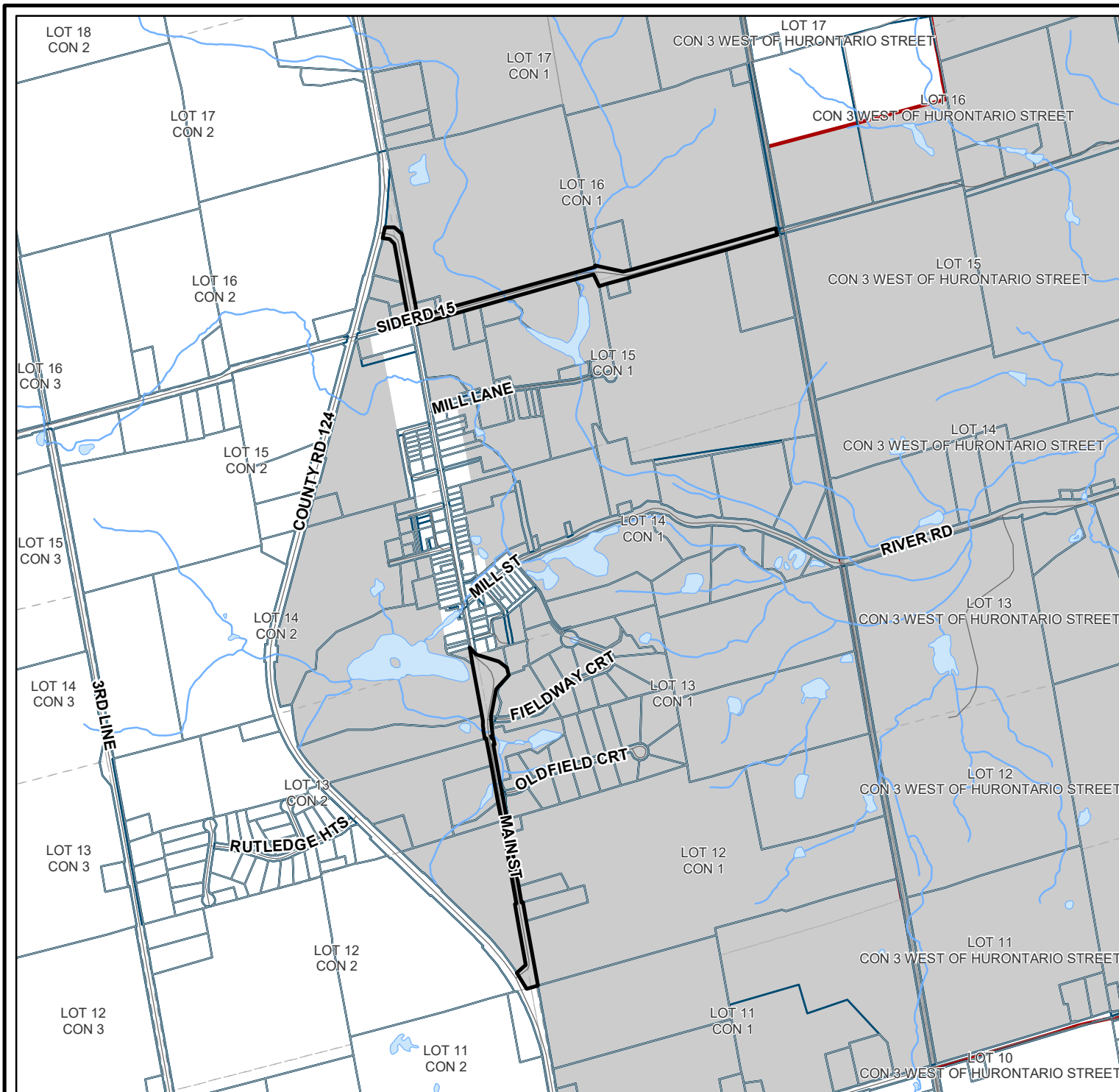
This map is illustrative only. Do not rely on it as being a precise indicator of routes, location of features, nor as a guide to navigation. Base derived from various sources.

Map compiled and produced by the Geographic Information Systems (GIS) Department of the Niagara Escarpment Commission, Ministry of Natural Resources

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Map 2 - Development Control

Lot Configuration

M/S/2023-2024/375

File: Rogers

-  Subject Property
-  Niagara Escarpment Plan Area
-  Area of Development Control
-  Roads
-  Waterbodies
-  Watercourse
-  Upper Tier Municipality
-  Lower/Single Tier Municipality
-  Lot and Concession Boundary
-  Parcel Boundary
-  Ownership Boundary

Area of Development Control Drawn for Convenience Only. Refer to the appropriate Ontario Regulation for an accurate interpretation of the Development Control Area.

Scale 1:20,000
0 150 300 450 600

Metres

Printed on Dec 20, 2023

THIS IS NOT A PLAN OF SURVEY.
This map is illustrative only. Do not rely on it as being a precise indicator of routes, location of features, nor as a guide to navigation. Base derived from various sources.
Map compiled and produced by the Geographic Information Systems (GIS) Department of the Niagara Escarpment Commission, Ministry of Natural Resources

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NIAGARA ESCARPMENT COMMISSION PERMIT DRAWING

M224599.01
MP23-1059

PROJECT NAME:
PROJECT LOCATION:
PROJECT TYPE:

ROGERS SERVICE EXPANSION PROJECT
MELANCTHON TOWNSHIP
UNDERGROUND FIBER OPTIC INSTALLATION


DRAWING LIST

SITE SPECIFIC DRAWING:

GENERAL NOTES
CONSERVATION MAP
GENERAL CAUTION NOTES
TYPICAL ROAD CROSSING PERMIT
TYPICAL CULVERT CROSSING PERMIT

DRAWING NUMBER:

A
B
C
SCHEDULE A,D,E,F,G,H,I,J
SCHEDULE B,C

1 0		10-30-2023	SHEET ESTABLISHED
No.	DATE	REVISIONS	BY
		234 NEWKIRK ROAD RICHOND HILL, ON L4C 3S5	
ROGERS COMMUNICATIONS CANADA INC. TECHNICAL CONTACT ELNAZ BOKRAK 1-365-228-7638 Elnaz.Bokrak@cyient.com			
NIAGARA ESCARPMENT COMMISSION			
DESCRIPTION: N.E.C. PERMIT DRAWING (MELANCTHON)			
PLOT DATE: 10-30-2023		PROJECT #: M224599.01	
SCALE: N.T.S.		DRAWING #: M224599.01 - N.E.C.	
DESIGNED BY: CYIENT		GRID MAP #: .	
APPROVED BY: .		DESIGN PROFILE: .	
CSW / LPW .		SMT #: .	
RTN SEGMENT # / SERVICE AREA NODE # .		POWER SUPPLY #: .	
ROGERS POLE PERMIT ID NO. .		ROGERS 3RD PARTY PERMIT ID NO. .	
ROGERS REGIONAL PERMIT ID NO. MP23-1059		ROGERS MTO PERMIT ID NO. .	
ROGERS MUNICIPAL PERMIT ID NO. .		ROGERS RAIL PERMIT ID NO. .	
ISSUE #: 1		SHEET # COVER PAGE	

NIAGARA ESCARPMENT COMMISSION GENERAL NOTES


M224599.01
MP23-1059

Mandatory Notes

1. Beadvisedthatthe Niagara Escarpment Commission may , at any time, withdraw this permission, if, in the opinion of the Authority, the conditions of the permit are not being complied with. This approval does not exempt the property owner/applicant/agent from the provisions of any other Federal, Provincial or Municipal statutes, regulations or by-laws, or any rights under common law.
2. Following installation of the proposed ESC measures, a qualified agent of the proponent, preferably an Environmental Monitor, will conduct regular site visits to monitor all works, particularly the condition of the ESC measures, dewatering, and in- or near-water works. Should concerns arise; the Environmental Monitor will contact the proponent,N.E.C. , and any other appropriate parties.
3. All construction activities, including maintenance procedures, will be controlled to prevent the entry of debris, sediments, or other deleterious products to the watercourse or wetland. Equipment maintenance will be conducted a minimum of 30 metres from the watercourse/wetland.
4. Sediment laden runoff from disturbed areas to the watercourse or natural feature is not allowed. All dewatering shall be treated and then released 30 metres from a watercourse or wetland. Discharge is to be released to an undisturbed natural area. These control measures shall be monitored and maintained or revised to ensure water quality targets are being achieved.
5. Please refer to the ESC Guide for Urban Construction (2019) for the design and design alteration of ESC measures.
6. ESC measures will be implemented prior to, and maintained during the construction phases, to prevent entry ofsediment into the watercourse/natural areas. ESC measures are to be evaluated on a weekly basis and after any storm event. Any repairs required are to be rectified immediately.
7. The Erosion and Sediment Control (ESC) Plan is a dynamic document, which may be subject to change or modifications as a result of site developments or changes on site. Any deviation from approved plans must be designed by a qualified professional.
8. Additional ESC materials (i.e. silt fence, filter socks, straw bales, clear stones, etc.) are to be kept on site for emergencies and repairs.
9. The project proponent or their representative is ultimately responsible for controlling sediment and erosion within the construction site for the total period of the construction.
10. Disturbed areas will be minimized to the extent possible, and temporarily or permanently stabilized or restored as the work progresses. All disturbed ground left inactive for more than 30 days shall be stabilized using appropriate erosion control measures and an appropriate native non-invasive seed mix or with the final approved restoration plan.
11. Any Sediment Spill from the site should be reported to Ministry of Environment (Spill Action Center) at 1-800-268-6060. 1
12. If excessive siltation results from the construction activities, the onsite supervisor/inspector and/or N.E.C. reserve the right to request additional ESC measures which would be installed prior to further construction activities.

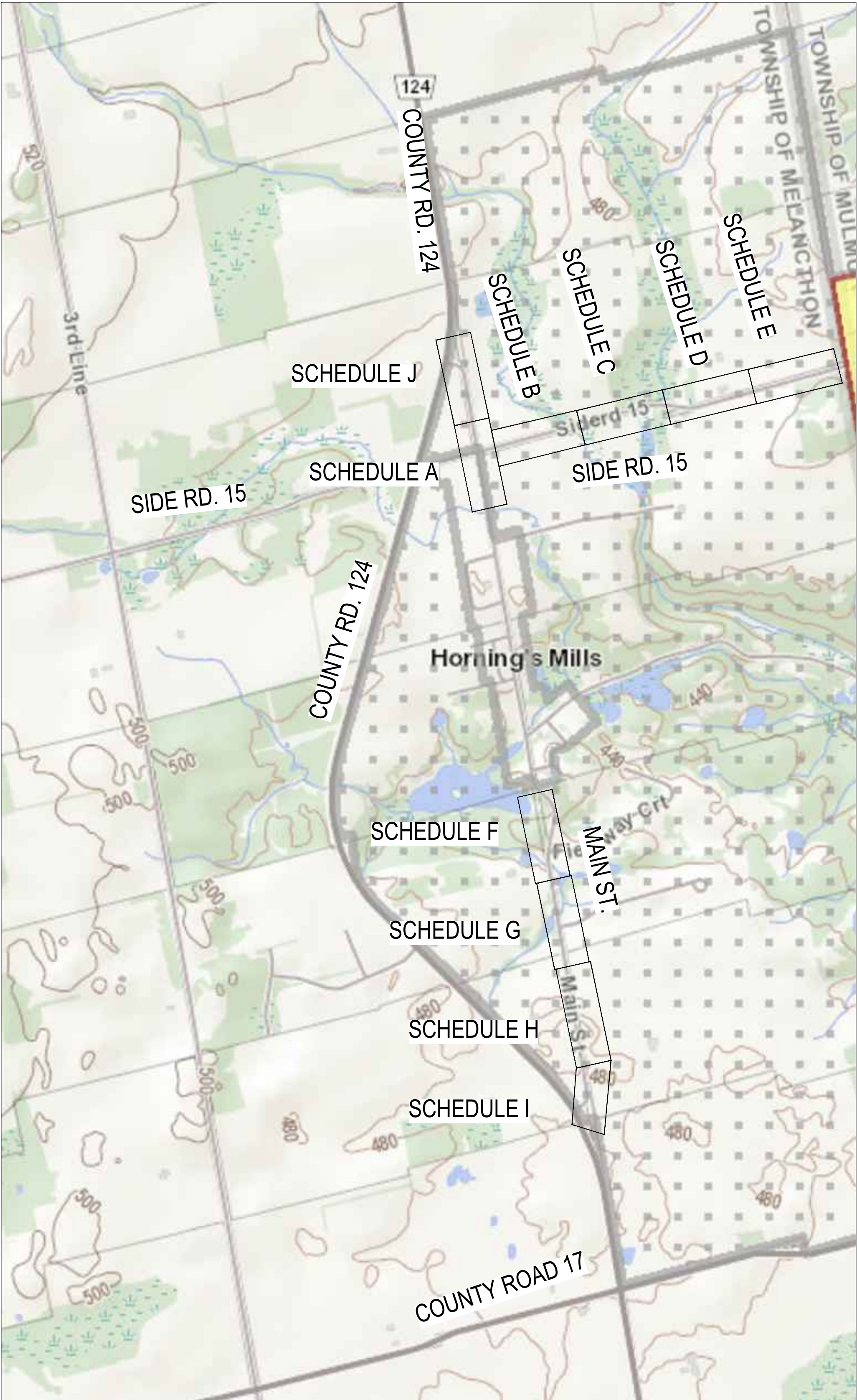
Site-Specific Notes

1. The contractor shall monitor weather forecasts to ensure that the works will be conducted in favourable weather. The contractor is responsible for removing all construction equipment and materials that would have potential to cause a spill or obstruction (i.e. fuel tanks, portable toilets, machinery, etc.), from the 100 year* Floodplain in the case of a large storm event. * or site-specific storm event
2. Crossing an active watercourse or wetland by equipment, vehicles, personnel, etc. is not permitted unless approved by N.E.C. All access to work sites shall be from either side of the watercourse or wetland.
3. All in-water and near water works will be conducted in the dry and must be staged with appropriate erosion and sediment controls. Plan the work accordingly with the weather forecast.
4. An after-hours contact number is to be visibly posted on-site for emergencies. All the plans should have name and contact info of the person responsible for ESC measures.
5. The areas of excavation and disturbance are to be permanently stabilized and restored to their previous condition prior to the completion of the works. Use N.E.C. wetland mix (or similar) for restoration.


1 0	10-30-2023	SHEET ESTABLISHED	CYT
No.	DATE	REVISIONS	BY
		234 NEWKIRK ROAD RICHOND HILL, ON L4C 3S5	
ROGERS COMMUNICATIONS CANADA INC. TECHNICAL CONTACT ELNAZ BOKRAK 1-365-228-7638 Elnaz.Bokrak@cyent.com			
NIAGARA ESCARPMENT COMMISSION			
DESCRIPTION: N.E.C. PERMIT DRAWING (MELANCTHON)			
PLOT DATE: 10-30-2023		PROJECT #: M224599.01	
SCALE: N.T.S.		DRAWING #: M224599.01 - N.E.C.	
DESIGNED BY: CYIENT		GRID MAP #: .	
APPROVED BY: .		DESIGN PROFILE: .	
CSW / LPW ./.		SMT #: .	
RTN SEGMENT # / SERVICE AREA NODE # ./.		POWER SUPPLY #: .	
ROGERS POLE PERMIT ID NO. .		ROGERS 3RD PARTY PERMIT ID NO. ./.	
ROGERS REGIONAL PERMIT ID NO. MP23-1059		ROGERS MTO PERMIT ID NO. ./.	
ROGERS MUNICIPAL PERMIT ID NO. ./.		ROGERS RAIL PERMIT ID NO. ./.	
ISSUE #: 1		SHEET #: A	

NIAGARA ESCARPMENT COMMISSION PERMIT DRAWING

M224599.01
MP23-1059

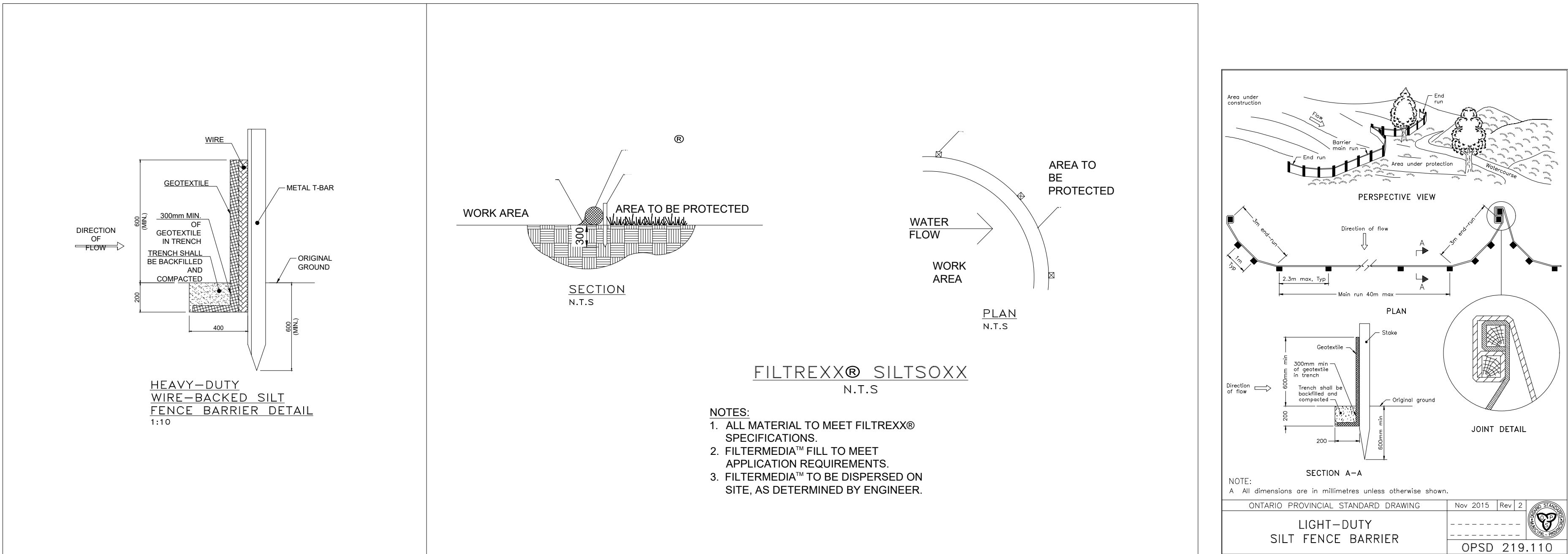


CONSERVATION MAP
N.T.S.

1.0	10-30-2023	SHEET ESTABLISHED	CYT
No.	DATE	REVISIONS	BY
		234 NEWKIRK ROAD RICHMOND HILL, ON L4C 3S5	
ROGERS COMMUNICATIONS CANADA INC. TECHNICAL CONTACT ELNAZ BOKRAK 1-365-228-7638 Elnaz.Bokrak@cyient.com			
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ROGERS REGIONAL PERMIT ID NO. MP23-1059		ROGERS MTO PERMIT ID NO. .	
ROGERS MUNICIPAL PERMIT ID NO. .		ROGERS RAIL PERMIT ID NO. .	
ISSUE #: 1		SHEET #: B	

NIAGARA ESCARPMENT COMMISSION CAUTION NOTES

M224599.01
MP23-1059



NOTES FOR THE PROPOSED STAGING AREA AND STOCKPILING AREA:

- Place 25 mm thick plywood on the manicured grass, sidewalk or other surfaces for protection. The staging and stockpiling area(s) shall not encroach natural areas and will be located outside regional floodplain.
- Install required ESC measures around the staging and stockpiling as applicable.
- Size of staging/stockpiling area shall be sufficient to allow for work operation.
- Stockpiling area shall be properly secured to avoid disruption to work operation or other activities (use timber fence, storage trailer, etc. as required).
- Contractor is responsible to obtain required permits to install/occupy staging area in municipal or private properties.
- The area should be restored to original conditions or better upon completion of the proposed work.
- Contractor shall ensure that access is maintained to adjacent utilities and other structures in the proximity of the staging/stockpiling area.
- Location of staging/stockpiling areas shall be outside floodplain such as drainage ditch and avoid removal of natural vegetation.
- Location of staging and stockpiling areas should be 10m (min.) from inlet or outlet of nearest existing drainage swales or culverts.

NOTES

- TO PROTECT LOCAL FISH POPULATIONS DURING THEIR SPAWNING, NURSERY AND MIGRATORY PERIODS, THE WARMWATER FISHERY TIMING WINDOW WILL BE APPLIED TO THE PROJECT UNLESS SPECIFIED IN WRITING BY THE MINISTRY OF NATURAL RESOURCES (MNR).
- EROSION AND SEDIMENT CONTROL (ESC) MEASURES WILL BE IMPLEMENTED PRIOR TO, AND MAINTAINED DURING THE CONSTRUCTION PHASES. TO PREVENT ENTRY OF SEDIMENT INTO THE WATER, ALL DAMAGES EROSION AND SEDIMENT CONTROL MEASURES SHALL BE REPAIRED AND/OR REPLACED WITHIN 48 HOURS OF INSPECTION.
- DISTURBED AREAS WILL BE MINIMIZED TO THE EXTENT POSSIBLE, AND TEMPORARILY STABILIZED OR RESTORED AS THE WORK PROGRESSES.
- ALL IN-WATER AND NEAR WATER WORKS WILL BE CONDUCTED IN THE DRY WITH APPROPRIATE EROSION AND SEDIMENT CONTROLS.
- THE EROSION AND SEDIMENT CONTROL STRATEGIES OUTLINED ON THE PLANS ARE NOT STATIC AND MAY NEED TO BE UPGRADED/ADJUSTED AS SITE CONDITIONS CHANGE TO MINIMIZE SEDIMENT LADEN RUNOFF FROM LEAVING THE WORK AREAS. IF THE PRESCRIBED MEASURES ON THE PLANS ARE NOT EFFECTIVE IN PREVENTING THE RELEASE OF A DELETERIOUS SUBSTANCE, INCLUDING SEDIMENT, THEN ALTERNATIVE MEASURES MUST BE IMPLEMENTED IMMEDIATELY TO MINIMIZE POTENTIAL ECOLOGICAL IMPACTS. TRACK ENFORCEMENT OFFICER SHOULD BE IMMEDIATELY CONTACTED. ADDITIONAL ESC MEASURES TO BE KEPT ON SITE AND USED AS NECESSARY.
- ALL ACTIVITIES, INCLUDING MAINTENANCE PROCEDURES, WILL BE CONTROLLED TO PREVENT THE ENTRY OF PETROLEUM PRODUCTS, DEBRIS, RUBBLE, CONCRETE OR OTHER DELETERIOUS SUBSTANCE INTO THE WATER. VEHICULAR REFUELING AND MAINTENANCE WILL BE CONDUCTED A MINIMUM OF 30 METERS FROM THE WATER.
- ALL GRADES WITHIN THE REGULATORY FLOOD PLAIN WILL BE MAINTAINED OR MATCHED.
- THE PROPONENT/ CONTRACTOR SHALL MONITOR THE WEATHER SEVERAL DAYS IN ADVANCE OF ONSET OF THE PROJECT TO ENSURE THAT THE WORKS WILL BE CONDUCTED FAVORABLE WEATHER CONDITIONS. SHOULD THE WEATHER FORECAST PREDICT WET WEATHER CONDITIONS AT THE SITE, THE CONTRACTOR SHALL REMOVE ALL UNFIXED ITEMS THAT WOULD POTENTIALLY CAUSE SPILL/ OBSTRUCTION TO FLOW (E.G. FUEL TANKS, PORTA/POTTIES, MACHINERY, EQUIPMENT, CONSTRUCTION MATERIALS, etc.).

NOTE:

PEDESTALS SHOWN ON PLAN VIEW ARE NOT TO SCALE.
THE POSITION OF POLE LINES, CONDUITS, WATERMAINS, SEWERS AND OTHER UNDERGROUND AND ABOVE GROUND UTILITIES AND STRUCTURES ARE NOT NECESSARILY SHOWN AS EXACT. THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL CONFIRM THE EXACT LOCATION OF ALL UTILITIES AND STRUCTURES BY HAND-DIGGING BEFORE ANY POWER EQUIPMENT IS USED. THE CONTRACTOR SHALL ASSUME ALL LIABILITY FOR DAMAGE.

Conservation Authority Special Notes:

- All Construction must be by Directional Bore method.
- Machinery is to arrive on site in a clean condition and is to be maintained free of fluid leaks.
- Washing, refueling, and servicing of machinery along with storing of fuel and other materials for the machinery must be accomplished a safe distance away from the environmentally sensitive areas, to prevent any deleterious substance from entering these areas.
- An emergency spill kit must be kept on site in case of fluid leaks or spills from machinery.
- Silt fencing of non-woven 270R geotextile or better must be used as an effective sediment and erosion control measure to prevent drilling mud from entering the environmentally sensitive areas. Inspect these control measures regularly during the course of construction and make all necessary repairs if any damage occurs. For further details refer to Erosion and Sediment Control Guideline for Urban Construction, December 2006 OFSD 219.130 at www.sustainabletechnologies.ca for more information.
- Dispose of excess drilling mud, cuttings and other waste materials at an adequately sized disposal facility located away from the environmentally sensitive areas.
- Bore pits are to be backfilled with native material, covered with a minimum of 15cm of topsoil and be seeded with a native seed mix. Measures depending on the construction area must be put in place to avoid the risk of erosion.
- In order to eliminate potential impacts to drainage ditches located in the work area, place all removed material from the bore pits outside of the drainage ditches and contain such material with silt fencing.
- No upwelling, seeps or other discharge zones have been identified along the proposed route.
- The minimum distance from the watercourse to the bore pits is to be 30m as shown on the design and cross section.
- Relief pits will not be required, only entry and exit bore pits.
- Excavation equipment will not interfere with areas outside of the designated bore pit locations, which are to be silt fenced.
- Excavated soil is to be stored inside silt fenced areas and outside of the drainage ditch area. If it is not possible to store the material outside of the drainage ditch it is to be temporarily stored off site until such time the material is required to backfill and restore the work area with native soil.
- Work is to be complete in such a way that bore pits can be backfilled each night.
- The work area is to be restored to original or better condition, bore pits are to be backfilled with native material and covered with a native seed mix as specified in the conservation Authority seed mix guidelines 2004.
- It is the responsibility of the Rogers contractor to ensure the work site has been restored to original or better condition.
- Relief pits will not be required, only entry and exit bore pits.
- Weather is to be monitored at all times. In the event of an unexpected storm, the floodplain must be evacuated of all persons and of all unfixed items that have a potential to cause a spill, pollution or an obstruction.
- Install tree protection fencing at the drip line around all trees within close proximity of the bore pits.
- There will be no trees removed under this project only ground vegetation that will be re-seeded at completion.

DEWATERING NOTES

- NO DEWATERING IS PERMITTED. IF DEWATERING IS REQUIRED ON-SITE, A DETAILED DEWATERING PLAN IS REQUIRED AND SHALL BE SUBMITTED TO NWCA STAFF FOR REVIEW AND APPROVAL. NO DEWATERING IS PERMITTED PRIOR TO HAVING AN APPROVED DEWATERING PLAN.
- MONITOR THE CREEK TO OBSERVE SIGNS OF DRILLING MUD DURING THE PROPOSED WORK
- ENSURE THAT DRILLING MUD, SEDIMENT LADEN WATER AND ALL OTHER DELETERIOUS SUBSTANCES DO NOT ENTER THE WATERCOURSE.

INFORMATION TO BE CAPTURED ON AS-CONSTRUCT DRAWING:

- The following information shall be captured during the construction activity in metric units (meters):
- Depth of cover to plant / installation (along trench line or bore pits).
 - Length and width of trench or bore pits with tie distances to curbs and/or permanent street furniture (i.e. fire hydrants, poles, ...).
 - all dimensions to be taken parallel to the edge of road to nearest intersecting street or permanent street furniture.
 - Type and Diameter of conduit placed.
 - Conduit owner(s), applicable in joint-builds.
 - New plants' offset distance to curbs and permanent street furniture; all dimensions to be taken at a tangent (90°) to the tie object.
 - Type of material disturbed (i.e. sidewalk - number of bays cut or damaged, asphalt, interlock, patterned concrete, grass, ...).
 - Identify by circling the area and clearly noting the type of material.
 - Deviations to the approved design (along with explanation for the adjustment)

CAUTION

MAINTAIN 0.3m MIN. VERTICAL AND 0.6m MIN. HORIZONTAL CLEARANCE WHEN TRENCHING IN THE VICINITY OF OTHER UTILITIES.

GENERAL NOTES

All work to be performed in accordance with all Rogers specifications.

No work is to proceed without notifying the Construction Department 48 hours prior to construction.

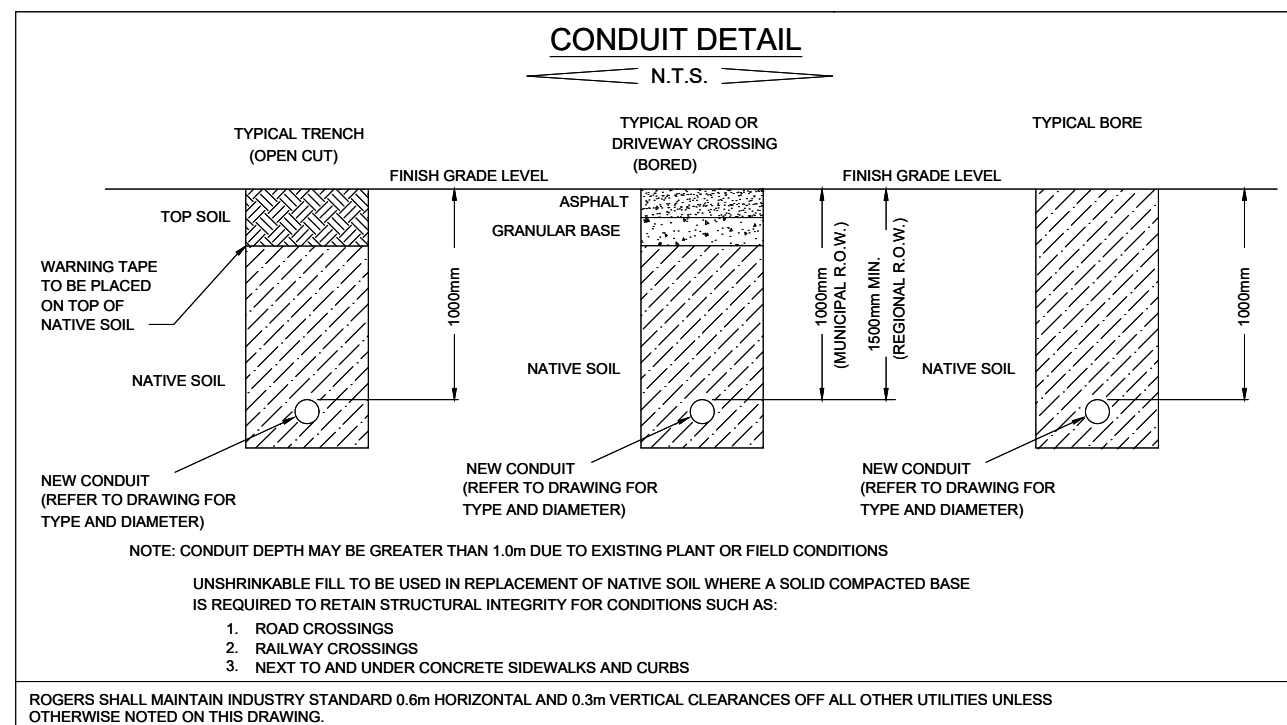
All revisions must be authorized by the Engineering Department.

Contact all utilities for locates prior to construction.

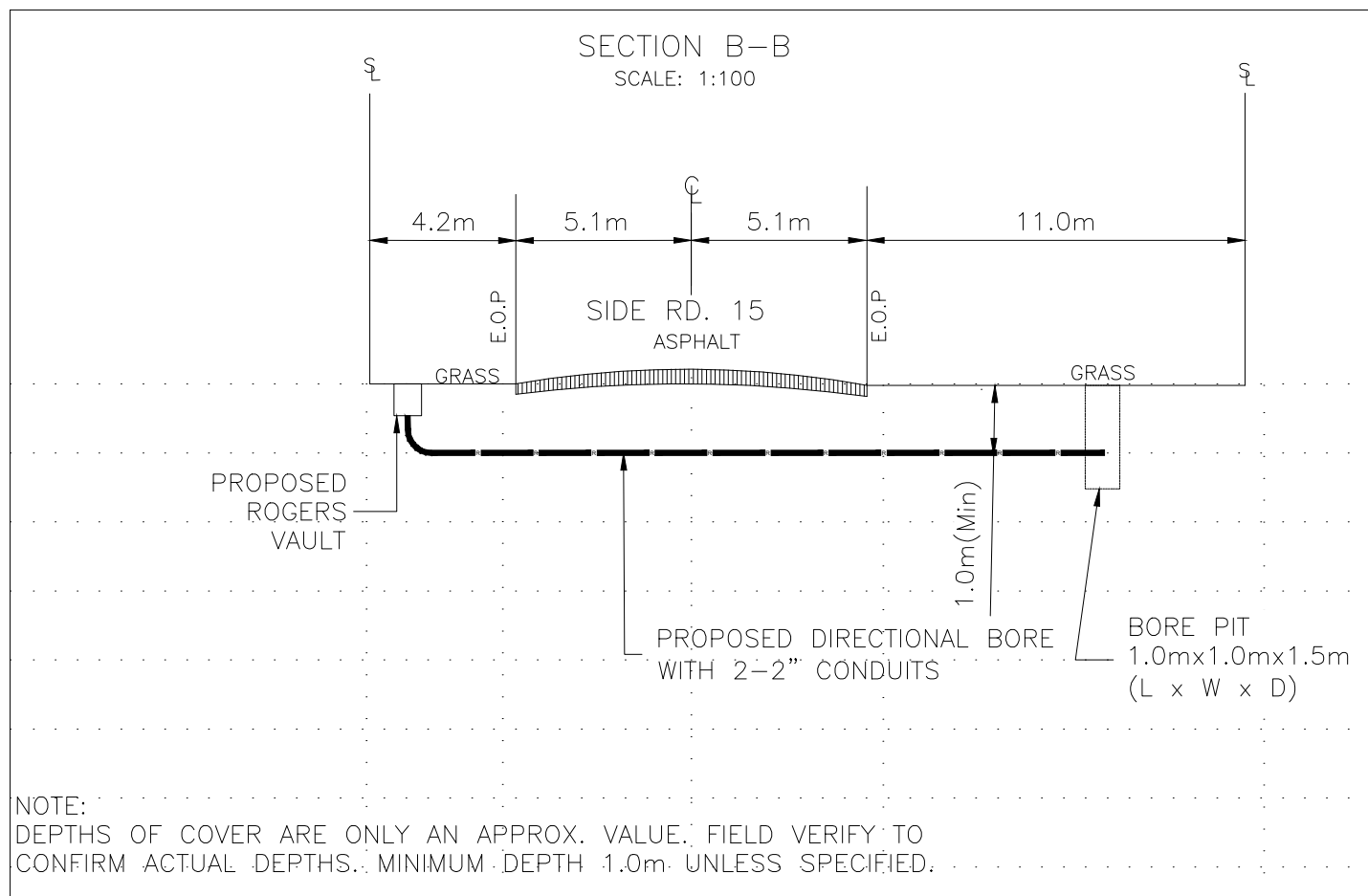
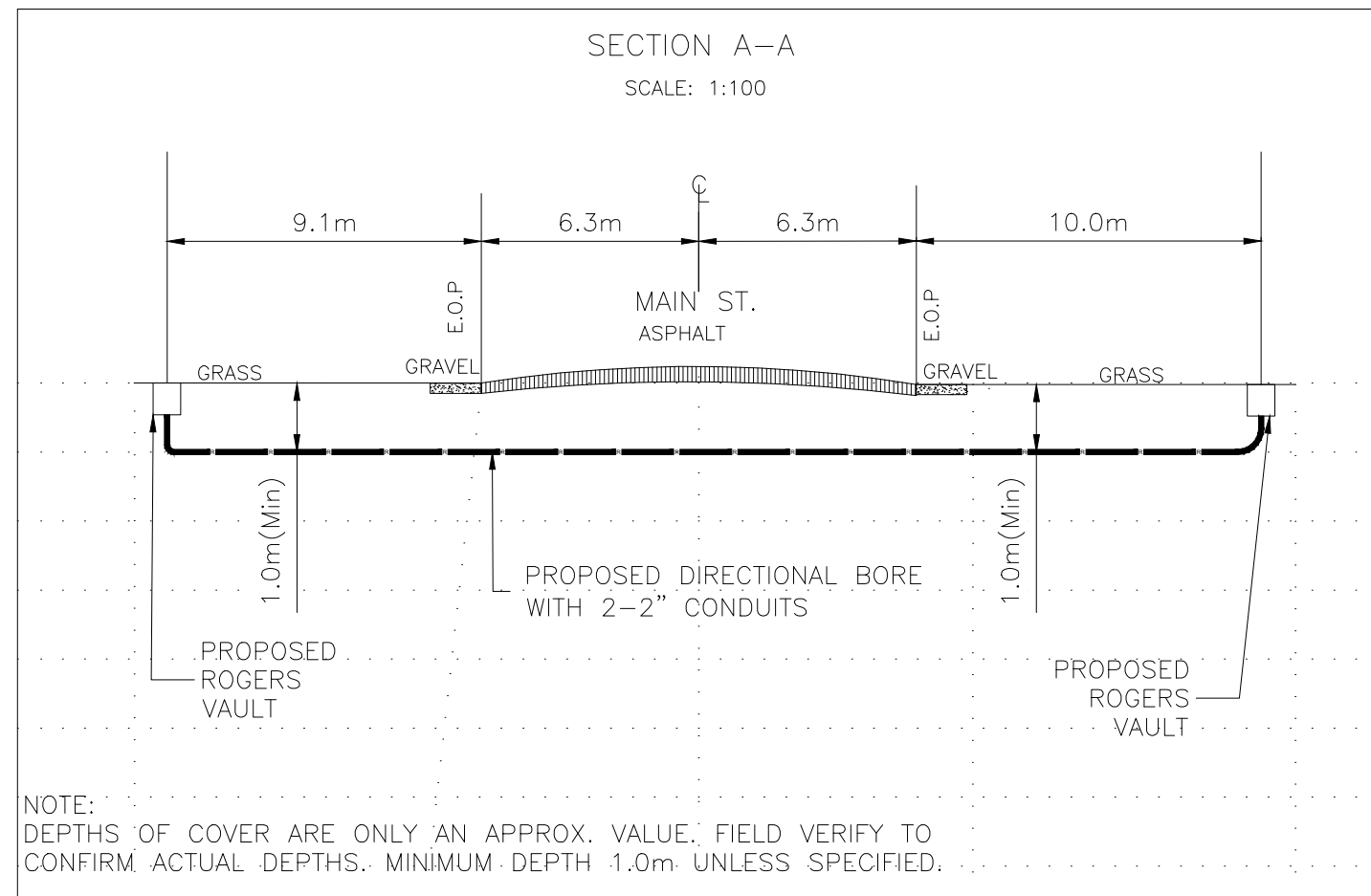
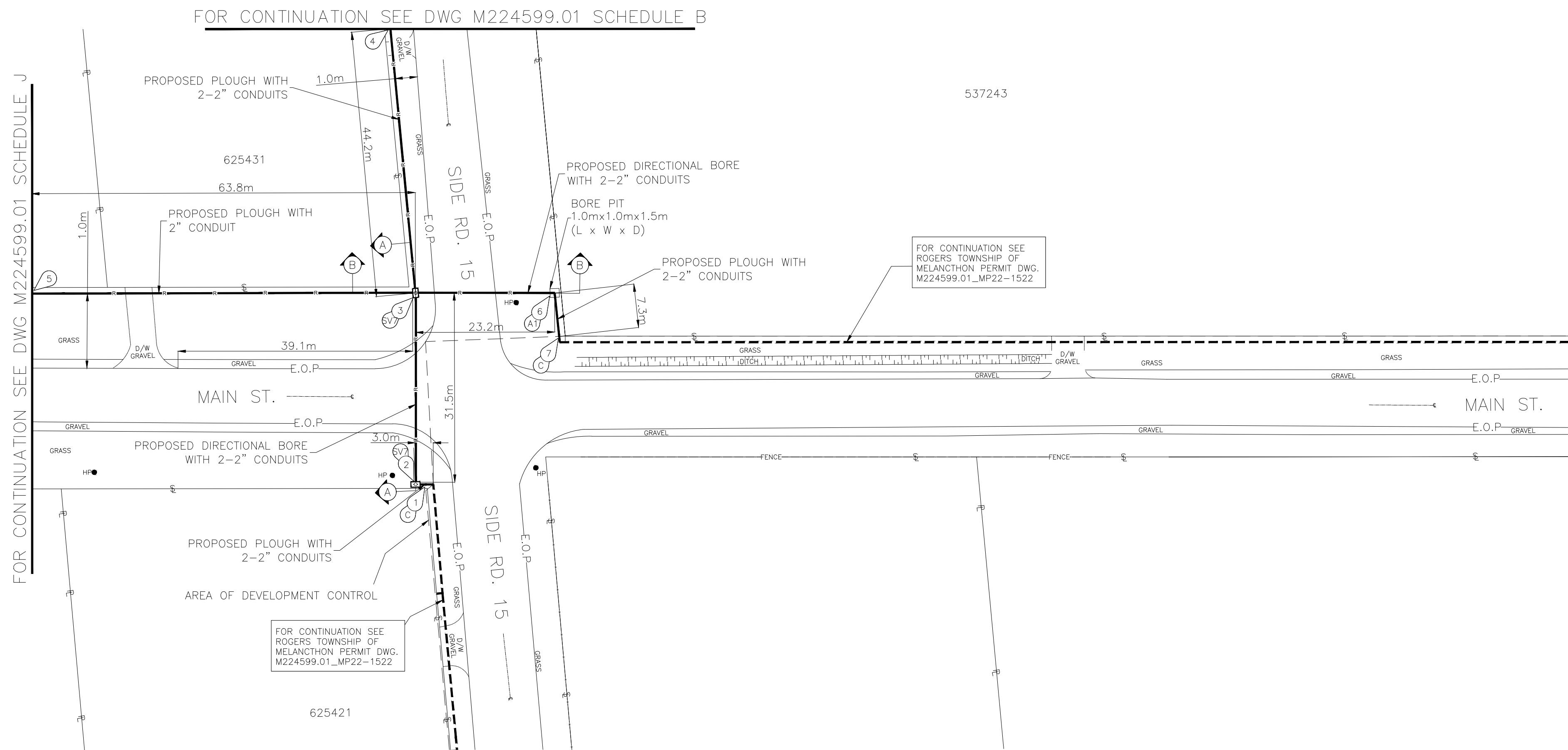
Bore all sidewalks, trees, driveways and roads as per city requirements.

Maintain a minimum 1.2m offset from existing watermain.

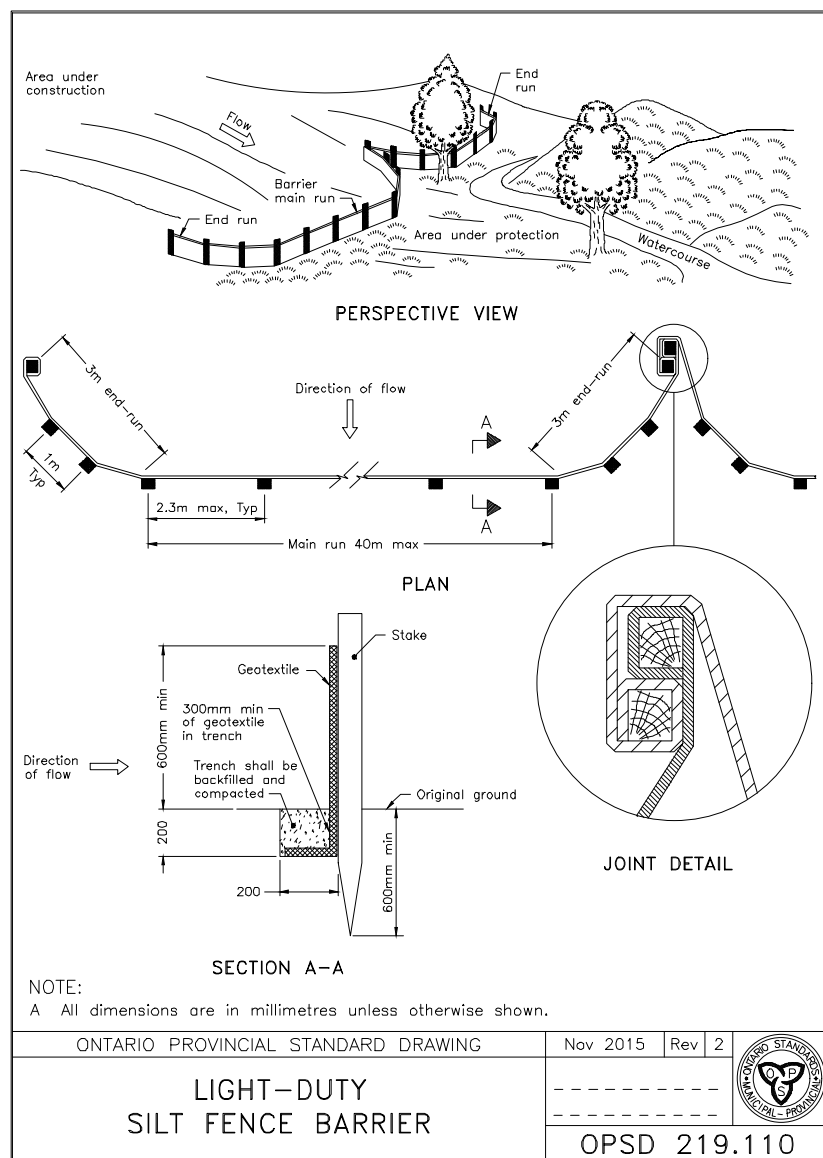
Rogers Construction Department must notify the Township of Melancthon, Works & Emergency Services a minimum of 48 hours prior to construction.



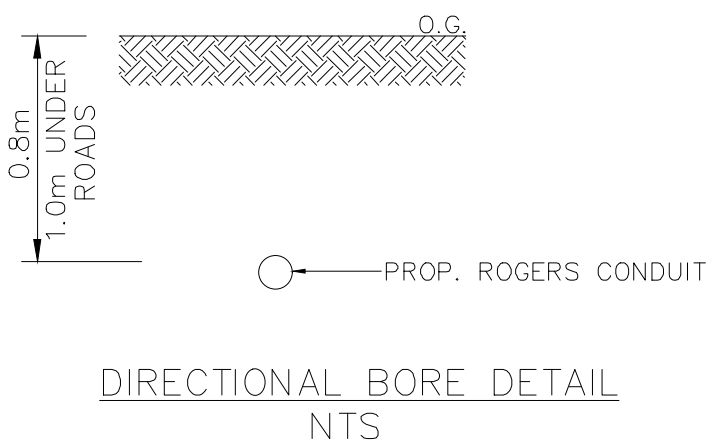
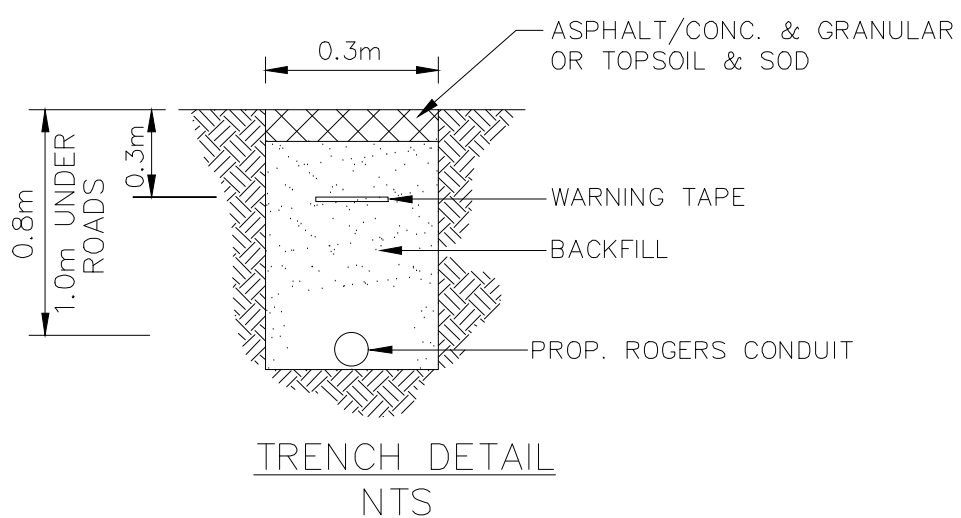
PLAN VIEW
SCALE 1:500



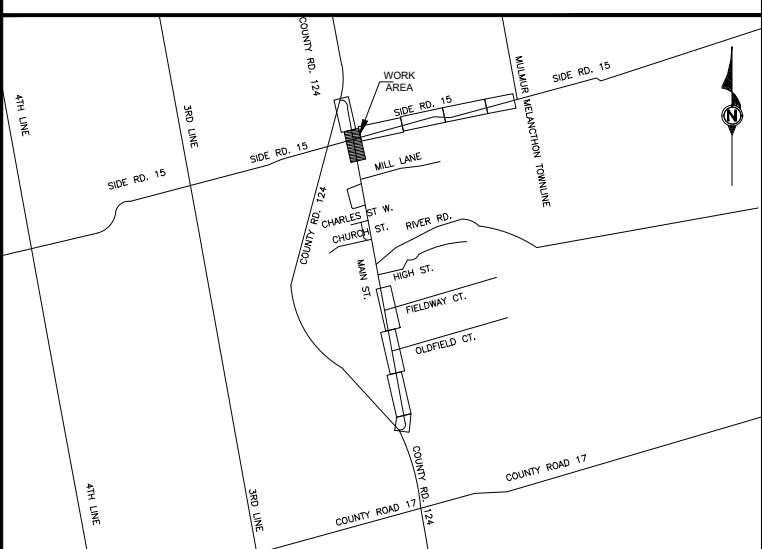
- CONSTRUCTION NOTES**
- 1 PLOUGH 3m AND INSTALL NEW 2-2" CONDUITS
 - 2 DIRECTIONAL BORE 32m AND INSTALL NEW 2-2" CONDUITS
 - 3 PLOUGH 45m AND INSTALL NEW 2-2" CONDUITS
 - 4 PLOUGH 64m AND INSTALL NEW 2" CONDUIT
 - 5 DIRECTIONAL BORE 24m AND INSTALL NEW 2-2" CONDUITS
 - 6 PLOUGH 8m AND INSTALL NEW 2-2" CONDUITS
 - A1 NEW 1.0mx1.0mx1.5m SEND / RECEIVE PIT.
 - C CAUTION STAKE LOCATION
 - SV7 INSTALL NEW ROGERS VAULT 3660



LEGEND			
EX. FIBRE LOOP BACK	PROPOSED FIBRE LOOP BACK	EX. ALLSTREAM	EX. ROGERS PEDESTAL
EX. ROGERS FIBRE	PROPOSED ROGERS FIBRE	EX. TELECOM	EX. ROGERS PEDESTAL W/ VAULT
EX. CONDUIT	PROP. CONDUIT	EX. HYDRO	EX. ROGERS VAULT
EX. ROGERS TRENCH	PROPOSED ROGERS TRENCH	EX. BELL	EX. ROGERS MANHOLE
EX. 875 CABLE	BURIED DROP	EX. GAS	EX. F.O.S.C.
EX. 750 CABLE	JOINT USE TRENCH	EX. SANITARY	EX. CABLE SPLICE
EX. 625 CABLE	STREET LINE	EX. STORM	EX. ANCHOR
EX. 500 CABLE	FENCE	EX. WATERMAIN	EX. SIDEWALK ANCHOR
EX. TX15 CABLE	PROPERTY LINE	DITCH	EX. AERIAL STRAND
EX. 412 CABLE	CENTRE LINE	CULVERT	



KEY MAP N.T.S.



NIAGARA ESCARPMENT COMMISSION

GENERAL NOTES

THE LOCATION OF POLE LINES, CONDUITS, WATERMANS, SEWERS AND OTHER UNDERGROUND AND ABOVE GROUND UTILITIES AND STRUCTURES ARE NOT NECESSARILY SHOWN AND WHERE SHOWN, THE ACCURACY OF SUCH UTILITIES AND STRUCTURES ARE NOT GUARANTEED. THE CONTRACTOR SHALL CONFIRM THE EXACT LOCATION OF ALL SUCH UTILITIES AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

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HAND TRENCH WITHIN 1.0m OF ALL UTILITIES INCLUDING STREETLIGHTS, HYDRANTS, MANHOLES, AND PEDESTALS.

WHEN HAND TRENCHING, MAINTAIN 0.6m HORIZONTAL AND 0.3m VERTICAL CLEARANCES FROM ALL OTHER UTILITIES AND MUNICIPAL SERVICES.

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RECORD OF INSPECTION

AS CONSTRUCTED

☐ AERIAL INSTALLATION ☒ BURIED INSTALLATION

With changes shown on this Drawing

SUPPORT STRUCTURE OWNER	PERMIT #	DATE
PRINT NAME		
POSITION		
SIGNATURE		

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QC INSPECTOR APPROVED BY:

1.0	10-30-2023	SHEET ESTABLISHED	CYT
No.	DATE	REVISIONS	BY

ROGERS 234 NEWKIRK ROAD
RICHMOND HILL, ON L4C 3S5

ROGERS COMMUNICATIONS CANADA INC.
TECHNICAL CONTACT
ELNAZ BOKRAK
1-365-228-7638
Elnaz.Bokrak@cyient.com

NIAGARA ESCARPMENT COMMISSION

DESCRIPTION:
N.E.C. PERMIT DRAWING
(MELANCTHON)

PLOT DATE: 10-30-2023	PROJECT #: M224599.01
SCALE: 1:500	DRAWING #: M224599.01 - N.E.C.
DESIGNED BY: CYIENT	GRID MAP #: .
APPROVED BY: .	DESIGN PROFILE: .
CSW / LP# .	SMT #: .
RTN SEGMENT # / SERVICE AREA NODE # .	POWER SUPPLY #: .
ROGERS POLE PERMIT ID NO. .	ROGERS 3RD PARTY PERMIT ID NO. .
ROGERS REGIONAL PERMIT ID NO. .	ROGERS MTO PERMIT ID NO. .
MP23-1059	ROGERS RAIL PERMIT ID NO. .
ROGERS MUNICIPAL PERMIT ID NO. .	ROGERS RAIL PERMIT ID NO. .
ISSUE #: 1	SHEET #: SCHEDULE A

PLAN VIEW
SCALE 1:500

KEY MAP N.T.S.

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PRINT NAME

POSITION

SIGNATURE

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RICHMOND HILL, ON L4C 3S5

ROGERS COMMUNICATIONS CANADA INC.

TECHNICAL CONTACT

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APPROVED BY:	DESIGN PROFILE:
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ROGERS REGIONAL PERMIT ID NO.	ROGERS MTO PERMIT ID NO.
MP23-1059	ROGERS RAIL PERMIT ID NO.
ISSUE #:	SHEET #:
1	SCHEDULE C

FOR CONTINUATION SEE DWG M224599.01 SCHEDULE B

FOR CONTINUATION SEE DWG M224599.01 SCHEDULE D

PROPOSED PLOUGH WITH 2-2" CONDUITS

SIDE RD. 15

WOODED AREA

WOODED AREA

BORE PIT
1.0mx1.0mx1.5m
(L x W x D)

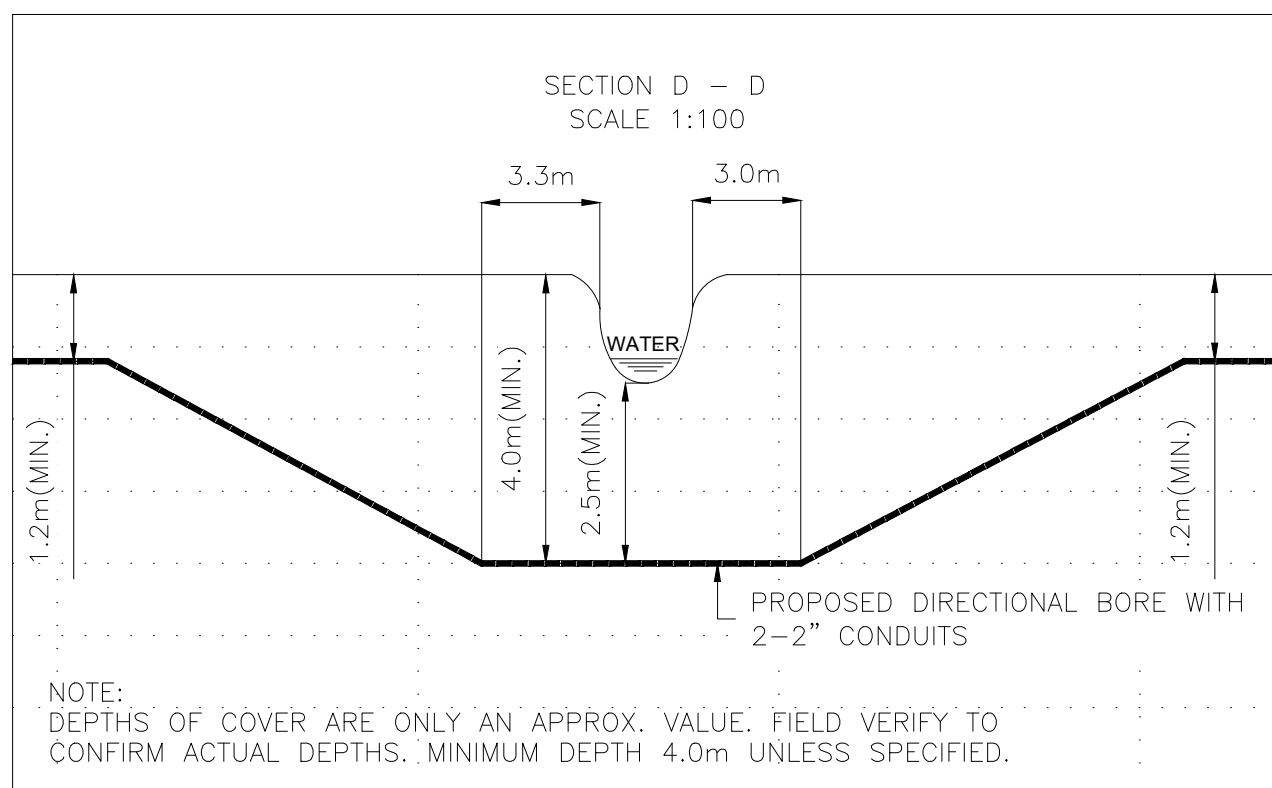
PROPOSED DIRECTIONAL BORE
WITH 2-2" CONDUITS

MAINTAIN 2.5M MIN
VERTICAL CLEARANCE

PROPOSED PLOUGH WITH 2-2" CONDUITS

SIDE RD. 15

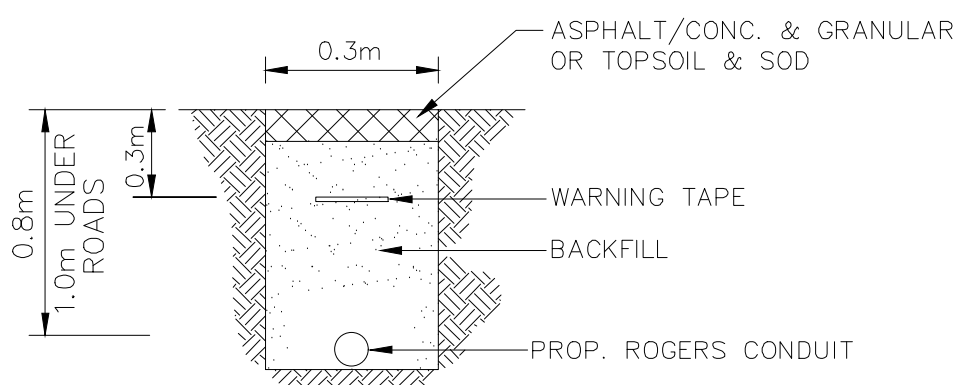
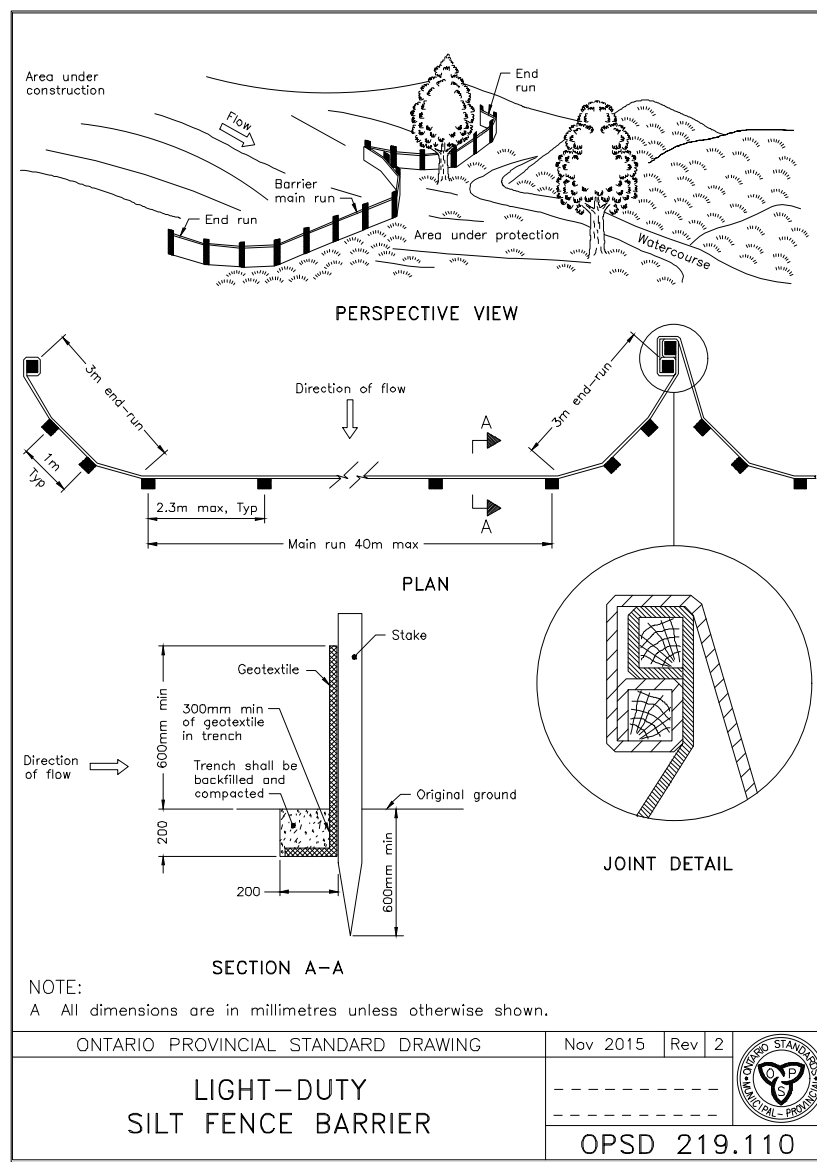
SECTION D - D
SCALE 1:100



NOTE:
DEPTHS OF COVER ARE ONLY AN APPROX. VALUE; FIELD VERIFY TO
CONFIRM ACTUAL DEPTHS. MINIMUM DEPTH 4.0m UNLESS SPECIFIED.

CONSTRUCTION NOTES

- 1 PLOUGH 170m AND INSTALL NEW 2-2" CONDUITS
- 2 DIRECTIONAL BORE 64m AND INSTALL NEW 2-2" CONDUITS
- 3 PLOUGH 125m AND INSTALL NEW 2-2" CONDUITS
- A1 NEW 1.0mx1.0mx1.5m SEND / RECEIVE PIT.
- SV7 INSTALL NEW ROGERS VAULT 3660



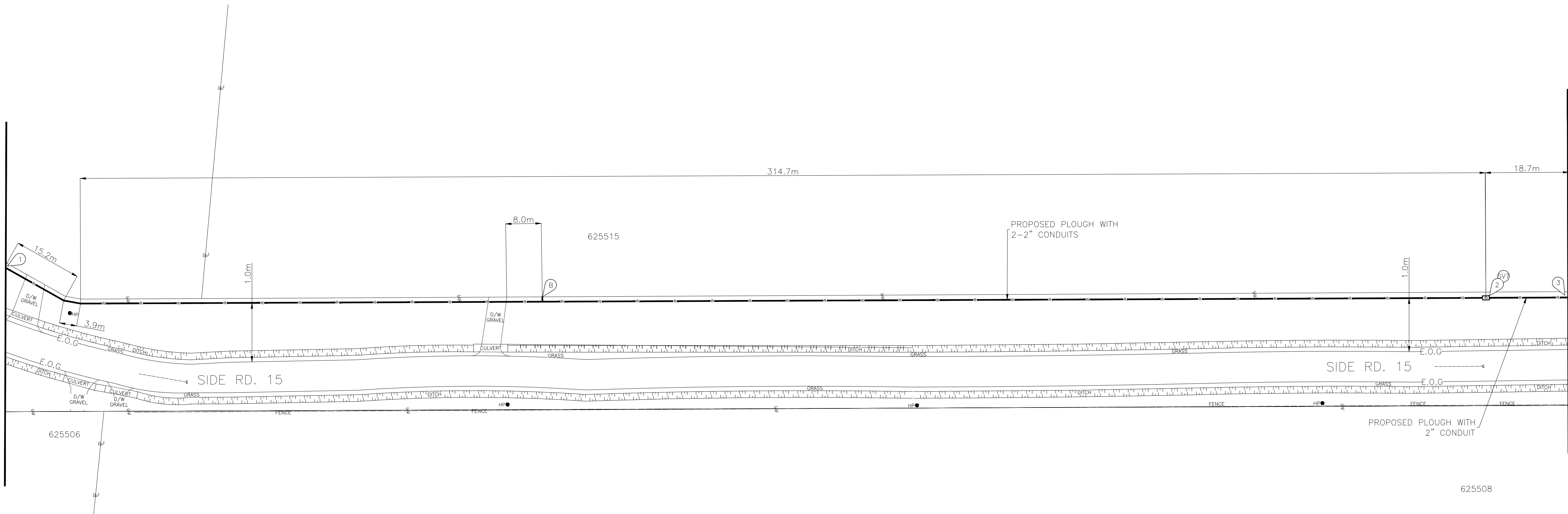
DIRECTIONAL BORE DETAIL
NTS

LEGEND

EX. FIBRE LOOP BACK	PROPOSED FIBRE LOOP BACK	EX. ALLSTREAM	EX. ROGERS PEDESTAL	PROPOSED ROGERS PEDESTAL	BELL PEDESTAL	POLE
EX. ROGERS FIBRE	PROPOSED ROGERS FIBRE	EX. TELECOM	EX. ROGERS PEDESTAL W/ VAULT	P. ROGERS PEDESTAL W/ VAULT	BELL MANHOLE	LIGHT POLE
EX. CONDUIT	PROP. CONDUIT	EX. HYDRO	EX. ROGERS VAULT	PROPOSED ROGERS VAULT	TRANSFORMER	MAIL BOX
EX. ROGERS TRENCH	PROPOSED ROGERS TRENCH	EX. BELL	EX. ROGERS MANHOLE	PROPOSED ROGERS MANHOLE	TRAFFIC LIGHT PED	STONE PILLAR
EX. .875 CABLE	BURIED DROP	EX. GAS	EX. F.O.S.C.	PROPOSED F.O.S.C.	WATER VALVE/V.G.	CATCH BASIN
EX. .750 CABLE	JOINT USE TRENCH	EX. SANITARY	EX. CABLE SPLICE	PROPOSED CABLE SPLICE	HYDRANT	TREE
EX. .625 CABLE	STREET LINE	EX. STORM	EX. ANCHOR	PROPOSED CABLE COIL	MANHOLE	STREET SIGN
EX. .500 CABLE	FENCE	EX. WATERMAIN	EX. SIDEWALK ANCHOR	PROPOSED DIP LOCATION	GAS VALVE	GROUND
EX. TX15 CABLE	PROPERTY LINE	DITCH	EX. AERIAL STRAND	NODE	PANEL	
EX. .412 CABLE	CENTRE LINE	CULVERT				

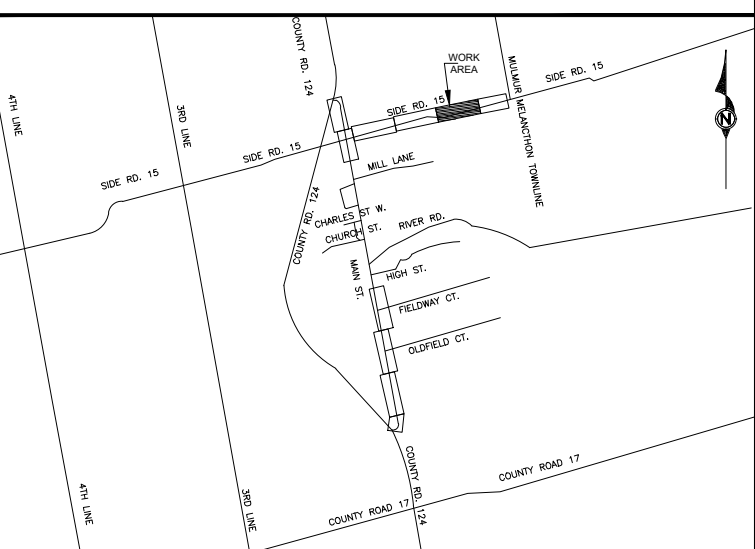
PLAN VIEW
SCALE 1:500

FOR CONTINUATION SEE DWG M224599.01 SCHEDULE C



FOR CONTINUATION SEE DWG M224599.01 SCHEDULE E

KEY MAP N.T.S.



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RECORD OF INSPECTION

AS CONSTRUCTED

☐ AERIAL INSTALLATION ☒ BURIED INSTALLATION

With changes shown on this Drawing

SUPPORT STRUCTURE OWNER	PERMIT #	DATE
PRINT NAME		
POSITION		
SIGNATURE		

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QC INSPECTOR APPROVED BY:

No.	DATE	SHEET ESTABLISHED	BY
10	10-30-2023	REVISIONS	CYT

ROGERS 234 NEWKIRK ROAD
RICHMOND HILL, ON
L4C 3S5

ROGERS COMMUNICATIONS CANADA INC.
TECHNICAL CONTACT

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Elnaz.Bokrak@cyient.com

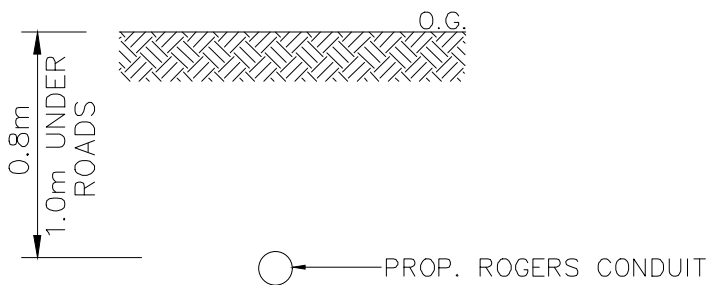
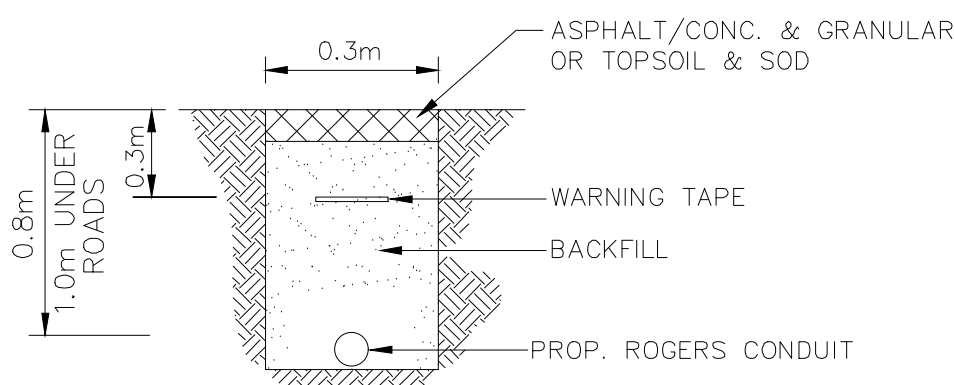
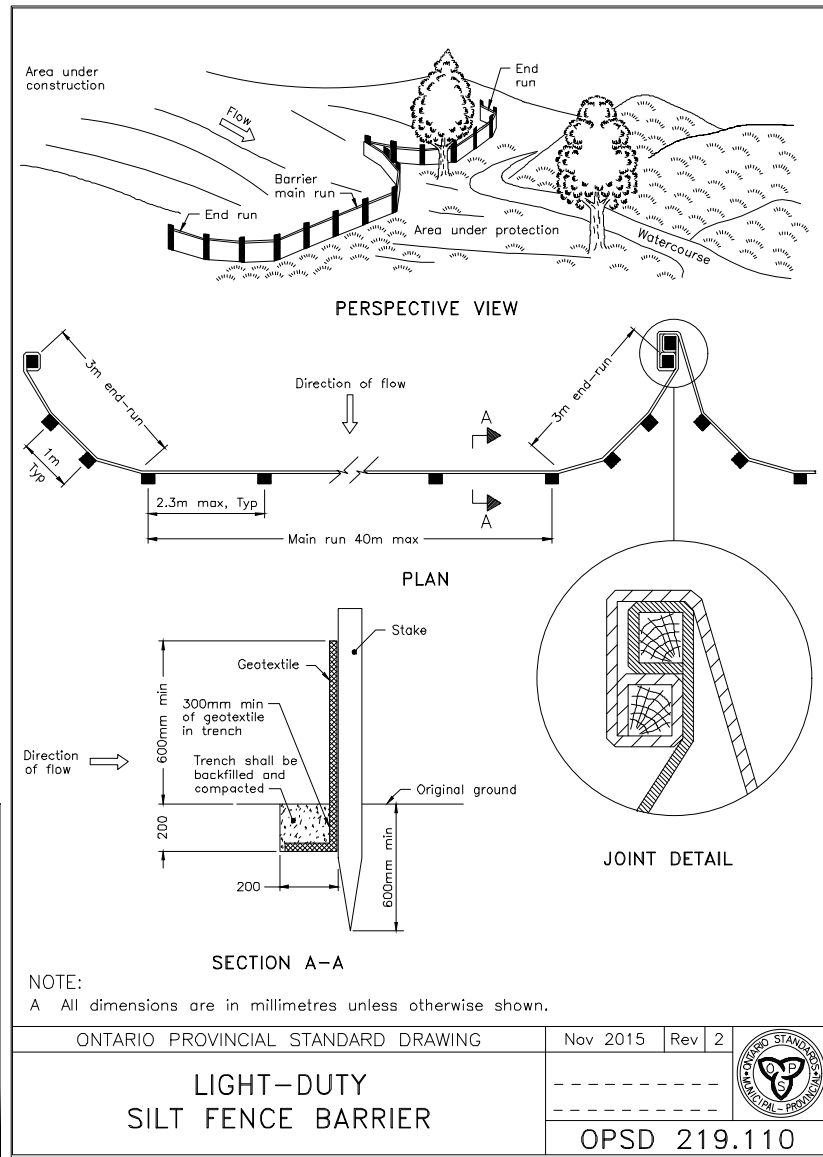
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(MELANCTHON)

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DESIGNED BY: CYIENT	GRID MAP #:
APPROVED BY:	DESIGN PROFILE:
CSW / LP#	SMT #:
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ROGERS REGIONAL PERMIT ID NO.	ROGERS MTO PERMIT ID NO.
MP23-1059	ROGERS RAIL PERMIT ID NO.
ISSUE #:	SHEET #:
1	SCHEDULE D

CONSTRUCTION NOTES

- 1 PLOUGH 334m AND INSTALL NEW 2-2" CONDUITS
- 2 PLOUGH 19m AND INSTALL NEW 2" CONDUIT
- 3 CONTINUE 0.4" CONDUIT IN PRIVATE PROPERTY
- SV7 INSTALL NEW ROGERS VAULT 3660

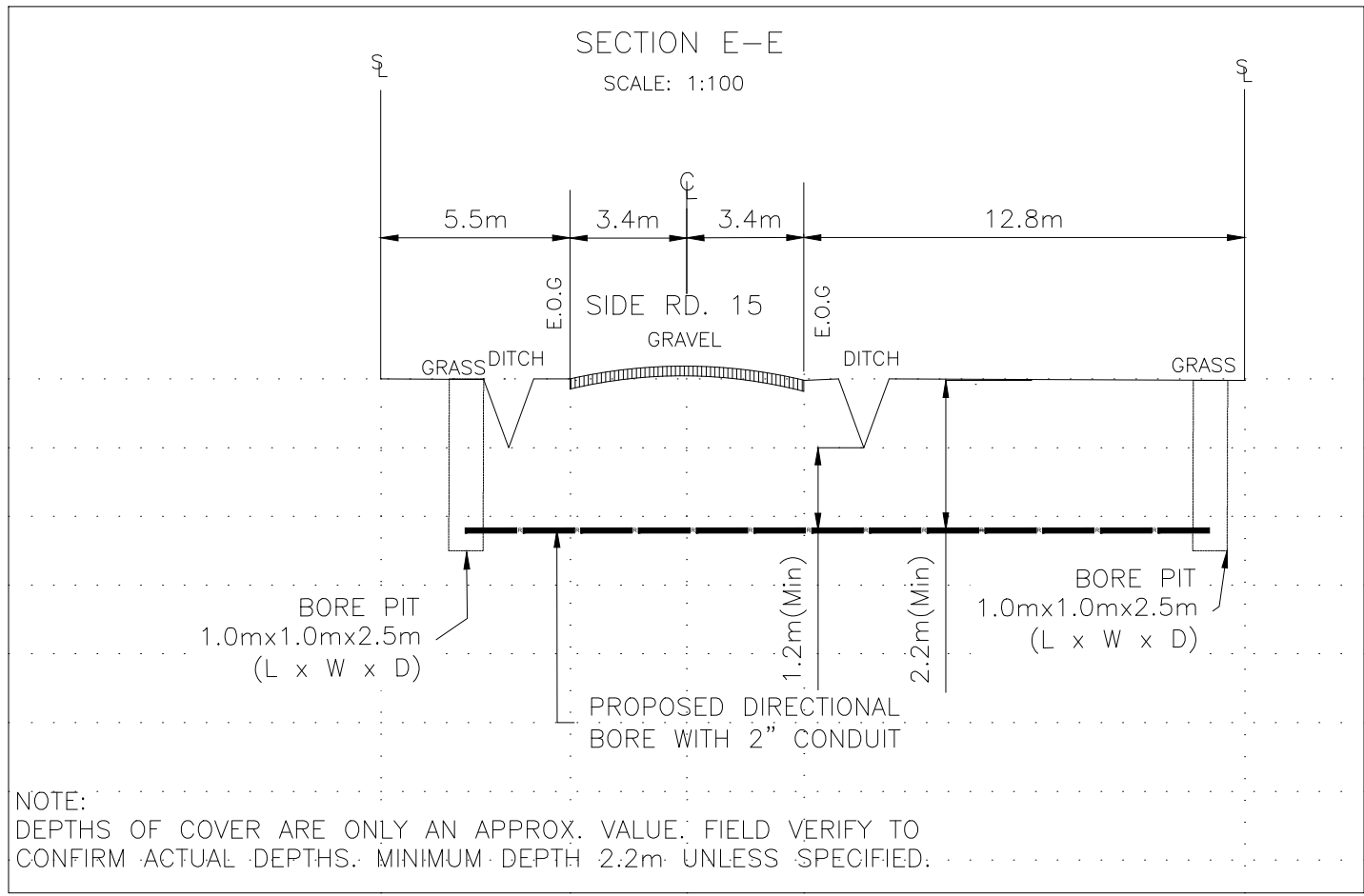
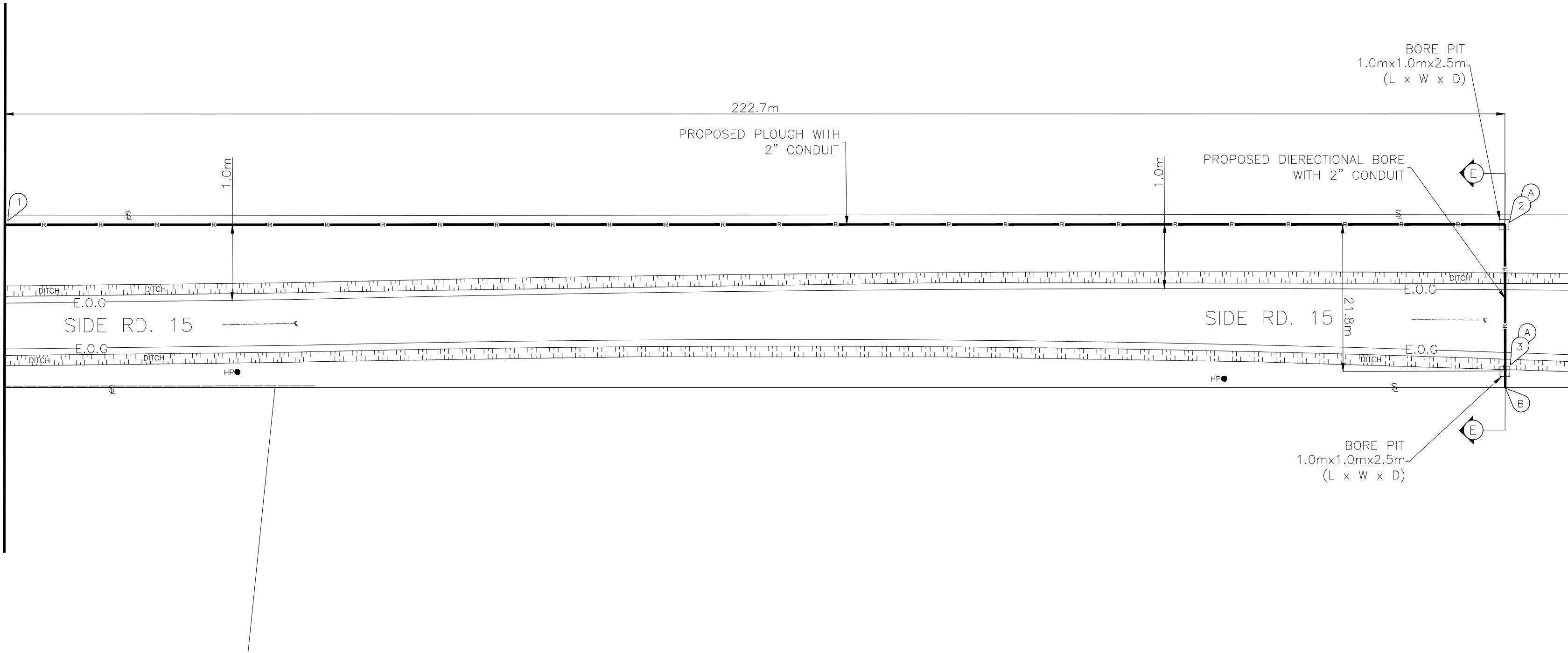


LEGEND

EX. FIBRE LOOP BACK	PROPOSED FIBRE LOOP BACK	EX. ALLSTREAM	EX. ROGERS PEDESTAL	PROPOSED ROGERS PEDESTAL	BELL PEDESTAL	POLE
EX. ROGERS FIBRE	PROPOSED ROGERS FIBRE	EX. TELECOM	EX. ROGERS PEDESTAL W/ VAULT	P. ROGERS PEDESTAL W/ VAULT	BELL MANHOLE	LIGHT POLE
EX. CONDUIT	PROP. CONDUIT	EX. HYDRO	EX. ROGERS VAULT	PROPOSED ROGERS VAULT	TRANSFORMER	MAIL BOX
EX. ROGERS TRENCH	PROPOSED ROGERS TRENCH	EX. BELL	EX. ROGERS MANHOLE	PROPOSED ROGERS MANHOLE	TRAFFIC LIGHT PED	STONE PILLAR
EX. .875 CABLE	BURIED DROP	EX. GAS	EX. F.O.S.C.	PROPOSED F.O.S.C.	WATER VALVE/V.G.	CATCH BASIN
EX. .750 CABLE	JOINT USE TRENCH	EX. SANITARY	EX. CABLE SPLICE	PROPOSED CABLE SPLICE	HYDRANT	TREE
EX. .625 CABLE	STREET LINE	EX. STORM	EX. ANCHOR	PROPOSED CABLE COIL	MANHOLE	STREET SIGN
EX. .500 CABLE	FENCE	EX. WATERMAIN	EX. SIDEWALK ANCHOR	PROPOSED DIP LOCATION	GAS VALVE	GROUND
EX. TX15 CABLE	PROPERTY LINE	DITCH	EX. AERIAL STRAND	NODE	PANEL	
EX. .412 CABLE	CENTRE LINE	CULVERT				

PLAN VIEW
SCALE 1:500

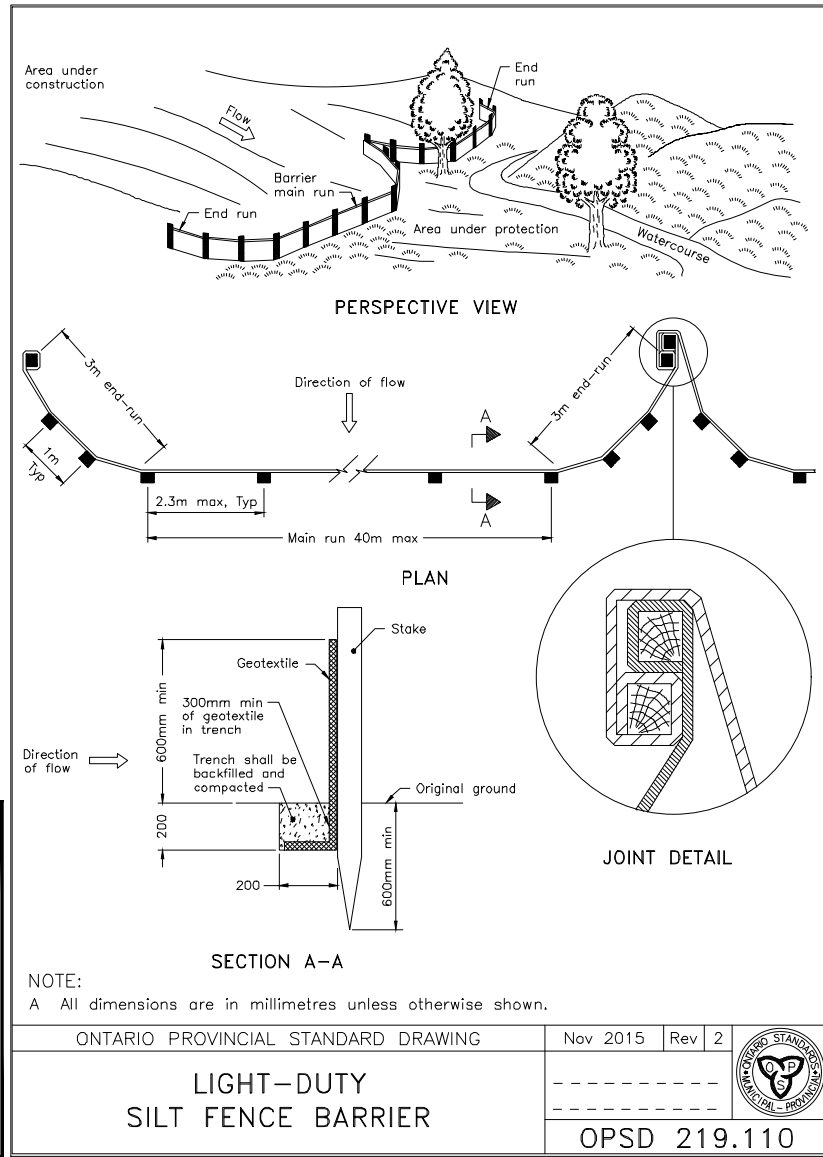
FOR CONTINUATION SEE DWG M224599.01 SCHEDULE D



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CONSTRUCTION NOTES

- 1 PLOUGH 223m AND INSTALL NEW 2" CONDUIT
- 2 DIRECTIONAL BORE 22m AND INSTALL NEW 2" CONDUIT
- 3 NEW 1.0mx1.0mx2.5m SEND / RECEIVE PIT.
- A CONTINUE 0.4" CONDUIT IN PRIVATE PROPERTY
- B



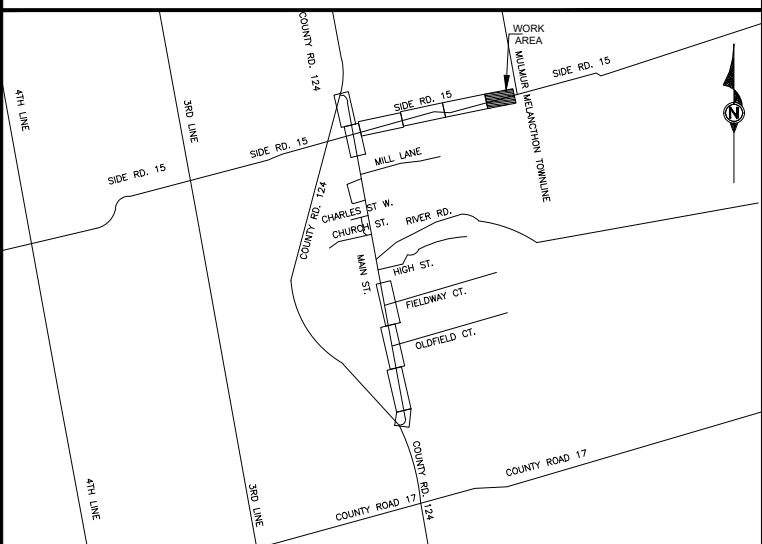
NOTE:
A All dimensions are in millimetres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING Nov 2015 | Rev | 2
LIGHT-DUTY
SILT FENCE BARRIER
OPSD 219.110

LEGEND

EX. FIBRE LOOP BACK	PROPOSED FIBRE LOOP BACK	EX. ALLSTREAM	EX. ROGERS PEDESTAL	PROPOSED ROGERS PEDESTAL	BELL PEDESTAL	POLE
EX. ROGERS FIBRE	PROPOSED ROGERS FIBRE	EX. TELECOM	EX. ROGERS PEDESTAL W/ VAULT	P. ROGERS PEDESTAL W/ VAULT	BELL MANHOLE	LIGHT POLE
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AS CONSTRUCTED

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PRINT NAME		
POSITION		
SIGNATURE		

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QC INSPECTOR APPROVED BY:

1.0	10-30-2023	SHEET ESTABLISHED	CYT
No.	DATE	REVISIONS	BY

ROGERS 234 NEWKIRK ROAD
RICHMOND HILL, ON
L4C 3S5

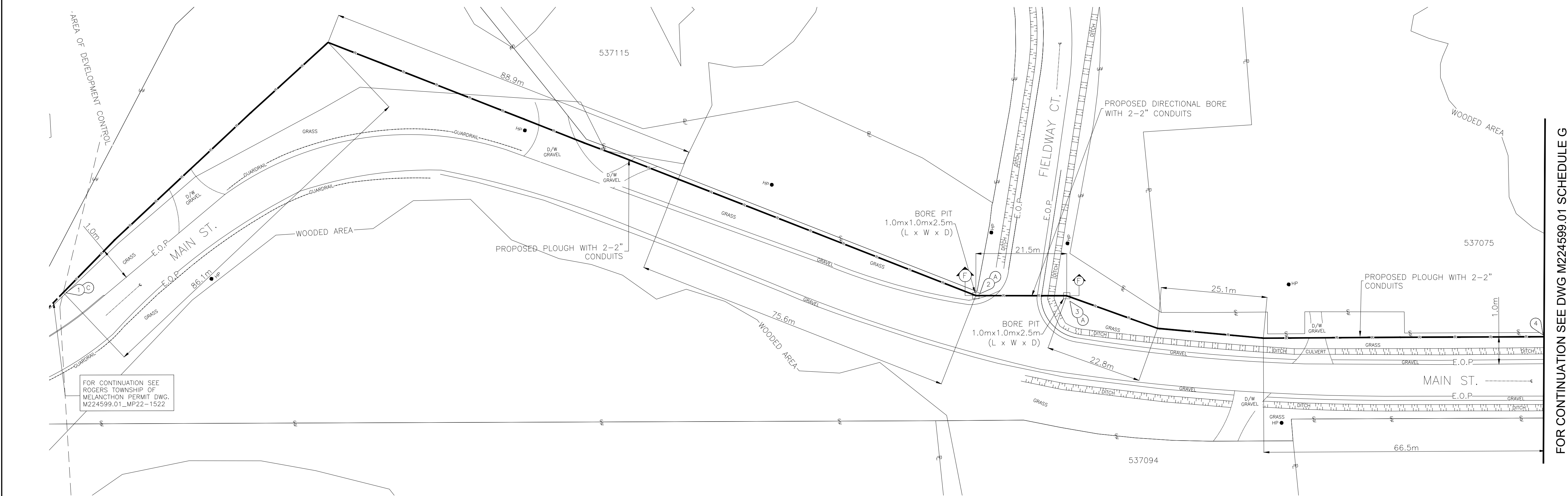
ROGERS COMMUNICATIONS CANADA INC.
TECHNICAL CONTACT
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1-365-228-7638
Elnaz.Bokrak@rcient.com

NIAGARA ESCARPMENT COMMISSION

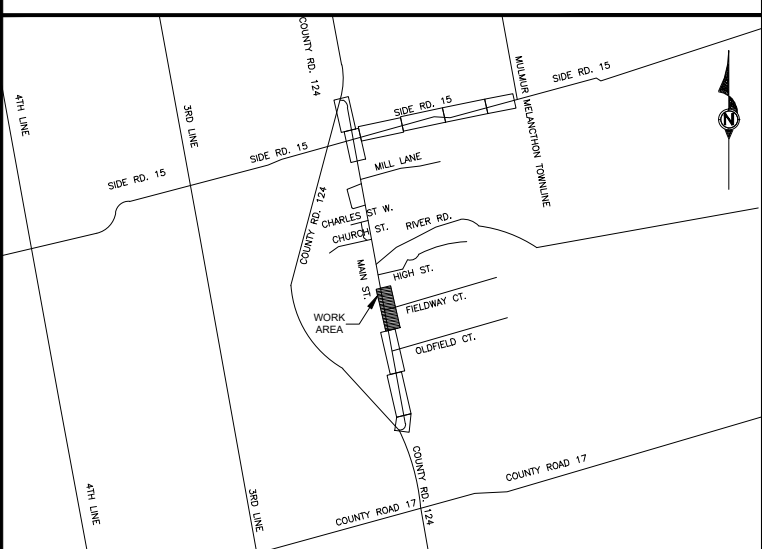
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APPROVED BY: .	DESIGN PROFILE: .
CSW / LPH .	SMT #: .
RTN SEGMENT # / SERVICE AREA NODE # .	POWER SUPPLY #: .
ROGERS POLE PERMIT ID NO. .	ROGERS 3RD PARTY PERMIT ID NO. .
ROGERS REGIONAL PERMIT ID NO. .	ROGERS MTO PERMIT ID NO. .
MP23-1059	ROGERS RAIL PERMIT ID NO. .
ROGERS MUNICIPAL PERMIT ID NO. .	ROGERS RAIL PERMIT ID NO. .
ISSUE #: 1	SHEET #: SCHEDULE E

PLAN VIEW
SCALE 1:500



KEY MAP N.T.S.



NIAGARA ESCARPMENT COMMISSION

GENERAL NOTES

THE LOCATION OF POLE LINES, CONDUITS, WATERMANS, SEWERS AND OTHER UNDERGROUND AND ABOVE GROUND UTILITIES AND STRUCTURES ARE NOT NECESSARILY SHOWN AND WHERE SHOWN, THE ACCURACY OF SUCH UTILITIES AND STRUCTURES ARE NOT GUARANTEED. THE CONTRACTOR SHALL CONFIRM THE EXACT LOCATION OF ALL SUCH UTILITIES AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

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CONTACT ALL UTILITIES FOR LOCATES PRIOR TO CONSTRUCTION.

TORPEDO OR DIRECTIONAL BORE UNDER ALL DRIVEWAYS, AND SIDEWALKS. MAINTAIN 1.0m CLEARANCE FROM ALL UTILITIES AND MUNICIPAL SERVICES.

HAND TRENCH WITHIN 1.0m OF ALL UTILITIES INCLUDING STREETLIGHTS, HYDRANTS, MANHOLES, AND PEDESTALS.

WHEN HAND TRENCHING, MAINTAIN 0.6m HORIZONTAL AND 0.3m VERTICAL CLEARANCES FROM ALL OTHER UTILITIES AND MUNICIPAL SERVICES.

MICRO TUNNEL OR BORE ALL CITY OWNED TREES WHEN WITHIN DRP LINE. MAINTAIN A MINIMUM DEPTH OF 1.0m.

ALL RESTORATION TO CONFORM TO MUNICIPAL STANDARDS.

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DO NOT CUT FIBRE OPTIC CABLE UNLESS SPECIFICALLY INDICATED.

RECORD OF INSPECTION

AS CONSTRUCTED

☐ AERIAL INSTALLATION ☒ BURIED INSTALLATION

With changes shown on this Drawing

SUPPORT STRUCTURE OWNER	PERMIT #	DATE
PRINT NAME		
POSITION		
SIGNATURE		

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QC INSPECTOR APPROVED BY:

10	10-30-2023	SHEET ESTABLISHED	CYT
No.	DATE	REVISIONS	BY

ROGERS 234 NEWKIRK ROAD
RICHMOND HILL, ON L4C 3S5

ROGERS COMMUNICATIONS CANADA INC.
TECHNICAL CONTACT

ELNAZ BOKRAK
1-365-228-7638
Elnaz.Bokrak@cyient.com

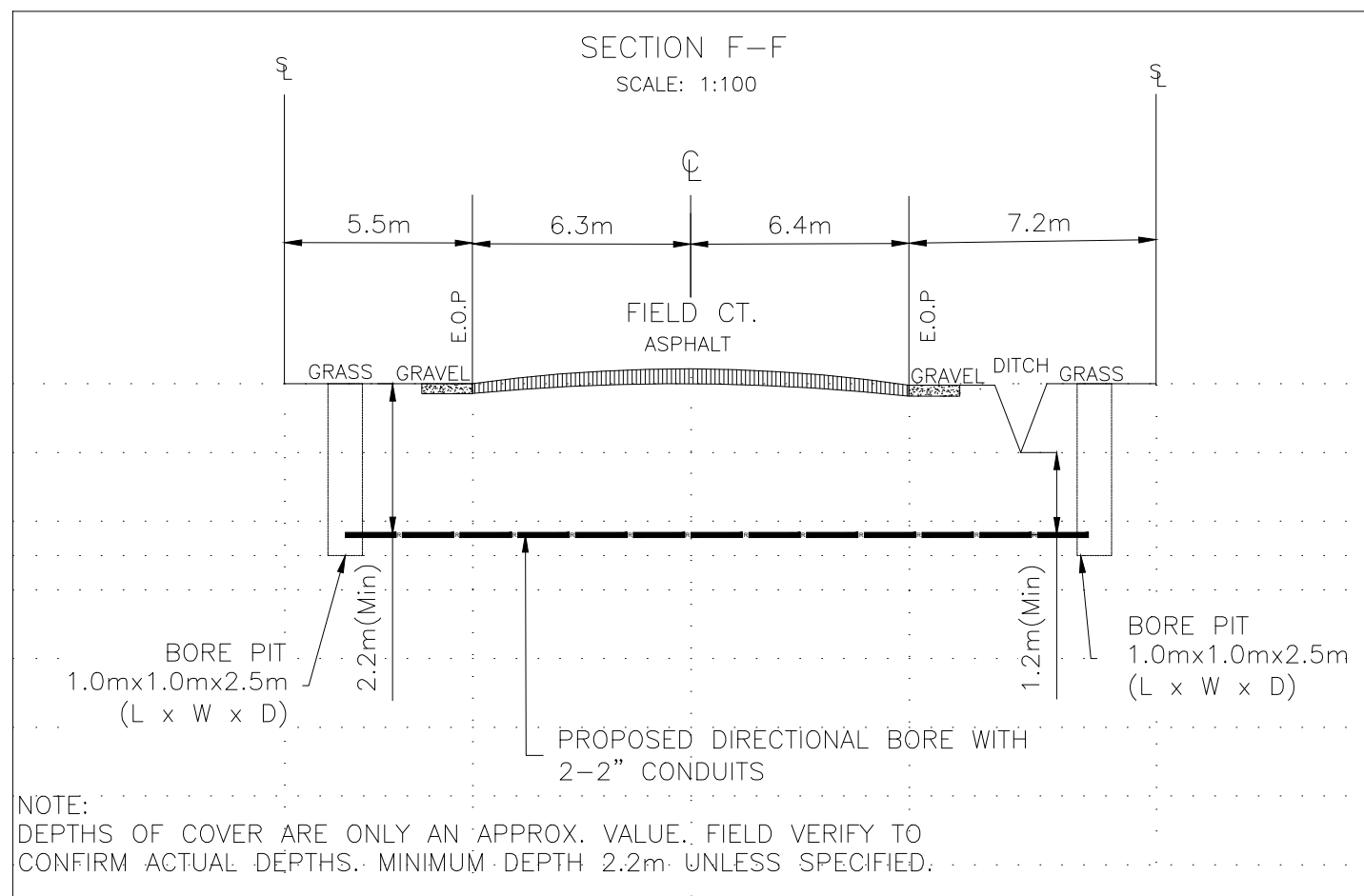
NIAGARA ESCARPMENT COMMISSION

DESCRIPTION:

N.E.C. PERMIT DRAWING

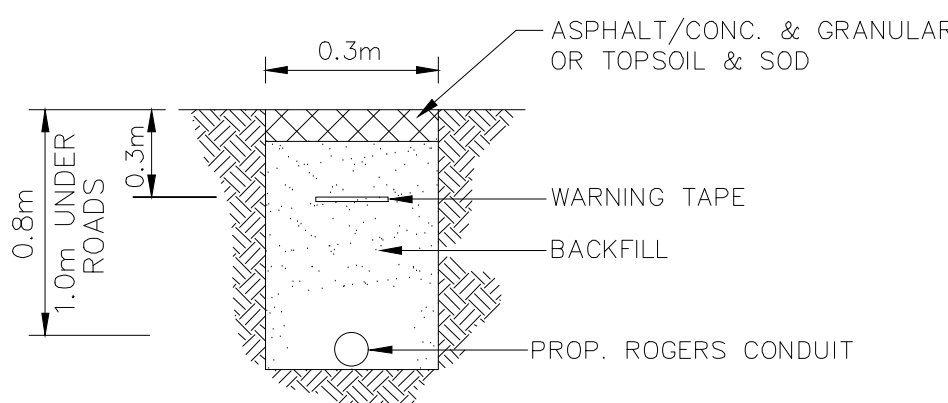
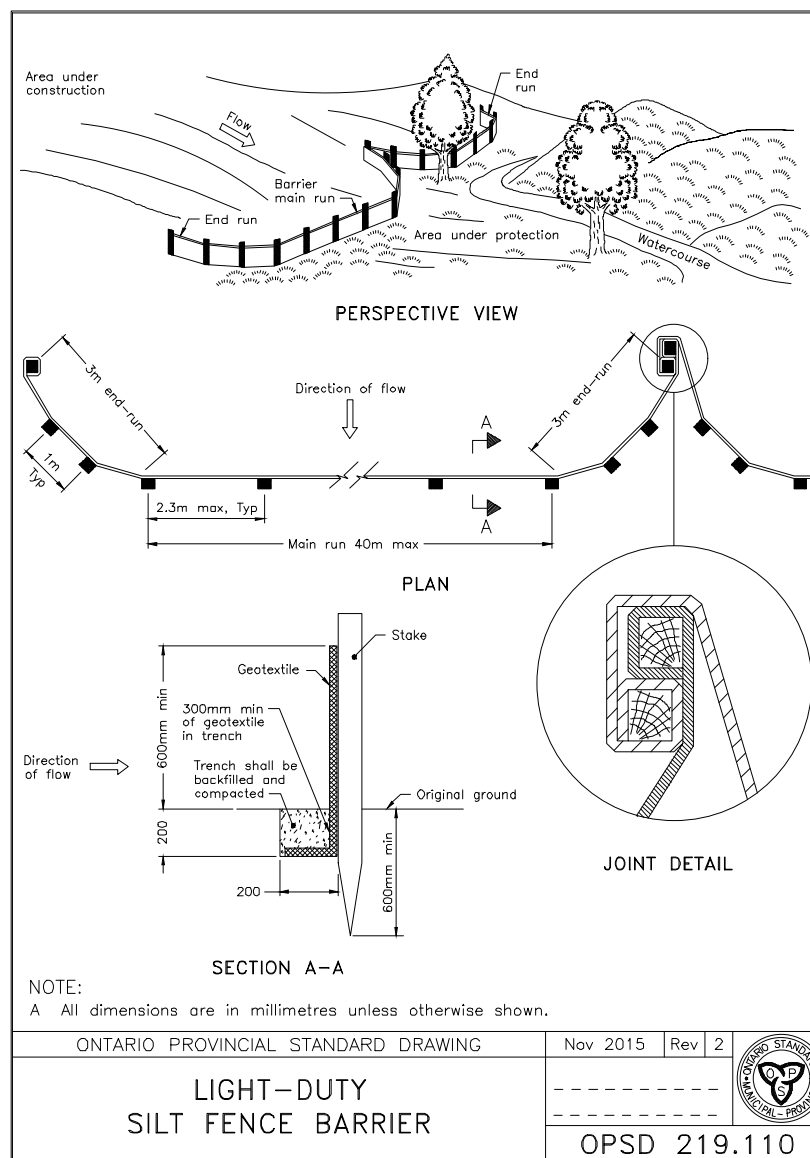
(MELANCHTON)

PLOT DATE: 10-30-2023	PROJECT #: M224599.01
SCALE: 1:500	DRAWING #: M224599.01 - N.E.C.
DESIGNED BY: CYIENT	GRID MAP #:
APPROVED BY:	DESIGN PROFILE:
CSW / LPW	SMT #:
RTN SEGMENT # / SERVICE AREA NODE #	POWER SUPPLY #:
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ROGERS REGIONAL PERMIT ID NO.	ROGERS MTO PERMIT ID NO.
MP23-1059	ROGERS RAIL PERMIT ID NO.
ISSUE #:	SHEET #:
1	SCHEDULE F



CONSTRUCTION NOTES

1. PLOUGH 251m AND INSTALL NEW 2-2" CONDUITS
2. DIRECTIONAL BORE 22m AND INSTALL NEW 2-2" CONDUITS
3. PLOUGH 115m AND INSTALL NEW 2-2" CONDUITS
4. NEW 1.0mx1.0mx2.5m SEND / RECEIVE PIT.
5. CAUTION STAKE LOCATION



LEGEND

EX. FIBRE LOOP BACK	PROPOSED FIBRE LOOP BACK	EX. ALLSTREAM	EX. ROGERS PEDESTAL	PROPOSED ROGERS PEDESTAL	BELL PEDESTAL	POLE
EX. ROGERS FIBRE	PROPOSED ROGERS FIBRE	EX. TELECOM	EX. ROGERS PEDESTAL W/ VAULT	P. ROGERS PEDESTAL W/ VAULT	BELL MANHOLE	LIGHT POLE
EX. CONDUIT	PROP. CONDUIT	EX. HYDRO	EX. ROGERS VAULT	PROPOSED ROGERS VAULT	TRANSFORMER	MAIL BOX
EX. ROGERS TRENCH	PROPOSED ROGERS TRENCH	EX. BELL	EX. ROGERS MANHOLE	PROPOSED ROGERS MANHOLE	TRAFFIC LIGHT PED	STONE PILLAR
EX. .875 CABLE	BURIED DROP	EX. GAS	EX. F.O.S.C.	PROPOSED F.O.S.C.	WATER VALVE/V.G.	CATCH BASIN
EX. .750 CABLE	JOINT USE TRENCH	EX. SANITARY	EX. CABLE SPLICE	PROPOSED CABLE SPLICE	HYDRANT	TREE
EX. .625 CABLE	STREET LINE	EX. STORM	EX. ANCHOR	PROPOSED CABLE COIL	MANHOLE	STREET SIGN
EX. .500 CABLE	FENCE	EX. WATERMAIN	EX. SIDEWALK ANCHOR	PROPOSED DIP LOCATION	GAS VALVE	GROUND
EX. TX15 CABLE	PROPERTY LINE	DITCH	EX. AERIAL STRAND	NODE	PANEL	
EX. .412 CABLE	CENTRE LINE	CULVERT				

PLAN VIEW

SCALE 1:500

FOR CONTINUATION SEE DWG M224599.01 SCHEDULE F

FOR CONTINUATION SEE DWG M224599.01 SCHEDULE H

KEY MAP

N.T.S.

NIAGARA ESCARPMENT COMMISSION

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RECORD OF INSPECTION

AS CONSTRUCTED

☐ AERIAL INSTALLATION ☒ BURIED INSTALLATION

With changes shown on this Drawing

SUPPORT STRUCTURE OWNER PERMIT # DATE

PRINT NAME

POSITION

SIGNATURE

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QC INSPECTOR APPROVED BY:

No.	DATE	SHEET ESTABLISHED	BY
10	10-30-2023	REVISIONS	CYT

ROGERS 234 NEWKIRK ROAD
RICHMOND HILL, ON L4C 3S5

ROGERS COMMUNICATIONS CANADA INC.
TECHNICAL CONTACT
ELNAZ BOKRAK
1-365-228-7638
Elnaz.Bokrak@rcyi.net

NIAGARA ESCARPMENT COMMISSION

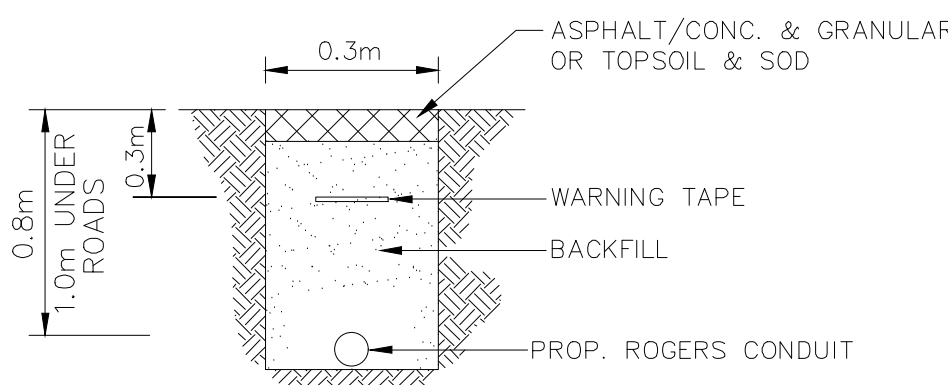
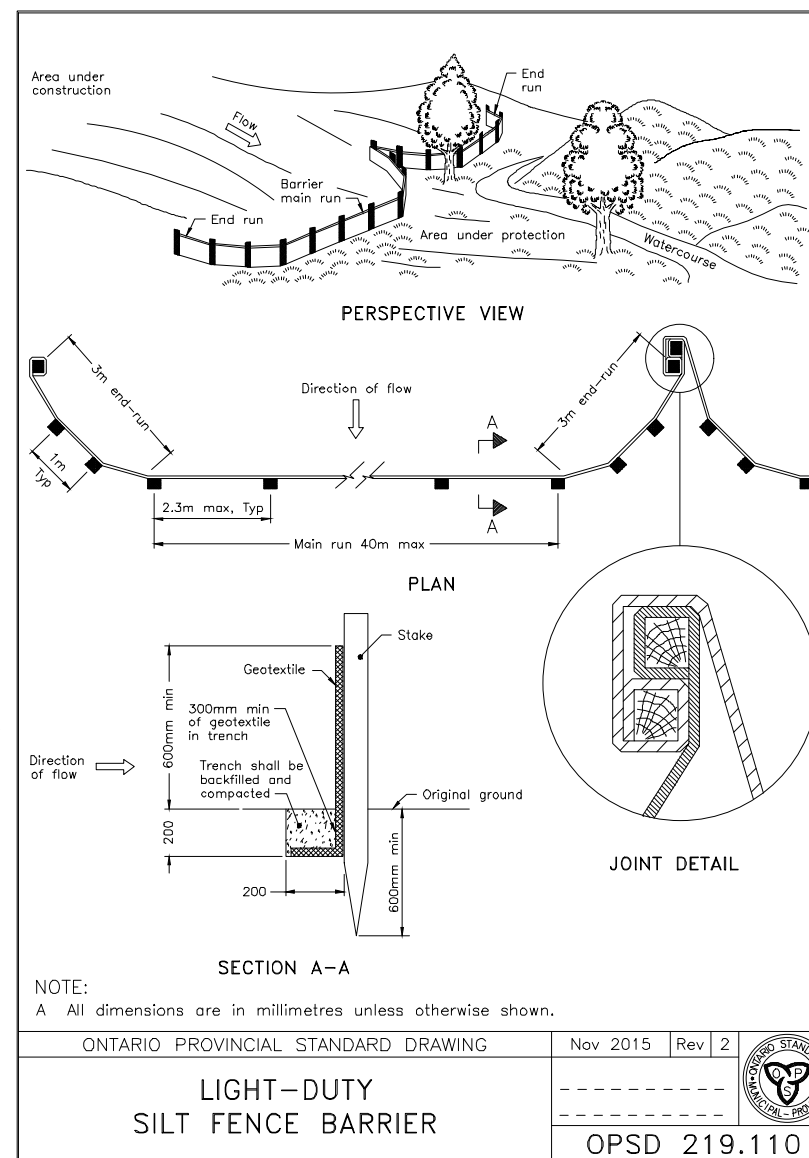
N.E.C. PERMIT DRAWING

(MELANCTHON)

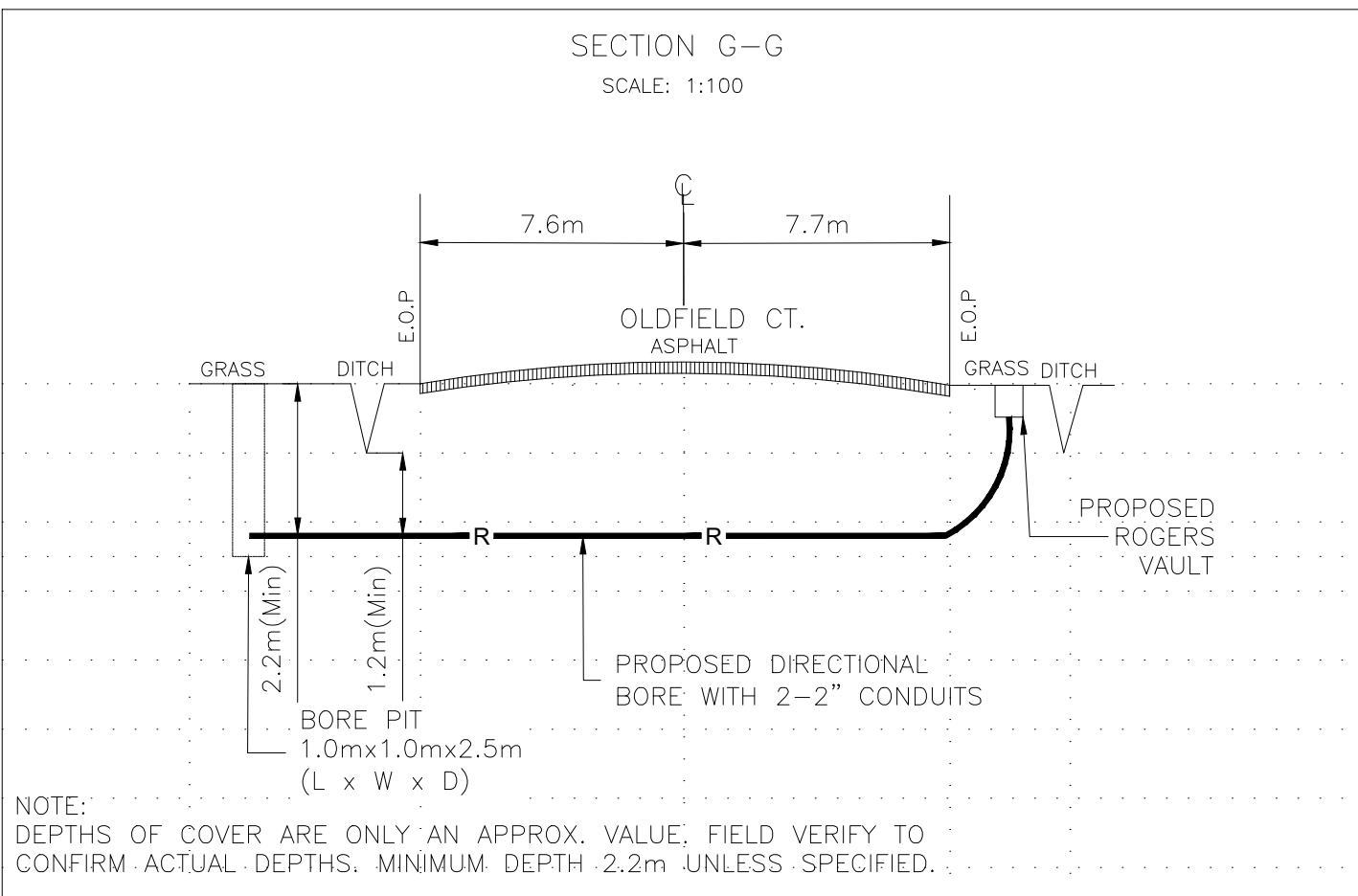
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MP23-1059	ROGERS RAIL PERMIT ID NO.
ISSUE #	SHEET #
1	SCHEDULE G

CONSTRUCTION NOTES

- 1 PLOUGH 136m AND INSTALL NEW 2-2" CONDUITS
- 2 DIRECTIONAL BORE 22m AND INSTALL NEW 2-2" CONDUITS
- 3 PLOUGH 194m AND INSTALL NEW 2-2" CONDUITS
- 4 NEW 1.0mx1.0mx2.5m SEND / RECEIVE PIT.
- SV1 INSTALL NEW ROGERS GLB 3660.



DIRECTIONAL BORE DETAIL
NTS



NOTE:
DEPTHS OF COVER ARE ONLY AN APPROX. VALUE. FIELD VERIFY TO CONFIRM ACTUAL DEPTHS. MINIMUM DEPTH 2.2m UNLESS SPECIFIED.

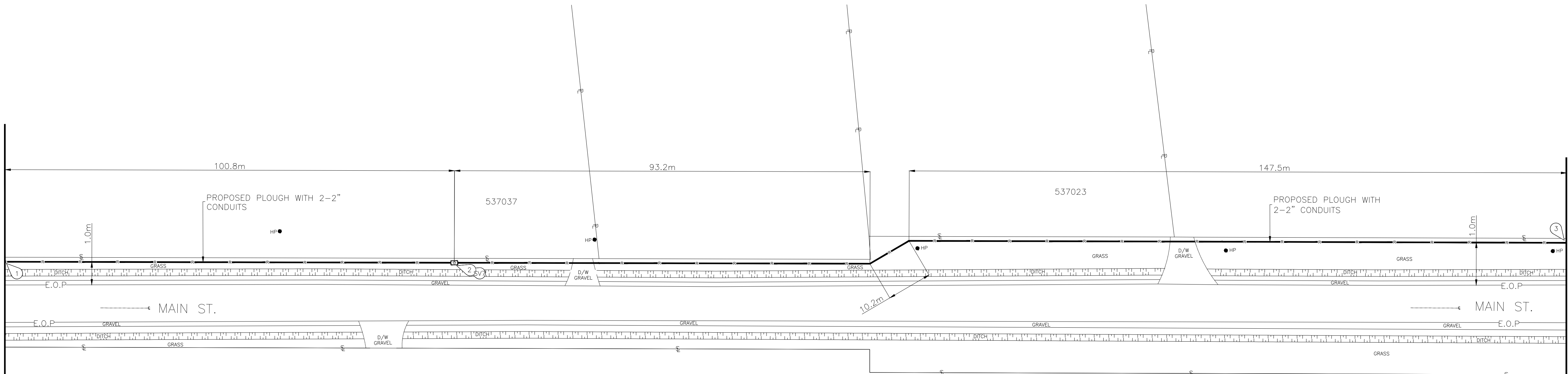
LEGEND

EX. FIBRE LOOP BACK	PROPOSED FIBRE LOOP BACK	EX. ALLSTREAM	EX. ROGERS PEDESTAL	PROPOSED ROGERS PEDESTAL	BELL PEDESTAL	POLE
EX. ROGERS FIBRE	PROPOSED ROGERS FIBRE	EX. TELECOM	EX. ROGERS PEDESTAL W/ VAULT	P. ROGERS PEDESTAL W/ VAULT	BELL MANHOLE	LIGHT POLE
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EX. .875 CABLE	BURIED DROP	EX. GAS	EX. F.O.S.C.	PROPOSED F.O.S.C.	WATER VALVE/V.G.	CATCH BASIN
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EX. .500 CABLE	FENCE	EX. WATERMAIN	EX. SIDEWALK ANCHOR	PROPOSED DIP LOCATION	GAS VALVE	GROUND
EX. TX15 CABLE	PROPERTY LINE	DITCH	EX. AERIAL STRAND	NODE	PANEL	
EX. .412 CABLE	CENTRE LINE	CULVERT				

PLAN VIEW
SCALE 1:500

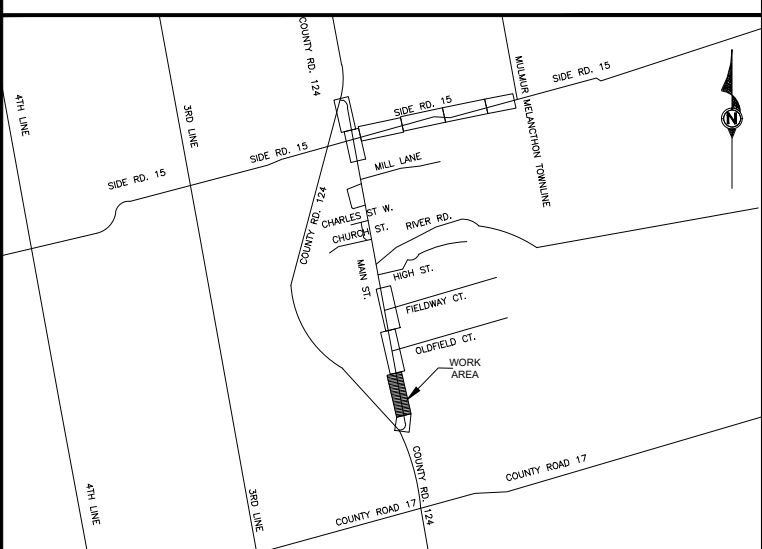


FOR CONTINUATION SEE DWG M224599.01 SCHEDULE G



FOR CONTINUATION SEE DWG M224599.01 SCHEDULE I

KEY MAP N.T.S.



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RECORD OF INSPECTION

AS CONSTRUCTED

☐ AERIAL INSTALLATION ☒ BURIED INSTALLATION

With changes shown on this Drawing

SUPPORT STRUCTURE OWNER	PERMIT #	DATE
PRINT NAME		
POSITION		
SIGNATURE		

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QC INSPECTOR APPROVED BY:

1.0	10-30-2023	SHEET ESTABLISHED	CYT
No.	DATE	REVISIONS	BY

ROGERS 234 NEWKIRK ROAD
RICHMOND HILL, ON L4C 3S5

ROGERS COMMUNICATIONS CANADA INC.
TECHNICAL CONTACT

ELNAZ BOKRAK
1-365-228-7638
Elnaz.Bokrak@cyient.com

NIAGARA ESCARPMENT COMMISSION

DESCRIPTION:
N.E.C. PERMIT DRAWING
(MELANCTON)

PLOT DATE: 10-30-2023	PROJECT #: M224599.01
SCALE: 1:500	DRAWING #: M224599.01 - N.E.C.
DESIGNED BY: CYIENT	GRID MAP #:
APPROVED BY:	DESIGN PROFILE:
CSW / LP#	SMT #:
RTN SEGMENT # / SERVICE AREA NODE #	POWER SUPPLY #:
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ROGERS REGIONAL PERMIT ID NO.	ROGERS MTO PERMIT ID NO.
MP23-1059	ROGERS RAIL PERMIT ID NO.
ISSUE #:	SHEET #:
1	SCHEDULE H

VAULT TYPE (MATERIAL, PART NUMBER)	DIMENSION	LOAD RATING SPECIFICATIONS
HDPE PLASTIC VAULT WITH HDPE COVER	W L D TIER	DESIGN LOAD (kPa)
17301113	435 765 460 TIER 5	5000 lbs
CV17301238H	610 915 610 TIER 5	5000 lbs
POLYMER CONCRETE VAULT WITH ALUMINUM COVER	W L D TIER	DESIGN LOAD (kPa)
CV243624GAS	610 915 610 TIER 8	8000 lbs
CV243626GAS	610 915 915 TIER 8	8000 lbs
CV243628GNAJHGP	765 1222 610 TIER 8	8000 lbs
CV243628GNAJHGP	765 1222 915 TIER 8	8000 lbs
CV243628GNAJHGP	915 1525 610 TIER 8	8000 lbs
CV243628GNAJHGP	915 1525 915 TIER 8	8000 lbs
POLYMER CONCRETE VAULT WITH POLYMER CONC. COVER	W L D TIER	DESIGN LOAD (kPa)
SV11186012K	280 460 TIER 22	22000 lbs
SV1730185CY2K	435 765 460 TIER 22	22000 lbs
SV243624CY2KJHGP	610 915 610 TIER 22	22000 lbs
SV243624CY2KJHGP	765 1222 610 TIER 22	22000 lbs
SV243624CY2KJHGP	765 1222 915 TIER 22	22000 lbs
SV243624CY2KJHGP	915 1525 610 TIER 22	22000 lbs
SV243624CY2KJHGP	915 1525 915 TIER 22	22000 lbs

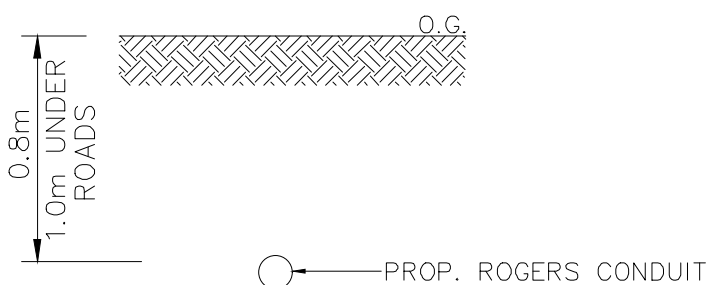
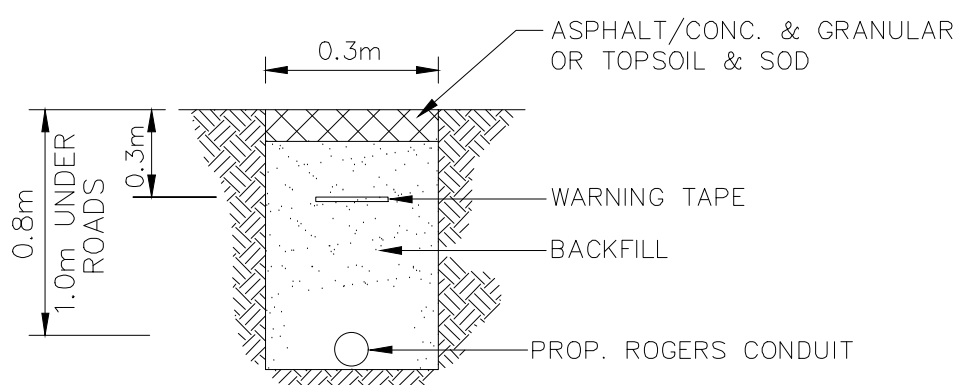
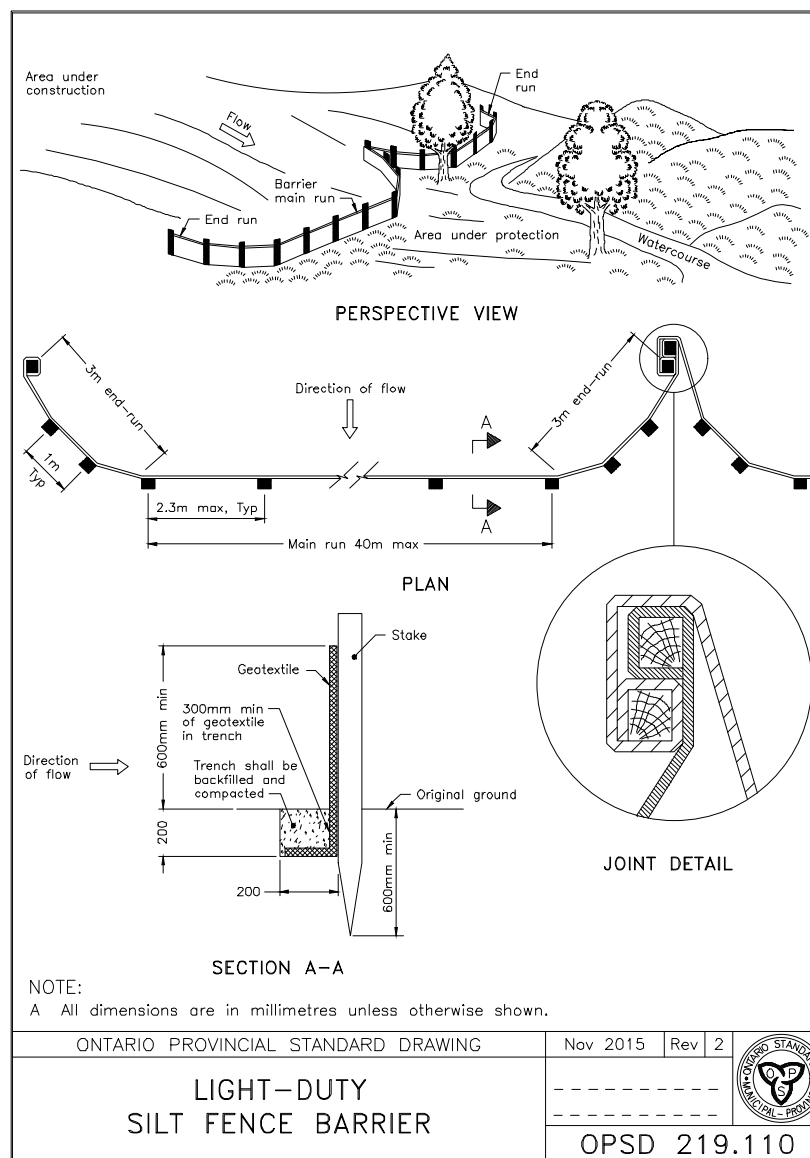
CONNECT VAULTS (FTG) DETAIL

LEGEND

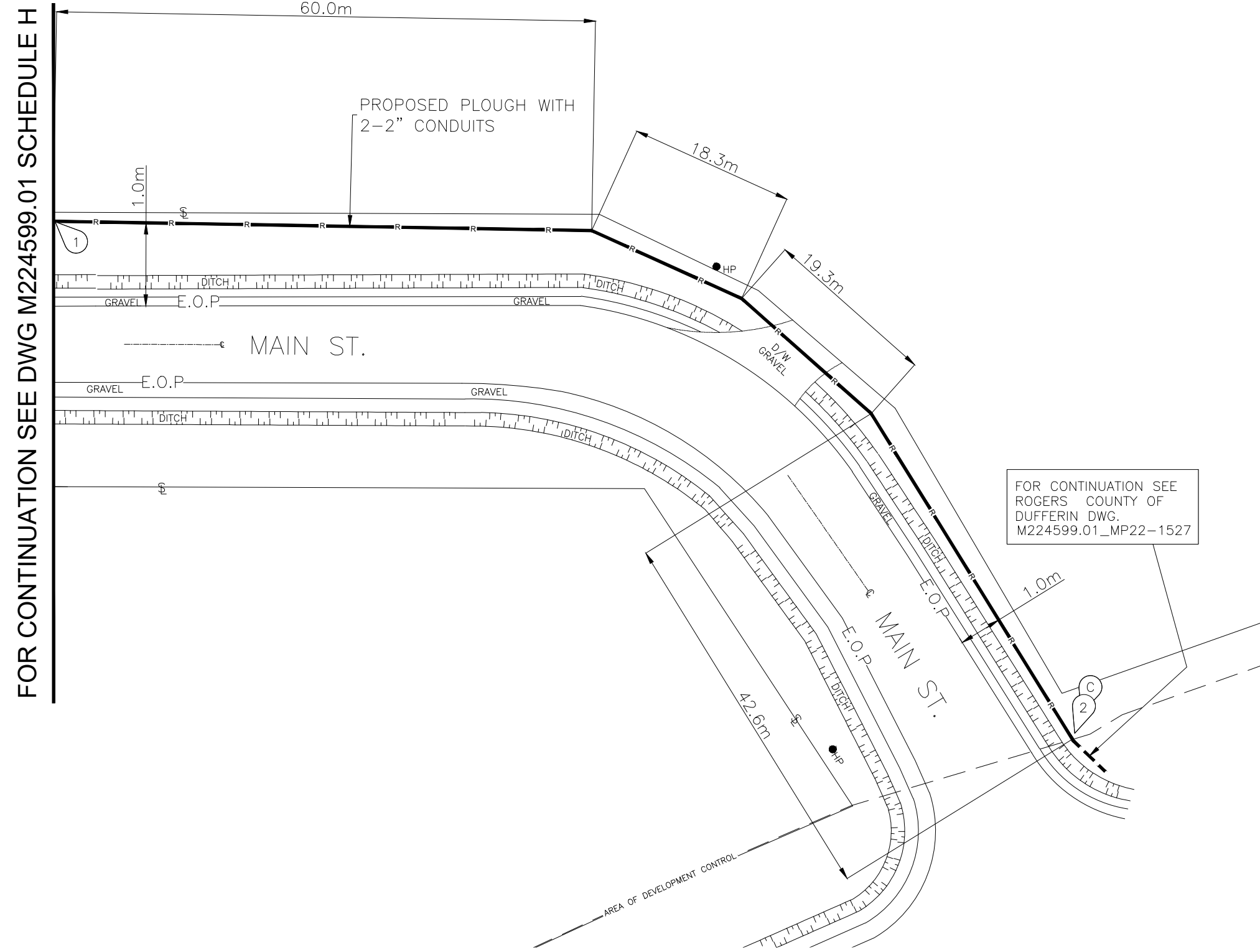
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CONSTRUCTION NOTES

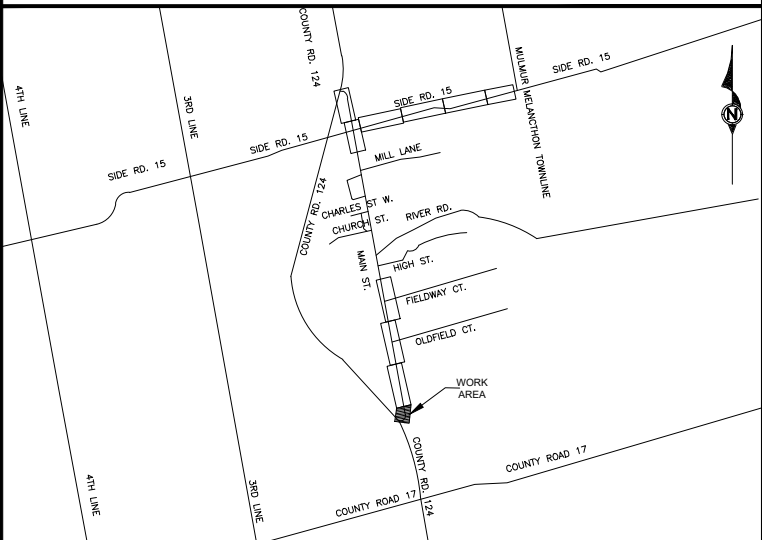
- 1 PLOUGH 101m AND INSTALL NEW 2-2" CONDUITS
- 2 PLOUGH 251m AND INSTALL NEW 2-2" CONDUITS
- SV7 INSTALL NEW ROGERS VAULT 3660



PLAN VIEW
SCALE 1:500



KEY MAP N.T.S.



NIAGARA ESCARPMENT COMMISSION

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PRINT NAME		
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QC INSPECTOR APPROVED BY:

1.0	10-30-2023	SHEET ESTABLISHED	CYT
No.	DATE	REVISIONS	BY

234 NEWKIRK ROAD
RICHMOND HILL, ON
L4C 3S5

ROGERS COMMUNICATIONS CANADA INC.
TECHNICAL CONTACT
ELNAZ BOKRAK
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Elnaz.Bokrak@cyient.com

NIAGARA ESCARPMENT COMMISSION

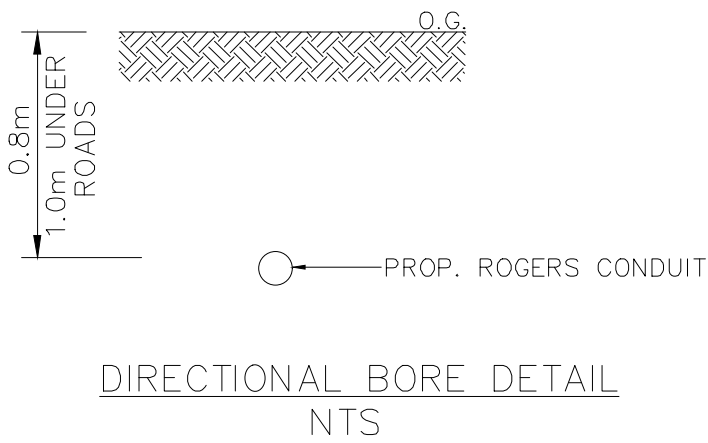
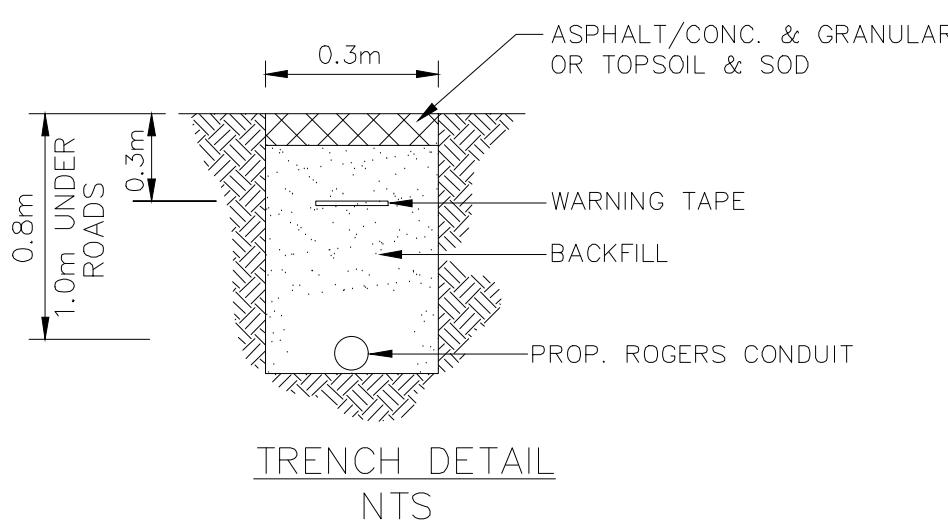
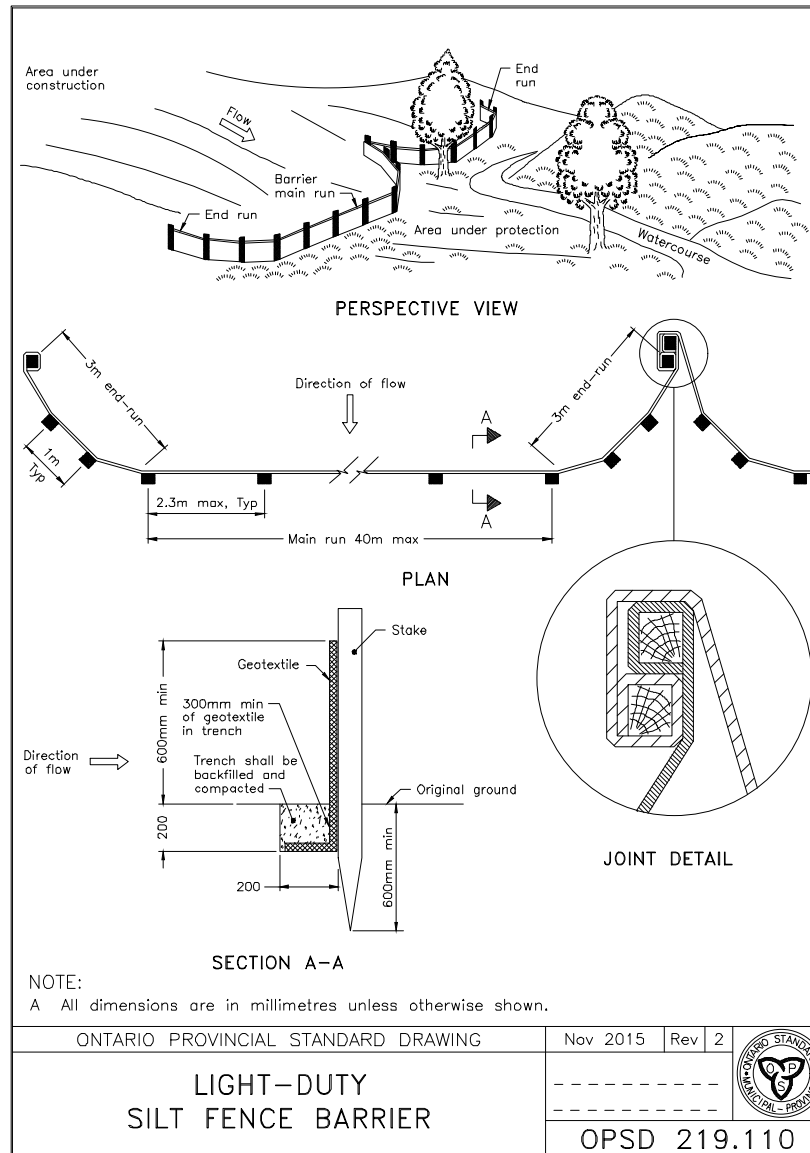
DESCRIPTION:

N.E.C. PERMIT DRAWING (MELANCTHON)

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MP23-1059	ROGERS RAIL PERMIT ID NO. .
ROGERS MUNICIPAL PERMIT ID NO. .	ROGERS RAIL PERMIT ID NO. .
ISSUE #: 1	SHEET #: SCHEDULE I

CONSTRUCTION NOTES

- 1 2 PLOUGH 147m AND INSTALL NEW 2-2" CONDUITS
- C CAUTION STAKE LOCATION



LEGEND

EX. FIBRE LOOP BACK	PROPOSED FIBRE LOOP BACK	EX. ALLSTREAM	EX. ROGERS PEDESTAL	PROPOSED ROGERS PEDESTAL	BELL PEDESTAL	POLE
EX. ROGERS FIBRE	PROPOSED ROGERS FIBRE	EX. TELECOM	EX. ROGERS PEDESTAL W/ VAULT	P. ROGERS PEDESTAL W/ VAULT	BELL MANHOLE	LIGHT POLE
EX. CONDUIT	PROP. CONDUIT	EX. HYDRO	EX. ROGERS VAULT	PROPOSED ROGERS VAULT	TRANSFORMER	MAIL BOX
EX. ROGERS TRENCH	PROPOSED ROGERS TRENCH	EX. BELL	EX. ROGERS MANHOLE	PROPOSED ROGERS MANHOLE	TRAFFIC LIGHT PED	STONE PILLAR
EX. .875 CABLE	BURIED DROP	EX. GAS	EX. F.O.S.C.	PROPOSED F.O.S.C.	WATER VALVE/V.G.	CATCH BASIN
EX. .750 CABLE	JOINT USE TRENCH	EX. SANITARY	EX. CABLE SPLICE	PROPOSED CABLE SPLICE	HYDRANT	TREE
EX. .625 CABLE	STREET LINE	EX. STORM	EX. ANCHOR	PROPOSED CABLE COIL	MANHOLE	STREET SIGN
EX. .500 CABLE	FENCE	EX. WATERMAIN	EX. SIDEWALK ANCHOR	PROPOSED DIP LOCATION	GAS VALVE	GROUND
EX. TX15 CABLE	PROPERTY LINE	DITCH	EX. AERIAL STRAND	NODE	PANEL	
EX. .412 CABLE	CENTRE LINE	CULVERT				



374028 6TH LINE • AMARANTH ON • L9W 0M6

December 19, 2023

County of Dufferin
Building Services
30 Centre Street
Orangeville, ON L9W 2X1

Sent By Email To: Sonya Pritchard spritchard@dufferincounty.ca

Re: Termination of Building Services Agreement

At its special meeting of Council held on December 13, 2023, the Township of Amaranth Council passed the following resolution:

Resolution #: 4

Moved by: G. Little

Seconded by: B. Metzger

BE IT RESOLVED THAT:

Council of the Township of Amaranth terminate the building services agreement with the County of Dufferin as of January 1, 2025.

CARRIED

The intent of this resolution is to update the terms of the agreement as the agreement was entered into in 1989. For information purposes the agreement is attached. Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

Nicole Martin, Dipl. M.A.
CAO/Clerk

Copy: Lower Tier Municipalities within Dufferin County
Denise Holmes, CAO/Clerk, Township of Melancthon - dholmes@melancthontownship.ca
Tracey Atkinson, CAO/Clerk/Planner, Township of Mulmur - tatkinson@mulmur.ca
Meghan Townsend, CAO/Clerk-Treasurer, Town of Grand Valley - mtownsend@townofgrandvalley.ca
Peter Avgoustis, CAO, Township of East Garafraxa - pavgoustis@eastgarafraxa.ca
Denyse Morrissey, CAO, Town of Shelburne - dmorrissey@shelburne.ca
Michael Dunmore, CAO, Town of Mono - mike.dunmore@townofmono.com

THE CORPORATION OF THE TOWNSHIP OF AMARANTH

BY-LAW NUMBER...26-89.....

A BY-LAW TO AUTHORIZE AN AGREEMENT WITH THE
CORPORATION OF THE COUNTY OF DUFFERIN

WHEREAS the Building Code Act, R.S.O. 1980,
c.51 authorizes the Council of The Corporation of the Township
of Amaranth to enter into an agreement with the County of
Dufferin for the enforcement by the County of the Building Code
Act within The Corporation of the Township of Amaranth and for
charging such municipality the whole or part of the cost
thereof.

AND WHEREAS the Council of The Corporation of
the Township of Amaranth deems it advisable to enter into an
agreement with The Corporation of the County of Dufferin for
the enforcement by The Corporation of the County of Dufferin of
the Building Code Act within The Corporation of the Township of
Amaranth and for payment of the whole or part of the cost
thereof.

NOW THEREFORE THE CORPORATION OF
THE TOWNSHIP OF AMARANTH BY
THE MUNICIPAL COUNCIL THEREOF
ENACTS AS FOLLOWS:-

1. That the head of Council and Clerk be and they
are hereby authorized to enter into an agreement with The
Corporation of the County of Dufferin for the enforcement by
The Corporation of the County of Dufferin of The Building Code
Act, R.S.O. 1980 c.51 within The Corporation of the Township of
Amaranth and for the payment to The Corporation of the County
of Dufferin of the whole or part of the cost thereof in the
form attached hereto as Appendix "A" to this by-law or in a
form substantially the same and to affix the seal of the
Corporation thereto.

2. That this by-law shall be deemed to have come
into force and to have taken effect from the 5th day of July
, 1989.

PASSED IN OPEN COUNCIL THIS 5th DAY OF JULY A.D., 1989.

...*J. Beaud*...
CLERK (ACTING)

...*Charles V. Bryan*...
HEAD OF COUNCIL

By-law read a 1st and 2nd time this 5th day of July ,
A.D., 1989.

By-law read a 3rd time this 5th day of July , A.D., 1989.

APPENDIX "A"

THIS AGREEMENT made in triplicate this
fifth day of July , 1989.

B E T W E E N :

THE CORPORATION OF THE COUNTY OF DUFFERIN

Hereinafter called the "County"

OF THE FIRST PART

-and-

THE CORPORATION OF THE TOWNSHIP OF AMARANTH

Hereinafter called the "Local Municipality"

OF THE SECOND PART

WHEREAS Section 3 (4) of the Building Code Act, 1980, R.S.O. Chapter 51 empowers the Council of a County to enter into an agreement with one or more local municipalities in the County for the enforcement by the County of the Building Code Act, R.S.O. 1980, Chapter 51 in such local municipalities and for charging such municipalities the whole or part of the cost thereof;

AND WHEREAS the County and the Local Municipality deem it expedient that the County will appoint a Chief Building Official and such inspectors as are necessary for the enforcement of the Building Code Act, R.S.O. 1980, Chapter 51.

AND WHEREAS the County and the Local Municipality deem it expedient to enter into this Agreement for the purpose aforesaid.

AND WHEREAS the County and the Local Municipality acknowledge that this Agreement is premised and conditional upon eight Local Municipalities within the County of Dufferin entering into similar agreements.

NOW THEREFORE the parties hereto respectively covenant and agree with the other as follows:

1. The County shall be solely responsible for the enforcement of the Building Code Act, R.S.O. 1980 Chapter 51 within the Local Municipality and for all costs incurred as a result of any actions taken by the Chief Building Official and Inspectors appointed by the County while enforcing the Building Code Act.
2. The County shall be solely responsible for the appointment of a Chief Building Official and such inspectors as are considered necessary for the enforcement of the Building Code Act, R.S.O. 1980, Chapter 51.
3. The Local Municipality will co-operate fully with the County in all attempts by the County to recover those costs and penalties recoverable from third parties pursuant to the provisions of the Building Code Act, R.S.O. 1980, Chapter 51.
4. The County will indemnify and save the Local Municipality harmless from all costs incurred as a result of claims or proceedings made or taken against the Local Municipality by reason of the actions of the Chief Building Official or Inspectors appointed by the County in enforcing the Building Code Act, R.S.O. 1980, Chapter 51.
5. The Local Municipality will be responsible for the enforcement of all land use and zoning by-laws passed by the Municipality and will inform the County of all relevant land use and zoning by-law provisions by completing a Certificate of Municipal approval when requested to do so by the County.
6. The Local Municipality agrees that all money payable or paid pursuant to the provisions of the Building Code Act, R.S.O. 1980, Chapter 51, is the sole property of the County and if any money is paid or payable to the Local Municipality the Local Municipality agrees to pay such money or cause a similar sum of money to be paid to the County within 10 days of such money being paid or becoming due.
7. The Local Municipality will either share in the surplus or contribute to the deficit resulting from the administration of the County Building Inspection Department in proportions as from time to time determined by the County.

8. The Local Municipality agrees to pass a by-law pursuant to sub-paragraph 5 (2) of the Building Code Act, R.S.O. 1980, Chapter 51 in the form attached hereto, as Schedule "1".

9. The Local Municipality agrees to amend the by-law passed pursuant to sub-paragraph 5 (2) of the Building Code Act, R.S.O. 1980, Chapter 51 when requested to do so from time to time by the Roads and Environment Committee of the County of Dufferin.

10. Upon either party giving notice of at least twelve months, this Agreement may be terminated on the first day of January of any year.

11]. This Agreement shall come into force when a similar Agreement has been executed by seven other Local Municipalities but until this Agreement comes into force the present enforcement of the Building Code Act, R.S.O. 1980, Chapter 51, within the Local Municipality shall continue.

IN WITNESS WHEREOF the Corporation of the County of Dufferin has hereunto affixed its Corporate Seal as attested to by the signatures of its Clerk and Head of Council in that behalf and the Corporation of the Township of Amaranth has hereunto affixed its Corporate Seal as attested to by the signatures of its Clerk and Head of Council in that behalf.

SIGNED, SEALED AND DELIVERED
In the Presence Of

THE CORPORATION OF THE
COUNTY OF DUFFERIN

Per :

THE CORPORATION OF
THE TOWNSHIP OF AMARANTH

Per:

SCHEDULE "1"

THE CORPORATION OF THE TOWNSHIP OF AMARANTH

BY-LAW NO.

BEING A BY-LAW TO PROVIDE FOR THE ISSUANCE
OF PERMITS AND THE GIVING OF NOTICES UNDER
THE BUILDING CODE ACT, R.S.O. 1980, CHAPTER 51

WHEREAS the Building Code Act, R.S.O. 1980,
Chapter 51, Section 5 authorized the Council of the Corporation
of the Township of Amaranth to pass by-laws requiring building
permits;

WHEREAS the Council of the Corporation of the
Township of Amaranth entered into an agreement with the
Corporation of the County of Dufferin on the day of the
 month, 1989 pursuant to subsection 3 (4) of the Building
Code Act, R.S.O. 1980, Chapter 51.

NOW THEREFORE the Corporation of the Township of
Amaranth by the Municipal Council thereof enacts as follows:

1. THE prescribed classes of permits for
construction and demolition and the payment of fees shall be in
accordance with Schedule "A" hereto attached.
2. THE application for a permit shall be in
accordance with Schedule "B" hereto attached.
3. THE permit shall be in accordance with Schedule
"C" hereto attached.
4. THE time within which notice must be given to
the Chief Official or Inspector shall be in accordance with
Schedule "D" hereto attached.
5. A set of plans of buildings as constructed shall
be filed with the Chief Official on completion of the
construction of buildings for which a permit has been issued.

PASSED IN OPEN COUNCIL THIS day of , 1989.

CLERK

HEAD OF COUNCIL

By-law read a 1st and 2nd time this day of , A.D., 1989.

By-law read a 3rd time this day of , A.D., 1989.

SCHEDULE "A" OF BY-LAW _____

CLASS OF PERMIT

CLASS A COMPLETE BUILDING

For new building construction including additions to existing buildings (permit includes all mechanical work associated with the subject construction.

For the first \$1,000. of construction costs.....\$20.00
For each additional \$1,000. of construction costs or part thereof.....\$ 4.00

CLASS B ALTERATIONS ONLY

For altering the interior of a building, including all associated mechanical work.

For the first \$1,000. of construction costs.....\$20.00
\$1,000. of construction costs or part thereof.....\$ 5.50

CLASS C MECHANICAL ONLY

For Heating, Ventilating, Air Conditioning and Air Contaminant Extraction systems (where there is no significant structural work involved).

For the first \$1,000. of construction costs.....\$20.00
For each additional \$1,000. of construction or part thereof.....\$ 5.50

CLASS D PLUMBING OR DRAIN

See pages 3 and 4 hereof

CLASS E - OCCUPANCY PERMIT

Completed Building

.....\$25.00

For occupying a building prior to its completion

Per Dwelling Unit.....\$ 5.00
Commercial or Industrial Buildings for each \$1,000. square feet or part thereof.....\$ 5.50

CLASS F - DEMOLITION ONLY

For demolishing a building or part of a building

.....\$25.00

CLASS G - FARM BUILDINGS

This permit would be for all farm buildings and additions thereof.

For the first \$1,000. of construction costs.....\$20.00
For each additional \$1,000. of construction costs or part thereof.....\$ 1.50

CLASS H - FOUNDATION ONLY

For the foundation only on a building for which the complete superstructure plans are not complete, but where all other requirements have been met,

Estimated 50% of Class A Permit with balance of the total fee payable when the Class A Permit is issued.

AGREEMENT FOR CLASS H PERMIT

The issuance of this permit is subject to the following outstanding drawings, specifications and documents being submitted to and reviewed by the Building Department and provided at the building site prior to the date specified below.

It shall be expressly understood that the failure to comply with the above may lead to the immediate issuance of a Stop Work Order.

OUTSTANDING ITEMS

DATE

Steel Shop Drawings
Sprinkler Drawings
Mechanical Drawings
Other

SIGNATURE OF APPLICANT/OWNER

CLASS OF PERMIT

PERMIT FEE

Class 1 - Swimming Pool

Single Family Dwelling.....\$25.00

Other.....\$30.00

Minimum Permit Fee:

.....\$25.00

REFUND OF PERMIT FEES:

If a permit is cancelled within six (6) months of the date it was issued, the amount over \$25.00 shall be refunded.

CLASS D PLUMBING OR DRAIN FEES

CLASSES OF PERMITSPERMIT FEES

<u>FOR PLUMBING:</u>	<u>Residential</u> <u>per fixture</u>	<u>Other</u> <u>per fixture</u>
a) per fixture	\$ 3.00	\$ 4.00
b) a hot water storage heater		4.00
c) a hot water storage tank	3.00	4.00
d) a water softener	3.00	4.00
e) a rainwater leader	3.00	4.00
f) a backflow preventer	3.00	4.00
g) a floor drain		4.00
h) a grease, oil or sediment interceptor		4.00
i) a sewage pump or ejector	3.00	4.00
j) a group of indirect waste pipes serving more than one fixture	3.00	4.00
k) five feet or more of water distributing piping without fixtures	3.00	4.00
l) three feet or more of waste or vent piping without fixtures	3.00	4.00
m) for the conversion of plumbing from septic tank to a sanitary drain	8.00	8.00
n) for an additional or special inspection	7.50	7.50

CLASSES OF PERMITS:

For Drains

Permit Fees

a) for any single family dwelling or semi-detached dwelling - per drain	\$ 8.00
b) for any row dwelling - for all internal drains per dwelling unit	5.00
c) for any other type of development including site servicing - for each inch of inside pipe diameter per 100 feet or part thereof	1.50
d) for each floor drain	4.00
e) for the construction, repair renewal or alteration of less than 100 feet of sewers or drains	5.00
f) for an additional or special inspection	7.50

REFUNDS

Where a plumbing or drainage permit has not been acted upon and in the event that the holder of the permit returns same for cancellation prior to commencement of the work, the holder of the permit shall be entitled to a refund of one-half the permit fee paid, provided, that no refund shall be made which shall result in the retention by the County of Dufferin a sum of less than five dollars (\$5.00).

SCHEDULE "B"

Municipal Form - Form 300
 "Reg. T.M. in Canada, Municipal Form 300"
 Complete both sides of this form



Application No. _____

COUNTY OF DUFFERIN

APPLICATION TO PERMIT:
 Building Department 941-2362
 51 Zina Street
 Orangeville, Ont. L9W 1E5

- ☐ A TEMPORARY BUILDING
☐ CONSTRUCTION OF A BUILDING
☐ DEMOLITION OF A BUILDING

Building Code Act, R.S.O. 1980, c. 51 s. 5 (2) (b)

Applicants are required to submit a separate application for each temporary building, or building to be constructed or demolished.

*Builder's Registration Number (where applicable)

Office of the Chief Building Official

Name of Municipality Phone

1. Owner / Applicant Address Phone

2. Contractor Address Phone

3. Plans by Address Phone

4. To: Erect ☐ Alter ☐ Repair ☐ Extend ☐ Install ☐ Demolish ☐

5. This building is: New ☐ Existing ☐ No. of Storeys If existing, work will be done on what storeys?

6. Street and Number on the side

7. Between and

8. Zone Corner Lot

9. Lot Number Plan Number Size x Area

10. Main building has been used for the following purposes since the passing of the Zoning By-Law No. being a By-Law

11. This building will be used for the following purposes only:

12. Garage or parking facilities will be provided for cars, as stipulated in the Off Street Parking Section of the Zoning By-Law.

13. Size of building - W L H Existing - W L

14. Side yards Rear yard Set back
 Minimum Minimum

15. Type of Construction: Frame ☐ Protected Frame ☐ Veneer ☐ Masonry ☐ Reinforced Concrete ☐
 Steel ☐ Other

16. Type of soil Are special foundations required?

17. Thickness of foundation walls: Poured Block Other

18. Footing size

19. Water: Municipality operated supply available ☐ Required ☐ Other (specify) P.U.C. Approval

20. Plumbing: W.C. Lav. Tubs Other

21. Hydro: Available on site ☐ Required ☐ P.U.C. Approval

22. Heating: Gas ☐ Oil ☐ Electric ☐ Additional transformer required ☐ Other (specify)

23. Sewers available? If not, Septic Tank ☐ M.O.H. Approval

24. Are surveyor's stakes visible? Have fences been erected for more than ten years?

25. Brief description of work

.....

.....

26. Floor load

27. Estimated cost \$ Are other permits required?

28. Highway or street access: Engineer or Road Superintendent Approval

29. Has any property which may be affected by this application been designated under the Ontario Heritage Act

All of the statements and representations contained in the attached documents filed in support of this application shall be deemed part of this application for all purposes. Sufficient information shall be submitted with each application to enable the Chief Building Official to determine whether or not the proposed work will conform with the Building Code Act and regulations thereunder and any other applicable law.

DECLARATION

I, the undersigned, am the authorized owner/agent of owner named in the above application and I certify the truth of all the statements or representations contained therein.

I, understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any by-laws or requirements of the Building Code Act or regulations made thereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of or in connection with the above application.

I, acknowledge that in the event a permit is issued, any departure from plans, specifications or building locations proposed in the above application is prohibited and such could result in the permit being revoked.

I, further acknowledge that in the event the permit is revoked for any cause or irregularity or nonconformity with by-laws or requirements of the Building Code Act, or regulations made thereunder, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any such claim is hereby expressly waived.

..... Ontario 19.....
 Signature of Owner or Authorized Agent

NOTES AND CORRECTIONS

.....

.....

.....

.....

.....

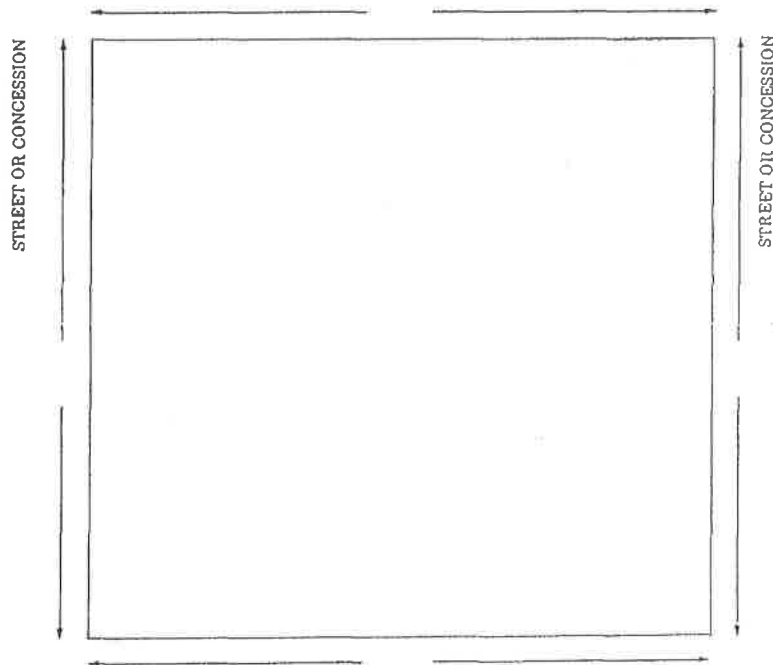
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COPY OF PLOT PLAN

(Scale)



FOR OFFICE USE ONLY — THIS IS NOT A BUILDING PERMIT

Plans checked — Bldg. By-Law..... Permit No.

Use and Occupancy.....Occupancy

— Zoning.....Classification.....

Permit Fee \$

DEVELOPMENT CHARGES \$

Pursuant to By-Law No. Permit Receipt No.

Date Receipt No. Date 19

Permit Issued by.....

Building Code Act, section 1, provides that:

- (e) "construct" means to do anything in the erection, installation or extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere, and "construction" has a corresponding meaning;
- (f) "demolition" means the doing of anything in the removal of a building or any part thereof;

Abandonment and cancellation of application — An application for a permit may be deemed to have been abandoned and cancelled six months after the date of filing, unless such application is being seriously proceeded with.

SCHEDULE "D"

CALL

519-941-2362

FOR INSPECTIONS

NOTICE TO ALL BUILDERS

Re:

MANDATORY INSPECTIONS

Effective immediately, the following inspections as listed below in order are mandatory and it is your responsibility to contact this Office between the hours of 8:30 a.m. and 4:30 p.m. to give notice of the required inspections - 24 hours in advance.

INSPECTIONS REQUIRED

(WHERE APPLICABLE)

- | | |
|---------------------------|--------------------------------------|
| 1. FOOTINGS | (Prior to the Placement of Concrete) |
| 2. WEEPERS/FOUNDATION | (Prior to Backfill) |
| 3. PLUMBING/ROUGH-IN | (Prior to Framing) |
| 4. FRAMING (WITH ROOF ON) | (Prior to insulation) |
| 5. INSULATION | (Prior to drywall/plaster) |
| 6. DRAFT STOPS | (Prior to brick veneer/siding) |
| 7. FINAL - INTERIOR | (Prior to occupancy) |
| 8. FINAL - EXTERIOR | |

SWIMMING POOLS ONLY

FIREPLACES

- | | |
|--|---|
| 1. Location (stake out) | 1. Hearth |
| 2. Fencing prior to filling
pool with water | 2. Fire Pot |
| | 3. Smoke Chamber
(Prior to Closing In) |

N O T E :

It is your responsibility to see that the inspector performing the inspection endorses your site permit for the required inspection.

It is his duty to do so, providing there is no contravention of the Building Code.

An added inspection fee of \$25.00 will be assessed to the Building Permit for inspections requested prematurely. Payment of same to be made prior to the issuance of the Occupancy Permit.

Denise Holmes

From: Sarah Culshaw
Sent: Monday, December 11, 2023 3:14 PM
To: Denise Holmes
Subject: FW: Resolution 2023-964 - Ontario Energy Board's Leave to Construct Process
Attachments: 2023-12-06 - Resolution 2023-964 - Enbridge Gas OEB LTC.pdf

From: Clerks <C@greyhighlands.ca>
Sent: Monday, December 11, 2023 10:23 AM
To: amopresident@amo.on.ca
Cc: premier@ontario.ca; ministerenergy@ontario.ca; minister.fin@ontario.ca
Subject: Resolution 2023-964 - Ontario Energy Board's Leave to Construct Process

Good morning,
Please see the attached resolution passed by The Municipality of Grey Highland's Council on December 6, 2023 regarding Ontario Energy Board's Leave to Construct (LTC) process, entitled "reducing red tape for more cost-effective, timely energy connections in Ontario."

Kind Regards,

Amanda Fines-VanAlstine Dipl.M.A.
Deputy Clerk/Manager of Corporate Services



☎ 519-986-2811 ext. 241 ✉ vanalstinea@greyhighlands.ca

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

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

Please consider the environment before printing this email or its attachments.

December 06, 2023

The Association of Municipalities of Ontario
200 University Ave., Suite 801
Toronto, Ontario M5H 3C6

Sent via email: resolutions@amo.on.ca

Attention: Colin Best, President

Dear Mr. Best

Re: Grey Highlands Resolution #2023-964

Please be advised that the following resolution was passed at the December 06, 2023 meeting of the Council of the Municipality of Grey Highlands.

2023-964

Whereas the Enbridge Gas has shared with Grey Highlands key messages regarding the Ontario Energy Board's Leave to Construct (LTC) process, entitled "reducing red tape for more cost-effective, timely energy connections in Ontario"; and

Whereas Grey Highlands supports and wishes to endorse the recommendations put forward by Enbridge Gas in order to expedite the installation of natural gas to rural, remote or underserved communities such as Grey Highlands; now

Therefor be it resolved that the Municipality of Grey Highlands petition the Ontario Government to expedite the implementation of the following recommendations:

- i) THAT the Government of Ontario move to modernize the Ontario Energy Board's (OEB) Leave to Construct (LTC) process for smaller pipeline projects in order to bring reliable, affordable energy options to communities, homes and businesses in a more cost-effective and timely manner.**
- ii) THAT the LTC cost threshold be updated from \$2M to \$10M for hydrocarbon lines (by amending Ontario Regulation O.Reg.328/03) while maintaining current requirements and expectations for Indigenous consultation and environmental review for projects greater than \$2M and less than \$10M.**
- iii) THAT these outdated regulations are causing the LTC to apply far more broadly than intended when it was established over 20 years ago due to**

The Municipality of Grey Highlands

206 Toronto Street South, Unit One - P.O. Box 409 Markdale, Ontario N0C 1H0
519-986-2811 Toll-Free 1-888-342-4059 Fax 519-986-3643
www.greyhighlands.ca info@greyhighlands.ca

increased regulatory and cost pressures, as well as inflation, virtually all gas pipeline projects are now greater than \$2M rendering the threshold meaningless.

iv) THAT roughly 0.5 KM pipe in urban settings now often exceeds the \$2M threshold.

v) THAT modernizing these outdated regulations would reduce delays and costs for economic development initiatives including transit projects, community expansion projects, housing developments, connections for low carbon fuel blending (e.g., renewable natural gas, hydrogen) as well as residential and business customer connections.

vi) THAT based on OEB's performance standards, this proposal would save approx. 5-7 months of regulatory process which is in addition to the time needed to undertake Indigenous consultation and environmental review and prepare an application to the OEB.

vii) THAT the cost of preparing and having a LTC application heard ranges from approx. ~\$50,000 to ~\$200,000, which is passed on to customers.

viii) THAT while no cost-based threshold exists for electricity lines, there are a range of exemptions ensuring that LTC is only required for significant electricity projects and the proposed changes would help ensure that, consistent with electricity projects, LTC for hydrocarbon lines would only be required for significant projects.

ix) THAT increasing the cost threshold to \$10M would closer align Ontario with other Canadian jurisdictions (e.g., in B.C., these thresholds are \$15M for electricity and \$20M for natural gas); and

That this resolution be circulated to the President of AMO, Colin Best, Premier Doug Ford, the Minister of Energy, Todd Smith, The Minister of Finance, Peter Bethlenfalvy and all regional municipalities requesting support of the proposed changes regarding reducing red tape for more cost-effective, timely energy connections in Ontario.

CARRIED.

If you require anything further, please contact this office.

Sincerely,

Amanda Fines-Vanalstine

Amanda Fines-VanAlstine
Manager of Corporate Services/Deputy-Clerk
Municipality of Grey Highlands

cc. Premier Doug Ford
Minister of Energy Todd Smith,
Minister of Finance, Peter Bethlenfalvy
All municipalities in Ontario

The Municipality of Grey Highlands

206 Toronto Street South, Unit One - P.O. Box 409 Markdale, Ontario N0C 1H0
519-986-2811 Toll-Free 1-888-342-4059 Fax 519-986-3643
www.greyhighlands.ca info@greyhighlands.ca

Denise Holmes

From: Maggo, Ishan <Ishan.Maggo@simcoe.ca>
Sent: Monday, December 11, 2023 11:41 AM
Cc: Transportation Master Plan
Subject: FW: Notice of Study Completion - Transportation Master Plan (TMP) Update
Attachments: Notice of Study Completion - Transportation Master Plan Update December 06, 2023.pdf

Transportation Master Plan



Good morning,

We would like to inform you that the project team has successfully completed the update for the County of Simcoe's Transportation Master Plan (TMP). Notice of Study Completion for TMP Update is attached to this email. TMP documents can be accessed through the [TMP webpage](#).

The Transportation Master Plan (TMP) Update is a long-range plan that guides the development, renewal, and management of the County's multi modal transportation system. The work plan for the TMP Update was developed into a four-phase plan, where:

- [Phase I report](#), identifies the County of Simcoe's transportation issues, needs and constraints.
- [Phase II report](#), identifies the preferred transportation infrastructure recommendations that best address the transportation issues, needs and constraints through the evaluation of transportation network alternatives.
- [Phase III report](#), outlines strategies and actions to help attain the Transportation Vision and Goals of the TMP study, and to assist in the implementation of the road, transit and active transportation networks developed in Phase II.
- [Phase IV report](#), summarizes the transportation solutions, including infrastructure projects and strategies, developed to guide the County of Simcoe into the future.

Simcoe County Council endorsed the TMP Update on November 28, 2023. It is now subject to a 30-day public review period, providing the public with the opportunity to comment on the report. Kindly submit any written comments, via email at tmp@simcoe.ca or by regular mail to the attention of undersigned, no later than January 12, 2024.

Thank you,
Ishan Maggo, MCIP, RPP
Transportation Master Plan Project Manager
County of Simcoe
1110 Highway 26, Midhurst, Ontario L9X 1N6
Phone: 705-726-9300 Ext. 1157 Fax: 705-727-4276
Email: tmp@simcoe.ca
<http://www.simcoe.ca/tmp>

Notice of Collection/Use/Disclosure: All information is collected in accordance with the Environmental Assessment Act, RSO 1990 Chapter E.18 Part II Section 5.1. Information will be used to inform the project team in the development of recommendations to support the study vision and objectives. All submissions become part of the public record, and disclosed in full in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Notice of Study Completion

Transportation Master Plan Update



Study Overview

The County of Simcoe has completed its updated Transportation Master Plan (TMP), a long-range plan that guides the development, renewal and management of the County's multi-modal transportation system. The study was conducted in accordance with the requirements of Phases 1 and 2 of the Municipal Class Environmental Assessment, which is an approved process under the Environmental Assessment Act.

Highlights of the Transportation Master Plan Update include the following:

- **Capacity Improvement Road Projects:** A series of capacity improvement road projects to help respond to existing and future traffic constraints, most of which are in southeast Simcoe where growth is strongest.
- **Network Capacity Improvement Study:** A separate study recommended for northwest Simcoe in coordination with the MTO, Grey County and other local municipalities to properly assess, identify and respond to the issues regarding road capacity in the greater Collingwood-Clearview region.
- **Road Jurisdiction Changes:** Selected roads under local municipal jurisdiction are recommended to be transferred to the County of Simcoe and will help complete the County Road network.
- **Support for Provincial Road Projects:** The County supports modifications to Provincial Roads to help people and goods move to, from and through Simcoe County.
- **Transit Strategy:** A comprehensive strategy to improve transit across the County. The TMP recommends the County of Simcoe work toward County-wide transit amalgamation (i.e. a consolidated transit system).
- **Cycling Improvements:** A Priority Cycling Network of 20 key routes is recommended over the short term. The Ultimate Cycling Network over the longer term will address key gaps between priority routes.

Engagement and Consultation

Multiple rounds of public and stakeholder engagement were held throughout the study, including two virtual public information centres, interactive activities and surveys for the public to share feedback, and various stakeholder meetings. The input received informed and directly shaped the recommendations of the TMP.

Public Review Period

The TMP Update was endorsed by Simcoe County Council on November 28, 2023, and is now subject to a 30-day public review period, providing the public the opportunity to comment on the report.

Please submit all written comments by January 12, 2024, to the contacts listed below.

Ishan Maggo, MCIP, RPP

Project Manager
County of Simcoe
1110 Highway 26
Midhurst, ON L9X 1N6
705-726-9300 ext. 1157
ttmp@simcoe.ca

Scott Johnston, P.Eng.

Consultant Project Manager
Arcadis
55 St. Clair Avenue West
Toronto, ON M4V 2Y7
416-596-1930 ext. 65503
scott.johnston@arcadis.com



TMP Webpage and Reports can be accessed through www.Simcoe.ca/tmp

Denise Holmes

From: Lexi Edwards <ledwards@clearview.ca>
Sent: Tuesday, December 12, 2023 2:48 PM
To: todd.mccarthy@pc.ola.org
Subject: Township of Clearview Council Resolution- Cemetery Administration Management Support
Attachments: 2023-12-12 Cemetery Administration Management Support.pdf; LS-032-2023 Cemetery Administration & Management Support.pdf

Good afternoon,

Please see the attached resolution and report from the Township of Clearview Council Meeting held on December 11, 2023, regarding Cemetery Transfer/Abandonment Administration & Management Support.

Kind Regards,

Lexi Edwards
Committee Coordinator
Township of Clearview
(705) 428-6230 ext. 254
ledwards@clearview.ca
www.clearview.ca



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Clerk's Department
Township of Clearview
Box 200, 217 Gideon Street
Stayner, Ontario L0M 1S0
clerks@clearview.ca | www.clearview.ca
Phone: 705-428-6230

December 12, 2023

File: C00.2023

Hon. Todd McCarthy
Ministry of Public and Business Service Delivery
777 Bay Street, 5th Floor
Toronto ON M5B 2H7

Sent by Email

RE: Cemetery Transfer/Abandonment Administration & Management Support

Please be advised that Council of the Township of Clearview, at its meeting held on December 11, 2023, passed a resolution regarding Cemetery Transfer/Abandonment Administration & Management Support as follows:

Moved by Councillor Walker, Seconded by Councillor Broderick, Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

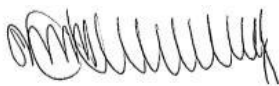
Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries; Page 6 of 7
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities. Motion Carried.

For reference, please find attached the Staff Report LS-032-2023 that provides background for the above resolution. If you have any questions, please do not hesitate to contact the undersigned.

Regards,



Sasha HelmKay-Playter, B.A., Dipl. M.A., AOMC
Clerk/Director of Legislative Services

cc: Jim Cassimatis, BAO Interim CEO/Registrar
MPP Simcoe Grey, Brian Saunderson
Ontario Municipalities

To: Mayor and Council

From: Sasha Helmkey, Clerk/Director of Legislative Services

Date: December 11, 2023

Subject: Report # LS-032-2023 – Cemetery Transfer/Abandonment Administration & Management Support

Recommendation

Be It Resolved that Council of the Township of Clearview hereby receives Report LS-032-2023 (Cemetery Transfer/Abandonment Administration & Management Support) dated December 11, 2023; and,

Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities.

Background

Under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed.

Over the last decade there appears to be a trend where cemeteries in Ontario are being transferred, whether through abandonment or a mutually agreed upon transfer, to the care and control of municipalities. This is often seen when there is a breakdown in existing cemetery boards and/or when churches cease operations. For many existing private cemetery boards their board members and volunteers are aging and are unable to assist with the operations and maintenance of the cemetery any longer. Finding new members proves to be difficult for these boards to continue. In addition to aging board members, there are other issues that are contributing to the increase in cemetery transfers:

- high maintenance costs
- inaccuracy of records
- lack of financial and human resources to effectively operate and maintain the cemetery

- increased regulatory processes that require ongoing training for selling of interment rights, and the financial operation of the care and maintenance fund, etc.

Township Owned Cemeteries

The Township of Clearview currently owns and operates nine (9) cemeteries within its geographic boundaries. Out of these nine cemeteries, four (4) are considered active meaning that there are still interment rights to be sold, or burials to take place. Below is a chart outlining these cemeteries and their status:

Cemetery Name	Address	Status
Batteau Hill Cemetery	2670 County Road 124, Duntroon	Inactive
Bethel Union Cemetery	2249 Creemore Avenue, New Lowell	Inactive
Dunedin Union Cemetery	9 Turkeyroost Lane, Dunedin	Active
Duntroon Pioneer Cemetery	2870 County Road 124, Duntroon	Inactive
Lavender Cemetery	827103 Mulmur/Nottawasaga Townline, Creemore	Active
Old Zion Presbyterian Church Cemetery	6130 Highway 26, Sunnidale Corners	Inactive
Second Line Nottawasaga Cemetery	2279 County Road 42, Stayner	Active
Stayner Union Cemetery	7661 Highway 26, Stayner	Active
Zion Presbyterian Church Cemetery	12358 County Road 10, Sunnidale Corners	Inactive

For the Dunedin and Stayner Union Cemetery, the Township looks after the maintenance and burials through a third-party contractor. The maintenance and burials for the Lavender Cemetery are conducted through the Board. For the Second Line Nottawasaga Cemetery all the interment rights have been sold, but there remains one burial to be completed. The cost to maintain an active cemetery is expensive. Although burial costs and the installation of markers, etc. are cost recovery through the purchaser, grounds maintenance is not.

Inactive cemeteries still require consistent grounds maintenance, which includes any monument restoration for health and safety, and record searches for the public register.

Comments and Analysis

When analyzing the number of cemeteries that Clearview Township currently owns and operates, maintenance and administration is a large undertaking. To add any additional cemeteries by way of transfer or abandonment will only compound the issues the Township is already facing. In the past year, the Township has been approached by two separate entities regarding possible cemetery transfers. When a board or cemetery transfers ownership to the municipality, the issues are transferred with it. Municipalities are not immune to the same concerns. It becomes a strain on municipal resources, financially, administratively, and operationally.

Administrative Impact

From an administrative perspective the management of four active cemeteries is both time consuming and complex. No interment is the same, and providing good customer service takes time especially for those making arrangements while also dealing with grief. Administrative tasks include but are not limited to: interment right sales and mapping, burial contracts and scheduling, monument placement, historical record searches, plot and monument staking, fees and charges review, family transfers of interment rights and annual reporting to the Bereavement Authority of Ontario (BAO).

- **Incomplete records**

Often the records accepted by the Township from a dissolved cemetery board or church are incomplete and disorganized. This is no fault of the previous board members, as they are also often operating with limited resources. However, it does make it difficult to manage the cemetery post-transfer when records are sparse. Understanding which plots are occupied and by who is critical to the sound management of a cemetery. Unfortunately, this is not made possible in all cases because of incomplete records. In addition, records received during a transfer usually are maintained under different records management standards and are often organized and named inconsistently. Adaptation to Township records keeping practices takes time.

- **Lack of human resources**

Cemetery management is a highly regulated professional field, with the responsibility of which is often placed on public sector employees who may have limited knowledge of cemeteries in general. With reduced resources within municipalities especially rural ones, the management of cemeteries often becomes a secondary responsibility to another position. There is also a lack of affordable training available for municipal employees who are required to abide by regulations set out by the FBCSA and the BAO.

- Increased regulatory processes

Annual reporting requirements of the BAO can be extensive and complex. This includes monitoring the number of interments, the transfers to the Care and Maintenance Fund (C&M), and how the C&M fund can be used. There are also regulations pertaining to maintaining a public register, how sales are to be conducted and strict guidelines on Cemetery By-law approvals, and expansions including the erection of columbaria structures.

- Inconsistent cemetery regulations

Cemeteries can have many different regulations related to plot size, number of burials allowed in a given plot, monument size, what types of flowers/shrubs are allowed to be installed near a headstone etc. The transfer of different cemeteries having inconsistent regulations can make it difficult to adapt management practices in order to maintain original cemetery operational standards.

Operational Impact

Similarly, from an operational perspective the grounds maintenance of cemeteries, whether active or inactive, is both time consuming and complex. A key issue when analyzing the maintenance component of cemetery management is the lack of financial resources to support the operation. Cemetery maintenance includes, but is not limited to: grass cutting (whipper snipping around monuments), tree and shrub maintenance, monument and corner stone maintenance, water pipe and washroom monitoring, and general upkeep of cemetery grounds (removal of debris, etc.).

- High maintenance costs

As with many services, there are rising costs to contend with. Municipalities have adopted different models to address the maintenance of such, with third party contractors being commonly used or it becomes the responsibility of an internal department such as Parks & Recreation. Regardless the model, the costs have increased significantly over the last decade with equipment purchases/upgrades, insurance requirements for third-party contractors, and the time it takes to cut the grass and whipper snip around monuments. To put it into perspective, the Stayner Union Cemetery with the expansion is 25 acres with monuments to manoeuvre around during ground care. Other considerations for maintenance includes monument restoration and ensuring that they are not deteriorated to the point where they are unsafe. This is important for older cemeteries where restoration hasn't been provided in the past and there are many deteriorating monuments.

- Cost of cemetery management software

Cemetery Management Software can help municipalities manage cemetery records, including plot sale contracts, interment rights certificates, and regulatory reporting.

However, these software solutions are often expensive and require a large amount of staff time to implement especially with incomplete data and records. These software solutions range in price from \$5,000 to \$100,000 with annual maintenance costs. This investment in software can be a large budget request and one that would need to be supported from taxation with the limited funds in cemetery general accounts.

- **Inadequate Care and Maintenance funds**

When the Funeral, Burial and Cremation Services Act, 2002 (FBCSA) was enacted, it stipulated that a care and maintenance fund for a cemetery shall be established. A cemetery operator is required to make contributions to the fund from the sale of in-ground graves, crypts, tombs, niches, scattering rights and monument installation. The contribution is prescribed under the FBCSA and differs dependant on the interment type. The idea is that the fund (income earned from the fund - interest) pays for maintenance costs after a cemetery has stopped making sales. In reality, this concept does not produce enough funds to maintain a cemetery. Looking at the Stayner Union Cemetery as an example, for the very basics (grass cutting and whipper snipping) the interest from the care and maintenance fund does not provide enough monies to maintain the cemetery for the 7 months it's required. In addition, the care and maintenance fund is also to be utilized for the stabilization, maintenance and security of markers. Cemeteries are not self funding, and maintenance of such is becoming a larger budget concern.

Support Request

Cemetery transfers and abandonments have been an ongoing concern for Clearview Township for many years. When you look at the large geography of the Township there are many cemeteries within the boundaries that have the potential to be transferred. To gauge the concern of other municipalities on this issue, staff addressed it at a Simcoe County Clerks group discussion. Many neighbouring municipalities expressed that they were dealing with the same issues and have also been approached by different external entities on possible transfers.

As result of the discussion, it was agreed that to assist with the real concerns with transfers and abandonments of cemeteries, it's vital that the Province provide assistance to adequately support this infrastructure. Support can be provided in many different forms, with staff making the following recommendations for the Ministry of Public and Business Service Delivery and the BAO:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;

- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

There is not one solution to solve all the issues, but at the very least it's important to identify the concerns and have open and real discussions at the provincial level on what support can be provided.

Clearview's Strategic Plan

The above initiative supports the following strategic pillars:

- Governance

Financial Implications

It is difficult to identify an exact dollar amount that can be attributed to a cemetery transfer/abandonment to the municipality. Every transfer is different and depends on a multitude of factors beginning with the cemetery status (active/inactive), acreage, care and maintenance fund (if any), maintenance of records, etc. What is being recommended by staff by way of support from the province is not meant to erase the costs entirely, but rather, to alleviate the financial burden in some capacity.

Report Appendices

Not applicable.

Approvals

Submitted by:	Sasha Helmky, B.A., Dipl. M.A., AOMC, Clerk/Director of Legislative Services
Reviewed by:	Krista Pascoe, Deputy Clerk
Financial Implications Reviewed by:	Kelly McDonald, Treasurer
Approved by:	John Ferguson, CAO



NVCA December Board Meeting Highlights

Next Meeting: January 26, 2024, held in-person

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

Presentation on NVCA's Planning and Permits Program

Ben Krul, NVCA's Manager, Development Planning and Permits gave a presentation regarding NVCA's planning and permits program to the Board of Directors.

The role of NVCA in the development planning process is to protect lives and properties from flooding and erosion in areas around watercourses, wetlands and shorelines. NVCA also aims to protect the natural benefits offered by these natural areas.

NVCA staff provides environmental planning expertise in a timely manner to guide municipal land-use planning decisions. The comments provided must be consistent with federal, provincial and municipal policies.

Projects that require an NVCA permit include:

- Construction of a dwelling or addition
- Reconstruction of a dwelling
- Construction of any other structure such as shorewall, in-ground pool or driveway
- Placing or constructing a detached accessory structure such as a barn, shed or pool house
- Changes to a building or structure that alters the use, increases the size or occupancy such as, enclosing a carport to create a garage, or an "in-law" suite
- Site grading
- Temporary or permanent, removal or importation of material such as fill, gravel, soils, even if the material originated on the site

Projects that do not require an NVCA permit include:

- If your proposed works is not in an NVCA regulated area
- If NVCA staff have reviewed the regulations associated with the property and determined a permit is not required. Email clearance can be given at that time
- Fences and ground level decks outside natural hazards.
- Above ground swimming pools, temporary pools and hot tubs
- Landscaping activities such as planting trees or garden beds
- Minor limbing of trees, cutting scrub or damaged vegetation outside of wetlands
- Agricultural practices such as cropping and tilling of existing agricultural lands

NVCA encourages permit applicants to consult with planning and permit staff prior to submitting an application to ensure their permit application process is smooth, efficient and on the right track.

Staff are currently development an e-permitting platform that allows applicants to track the status of permits online. There will also be database improvements and websites updates to improve customer service.

97% permits and clearances approved within prescribed timelines

Between June 10, 2023 to November 27, 2023, 397 permits and clearances were approved. In the majority of instances (97%) NVCA staff met the prescribed timelines as outlined in the MNRF guideline document.

NVCA's permit application service timelines are governed by the Conservation Authority Liaison Committee (CALC), which requires NVCA to complete a policy review within 21 days, and complete a technical review within 30 days for minor applications and 90 days for major applications.

Categories 2 & 3 Capital Reserve

With the introduction of the 3 categories in 2024, the 2024 budget was drafted to separate the capital purchases and asset levy by the categories.

The Board of Directors approved the creation and allocation of funds and directed the NVCA auditor to transfer 14% of the end of year balance in the current capital reserve.

2024 Budget Approved

The Board of Directors approved NVCA's 2024 budget at \$6,444,677 compared to the 2023 approved budget of \$5,687,989. This includes a \$400,000 increase to the municipal levy (shared among all 18 member municipalities), with the remainder coming from grants, fees for services, and other sources. Funds from municipal levy represent approximately 50% of NVCA's revenues.

Updated 2024 Conservation Services Fees

NVCA's Conservation Services program provides a variety of programs and services to watershed residents and visitors through a fee-for-service basis. The revenues that are generated through these programs are used to reduce the overall levy funds required by member municipalities.

Services include environmental education, forestry, events and recreational opportunities.

As per requirements set out in the *Conservation Authorities Act*, staff must review all Conservation Services fees on a regular interval.

The proposed fee increases may see an increase of \$25,000 – \$30,000 per year based on projected annual delivery of services.

Update MOU Cost Apportioning Agreement Programs and Services

Below is a summary the MOU Cost Apportioning Agreement Programs and Services with NVCA's member municipalities:

- Adjala-Tosorontio executed and signed
- Grey Highland executed and signed
- Mono executed and signed
- Amaranth executed and signed
- Shelburne executed and signed
- Melancthon executed and signed
- New Tecumseth approved in committee of the whole
- Innisfil approved in committee of the whole
- Bradford West Gwillimbury approved in committee of the whole
- Collingwood approved in committee of the whole
- Barrie provided cost apportionment agreement to CAO to be executed
- Wasaga Beach indicated support to date
- Oro-Medonte indicated support to date
- Clearview and Wasaga Beach indicated support preparing cost apportionment agreement for their review
- Springwater indicated support; require additional information preparing cost apportionment agreement
- Essa still deciding. Decision to come Dec 20, 2023
- Mulmur has not decided on Category 3 support

Acquisition of Three Properties Within Minesing Wetlands

NVCA has recently been successful with two tax sale property purchases (5 acres & 20 acres) and have received confirmation of a donation of a third property (50 acres) within the Minesing Wetlands, in the Township of Springwater. These properties provide significant ecological benefits to the larger land preservation landscape that is the Minesing Wetlands.

Upcoming Events

Tiffin Nature Program

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

Date:

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

Location:

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

[Link to Registration](#)

Winter Camp Tiffin

In anticipation of winter Camp Tiffin, NVCA staff have been excited to plan activities full of outdoor adventures.

Activities may include wilderness survival skills, kick sledding, Christmas Bird Count for Kids and much more!

Date:

January 2 – January 5, 2024

Location:

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

[Link to Registration](#)

Christmas Bird Count for Kids

Come prepared for the weather, bring binoculars and a field guide if you have them. Additional binoculars and guides will be available for use at the event.

Learn about the birds that spend the winter at the Tiffin Conservation Area from local nature enthusiasts from Nature Barrie. The day will start with indoor instructions, followed by a guided hike to practice bird identification skills. Warm up with hot chocolate as we wrap up and review what special sights were seen, or heard!

Date:

January 5, 2024 from 9 am – 12 pm

Location:

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

[Link to Registration](#)



Grand River Conservation Authority

Summary of the General Membership Meeting – December 15, 2023

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

Action Items

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

- GM-12-23-96—Proposed By-law 2-2023
- GM-12-23-95—Report of the Audit Committee
- GM-12-23-93—Budget 2024 - Notification to Municipalities
- M-12-23-101—Fee Policy, Fee Schedules, and Proposed 2024 Fee Increases (*motion was amended in light of Minister's direction received after the agenda was published*)
- GM-12-23-102—Financial Summary
- GM-12-23-94—Supply of Computer Storage Equipment
- GM-12-23-92—Administrative Building Exterior Lighting Upgrades
- GM-12-23-98 - New Guelph Lake Nature Update
- GM-11-23-C11 - Granting of Easement to the Region of Waterloo (Closed agenda)

Information Items

The Board received the following reports as information:

- GM-12-23-105 - Strategic Plan Update
- GM-12-23-97—Per Diems and Honorariums 2024
- GM-12-23-91—Complimentary Grand River Conservation Area Membership Passes
- GM-12-23-100—Cash & Investment Status Report
- GM-12-23-99—Residential Program Wind-down Status Update
- GM-12-23-104 - Grand River Watershed Flood Warning System
- GM-12-23-98 - Current Watershed Conditions

Correspondence

The Board received the following correspondence:

- Brant for Nature re: Apps Mill Nature Centre
- Minister of Natural Resources and Forestry re: Minister's direction for CAs fee changes

Delegations

There was one unregistered delegation:

- Chuck Beach – Nature Centres & Outdoor Environmental Education

Source Protection Authority

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

For full information, please refer to the [December 15 General Membership](#) agenda package. Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar once they have been approved.

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

Denise Holmes

From: Steven Murphy <smurphy@dufferincounty.ca>
Sent: Saturday, December 16, 2023 1:09 PM
To: Denise Holmes
Subject: EMCPA Compliance Submission
Attachments: Melancthon_Township_of_MunicipalComplianceReport_2023-12-16.pdf

Good morning Denise,

I am happy to advise that the 2023 EMCPA compliance report for Melancthon has been submitted to the province for evaluation. During my review I did not find anything that requires corrective action.

I am confident that the province will find your municipality to be in compliance for 2023.

Thank you for your support and guidance over the past year.

Steve Murphy | Manager – Preparedness, 911 & Corporate Projects | Office of the Chief Administrative Officer

County of Dufferin|Phone: 519-941-2816 Ext. 2401| Mobile: 519-938-7215

smurphy@dufferincounty.ca |55 Zina St, Orangeville, ON L9W 1E5

Serving with humility and gratitude upon the traditional territory and ancestral lands of the Tionontati, Attawandaron, Haudenosaunee and Anishinaabe peoples. To learn more about the Indigenous History and Treaty Lands in Dufferin County check out this [resource guide](#).

DISCLAIMER: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the sender. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the County of Dufferin. Finally, the recipient should check this email and any attachments for the presence of viruses. The County of Dufferin accepts no liability for any damage caused by any virus transmitted by this email. The Corporation of the County of Dufferin, 55 Zina Street, Orangeville, Ontario. www.dufferincounty.ca

Office of the Fire Marshal and Emergency Management



Municipal Compliance Report 2023

Melancthon, Township of

If you require any support, or if you have any questions about the development of your emergency management programs at any time throughout the year, please contact your assigned Field Officer.

The Provincial Emergency Operations Centre (PEOC) may be reached 24 hours a Day, 7 days a week. Contact: **1-416-314-0472** or toll free at **1-866-314-0472**.

Municipal profile

Municipal information

Location code	2219
Region/County	Dufferin
Municipality:	Melancthon, Township of
Sector number:	04
Sector name	Bruce Sector

Field Officer

First Name	Brendan
Last Name	MacMullin
Phone	Not available
Mobile	437-424-1214
Email address	brendan.macmullin@ontario.ca

Emergency contact

Name	
Email address	
Phone	NaN

Contact information

Primary CEMC

Personnel details

First Name	Steven D.
Last Name	Murphy
Job position	CEMC
Date of appointment	Not available

Emergency contact

Emergency phone	519-938-7215
Emergency email	smurphy@dufferincounty.ca

Contact numbers

Office	519-941-6991 Ext. 2401
Fax	519-941-0271
Mobile	519-938-7215
Home	519-938-7215
24/7	519-938-7215

Email address

Email Address 1	smurphy@dufferincounty.ca
------------------------	---------------------------

Address

Address 1	30 Centre Street
City	Orangeville
Postal code	L9W2X1

Alternate CEMC

Personnel details

First Name	Denise B.
Last Name	Holmes
Job position	CAO
Date of appointment	Not available

Emergency contact

Emergency phone	519-925-5525
------------------------	--------------

Emergency email	dholmes@melancthontownship.ca
------------------------	-------------------------------

Contact numbers

Office	519-925-5525
---------------	--------------

Email address

Email Address 1	dholmes@melancthontownship.ca
------------------------	-------------------------------

Address

Address 1	157101 Highway 10
------------------	-------------------

City	Melancthon
-------------	------------

Postal code	L9V2E6
--------------------	--------

Training Record

Current training record

Steven D. Murphy - Primary CEMC

Verified email address smurphy@dufferincounty.ca

Training details

IMS 100	IMS 200	EM 200	EM 300
2010-11-24	2010-01-11	2010-08-11	2009-12-02

**Mandatory - The designated (Primary) CEMC is required to complete the identified training courses, within one year of designation as CEMC.*

Denise B. Holmes - Alternate CEMC

Verified email address dholmes@melancthontownship.ca

Training details

IMS 100	IMS 200	EM 200	EM 300
2010-11-17	Not found	Not found	2003-03-04

**Non-mandatory - The Alternate CEMC is not required to complete training. This information is optional.*

Emergency Information Officer

Has your municipality designated an Emergency Information Officer?

Yes

Is your Emergency Information Officer an employee of the municipality?

Yes

Notes

The CAO has been appointed as the EIO and will be supported in this role by administrative staff.

Emergency Information Officer

Personnel details

First Name	Denise
Last Name	Holmes
Job position	CAO
Date of appointment	01/01/2019

Emergency contact

Emergency phone	519-925-5525
Emergency email	dholmes@melancthontownship.ca

Contact numbers

Additional contact numbers not entered - optional

Email address

Additional email addresses not entered - optional

Address

Address not entered - optional

Emergency Management Program Committee

Are all members of the Emergency Management Program Committee appointed by council?

Yes

Is the chair of the program committee appointed by council?

Yes

Is the CEMC a member of the program committee?

Yes

Is a Senior Municipal Official a member of the program committee?

Yes

Notes

Not Answered

Hazard Identification Risk Assessment (HIRA)

Has your municipality completed a HIRA?

Yes

Has your HIRA been submitted to, or reviewed by your Field Officer for this year?

Yes

Does your HIRA answer the following questions?

Does your HIRA identify hazards that exist in municipality that could result in an emergency?

Yes

How frequently they occur?

Yes

How severe their impact could be on the population at risk, infrastructure, property, and the environment?

Yes

Which hazards pose the greatest threat to the municipality?

Yes

Notes

Not Answered

Hazard Ranking

***Note: The Hazard Ranking is not required under the EMCPA and is optional for municipalities to complete.**

Hazard rank 1

Infectious Disease

Hazard rank 2

Flood

Hazard rank 3

Winter Weather

Hazard rank 4

Cyber Attack

Hazard rank 5

Extreme Heat

Hazard rank 6

Wildland Fire

Hazard rank 7

Tornado

Hazard rank 8

(Fixed site or in transport)

Hazard rank 9

Electrical Energy Failure

Hazard rank 10

Fire/Explosion

Critical Infrastructure

Has the municipality identified facilities and other infrastructure that is at risk of being impacted by emergencies?

Yes

Has your CI list been submitted to, or reviewed by your Field Officer this year?

Yes

Notes

Identified critical infrastructure is documented in a spreadsheet format and classified by kind and type. Ownership details are maintained as are map coordinates where applicable. A different Critical Infrastructure sector is reviewed monthly at the Joint EMPC meeting.

Municipal Emergency Plan

Does the municipality have an emergency plan?

Yes

What is the date of the current emergency plan?

18/04/2019

Has the current version of the plan been adopted by by-law?

Yes

What is the By-Law Number?

23-2019

Authorizes municipal employees to take action under the emergency plan where an emergency exists, but has not yet been declared to exist?

Yes

Specifies procedures to be taken for the safety or evacuation of persons in an emergency area?

Yes

Designates one or more members of council to exercise the powers of the head of council in their absence?

Yes

Establishes committees and designates municipal employees to be responsible for reviewing the plan, training employees in their functions and implementing the plan during an emergency?

Yes

Provides for obtaining and distributing materials, equipment and supplies during an emergency

Yes

Provides for other matters considered necessary or advisable for the implementations of the emergency plan?

Yes

Assigns responsibilities to municipal employees, by position, respecting the implementation of the emergency response plan?

Yes

Sets out procedures to notify the members of the municipal emergency control group about an emergency?

Yes

Does the plan do the following?

Conformity with the plan of an upper-tier municipality (if applicable)?

Yes

Notes

Not Answered

Municipal Emergency Control Group

Has the municipality established a Municipal Emergency Control Group?

Yes

Have all members been appointed by council?

Yes

Have all members of the MECG completed an adequate level of training in the five areas required by Guidance Note 2018-01-01 issued by the Chief, Emergency Management?

Yes

Please describe the type of training or add an attachment with a description.

See notes

Did all MECG members participate in an exercise this year?

Yes

What was the type of exercise?

Functional

What was the hazard exercised?

Winter Weather

What was the aim of exercise?

See notes

Notes

MECG Training May 31st EM Forum Dufferin County's Emergency Management Forum is a one-day micro-conference hosted every four (4) years to introduce municipal staff and newly elected officials to the issues, solutions, and best practices in municipal emergency management. On May 31st, 2023, more than 200 attendees from Dufferin County and municipalities across Southern Ontario gathered in Orangeville Ontario to hear from 16 distinguished speakers on a wide range of emergency management topics. MEGC Exercise This year's exercise focused on utilizing the ESS supplies recently acquired by the municipality and supporting the staff and volunteers assigned to ESS shelters. -Explore the escalation process to trigger activation of the emergency shelter and provide temporary sheltering -Demonstrate competence when executing the notification procedures -Enhancing knowledge of the roles and responsibilities of the MEGC and emergency shelter volunteers

Emergency Operations Centre

Does the municipality have an EOC?

Yes

Does the Municipality have an Alternate EOC?

Yes

Does the EOC have appropriate technological and telecommunications systems to ensure effective communications in an emergency?

Yes

Notes

Not Answered

Emergency Operations Centre

***Note: The Secondary and Tertiary EOC is not required under the EMCPA and is optional for municipalities to complete.**

Primary Emergency Operations Centre

Name	Town Hall
Phone	Not entered - required
Email address	Not entered - required
Address	157101 Highway 10
Postal code	L9V2E6
City	Melancthon

Secondary Emergency Operations Centre

Name	North EOC
Phone	Not entered - optional
Email address	Not entered - optional
Address	167 Centre St
Postal code	L9V3R8
City	Shelburne

Tertiary Emergency Operations Centre

Name	Not entered - optional
Phone	Not entered - optional
Email address	Not entered - optional
Address	Not entered - optional
Postal code	Not entered - optional
City	Not entered - optional

Public Education

Did the emergency management public education conducted this year contain:

General preparedness information (e.g. 72 hour kit)

Yes

Information on risks to public safety (e.g. what to do before, during and after a flood or another risk in the HIRA)?

Yes

Provide a brief description of Public Education completed by the municipality this year.

See notes

Notes

Public Education efforts focused on community events, social media, flood workshops, print materials including a locally produced Camp, Cottage and RV emergency planning brochure distributed through RV dealerships, campgrounds, trailer parks and community events. chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://melancthontownship.ca/wp-content/uploads/2023/02/ERP-2021-FINAL.pdf

EM Program Annual Review

Were the following items confirmed by the Emergency Management Program Committee during the annual review of the EM Program?

The municipal emergency plan;

Yes

The Municipal Emergency Control Group (MECG) training

Yes

The exercise conducted by the municipality;

Yes

The public education program;

Yes

The municipal Hazard Identification and Risk Assessment (HIRA); and

Yes

The municipal Critical Infrastructure (CI) list

Yes

Notes

In addition to the annual EMPC meeting all nine (9) EMPCs participate in a joint meeting on the first Tuesday of each month. The standing agenda items for this meeting includes: 1. Review of local issues or events 2. HIRA Monitoring - Review one identified threat from our HIRA to identify any changing risk 3. Case Study – A brief look at an event that occurred elsewhere and what lessons were learned 4. Critical Infrastructure Overview – Discuss one CI Sector and related vulnerabilities, complexities and contingencies 5. Plan Review – Review of an emergency plan/annex/procedure 6. Public Education – Monthly preparedness tip for sharing with the public 7. Open Discussion In 2023 we had guest speakers from EMO, product reps, critical infrastructure sectors and public health.

Program By-Law

Has council passed a by-law adopting the emergency management program?

Yes

Is it the same as the plan by-law?

Yes

Notes

Not Answered

Statement of completion

Verification

Declaration

I, the undersigned, declare that the information contained in this report regarding the compliance of **Melancthon, Township of** with the requirements of the Emergency Management and Civil Protection Act, and Ontario Regulation 380/04 is true and complete, to the best of my knowledge.

Name
Title
Signature X
Date (yyyy/mm/dd)

Appendix A - Submission details

Submission information

Location code	2219
Date created	16/12/2023 01:06 p.m.
Last saved date	16/12/2023 01:06 p.m.
Author	smurphy@dufferincounty.ca
Submitted date	Not available
Submission ID	Not submitted

Supporting material

Section/document name	Attachment name	Submitted
Emergency Management Program Committee	EM Program Committee Motion November 15, 2018.pdf	Yes
Hazard Identification Risk Assessment (HIRA)	Community Risk Profile - Melancthon - 2020.docx	Yes
Critical Infrastructure (CI)	2020 CI - MEL.pdf	Yes
Municipal Emergency Plan	emerg management bylaws.pdf	Yes
Municipal Emergency Control Group	Verification MEL.pdf	Yes
Municipal Emergency Control Group	Exercise OurBnB.pdf	Yes
Municipal Emergency Control Group	Lodging .pdf	Yes
Public Education	Camp and Cottage EP.pdf	Yes
EM Program Annual Review	EM program committee meeting 2023.pdf	Yes
Program By-Law	emerg management bylaws (1).pdf	Yes
Hazard Identification Risk Assessment (HIRA)	Community Risk Profile - Melancthon - 2020.docx	Yes
Critical Infrastructure (CI)	2020 CI - MEL.pdf	Yes

***Note: It is required that a copy of the most current version of your Municipal Emergency Plan(s) is submitted to OFMEM. If you have previously submitted your plan or would like to make other arrangements, please contact your Field Officer.**

Ministry of Agriculture,
Food and Rural Affairs

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



Ontario

December 18, 2023

Denise Holmes
CAO/Clerk
Township of Melancthon
dholmes@melancthontownship.ca

Dear Ms. Holmes:

Our government is committed to supporting economic growth in rural communities and ensuring Ontario is open for business. The Rural Economic Development (RED) program is just one tool for communities to complete outcome-based projects that will have tangible benefits across the province. This aligns with our government's priorities to remove barriers to investment, open doors to rural economic development and create good jobs throughout Ontario.

To further our commitment to supporting rural communities, I am pleased to share with you that a new intake for the RED program will be opening in January 2024.

When the intake is open, we will be sharing additional information with you directly. You will also be able to find all program information, including how to apply, on my ministry's website at: ontario.ca/REDprogram.

If you have further questions at this time, you are welcome to contact the Agricultural Information Contact Centre at 1-877-424-1300 or ag.info.omafra@ontario.ca.

I encourage you to take advantage of this funding opportunity and submit an application for your economic development project when the intake is open. Together, we can ensure Ontario's communities thrive.

Please accept my best wishes.

Sincerely,

Lisa M. Thompson
Minister of Agriculture, Food and Rural Affairs



Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2

INFO 15

JAN 11 2024

From: EA Modernization (MECP) <EAModernization.MECP@ontario.ca>
Sent: Monday, December 18, 2023 5:05 PM
To: EA Modernization (MECP)
Subject: FW: Update on amendments to the Public Work Class EA

Greetings:

I want to thank you for your interest and involvement to date in actions the government is taking to modernize Ontario's environmental assessment program. Today, I am writing to provide you with an update on decisions made by the province on the proposed amendments to the Public Work Class Environmental Assessment (Public Work Class EA).

Ministers Decision

Following consultation with Indigenous communities, proponents, stakeholders and government agencies, the Minister has made changes to the Public Work Class EA to better align assessment requirements with potential environmental impact.

The amendments include:

- Changing the name from the "Class EA for Public Work" to the "Government Property Class EA".
- Exempting low-risk projects to allow for a better fit of EA effort to potential environmental risks, based on implementation experience and/or changes to address public interest by allowing for more efficient implementation of projects for communities (e.g. operation and maintenance, emergencies, administrative undertakings with no physical works, small structures, etc.)
- Clarifying the roles of the applicant and proponents.
- Replacing the Category Listing Matrix and changing the screening process to allow proponents to screen (exempt) projects subject to the Class EA process or to elevate a project to a Category C project based on a series of screening questions.
- Including provisions for the proponent to consider and address any potential impacts related to source water protection, as well as to assess climate change impacts and consider cumulative effects, in Category B and C projects.
- General amendments to simplify the assessment process, provide information on the duty to consult and consultation with Indigenous communities, improve notification and identification of stakeholders, and update the Class EA, where appropriate, to align with other Class EAs and consequential amendments.

Note: the amended Class EA does not include any changes related to the [Moving to a project list approach under the Environmental Assessment Act](#). At the time of this decision to amend the Class EA, the review of input received on that proposal remains underway.

These amendments will better align the assessment requirements for projects in respect of government property with their anticipated environmental impacts; clarify process requirements; and increase the efficiency of the class environmental assessment process, while maintaining strong environmental oversight and protection.

The amendments to the Public Work Class EA came into effect on December 18, 2023, which is the day the notice of the amendment was posted on the ERO. Detailed information on the amendments can be found at: <https://ero.ontario.ca/notice/019-7877>.

Background

In 2019, the Ministry of the Environment, Conservation and Parks sent a request to all provincial Class EA holders to propose changes that would better align requirements for projects with their potential for environmental impacts,

eliminate duplication and find efficiencies in the Class EA assessment process. In response, the Ministry of Infrastructure (MOI) submitted a proposal that recommended several amendments to the Public Work Class EA.

On July 8, 2020, the proposed amendments to the Public Work Class EAs were posted to the Environmental Registry of Ontario (ERO) for a 45-day public comment period.

On behalf of the ministry, I would like to thank you for providing comments on the proposed amendments to the Public Work Class EA. All comments received on the proposed amendments have been considered by the Minister when making the decision about the amendments.

If you have any questions or concerns, please contact the ministry's EA Modernization Team:
EAModernization.MECP@ontario.ca.

Sincerely,

Annamaria Cross
Director, Environmental Assessment Modernization Branch
Ministry of the Environment, Conservation and Parks

Denise Holmes

From: EA Modernization (MECP) <EAModernization.MECP@ontario.ca>
Sent: Friday, December 15, 2023 5:01 PM
To: EA Modernization (MECP)
Subject: Update on amendments to the MTO Class EA

Greetings:

I want to thank you for your interest and involvement to date in actions the government is taking to modernize Ontario's environmental assessment program. Today, I am writing to provide you with an update on decisions made by the province on the proposed amendments to the Class Environmental Assessment for Provincial Transportation Facilities (MTO Class EA).

Ministers Decision

Following consultation with Indigenous communities, proponents, stakeholders and government agencies, the Minister has made changes to the MTO Class EA to better align assessment requirements with potential environmental impact.

The amendments include:

- changing the assessment requirements for projects so they better align with a project's potential for environmental impacts, including:
 - renaming Project Groups to more accurately reflect the types of projects in each group
 - shifting certain projects to lower Project Group to better align their assessment requirements with their potential for impact
 - removing the option to "step down" a Group B project to a Group C as it is no longer needed as a result of project group changes
 - exempting additional projects from the requirements of the EAA where they are considered to have a low potential for impacts (e.g., rehabilitation projects within the existing right of way)
 - establishing a screening process that, if successfully completed, would exempt additional projects from requirements of the EAA on a case-by-case basis
- eliminating the requirement to advance the planning of projects beyond preliminary design stage of the MTO Class EA process, consistent with other Class EA processes
- creating a formal issues resolution process to address concerns raised during the MTO Class EA process and public review periods
- improving the MTO Class EA's readability so it's easier to understand and follow
- addressing outdated references to legislation, organizations, and terminology

Note: the amended Class EA does not include any changes related to the [Moving to a project list approach under the Environmental Assessment Act](#). At the time of this decision to amend the Class EA, the review of input received on that proposal remains underway.

These amendments will reduce duplication and improve the process for lower-risk transportation infrastructure projects, while maintaining strong environmental oversight and protection.

The amendments to the MTO Class EA came into effect on December 15, 2023, which is the day the decision was posted on the ERO. Detailed information on the amendments can be found at: <https://ero.ontario.ca/notice/019-7678>.

Background

In 2019, the Ministry of the Environment, Conservation and Parks sent a request to all provincial Class EA holders to propose changes that would better align requirements for projects with their potential for environmental impacts, eliminate duplication and find efficiencies in the Class EA assessment process. In response, the Ministry of Transportation (MTO) submitted a proposal that recommended several amendments to the MTO Class EA.

On July 8, 2020, the proposed amendments to the MTO Class EAs were posted to the Environmental Registry of Ontario (ERO) for a 45-day public comment period.

On behalf of the ministry, I would like to thank you for providing comments on the proposed amendments to the MTO Class EA. All comments received on the proposed amendments have been considered by the Minister when making the decision about the amendments.

If you have any questions or concerns, please contact the ministry's EA Modernization Team:
EAModernization.MECP@ontario.ca.

Sincerely,

Annamaria Cross
Director, Environmental Assessment Modernization Branch
Ministry of the Environment, Conservation and Parks



Sent via email: premier@ontario.ca
minister.mecp@ontario.ca

December 20, 2023

Hon. Doug Ford
Premier of Ontario

Hon. Andrea Khanjin
Minister of Environment, Conservation and Parks

Dear Premier Ford and Minister Khanjin:

On December 12th, 2023, Council for the Town of Mono passed the following resolution calling on the province to partner with social enterprise organizations, municipalities and others to create recycling centres to accept recyclable materials including alcohol containers, household hazardous materials and other items that should be diverted from landfill or incineration.

Resolution #7-24-2023

Moved by John Creelman, Seconded by Elaine Capes

WHEREAS, the Government of Ontario is looking to change the way beer, wine and spirits are sold in Ontario;

AND WHEREAS, a possible outcome of this may be the end of the contract with Beer Stores to recycle wine, spirit and beer containers;

AND WHEREAS, Ontario municipalities wish to see a robust recycling system and network for all products potentially recyclable or reusable.

THEREFORE BE IT RESOLVED that the Town of Mono calls on the Ontario Government to partner with social enterprise organizations, municipalities and others to create recycling centres to accept recyclable materials including alcohol containers, household hazardous materials and other items that should be diverted from landfill or incineration.

"Carried"

INFO 18

JAN 11 2024

Regards,

Fred Simpson, Clerk

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



Sent via email: premier@ontario.ca
minister.mah@ontario.ca

December 19, 2023

Hon. Doug Ford
Premier of Ontario

Hon. Paul Calandra
Minister of Municipal Affairs and Housing

Dear Premier Ford and Minister Calandra:

On November 28th, 2023, Council for the Town of Mono passed the following resolution asking the province to consider amendments to the Residential Tenancies Act, 2006.

Resolution #10-23-2023

Moved by Ralph Manktelow, Seconded by Elaine Capes

WHEREAS, the Ontario government has acknowledged an affordable housing and housing supply crisis, communicating a targeted approach to build 1.5 million homes by 2031;

AND WHEREAS, nearly one-third of Ontario households rent, rather than own, according to the most recent 2021 Census of Population;

AND WHEREAS, the Ontario government has reported that Ontario broke ground on nearly 15,000 purpose-built rentals in 2022, a 7.5 percent increase from 2021 and the highest number on record, with continued growth into 2023;

AND WHEREAS, the Residential Tenancies Act, 2006, provides for the maximum a landlord can increase most tenants rent during a year without the approval of the Landlord and Tenant Board;

AND WHEREAS, the Ontario government recently strengthened protections for tenants with the intention of preserving affordability, by holding the rent increase guideline for 2024 to 2.5 percent, well below the average inflation rate of 5.9 percent;

AND WHEREAS, the rental increase guideline protection does not apply to rental units occupied for the first time after November 15, 2018, leaving an increasing number of tenants susceptible to disproportionate and unsustainable rental increases compared to those benefiting from legislated increase protection.

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Mono requests provincial consideration for amendments to the Residential Tenancies Act, 2006, to ensure that all tenants benefit from protections intended to preserve affordability;

AND THAT a copy of this Resolution be sent to Honourable Doug Ford, Premier of Ontario, Honourable Paul Calandra, Minister of Municipal Affairs and Housing, Honourable Rob Flack, Associate Minister of Housing, and the Association of Municipalities of Ontario (AMO).

"Carried"

Respectfully,

Fred Simpson, Clerk

Copy: Honourable Rob Flack, Associate Minister of Housing
Honourable Sylvia Jones, Dufferin-Caledon MPP
All Dufferin municipalities
Association of Municipalities of Ontario



December 21, 2023

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Honourable Paul Calandra
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto ON M7A 2J3

Sent electronically

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

THAT Council support the resolution from Town of Mono, dated December 13, 2023, to oppose Strong Mayor Powers.

Thank you,

Michelle Dunne

Michelle Dunne
Clerk

Attachment: Town of Mono Letter (December 13, 2023)

Cc Honourable Sylvia Jones, Dufferin-Caledon MPP
Dufferin Municipalities



Sent via email: premier@ontario.ca
minister.mah@ontario.ca

December 13, 2023

Hon. Doug Ford
Premier of Ontario

Hon. Paul Calandra
Minister of Municipal Affairs and Housing

Dear Premier Ford and Minister Calandra:

On November 14th, 2023, Council for the Town of Mono passed the following resolution opposing strong mayor powers.

Resolution #6-22-2023

Moved by Elaine Capes, Seconded by Ralph Manktelow

WHEREAS very few municipalities in North America have what we refer to as a “strong Mayor” system, nor are they universally supported or admired. The vast majority have systems of local government quite similar to the majority model across Canada.

Geroge Cuff, Municipal World Nov 2022 p.35;

AND WHEREAS, the advantages of the current “weak Major” system includes:

- *Having to consider the views of others;*
- *Being part of group decisions (i.e. Council) determining who the CAO will be;*
- *Being able to rely on the advice of an apolitical senior administrator;*
- *Being reliant upon a team of experienced senior managers;*
- *Understanding that the advice given to all developers, builders, and new businesses is going to be based on what is deemed to be best for the community as a whole vs one person’s agenda;*
- *Recognizing that a council policy decision can and will trump any administrative preference or recommendation*

Geroge Cuff, Municipal World Nov 2022 p.36;

AND WHEREAS, “A year and half ago, Ford's Progressive Conservatives laid down [specific housing targets](#) for 29 of the province's largest and fastest-growing municipalities to hit by 2031. Ford announced Monday that targets had been assigned to 21 additional municipalities with populations projected to exceed 50,000 by 2031, including Aurora, Sarnia, Thunder Bay and Belleville. If the heads of council for these 21 municipalities commit in writing to their targets by Oct. 15 of this year, they will receive strong mayor powers by the end of that month, according to a background document provided by the province. Strong mayor powers include allowing mayors to propose housing-related bylaws and pass them with the support of one-third of councillors, as well as override council approval of certain bylaws and prepare their city's budget, instead of council. The powers, which effectively allow minority rule on issues of "provincial priorities," including housing, have been [criticized](#) by some as [undemocratic](#),”

[Ryan Patrick Jones](#) · CBC News · Posted: Aug 21, 2023 12:16 PM EDT | Last Updated: August 21 [Ontario to expand 'strong mayor' powers to smaller cities, launches \\$1.2B home-building incentive fund | CBC News](#);

AND WHEREAS, “It's a "radical shift," according to Stéphane Émard-Chabot, who teaches municipal law at the University of Ottawa and was once a councillor for the city. "To me it impoverishes our democracy at the local level," ;

[Dan Taekema](#) · CBC News · Posted: Jul 20, 2022 4:33 PM EDT | Last Updated: July 20, 2022 ['Strong mayor' system would silence elected representatives and community, councillor says | CBC News](#);

AND WHEREAS, “ [Bill 39](#), approved by the Ontario legislature in December, pushes the envelope by proposing to give mayors the power to do something that no governing executive can do in [any western democracy](#): pass bills with only one-third support of the legislature.

The Ford government insists Ontario needs more housing supply to address the affordability crisis and that “strong mayors” are the best way to make that happen – a debatable proposition. This imposition of minority rule sets a terrible precedent, the future implications of which are unknown. It should be reversed as soon as possible.

What could possibly justify this gross violation of democratic norms and traditions?

Downloading political responsibility for the housing crisis

What then are these “strong mayor” powers in Bill 3 and Bill 39 really about?

We conclude that, under the guise of empowering mayors, the provincial government is deliberately blurring accountability for the housing agenda to avoid

paying the political cost for disrupting established neighbourhoods. To avoid such a backlash, the Ontario government appears to be transferring political responsibility for the housing crisis to big-city mayors. If affordable housing does not materialize in strong-mayor cities, the province can blame the mayors.

Undermining local democracy

...the Ford government has not delivered a well-considered set of reforms to local executive authority. Instead, it is enacting a series of ad-hoc but increasingly radical measures. They are aimed at advancing a particular agenda, but their repercussions may be long-lasting and deeply damaging to local democracy.

The foundation of Canada's political system – and of all other democracies – is majority rule. Our democratic institutions contain many safeguards to protect minorities from the tyranny of the majority. The Constitution guarantees the rights of linguistic, religious and other minorities. Many important issues require agreement between the federal and provincial governments. In some other countries, a two-thirds supermajority is required for certain types of decisions.

Bill 39 entrenches a new principle: minority rule. In doing so, it rolls back almost 400 years of democratic development premised on checks and balances between executive and legislative authority – all in the name of a narrow property development agenda masquerading as a housing affordability plan.

While giving mayors unilateral powers may appear to enhance local autonomy, mayoral action is now tightly yoked to the transitory agenda of the Ontario government of the day. Unlike strong mayors in American cities, Ontario's new strong mayors can use their new powers only to veto and pass bills for the purpose of advancing "provincial priorities." For Doug Ford's Progressive Conservatives, these priorities are to build as much housing as possible, as fast as possible. But once the strong mayor powers come into force, they will exist for years to come. What might future provincial government priorities be? To what new purposes might the Ontario government's mayoral marionettes be turned in the future? We can only guess.

Bill 39 sets a terrible precedent that will reverberate across Canada and around the world. Arguing that minority rule will be rarely used, that it can be used only in specific circumstances, or that it is required to address an immediate crisis, is a red herring. Bill 39 will erode local autonomy and normalize minority rule as a legitimate governing principle. Minority rule has no place in a democracy. Bill 39 should be repealed."

Policy Options, [Strong mayor powers in Ontario are a gross violation of democratic principles \(irpp.org\)](https://irpp.org);

THEREFORE BE IT RESOLVED that the Council for the Town of Mono affirms that we will not sign onto any agreements with the province for building homes in exchange of obtaining “strong” mayor powers under Bill 39, and further confirm, that the Council for the Town of Mono will continue to operate under the traditional democratic model of a “weak” mayor system.

"Carried"

Regards,

Fred Simpson, Clerk

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

Denise Holmes

From: rdotten@shelburnelibrary.ca
Sent: Thursday, December 21, 2023 11:55 AM
To: 'Carey Holmes'; Denise Holmes; Tracey Atkinson; hboston@mulmur.ca; 'Les Halucha'
Cc: nmartin@amaranth.ca
Subject: FW: SPL budget approved last night
Attachments: 2024 working budget with wage study.xlsx

Hello all

The Shelburne Public Library Board passed the attached 2024 Budget at the December 19th meeting.

We wish you all a healthy and happy new year and looking forward to your continued support and working with you. I will be back in the office on January 10th to answer any questions.

Warmest wishes

Rose

Rose Dotten, CEO

Shelburne Public Library

Phone: 519-925-2168

Website: www.shelburnelibrary.ca

YouTube: [Shelburne Public Library](#)

Facebook: [/ShelburneLibrary](#)

Twitter: [@ShelburnePL](#)

Instagram: [@ShelburneONLibrary](#)

Carey Holmes,

2024 Draft Budget as at Nov 20 2023

		Actual 2021	Budget 2022	Act Y/E 2022	Budget 2023	Y E est 2023	Budget 2024	
Income								Income
Grants								Grants
	Provincial Operating Grant	6,283	6,283	6,283	6,283	6,283	6,283	
	SOLS	500	750	1,326	2,000	2,152	2,100	
	Government Grants - other					48,349		
	other grants					500		
	Summer Student Grants	3,000	3,000	2,918	3,000	5,734	3,000	
subtotal grants		9,783	10,033	10,527	11,283	63,018	11,383	subtotal grants
Donations								Donations
	Donations	3,500	3,500	5,453	3,500	3,500	3,500	
	Silent Auction Income	0	0	3,362	1,500	1,500	1,500	
	Donations for special projects	1,300	2,000	122,226	1,000	61,000	1,000	
subtotal donations		4,800	5,500	131,041	6,000	66,000	6,000	subtotal donations
Other Income								Other Income
	Miscellaneous Income	200	200	174	200	200	200	
	Interest Income	450	450	3,762	12,000	11,250	12,000	
	surplus/deficit carry forward							
	Rental - Facility	0	500	1,017	1,500	1,500	1,500	
	Program Income			280		1,100	1,200	
	Library sales and services	500	650	3,455	3,500	4,000	5,000	
subtotal other income		1,150	1,800	8,688	17,200	18,050	19,900	subtotal other income
Total Income		15,733	17,333	150,256	34,483	147,068	37,283	Total Income
Reserve transfers to Revenue								
	transfer from collections reserve	7,500	7,500	0	5,000	5,000	5,000	
	transfer from special bequest acct	27,000	50,000	30,890	30,000	21,000		
	transfer from special projects	1,300	1,300		1,000			
	transfer from computer& tech reserve	1,000	1,000	4,951	1,000		2,000	
	Transfer from Operating Reserve	0	0	0				
	transfer from deferred grant rev						20,000	
	Transfer from Building Fund reserve	2,000	2,000	0	2,000		2,000	
	capital sources						30,000	
		38,800	61,800	35,841	39,000	26,000	59,000	
Total Income		54,533	79,133	186,097	73,483	173,068	96,283	Total Income

2024 Draft Budget as at Nov 20 2023

Expense		Actual 2021	Budget 2022	Act Y/E 2022	Budget 2023	Y E est 2023	Budget 2024	
Services								
Collection Purchases		55,000	55,000	37,115	50,000	50,000	50,000	
ILLO exp		1,000	1,000	1,836	1,800	1,800	2,000	
Database Expense (KOHA)		4,600	4,600	4,612	4,800	4,620	5,000	
Supplies library and office		9,500	10,500	10,073	10,500	10,500	11,000	
Program Expense		5,000	5,000	7,374	6,000	10,000	10,500	
Subtotal Services		75,100	76,100	61,010	73,100	76,920	78,500	0
Facility								
Elevator		6,000	3,800	4,141	4,500	3,800	4,500	
Utilities and Telephone		14,000	14,000	13,631	15,000	15,000	15,600	
Maintenance - building & grounds		15,000	15,000	8,578	13,000	5,000	10,000	0
Insurance		6,500	8,250	9,162	10,000	10,800	11,200	
Furniture & Equipment		500	500	0	500		500	
Subtotal Facility Exp		42,000	41,550	35,512	43,000	34,600	41,800	
Staffing								
Payroll Expenses		237,150	241,700	238,812	265,000	274,400	285,400	up 4% from actual 2023
Professional Development		2,500	2,500	967	2,500	875	2,500	
Employee travel and meals		400	400	212	400	425	425	
Honorariums/Memoriam		350	350	975	350	300	350	
ext consultant wages							7,500	
Subtotal Staffing Exp		240,400	244,950	240,966	268,250	276,000	296,175	
Other Operating								
Advertising & Promotion		1,000	1,000	2,197	1,200	1,500	1,500	
Licenses and Memberships		200	300	420	500	550	600	
Accounting Fees		3,900	3,950	4,083	4,100	4,100	4,000	
Bank charges		300	300	359	300	300	300	
Miscellaneous		100	100	100	100	250	250	
Web site		800	800	1,028	1,000	980	1,020	
Computers - Mtce & annual fees		1,500	1,500	1,555	1,500	2,500	2,700	
Subtotal Other Operating		7,800	7,950	9,742	8,700	10,180	10,370	
Spec grant funded expense						8,000	20,000	
total operating expense		365,300	370,550	347,230	393,050	405,700	446,845	

2024 Draft Budget as at Nov 20 2023

Capital Exp								
	computers includes software		1,000	1,000	4,951	1,000		2,000
	Capital expense		25,000	50,000	30,890	30,000	20,000	30,000
	total capital costs		26,000	51,000	35,841	31,000	20,000	32,000
				0		0		
	Total Expenditure		391,300	421,550	383,071	424,050	425,700	478,845
Reserve Additions from Revenue								
	Transfer interest income to reserve		450	450	3,762	12,000	12,000	12,000
	transfer to Building Lifecycle reserve		15,000	15,000	15,000	15,000	15,000	10,000
	Transfer to collection from Donation & silent auc		3,500	3,500	6,794	5,000	5,000	5,000
	Transfer to Computer & tech reserve		2,000	2,000	2,000	2,000	2,000	2,500
	deferred grant revencue						40,000	
	Transfer to the Special Projects (reserve)		1,300	1,300	121,000	0	51,200	
	Transfer to operations (surplus)		0	0	0	0		
	Total Reserve Transfer		22,250	22,250	148,556	34,000	125,200	29,500
	Total Expenses & Reserve Change		413,550	443,800	531,627	458,050	550,900	508,345
	Net Income or Loss		0	0	19,137	0	6,735	0

kiosk



Notice of Special Public Meeting Official Plan Review

The Official Plan is a statutory document that the Province requires each municipality to adopt and maintain which sets out the land use policy directions for long-term growth and development in the Town.

The Town of Grand Valley Official Plan was adopted in 2006 and approved in 2009. Section 26 of the Planning Act requires that the Official Plan be reviewed no less frequently than 10 years after it comes into effect as a new Official Plan and every five years thereafter. The purpose of the Official Plan Review is to update the Official Plan to conform to Provincial policy and legislation and the County of Dufferin Official Plan. It is an opportunity to ensure that the Official Plan continues to reflect the Town's vision, goals and objectives for land use planning. The Plan will set a course for the development of the Town over the next 25 years.

How can I participate?

A **Special Public Meeting** pursuant to Section 26(3) of the Planning Act will be held on:



Tuesday February 13th, 2024 at 7:00 pm
Council Chambers – In-person or Virtual
Town of Grand Valley Municipal Office
5 Main Street North, Grand Valley ON L9W 5S6

The purpose of the special public meeting is to discuss the Official Plan Review and revisions that may be required to the Official Plan. It is intended to provide the first opportunity for the public to offer comments regarding any issue or matter that should be considered during the Official Plan Review process and to provide input to areas of the current Official Plan that should be changed or addressed differently in the Updated Official Plan.

Registration to attend the Special Public Meeting is **not** required. To participate virtually, contact the Clerks Department before 4:30 pm on Tuesday February 13th, 2024 by contacting:

Donna Tremblay, Deputy Clerk/Communications Coordinator
Telephone: 519-928-5652 /Email: dtremblay@townofgrandvalley.ca
Virtual meeting link and instructions will be provided.

Members of the public are also encouraged to provide written comments to Council prior to and after the Special Public Meeting by sending comments to: mkluge@townofgrandvalley.ca

Public and stakeholder consultation is critical to the Official Plan Review process. Additional information on ways to participate, future workshops, open houses and public meetings will be provided at a later date.

DATED this 4th day of January, 2024.



Where can I find information regarding the Official Plan Review?

The Town's current Official Plan and other information regarding the Official Plan Review is available online at:
www.townofgrandvalley.ca

This information is also available to the public for inspection at the Town Office between the hours of 9:00 a.m. and 4:30 p.m., Monday to Friday.



Questions? Want more information? Ask a Staff Member!

Mark H. Kluge MCIP RPP, Town Planner
Telephone: 519-928-5652
Email: mkluge@townofgrandvalley.ca

Written comments can be sent to:

By mail: 5 Main Street North
Grand Valley, L9W 5S6
By email: mkluge@townofgrandvalley.ca
By fax: 519-928-2275

Want to be notified?

If you wish to be notified of future open houses or public meetings for the Official Plan Review, you must make a written request to the Town of Grand Valley to be added to the notification list. Send requests to mkluge@townofgrandvalley.ca

NOTE:

Under the authority of the Municipal Act, 2001 and in accordance with Ontario's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), all information provided for, or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record, including resident deputations. This information may be posted on the Town's website and/or made available to the public upon request.

This document can be made available in other accessible formats upon request.

December 13, 2023

The Corporation of the Township of Melancthon
157101 Highway #10
Melancthon, ON
L9V 2E6

Dear Members of Council:

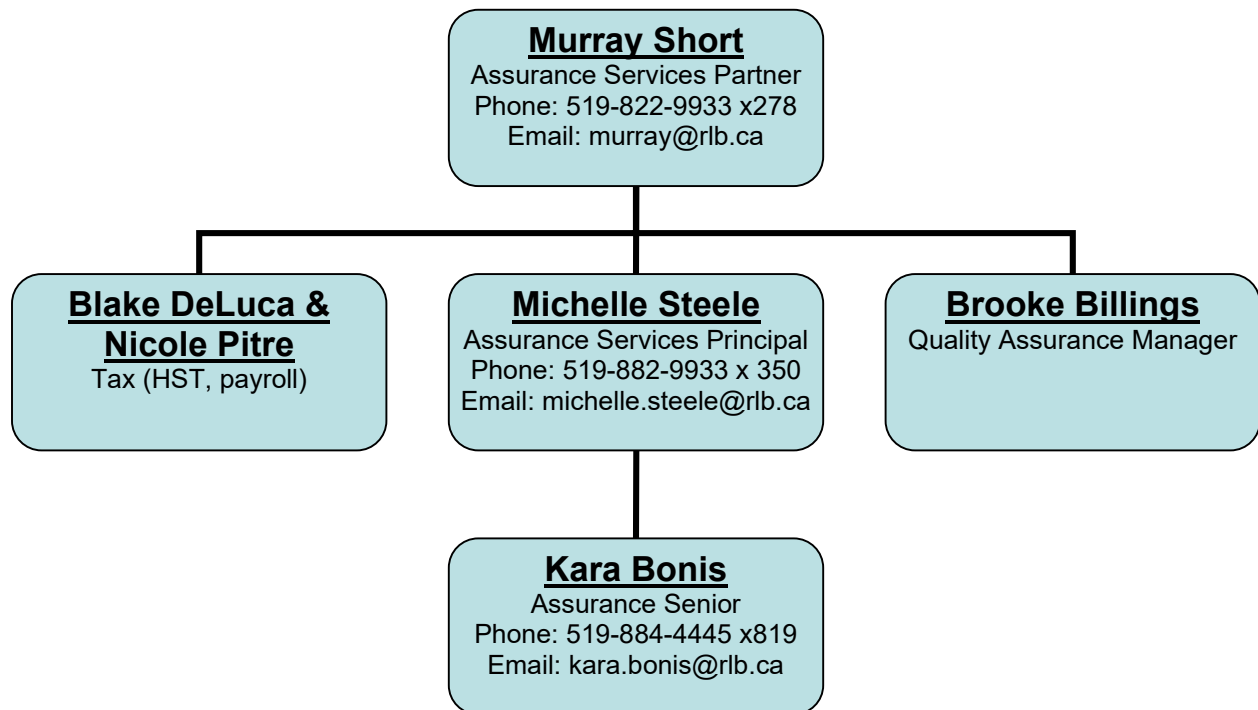
Thank you for re-appointing RLB LLP as auditors of The Corporation of the Township of Melancthon for the year ended December 31, 2023. The purpose of this letter is to communicate our 2023 audit plan for The Corporation of the Township of Melancthon and to ensure that management and Council are aware of the following:

- Objectives and scope of our audit
- Planned approach for the 2023 financial statement audit
- Update on issues that may impact the audit in current and future years
- Areas of emphasis

RLB LLP's Objective and Scope of our Audit

- Obtain reasonable assurance that the financial statements are free of material misstatement
- Evaluate the fairness of presentation of the financial statements in conformity with accounting standards established by the Chartered Professional Accountants of Canada
- Report to management and Council:
 - Significant internal control weaknesses
 - Matters required under Canadian Auditing Standards
 - Matters we believe should be brought to your attention

RLB LLP's Assurance Service Team



Financial Reporting Responsibilities

Council

- Provide, as a part of financial process, effective corporate governance
- Regular oversight and review of financial information and management financial process
- Ensure accurate financial reporting and sound internal controls
- Review performance measures
- Approve the Audited Financial Statements

Management

- Maintain cost-effective internal control environment
- Provide timely and accurate disclosure of financial results
- Report results on a fair and consistent basis
- Exercise care in establishing accounting estimates
- Apply appropriate accounting principles
- Establish internal controls over fraud and error

RLB LLP

- Perform cost-effective risk based audits tailored for your organization's specific risks
- Review the effectiveness and reliability of key internal controls
- Assess accounting principles, estimates and financial disclosures in accordance with accounting standards
- Provide year end reporting to Council
- Provide our opinion in the audit report which we attach to management financial statements

Management Deliverables

- Prepare required information as agreed with RLB LLP to be able to perform the audit
- Provide documentation and support for accounting used by management for all significant or unusual transactions and estimates
- Identify related parties, if applicable
- Provide written representations

RLB LLP Deliverables

- Communicate with management and Council to review audit plan
- Review financial statements and management letter findings with management and Council
- Provide audit opinion on financial statements
- Prepare and file Financial Information Return
- Report to Council as required under Canadian Generally Accepted Auditing Standards (CAS 260, 265 and 580)
- Seek pre-approval from management or Council for all additional services
- Communicate control deficiencies

Audit Approach

- Examine accounting systems and controls for all significant transaction cycles
- Adopt a control reliance strategy where appropriate to increase audit efficiency:
 - Taxation revenue, cash receipts, taxes receivable
 - Purchases, disbursements, payables
 - Payroll
 - General computer controls
- Substantive testing of year end balances including grant revenue and receivables
- Search for unrecorded liabilities
- Independence reporting

Audit Timeline

Interim Audit Testing	November 24, 2023
Communication of Audit Plan to Management/Council	December 13, 2023
Year-end Testing	March 18-22, 2024
Reporting to Council	TBD
Issuance of Audit Report and Financial Statements	To follow Council approval

Annual Inquiry Related to the Risk of Fraud

Please consider the following questions to help determine the specific risks of fraud and error with the municipality. We will provide the annual representation letter for signature by a member of each Council and management with the audited Financial Statements, where representation will be made regarding the assessment of fraud at the municipality.

- Are you aware of any instances of fraud perpetrated against the municipality by any of its employees, management, or Council?
- Are you aware of any instances of fraud perpetrated by the municipality against creditors, suppliers, lenders, investors, funders, government agencies, or any other business associates?
- Do you believe there is a high level of risk of fraud being perpetrated against or by the municipality – specifically, which risks are classified as the highest risk, and what specifically is management or those charged with governance doing to mitigate these risks?
- Has Council made an assessment of the entity's susceptibility to fraud?
- Does management have a process for identifying and responding to fraud risk factors?

If you have any information to report to us on the above, please contact Murray Short or Michelle Steele at 519-822-9933.

New Public Sector Accounting Standards

The impact anticipated from new standards on the financial reporting of your municipality for fiscal 2023:

- PS 3280: Asset Retirement Obligations (ARO) – Retrospective or modified retrospective application of tangible capital assets which have a legal obligation associated with retirement of an asset, if applicable.

These are effective for fiscal 2023, but no significant impact is anticipated:

- PS 1201: Financial Statement Presentation – expands the requirements for financial statement presentation and disclosure for various categories: financial assets, non-financial assets, revenues, expenses, and losses arising from asset impairment and changes in valuation allowances.
- PS 2601: Foreign Currency Translation – describes accounting treatment for foreign currency transactions, and how they should be presented and disclosed.
- PS 3041: Portfolio Investments – defines portfolio investments and describes accounting treatment and disclosure requirements.
- PS 3450: Financial Instruments – requires additional disclosure in the notes to the Financial Statements to include the various risk components of financial instruments: credit risk, currency risk, interest rate risk, liquidity and market risk.

These are effective for fiscal years beginning on or after April 1, 2023:

- PS 3400: Revenue – describes how to account for and report on revenue and specifically differentiates between revenue arising from transactions including and excluding performance obligations.
- PSG-8: Purchased Intangibles – describes the scope of intangibles that are now allowed to be recognized in the financial statements.
- PS 3160: Public private partnerships – establishes standards for the recognition, measurement, presentation, and disclosure for public private partnership arrangements.

2023 Audit Plan: Materiality

When establishing the overall audit strategy, materiality is determined for assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures.

- Planning Materiality - \$150,000
- Materiality
 - Professional judgment that is made in the context of our knowledge, assessment of risk and reporting requirements
 - Very significant in determining the scope of our work
 - We will review all errors in excess of 2% of materiality

Areas of Emphasis

- Taxation revenue and receivables - collectability
- Grant revenue and receivables - completeness and existence
- Operating expenses - completeness and existence
- Tangible capital assets - completeness, existence and valuation
- Reserve, reserve funds and amounts set aside by Council - completeness and existence

If you have any questions about these or other matters relating to any of our professional services, we would be pleased to discuss them further with you.

Yours truly,

RLB LLP

Per:

A handwritten signature in black ink, appearing to read "Murray Short". The signature is fluid and cursive, with a large, stylized initial "M" and a long, sweeping tail.

Murray Short, MBA, CPA, CA, C. Dir.
Engagement Partner



Sent via email: premier@ontario.ca
minister.mah@ontario.ca

December 13, 2023

Hon. Doug Ford
Premier of Ontario

Hon. Paul Calandra
Minister of Municipal Affairs and Housing

Dear Premier Ford and Minister Calandra:

On November 14th, 2023, Council for the Town of Mono passed the following resolution opposing strong mayor powers.

Resolution #6-22-2023

Moved by Elaine Capes, Seconded by Ralph Manktelow

WHEREAS very few municipalities in North America have what we refer to as a “strong Mayor” system, nor are they universally supported or admired. The vast majority have systems of local government quite similar to the majority model across Canada.

Geroge Cuff, Municipal World Nov 2022 p.35;

AND WHEREAS, the advantages of the current “weak Major” system includes:

- *Having to consider the views of others;*
- *Being part of group decisions (i.e. Council) determining who the CAO will be;*
- *Being able to rely on the advice of an apolitical senior administrator;*
- *Being reliant upon a team of experienced senior managers;*
- *Understanding that the advice given to all developers, builders, and new businesses is going to be based on what is deemed to be best for the community as a whole vs one person’s agenda;*
- *Recognizing that a council policy decision can and will trump any administrative preference or recommendation*

Geroge Cuff, Municipal World Nov 2022 p.36;

AND WHEREAS, “A year and half ago, Ford's Progressive Conservatives laid down [specific housing targets](#) for 29 of the province's largest and fastest-growing municipalities to hit by 2031. Ford announced Monday that targets had been assigned to 21 additional municipalities with populations projected to exceed 50,000 by 2031, including Aurora, Sarnia, Thunder Bay and Belleville. If the heads of council for these 21 municipalities commit in writing to their targets by Oct. 15 of this year, they will receive strong mayor powers by the end of that month, according to a background document provided by the province. Strong mayor powers include allowing mayors to propose housing-related bylaws and pass them with the support of one-third of councillors, as well as override council approval of certain bylaws and prepare their city's budget, instead of council. The powers, which effectively allow minority rule on issues of "provincial priorities," including housing, have been [criticized](#) by some as [undemocratic](#),”

[Ryan Patrick Jones](#) · CBC News · Posted: Aug 21, 2023 12:16 PM EDT | Last Updated: August 21 [Ontario to expand 'strong mayor' powers to smaller cities, launches \\$1.2B home-building incentive fund | CBC News](#);

AND WHEREAS, “It's a "radical shift," according to Stéphane Émard-Chabot, who teaches municipal law at the University of Ottawa and was once a councillor for the city. "To me it impoverishes our democracy at the local level," ;

[Dan Taekema](#) · CBC News · Posted: Jul 20, 2022 4:33 PM EDT | Last Updated: July 20, 2022 ['Strong mayor' system would silence elected representatives and community, councillor says | CBC News](#);

AND WHEREAS, “ [Bill 39](#), approved by the Ontario legislature in December, pushes the envelope by proposing to give mayors the power to do something that no governing executive can do in [any western democracy](#): pass bills with only one-third support of the legislature.

The Ford government insists Ontario needs more housing supply to address the affordability crisis and that “strong mayors” are the best way to make that happen – a debatable proposition. This imposition of minority rule sets a terrible precedent, the future implications of which are unknown. It should be reversed as soon as possible.

What could possibly justify this gross violation of democratic norms and traditions?

Downloading political responsibility for the housing crisis

What then are these “strong mayor” powers in Bill 3 and Bill 39 really about?

We conclude that, under the guise of empowering mayors, the provincial government is deliberately blurring accountability for the housing agenda to avoid

paying the political cost for disrupting established neighbourhoods. To avoid such a backlash, the Ontario government appears to be transferring political responsibility for the housing crisis to big-city mayors. If affordable housing does not materialize in strong-mayor cities, the province can blame the mayors.

Undermining local democracy

...the Ford government has not delivered a well-considered set of reforms to local executive authority. Instead, it is enacting a series of ad-hoc but increasingly radical measures. They are aimed at advancing a particular agenda, but their repercussions may be long-lasting and deeply damaging to local democracy.

The foundation of Canada's political system – and of all other democracies – is majority rule. Our democratic institutions contain many safeguards to protect minorities from the tyranny of the majority. The Constitution guarantees the rights of linguistic, religious and other minorities. Many important issues require agreement between the federal and provincial governments. In some other countries, a two-thirds supermajority is required for certain types of decisions.

Bill 39 entrenches a new principle: minority rule. In doing so, it rolls back almost 400 years of democratic development premised on checks and balances between executive and legislative authority – all in the name of a narrow property development agenda masquerading as a housing affordability plan.

While giving mayors unilateral powers may appear to enhance local autonomy, mayoral action is now tightly yoked to the transitory agenda of the Ontario government of the day. Unlike strong mayors in American cities, Ontario's new strong mayors can use their new powers only to veto and pass bills for the purpose of advancing "provincial priorities." For Doug Ford's Progressive Conservatives, these priorities are to build as much housing as possible, as fast as possible. But once the strong mayor powers come into force, they will exist for years to come. What might future provincial government priorities be? To what new purposes might the Ontario government's mayoral marionettes be turned in the future? We can only guess.

Bill 39 sets a terrible precedent that will reverberate across Canada and around the world. Arguing that minority rule will be rarely used, that it can be used only in specific circumstances, or that it is required to address an immediate crisis, is a red herring. Bill 39 will erode local autonomy and normalize minority rule as a legitimate governing principle. Minority rule has no place in a democracy. Bill 39 should be repealed."

Policy Options, [Strong mayor powers in Ontario are a gross violation of democratic principles \(irpp.org\)](https://irpp.org);

THEREFORE BE IT RESOLVED that the Council for the Town of Mono affirms that we will not sign onto any agreements with the province for building homes in exchange of obtaining “strong” mayor powers under Bill 39, and further confirm, that the Council for the Town of Mono will continue to operate under the traditional democratic model of a “weak” mayor system.

"Carried"

Regards,

Fred Simpson, Clerk

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

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. 1-2024

A By-Law to authorize the borrowing of \$3,331,961.01

WHEREAS the Council of the Corporation of the Township of Melancthon (herein called "the Corporation") deems it necessary to borrow the sum of \$3,331,961.01 to meet, until taxes are collected, the current expenditures of the Corporation for the year 2024.

AND WHEREAS the estimated revenues of the Corporation as set forth in the estimates adopted for the year 2023 and further defined by Subsection 4 of Section 407 of the Municipal Act S.O. 2001, Chapter 25 were \$6,663,922.02

AND WHEREAS the amount that may be borrowed at any one time for the purposes mentioned in Section 407 of the Municipal Act, S.O. 2001, Chapter 25, together with the total of any similar borrowing that have not been repaid, shall not exceed from January 1st to September 30th of the year, 50 per cent of the total, and from October 1st to December 31st, 25 per cent of the total of the estimated revenues of the Corporation as set forth in the estimates adopted for the year, 2023

THEREFORE the Council of the Corporation of the Township of Melancthon enacts as follows:

1. The Head and Treasurer are hereby authorized on behalf of the Corporation to borrow from time to time by way of promissory note from the Chartered Banks (herein called "the bank"), a sum or sums to meet, until revenues are collected, the current expenditures of the Corporation for the year, including the amounts required for the purposes mentioned in the said Section 407 and to give on behalf of the Corporation a promissory note or notes sealed with the Corporate Seal and signed by the Head and Treasurer for the monies so borrowed with interest at the prevailing rate from time to time of the Bank. The amount borrowed shall not exceed in aggregate for the period January 1st to September 30th and for the period October 1st to December 31st.
2. All Sums borrowed pursuant to the authority of this By-law as well as all other sums borrowed in this year and in any previous years from the Bank for any or all of the purposes mentioned in the said Section 407 shall, with interest, thereon, be a charge upon the whole or any part or parts of the revenues of the Corporation for the current year or for any preceding years, as and when such revenues are received.
3. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed as aforesaid, together with interest thereon, all or any of the monies hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
4. The Bank shall be entitled to rely as to the authority of any borrowing on a copy of this By-law certified by the Clerk and on financial statements furnished to the Bank from time to time by the Treasurer.
5. This By-law shall remain in full force and be binding on the Corporation as against the Bank until a copy, certified by the Clerk under the Corporate Seal, of a By-law repealing or replacing this By-law, shall have been received by the Bank duly acknowledged by it in writing.

By-Law read a first and second time this 11th day of January, 2024.

By-Law read a third time and passed this 11th day of January, 2024.

.....
MAYOR

.....
CLERK

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER

-2024

BEING A BY-LAW TO PROVIDE FOR THE LEVY AND
COLLECTION OF RATES OR LEVIES REQUIRED FOR
THE TOWNSHIP OF MELANCTHON FOR THE INTERIM
LEVY FOR THE YEAR 2024 AND TO PROVIDE FOR THE
MAILING OF NOTICES DEMANDING PAYMENT OF
TAXES FOR THE INTERIM LEVY FOR THE YEAR 2024

WHEREAS the Municipal Act, 2001, provides for Interim Tax levies;

NOW THEREFORE the Council of the Corporation of the Township of Melancthon enacts as follows:

1. THAT the Interim Tax Levy for 2024 on all Property Classes shall be set by levying 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for the previous year, including annualized supplementary taxes, and local charges and/or area rates.
2. THAT the taxes shall be payable in two instalments as follows:

February 20, 2024 and May 21, 2024
3. THAT any instalment or any part of any instalment of rates, taxes and assessments not paid on the due date, a penalty shall be added of one and one quarter (1.25) per cent on the first day of default and on the first day of each calendar month thereafter in which default continues, as set out in the Municipal Act.
4. THAT the Treasurer as the Collector of Taxes for the Township of Melancthon is hereby authorized to mail or cause to be mailed the notice specifying the amount of taxes payable by any person liable for taxes, to the address or place of business of the person or persons to whom such notice is required to be given.
5. THAT the said payment of taxes shall be payable at the office of the Tax Collector of the Township of Melancthon or any other place designated by the said collector.

BY-LAW READ A FIRST AND SECOND TIME THIS 11th DAY OF JANUARY, 2023

BY-LAW READ A THIRD TIME AND PASSED THIS 11th DAY OF JANUARY, 2023

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. _____

BEING A BY-LAW TO PROCURE GOODS AND SERVICES

WHEREAS Section 270(1) of the Municipal Act, 2001 requires Municipalities and Local Boards to develop policies to be used for the procurement of goods and services;

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF MELANCTHON BY THE MUNICIPAL COUNCIL THEREOF ENACTS AS FOLLOWS:

PART I Definitions:

- 1.1 **Council** shall mean the Municipal Council for the Township of Melancthon
- 1.2 **CAO** shall mean the Chief Administrative Officer of the Township as appointed by by-law.
- 1.3 **Clerk** shall mean the Clerk for the Township of Melancthon.
- 1.4 **Contract** shall mean an executed agreement to supply goods or services after a procurement process.
- 1.5 **Designate** shall mean a person or agent designated by a Department Head or the CAO to exercise any or all responsibilities of that department with respect to the policy.
- 1.6 **Department Head** shall mean the Head of a Department for the Township of Melancthon.
- 1.7 **Emergency Purchase** shall mean a purchase made in a crisis situation where immediate action is required to prevent the possible loss of life or property or significant financial loss or environmental impacts.
- 1.8 **Municipality** shall mean the Township of Melancthon.
- 1.9 **Purchasing Designate** shall mean a person or agent designated by a Department Head to exercise any or all responsibilities of that Department Head with respect to the policy.
- 1.10 **Quotation** (RFQ) shall mean a written offer to sell or a bid obtained from selected suppliers to supply stipulated goods or services at a particular time.
- 1.11 **Request for Proposal** (RFP) shall mean the process used to solicit bids for the purchase of goods and services where a clearly defined specification is not available or is difficult to develop due to unknown factors or uncertainty of requirements.
- 1.12 **Request for Tender** (RFT) shall mean the request for bids where the specifications are defined.
- 1.13 **Small Order Purchases** shall mean the purchase of goods and services up to an amount specified in the Procurement Policy.
- 1.14 **Staff** shall mean an employee for the Township of Melancthon.
- 1.15 **Tender** shall mean a document, which sets out particular specifications for the commodity or service required. This can also refer to an offer in writing to execute some specified work or to provide some specified articles at a specified rate.
- 1.16 **Township** shall mean the Township of Melancthon.
- 1.17 **Treasurer** shall mean the Treasurer of the Township.
- 1.18 **USMCA** shall mean the United States, Mexico, Canada free trade agreement.
- 1.19 **Vendor** shall mean any person or enterprise supplying goods or services to the Township.

PART II Procurement Policies:

2.1 The procurement policy that shall be used as set out in Schedule (A) of this Bylaw.

This by-law shall come into effect, _____. By-Law No. 57-2004 and 5-2014 are hereby repealed.

**BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED
ON THIS DAY OF , 2023.**

.....
MAYOR

.....
CLERK

Schedule A

TO BY-LAW NO. _____

Procurement Policy

Purpose:

The purpose is to ensure:

1. Objectivity and integrity in the procurement process;
2. Fair treatment of all bidders;
3. Openness, accountability and transparency in all business transactions;
4. Responsible management of the public funds, Municipal finances and assets;
5. Best value is achieved when procuring supplies and services;
6. Efficient, green products, Canadian products when possible, USMCA compliance.
7. Best solution is achieved when procuring goods and services.
8. Flexibility to purchase goods and services during a crisis or emergency situations.

To ensure effectiveness and relevance of this policy there shall be a review completed within 5 years of the approval date. The policy remains in force until the review is completed and Council has adopted any revisions.

Scope:

1. This policy applies to all Departments of the Township of Melancthon in the procurement of goods and services.
2. By-law 57-2004 and By-law 5-2014 are hereby repealed.

Roles & Responsibilities:

The Council of the Township of Melancthon has ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolution. The Treasurer cannot pay for any item that has not been authorized by Council through budget appropriation or specific resolution.

Resolutions approving budget amendments, capital expenditures or special appropriations shall reference the purpose of the expenditure, cost estimates or expenditure limitation, as well as the fund in which the appropriation has been provided.

The Department Heads shall be responsible for approval of accounts within the approved budget for their Department or any amendment to same as approved by Council. The Department Head may appoint a Purchasing Designate to exercise any or all responsibilities assigned to that Department Head by this Purchasing Policy. It is the Department Head's responsibility to notify the Treasurer in writing regarding the name of the Purchasing Designate.

This process may alternatively be delegated to the Township Engineer or Township Solicitor or any other agent of the Township.

Procedure:

Procurements below \$1,000

Value of procurement below \$1,000 excluding all applicable taxes may be delegated to any member of staff by a Department Head.

Small Order Purchases

A Department Head is hereby authorized to make Small Order Purchases for goods or services under \$10,000 from such vendors and upon such terms and conditions, as the Department Head deems appropriate. The Department Head may attempt to obtain competitive prices.

Quotation Purchases (RFQ)

A Department Head is hereby authorized to make a Request for Quotation Purchase for goods or services between \$10,000 and not more than \$50,000 from such vendor and upon such terms and conditions as the Department Head deems advisable, subject to first seeking written quotations, whenever possible as determined by the Department Head. Bid documents and specifications (as applicable) can be issued and received by e- mail and/or fax transmission at the originating Departments location.

Tender Purchases (RFT)

The Department Head shall not order goods or services exceeding \$50,000 without requesting and obtaining sealed tenders for the goods and services unless specifically authorized to do so by a resolution of Council for a particular transaction. Bids must have a submission label detailing the project name, bidder' s name and address.

All Tenders shall be advertised electronically on either the Municipal website or an integrated online portal for the public bid distribution for at least fifteen (15) calendar days preceding the closing date for tenders or for a longer period if required by trade agreement.

All addenda material will be posted at minimum 48 hours prior to bid closing. Tender closing may be extended to allow sufficient time for bidders to consider Addenda materials.

All Tenders shall include the provision "the lowest or any bid will not necessarily be accepted".

All Tenders shall include the provision that the "Tender can be cancelled by the Township at any time and for any reason".

All tenders shall close on the date specified in the advertisement. Late or unsealed bids will not be accepted. Tenders shall be opened at a public tender opening immediately following the tender closing by the appropriate Department Head or Purchasing Designate, at least one (1) other staff member and any other person deemed necessary by the Township's CAO.

A record of the tendered prices will be noted together with the list of tenderers. Tenders will be referred to the appropriate Department Head for review.

A request for information may be required where there is doubt regarding a Company's ability to meet the terms of the tender. A bid may be deemed non-compliant if the bidder is unable to provide proof, to the satisfaction of the Department Head, that they are experienced and capable of meeting the terms of the tender.

Tender forms will set out the requirements for cash deposits, performance bonds and/or hold backs as security.

The acquisition of major equipment does not require tender deposits, performance or payment bonds. "Major equipment" includes capital equipment and assets (i.e. grader, snow plow, truck) but not non-capital equipment or assets (i.e. chainsaw, pressure washer)

Request for Proposals (RFP)

A Department Head may use a Request for Proposal in place of a Request for Tender when goods or services cannot be specifically stipulated or when alternative methods are being sought to perform certain functions or services. In the case of requests for proposals, Terms of Reference for the project, including information pertaining to the evaluation of the Request for Proposal, shall be issued to perspective applicants.

Emergency Purchases

There may be instances due to an emergency or due to a unique situation when the procurement policy cannot be used. A Department Head who has made an Emergency Purchase greater than \$20,000 shall present a report to Council at the next meeting following the Emergency Purchase.

Exceptions

Notwithstanding the above, adherence to this Procurement Policy is not required with respect to those items listed below, or to a transaction specifically authorized by resolution of Council to be exempt from this purchasing policy:

- Borrowing and investing of money
- Consulting fees with respect to employee matters
- Consulting services for a program where services (i.e. bridge inspection/evaluation) have been awarded to a consulting firm on an on-going basis, where clearly identified in the budget.
- Damage claims
- Debenture payments
- Employee benefits
- Hiring of contract employees
- Insurance premium payments, claim settlements and adjuster services
- Legal fees and other professional services related to litigation or legal matters
- Licenses, including hardware and software licenses and maintenance contracts
- Memberships
- On-going services and contracts the Township has with various suppliers. Department Heads may recommend to Council that the service be continued, or that it be tendered or that quotations be obtained at the time of renewal. Examples include but are not limited to:
 - Audit Services
 - Engineers
 - Solicitors
 - Financial Services
 - Banking Services
 - Food Management Services
 - Pension Plan
 - Provision of Property and Liability Insurance
 - Provision of Health Care Benefits
 - Maintenance and Cleaning Contracts
 - Other Consultants or Contractors in a specialized area of expertise that a procurement process is not feasible
 - Other Municipal consultants in specialized area of expertise providing per diem services by formal or informal agreements and may have access to privileged or historical information
- Payroll deductions
- Rectifications necessary as a result of by-law infractions
- Reimbursement of employee and council expenses
- Rental, lease, purchase and sale of property, land or accommodation
- Replacement parts, where the original equipment manufacturer is the sole provider of that equipment
- Single source supply and if the single source supply is in excess of \$20,000, Council approval is required
- Supply and placement of road material throughout the Township in excess of \$50,000 when clearly identified in the budget.
- Training and education
- Utilities

Department Heads shall ensure that all unbudgeted capital projects are approved by Council and that any over expenditures greater than \$20,000 in a department's facility, program or capital budget will be reported to Council.

Council approval is not required if all the following conditions have been met:

- The total value of the quotation is less than the amount approved in the current year budget
- The contract is being awarded to the lowest bidder meeting the specifications

General Provisions:

A Department Head may request exemption from any or all of the purchasing methods outlined in this policy by submission of a request to the CAO and Council. Such exemption may be granted by resolution of Council.

No employee or elected official of the Township shall divide, stagger or alter any contract or purchase to avoid any requirements of this policy.

No employee or elected official of the Township shall purchase or offer to purchase on behalf of the Township any goods or services except in accordance with the policy.

The purchase of goods and services from firms located within the boundaries of the Township shall be encouraged whenever possible, on the basis of all other selection criteria being equal.

Performance evaluations may be undertaken on suppliers and providers of service.

The CAO and Department Heads shall ensure that in all purchases, price and past performance shall be the prime selection criteria provided all specifications are met. Such specifications are to be generic or "as equivalent". All factors influencing the purchasing decision are to be included in the specifications.

Each Department Head or the Purchasing Designate shall ensure that, in respect of his or her department, all invoices and accounts from vendors shall be authorized, in accordance with this policy, prior to payment. Authorization in the form of signatures of the Department Head and staff denoting clerical accuracy, budgetary or specific resolution approval and indication that goods and services were received in good order must be in place. These required signatures are deemed to authorize payment.

Between the last regular meeting of Council in any year and the adoption of the budget for the next year, the Treasurer is authorized to pay the accounts of any ordinary business transactions of the Township that are required to maintain services. This shall include the payment of accounts or previously approved capital items and projects.

After the adoption of the budget, the Treasurer is authorized to pay the accounts approved by the appropriate Department Head and to pay contract accounts upon receipt of evidence of value received and which is approved by the appropriate Department Head.

The Township shall have the unfettered right to cancel any procurement process at any stage and shall not be obliged to accept any procurement offer, whether in a tender form or not. The Township shall have the unfettered right to recommence any procurement process.

No breach of the by-law shall give rise to any claim or action against the Township.

USMCA – Any procurement process used will be compliant with the USMCA protocols.

Co-Operative Purchasing

The Township may and is encouraged to participate with other municipalities, municipal agencies or public authorities in co-operative purchase ventures when the best interest of the Township will be served.

In the event that participation in a co-operative purchase venture does not comply with the Township's purchasing policy, Council shall authorize participation in the purchase venture.

Accessibility

The Township of Melancthon will comply with the requirements of the Ontario Human Rights Code, the *Accessibility for Ontarians with Disabilities Act, 2005* and its associated standards enacted through regulation when procuring facilities, goods and services, including self-serve kiosks.

The Township will incorporate accessibility features/consider accessibility for people with disabilities when designing, procuring or acquiring self-serve kiosks.

The Township will communicate with people with disabilities in ways that take into account their disability. The Township will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports when requested.

The Township will meet internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario’s accessibility laws.

The Township will ensure that third parties who deal with members of the public on behalf of the Township are adequately trained. The Township may request training logs from contractors.

Occupational Health and Safety

Vendors who will be supplying a service to the Township must provide in their documentation a commitment to carry out the work, on or related to Municipal assets or property, in conformity with the Occupational Health and Safety Act and any other related applicable legislation and regulations.

Insurance and Workplace Safety and Insurance Board (WSIB)

All vendors who supply services to the Township of Melancthon shall, before the start of work, provide:

- Liability insurance coverage to indemnify the Township or local board from any damage claims arising from the contract.
- Certificate of Clearance from the Workplace Safety and Insurance Board along with their sealed tender forms.

The Corporation of the Township of Melancthon

By-law Number - 2023

Being a By-law to Govern the Proceedings of the Council of the Corporation of the Township of Melancthon

WHEREAS, Section 238(2) of the *Municipal Act, 2001, S.O. 2001, c.25* requires every municipality to adopt a procedure by-law for governing the calling, place and proceedings of meetings and providing for public notice of meetings;

AND WHEREAS, the Council of the Corporation of the Township of Melancthon deems it necessary to enact a new by-law to govern the proceedings of Council, the conduct of its Members and the calling of meetings and to provide for procedures and statutory requirements in accordance with the Act, and to repeal the previous By-laws 16-2015, 28-2022 and 22-2023.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MELANCTHON ENACTS AS FOLLOWS:

Part I – General

1. Short Title

This By-law shall be known as the Procedural By-law.

2. Principles

The proceedings of the Council and its Committees, the conduct of the Members and the calling of Meetings shall be governed by the provisions of all applicable laws including the rules and regulations contained in this By-law.

Except as provided herein, the rules of parliamentary procedure as contained in Robert's Rules of Order shall be followed for governing the proceedings of Council and its Committees and the conduct of its Members.

The rules and regulations contained in this By-law may be suspended by a vote of two-thirds of the Members present and voting.

3. Interpretation

Wherever this By-law refers to a person or thing with reference to gender or the gender neutral, the intention is to read the By-law with the gender applicable to the circumstances.

References to items in the plural include the singular, as applicable.

The words "include", "including", and "includes" are not to be read as limiting the phrases or descriptions that precede or follow them.

Headings and the index are included for ease of reference only and are not to be used as interpretation aids.

Specific references to laws in this By-law are meant to refer to the current laws applicable within the Province of Ontario as at the time the By-law was enacted, and as they are amended from time to time. In all cases, the reference includes the statute, as amended from time to time, including successor legislation.

4. Definitions

- a) "Act" means the *Municipal Act, 2001, S.O. 2001, c.25, as amended*.
- b) "CAO" means the Chief Administrative Officer of the Township of Melancthon.
- c) "Chair" means the person presiding at the Meeting. The Chair shall be the Mayor, or in the Mayor's absence, the Deputy Mayor and in the absence of the Mayor and Deputy Mayor the Members of Council shall determine the Chair.
- d) "Clerk" means the Clerk of the Township of Melancthon as appointed pursuant to Section 228 of the Municipal Act, as amended, which position is combined with the CAO position.
- e) "Closed Meeting" or "Closed Session" refers to a Meeting or portion thereof which is closed to the public in accordance with the applicable legislation.
- f) "Committee" means a Committee, Board, Task Force or other body established by Council with the exception of Local Boards.
- g) "Committee of the Whole" means all of the Members sitting in Committee.
- h) "Considered" shall mean those matters for which the Members of a Meeting have decided to act or not act upon and shall more include the mere receipt of information where no action has been sought or taken.
- i) "Council" means the Council of the Corporation of the Township of Melancthon.
- j) "Day" does not include Saturday, Sunday or a Holiday.
- k) "Delegation/Presentation" means a person or group of persons who are not Members of Council or Staff of the Township who have requested and are permitted to address Council.
- l) "Deputy Mayor" means the Deputy Head of Council for the Township of Melancthon.
- m) "Electronic Meeting" means a Meeting called and held in full or in part via electronic means including, but not limited to audio teleconference, video teleconference, or via means of the internet, and with or without in person attendance.
- n) "Electronic Participation" includes telephone, video, audio conferencing or other methods of synchronous communication.
- o) "Ex Officio" means by virtue of Office and refers to the position of Mayor.
- p) "Head of Council" means an Ex Officio Member of every Committee, Sub-Committee or Taskforce.
- q) "Holiday" means a holiday as defined by the Legislation Act, S.O. 2006, as amended or replaced.
- r) "Inaugural Meeting" means the Council Meeting following a regular municipal election, at which Declarations of Office are administered.
- s) "Majority Vote" in Council or Committee means an affirmative vote of more than one-half of votes cast by those present.
- t) "Mayor" means the Mayor as Head of Council, or in the absence of the Mayor,

the Deputy Mayor or, in the absence of both, another Member of Council appointed by Council.

- u) "Meeting" means any regular, special or other meeting of Council or Committee where a Quorum of Members are present and Members discuss and/or deal with any matter in a way that materially advance the business or decision-making of the Council or Committee.
- v) "Member" means a Member of Council, including the Mayor or a Member of a Committee, including the Chair or Committee.
- w) "Members of the Gallery" mean a person in attendance at the Meeting.
- x) "Municipal Act" means the Municipal Act, 2001, S.O. 2001, c.25.
- y) "Notice" means notice that includes the time and place of a Meeting and, in the instance of a Special Meeting, shall include the purpose of the Meeting and whether the Meeting was called by the Mayor, CAO or upon request of the majority of the Members of Council. The form, manner and times when notice will be provided to the public regarding specific By-laws and the holding of certain Meetings will be given in accordance with the Act, Township By-laws or any other applicable legislation.
- z) "Notice of Motion" means notice, including the name of the mover, advising Council that the Motion described therein will be brought at a subsequent Meeting.
- aa) "Pecuniary Interest" means relating to or connected with money pursuant to relevant conflict of interest legislation.
- bb) "Point of Order" means a Member bringing attention to: (a) any breach of the rules of order pursuant to this By-law; (b) the use of improper, offensive or abusive language; (c) notice of the fact that the matter under discussions are not within the scope of the proposed Motion; (d) any other informality or irregularity in the proceedings of Council.
- cc) "Point of Privilege or Personal Privilege" means the raising of a question which concerns a Member of Council, or the Council collectively, when a Member believes that their rights, immunities or integrity or the rights, immunities or integrity of Council as a whole have been impugned.
- dd) "Public Question Period" means the time set aside at Council Meetings for a Member of the Public to ask a question of Council.
- ee) "Procedural Motion" means any Motion concerning the manner or time of consideration of any matter before the Council as opposed to the substance thereof, and includes, without limitation, the following:
 - i. To extend the time of the Meeting;
 - ii. To commit or refer;
 - iii. To table;
 - iv. To postpone to a certain day;
 - v. To adjourn;
 - vi. To move the question be put; or
 - vii. To suspend the Rules of Procedure.
- ff) "Question" means a sentence worded or expressed so as to seek information.
- gg) "Quorum" means the constitution of a majority of the Members of Council. A Quorum of any of the Committees appointed by the Council/Local Board shall be a majority of its Members. Unless a Quorum is present within one-half

hour after the time appointed for the meeting of the Council/Local Board, there shall be no Meeting thereof until the next regular day of Meeting, unless in the meantime, a Special Meeting is called. The Clerk/Secretary shall record the names of such Members as are present.

- hh) "Recorded Vote" means a written record of the name and of every Member voting on any matter or question.
- ii) "Resolution" means the decision of Council on any Motion.
- jj) "Rules of Procedure" means the rules and regulations provided in this By-law.
- kk) "Special Meeting" shall mean Meetings summoned under Section 240 (a) or (b) of the Act, having the same privileges as a Regular Council Meeting, a Quorum is required.
- ll) "Substantive Motion" means any Motion other than a Procedural Motion.
- mm) "Township" means the Corporation of the Township of Melancthon.
- nn) "Treasurer" means the Treasurer of the Township of Melancthon as appointed pursuant to Section 286(1) of the Municipal Act, as amended, which position can be combined with other positions.
- oo) "Voting Period" means the time during which electors can vote in a municipal election year, including advance voting.

Part II – Duties and Conduct

5. Duties of the Chair

The Chair of the Meeting is responsible for:

- a) to open the Meeting by taking the chair and calling the Members to order;
- b) to announce the business in the order in which it is to be acted upon;
- c) to receive and submit, in the proper manner, all Motions presented by the Members;
- d) to put to vote all Motions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result and, in doing so, to ensure that the mover and seconder are clearly identified;
- e) to decline to put to vote Motions which infringe the Rules of Procedure;
- f) to vote on all matters, which are moved and seconded, or necessarily arise in the course of the proceedings;
- g) to permit questions to be asked through the Chair of any staff (Not defined but capitalized. Either add a definition or use small case) present at the Meeting, in order to provide information to assist in any debate when the Chair deems it proper;
- h) to provide information to Members on any matter touching on the business of the Township;
- i) to receive all messages, petitions and communications and announce them at the Meeting;
- j) to inform the Members of the proper procedure to be followed;
- k) to lead on all occasions with the observance of order and decorum, in a manner that is respectful to Delegations, fellow Members and Staff;
- l) to restrain the Members, within the rules of order, when engaged in debate;
- m) to call by name any Member persisting in a breach of the Rules of Procedure and order the Member to vacate the Council Chamber;
- n) to decide all questions of order at the Meeting, subject to an appeal by any Member of Council on any question of order in respect to business before the Council;

- o) to authenticate, by his/her signature when necessary, all By-laws, Resolutions and minutes of the Council;
- p) to inform the Council, when necessary or when referred to for the purpose on a Point of Order or usage;
- q) to represent and support the Council, declaring its will, and implicitly obeying its decision on all things;
- r) to ensure that the decisions of Council are in conformity with the laws and By-laws governing the activities of the Council;
- s) to adjourn the Meetings when the business is concluded;
- t) to adjourn the Meeting without question in the case of grave disorder, as determined by the Chair, arising in the Council Chamber or Meeting room;
- u) to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order the individual or group to vacate the Council Chamber or Meeting room where such behaviour persists;

6. Conduct of Members

Any Code of Conduct applicable to Members of Council adopted by Council shall apply during a Meeting held pursuant to this By-law.

The Members are responsible for, where applicable:

- a) attending scheduled Meetings;
- b) carefully considering and making decisions about Meeting business, including seeking information and advice from Staff prior to and during a Meeting;
- c) respecting and following the rules of order, the Chair's final ruling, and Council's decision
- d) participating in a Meeting and not interrupting, unless to raise a Point of Order or Point of Personal Privilege, as set out in this By-law;
- e) to vote on all matters unless prohibited by law;
- f) advising the Chair or Clerk of any absences;
- g) to respect the Rules of Procedure. Respecting the confidentiality of matters discussed in Closed Session and not disclosing the subject or substance of these discussions unless authorized to do so;
- h) Comply with and adhere to the Code of Conduct at all times.

It shall be the role of Council,

- a) to represent the public and to consider the well-being and interest of the municipality;
- b) to develop and evaluate the policies and programs of the municipality;
- c) to determine which services the municipality provides;
- d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decision of Council;
- e) to ensure the accountability and transparency of the operation of the municipality, including the activities of the senior management of the municipality;
- f) to maintain the financial integrity of the municipality; and
- g) to carry out the duties of Council under this or any other Act.

No Member shall:

- a) in an open or closed Meeting, use offensive words or unparliamentary language in or against the Council or against any Member of Staff or the public;
- b) speak on any subject other than the subject in debate;
- c) criticize any decision of the Council or continue to debate the matter after it has been decided, except for the purpose of moving that the question be reconsidered;
- d) disobey the Rules of Procedure or a decision of the Chair or of the Council

on questions of order or practice or upon the interpretation of the rules of the Council;

- e) knowingly be absent or leave a Meeting without notifying the Clerk, preferably in writing;
- f) text, email or make phone calls while the Meeting is in progress. This applies to both in person and/or virtual Meetings;
- g) use a recording device;
- h) disclose any information that is deemed to be confidential pursuant to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56;
- i) leave the Meeting or make a disturbance when the Chair is calling the question.

Where a Member persists in any disobedience of the Rules of Procedure after having been called to order by the Chair, the Chair shall forthwith call the question and require a seconder, "that such Member be ordered to leave his/her seat for the duration of the Meeting of the Council", with no amendment, adjournment or debate being allowed, but if the Member apologizes he/she may be permitted to retake his/her seat.

The Code of Conduct, as amended from time to time applies.

7. Conduct of Public

Members of the Gallery who constitute the audience at a Meeting, shall not:

- a) address Council or Committee without permission;
- b) approach the desks of Council or Committee Members during a Meeting without permission of the Chair or Members;
- c) bring signage, placards or banners into such Meetings and shall refrain from any activity or behaviour that would affect the Council or Committee deliberation;
- d) enter the Meeting room without first removing any non-religious or non-medical headgear;
- e) shall put on silence all electronic devices;

The Chair may cause to be expelled and exclude any Member of the public, who creates any disturbance or acts improperly during a Meeting of Council or Committee. If necessary, the Chair may call upon the Clerk to seek the appropriate assistance from Police.

8. Clerk

The Clerk and/or Deputy Clerk shall be present at all Meetings of Council.

The Clerk or the Clerk's designate shall be responsible for the management and co-ordination of Meeting agendas and related Resolutions, By-laws, minutes, correspondence and records and allow for public access to same in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56 and other pertinent legislation.

9. Council/Staff Relations

Both Council and Staff shall endeavour to foster a climate of mutual respect and recognize the mutual goal is to serve the Municipality.

Members of Council shall be respectful of the fact that Staff work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual Member or group of Members of Council.

In addition, Members shall be respectful of the fact that Staff carry out directions of Council and administer the policies of the Municipality, and are required to do so without undue influence from any individual Member or group of Members of Council.

Part III – Meetings

10. Inaugural Meeting

The Inaugural Meeting of Council following an election shall be held on the first Thursday following November 15th in the year of a regular election at 9:00 a.m. in the Council Chambers of the Administration Building where the Declarations of Office shall be administered.

11. Open Meetings

All Meetings must be open to the public except as otherwise provided for herein.

12. Closed Meetings (In Camera)

Notwithstanding Section 11, a Meeting may be closed to the public pursuant to Section 239 of the Act.

Prior to holding a Meeting or part of a Meeting that is to be closed to the public; Council, Committee or Local Board, shall state by Resolution:

- a) the specific provisions of the Municipal Act or applicable legislation that permits the matter to be considered in a closed Meeting;
- b) the general nature of the matter to be considered at the closed Meeting;

A Meeting shall not be closed to the public during the taking of a vote unless the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or Local Board, or persons retained by or under contract with the Municipality or Local Board. A Motion to move out of Closed Session shall be passed in order for the Meeting to be resumed in open session and the Members shall report any recommendation(s) in open session.

No matter or item other than the matter(s) referred to in the public Resolution may be discussed.

If Council, the Committee or Local Board wishes to discuss an item of time-sensitive urgency that was not contained within the Motion to move into a Closed Session, they shall rise from the first Closed Session and in open session move a further Motion in accordance with Section 239 of the Act.

All persons in attendance during Closed Session shall ensure that confidential matters disclosed to them, and materials provided to them during Closed Session or in advance of the Meeting or session, are kept confidential. Persons in attendance are encouraged to delete and/or return confidential material to the Clerk. The obligation to keep information confidential even applies if the Member ceases to be a Member.

The Clerk or designate of Council, Committee or Local Board shall ensure that minutes of the Closed Meeting are prepared. The minutes of the Closed Meeting shall be presented at the next Closed Meeting for approval.

13. Special Meetings

The Mayor may at any time summon a Special Meeting of Council on 24 hours' notice by the Clerk to the Members of Council.

The Clerk shall summon a Special Meeting upon receipt of a petition of the majority of the Council Members for the purpose and at the time and date mentioned in the petition.

The only business to be dealt with at a Special Meeting is that which is listed on the Agenda.

14. Calendar of Meetings

During the regular Council Meeting in December, the Clerk will prepare a schedule of the next year's tentative Meeting dates for Council to review and confirm.

15. Regular Meeting Times

The regular Meetings of Council shall be held at 5:00 p.m. on the first Thursday of the month and at 5:00 p.m. on the third Thursday of the month unless otherwise changed by Council.

A Meeting shall adjourn no later than 10:00 p.m. unless a Motion is passed by a Majority Vote of Members of Council present.

16. Place of Meetings/Electronic Participation

Meetings shall be held in the Council Chambers located at 157101 Highway 10, Melancthon, or at such other place as is specified in the Agenda, in a location that is accessible pursuant to the requirements of the *Accessibility for Ontarians with Disabilities Act*, 2005, S.O. 2005. The Clerk or designate will make every effort to give at least two (2) weeks notice of any change of venue.

Meetings may be conducted as an Electronic Meeting, either in full or in part, pursuant to Section 238 (3.1) of the *Act*, and in accordance with this By-law. The method and technology used for an Electronic Meeting shall be determined by the Clerk.

Members may participate in both open and closed Meetings either in person or by electronic means. Members participating electronically will be counted towards Quorum, and shall be entitled to vote as if they were attending the Meeting in person. Voting may take place by way of roll call, or in an alternate method authorized by the Chair. It is strongly encouraged that Members participate in Meetings in person in the Council Chambers.

Members who wish to participate electronically, in accordance with this section, shall make arrangements with the Clerk, no less than 24 hours in advance of the Meetings, or as soon as possible in the event of inclement weather.

At Meetings with Electronic Participation by any Member(s), votes may be recorded to ensure transparency.

If a Council Member can no longer participate by electronic means it will not affect the validity or continuation of the Meeting. However, if Quorum is not maintained, the Meeting will be deemed to be adjourned.

An Electronic Meeting shall be available in such a manner that the public may observe the Meeting remotely as it is conducted, when feasible.

Recording of a Meeting by the Clerk shall be permitted.

In the event of a technical failure during the Meeting, a recess of not more than 15 minutes can be taken to allow Staff to reinstate the Electronic Participation. If the technical failure cannot be fixed, it will not affect the validity or continuation of the

meeting.

17. Persons within Council Chambers

No person, except Members of Council and appointed officials of the Township, shall be allowed to approach the Council table during the Meetings without the permission of the Chair.

No person, except Members of Council and appointed officials of the Township, shall place on the desks of the Members or otherwise distribute any material unless such person has received the approval of the Chair or Clerk, and said material is to be provided to both Council and the Clerk.

18. Recording Equipment and Electronic Devices

All open Council Meetings will be recorded by the Clerk or designate and the recording will be made available to the public within five (5) business days of the Meeting.

All electronic devices including cellular telephones shall be placed in silent mode in the Council Chambers and all other locations during the course of Meetings held in accordance with this By-law.

19. Public Notice of Meetings

Where Notice of Intention to Pass a By-law or Notice of a Public Meeting is required to be given, the Clerk shall cause such Notice to be posted on the Township's website. Additional notice by direct mail and/or publication may be made at the discretion of Council or the Clerk. Inclusion within agenda and Meeting packages shall be considered notice.

Such notice shall be given pursuant to applicable legislation or regulations, and if not so prescribed, notice shall be given at least once, not less than 48 hours prior to the proposed notice of intention to pass a By-law or notice of a public Meeting being taken.

Public notice shall be given for all Meetings of Council by means of the municipal website with inclusion of each Meeting listed in the calendar and the posting of the agenda.

20. Statutory Public Meetings

Such Meetings shall be held on regularly scheduled Council Meeting dates or such other date and time as determined by the Clerk with notice as set out in applicable legislation.

21. Emergency Meetings

In the event of a bona fide emergency, a Meeting may be held as soon as practicable following receipt of the summons or petition as outlined in Special Meetings as the case may be and notice may be given by telephone, text, email or personal contact until contact is made as determined by the Clerk.

22. Calling a Meeting to Order

As soon after the hour fixed for the holding of the Meeting of the Council as a Quorum is present, the Mayor or Chair shall take the chair and call the Meeting to order.

23. Absence of the Mayor

The Deputy Mayor of the Municipality shall be the Acting Mayor and exercise the powers of the Office of the Mayor in the absence of the Mayor. If the Mayor does not attend within 5 minutes after the time appointed for the Meeting, the Clerk shall call the Members to order and if a Quorum is present the Deputy Mayor shall preside over the Meeting until the arrival of the Mayor. In the event that both the Mayor and Deputy Mayor are absent, the Members of Council may appoint another presiding officer from among themselves, provided there is a quorum of Council present.

24. Arrival and Departure of Members

Late arrivals and early departures will be noted in the minutes.

If a Member arrives late at a Meeting, any prior discussion shall not be reviewed without the unanimous consent of all Members present.

25. No Quorum

If no Quorum is present thirty (30) minutes after the time appointed for a Meeting, the Clerk shall record the names of the Members present and the Meeting shall stand adjourned until the date of the next Meeting.

26. Unfinished Business – Quorum Lost

If during the course of a Meeting Quorum is lost, then the Meeting shall stand adjourned and not ended, to reconvene at the next Meeting.

If in the Chair's opinion it is not essential that the balance of the agenda be dealt with before the next regularly scheduled Meeting, then the Chair shall announce that the unfinished business will be taken up at its next regularly scheduled Meeting.

27. Cancellation of a Meeting

The Mayor may cancel a Meeting if it is in his/her opinion appropriate due to weather or an emergency.

Part IV – Order of Proceedings – Agendas and Minutes

28. General Rules Regarding Council Agendas

Prior to each regular Meeting, the Clerk or designate shall prepare an agenda of all the business to be brought before such Meeting.

No report shall be placed on the Council agenda unless it was first authorized by the CAO/Clerk or designate.

Each Agenda, insofar as practicable, will contain all Reports, Motions and By-laws to be considered.

29. Agenda Delivery

A final agenda package shall be distributed electronically to the Members of Council and made public no later than the close of business on the Thursday (one week prior to the Meeting).

In the event of a Holiday, final agenda delivery shall be delayed by one day if required.

30. Order of Business – Council

The Clerk, at his/her discretion, and who may consult with the Mayor, shall have prepared from all petitions, communications, correspondence and Delegation requests, which are to be received no later than 12:00 p.m. on the Wednesday of the week before the regular Meeting, an Agenda under the following headings:

- 1) Call to Order
- 2) Land Acknowledgement
- 3) Announcements
- 4) Additions/Deletions/Approval of Agenda
- 5) Disclosure of Pecuniary Interest and General Nature Thereof
- 6) Approval of Minutes
- 7) Business Arising from Minutes
- 8) Point of Privilege or Personal Privilege
- 9) Public Question Period
- 10) Public Works
- 11) Planning
- 12) Strategic Plan
- 13) Climate Change Initiatives
- 14) Police Services Board
- 15) County Council Update (Third Thursday Agenda)
- 16) Committee/Board Reports and Recommendations
- 17) Correspondence – Board and Committee and Working Group Minutes, Items for Information Purposes and Items for Council Action
- 18) General Business
- 19) Notice of Intent to Pass By-laws
- 20) New/Other Business/Additions
- 21) Unfinished Business
- 22) Delegations/Presentations (pre-registered), Statutory and Non-Statutory Public Meetings
- 23) Closed Session
- 24) Third Reading of By-laws
- 25) Notice of Motion
- 26) Adjournment

The order of business may be altered by the Clerk during preparation of the Agenda to improve the efficiency of the Meeting.

The business of the Council shall in all cases be taken up in the order in which it stands upon the agenda, unless otherwise decided by Council.

Any item which is not on the Agenda as printed but has been determined by the Clerk to be of a nature which requires Council's attention prior to the next scheduled Meeting, may be added by addendum at the discretion of the Clerk.

Any item brought forward as a time sensitive issue by a Member of Council shall require a Majority Vote of the Members present to be added to the Agenda.

Any submission made to Council and listed on the Agenda may be withdrawn by the submitting person or agency at any point preceding that submission being reviewed by Council at the Meeting for which the Agenda applied.

Items that will not be included in the Agenda package will consist of the draft minutes, draft By-laws (unless authorized by Council or at the discretion of the Clerk), Closed Session materials, documents directly available from other sources i.e., Government Agencies, Conservation Authorities, etc. and a weblink will be provided. The materials included in the package in advance of the Meeting are at the discretion of the Clerk or his or her designate. Correspondence received after the

beforementioned deadline may or may not be included with the posted Agenda. Paper copies of the complete Agenda package or specified Agenda items will be available upon written request within two business days of the request and shall be accompanied by payment as per the Township Tariff of Fees Schedule.

The posted Agenda for a Council/Committee Meeting shall constitute notice of a Meeting under this By-law.

Council shall take breaks at the discretion of the Chair.

31. Declaration of Pecuniary Interest

Every Member of Council shall declare any Pecuniary Interest with respect to any item of business in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50* as amended from time to time. Any Member of Council who declares a Pecuniary Interest shall be required to leave the Meeting, whether a closed or open session is being held.

At the Meeting at which the Member disclosed an interest, the Member shall file a written statement of the interest and its general nature with the Clerk or the Secretary of the Committee or Local Board, as the case may be.

The Member shall not attempt in any way whether before, during or after the Meeting to influence the voting on any such question.

Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular Meeting, the Member shall disclose the Member's interest and otherwise comply at the first Meeting of the Council or Committee, as the case may be, attended by the Member after the particular Meeting.

In the event that a Member declares an interest during Closed Session, the Member shall affirm their declaration of Pecuniary Interest immediately after the Motion to rise and the Clerk shall record the declaration in the minutes.

A Member who has declared a Pecuniary Interest in a matter may move, second and vote on the Confirmation By-law for the Meeting in which the interest was declared and approve the minutes of the Meeting in which the interest was declared.

Where the number of Members who, by reason of the Provisions of the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* as amended are prohibited from participating in a Meeting is such that at that Meeting the remaining Members are not of sufficient number to constitute a Quorum, then, despite any other general or special Act, the remaining number of Members shall be deemed to constitute a Quorum, provided such number is not less than two.

The disclosure, recording and registering of such declarations or other matters under this section shall be managed in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*, as amended.

32. Minutes

Minutes of a Meeting shall be approved at the next regular Meeting. The minutes shall be made available to the Public after Council approval by Motion of Council.

Minutes shall record:

- a) the place, date and time of Meeting;
- b) the names of the presiding officer or officers and the record of the attendance of the Members;
- c) the reading, if requested, correction and confirmation of the minutes of prior Meetings;

- d) declarations of interest;
- e) the Motions considered and votes taken by Council; and
- f) all the other proceedings of the Meeting without note or comment.
- g) the Council decisions and directions to Staff as stated by the Mayor/Chair to the Clerk

If the minutes have been delivered to the Members of the Council then the minutes shall not be read, and a Resolution that the minutes be approved shall be in order.

After the minutes have been approved they shall be signed by the Mayor and by the Clerk.

The Clerk or designate shall act as the recording secretary for Council Meetings, including statutory public Meetings and special education sessions.

33. Delegations/Presentations

A person or group wishing to make a Delegation/Presentation to Council shall submit a Delegation Request to the Clerk or designate in writing no later than 12:00 p.m. on the Wednesday of the week before the requested Meeting. The Request shall state the nature of the business and the names of the persons in the Delegation/Presentation. A copy of the presentation must be provided for inclusion in the package. The Delegation Request Form will be included in the Agenda Package.

The Clerk shall acknowledge receipt of the request and place the matter on the next appropriate Council Agenda.

Delegations/Presentations at the Council Meeting shall be limited to ten (10) minutes. The duration may be extended by Majority Vote specifying the additional time. An organized body wishing to address Council as a Delegation shall be limited to two (2) speakers, each limited to speaking not more than a combined total of fifteen (15) minutes. Delegations for the purposes of Council training shall be permitted a longer period of speaking time at the discretion of the Clerk.

No Delegation shall:

- a) Speak disrespectfully of any person;
- b) Use offensive words;
- c) Speak on any subject other than the subject for which he or she has received approval to address Council or Committee;
- d) Disobey the Rules of Procedure or a decision of the Chair or Council.

Council may refuse to hear Delegations when, in the opinion of the Council, the subject of the presentation is beyond the jurisdiction of the Township of Melancthon.

The Mayor/Chair may shorten the time of any Delegation, any questions of a Delegation or debate during a Delegation for disorder or any other breach of this By-law.

Council has the discretion to close a Meeting to the public during a Delegation if the subject matter being considered relates to a Closed Meeting under the Act.

A maximum of two (2) Delegations/Deputations per Meeting shall be permitted.

A person who is unable to attend a Council Meeting may arrange for another person to appear as a Delegation on such person's behalf and to read aloud a prepared statement pertaining to an item listed on the Council agenda.

During or following a Delegation, Members may ask specific questions relating to the presentation for the purpose of clarification without statement or comment.

Each issue and/or Delegation will be allowed one Meeting presentation to the Council and/or Committee with a period of six (6) months lapsing before the issue can be raised again. An exception may be granted if substantially new and/or substantially significant information is provided to the Clerk or Committee Secretary.

In the event that scheduled Delegation does not appear at the prescribed time, with or without notice, the Council will continue on with the business of the day and may or may not at the discretion of Council, receive the Delegation on their arrival or that Delegation may be rescheduled to a later date.

34. Public Question Period

Public Question Period will fall on the Agenda after Point of Privilege or Personal Privilege on the regular Council Agenda.

Council requires that questions be submitted ahead of the Meeting by 12:00 p.m. on the Wednesday of the week before the regular Council Meeting. Each person will be allowed to ask one question, either written or verbal during this time, and one question for clarification purposes only after the answer is given on the original question. A question arising from the posted Agenda material on the website may be asked at the Meeting and does not have to be received in writing. Council reserves the right to defer any question if they are not able to answer it at the Meeting.

The time allotted for Public Question Period will be 20 minutes. If less time is required and there are no further questions, the Mayor/Chair will declare Public Question Period to be closed and carry on with the regular business of the Meeting, or if time permits, individuals will be allowed to ask an additional question. Also, with time permitting, anyone wanting to make a comment may do so and Council may or may not choose to respond to the comment..

Questions shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlined in the Act.

35. By-laws

Every By-law shall be introduced by Motion, specifying the title thereof.

Every By-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provision of any Act and shall be complete except for the number and date thereof.

The Clerk is hereby authorized to make such minor deletions, additions or other changes in form to any By-law before same is signed and sealed, for the purpose of ensuring correct and complete implementation of the actions of Council forming the subject matter of the By-law and Members shall be advised by the Clerk of such changes by written notice.

Every By-law shall have three readings prior to it being passed and may be given three readings on the same day except when requested otherwise by motion of the majority of the Members present or as otherwise provided by law.

All By-laws enacted by Council shall be numbered and dated, signed by the Mayor and Clerk, and shall have the seal of the Corporation affixed.

The proceedings at every regular and Special Meeting shall be confirmed by By-law so that every decision of the Council and every Resolution passed at that Meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate By-law duly enacted.

36. Petitions and Communications

Communication – Council

Every communication addressed to Council, including a petition designed to be presented to the Council, shall be legibly written or printed, shall not contain any obscene or improper language; and must include the author's full name and current contact information, at a minimum, the author's address, telephone number and email and filed with the Clerk. Once received, the communication shall be published in the Agenda package and form part of the public record. The communication shall be submitted in accordance with Section 30 of the Procedural By-law.

Communications – Public

Any communications submitted by the public to be considered or addressed by Council shall form part of the agenda for the appropriate Meeting and shall be considered to be a public document and therefore, subject to disclosure.

Communications – Referral to Committee

Any communication within the jurisdiction of a Committee shall first be placed on the Agenda for the appropriate Committee, unless the communication relates to a subject or report scheduled to be considered by Council.

Correspondence, including names and addresses, addressed to Council or directed to a Statutory Public Meeting become part of the public record and may be published in a report, agenda or minutes.

37. Notice of Motions

Any Member of Council may introduce a Motion on a matter of new business. Notices of Motion shall be made in the following manner:

- a) Submitted Prior to Meeting: A Notice of Motion submitted in writing to the Clerk not less than seven (7) calendar days prior to a Meeting shall be included in the Agenda of that Meeting as a Motion;
- b) Submitted during Meeting: A Notice of Motion without a seconder may be introduced during a Meeting, in which case the Notice of Motion shall be recorded in the minutes and placed on the Agenda for the next Meeting as a Motion;
- c) Notwithstanding Section 37(b), a Notice of Motion made during a Council Meeting may be considered by Council during that Meeting if it is moved and seconded and a vote dispensing with notice is supported by at least three Members of Council.

38. Adjournment

At the conclusion of the Agenda, seeing no other business, the Chair shall deem the Meeting adjourned by Motion to the next regularly scheduled Meeting or at the call of the Chair as determined by Council.

Part V – Motions and Voting

39. Moved and Seconded

All Motions shall be moved and seconded. The Clerk or designate may be asked to repeat the Motion in question.

No Member shall speak to any Motion until it is first read by the Chair, and the mover is entitled to speak first thereon if the Member so elects.

A Motion or amendment thereto, may not be withdrawn without the consent of the mover and seconder.

The Chair may vacate the chair in order to move or second a Motion and shall resume the chair following the vote on the matter.

Whenever the Chair is of the opinion that a Motion or Resolution is contrary to the Rules of Procedure, the Chair shall rule the Motion or Resolution out of order.

A Motion or Resolution which requires the exercise of a power or powers by Council which are not within its jurisdiction, shall not be in order.

All Motions shall commence with the words "Be It Resolved That".

All Motions may be supported or opposed by the mover and seconder.

40. Address the Chair

Every Member speaking on any question or Motion shall address the Chair.

41. Order of Speakers

When two (2) or more Members wish to speak, the Chair shall designate the Member who has the floor who shall be the Member who, in the opinion of the Chair, first requested to speak.

42. Final Speaker

A Member who has made a Motion and/or amendment to such Motion shall be permitted the final reply.

43. Severability of Question

Upon the request of any Member, and when the Chair is satisfied that a question under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.

44. Voting Procedure

Each Member present and voting shall announce or indicate his or her vote upon the Motion openly and individually by show of hands and no vote shall be taken by ballot, or any other method of secret voting.

Every Member present shall vote unless prohibited by statute, in which case it shall be so recorded.

A failure to vote or abstention by a Member who is present at the Meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

After a Motion is called to vote by the Chair, no Member shall speak to the question, nor shall any other Motion be made until after the vote is taken and the result has been declared.

When the Chair calls for the vote, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Chair, and during such time no Member shall walk across the room to speak to any other Member or make any noise or disturbance.

The manner of determining the decision of the Council on a Motion shall be at the discretion of the Chair and may it be by voice, show of hands, standing or otherwise.

Any Motions on which there is a tie vote shall be deemed to be lost, except where otherwise provided by the *Act*.

45. Recorded Vote

A request by a Member for a Recorded Vote shall be made immediately prior to the commencement of the vote being taken or immediately thereafter, prior to proceeding to the next item on the agenda.

When a Recorded Vote is requested, the Clerk shall call the names and record the vote commencing with the Member who requested the vote, to be followed by the next Councillor in alphabetical order with the Deputy Mayor and the Mayor voting second last and last. If the requester is the Mayor or Deputy Mayor, they shall vote first. The Clerk to announce the results. The names of those who voted for and those who voted against shall be noted in the minutes.

46. Unrecorded Vote

The manner of determining the decision of the Council on a Motion shall be at the discretion of the Mayor and may be by voice, show of hands, standing or otherwise.

47. Tie is Lost

If there is a tie vote on any question, the vote shall be deemed to have been lost, except where otherwise provided by the *Act*.

48. Secondary Motions

The following matters and Motions are not debatable and may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:

- a) a Point of Order or privilege;
- b) to move the question be put;
- c) to recess;
- d) to move to Committee of the Whole;
- e) to move to Committee of Adjustment;
- f) to extend the time of the Meeting; or
- g) to adjourn.

The following matters and Motions are debatable and may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:

- i. to amend;
- ii. to suspend the Rules of Procedure;
- iii. to commit or refer to a specific body;
- iv. to defer or to postpone indefinitely;
- v. any other procedural Motion.

49. Order of Consideration

When a question is under consideration, no Motion shall be received except a procedural Motion or a Motion to amend.

Procedural Motions shall be considered immediately upon receipt and shall have precedence and may be subject to debate as follows:

- a) to extend the time of the Meeting (not debatable);
- b) to commit or refer (debatable);
- c) to table (not debatable);

- d) to postpone to a certain day (debatable);
- e) to adjourn (not debatable);
- f) any other procedural Motion (debatable).

50. Motion to Amend

Motions may be amended prior to the calling for the vote if a Quorum of the Members agree to the amendment.

Amendments shall be relevant and germane to the principle of the report or motion under consideration.

Only one amending motion shall be considered at any one time.

51. Motion to Rescind

A Motion to rescind a Motion previously passed can be made by anyone but only if no action has been taken on the Motion to be rescinded. It requires two-thirds majority for approval.

52. The Question Be Now Put

A Motion that the question be now put shall preclude all further amendments of the question. When resolved in the affirmative, the question and all amendments thereto are to be put forward without debate or further amendment.

Such Motion cannot be moved by a Member who has already debated the question.

53. Motion to Lay on the Table

A Motion to lay on the table with some condition, opinion, or qualification added to the Motion to table shall be deemed to be a Motion to postpone.

The matter tabled shall not be considered again by the Council until a Motion has been made to take up the tabled matter at a subsequent Meeting.

A Motion to take up a tabled matter is not subject to debate or amendment.

A Motion that has been tabled and not taken from the table for six months shall be deemed to be withdrawn, and cannot be taken from the table.

54. Motion to Postpone

A matter postponed to a definite date shall be considered first over all other business on such date.

A Motion to postpone without a definite date shall be treated as if it was a Motion to lay on the table.

55. Reconsideration of a Matter

If a matter has been previously considered, it shall not be reconsidered by such body within six (6) months after the Meeting at which it was originally considered, without the consent of at least two-thirds of the Members present.

A motion to reconsider must be moved by a member of the prevailing side where the matter was first considered.

A motion to reconsider on a decided matter of Council shall be brought forward as a Notice of Motion.

Part VI – Rules of Debate

56. Rules of Debate

No Member shall speak more than once, except if requested to give an explanation, until every Member who desires to speak, has spoken.

When a Member is speaking, no other Member shall pass between that Member and the Chair, or interrupt him or her, except to raise a Point of Order or a point of Personal Privilege.

A Member may speak to the same question for a maximum of five minutes, and, with leave of the Council, may be granted an extension.

When an item is being discussed and one Member has the floor a Member may ask a question only for the purpose of obtaining information necessary for a clear understanding thereof.

All questions shall be stated succinctly and questions shall not be used as a means of making statements or assertions.

Questions may be asked through the Chair of the previous speaker, Staff, a Delegation or Presenter.

A Member may not ask a question if the Chair rules that such question, in substantially similar form and content, has already been asked and answered.

57. Points of Order or Points of Privilege

A Member may interrupt the person who has the floor to raise a Point of Order when such Member feels that there has been a deviation or departure from the Rules of Procedure and upon hearing such Point of Order, the ruling of the Chair shall be final unless the Member appeals the ruling to Council which shall decide the question “that the decision of the Chair be sustained” without debate upon a Majority Vote of the Members present.

A Member may rise at any time on a point of Personal Privilege where such Member feels that personal integrity or the integrity of the Council has been impugned by another Member and upon hearing such point, the ruling of the Chair shall be final unless the Member appeals the ruling to Council which shall decide the question “that the decision of the Chair be sustained” without debate upon a Majority Vote of the Members present.

Where the Chair decides that a breach of privilege has taken place, the Chair shall cause the offending Member to apologize, and failing such apology shall require such Member to vacate the Council Chamber for the duration of the Meeting.

Any Member may appeal the decision of the Chair to the Council which shall decide the question “that the decision of the Chair be sustained” without debate upon a Majority Vote of the Members present.

Part VII – Committees, Task Forces and External Boards

58. Internal Committees, Sub-Committees or Task Forces

Council may create, appoint and dissolve any Committee, Sub-Committee or Task

Force by By-law or Resolution, including the Terms of Reference. Where no specific Rules of Procedure are specified, these Rules of Procedure shall apply. The Committee, Sub-Committee or Task Force shall sit for the term of Council, or as determined by Council.

All Committees, Sub-Committees or Task Forces will forward their recommendations to Council in the form of a Report.

The minutes of the Meetings will be forwarded to Council in approved form. The Agendas will be forwarded to the Clerk or designate to be posted on the Township website.

Verbal Reports of each Council Member's Sub-Committee, Committee or Task Force or Outside Board Meeting may be given at the first regular Council Meeting each month.

Council Members who are not Members of a specific Committee or Task Force may attend Meetings of that Committee or Task Force and may, with the consent of the Chair of that Committee or Task Force, take part in the discussion, but shall not be counted in the Quorum or entitled to make motions or to vote but their attendance shall be noted in the minutes of the Meetings.

Council may at its discretion, appoint or dismiss any Committee, Sub-Committee or Task Force Member by By-law or Resolution.

59. Council Representation on External Boards

The Township of Melancthon shall be represented on all external Boards and Committees for whom appointments are sought or required at the discretion of Council.

At the beginning of each term of Council, the Mayor shall request with the assistance of the Clerk or designate a list of Boards and Committees each Member of Council is interested in serving on for their Council term.

The Mayor shall submit for Council consideration a list of external boards and Committees accompanied by one or more Members to be appointed to each of these bodies. The list may be debated at time of consideration.

Appointments shall be made by By-law for the Council term, unless otherwise determined.

60. Ex-Officio

Where a Committee, Sub-Committee or Taskforce is established by reference to a particular number of Members without specifically providing for the Members of the Head of Council, such number is automatically increased by one, being the Head of Council.

The Head of Council may vote and otherwise participate in the business of the Committee without any restriction on the same basis as any other Member.

61. Committee of the Whole

Committee of the Whole facilitates the decision-making process of Council. The Committee is comprised of all Members of Council who fully participate in debate and forward recommendations to Council for final decision.

The Mayor shall preside as Chair of the Committee of the Whole. In the event that Council wishes to designate another Member of Council, other than the Mayor, to act

as Chair for the Committee of the Whole, this may be done by Resolution of Council.

In the event that the Mayor is absent, the Deputy Mayor will preside as Chair of the Committee of the Whole. If Council has designated another Member to Chair the Committee of the Whole and that Member is absent, the Committee of the Whole shall select another Chair from the Members present.

The Chair of the Committee of the Whole shall maintain order in Committee and report the proceedings to Council. The rules governing the procedure of Council and the conduct of Members shall be observed in Committee of the Whole so far as they are applicable, provided that no vote shall be recorded.

A final agenda package shall be distributed electronically to the Members of Committee and made public no later than the close of business on the Thursday (one week prior to the Meeting). In the event of a Holiday, final agenda delivery shall be delayed by one day if required.

Minutes of a Meeting shall be approved at the next scheduled Meeting. The minutes shall be made available to the Public after Committee approval by Motion.

Part VIII – Vacancies

62. Appointments to Vacancies

Where a vacancy occurs in the office of a Member of Council and the vacancy is to be filled other than by an election, the Council shall appoint a person who has consented to accept the office.

If more than one candidate is nominated for appointment to fill such vacancy, a vote shall be taken by the Clerk.

The Clerk shall record the name of each Member of Council and the name of the candidate for which the Member is voting. The results shall be declared by the Clerk.

Part IX – Other Matters

63. Conflict with any Other By-law

In the event of conflict between this By-law and any laws, the provisions of the Statute prevail.

In the event of any conflict between any provisions of this By-law and any other By-law hereto are passed; the provisions of this By-law shall prevail.

64. Suspension of Rules

Any procedure required by this By-law may be suspended with consent of a majority of the Members of Council present.

65. Amendment

No amendment or repeal of this By-law or any part thereof shall be considered at any Meeting of the Council unless notice of the proposed amendment or repeal has been given at a previous regular Meeting of Council. The waiving of this notice by Council is prohibited.

In all matters and under all circumstances the Member shall be guided by and shall have regard to the Act and *Municipal Conflict of Interest Act, R.S.O. 1990, c. M50*.

Following a regular or new election, the Clerk shall provide each Member of Council with a copy of this By-law, including any amendments thereto.

66. Emergency Provision

If a matter arises, which in the opinion of the CAO/Clerk is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the Township of Melancthon, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the CAO/Clerk shall make his/her best efforts to provide notice of the action as soon as possible following the action and will present a report to Council for ratification.

67. Repeal

That By-laws 16-2015, 28-2022 and 22-2023 are hereby repealed.

68. Effective Date

That this By-law shall come into full force and effect on the date of enactment.

BY-LAW READ A FIRST AND SECOND TIME THIS 11TH DAY OF JANUARY, 2023.

BY-LAW READ A THIRD TIME AND PASSED THIS 11TH DAY OF JANUARY, 2023.

MAYOR

CLERK

COUNCIL

Mayor: Darren White –
dwhite@melancthontownship.ca
Deputy Mayor: James McLean –
jmclean@melancthontownship.ca
Councillor: Ralph Moore –
rmoore@melancthontownship.ca
Councillor: Bill Neilson –
bneilson@melancthontownship.ca
Councillor: Ruth Plowright –
rplowright@melancthontownship.ca

TOWNSHIP STAFF

Denise B. Holmes, AMCT – CAO/Clerk
Sarah Culshaw – Treasurer/Deputy Clerk
Craig Micks – Public Works Superintendent

E-PERMITTING FOR BUILDING PERMITS

Follow these Steps:

- ❖ [Dufferincounty.ca](https://www.dufferincounty.ca)
- ❖ **Building Permit Information**
- ❖ **E-Permitting is live – Sign up here**
- ❖ **Cityview Portal – Set up an account**
- ❖ **Complete application forms and upload all documents required**

Many properties are within a Conservation Authority Regulated Area and these approvals must be included in the uploaded documents. Check your property with the Grand River Conservation Authority, Nottawasaga Valley Conservation Authority, Niagara Escarpment Commission, and the Saugeen Valley Conservation Authority's online mapping.

****BUILDING PERMITS ARE REQUIRED FOR ALL BUILDINGS OVER 160SQFT****

2024 TAXES/FINANCIAL INFORMATION

Interim Taxes will be billed on or around January 30th, 2024
1st Installment Due Date: February 20th, 2024,
2nd Installment Due Date: May 21st, 2024
Final Taxes will be billed on or around July 30th, 2024
3rd Installment Due Date: August 20th, 2024
4th Installment Due Date: November 29th, 2024
Please refer to the back of your tax bill for important information on how to pay your taxes. Debit and online payments are accepted.
IF PAYING BY ONLINE BANKING, PLEASE ALLOW 3-4 BUSINESS DAYS FOR YOUR PAYMENT TO REACH THE MUNICIPAL OFFICE IN ORDER TO AVOID LATE CHARGES



HORNING'S MILLS COMMUNITY HALL

The Hall Board hosts numerous community events and activities throughout the year. "Like" the Horning's Mills Community Hall on Facebook to stay up to date on upcoming events. Rent the Hall for your event, whether a party, wedding or celebration of life. For Rentals Contact - Ruth Plowright at 519-942-6333

2024 ONTARIO HERITAGE WEEK

Ontario Heritage Week is February 19th – 25th, 2024, and Melancthon Township will be recognizing and celebrating heritage in all its forms, by raising the Township of Melancthon Flag during this time. The Committee will also be showcasing five properties in the Township that have Historical Significance.

LIVESTOCK INVESTIGATOR

Mike Swidersky is the Township's Livestock Investigator and can be reached at 519-370-8586.



CANINE CONTROL

Township Canine Control is handled by AGAPIK9. For dogs running at large, lost or found that have a Township Dog Tag on them please contact the Township Office during office hours. For after hours assistance please contact AGAPIK9 at 519-942-1508.



Dufferin County and its local municipal partners are ready to provide support to those in need in a crisis. On September 29, 2023, the municipalities unveiled a network of eight emergency support services trailers stocked with equipment and provisions to enable volunteers to support up to 50 people per trailer in emergencies – the first regional network of its kind in Ontario! The Emergency Support Services Trailer will be deployed at the Horning's Mills Community Hall in the event of an emergency, as the Hall is designated as an Emergency Shelter. Thank you to Dufferin County for providing support to those in need during an emergency.

Want to pay with Credit Card?? Credit card payments can now be made online through a third-party website www.paysimply.ca There is a fee charged by the third-party to process the payment, please visit their website for more information on this. Please note that these payments can take between 7 -10 business days to be received by the Township Office so please be mindful of this if using this option for tax payments.

In accordance with the Township's Asset Management Plan, and in keeping with our current levels of service, the Public Works Department welcomed a 2015 John Deere Grader and a 2023 F550 Dually Pick-up Truck with a Plow and Sander Last Fall.



PRE-AUTHORIZED DEBIT IS NOW AVAILABLE

IN ORDER TO QUALIFY

- ❖ You must not have any outstanding arrears on your tax account
- ❖ You cannot be paying your taxes with your mortgage

WE ARE OFFERING TWO DIFFERENT PLANS

The Due Date Plan: Payment to your tax account in the amount of the installment due is withdrawn from your account on the due date.

The Monthly Plan – 12 Payments: The monthly plan provides a convenient way to budget. The Tax Department will establish a monthly payment amount calculated both in December and again in July with your Final Tax Billing to meet your current taxes due. The December payment will have to be adjusted to include any remaining balance or credit. **Payment withdrawal date will be on the 28th of each month.**

****TO GET STARTED COMPLETE THE FORM ON THE TOWNSHIP WEBSITE AT THE BELOW LINK****
<https://melancthontownship.ca/wp-content/uploads/2022/10/pre-authorized-debit-agreement.pdf>



Corporation of the Township of Melancthon

Moved by D. White

Seconded by

Date, 2023

Be it resolved that:

Council requests that the fire chiefs present
a business case for an upgraded radio system
that outlines and explains the following

- limitations and challenges with regards
to a new radio system.

- a reasonable amortization rate.

- A needs analysis

- A process for tenders or RFP's

- A funding model that is reflective
of municipal apportionment.

Recorded Vote	Yea	Nay
Mayor Darren White		
Deputy Mayor James McLean		
Councillor Ralph Moore		
Councillor Bill Neilson		
Councillor Ruth Plowright		

Carried/Lost: _____

MAYOR

GB 17.3.2

JAN 11 2024



Township of Melancthon— Development Charges Study Proposal

Council
January 11, 2024

DEL 18.1
JAN 11 2024

Development Charge Study Proposal



- Watson & Associates Economists Ltd. (Watson) has provided a proposal to undertake a Development Charges Study.
- The purpose of the study is:
 - Required to be undertaken to allow for a new by-law to be approved prior to the current by-law expiry on August 15, 2024;
 - To review and embrace changes to the D.C. legislation that have taken place since the 2019 by-law was approved;
 - To update the growth forecast and growth-related capital needs based on the most recent information available/known;
 - Provide a Background Study and draft D.C. by-law for Council's consideration; and
 - Assist the Municipality in meeting the legislative public process required, including passing the new by-law.



Development Charges

Purposes

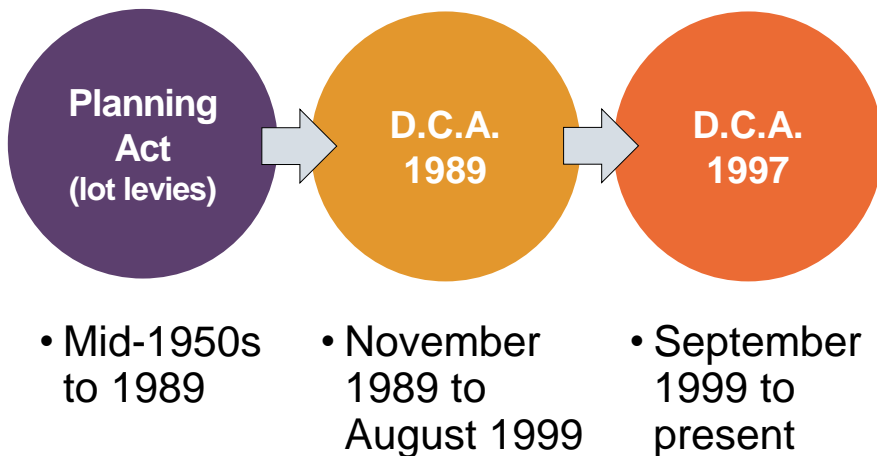
- To recover the capital costs associated with residential and non-residential growth within a municipality, to the extent available through the D.C.A.
- The capital costs are in addition to what costs would normally be constructed as part of a development agreement (i.e., internal roads, stormwater infrastructure, sidewalks, streetlights, etc.)
- Municipalities are empowered to impose D.C.s via the D.C.A.
 - Note the D.C. By-law may be appealed to the Ontario Land Tribunal within 40 days of by-law passage



History of D.C.s and Legislative Changes

*Development Charges Act
(D.C.A.) and Planning Act*

History of D.C.s



Amendments to D.C.A., 1997

- 1 Bill 73: January 1, 2016
- 2 Bill 108: June 6, 2019
- 3 Bill 138: December 10, 2019
- 4 Bill 197: July 21, 2020
- 5 Bill 213: December 8, 2020
- 6 Bill 109: March 29, 2022
- 7 Bill 23: November 28, 2022
- 8 Bill 97: June 8, 2023
- 9 Bill 134: December 4, 2023

Changes to the D.C. Legislation



The changes to the D.C.A. have been provided through:

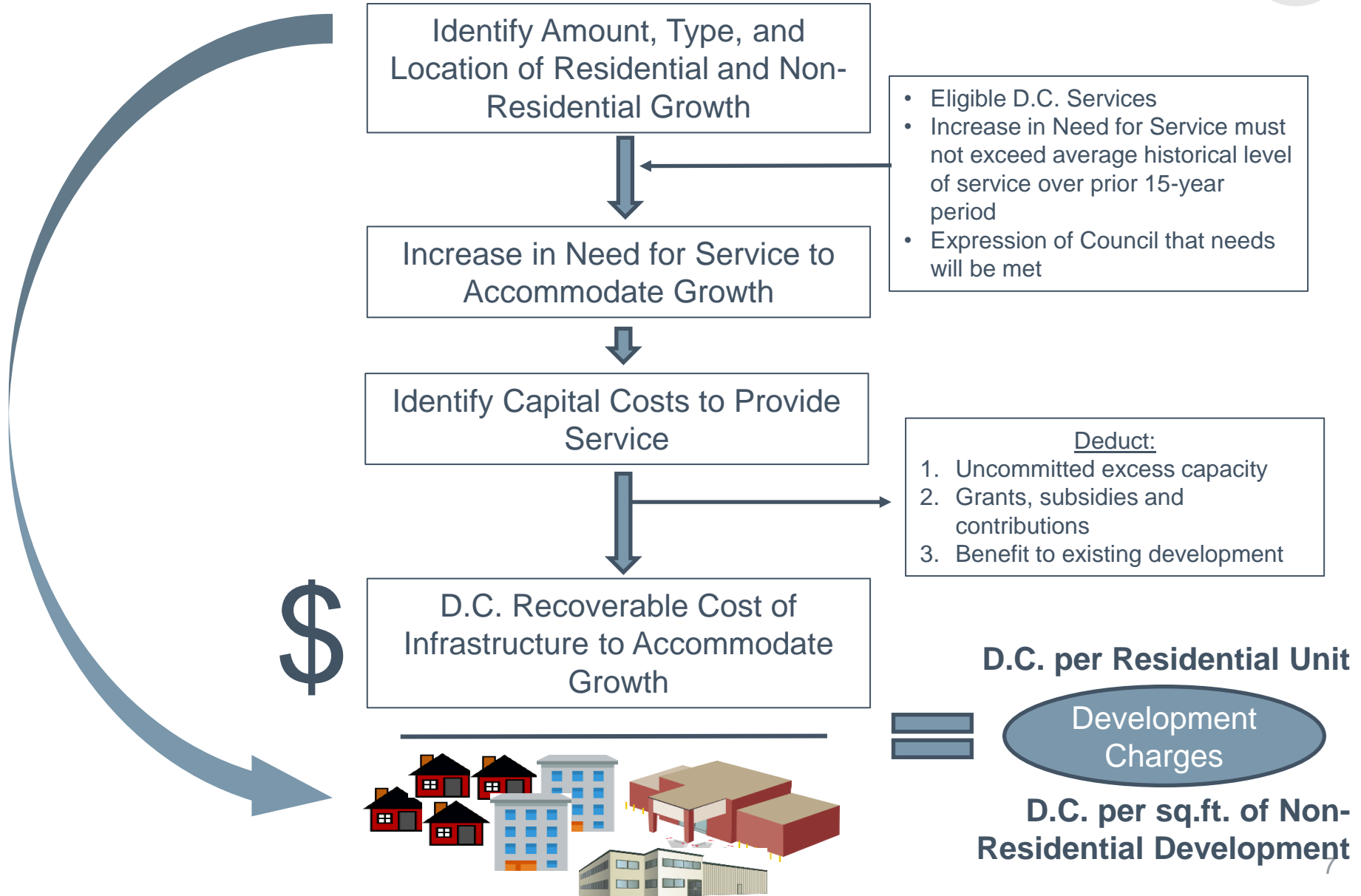
- Bill 108: *More Homes, More Choice Act*, 2019
- Bill 138: *Plan to Build Ontario Together Act*, 2019
- Bill 197: *COVID-19 Economic Recovery Act*, 2020
- Bill 213: *Better for People, Smart for Business Act*, 2020
- Bill 109: *More Homes for Everyone Act*, 2022
- Bill 23: *More Homes Built Faster Act*, 2022
- Bill 97: *Helping Homebuyers, Protecting Tenants Act*, 2023
- Bill 134: *Affordable Homes and Good Jobs Act*, 2023
- ❖ Additional Potential Changes are anticipated in 2024

Changes to the D.C. Legislation



- Since the 2019 D.C. by-law passed, the Province has introduced several amendments to the *Development Charges Act* (D.C.A.) and *Planning Act* that have affected the ability of municipalities to impose charges on development to recover growth-related capital costs.
 - Some of the changes are currently in place where others are still pending (i.e., awaiting proclamation/regulations).
 - Additional changes are anticipated in 2024, and the study process will include embracing changes that are known at the time of the background study release and by-law passage.
 - Many of the changes to the legislation have direct impact on property taxes, as additional exemptions, discounts, and phase-ins have been mandated. Municipalities have to fund the portion of the D.C.s that are not eligible for recovery due to these statutory policies.

Simplified D.C.A. Methodology/Calculation





Current D.C. By-law

Melanchthon's Current D.C. By-law



- On August 16, 2019, the Township passed a D.C. by-law (i.e., By-law 37-2019) with an immediate effective date with a 5-year expiry date.
- The Township currently applies development charges on a Municipal-wide basis for Services Related to a Highway, Fire Protection, Policing, Administration Studies, Library and Parks & Recreation Services.
- The 2024 D.C. Study process will review the growth needs for these services and potentially other eligible services. It is noted that currently, once a new by-law is passed, growth studies will be ineligible to be recovered in the future (however, this is an area that may change during the D.C. process based on a December 13, 2023, news release from the Province).
- A new by-law must be approved prior to August 15, 2024, to allow for continued recovery from growth.

Schedule of Current Development Charges

Effective January 1, 2024



Service	Residential				Non-Residential	
	Single & Semi Detached	Multiples	Apartments with ≥ 2 Bedrooms	Apartments with < 2 Bedrooms	Wind Trubines	Non-Res. per sq.ft. of G.F.A.
Services Related to a Highway	2,688	2,103	1,295	931	2,688	2.03
Fire Protection Services	1,533	1,199	738	530	1,533	1.14
Policing Services	16	11	8	5	-	0.01
Outdoor Recreation Services	77	61	39	26	-	0.02
Indoor Recreation Services	3,058	2,395	1,473	1,061	-	0.85
Library Services	244	192	119	85	-	0.06
Growth Studies	2,146	1,679	1,034	744	-	1.58
Total	9,762	7,640	4,706	3,382	4,221	5.69



Study Timelines

Timeline - Revised



- The Work Plan provided in the Proposal, has been revised slightly based on a July 14th Council date for by-law passage (one week sooner than originally anticipated).
- If the study begins the week of January 15th, there is still enough time to undertake all the necessary steps required in the process

Workplan Task	Jan-24					Feb-24				Mar-24				Apr-24					May-24				Jun-24				Jul-24			
Week of	1	8	15	22	29	5	12	19	26	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22
Development Charges Study																														
1. Study Initiation Meeting (1)			IM																											
2. Data Collection and Review of Background Materials																														
3. Growth Projection Development (1)					SM																									
4. Historic Service Standard Calculation, D.C. Calculation and Rules (3)							SM				SM		SM																	
5. Meetings with Senior Management Team (1)																		SMT												
6. Examination of Long-term Capital/Operating & Asset Management Plan																														
7. Prepare D.C. Draft & Final Background Study & Draft By-law(s)																				FR										
8. Public Meeting (1)																									PM					
9. Passage of By-law(s) (1)																													BP	
10. Implementation Process																														

Legend:

IM - Study Initiation Meeting

DR - Draft Report

SM - Staff Meeting

FR - Final Report

PM - Statutory Public Meeting

BP - By-law Passage

SMT - Senior Management Team Meeting

Note: the final report release, public meeting and by-law passage dates acknowledge legislative requirements to ensure a new by-law is in place prior to the existing by-law expiry on August 15, 2024.



Questions?



Request for Proposal

Township of Melancthon

Development Charges Background Study & By-Law

SUBMITTED:

December 8, 2023

Watson & Associates Economists Ltd.

Andrew Grunda

905-272-3600 ext. 229

grunda@watsonecon.ca

December 8, 2023

Sarah Culshaw
Treasurer/Deputy Clerk
Township of Melancthon
157101 Highway 10
Melancthon, Ontario, L9V 2E6

Dear Sarah Culshaw:

Re: Development Charges (D.C.) Background Study & By-Law

Based on the request of the Township of Melancthon (Township), Watson & Associates Economists Ltd. (Watson) is pleased to submit this proposal for the above-referenced assignment. Our extensive experience assisting the Township on development charge matters, as well as other Ontario municipalities with development charges over the past 40 years makes us well suited to this assignment. Watson's experience in the development charges field will allow us to provide the Township with the knowledge and information necessary to continue to practice sound, defensible development charges policies.

We agree to be bound by the statements and representation made in the proposal and to any agreement resulting from the proposal. We have no conflict of interest that would compromise the performance of the work. Our client base is almost exclusively municipalities and school boards.

We trust this proposal attached herein provides you with the assurance you are currently seeking. We would be pleased to discuss further if you have any questions.

We look forward to the opportunity of working with you on this important assignment.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD



Andrew Grunda, MBA, CPA, CMA
Principal



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1. Introduction

The Township of Melancthon (Township) has requested a proposal to undertake a development charges (D.C.) background study and by-law consistent with the provisions of the *Development Charges Act* (D.C.A.), as recently amended. The study will result in the emplacement of a new D.C. by-law(s) that meets legislated requirements of the D.C.A. The Township's current D.C. By-law 37-2019 will expire on August 15, 2024. To continue to impose D.C.s, the Township will need to adopt a new D.C. by-law prior to this date.

In preparing this proposal, we recognize that the overall objective of the D.C. background study is to provide funds that will allow the Township to finance capital works required for development and permit the Township to grow on a financially sound basis while complying with the legislative requirements. To achieve this objective, Watson will deliver a cost effective, creative, and technically sound work plan that seeks to economize on preparing the study simultaneously with an integrated communication plan with stakeholders. In this regard the review will:

- Determine the amount, type, and location of development within the Township over the forecast period;
- Review the Township's current service areas and policies and recommend an appropriate D.C. strategy that would maximize D.C. revenue. This will have specific regard for recent legislative changes to D.C. eligible services and capital costs;
- Comply with the requirements of the D.C.A., as amended, and its associated regulation, O. Reg. 82/98. This includes preparing a D.C. background study comprising a forecast of anticipated development, determination of eligible services, estimate increased needs for each service and capital costs, measure 15-year historic level of service, calculate the charges with required statutory deductions, evaluate area-specific circumstances and rules for imposing the calculated charges;
- Review and recommend by-law policies and definitions for the D.C. by-law(s);
- Recommend implementation policies for the D.C. by-law(s), including policies related to cost recovery, strategies on exemptions, discounting, and credits as well as a discussion on the implications of discounting, exemptions, mandatory phase-in, and credits on the various classes of development;



- Lead the Township's study process for public consultation with internal and external stakeholders and assist in the adoption and implementation of the by-law(s). This includes presentation of findings to development industry stakeholders at the statutory public meeting of Council, as well as public release of the study and associated notices required prior to approval;
- Provide draft D.C. by-law(s) for the Township's use and Council's consideration (in Microsoft Word format and pdf); and
- Provide the Township with an electronic copy of the report, to facilitate the tracking and reporting of associated revenues, expenditures, and reserve funds after by-law adoption.



2. Company Profile

Watson & Associates Economists Ltd. (Watson) is a limited company of municipal economists, planners, and accountants which has been in operation since 1982 located in Mississauga, Ontario. With a municipal client base of more than 250 Ontario municipalities and utility commissions, many of which are long-term repeat clients, the firm is recognized as a leader in the municipal finance/local government field. The firm's committed staff of 37 individuals has worked together for many years. The firm's Principal, Andrew Grunda, and directors have participated extensively as expert witnesses on municipal finance matters at the Ontario Land Tribunal (O.L.T.), (formerly known as the Local Planning Appeal Tribunal (L.P.A.T.)) for 40 years.

Our work has involved many aspects of municipal finance and economics, including assisting municipalities across the Province with D.C. studies. Our firm also specializes in parkland studies, fiscal impact assessments, C.B.C. strategies, full cost user fee pricing models, financial feasibility assessments, capital and operating impacts of municipal servicing, demographic forecasts, growth management studies, and local economic impact assessments.

Our firm has undertaken over one-half of the consulting work completed in Ontario in the development charges (D.C.) field during the past decade. In addition to having completed the D.C. Background Study for the Township in 2019 (and prior to), we have significant recent D.C. experience with municipalities in the Greater Toronto Area, as well as throughout the Province of Ontario.

The *More Homes Built Faster Act, 2022*, along with the *COVID-19 Economic Recovery Act, 2020*, imposed amendments to the *Development Charges Act, 1997* (D.C.A.) that have impacts on municipal capital funding tools. Continuing to provide recommendations in light of the challenges for municipalities arising from these amendments will be crucial to the successfulness of this undertaking.

Our directors were actively involved in the consultation on D.C.A. amendments, including as part of the Province's working groups, and are industry leaders in developing methodologies and approaches to comply with the legislated changes. Our directors participated in the "Development Charges and Housing Affordability Technical Consultations" in January 2019, and we have continued to be actively involved with the MFOA and with our municipal partners in the assessment and interpretation of the



changes to the D.C.A., making us well suited to assist the Township through this legislative transition.

Further information about Watson including our mission, our philosophy, and our services can be found in Appendix A.

3. Methodology

3.1 Recent Amendments to the D.C.A.

The Township has requested a proposal to undertake a D.C. background study and by-law. The D.C. background study will result in the emplacement of a new D.C. by-law(s) that meets the requirements of the D.C.A. The following summarizes some of the recent legislative changes to the D.C.A., that will be adhered to and directly addressed and highlighted for discussions with Township staff and stakeholders during the assignment.

More Homes, More Choice Act, 2019

On May 2, 2019, the Province introduced Bill 108 which proposed changes to the D.C.A. The Bill was introduced as part of the Province's "More Homes, More Choice: Ontario's Housing Supply Action Plan." The *More Homes, More Choice Act, 2019* received Royal Assent on June 6, 2019, and was subsequently proclaimed enacting the following changes effective January 1, 2020. The following summarizes the major legislative changes under the Act:

- Rental housing and institutional developments will pay D.C.s in six equal annual payments commencing at occupancy. Non-profit housing developments will pay D.C.s in 21 equal annual payments¹. Interest may be charged on the installments, and any unpaid amounts may be added to the property and collected as taxes.
- The D.C. amount for all developments occurring within two years of a site plan or zoning by-law amendment planning approval (for application submitted after this section is proclaimed), shall be determined based on the D.C. in effect on the day of site plan or zoning by-law amendment application. If the development is

¹ Subsequently exempt from D.C.s under the *More Homes Built Faster Act*.



not proceeding via these planning approvals, then the amount is determined the earlier of the date of issuance of a building permit or occupancy.

- Transitional provisions with respect to soft services, as well as other provisions clarifying definitions and administrative powers to make regulations, are in effect as of the date of Royal Assent.

Plan to Build Ontario Together Act, 2019

On November 6, 2019, the Province released Bill 138 which provided further amendments to the D.C.A. and the *Planning Act*. This *Plan to Build Ontario Together Act, 2019* received Royal Assent and was proclaimed on December 10, 2019, which resulted in sections related to the D.C.A. becoming effective on January 1, 2020. The amendments to the D.C.A. included removal of installment payments for commercial and industrial developments that were originally included in the *More Homes, More Choice Act*.

COVID-19 Economic Recovery Act, 2020

The *COVID-19 Economic Recovery Act, 2020* (Bill 197) received Royal Assent on July 21, 2020, and was proclaimed on September 18, 2020.

A summary of the changes to the D.C.A. are presented below.

- List of D.C. Eligible Services - The following provides the list of services to be eligible for inclusion in a D.C. by-law:
 - Water supply services, including distribution and treatment services.
 - Wastewater services, including sewers and treatment services.
 - Storm water drainage and control services.
 - Services related to a highway.
 - Electrical power services.
 - Toronto-York subway extension, as defined in subsection 5.1 (1).
 - Transit services other than the Toronto-York subway extension.
 - Waste diversion services.
 - Policing services.
 - Fire protection services.
 - Ambulance services.
 - Library services.
 - Long-term care services.



- Parks and recreation services (but not the acquisition of land for parks).
- Public health services.
- Child care and early years services.
- Housing services².
- *Provincial Offences Act* services.
- Services related to emergency preparedness.
- Services related to airports, but only in the Regional Municipality of Waterloo.
- The Act removes the mandatory 10% deduction for all D.C. eligible services and provides additional statutory exemptions for secondary residential dwelling units within and ancillary to prescribed existing and new developments.

Better for People, Smarter for Business Act, 2020

On December 8, 2020, the *Better for People, Smarter for Business Act* (Bill 213) received Royal Assent. One of the changes included amending the *Ministry of Training, Colleges, and Universities Act* by introducing a new section that would exempt the payment of D.C.s for developments of land intended for use by a university that receives operating funds from the Government.

More Homes for Everyone Act, 2022

On April 14, 2022, the *More Homes for Everyone Act* (Bill 109) received Royal Assent. The changes related to the D.C.A. include additional requirements for the annual Treasurer's statement. As part of the D.C. background study, Watson will provide information on the requirements to ensure the Township is compliant with the legislation upon implementation of the D.C. by-law.

More Homes Built Faster Act, 2022

The *More Homes Built Faster Act* (Bill 23) received Royal Assent on November 28, 2023. The Act provided amendments to multiple statutes, the amendments to the D.C.A. include the following changes:

- Additional Residential Unit Exemption: allowance of a third unit as-of-right unit to be exempt in semi-detached and row dwellings.

² Subsequently removed as an eligible service under the *More Homes Built Faster Act*.



- Removal of Housing as an eligible D.C. service.
- Additional Statutory Exemptions for Affordable Units, Attainable Units, Inclusionary Zoning Units, and Non-Profit Housing Developments
 - Affordable units is defined as rental and ownership units within 80% of annual market rents/purchase price as defined by the Bulletin to be prepared by the Province; and
 - Attainable units will not include Affordable Units or Rental Housing Developments, as defined in the D.C.A., as such regulations are required to define these types of developments.
- Historical Level of Service calculation is extended to include the 15-year period prior to the completion the D.C. Background Study, as compared to the 10-year period previously.
- Capital Costs definition has been revised to remove studies as eligible costs.
- Mandatory Phase-In of a D.C. by-law passed after January 1, 2022, whereby the maximum charge would be imposed as follows:
 - Year 1 – 80% of the maximum charge;
 - Year 2 – 85% of the maximum charge;
 - Year 3 – 90% of the maximum charge;
 - Year 4 – 95% of the maximum charge; and
 - Year 5 to expiry – 100% of the maximum charge.
- D.C. By-law Expiry was extended from 5 year to 10 years after the date the by-law comes into force unless the by-law expires or is repealed earlier.
- D.C. for Rental Housing Developments, defined as a development with four to more residential units, all of which are intended for use as rental residential premises, are to receive a discounted D.C. based on the number of bedrooms within the dwelling unit as follows:
 - Three or more bedrooms – 25% reduction;
 - Two bedrooms – 20% reduction; and
 - All other bedroom quantities – 15% reduction.
- Maximum Interest Rate for Installments and the Determination of Charge for Eligible Site Plan and Zoning By-law Amendment Applications is to be set at the average prime rate plus 1% for set intervals.
- Requirement to Allocate Reserve Funds whereby municipalities will be required to spend or allocate at least 60% of their reserve fund balance at the beginning of



the year for water, wastewater, and services related to a highway, commencing 2023.

Helping Homebuyers, Protecting Tenants Act, 2023

The *Helping Homebuyers, Protecting Tenants Act* (Bill 97) received Royal Assent on June 8, 2023. This bill extends the mandatory exemption from payment of D.C.s for additional residential units in new residential buildings or in existing houses to all lands versus just urban lands.

Affordable Homes and Good Jobs Act, 2023

The *Affordable Homes and Good Jobs Act* (Bill 134) received Royal Assent on December 4, 2023. This bill updates the definition for Affordable Housing related to the residential units that will be exempt from the payment of Development Charges, as well as Community Benefits Charges and Parkland Dedication under the Planning Act. The new definition includes an income-based measure for both rental and owned affordable units.

3.2 D.C.A. Required Methodology

The D.C.A., as amended, provides a specified number of steps, which must be undertaken in the calculation of a D.C. Figure 3-1 illustrates diagrammatically our firm's understanding of the methodology required. This process is similar to that followed in previous D.C. studies for all our clients and has been successfully defended before the Ontario Land Tribunal (O.L.T.). The approach has been modified to reflect recent amendments to the D.C.A. noted above. A brief discussion is provided below:

Step 1 involves estimating the anticipated amount, type, and location of development for which D.C.s can be imposed. This estimate is needed for the term of the by-law and the planning period determined for the increase in need for service. Annual estimates do not appear to be mandatory.

Step 2 involves inclusion of the eligible services as amended by the *COVID-19 Economic Recovery Act* and *More Homes Built Faster Act*. Ineligible services are excluded from the calculation, as any expenditure in this area must be funded from a non-D.C. source (i.e., tax base, user rates, etc.)



Step 3 requires that “the increase in the need for service attributable to the anticipated development...be estimated for each service” that is involved. This estimate does not appear to require project-specific consideration at this stage as it refers to “need” and not to “project solutions” or the means by which such needs are to be met. It may therefore be appropriate to address it in terms of “service units.” These are the same factors that can be used to measure past and future levels of service in a subsequent step.

Step 4a is to ensure that, for non-transit services the increase in need included in Step 3 does “not include an increase that would result in the level of service (for the anticipated development increment) exceeding the average level of that service provided in the municipality over the 15-year period immediately preceding the preparation of the background study. O. Reg. 82/98 (s. 4) goes on to indicate that “both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service.”

Step 4b is to ensure that, for transit services (i.e. prescribed services), the increase in need included in Step 3 is based on the method and criteria used to estimate the planned level of service for a prescribed service which shall not exceed the forward-looking service standard (i.e. planned level of service) over the 10-year period immediately following the preparation of the background study (as per O. Reg. 82/98, as amended) and includes:

- Identification of the anticipated excess capacity that would exist at the end of the 10-year period immediately following the preparation of the background study;
- Assessment of ridership forecasts for all modes of transit services proposed to be funded by the D.C. over the 10-year period immediately following the preparation of the background study, categorized by development types, and whether the forecast ridership will be from existing or planned development; and
- Assessment of the ridership capacity for all modes of transit services proposed to be funded by the D.C. over the 10-year period immediately following the preparation of the background study.

Step 5 requires that for an increase in need to be included in Step 3, Council must indicate that it intends to ensure such an increase in need will be met, presumably in accordance with the timing periods established in Step 1. Once again, this would



appear to be a broad, need-related approval and not necessarily a long-range capital budget approval.

Step 6 calls for an examination of the long-term capital and operating costs for capital infrastructure to be included in the D.C. background study and considered by Council before passing a D.C. by-law. Ideally, this information would be available to Council when it takes Step 5, but this does not appear to be a requirement and is dependent on the timing of the steps in the process. Steps 3 and 5 are early steps and Step 6 could occur later. Further, under the amended legislation, an asset management plan is required to deal with all assets whose capital costs are proposed to be funded under the D.C. by-law and demonstrate that all the assets mentioned in the asset management plan are financially sustainable over their full lifecycle.

Step 7a requires an A.M.P. for non-transit services which would include all assets whose capital costs are proposed to be funded under the D.C. by-law(s). It must demonstrate those assets are financially sustainable over their full life cycle. The A.M.P. must also contain any other information as prescribed in the regulations.

Step 7b requires an A.M.P. for transit services that shall include the following, consistent with the requirement of the *Jobs for Infrastructure and Prosperity Act*:

- A section that sets out the state of local infrastructure;
- A section that sets out the proposed level of service;
- An asset management strategy; and
- A financial strategy.

Step 8 involves removing from the D.C. calculation those kinds of local services for which the municipality can impose directly or indirectly a charge related to a development or a requirement to construct a service related to a development, by way of a condition or agreement under section 51 or section 53 of the *Planning Act*. It also involves ensuring that appropriate policies are established such that those services are, in fact, addressed subsequently in that fashion and are neither double counted nor omitted. Under section 59.1 of the amended D.C.A., no additional levies may be charged with regard to new developments except as permitted under the D.C.A., as amended.

Step 9 involves detailing the resultant increase in need for service and estimating the capital costs. The capital costs are defined under the D.C.A., most recently excluding



studies from eligibility. The calculation of the net capital costs which can be recovered via D.C.s (Step 13) involves making three separate and additional deductions from the gross capital costs, as detailed in Steps 10, 11, and 12.

Step 10 represents a deduction from the increase in the need for service attributable to the anticipated development that can be met using the municipality's excess capacity, other than excess capacity which is "committed," i.e. where Council has indicated a clear intention that it would be paid for by D.C.s or other similar charges, before or at the time it was created.

Step 11 involves a further reduction to the need, by the extent to which such an increase in service would benefit existing development. The level of service restriction in Step 4 is related, but not the same as this test. This is a potentially difficult adjustment to make, in that it could be argued that almost any new facility would have some impact on, and provide some benefit to, existing development (possibly other than some sanitary, storm, and water works, neighbourhood parks and other works which are highly localized to growth areas).

Step 12 involves reducing the capital costs necessary to provide the increased services (which is the first mention of such costs) by capital grants, subsidies and other contributions made or anticipated by Council and in accordance with various rules as to attribution between the share related to new versus existing development.

Step 13 involves tabulating the total capital costs considered above by service in terms of those that would benefit new development versus those that would benefit existing development, and in each case, for those that will be incurred during the term of the proposed by-law versus those that will not. The estimated and actual value of credits being carried forward is to be noted as well.

Step 14 involves increasing the costs set out in Step 13 where debenture debt is required, and a cash flow analysis reveals a net financing cost requirement.

Step 15 involves determining whether all the subject costs are to be recovered on a uniform municipal-wide basis or whether some or all are to be recovered on an area-specific basis. Under the D.C.A., it is now mandatory to "consider" area rating of services (providing charges for specific areas and services); however, it is not mandatory to implement area rating.



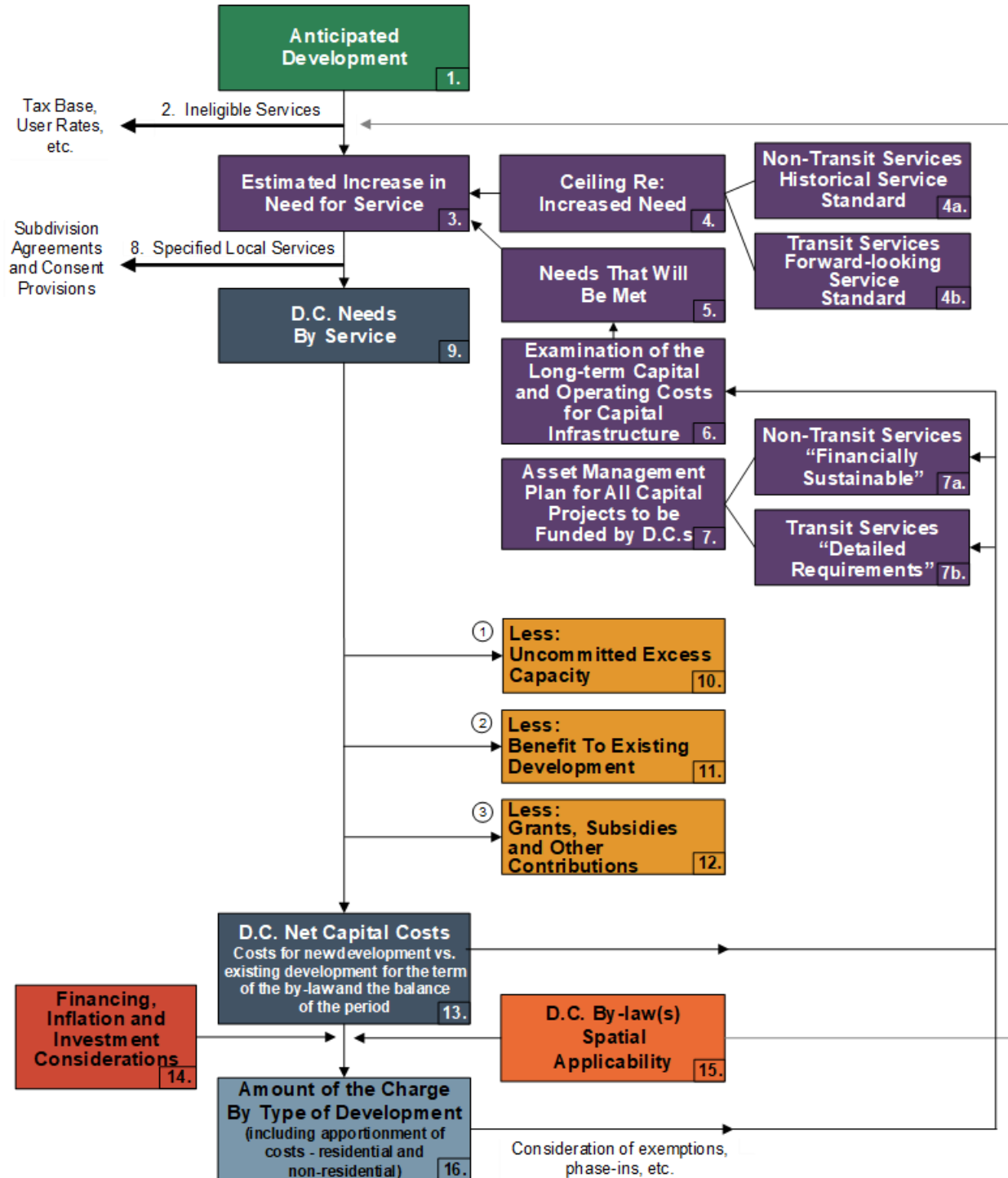
Step 16 involves relating the costs involved to anticipated development for each period under consideration and using allocations between residential and non-residential development and between one type of development and another, to arrive at a schedule of charges.

The background study must also set out the rules for imposing the charges. The rules must establish the types of development for which the charges would be imposed and ensure that the costs for a type of development are not funded by another type of development. Moreover, if a development is to be exempt from the charge, or the charge is to be phased-in over a period of time, these shortfalls in funding must not be funded by other developments.



Figure 3-1

The Process of Calculating a Development Charge under the Act that must be followed





4. Project Work Plan and Consulting Team

4.1 Project Work Plan

We have prepared a detailed work plan program for undertaking the D.C. background study, public consultation, preparation of the by-laws, and implementation matters on behalf of the Township. The schedule is shown in Table 4-1. Assuming project initiation with the first meeting in early January 2024, the study process has been designed to provide the Township with a final D.C. background study and draft D.C. by-law(s), for public release in May 2024. Final adoption of a D.C. by-law by the Township would be targeted for July 2024, prior to the expiry date for By-Law 37-2019 in August. The proposed timeline is provided on the basis that all information is provided to us in a prompt fashion and can be refined based on the 2024 Council calendar.

The tasks from the work plan are outlined below in a timeline, outlining the anticipated dates each task will take place. Meetings and presentations are also included in the timeline below.



Table 4-1
Township of Melancthon
Detailed Timeline for Each Major Study Component

Workplan Task	Jan-24					Feb-24				Mar-24				Apr-24					May-24				Jun-24				Jul-24				Aug-24			
Week of	1	8	15	22	29	5	12	19	26	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	5	12	19	26
Development Charges Study																																		
1. Study Initiation Meeting (1)		IM																																
2. Data Collection and Review of Background Materials																																		
3. Growth Projection Development (1)					SM																													
4. Historic Service Standard Calculation, D.C. Calculation and Rules (3)						SM					SM		SM																					
5. Meetings with Senior Management Team (1)																		SMT																
6. Examination of Long-term Capital/Operating & Asset Management Plan																																		
7. Prepare D.C. Draft & Final Background Study & Draft By-law(s)																	DR				FR													
8. Public Meeting (1)																									PM									
9. Passage of By-law(s) (1)																													BP					
10. Implementation Process																																		

Legend:

IM - Study Initiation Meeting
SM - Staff Meeting
PM - Statutory Public Meeting
SMT - Senior Management Team Meeting

DR - Draft Report
FR - Final Report
BP - By-law Passage



1. Kickoff Meeting

- Hold a meeting with Township staff to present an overview of the D.C. recent legislative changes, methodology, project work plan, information requirements, confirm Township staff contacts, and level of participation of Township staff;
- Refine work program, discuss the finalized project work plan, and obtain Township's final approval;
- Identify policies and other special issues/challenges to be addressed during the study process;
- Discuss options regarding treatment of "soft services" in relation to recent D.C.A amendments (i.e., growth forecast periods to be confirmed, 10 years, 20 years, etc.);
- Discuss potential services to be considered in the D.C., including potential new D.C. eligible services for review (e.g., emergency preparedness),
- Discuss options for growth forecast period for each eligible service based on availability of documents to provide capital needs (i.e., growth forecast periods to be confirmed, 10 years, 20 years, Official Plan targets, etc.);
- Provide "D.C. Checklist" package to staff members which overviews the D.C. process and includes samples of a public meeting notice, a notice of by-law passage, and D.C. pamphlet; and
- *One (1) half-day virtual meeting anticipated.*

2. Data Collection and Review of Background Materials

- Collect and review all relevant background documents (i.e., official plans, master plans, strategic plans, asset management plans, etc.);
- Gather information regarding historical (past 15 years) asset inventories, capital budget projections and future capital requirements;
- Review D.C. reserve fund statements for past five (5) years including reserve fund balances to determine/distinguish committed from uncommitted funds; completed capital and/or work-in-progress that will inform inclusions in the D.C. calculations;
- Review long-term debt and identify unfunded balances for inclusions in the D.C. calculations;
- Determine historical level of service information for each applicable service for D.C. services;



- Determine value of outstanding prepayment agreements and D.C. credits for inclusion in the D.C. calculations;
- Review committed excess capacity and prior D.C. Study post-period benefit attributions for inclusion in the D.C. calculations; and
- Review the D.C. rate structures currently used as well as those used by other municipalities based on residential development type, non-residential development type and confirm if any alternative options are desired for consideration by staff (e.g., non-residential charges differentiated by retail vs. non-retail or industrial vs. non-industrial).

3. Growth Projection Development

- Review the Township's historical and current population and employment growth prepared by the Township and any other sources required to make recommendations for an achievable forecast;
- Forecast growth by type (residential, commercial, industrial, and institutional) for minimum of 10-year, and Official Plan horizons and location of growth (forecast period to be confirmed based on steps 1 & 2 above; and
- Validate and finalize growth projections with the Township's Planning staff.
- *One (1) half day virtual meeting is anticipated with the Township's Planning Staff.*

4. Historic Service Standard Calculations, D.C. Calculations, and Rules

- Assist in developing a Local Service Policy;
- Calculate the maximum charges allowed for residential and non-residential development types considering the allowable level of applicable services based on the Township's 15-year average level of service as prescribed by the D.C.A.;
- Identify the anticipated increase in need for services and the share of the capital costs required because of development or redevelopment, in recognition of the capital costs no longer eligible to be funded under the Township's D.C. by-law (i.e., growth-related studies);
- Estimate the costs to meet the increase in the need for service attributable to development, the required capital including new infrastructure, upgrading and/or oversizing of existing infrastructure, consistent with not exceeding fifteen-year service standard (where necessary for D.C.);
- Calculate the D.C.s based on increase in need for services, reduced by:



- any existing capacity created for which Council did not indicate growth funding would be used (at the time the capacity was created);
 - the extent to which existing development would benefit from the increase in service; and
 - anticipated capital grants, subsidies, or other contributions in respect of the capital costs;
 - D.C. reserve balances to be reviewed and incorporated into the calculations;
 - Review and incorporate unfunded balances and/or borrowings into the calculations; and
 - Review D.C. credits for inclusion in the calculations;
- Develop draft D.C. rules for exemptions, phase-ins, indexing, charges for redevelopment, etc.;
- Review and provide recommendations regarding the Township's policies related to cost recovery, strategies on exemptions, discounting and credits and a discussion on the implications of statutory and non-statutory transition, discounting, exemptions, and credits of development;
- Discussion of special charges (e.g., mixed-use developments, special care units etc.) and potential for separate D.C. by-laws for each service to aid in the administration and potential for future amendments; and
- Present D.C. findings to Township staff.
- *Three (3) virtual meetings are anticipated with Township staff to confirm historic service standards, capital needs, and policy matters (including local service policy and by-law policy matters).*

5. Meetings with Senior Management Team

- One (1) half day virtual meeting with the Township's Senior Management Team to provide a summary of the draft D.C. calculations, including growth forecast, increase in need for service, capital costs, D.C. recoverable costs, D.C. calculations, and D.C. by-law rules;

6. Examination of Long-Term Capital/Operating Cost and Asset Management Plan

- Examine the long-term capital and operating costs for capital infrastructure improvements, including an estimation of the potential loss in D.C. funding



associated with the mandatory transition, exemptions, and discounting of the charges; and

- Prepare an asset management, as per the D.C.A., to address all assets proposed to be funded under the D.C. by-law and demonstrate that all the assets mentioned in the asset management plans are financially sustainable over their full life cycle.

7. Preparation of D.C. Background Study and Draft By-law

- Determine preliminary recommendations on categories of services and classes of service (for reserve fund and credit purposes), by-law commencement date, expiry date, collection timing, etc.;
- Prepare draft D.C. background study and by-law.;
- Provide draft report to Township staff for review and comment;
- Incorporate feedback and finalize D.C. calculations and study; and
- Finalize D.C. background study and draft by-law(s) to release to the public as per the requirements of the D.C.A. (at least 60 days prior to Council's consideration of the By-laws).

8. Public Meeting

- Meeting to present the D.C. background study and draft by-law(s) at a public meeting of Council or Committee of Council;
- Ensure 21 days clear notice is given before holding the D.C. public meeting and that the D.C. background study is available on the Township's website a minimum of two (2) clear weeks prior to the public meeting;
- Public meeting will be held before passing the by-law(s) (the D.C. background study must be publicly available a minimum 60 days before the passage of by-law); and
- Receive and consider comments provided at the statutory public meeting.
- *One (1) virtual meeting is anticipated with Township Council.*

9. By-law Passage

- Consideration of public comments from the public meeting and revise draft by-law(s) (if required); and
- Meeting with Council for receipt and consideration of by-law(s).



- *One (1) virtual meeting is anticipated with Township Council.*

10. Implementation Process

- Inform staff of all legislative requirements during the adoption process;
- Assist staff with drafting the notice of passage of the D.C. by-law(s);
- Inform staff of collection policies/process based on the D.C. by-law(s);
- Provide staff with final D.C. background study, by-law, and any applicable documents for consideration of Council;
- Provide confirmation of rate for By-law indexation (annually upon request);
- Provide confirmation of prime interest rate for purposes of instalment payments and/or D.C. rate freeze on site plan/rezoning applications (quarterly upon request); and
- Provide staff with a template to use related to the legislative requirements for D.C. reserve fund reporting.

4.2 Watson Consulting Team

The following staff members are available and are committed to assisting the Township in its preparation of the D.C. background study and by-law(s). We have reviewed the workload of our team for this study in conjunction with the estimated timelines provided by staff and are confident we have the staff resources to undertake all aspects of the study.

Municipal Finance Team:

Andrew Grunda, MBA, CPA, CMA – Principal, would act as Project Advisor and be responsible for all facets of the study. Mr. Grunda has been with the firm since 1996 before which he worked for the former Regional Municipality of Hamilton-Wentworth, Finance Department. He is presently a member of the firm's senior management group, which develops interpretations of legislative requirements, as well as methodologies and formats and determines alternative policy strategies for all facets of the corporate assignments. Mr. Grunda, who has been a Project Manager at the Watson for over 20 years, has completed (and in the process of completing) numerous D.C. background studies for municipalities within Ontario. Mr. Grunda participated in the Province's D.C. Working Group process regarding Bill 73 as a member of the 10% Discount and Service Eligibility Subgroup. He has undertaken a number of lectures and seminars on



municipal finance strategies and policy for MFOA and AMCTO and has given expert witness testimony before the OLT, on municipal finance issues and as such will be responsible in providing expert testimony before the Tribunal hearing is required.

Nancy Neale, PLE – Manager, would act as Project Manager for all facets of the study and would be responsible for the capital needs review, policy review, calculations, and the compilation and preparation of reports. Nancy joined the firm in 2003 and has participated in over 200 D.C. assignments, including the previous D.C. study for the Township as well as studies for the Township of Tiny, Town of Bradford-West Gwillimbury, and City of Barrie as well as engaging in developer negotiations for Grimsby, Barrie, Milton, and Bradford West Gwillimbury. Nancy took part in the Provincial Technical Working Group on the new C.B.C. regulations and continues to take part in the growth-related issues municipal working group organized by M.F.O.A.

Balpreet Passi, MA, H.BCom, - Analyst will provide technical assistance in the collection and compilation of data, modeling, and report documentation for the development charges study. Since joining Watson in 2022, Balpreet primarily works in the areas of development charges, D.A.A.P., financial and strategic analysis, financial and economic impact of development, feasibility/business case studies, and water and sewer rate studies. Balpreet holds an Honours Bachelor of Commerce and a Bachelor of Arts in Economics from McMaster University, as well as a Master of Arts in Economics from York University.

Demographics Team:

Vlad Petrov, BA, MA, Analyst, will be responsible for overseeing the development of the growth forecast. He joined the firm in 2017 and primarily works in the areas of demographics and land needs forecasting. Vlad has assisted with data input and analysis in the areas of growth forecasting for D.C. background studies and land needs studies. His previous experience includes working as an Assistant Business Analyst for Cancer Care Ontario, an Economic Analyst for the Burlington Economic Development Corporation, a Business Consultant for FreshInsights Consulting and later as an Economic Development Intern for Halton Region. He brings a strong economic background in utilizing analytical and data modelling techniques to prepare research, and experience from both municipal and regional levels of government.



Gisele Sarabandi, BA, MCP – Analyst will be responsible for assisting with the growth forecast. She joined the firm in 2021 with a background in urban studies and geography. She received a Master of City Planning degree from the University of Manitoba. During her master's studies, Gisele was also employed as a planning student at the Winnipeg Metropolitan Region (WMR) where she did background research related to municipal development plans, planning initiatives, and regional policies.

Curriculum Vitae for the Consulting Team is included in Appendix B.



5. Project Budget

Based on the work program identified in Section 4, our budget estimate to complete the D.C. background study is \$27,500 (exclusive of applicable taxes). Meetings are assumed to take place virtually however, in-person meetings can be accommodated with approval of additional budget for costs associated with travel. A detailed budget by task and consulting team member is provided in Table 5-1.

The final D.C. Background Study will include an executive summary along with all background calculations, legislative requirements, and recommendations related to the draft by-laws. In addition, draft by-laws will be provided for Council's consideration.

The budget relates to the calculations, report preparation and policy adoption for the D.C. study and corresponding by-law(s). The budget does not cover time should an appeal occur related to the by-law(s), or liability for the results thereof. Similarly, advertising, and legal costs as required under the D.C.A., have not been incorporated herein.

Additional meetings and presentations may be arranged as requested with approval of additional budget based on Watson's hourly rates for staff required. All meetings are budgeted to take place virtually. As noted, if in-person meetings are preferred, additional disbursement costs related to travel will be invoiced at cost. In addition, the budget does not include applicable taxes.

Our billings are submitted on a monthly basis for time worked on the project during the previous month. Billings are on a net 30-day basis from the time the Township receives the invoices for work carried out in the previous month.

In the event of a by-law appeal to the O.L.T., Watson is prepared to support the Township and appear as an expert witness under separate contract.

Should this budget not reflect the level of effort envisioned by the Township, we would be pleased to review the scope of the work and budgetary requirement with you.



Table 5-1
Township of Melancthon
Development Charge Background Study and By-law
Estimated Project Budget by Milestone

Workplan Task	Watson and Associates Economists Ltd.						Grand Total Budget
	Andrew Grunda, Principal	Nancy Neale, Manager	Balpreet Passi, Analyst	Vlad Petrov, Senior Consultant	Gisele Sarabandi, Analyst	Total Resources	
<i>Hourly Billing Rate</i>	\$ 320	\$ 235	\$ 145	\$ 190	\$ 145		
Development Charges Study							
1. Study Initiation Meeting (1)	-	4	2	-	-	6	\$1,230
2. Data Collection and Review of Background Materials	-	4	7	1	3	15	\$2,580
3. Growth Projection Development (1)	-	2	1	4	15	22	\$3,550
4. Historic Service Standard Calculation, D.C. Calculation and Rules (3)	6	18	30	-	-	54	\$10,500
5. Meetings with Senior Management Team (1)	1	5	3	-	-	9	\$1,930
6. Examination of Long-term Capital/Operating & Asset Management Plan	-	1	3	-	-	4	\$670
7. Prepare D.C. Draft & Final Background Study & Draft By-law(s)	2	8	12	1	2	25	\$4,740
8. Public Meeting (1)	-	3	2	-	-	5	\$995
9. Passage of By-law(s) (1)	-	2	-	-	-	2	\$470
10. Implementation Process	-	1	2	-	-	3	\$525
Total Number of Hours - Development Charges Background Study	9	48	62	6	20	145	
Subtotal Fees - Development Charges Study (excl. disbursements and tax)							\$27,190
Disbursements							\$300
Grand Total (excl. tax) (Rounded)							\$27,500

Note: Meeting time includes preparation time
(#) indicates the number of meetings



6. Other Matters

6.1 General Advisory Services

With over 40 years of experience in undertaking D.C. studies for various clients, Watson is well-equipped to deliver the Township with a D.C. study and by-law that meets the Township's requirements along with ensuring that the D.C. study and by-law adheres to the D.C.A., as amended. The Consulting Team has extensive experience in undertaking D.C. studies and defending the D.C. study and/or by-law before the Ontario Land Tribunal, if required. Watson continues to take part in the MFOA's municipal working group on growth-related legislative matters to ensure our clients are kept informed with the most recent issues.

Subsequent to the passing of the by-law(s) and completion of the project, Watson is also available to provide general advisory services during the life of the by-law(s). Watson is available to answer staff questions and provide additional support to support and assist implementation and application of by-law policies and rates, as required. Watson tracks quarterly prime rates and Statistics Canada non-residential construction price index. In addition, Watson tracks the prime interest rates of the five big banks that would apply to D.C. rate freezes and instalment payments. This information is provided to our clients upon request to assist in implementation of the policies provided in the by-laws.

Further, we continue to monitor and provide our clients information on proposed changes to the D.C. legislation as it occurs and provide information throughout the life of the D.C. by-laws.

6.2 Local Service Policy

As part of Watson's methodology and approach to completing a D.C. background study, our firm includes a Local Service Policy in most of our background studies. This states the Township's typical policies regarding the financial responsibility of developers as required through development agreements (i.e., subdivision, site plan, etc.) versus what portion is included in the D.C. The inclusion of a Local Service Policy has become more important as a result of the changes brought forth by Bill 73. A provision in the D.C.A. prohibits municipalities from imposing additional payments or requiring construction of a



service not authorized under the D.C.A. except as permitted by this Act (e.g., section 59, “Local Services”) or another Act (e.g., local improvements under the Municipal Act). Subsection (2) does allow for exceptions if a class of service or development, or an Act is prescribed; however, no provision is made in the regulations at this time. Watson will work with Township staff to prepare a Local Service Policy to align the policy with the changes to the Act.

6.3 COVID-19

In response to the COVID-19 pandemic and the recommendations given by the Province, Watson has implemented strategies to ensure the safe interaction with our clients, employees, and the public. Furthermore, we are committed to the successful completion of all contracts using the best tools available. Our employees are set up to work remotely and have been trained in software and processes to continue to work collaboratively with all our clients, colleagues, and sub-contractors. We also have the ability to teleconference through audio and video means to hold meetings, interviews, etc. In addition, we have been working with clients in the existing environment on conducting virtual public meetings and have success with multiple platforms. We continue to communicate with our clients and third-party service providers on their own business continuity plans to ensure cooperation and best practices.

6.4 Accessibility

Watson is committed to producing accessible documents that comply with A.O.D.A. (Accessibility for Ontarians with Disabilities Act, 2005) guidelines, as well as adherence to C.N.I.B. (Canadian National Institute for the Blind) Clear Print guidelines. Watson can provide reports as PDF files that pass the Adobe Acrobat Pro DC Accessibility Checker.

Illustrations in the form of images, figures, diagrams, and complex tables often display data that is difficult to make accessible to people with visual disabilities. To effectively communicate complicated information in a way that is accessible and understandable to the reader, such illustrations are inserted as enhanced metafiles with descriptive, perceivable, and understandable alternative text. In addition, a comprehensive rendering of the data is included in the text to complement the illustrations and communicate results clearly.



In cases where complex data tables are being provided as part of our reports, however, we will discuss any special circumstances with the Township. Often these complex data tables would be included as a separate appendix in order that they can be separated from the main document when being published in the public domain (e.g., municipal website) where accessibility is required.

Our proposed budget for this work is reflective of the accessibility features outlined above. If, however, a higher level of digital accessibility is required, we are able to provide this service at an additional cost to the Township. This additional cost would be determined based on the Township's specific requirements.

6.5 Insurance Requirements

Watson carries Commercial General Liability Insurance of \$5,000,000 as well as Professional Errors and Omissions Insurance of \$5,000,000 per claim subject to an annual aggregate of \$5,000,000. Regarding the Automobile Liability Insurance, Watson does not own or lease any vehicles and commercial trailers. That being said, Watson has coverage for non-owned automobile up to \$2,000,000 and hired automobile up to \$50,000 under the general liability.

6.6 Conflict of Interest

Watson confirms that there is no conflict of interest in undertaking this assignment.



Appendices



Appendix A

Watson & Associates Economists Ltd. Company Profile

CORPORATE PROFILE

Watson & Associates Economists Ltd. (Watson) is one of Canada's leading economic consulting firms. Established in 1982, we offer a comprehensive range of fiscal planning and policy services to clients in government and the private sector throughout Ontario and beyond.

Our unique and dynamic team of specialists has assisted clients from over 250 municipalities, utilities and school boards, as well as private industry, and senior levels of government, to frame their financial and economic strategies.

Watson is widely recognized as a leading authority on the fiscal aspects of the municipal government sector. The firm has earned its reputation for quality of analysis, as well as pragmatic and insightful interpretation of the issues we manage. We are well known for achieving results that translate into successful outcomes for our clients.

“We are well known for achieving results that translate into successful outcomes for our clients.”

OUR PHILOSOPHY

At Watson, we firmly believe that professional expertise, wide experience with local issues and the provincial legislative environment, and an understanding of client expectations are the basic fundamentals for analyzing issues and securing the desired results.

With every assignment, we strive to identify the strategies that are best suited to meeting the challenges facing our clients. Since 1982, our integrated team of financial and economic specialists has provided quality research and analytical expertise to clients. In that time, we have built long-term relationships with a broad range of municipal, provincial and school board clients, who value our judgment and advice.

Also, Watson has numerous working relationships with major law firms, planning and engineering companies, with whom we also work on multi-disciplinary assignments.

“We strive to identify the strategies that are best suited to meeting the challenges facing our clients.”



OUR SERVICES

We offer our clients a broad range of economic forecasting and financial planning services to help them plan for their future. Our main areas of specialization include:

MUNICIPAL, SCHOOL BOARD, CONSERVATION AUTHORITY, AND UTILITY FINANCIAL POLICY STUDIES

- Financial and economic impact assessment for major projects and new development areas
- Municipal capital and operating budget policy
- User rate studies (e.g. water, wastewater, stormwater, solid waste, recreation, licensing)
- Development application processing fees (e.g., planning applications, building permits, development engineering fees)
- Long range planning for school accommodation
- Asset management and PSAB
- Water and wastewater financial plans (O. Reg. 453/07)

DEVELOPMENT-RELATED CAPITAL FUNDING STUDIES

- Development charge studies – municipal, utility, and boards of education, including research and calculation of the charge, by-law adoption process, expert witness testimony, front-end financing, subdivision agreement links and implementation matters
- Community benefits charge strategies
- Parkland dedication reviews

DEVELOPMENT MARKET AND DEMOGRAPHIC FORECASTING STUDIES

- Forecasts, feasibility studies and land needs assessment for a variety of land uses
- Population, household, non-residential space and employment forecasts
- Growth management studies

SERVICE MASTERPLANNING AND ECONOMIC ASSESSMENT

- Assessment of long-term service needs
- Present value costing and financial affordability evaluation for major undertakings
- Property value impact and compensation policy
- Business, employment and other economic impacts

LOCAL GOVERNMENT RESTRUCTURING AND GOVERNANCE

- Assessment of options and strategies
- Service evaluation and financial impact analysis
- Benchmarking and performance measurement
- Asset and liability distribution
- Ward boundary reviews

Our goal is to do the very best for our clients. We are determined to produce outstanding results by taking advantage of the most appropriate computer modelling, analytical techniques and up-to-date databases and research available. At Watson, our vision is to continue to strive for excellence. We endeavour to go beyond our clients' expectations of service and establish ourselves as the leading provider of top-quality economic consulting services in our selected markets.



Appendix B

Curriculum Vitae

Andrew Grunda, MBA, CPA, CMA

Principal



Andrew is involved in studies related to local government finance, financial operations and policy, and long-term infrastructure planning.

He is also a member of the senior management group, which develops interpretations of legislative requirements, methodologies and alternative policy strategies for corporate assignments related to municipal finance.

He leads development application approval process user fee studies, striving to provide municipalities with full cost recovery user fees for Planning Act, Municipal Act and Building Code Act mandated services. Municipalities use these studies to address the increased cost justification for user fees as required under the Building Code Statute Law Amendment Act.

Andrew also authors studies on matters relating to the Development Charges Act, full cost recovery water and wastewater financial plans, as required under the Safe Drinking Water Act, and long-range financial planning.

Andrew often leads workshops on behalf of partner associations that address the implications of the proposed legislation associated with these Acts.

EDUCATION

2012, Institute of Chartered Accountants of Ontario
Chartered Professional Accountant designation

2005
Certified Management Accountant designation

2005, Wilfrid Laurier University
Master of Business Administration

1996, Brock University
Bachelor of Business Administration



EMPLOYMENT HISTORY

Current

Principal, Watson & Associates Economists Ltd.

- Appointed in March 2012 and holds executive authority in the firm.

Managing Partner, Watson & Associates Economists Ltd.

- Carries co-responsibility for the firm's municipal sector practice.
- Participates in development charge, development applications approvals process user fee, municipal restructuring, municipal finance, water and wastewater rate, and market studies.

1995-1996

Budget Clerk, Regional Municipality of Hamilton-Wentworth, Finance Department

- Assisted with the peer review of the Constituent Assembly's Report on Municipal Reform.
- Monitored budgetary exception control systems, account analysis and reconciliations.

PROFESSIONAL AFFILIATIONS

- Member, Chartered Professional Accountants of Ontario

EXPERTISE

- Asset management/PSAB
- DC hearings/post DC by-law
- Developer/cost sharing
- Development application fees
- Development charges
- Economic impact of development
- Feasibility/business case studies
- Municipal financial planning and policy
- Municipal service master planning and EAs
- Water and sewer rate studies

Nancy Neale, PLE

Manager



Since joining Watson in 2003, Nancy has worked on numerous water and wastewater rate studies, development charge studies and fiscal impact studies.

Nancy has extensive experience in municipal budgeting and development. In her previous roles, she was responsible for the capital budget process, development charge studies, municipal debt, growth-related analysis, coordination and implementation of special financial agreements, and lifecycle modelling.

EDUCATION

2003, AMCTO

Municipal Administration Program

1997

Completed nine courses towards attaining a Certified General Accountant Designation

1987, Mohawk College of Applied Arts and Technology

Accounting program, with a major in Accounting and Finance

EMPLOYMENT HISTORY

Current

Manager, Watson & Associates Economists Ltd.

- Focuses on development charge studies, and water and wastewater rate studies.

1999-2003

Capital Development Analyst, Town of Milton

- Managed the capital budget processes, municipal debt, development charge studies, reserves, growth-related analysis, coordination and implementation of special financial agreements, lifecycle models and financial requirements of the Building Permit system.



EMPLOYMENT HISTORY cont'd

1992-1999

Capital Analyst, Town of Oakville

- Compiled the capital budget and nine-year forecast, prepared capital variance analysis and reports, and coordinated capital debt requirements.
- Reviewed grant applications.

1990-1992

Development Charges Analyst, Town of Oakville

- Focused on the administration and implementation of the development charges by-law; oversaw financial commitments on development agreements, securities and insurance.
- Assisted with analysis and preparation of development-related studies.

1987-1990

Development Clerk, The Regional Municipality of Halton

- Implemented the Water and Wastewater Master Servicing and Financing Scheme, which serviced two local municipalities.
- Managed securities, lot levy audit model, collection and allocation of lot levies on land severance and condominium applications.

PROFESSIONAL CERTIFICATIONS

- Professional Land Economist (PLE)

PROFESSIONAL AFFILIATIONS

- Member, Association of Ontario Land Economists

EXPERTISE

- Asset management/PSAB
- Developer/cost sharing
- Development charge studies
- Feasibility and business case studies
- Financial and economic impact
- Municipal financial planning and policy
- Municipal service master planning and environmental assessments
- O. Reg. 453/07 Financial Plans
- Water and sewer rate studies

Balpreet Passi, MA, H.BCom Analyst



Balpreet joined Watson in 2022, as part of our Municipal Finance group. She works primarily in the areas of municipal finance and development charges.

Her strong academic background in economics and finance makes her a valuable resource to the firm and our clients.

EDUCATION

2019, Faculty of Liberal Arts and Professional Studies – York University
Master of Arts in Economics

2018, DeGroote School of Business – McMaster University
Bachelor of Commerce (Honours)

2018, Faculty of Social Sciences – McMaster University
Bachelor of Arts in Economics

EMPLOYMENT HISTORY

Current

Analyst, Watson & Associates Economists Ltd.

- Supports the areas of municipal finance and development charges.

2019-2021

Operations Representative, Fidelity Clearing Canada ULC.

- Supported the Mutual Funds and Registered Products Team, specifically with mutual fund trade orders and client account enquiries.
- Ensured adequate execution of daily mutual fund trades along with client account reconciliation.
- Collaborated with clients and internal teams to ensure client account concerns were addressed.



EMPLOYMENT HISTORY cont'd

2018-2019

Teaching Assistant (TA), York University

- TA for undergraduate mathematics and microeconomics courses.
- Addressed student questions, marked exams and assignments, recommended study strategies for students, led weekly tutorials.

EXPERTISE

- Development charges
- Financial and strategic analysis
- Financial and economic impact of development
- Feasibility/business case studies
- Water and sewer rate studies
- Asset management/PSAB
- Development Application Fees

Vladislav Petrov, BA, MA

Senior Consultant



Vlad joined Watson in 2017 with a strong economic background and familiarity with both the municipal and regional levels of government. His experience has allowed him to use analytical and data modelling techniques to research, develop and implement various projects.

Vlad's capabilities make him an asset to Watson and our clients, in the areas of demographics and land needs forecasting.

EDUCATION

*2016, Toronto Metropolitan University**
Master of Arts, International Finance and Economics

*2015, Toronto Metropolitan University**
Bachelor of Arts, International Economics and Finance

EMPLOYMENT HISTORY

Current

Senior Consultant, Watson & Associates Economists Ltd.

- Supports the areas of demographics and land needs forecasting.

2017

Economic Development Intern, Halton Region

- Managed data initiatives including economic database updates, key sector and industry cluster studies, trend analysis, data enquiry response and quarterly economic reports.

Business Consultant, FreshInsights Consulting

- Led three successful projects including a go-to market strategy, tactical growth plan and product development recommendation.

* Previously known as Ryerson University



EMPLOYMENT HISTORY cont'd

2016-2017

Economic Analyst, Burlington Economic Development Corporation

- Managed the economic and market analysis to support the successful development and implementation of BEDC's Strategic Plan.

2015-2016

Graduate Assistant, Toronto Metropolitan University*

- Conducted tutorials and held office hours in the areas of Microeconomics and Engineering Economics; invigilated and graded exams.

2014-2015

Assistant Business Analyst, Cancer Care Ontario

- Collaborated with multiple stakeholder groups and departments to gather and document project requirements and analyze data for the delivery of Business Requirements Documents.

EXPERTISE

- Development charges
- Employment lands strategies
- Growth management studies
- Intensification studies
- Municipal competitiveness
- Municipal comprehensive reviews
- Office market studies
- Official plan reviews
- Retail market studies
- Secondary plan growth forecasts
- Ward boundary reviews

* Previously known as Ryerson University

Gisele Sarbandi, BA (Hons), MCP Analyst



Gisele joined Watson in 2021, as part of our Planning and Land Economics group. She works primarily in the areas of demographics and land needs assessments.

Her strong academic and professional background in planning and development makes her a valuable resource to the firm and our clients.

EDUCATION

2021, University of Manitoba
Master of City Planning

2018, University of Toronto
Honours Bachelor of Arts, Urban Studies and Environmental Geography

2011, Sheikh Bahaei University
Bachelor of Engineering, Urban Planning

EMPLOYMENT HISTORY

Current

Analyst, Watson & Associates Economists Ltd.

- Supports the Planning and Land Economics team, specializing in demographics and land needs assessments.

2019-2021

Planning Student, Winnipeg Metropolitan Region (WMR)

- Provided geographic information systems (GIS) support on assigned topics related to the *Plan 20-50: Regional Growth and Servicing Plan*
- Conducted background research related to the development plans, municipal-comprehensive reviews, and other planning initiatives
- Assisted with organizing and preparing reports, briefing materials, annual reports, social media messaging, and website updates
- Prepared graphical analysis and spatial data analysis, including preparing maps, tables, charts, infographics, and displays to support planning projects



EMPLOYMENT HISTORY cont'd

2016-2017

Research Assistant, Parkdale Neighbourhood Land Trust (PLNT)

- Conducted a walking survey and a door-to-door survey to identify rooming houses in Parkdale Neighbourhood in Toronto, ON

EXPERTISE

- Development charges
- Development feasibility and pro forma studies
- Demographics, growth management and urban land needs
- Municipal competitiveness
- Municipal comprehensive reviews
- Office and commercial studies
- Real estate market analysis