



**TOWNSHIP OF MELANCTHON  
HYBRID COUNCIL MEETING  
THURSDAY, OCTOBER 3<sup>RD</sup>, 2024 - 5:00 P.M.**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84841002816?pwd=jmbjxLxBN7J6ByFdIKeGFWJTp8QzEE.1>

Meeting ID: 848 4100 2816

Passcode: 684338

One tap mobile

+16475580588,,84841002816#,,,,\*684338# Canada

+17789072071,,84841002816#,,,,\*684338# Canada

Dial by your location

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

Meeting ID: 848 4100 2816

Passcode: 684338

**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 – September 19<sup>th</sup>, 2024**
- 7. Business Arising from Minutes**
- 8. Point of Privilege or Personal Privilege**
- 9. Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
- 10. Public Works**
  1. Accounts
  2. Recommendations from Roads Sub-Committee Meeting Held September 16<sup>th</sup>, 2024
  3. Other
- 11. Planning**
  1. Applications to Permit
  2. Other
- 12. Strategic Plan**
- 13. Climate Change Initiatives**
- 14. Police Services Board**

Follow up items from the September 25<sup>th</sup>, 2024 – Mono, Mulmur & Melancthon (3M) OPP Detachment Board Meeting

  1. Municipal Staff attending 3M Board meetings if they are not the Recording Secretary for the Board
  2. Request for Dufferin County Council to contribute financially to add more policing on County Roads (Mayor White)
- 15. Committee/Board Reports & Recommendations**
- 16. Correspondence**

**Board, Committee & Working Group Minutes**

1. Roads Sub-Committee – August 19<sup>th</sup>, 2024
2. Shelburne & District Fire Department – June 25<sup>th</sup>, 2024
3. Shelburne & District Fire Department – July 26, 2024

**Items for Information Purposes**

1. Nottawasaga Valley Conservation Authority Regulation Procedures & Fee Policy Update
2. Township of Lake of Bays – Municipal Elections Act Update
3. Township of Mulmur – Council Endorsement of Township of Melancthon Motion regarding River Road
4. RJ Burnside & Associates – Drain Maintenance: Connor Drainage Works
5. County of Dufferin Resolution regarding the Provincial and Federal Governments Funding Agreement to Reduce the Cost of Childcare in Ontario
6. County of Dufferin Resolution regarding the Health Care Crisis in Ontario
7. Municipality of Tweed Resolution regarding the Canada Community Building Funds Administered by the Association of Municipalities of Ontario on Behalf of the Federal Government
8. County of Dufferin County Council Highlights – September 12<sup>th</sup>, 2024

9. Mulmur-Melancthon Fire Department 2023 Year End Report
10. Nottawasaga Valley Conservation Authority Media Release – Help Shape NVCA’s Conservation Areas Strategy
11. Ministry of Agriculture, Food and Agribusiness – New Agricultural Workforce Equity and Diversity Initiative
12. Township of Southgate Notice of Virtual Public Meeting Concerning a Proposed Official Plan Amendment – OPA 2-24
13. Township Of Southgate Notice of Virtual Public Meeting Concerning a Proposed Zoning By-law Amendment – C9-24
14. Ontario Community Infrastructure Fund (OCIF) – 2025 Funding Allocation Notice

**Items for Council Action**

1. Mulmur-Melancthon Fire Department 2025 Draft Budget

**17. General Business**

1. Accounts
2. Notice of Intent to Pass By-law
  1. By-law to Appoint the Chief of the Shelburne and District Fire Department
3. New/Other Business/Additions
  1. Southgate Operating Guidelines – Dundalk Fire Department Notification of Significant Events
  2. County of Dufferin Multi-Jurisdictional Fire Protection and Prevention Modernization Plan
  3. Community Emergency Preparedness Grant Round 2 launching in September 2024 – Sarah Culshaw, Treasurer to speak to this
  4. Community Sport and Recreation Infrastructure Fund – Sarah Culshaw, Treasurer to speak to this
  5. 2025 Township Tree Program in partnership with GRCA
  6. Other/Addition(s)
4. Unfinished Business
  1. Tabled Motion from April 18, 2024 Council Meeting - Dissolving the Horning’s Mills Park Board and Corbetton Park Board to Establish a Melancthon Park Board
  2. NDCC – Request from Mulmur Township for a capital contribution towards the Ice Floor Replacement

**18. Delegations**

**None for this Meeting**

**19. Closed Session**

1. Items for Discussion: Application(s) for the vacancy on the Horning’s Mills Community Hall Board – Section 239(2)(b) – personal matters about an identifiable individual, including municipal or local board employees
2. Approval of Draft Minutes – September 19<sup>th</sup>, 2024
3. Business Arising from Minutes
4. Rise With or Without Report from Closed Session

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

**21. Notice of Motion**

**22. Confirmation By-law**

**23. Adjournment and Date of Next Meeting – Thursday, October 17<sup>th</sup>, 2024 at 5:00 p.m.**



*The Corporation of*  
**THE TOWNSHIP OF MELANCTHON**  
*157101 Hwy. 10, Melancthon, Ontario, L9V 2E6*

## **Corporation Of the Township of Melancthon**

### **Memorandum**

**To: Mayor White And Members of Council**

**From: Kaitlin Dinnick, Secretary Roads Sub-Committee**

**Subject: Recommendations from Roads Sub-Committee Meeting Held September 16<sup>th</sup>, 2024**

**Date: October 3<sup>rd</sup>, 2024**

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#### **8.4 General Business; Black Cat and Road Counter Data – River Road and 5<sup>th</sup> Line OS**

The Committee reviewed the traffic counter information and were surprised that it appeared that the traffic was higher on River Road throughout the week. The violation rates were substantial on both roads and there was discussions around lowering the speed limit on 5<sup>th</sup> Line OS.

#### **Recommendation**

The Roads Sub-Committee recommends to Council that we engage the public and lower the speed limit on the 5<sup>th</sup> Line OS to 60 km/hr in 2025 and include the costing of this in the 2025 budget.

#### **8.6 General Business; Update from Al Blundell**

Al Blundell gave an update on the heat map that was sent out by the OPP and there was discussion around the success of the Paid Duty Officer and the continuation of the project in 2025.

#### **Recommendation**

The Roads Sub-Committee recommends to Council that we discuss adding funding in the 2025 budget for the paid duty officer project to continue.

**APPLICATIONS TO PERMIT FOR APPROVAL  
October 3, 2024 COUNCIL MEETING**

<b>PROPERTY OWNER</b>	<b>PROPERTY DESCRIPTION</b>	<b>SIZE OF BUILDING</b>	<b>TYPE OF STRUCTURE</b>	<b>USE OF BUILDING</b>	<b>DOLLAR VALUE</b>	<b>D.C.'s</b>	<b>COMMENTS</b>
Justin Trudgeon Agent: Mahlon Bauman - Mayway Carpentry Inc	Pt Lot 25, Con 5 SW RP 7R3620 Part 1 098128 4th Line SW	223m2 (2400sqft)	Storage Garage	Residential	\$100,000	No	With Planner for Review
Meline Inc - Jesse Martin Agent: Paul Bowman	Pt Lot 28, Con 5 NE RP 7R1444 Part 3 238463 4th Line NE	55.75m2 (600sqft)	Power Room	Power Room	\$25,000	No	Approved
Meline Inc - Jesse Martin Agent: Paul Bowman	Pt Lot 28, Con 5 NE RP 7R1444 Part 3 238463 4th Line NE	55.75m2 (600sqft)	Feed Bin	Agricultural	\$10,000	No	Approved
Meline Inc - Jesse Martin Agent: Paul Bowman	Pt Lot 28, Con 5 NE RP 7R1444 Part 3 238463 4th Line NE	1491.4m2 (16053.29sqft)	Cattle & Horse Barn with Manure Storage	Agricultural	\$300,000	No	Approved

# **CORPORATION OF THE TOWNSHIP OF MELANCTHON**

The Township of Melancthon Roads Sub-Committee held a meeting on August 19<sup>th</sup>, 2024, at 9:30 a.m. The following members were present: James McLean, and Bill Neilson, Vice-Chair. Also present were: Craig Micks, Public Works Superintendent, Denise Holmes, CAO/Clerk, and Kaitlin Dinnick, Roads Sub-Committee Secretary. Member Darren White was absent with prior notice given.

## **Call to Order**

Chair McLean called the meeting to order at 9:32 a.m.

## **Land Acknowledgement**

Chair McLean shared the Land Acknowledgement Statement.

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

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

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

None.

## **Approval of Draft Minutes**

Moved by Neilson, Seconded by McLean that the minutes of Roads Sub-Committee Meeting held on July 8<sup>th</sup>, 2024, be approved as circulated. Carried.

## **Business Arising from Minutes**

None.

## **Correspondence Items**

None.

## **General Business**

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

Craig advised the Committee that they have been working on trimming trees on River Road, they rehabilitated the parking lot at the Horning's Mills Hall and have been ditching along Mill Lane to eliminate water issues before the paving of Mill Lane is

completed. The Public Works Department have been out grading roads again and have been putting the Road Counter and the Black Cat out to collect data.

## **2. Road Projects Update**

Craig advised that Cox Construction is hoping to start our paving projects at the end of August.

## **3. Road Safety Updates**

### 1. Updated Paid Duty Officer Statistics

The Committee reviewed the year-to-date report of paid duty statistics.

### 2. Other

Chair McLean asked if we had heard back from Mulmur Township regarding our motion about River Road and Denise advised that it should be on their September 4<sup>th</sup>, 2024 Council Agenda for discussion.

## **4. Black Cat Data Update**

Craig advised that the Black Cat had been out on River Road and has been moved to the 4<sup>th</sup> Line NE. He also advised the Committee that the Road Counter has been out on the 5<sup>th</sup> Line OS to see if traffic has decreased since County Road 21 has been paved. The Committee directed Staff to place the Black Cat on 2<sup>nd</sup> Line SW and 260 Sideroad outside the hamlets.

## **5. Discussions regarding Sidewalks in Horning's Mills**

### 1. Asphalt vs Traditional Sidewalk Options

The Committee discussed the options for sidewalks and agreed that the asphalt option is best, and the hope is that the work could be completed early next year. It was also discussed that we should get the existing sidewalk fixed that is there and look at options for separating the asphalt sidewalk from the pavement for safety. The Committee is going to do an onsite prior to the next Roads Meeting.

### 2. Timelines

This was discussed above.

### 3. Public Engagement

Chair McLean brought forward about public engagement as some environmental concerns were brought forward to him and he wants to ensure that we engage the

public. It was suggested that public engagement could be done during the 2025 budget process.

**Recommendation:**

The Roads Sub-Committee recommends to Council that we move forward with the asphalt sidewalk option to be completed in 2025 and we invite public engagement on this during the 2025 budget discussions.

**6. Email from Al Blundell, regarding Road Safety Task Force**

This email was discussed by the Committee and Al advised that it looks like the Police Service Board is moving forward as of November 2024. Chair McLean discussed putting a call out to members of the community about a committee run by community members that would bring concerns back to the Roads Sub-Committee.

**7. Update from Al Blundell**

Al Blundell advised that he would see about having an Officer from the OPP attend meetings again.

**Recommendation to Council**

Above.

**Public Question Period**

None.

**Confirmation Motion**

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

**Adjournment**

10:04 a.m. - Moved by Neilson, Seconded by McLean that we adjourn this Roads Sub-Committee meeting to meet again on September 9<sup>th</sup>, 2024 at 9:30 a.m. Carried.

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CHAIR

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SECRETARY





## **SHELburne & DISTRICT FIRE BOARD**

June 25, 2024

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

### **Present**

As per attendance record.

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

1.1 Chair, Shane Hall, called meeting to order at 7:01 pm.

### 1.2 **Land Acknowledgement**

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

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

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

#### **Resolution # 1**

Moved by B. Neilson – Seconded by J. Horner

BE IT RESOLVED THAT:

The following item(s) be added to the agenda:

9.3 Automatic Aid – Ladder Truck

**Carried**

3. **Approval of Agenda**

3.1 **Resolution # 2**

Moved by B. Neilson – Seconded by J. Horner

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as amended.

**Carried**

4. **Approval of Minutes**

4.1 **Resolution # 3**

Moved by E. Hawkins – Seconded by F. Nix

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of April 2, 2024 as circulated.

**Carried**

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No questions.

7. **Delegations / Deputations**

None.

9. **New Business**

9.1 2023 Annual Report

**Resolution # 4**

Moved by A. Stirk – G. Little

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's 2023 Annual Report;

AND THAT the Secretary distribute the report to the participating municipalities & County located fire services.

**Carried**

9.2 Township of Melancthon Motion

**Resolution # 5**

Moved by J. Horner – Seconded by M. Davie

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives Township of Melancthon's resolution regarding communication during significant events;

AND direct Fire Chiefs to discuss and develop an appropriate strategy.

**Carried**

9.3 Automatic Aid – Ladder Truck

**Resolution # 6**

Moved by E. Hawkins – Seconded by A. Stirk

BE IT RESOLVED THAT:

The Shelburne & District Fire Board receives Chief Malynyk's Automatic Aid Agreement for the Ladder truck.

**Carried**

10. **Chief's Report**

10.1 **Monthly Reports (April-May 2024)**

There was a total of 19 incidents for the month of April and a total of 27 incidents for the month of May.

10.2 **Update from the Fire Chief**

Received a \$24,318.56 grant from Firehouse Subs for the purchase of gas detectors. Applied for ROOTS Community Fund Grant through Trillium Mutual Insurance.

Attended annual OFM Mutual Aid Plan symposium, OAFCA Conference and Trade Show and "Charged for Life" lithium-ion battery symposium. Completed 5 planning reviews.

11. **Future Business:**

11.1 Nothing at this time.

12. **Accounts & Payroll – April-June 2024**

12.1 **Resolution # 7**

Moved by B. Neilson – Seconded by E. Hawkins

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$161,905.00 for the period of March 29, 2024 to June 20, 2024 as presented and attached be approved for payment.

**Carried**

8. **Unfinished Business**

8.1 Closed Session

**Resolution # 8**

Move By: M. Davie – Seconded By: A. Stirk

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following:

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

**Carried**

**Resolution # 9**

Moved By: M. Davie – Seconded By: W. Mills

BE IT RESOLVED THAT:

We do now rise and report progress at 8:24 p.m;

AND receive the HR Report

**Carried**

13. **Confirming and Adjournment**

13.1 **Resolution # 10**

Moved by B. Neilson – Seconded by F. Nix

**BE IT RESOLVED THAT:**

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

**Carried**

13.2 **Resolution # 11**

Moved by E. Hawkins – Seconded by B. Neilson

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 8:25 pm to meet again on July 9, 2024 at 5:45 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

Shane Hall  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of June 25, 2024

<b>Municipality / Member</b>	<b>Present</b>	<b>Absent</b>
<b>Township of Amaranth</b>		
Andrew Stirk	X	
Gail Little	X	
<b>Town of Mono</b>		
Melinda Davie	X	
Fred Nix	X	
<b>Township of Melancthon</b>		
Darren White		X
Bill Neilson	X	
<b>Town of Shelburne</b>		
Wade Mills	X	
Shane Hall	X	
<b>Township of Mulmur</b>		
Earl Hawkins	X	
Janet Horner	X	
<b>Staff</b>		
Ralph Snyder – Fire Chief	X	
Jeff Clayton – Deputy Chief		X
Nicole Hill – Sec/Treas.	X	



## **SHELBURNE & DISTRICT FIRE BOARD**

July 26, 2024

The Shelburne & District Fire Department **Board of Management** meeting was held in person at the Shelburne Public Library on the above mentioned date at 5:45 P.M.

### **Present**

As per attendance record.

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

1.1 Vice Chair, Gail Little, called meeting to order at 5:51 pm.

#### 2. **Approval of Agenda**

##### 2.1 **Resolution # 1**

Moved by W. Mills – Seconded by M. Davie

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

The Board of Management approves the agenda as presented.

**Carried**

#### 3. **Pecuniary Interest**

3.1 No pecuniary interest declared.

#### 4. **Public Question Period**

4.1 No questions.



## 5. Closed Session

**Resolution # 2**

Move By: J. Horner – Seconded By: B. Neilson

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following:

Labour relations or employee negotiations.

**Carried**

**Resolution # 3**

Moved By: F. Nix – Seconded By: W. Mills

BE IT RESOLVED THAT:

We do now rise and report progress at 8:50 p.m.

**Carried**

**Resolution # 4**

Moved By: J. Horner – Seconded By: M. Davie

BE IT RESOLVED THAT:

The Shelburne and District Fire Department Joint Board of Management authorizes the Chair to execute an Employment Agreement with the candidate as discussed;

AND FURTHER THAT the Secretary-Treasurer be directed to request the participating municipalities to adopt a by-law to appoint a new Fire Chief for the Shelburne & District Fire Department once an Employment Agreement has been reached with the selected candidate.

**Carried**

6. **Confirming and Adjournment**

6.1 **Resolution # 5**

Moved by B. Neilson – Seconded by W. Mills

**BE IT RESOLVED THAT:**

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

**Carried**

6.2 **Resolution # 6**

Moved by F. Nix – Seconded by B. Neilson

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 8:52 pm to meet again on August 6, 2024 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

Shane Hall  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of July 26, 2024

<b>Municipality / Member</b>	<b>Present</b>	<b>Absent</b>
<b>Township of Amaranth</b>		
Andrew Stirk		X
Gail Little	X	
<b>Town of Mono</b>		
Melinda Davie	X	
Fred Nix	X	
<b>Township of Melancthon</b>		
Darren White		X
Bill Neilson	X	
<b>Town of Shelburne</b>		
Wade Mills	X	
Shane Hall	X	
<b>Township of Mulmur</b>		
Earl Hawkins		X
Janet Horner	X	
<b>Staff</b>		
Ralph Snyder – Fire Chief		X
Jeff Clayton – Deputy Chief		X
Nicole Hill – Sec/Treas.	X	

## Denise Holmes

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**From:** consultation <consultation@nvca.on.ca>  
**Sent:** Wednesday, September 18, 2024 11:58 AM  
**To:** consultation  
**Cc:** Chris Hibberd; Ben Krul; Greg Marek  
**Subject:** NVCA Regulation Procedures & Fee Policy Update

Dear Partners,

We are pleased to inform you that the NVCA has prepared draft procedural and fee documents for your review and feedback. We encourage you to provide your comments before October 10, 2024. The draft documents can be found on our website at <https://www.nvca.on.ca/regulation-procedures-and-fee-policy/>

Please send any feedback or questions to [consultation@nvca.on.ca](mailto:consultation@nvca.on.ca). To ensure your input is accurately reviewed, please reference specific sections of the document in your submission and clearly outline your concerns or suggestions.

We appreciate your time and input in helping us shape these documents.

Best regards,

**Tyler Boswell, M.A. (he/him)**  
**Planner**

**Nottawasaga Valley Conservation Authority**  
8195 8th Line, Utopia, ON L0M 1T0  
T 705-424-1479 ext. 233  
[tboswell@nvca.on.ca](mailto:tboswell@nvca.on.ca) | [nvca.on.ca](http://nvca.on.ca)

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September 10, 2024

Via email: [advocacy@amcto.com](mailto:advocacy@amcto.com)

AMCTO  
Attn: Advocacy Team  
2680 Skymark Avenue, Suite 610  
Mississauga, Ontario L4W 5L6

**RE: Municipal Elections Act Update**

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On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised the above-noted correspondence was presented at the last regularly scheduled Council meeting on September 10, 2024 and the following resolution was passed.

**“Resolution TC-227-2024**

**WHEREAS** election rules need to be clear, supporting candidates and voters in their electoral participation and election administrators in running elections.

**WHEREAS** legislation needs to strike the right balance between providing clear rules and frameworks to ensure the integrity of the electoral process,

**WHEREAS** the legislation must also reduce administrative and operational burden for municipal staff ensuring that local election administrators can run elections in a way that responds to the unique circumstances of their local communities.

**WHEREAS** the *Municipal Elections Act, 1996* (MEA) will be 30 years old by the next municipal and school board elections in 2026.

**WHEREAS** the MEA sets out the rules for local elections, the *Assessment Act, 1990* and the *Education Act, 1990* also contain provisions impacting local elections adding more places for voters, candidates, and administrators to look for the rules that bind the local democratic process in Ontario.

**WHEREAS** with rules across three pieces of legislation, and the *MEA* containing a patchwork of clauses, there are interpretation challenges, inconsistencies, and gaps to fill.

**WHEREAS** the Act can pose difficulties for voters, candidates, contributors and third-party advertisers to read, to interpret, to comply with and for election administrators to enforce.

**WHEREAS** while local elections are run as efficiently and effectively as can be within the current legislative framework, modernization and continuous

improvement are needed to ensure the Act is responsive to today's needs and tomorrow's challenges.

WHEREAS to keep public trust and improve safeguards the Act should be reviewed considering the ever-changing landscape which impacts elections administration including privacy, the threats of foreign interference, increased spread of mis/disinformation and the increased use of technologies like artificial intelligence and use of digital identities.

WHEREAS the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) reviewed the Act and has provided several recommendations including modernizing the legislation, harmonizing rules, and streamlining and simplifying administration.

AND WHEREAS AMCTO put forward recommendations for amendments ahead of the 2026 elections and longer-term recommendations for amendments ahead of the 2030 elections.

THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Lake of Bays calls for the Province to update the MEA with priority amendments as outlined by AMCTO before Summer 2025 and commence work to review and re-write the MEA with longer-term recommendations ahead of the 2030 elections.

AND BE IT FURTHER RESOLVED that this resolution will be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Minister of Municipal Affairs and Housing ([minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)), the Minister of Education ([minister.edu@ontario.ca](mailto:minister.edu@ontario.ca)), the Minister of Public and Business Service Delivery ([todd.mccarthy@ontario.ca](mailto:todd.mccarthy@ontario.ca)), Minister of Finance ([Minister.fin@ontario.ca](mailto:Minister.fin@ontario.ca)) the Premier of Ontario ([premier@ontario.ca](mailto:premier@ontario.ca)), Township of Lake of Bays MPP ([graydon.smith@pc.ola.org](mailto:graydon.smith@pc.ola.org)) and AMCTO ([advocacy@amcto.com](mailto:advocacy@amcto.com)).

Carried”

We look forward to hearing of the continued advocacy of this matter and further updates on when the Ministry will move ahead with amending the Municipal Elections Act

Sincerely,



Carrie Sykes, *Dipl. M.A., CMO, AOMC*,  
Director of Corporate Services/Clerk  
CS/lv

cc. Minister of Municipal Affairs and Housing ([minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)),  
Minister of Education ([minister.edu@ontario.ca](mailto:minister.edu@ontario.ca)),  
Minister of Public and Business Service Delivery ([todd.mccarthy@ontario.ca](mailto:todd.mccarthy@ontario.ca)),  
Minister of Finance ([Minister.fin@ontario.ca](mailto:Minister.fin@ontario.ca))  
Premier of Ontario ([premier@ontario.ca](mailto:premier@ontario.ca)),  
Township of Lake of Bays MPP ([graydon.smith@pc.ola.org](mailto:graydon.smith@pc.ola.org))

## Denise Holmes

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**From:** Jennifer Shephard <jshephard@mulmur.ca>  
**Sent:** Wednesday, September 11, 2024 12:33 PM  
**To:** Denise Holmes  
**Cc:** Roseann Knechtel  
**Subject:** Council Endorsement

Good afternoon,

Please be advised that at the Mulmur Council meeting on **September 4, 2024** Council passed the following motion of endorsements:

### **11.10 Township of Melancthon: River Road**

#### **Moved by Lyon and Seconded by Clark**

That Council endorse the following items: 11.8, 11.10, 11.12, 11.14, 11.16, 11.17, 11.18.

#### **Carried**

Please let me know if you have any questions.

All the best,

**Jennifer Shephard** | Communications Coordinator  
*Township of Mulmur | 758070 2nd Line E Mulmur, ON L9V 0G8 | [www.mulmur.ca](http://www.mulmur.ca)*  
**Phone 705-980-1194 | Fax 705-466-2922 | [jshephard@mulmur.ca](mailto:jshephard@mulmur.ca)**

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September 12, 2024

**Via: Mail**

Dear Sir or Madam:

**Re: Drain Maintenance: Connor Drainage Works  
Project No.: MSO019739.2024**

In accordance with Section 74 of the Drainage Act, Municipalities are required to maintain and repair the Municipal Drains located within their boundaries. There are numerous Municipal Drains in the Township of Amaranth, primarily large open drains servicing several hundred hectares of lands and roads. Attached for your information is a Fact Sheet prepared by the Ministry of Agriculture, Food and Rural Affairs titled "So, What's A Municipal Drain?" The Fact Sheet describes what a Municipal Drain is and its purpose.

The Township, by By-Law, under Section 93 of the Drainage Act, has appointed a Drainage Superintendent for the purpose of maintaining the Municipal Drains.

In determining maintenance and repair work, the following factors are considered by Council:

1. Results of inspections by the Drainage Superintendent; and
2. Complaints and concerns of property owners.

A Notice of Request for Drain Maintenance and/or Repair for the Connor Drainage Works was received by the Township. We subsequently completed a field investigation and recommended that the following repair work be undertaken:

- A cleanout be performed on the Connor Drainage Works in the E½ Lot 31, Concession 9 from the existing tile outlet downstream for approximately 525 m (1,722 ft.) as highlighted on the accompanying plan. The existing driveway culvert on the Hooyenga property also needs to be cleaned out as part of the work. The estimate of the cost to complete the work is \$5,000.00 plus net HST of \$88.00 for a total of \$5,088.00

Council, at their meeting of September 4, 2024, instructed us to undertake the repairs to the Connor Drainage Works as outlined.

The cleanout work is scheduled to commence later this year. The work will be undertaken with a hydraulic excavator working adjacent to the drain. After the excavated material has had a chance to dry out, the material will be spread and levelled with a bulldozer. Any removed trees and brush are pushed into piles for disposal by the owner as per the specifications in the governing 1975 Engineer's Report which was adopted by By-Law No. 6-76.



Section 74 of the Drainage Act does not authorize allowances to owners for damages to lands and crops, land loss, loss of access, etc. Owners with tile drains are requested to clearly mark the outlets.

The costs are distributed over the affected watershed area in accordance with the assessment schedule provided in the 1975 report. The costs are pro-rated meaning they are assessed in the same proportions as detailed in the report.

Properties that are taxed in whole or in part at the Farm Property Class Tax Rate are eligible for a one-third grant on their pro-rated assessment from the Ministry of Agriculture, Food and Rural Affairs. After completion, this grant will be applied for by the Township and credited to the assessments of those eligible.

Should you have any questions, please contact the undersigned at 519-938-3077 or by cell at 519-939-1578.

Yours truly,

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



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

Enclosure: OMAFRA Fact Sheet "So, What's A Municipal Drain?"  
Plan of the Connor Drainage Works

cc: Nicole Martin, CAO/Clerk, Township of Amaranth (Via: Email)  
Denise Holmes, CAO/Clerk, Township of Melancthon (Via: Email)



## SO, WHAT'S A MUNICIPAL DRAIN?

S. Vander Veen

(Reprinted, October 2004)

Perhaps you've just purchased property, and been told by your municipality that you are assessed into a municipal drain. Perhaps you have owned a property for a couple of years and have recently discovered that you are located in the watershed of a municipal drain. You're probably wondering, what does this mean? How does it affect me? What will it cost?

### PHYSICALLY, WHAT IS A MUNICIPAL DRAIN?

Physically, a municipal drain is simply a drainage system. Most municipal drains are either ditches or closed systems such as pipes or tiles buried in the ground. They can also include structures such as dykes or berms, pumping stations, buffer strips, grassed waterways, storm water detention ponds, culverts and bridges. Even some creeks and small rivers are now considered to be municipal drains. Municipal drains are primarily located in rural agricultural areas of the province.

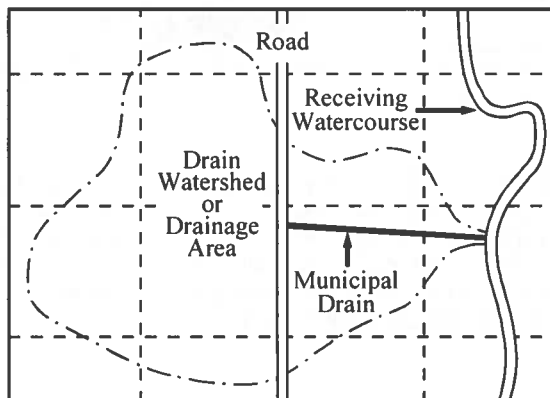


FIGURE 1. Plan of a Municipal Drain

### THE PURPOSE OF MUNICIPAL DRAINS

Municipal drains have been a fixture of rural Ontario's infrastructure since the 1800's. Most municipal drains were constructed to improve the drainage of agricultural land by serving as the discharge point for private agricultural tile drainage systems. However, they also remove excess water collected by roadside ditches, residential lots, churches, schools, industrial lands, commercial lands and any other properties in rural areas.

They are a vital component of the local infrastructure. Without them, many areas of the province would be subjected to regular flooding, reduced production from agricultural land and increased public health risks.

### WHY IS IT CALLED A "MUNICIPAL DRAIN"?

There are many, many drainage ditches and buried pipes in the province, but not all of them are "municipal drains". So what distinguishes a municipal drain?

Municipal drains are created under the authority of the *Drainage Act*. There are 3 key elements of a municipal drain:

**1) Community project** — Landowners who need to solve a drainage problem may submit a prescribed petition under the *Drainage Act* to their local municipality, requesting the establishment of a municipal drain. If certain criteria are met, the municipality appoints an engineer who prepares a report, identifying the proposed solution to the problem and how the costs will be shared. There are various meetings where landowners in the watershed of the municipal drain can voice their desires and concerns. There are also several appeal stages where they can voice their objections. So, the end result of the process is a "communally accepted" project.

**2) Legal Existence** — After all appeals have been heard and dealt with, the municipality passes a by-law, adopting the engineer's report. The municipality then has the authority and the responsibility to construct the project. The cost of the work is assessed to the lands in the watershed in the same ratios as contained within the engineer's report. So for a ditch or a pipe to be a municipal drain, there must be a by-law adopting an engineer's report.

**3) Municipal Infrastructure** — Once a municipal drain has been constructed under the authority of a by-law, it becomes part of that municipality's infrastructure. The local municipality, through its drainage superintendent, is responsible for repairing and maintaining the municipal drain. In certain circumstances, the municipality can be held liable for damages for not maintaining these drains.

#### DO'S AND DON'TS FOR PROPERTY OWNERS

##### You should:

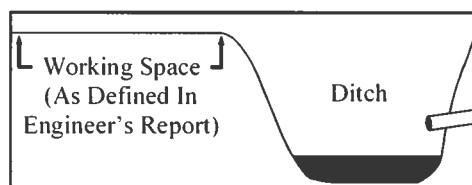
- Find out the name of your local municipality's drainage superintendent.
- If you don't have any information on the municipal drains that affect your property, make arrangements with your municipality to get copies. Please note you may have to pay for the photocopies.
- Find out how the municipal drain affects your property. How much is your property assessed? Are there any buried municipal drains that cross beneath your land? Is there a municipal working space along or above a municipal drain on your property?
- Remove debris from any catchbasins that may be located on your property or the adjoining road. This type of ongoing preventative work can reduce the possibility of property damage during storm events
- As an involved landowner, you have a responsibility for the drains located on your property, so observe them. If you notice any problems, immediately notify the drainage superintendent or the local municipality.
- Before purchasing a property, investigate how municipal drains may affect the property.

##### You can expect:

- Municipalities must maintain their municipal drains. Therefore, if you have a municipal drain located on your property, you can expect that your municipality will periodically arrange to enter onto your property and perform the necessary work. After it is completed, you will be billed for your share of the cost.
- For a period of time while the work is being completed, you can expect the working space along the drain to be accessed by the maintenance equipment and the land to be disrupted to some degree. Because this working space is a form of an easement, you will not be paid for any damages that occur on this land.
- Municipalities have the right to accumulate the cost of maintaining a drain for up to five years or \$5,000. Therefore, it is possible that you may be billed for work that occurred before you owned a property.

##### You should NOT:

- Along every municipal drain is an unregistered working space that the municipality has the right to use to maintain or repair the drain. Keep this working space accessible and do not plant trees or build structures in this area. If you do, and it results in an obstruction to the maintenance equipment, you may have to pay the cost of removing that obstruction.
- Don't store materials such as brush, lumber or other floatable material near the drain, because during storm events, it could float away and block the drain.
- The local municipality is responsible for maintaining municipal drains on behalf of the community of landowners involved in a drain. If you want to install a culvert or bridge on an open ditch municipal drain, or if a municipal drain requires maintenance, don't perform the work yourself; instead notify your municipality. If you do unauthorized work on a drain and that work results in damages to the drain or to other landowners, you could be responsible for paying the cost of repairing the damages.
- Although they are "man-made", all municipal drains eventually connect with the many beautiful lakes, rivers and streams located in Ontario. Do not direct septic system waste, milkhouse wastes, barnyard and manure storage runoff or other pollutants directly to these drains.



**FIGURE 2. Cross-Section of an Open Ditch Municipal Drain**

This Factsheet was written by **Sid Vander Veen**, P. Eng., Drainage Coordinator, Agriculture and Rural Division, OMAFRA, Guelph. It was reviewed by **Andy Kester**, Drainage Inspector, OMAFRA. It has also been reviewed by the **Drainage Superintendents Association of Ontario** and the **PEO Committee on Land Drainage**.

---

Agricultural Information Contact Centre

1-877-424-1300

[ag.info@omafra.gov.on.ca](mailto:ag.info@omafra.gov.on.ca)

[www.gov.on.ca/omafra](http://www.gov.on.ca/omafra)

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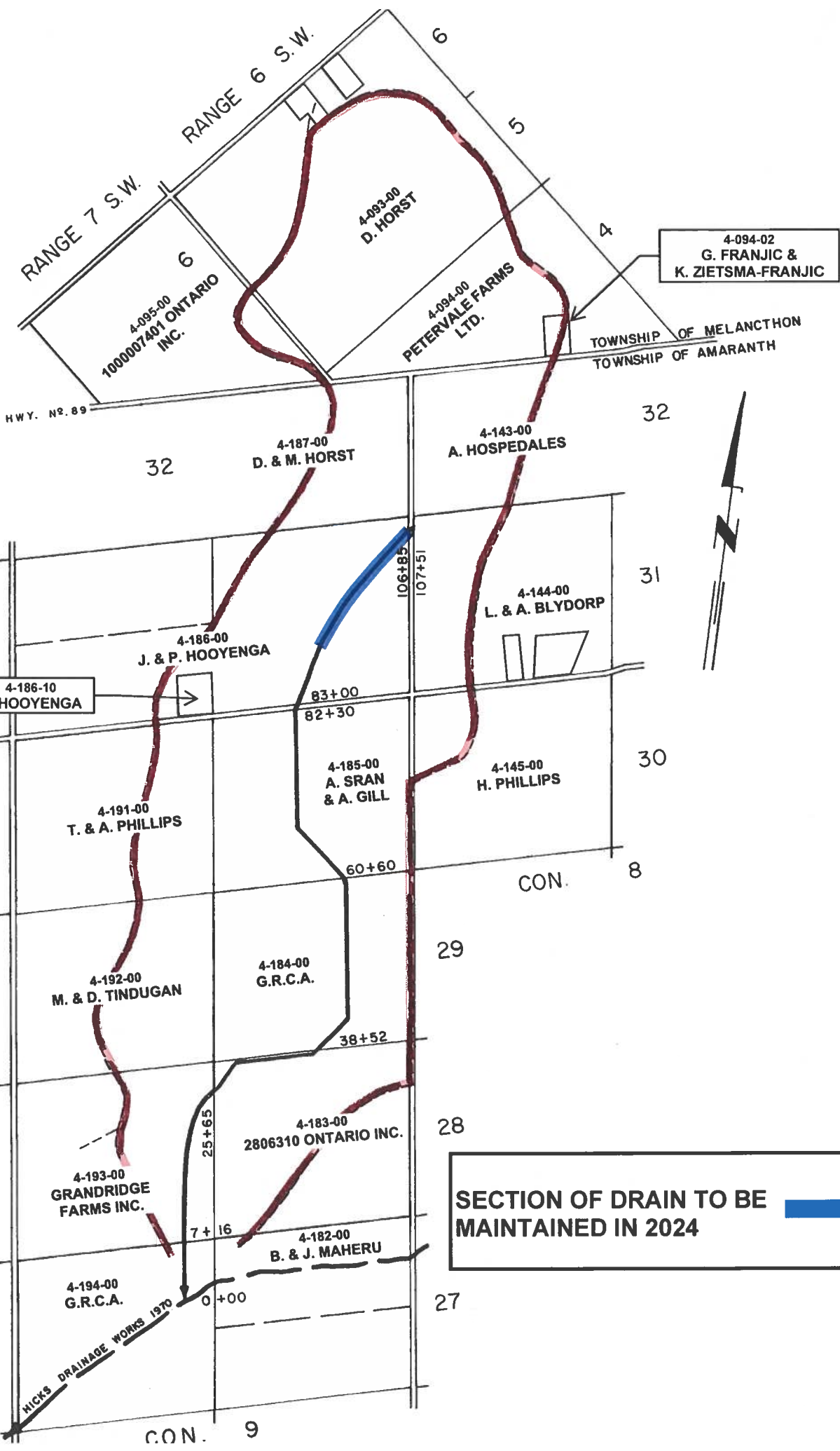
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ISSN 1198-712X

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(commande n° 01-060)



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SECTION OF DRAIN TO BE MAINTAINED IN 2024



September 17, 2024

Ministry of Families, Children and Social Development  
Place du Portage Phase IV  
140 Promenade du Portage  
Gatineau, Quebec K1A 0J9

Ministry of Education  
315 Front St W, 14<sup>th</sup> Floor  
Toronto ON M7A 0B8

Honourable Jenna Sudds & Honourable Jill Dunlop:

At its regular meeting on September 12, 2024, Dufferin County Council passed the following resolution:

WHEREAS on March 22, 2022, the Federal & Provincial Governments announced a funding agreement that will reduce the cost of childcare in Ontario to an average of \$10 per day by March 2026;

AND WHEREAS the For-Profit/Not-For-Profit quotas [30/70] mandated by the federal government artificially limits the number of licences that can be given out and therefore limits the childcare spaces that can be created;

AND WHEREAS the waitlist in the County of Dufferin is over 1,000 children;

AND WHEREAS families are being forced to waitlist for \$10 per day childcare even though there is unspent budget for unrealized Not-For-Profit centres due to a lack of Not-For-Profits applying;

AND WHEREAS changing the ratios could unlock thousands of new \$10 per day childcare spaces immediately;

THEREFORE BE IT RESOLVED THAT the County of Dufferin requests the Federal and Provincial Governments fix the archaic For-Profit/Not-For-Profit quotas in the agreement;



AND LASTLY THAT this resolution be circulated and brought to the attention of Kyle Seeback Member of Parliament, Dufferin-Caledon; The Honourable Jenna Sudds, Minister of Families, Children and Social Development; The Right Honourable Justin Trudeau, Prime Minister of Canada; The Honourable Jill Dunlop, Minister of Education; and The Honourable Doug Ford, Premier of Ontario.

Thank you,

*Michelle Dunne*

Michelle Dunne  
Clerk

Cc Honourable Justin Trudeau, Prime Minister  
Honourable Doug Ford, Premier  
Kyle Seeback, MP  
Dufferin Municipalities



September 17, 2024

Ministry of Health  
5th Floor, 777 Bay Street  
Toronto, Ontario M5G 2C8

Honourable Sylvia Jones:

At its regular meeting on September 12, 2024, Dufferin County Council passed the following resolution:

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS Ontario municipal governments plan an integral role in the health care system through responsibility in public health, long term care and paramedicine; and

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

NOW THEREFORE BE IT RESOLVED THAT the Council of Dufferin County urge the Province of Ontario to recognize the physician shortage in Dufferin and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.



Thank you,

*Michelle Dunne*

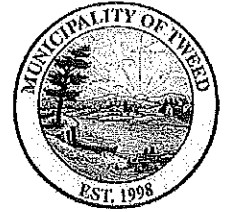
Michelle Dunne  
Clerk

Cc Association of Municipalities of Ontario  
Ontario Medical Association  
Dufferin Municipalities





Municipality of Tweed Council Meeting  
Council Meeting



**Resolution No.** 462.  
**Title:** Mayor D. DeGenova  
**Date:** Tuesday, September 10, 2024

---

**Moved by** J. Palmateer  
**Seconded by** P. Valiquette

WHEREAS the Corporation of the Municipality of Tweed is entering into an agreement to receive Canada Community-Building Funds, which is administered by the Association of Ontario Municipalities of Ontario (AMO) on behalf of the Federal government;

AND WHEREAS the funding allocations are less than 2% year over year for the next 5 years;

AND WHEREAS the amounts allocated in the past 5 years were less than 2% year over year;

AND WHEREAS non-residential construction price inflation has risen by 29% since the end of 2020 and municipalities are facing soaring costs for infrastructure projects without a corresponding growth in revenue;

AND WHEREAS there is a requirement for municipalities to complete an asset management plan and a housing needs analysis;

AND WHEREAS both of these plans show the large funding gap between infrastructure and housing needs and funds available from property taxation;

AND WHEREAS the Corporation of the Municipality of Tweed has over \$195 million in core infrastructure assets and, like other municipalities, its infrastructure is aging and in need of upgrades and replacement;

AND WHEREAS the Municipality's Asset Management Plan requires \$15.1 million annually to maintain existing assets which, based on current available funding, is resulting in an annual infrastructure deficit of over \$14.4 million;

AND WHEREAS municipalities are facing a gap in federal infrastructure funding as the 10-year Investing in Canada Infrastructure Program has come to an end;

NOW THEREFORE BE IT RESOLVED that the Corporation of the Municipality of Tweed calls on the Federal Government to provide a supplement to the allocations provided to municipalities under the AMO CBBF agreement for 2024 - 2028 for the same amount that was allocated, effectively doubling the allocation for those years;

AND FURTHER THAT this resolution be forwarded to MFOA, AMO, MP Shelby Kramp-Neuman, and Federal Finance Minister Chrystia Freeland, and all Municipalities in Ontario.

**Carried**



## Council Highlights

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

*For Immediate Release: September 13, 2024*

Dufferin County Council met on September 12, 2024 for a Council meeting. For the full Council meeting agenda and minutes, please see the County's [Meeting Agendas and Minutes page](#).

Here are the highlights from the September 12 meeting:

- [County Council proclaimed September Hunger Awareness Month in Dufferin County](#)
- [Child care spaces in Dufferin](#)
- [Early Years and Child Care Service System Plan 2023-2026](#)
- [Physician shortage in Dufferin](#)
- [Municipal Comprehensive Review Progress Report – OPA No. 2 and 3 approved](#)
- [Electrifying Back Roads project](#)
- [Edelbrock Centre Redesign Principles](#)
- [Fire Protection and Prevention Review](#)

### **County Council proclaimed September Hunger Awareness Month in Dufferin County**

Warden White and County Council proclaimed September 2024 Hunger Awareness Month in Dufferin County, with Heather Hayes, Orangeville Food Bank and Dufferin Food Share, providing an update on the status of food insecurity in Dufferin.

Hunger Awareness Month raises awareness around hunger locally, provincially and internationally and seeks to encourage people to act on food insecurity.

### **Child care spaces in Dufferin**

County Council approved a motion that the County request the federal and provincial governments fix the archaic for-profit/not-for-profit quotas in the Canada – Ontario Canada-wide Early Learning and Child Care Agreement.

On March 22, 2022, the federal and provincial governments announced a funding agreement that will reduce the cost of childcare in Ontario to an average of \$10 per day by March 2026; however, the for-profit/not-for-profit quotas [30/70] mandated by the federal government artificially limits the number of licences that can be given out, therefore limiting the childcare spaces that can be created.

The waitlist for child care in Dufferin County is over 1000 children and families are being forced to waitlist for \$10 per day childcare despite an unspent budget for unrealized not-for-profit centres due to a lack of not-for-profits applying. The changing of this ratio could unlock thousands of new \$10 per day childcare spaces immediately, helping families in the Dufferin community.

Dufferin County will circulate the resolution to the attention of Kyle Seeback Member of Parliament, Dufferin-Caledon; The Honourable Jenna Sudds, Minister of Families, Children and Social Development; The Right Honourable Justin Trudeau, Prime Minister of Canada; The Honourable Jill Dunlop, Minister of Education; and The Honourable Doug Ford, Premier of Ontario.

### **Early Years and Child Care Service System Plan 2023-2026**

The Early Years and Child Care Service System Plan will act as a road map for the next three years to make system improvements for the benefits of children and families in Dufferin County.

As the local Service System Manager, Dufferin County is responsible for developing an Early Years and Child Care Plan for children aged 0 to 12 years for the Dufferin community. The plan is based on key demographic data, the completion of an environmental scan of services and consultation with key stakeholder groups. These groups included the Early Years Workforce, parents, children, community partners and licensed child care operators.

The Plan outlines three strategic priorities for the next three years, including Early Years and Child Care Programs and Services, Workforce and Pedagogy and Leadership and Governance.

### **Physician shortage in Dufferin**

County Council received correspondence from the Association of Municipalities of Ontario (AMO) and the Ontario Medical Association (OMA) containing a request to pass a resolution to urge the provincial government to recognize the physician shortage in Dufferin County and the Province.

The state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40 per cent of family doctors considering retirement over the next five years. The percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022 and per capita health-care spending in Ontario is the lowest of all provinces in Canada.

Dufferin County Council approved a motion to urge the Province of Ontario to recognize the physician shortage in Dufferin and to fund health care appropriately and ensure every Ontarian has access to physician care.

### **Municipal Comprehensive Review Progress Report – OPA No. 2 and 3 approved**

The [Dufferin County Municipal Comprehensive Review \(MCR\)](#) was conducted in three phases to amend the County's Official Plan Policy. The phased approach was approved in the spring of 2022.

By April 4, 2024, the final phase (OPA No. 4) was deemed complete by the Province. On July 18, 2024, staff received a draft decision on both OPA No. 2 and OPA No. 3 with some minor language related modifications and an increase from 100,600 to 100,700 in Population Distribution for 2051.

This change was due to Mono's growth allocation being changed from (-100) to (0) by 2051.

Phase III – OPA No. 4 approval is expected to follow in the coming months.

Staff will communicate the new growth forecast, allocations and schedules and maps and make it available to the public. Updated allocations and land designations will be implemented for all new development proposals throughout the County.

Local municipalities can initiate the conformity exercise and carry out all necessary studies and reports and work to implement the allocated growth within their municipalities.

### **Electrifying Back Roads project**

Dufferin County's *Electrifying Back Roads* project, valued at \$100,700, was approved for funding through Natural Resources Canada's Zero-Emissions Vehicles Awareness Initiative. The public outreach and education project aims to increase awareness and knowledge of electric vehicle options, benefits, performance, costs, charging options/infrastructure and incentives among rural and small-town residents in Dufferin County.

The adoption of zero-emissions vehicles is critical to achieving Dufferin County's greenhouse gas reduction target of net-zero by 2050, as transportation accounts for 49% of community greenhouse gas emissions. To support this transition, in the Dufferin Climate Action Plan, the County commits to "educate and raise awareness of the benefits of electric vehicles".

The County has launched two surveys to support the project: one for EV owners and one for non-EV owners. [The surveys can be found here.](#)

### **Edelbrock Centre Redesign Principles**

Dufferin County's Chief Administrative Officer presented an update on the Edelbrock Centre Design Proposal. Council received the report and adopted the following key principles for the project:

- Service Delivery: A space that supports better service delivery to the community
- Inclusive: Spaces that are barrier-free access for all (public and employees) and incorporate inclusive design elements from the City of London Facility Accessibility Design Standards
- Technology: Technology enhancements to support a hybrid Council meeting and working model
- Collaborative: a space that encourages collaboration and meeting space both in-person and remote
- Flexible: an adaptable multipurpose space that supports a hybrid working model, group work, and individual work
- Progressive: A space that speaks to the future of work
- Healthy: a space that promotes employee health and comfort using an intermediate approach
- Sustainable: An energy efficient space that reduces energy demand, leverages smart technology, and prioritizes materials with low embodied carbon, considering environmental impact throughout their life cycle.

### **Fire Protection and Prevention Review**

A thorough Council directed review and analysis of the existing fire prevention and protection services in Dufferin County has determined that modernization of fire services is required.

The Multi-Jurisdictional Fire Prevention and Protection Modernization Plan details four options for fire prevention and protection services ranging from uploading the responsibilities to the County to maintaining status quo. Lacking the authority to implement any of the recommended changes, staff recommended that the attached report be provided to the eight lower-tier Councils for their consideration.

**About Dufferin County Council**

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

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

-30-

**MEDIA CONTACT:**

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

## Denise Holmes

---

**From:** Roseann Knechtel <rknechtel@mulmur.ca>  
**Sent:** Thursday, September 19, 2024 12:06 PM  
**To:** Denise Holmes  
**Subject:** 2023 Year End Report MM Fire  
**Attachments:** MMFD 2023 Year end report final .pdf

Hi Denise,

The 2023 Year End Report for MM Fire was received and approved at the Fire Board meeting on September 17<sup>th</sup>. Please see attached for your information.

**Moved by Moore and Seconded by Lyon**

That the Mulmur-Melancthon Fire Board approve the 2023 Year End Report as presented;

And that the Board forward the 2023 Year End Report to each respective Council.

**CARRIED.**

Have a great day,

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

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

*Phone 705-466-3341 ext. 223 | Direct 705-980-1192 | [rknechtel@mulmur.ca](mailto:rknechtel@mulmur.ca)*

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# 2023 YEAR END REPORT

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PREPARED BY: MATHEW WATERFIELD

# MULMUR MELANCTHON FIRE DEPARTMENT 2023 YEAR END REPORT



## Chief's Message

It is my pleasure to present to you the year end report for 2023. Members of the Mulmur-Melancthon Fire Department had another busy year providing 24 hours service to our community responding to 89 calls for service which resulted in a total of 982 staff hours responding to these incidents. This was an increase of 10% in responses over 2022. The department had significant increase in medical responses with them accounting for 40% of our calls in 2023.

This past year our dedicated members attended over 450 hours of combined in-house and Ontario Fire College training for a total of 1811 staff hours. Some of these sessions included Advanced Auto Extrication Hazardous Materials, Public Education, Fire Prevention, Fire Scene Investigations, and members also attended training with the Ontario Fire Colleges Mobile Live Fire Training Unit that was at the Orangeville Fire Hall for a period during the summer. All these training sessions are assisting the department in meeting the provincial standards as required by 2026. In 2024 the department will continue to work towards this goal with several members attending regional training centers as well as the continuing partnership with other County departments in joint training.

The department along with the funding from Honeywood Fire Fighters Association were able to place a variety of battery-operated tools into service that will assist with firefighting and rescue operations. These tools are designed to reduce strain on firefighters by being lighter and more portable than some of our traditional fuel powered tools. They also provide the ability to reach more remote locations compared to the traditional tools we carry on our apparatus. The department and association continue to work together to improve our life safety capacity to the residents and visitors to the townships of Mulmur and Melancthon.

Mathew Waterfield



# MULMUR MELANCTHON FIRE DEPARTMENT

## 2023 YEAR END REPORT



Years of Service as Jan 1/2024

### Fire Chief

Mathew Waterfield 19

### Deputy Fire Chief

Everhard Olivieri-Munroe 21

### Captains

Jeff Merkley 15

Dave Horner 15

Tim Harman 10

Chris Curd 10

### Acting Captains

Brant Squirrell 8

Michael Mehlhorn 4

### Fire Fighters

Tony White 18

Mitch Clark 9

Dan Henderson 7

Chris Chiaravalotti 4

Kyle McGee 4

Jayne Brown 3

Jeff Bond 2

Ryan Quann 2

Alexxis Merkley 2

Aaron McGurik 2

Stephanie Martin 2

Shane Pritchard 0

Krista LeDain 0

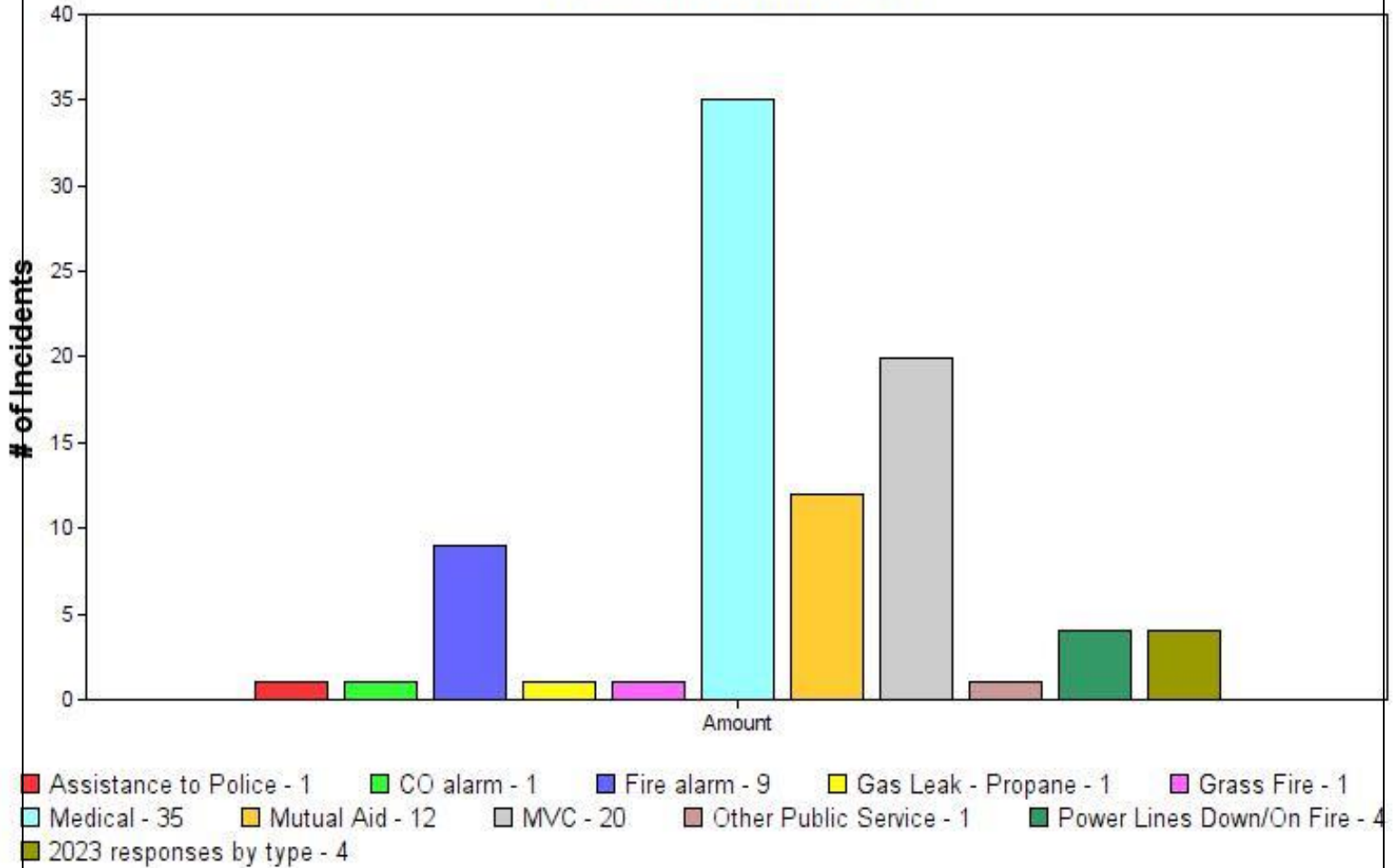
Bashir Ahmmed 0

Luke Elen 0

# MULMUR MELANCTHON FIRE DEPARTMENT 2023 YEAR END REPORT



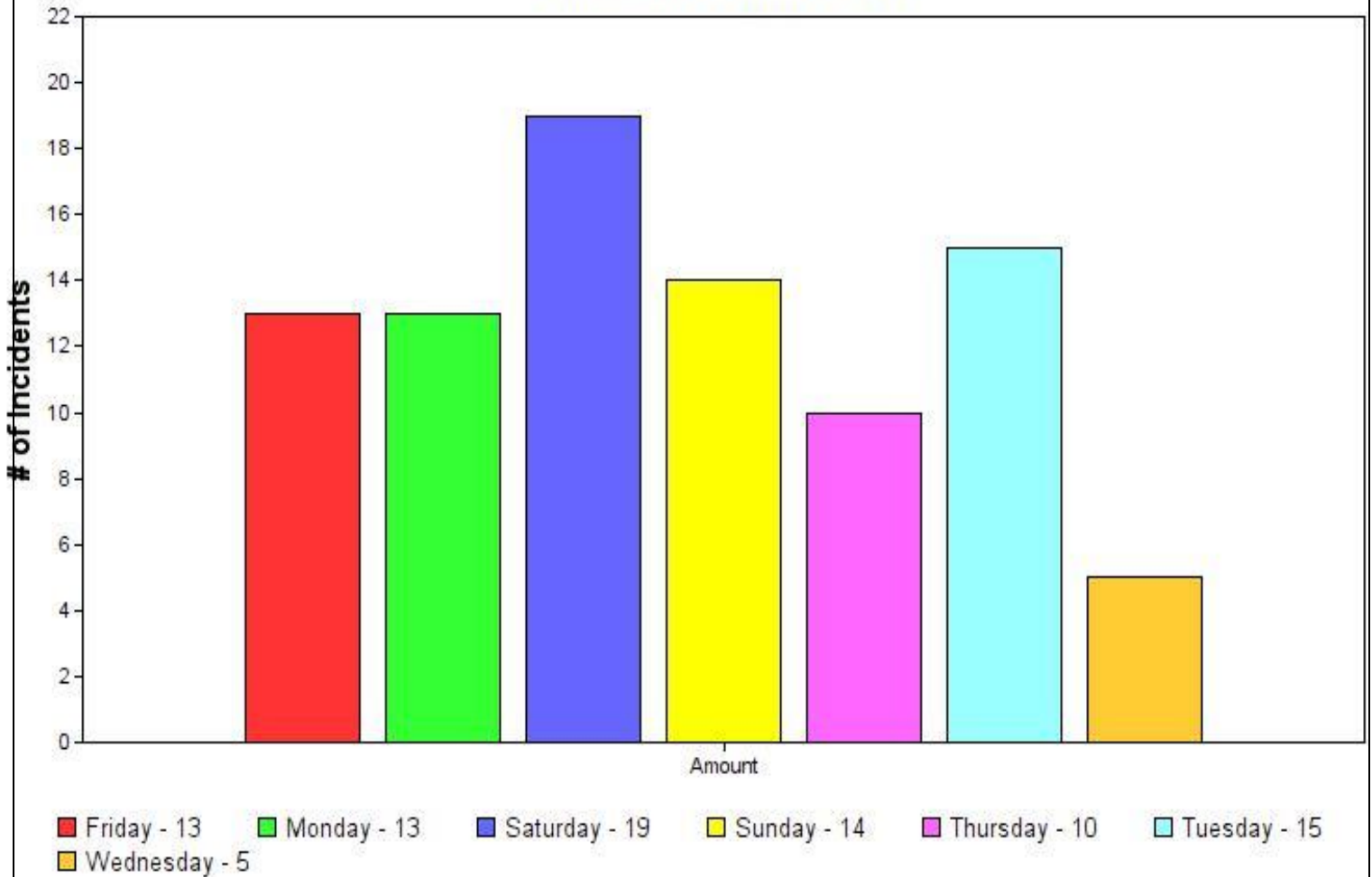
*Totals by Type*  
From Jan 1 23 to Dec 31 23



# MULMUR MELANCTHON FIRE DEPARTMENT 2023 YEAR END REPORT



*Response totals by day of week*  
From Jan 1 23 to Dec 31 23



# MULMUR MELANCTHON FIRE DEPARTMENT

## 2023 YEAR END REPORT



Number	Date	Township	Type	Personnel	Total Time
23-01	Jan 03	Mulmur	MVC	7	150
23-02	Jan 11	Melancthon	Wires Down	8	120
23-03	Jan 21	Mulmur	Medical	10	60
23-04	Feb 3	Mulmur	MVC	8	75
23-05	Feb 6	Mulmur	Public Assist	4	60
23-06	Feb 10	Mulmur	Medical	5	60
23-07	<b>Feb 12</b>	<b>Mulmur</b>	<b>Mutual Aid</b>	<b>11</b>	<b>180</b>
23-08	Mar 4	Melancthon	Medical	5	60
23-09	Mar 4	Mulmur	CO Alarm	5	120
23-10	Mar 5	Mulmur	Vehicle Fire	5	150
23-11	<b>Mar 5</b>	<b>Mulmur</b>	<b>Mutual Aid</b>	<b>7</b>	<b>300</b>
23-12	Mar 12	Mulmur	Medical	4	60
23-13	Mar 14	Mulmur	MVC	5	60
23-14	Mar 18	Melancthon	MVC	6	90
23-15	Mar 20	Melancthon	MVC	4	60
23-16	Mar 24	Mulmur	Medical	5	60
23-17	Mar 24	Mulmur	Medical	4	75
23-18	Mar 24	Mulmur	Fire Alarm	6	90
23-19	Mar 28	Mulmur	MVC	6	105
23-20	April 1	Melancthon	Medical	5	60
23-21	April 4	Mulmur	Medical	4	60
23-22	<b>April 9</b>	<b>Mulmur</b>	<b>Mutual Aid</b>	<b>11</b>	<b>180</b>
23-23	April 10	Mulmur	MVC	14	90
23-24	April 12	Mulmur	Fire Alarm	15	60
23-25	<b>April 13</b>	<b>Mulmur</b>	<b>Mutual Aid</b>	<b>16</b>	<b>360</b>
23-26	<b>April 13</b>	<b>Mulmur</b>	<b>Mutual Aid</b>	<b>14</b>	<b>300</b>
23-27	April 15	Mulmur	Grass Fire	15	240
23-28	April 15	Mulmur	Medical	1	30
23-29	April 15	Mulmur	Police Assist	13	60
23-30	April 16	Mulmur	Medical	8	60
23-31	<b>April 16</b>	<b>Mulmur</b>	<b>Mutual Aid</b>	<b>11</b>	<b>420</b>
23-32	April 17	Mulmur	Mutual Aid	3	120
23-33	April 25	Mulmur	Medical	5	60
23-34	May 2	Melancthon	Fire Alarm	3	60
23-35	May 14	Mulmur	Vehicle Fire	4	90

# MULMUR MELANCTHON FIRE DEPARTMENT

## 2023 YEAR END REPORT



23-36	May 15	Mulmur	Vehicle Fire	6	90
23-37	May 22	Mulmur	Medical	4	60
23-38	May 25	Melancthon	Medical	4	60
23-39	June 4	Mulmur	Medical	4	90
23-40	June 9	Melancthon	Medical	2	60
23-41	June 10	Mulmur	MVC	5	120
23-42	June 13	Melancthon	Medical	1	0 (Cancelled)
23-43	June 22	Melancthon	Medical	3	60
23-44	<b>June 24</b>	<b>Melancthon</b>	<b>Mutual Aid</b>	<b>5</b>	<b>180</b>
23-45	June 25	Mulmur	Medical	4	60
23-46	June 30	Melancthon	Medical	6	60
23-47	July 3	Mulmur	Fire Alarm	5	60
23-48	July 4	Mulmur	Wires Down	3	180
23-49	July 7	Mulmur	Medical	4	60
23-50	July 9	Melancthon	Medical	4	60
23-51	July 9	Mulmur	MVC	7	90
23-52	July 13	Mulmur	Medical	3	120
23-53	July 18	Melancthon	Medical	4	60
23-54	July 21	Melancthon	Medical	3	60
23-55	July 22	Melancthon	Fire Alarm	6	90
23-56	July 23	Melancthon	MVC	8	120
23-57	July 24	Melancthon	Medical	5	60
23-58	July 25	Mulmur	MVC	8	120
23-59	Aug 3	Mulmur	MVC	4	90
23-60	Aug 9	Mulmur	Medical	4	60
23-61	Aug 19	Mulmur	MVC	4	120
23-62	Aug 22	Melancthon	MVC	5	210
23-63	<b>Aug 25</b>	<b>Shelburne</b>	<b>Mutual Aid</b>	<b>2</b>	<b>150</b>
23-64	Aug 29	Melancthon	Medical	4	30
26-65	Aug 30	Mulmur	Medical	4	30
23-66	Aug 30	Mulmur	MVC	10	180
23-67	Aug 31	Mulmur	Fire Alarm	8	60
23-68	Sept 1	Mulmur	Medical	3	60
23-69	Sept 4	Melancthon	Medical	2	60
23-70	Sept 4	Mulmur	MVC	6	90
23-71	Sept 5	Mulmur	Medical	4	60
23-72	Sept 10	Mulmur	MVC	7	60
23-73	<b>Sept 12</b>	<b>Melancthon</b>	<b>Mutual Aid</b>	<b>3</b>	<b>150</b>

# MULMUR MELANCTHON FIRE DEPARTMENT

## 2023 YEAR END REPORT



23-74	Sept 19	Mulmur	Medical	3	60
23-75	Sept 23	Mulmur	Medical	3	60
23-76	Sept 25	Mulmur	MVC	3	120
23-77	Oct 14	Mulmur	Fire Alarm	5	60
23-78	<b>Oct 27</b>	<b>Shelburne</b>	<b>Mutual Aid</b>	<b>3</b>	<b>120</b>
23-79	Oct 27	Mulmur	Fire Alarm	5	90
23-80	Oct 28	Mulmur	Medical	3	120
23-81	Oct 30	Mulmur	MVC	11	120
23-82	Nov 9	Melancthon	Wires Down	3	120
23-83	Nov 9	Mulmur	Wires Down	4	210
23-84	Nov 25	Melancthon	Medical	4	60
23-85	Nov 27	Mulmur	MVC	9	60
23-86	Dec 1	Mulmur	Gas Leak	6	75
23-87	Dec 7	Mulmur	Fire Alarm	7	60
23-88	<b>Dec 30</b>	<b>Shelburne</b>	<b>Mutual Aid</b>	<b>7</b>	<b>300</b>
23-89	Dec 30	Mulmur	Vehicle Fire	11	150

### Calls per area:

Mulmur	56
Melancthon	22
Mutual Aid	11
<b>Total Calls</b>	<b>89</b>

# MULMUR MELANCTHON FIRE DEPARTMENT

## 2023 YEAR END REPORT



As we look forward to 2024, we are preparing to welcome a new vehicle into our fleet. In late summer or early fall we will take possession of our new Pumper 47. This new apparatus will allow us to continue to serve the residents and visitors to our area for years to come. This pumper will have a larger water tank and pumping capacity than the current pumper it is replacing along with several safety and convenience features that will not only protect our members but prolong the useful life of equipment that it will carry.

Our members will continue to work toward meeting the province's mandatory certifications requirements with several taking part in the first joint Dufferin County training program which will include members from Orangeville, Shelburne and District and the Rosemont District Fire Departments. Taking part in these joint department training programs not only provides our members with the skills to perform their duties, but it also fosters a collaborative work environment between the departments who often work together during large events and mutual aid calls.

On behalf of firefighters, officers, and the deputy chief, I would like to thank the members of the Mulmur-Melancthon Fire Board as well as the members of the Mulmur and Melancthon Councils for their continued support and dedication to providing fire and rescue services to the citizens and visitors to our response area.

Mathew Waterfield

Fire Chief

# MULMUR MELANCTHON FIRE DEPARTMENT 2023 YEAR END REPORT





**Denise Holmes**

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**From:** Maria Leung <mleung@nvca.on.ca>  
**Sent:** Thursday, September 19, 2024 2:22 PM  
**To:** Maria Leung  
**Subject:** NVCA Media Release - Help Shape NVCA's Conservation Areas Strategy

## MEDIA RELEASE

FOR IMMEDIATE RELEASE

### Help Shape NVCA's Conservation Areas Strategy

UTOPIA, Ontario (September 19, 2024) – The Nottawasaga Valley Conservation Authority (NVCA) is looking for input on a new Conservation Areas Strategy. Those interested in the future of NVCA conservation lands can have their voices heard by completing an online survey.

NVCA manages 5,240 hectares of mostly environmentally sensitive areas within the watershed. On those lands, NVCA operates 11 active conservation areas that provide recreational opportunities, and environmental education programming while also balancing protection of environmentally significant features.

NVCA's conservation lands portfolio also includes properties that are undeveloped natural areas and properties that are managed for flood control. NVCA works with community partners, volunteers, municipalities and public agencies to maintain these conservation lands.

The Conservation Areas Strategy will outline current uses on NVCA conservation lands and develop a framework for long-term decision-making process to support the management of NVCA's conservation areas.

Have your say! Visit [nvca.on.ca/public-consultations](https://nvca.on.ca/public-consultations) to review the draft objectives and complete the survey. Feedback must be submitted by **Tuesday, October 8, 2024**.

The *Conservation Authorities Act* and Ontario Regulation 686/21 requires all conservation authorities to complete a Conservation Areas Strategy by December 31, 2024.

- 30 -

**About NVCA:** The Nottawasaga Valley Conservation Authority is a public agency dedicated to the preservation of a healthy environment through specialized programs to protect, conserve and enhance our water, wetlands, forests and lands.

**Media contact:** Maria Leung, Senior Communications Specialist, 705-424-1479 ext.254, [mleung@nvca.on.ca](mailto:mleung@nvca.on.ca)

**Maria Leung (she/her/hers)**  
**Senior Communications Specialist**

**Nottawasaga Valley Conservation Authority**  
8195 8th Line, Utopia, ON L0M 1T0  
T 705-424-1479, ext. 254  
[mleung@nvca.on.ca](mailto:mleung@nvca.on.ca) | [nvca.on.ca](https://nvca.on.ca)

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# The Corporation of the Township of Southgate Notice of Virtual Public Meeting Concerning a Proposed Official Plan Amendment

**What:** The Township seeks input on proposed Official Plan policies for delegation authority within the municipality.

**Public Meeting Date:** October 23, at 1:00 PM

**Location of the Public Meeting:** Please join the electronic public meeting from your computer, tablet, or smartphone at the below link:

<https://zoom.us/j/95341385964?pwd=bDd6OTJWYStGWnRESkxORUZwL25Ddz09>

You can also dial-in using your phone. **Phone:** [+1 647 374 4685](tel:+16473744685) **Meeting ID:** 953 4138 5964  
**Passcode:** 336403

## How can I participate in the Public Meeting?

Public participation is encouraged. To participate in the virtual meeting, please contact Lindsey Green, Clerk, by email at: [lgreen@southgate.ca](mailto:lgreen@southgate.ca) or by telephone at: 519-923-2110 ext. 230

## What if I can't attend the Public Meeting?

You can learn more about the proposed development by contacting the Township office, or by reading the materials on the website at the below link(s). You may choose to submit comments via letter or email after taking the time to learn about the proposed development. See the relevant contact information below:

Web Link: [Official Plan Amendment Delegate Authority](#)

## What can I expect at the Public Meeting?

The public meeting is an opportunity for members of the public to learn more about the proposed policy for delegation authority within the Township. Attendees can hear a brief presentation about the development, ask questions, and/or make statements either in favour of, or in opposition to the development. No decisions are made at this meeting, it is an opportunity to learn and provide feedback.

## What is being proposed through the application?

The Province of Ontario has made several changes to the *Planning Act*, with the goal of streamlining the planning process in Ontario. As part of these changes, municipalities are encouraged to investigate and examine opportunities to streamline applications through delegation of decisions to Staff. This allows for faster processing of applications and to be made without waiting for a Council meeting.

The proposed Official Plan amendment would provide policy to allow Council, via the appropriate Delegation By-law, to delegate certain decisions for planning applications or relevant agreements to Staff to speed up decision making. Staff would be enabled to make decisions and enter into agreements associated with certain applications (like subdivision or development agreements).

The Grey County Official Plan (Section 9.5 (7)) supports the delegation of decisions to staff without the need for a County Official Plan amendment. This proposal would amend the Southgate Official Plan to add relevant policy for delegating decisions and amend (where required) existing sections to reflect staff being a decision maker (subject to a delegation By-law).

The delegation of this decision making would not change any appeal rights currently in effect in the *Planning Act*.

## Why is this Public Meeting being held and what are your rights?

In Ontario, the planning and development process is open and transparent, where opinions from all individuals and groups are welcomed. To change its Official Plan policies the Township must hold a public meeting. This meeting is one of your chances to learn about the proposed changes and offer your opinions. Under the legislation covering this process, you have the following rights:

1. Attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed Official Plan Amendment.
2. If a person or public body would otherwise have an ability to appeal the decision of the Township of Southgate to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of



## The Corporation of the Township of Southgate Notice of Virtual Public Meeting Concerning a Proposed Official Plan Amendment

Southgate before the Township Official Plan is approved or refused, the person or public body is not entitled to appeal the decision.

3. If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Southgate before the Township Official Plan amendment is approved or refused, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.
4. Section 17(36) defines the parties that are eligible to appeal the decision on the Official Plan amendment to the Ontario Land Tribunal.
5. If you wish to be notified of the decision of the Council of the Township of Southgate on the proposed Township Official Plan Amendment or Zoning By-law Amendment, you must make a written request to the Township of Southgate using the contact information noted above, and quote File **OPA 2-24**.

If you have questions, please do not hesitate to contact Township staff, who can answer questions on the proposed changes, or the planning process.

Notice dated this **24<sup>th</sup> day of September 2024** at the Township of Southgate.

### **A note about information you may submit to the Township:**

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 Township or County websites, and/or made available to the public upon request. **Please note that all submissions and the personal information contained therein will become part of the public record in their entirety and may be posted to Southgate's website.**

Please be aware that the public meeting may be broadcast online and may be recorded.

Lindsey Green, Clerk  
[lgreen@southgate.ca](mailto:lgreen@southgate.ca)  
Township of Southgate  
185667 Grey Rd 9,  
Dundalk, ON N0C 1B0  
Phone: (519) 923-2110 ext. 230



# The Corporation of the Township of Southgate Notice of Virtual Public Meeting Concerning a Proposed Zoning By-law Amendment

**What:** The Township seeks input on proposed Zoning provisions to permit Additional Residential Units within the municipality.

**Public Meeting Date:** October 23, 2024, at 1:00 PM

**Location of the Public Meeting:** Please join the electronic public meeting from your computer, tablet, or smartphone at the below link:

<https://zoom.us/j/95341385964?pwd=bDd6OTJWYStGWnRESkxORUZwL25Ddz09>

You can also dial-in using your phone. **Phone:** [+1 647 374 4685](tel:+16473744685) **Meeting ID:** 953 4138 5964  
**Passcode:** 336403

## How can I participate in the Public Meeting?

Public participation is encouraged. To participate in the virtual meeting, please contact Lindsey Green, Clerk, by email at: [lgreen@southgate.ca](mailto:lgreen@southgate.ca) or by telephone at: 519-923-2110 ext. 230

## What if I can't attend the Public Meeting?

You can learn more about the proposed development by contacting the Township office, or by reading the materials on the website at the below link(s). You may choose to submit comments via letter or email after taking the time to learn about the proposed development. See the relevant contact information below:

Web Link: [Zoning By-law Amendment for Additional Residential Units](#)

## What can I expect at the Public Meeting?

The public meeting is an opportunity for members of the public to learn more about the proposed zoning rules for additional residential units that may be proposed in the Township of Southgate. Attendees can hear a brief presentation about the development, ask questions, and/or make statements either in favour of, or in opposition to the development. No decisions are made at this meeting, it is an opportunity to learn and provide feedback.

## What is being proposed through the application?

November 2022, and June 2024 the Province changed Ontario's Planning Act to require all municipalities allow up to two additional residential units in a detached house, semi-detached house or row house on lands serviced by municipal water and sewer, including one additional unit in a separate building on the same lot. The Planning Act limits parking and floor space rules municipalities can enforce on new additional residential units.

October 20, 2024 [Provincial Planning Statement 2024](#) will apply in Ontario. Section 4.3.2 (5) states that where "a residential dwelling is permitted on a lot in a prime agricultural area, up to two additional residential units *shall be permitted* in accordance with Provincial guidance". Additional residential units are in addition to farm worker housing that may be allowed.

The Township Zoning By-law currently allows a secondary unit and an accessory apartment in certain locations but needs to be amended to comply with changes to the Planning Act and to be consistent new Provincial Planning policies.

At its [August 7, 2024 meeting](#) Council considered a [Planning Report on Additional Residential Units](#) to update the Township Zoning Bylaw to comply with the Planning Act and address proposed policy in [Provincial Planning Statement 2024](#) to apply in Ontario on October 20, 2024. Council passed a resolution public meeting be held on amending the Township Zoning Bylaw to permit:

1. Up to two additional residential units on a single detached, semi-detached and street townhouse lot with municipal water and sewer services including maximum one dwelling unit in a detached building.
2. Up to two additional residential units on an agricultural lot containing a detached dwelling including maximum one dwelling unit in a detached building located within 60 metres of a the farm cluster.
3. One additional residential unit within an existing single detached dwelling or in a detached building in the interior side or rear yard in a Residential Type 6 zone.



## The Corporation of the Township of Southgate Notice of Virtual Public Meeting Concerning a Proposed Zoning By-law Amendment

The proposed Zoning Bylaw amendment also contains certain new zoning regulations apply to any new additional residential unit. The and the Ontario Building Code and other governing rules and permits continue to apply.

The effect of Zoning By-law amendment will be to allow additional residential units in accordance with Provincial Law and Legislation on applicable residential properties with municipal water and sanitary sewer services, agricultural properties where a single detached dwelling is permitted, and on lots zoned Residential Type 6 on private well and septic under certain conditions.

To support this proposal, a [Planning Report on Additional Residential Units](#) is available on the [Township Planning Applications and Public Notices Website Link](#).

### **Why is this Public Meeting being held and what are your rights?**

In Ontario, the planning and development process is open and transparent, where opinions from all individuals and groups are welcomed. To change its policies and zoning rules the Township must hold a public meeting. This meeting is one of your chances to learn about the proposed changes and offer your opinions. Under the legislation covering this process, you have the following rights:

1. Attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed Zoning By-law Amendment.
2. If a person or public body would otherwise have an ability to appeal the decision of the Township of Southgate to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Southgate before the Township Zoning By-law amendment is approved or refused, the person or public body is not entitled to appeal the decision.
3. If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Southgate before the Township Zoning By-law amendment is approved or refused, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.
4. Section 17(36) and Section 34(19) define the parties that are eligible to appeal the decision on the Zoning By-law amendment to the Ontario Land Tribunal.
5. If you wish to be notified of the decision of the Council of the Township of Southgate on the proposed Township Zoning By-law Amendment, you must make a written request to the Township of Southgate using the contact information noted above, and quote File **C9-24**.

If you have questions, please do not hesitate to contact Township staff, who can answer questions on the proposed changes, or the planning process.

Notice dated this **24<sup>th</sup> day of September 2024** at the Township of Southgate.

### **A note about information you may submit to the Township:**

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 Township or County websites, and/or made available to the public upon request. **Please note that all submissions and the personal information contained therein will become part of the public record in their entirety and may be posted to Southgate's website.**

Please be aware that the public meeting may be broadcast online and may be recorded.

Lindsey Green, Clerk  
[lgreen@southgate.ca](mailto:lgreen@southgate.ca)  
Township of Southgate  
185667 Grey Rd 9,  
Dundalk, ON N0C 1B0  
Phone: (519) 923-2110 ext. 230



Ontario Community Infrastructure Fund (OCIF)

**Allocation Notice**

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Ministry of Infrastructure

The Corporation of the Township of Melancthon

September 2024

*Disponible en français*

**Overview**

**2025 OCIF Funding**

The amount of Funds the municipality named on this Allocation Notice is eligible to receive under the Agreement in the 2025 Funding Year is as follows:

<b>2025 formula allocation</b>	<b>\$110,361</b>
--------------------------------	------------------

**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 and detailed instructions on how to access these forms will be provided closer 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 CRV data collection process, CRVs used for 2025 OCIF were capped at 200% of their MOI FIR-based estimates and limited to 60% 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 +/- 40% 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)  
Allocation Notice  
The Corporation of the Township of Melancthon

Below are the key data source values used to calculate your 2025 allocation:

The Corporation of the Township of Melancthon		
	Inputs	
a	Core infrastructure CRV estimate	\$84,892,774
b	Adjusted core infrastructure	\$113,994,188
c	Weighted property assessment	\$604,799,881
d	Number of households	1,189
e	Median household income	\$100,000
Ind 1*	<b>Indicator 1 (h ÷ i)</b>	-0.4139
f	Indicator 1 – Raw (b ÷ c)	0.1885
g	Indicator 1 of eligible municipalities: Median, Lowest, Highest Value	g1: Median: 0.3071 g2: Lowest: 0.0206 g3: Highest: 1.5097
h	Difference between Indicator value and Median (f – g1)	-0.1186
i	Difference between the Median and the Minimum Value (g1 - g2) <sup>1</sup>	0.2865
Ind 2*	<b>Indicator 2 (l ÷ m)</b>	-0.1816
j	Indicator 2 – Raw (b ÷ d ÷ e)	0.9587
k	Indicator 2 of eligible municipalities: Median, Lowest, Highest Value	k1: Median: 1.1538 k2: Lowest: 0.0794 k3: Highest: 4.3485
l	Difference between Indicator value and Median (j – k1)	-0.1951
m	Difference between the Median and the Minimum Value (k1-k2) <sup>2</sup>	1.0744
<b>Ind</b>	<b>Infrastructure Index (Ind1+Ind2)/2</b>	<b>-0.2977</b>
n	Median of Infrastructure Indices of all eligible municipalities	-0.0416
o	Percentage points away from the Median	-25.61
p	Core infrastructure multiplier (per \$100,000 of core infrastructure) \$173.143 - \$24 x (n - Ind) ÷ 10% <sup>3</sup>	\$130.00
q	Median core infrastructure multiplier	\$173.143
	2024 OCIF Allocation	\$100,000
	<b>2025 OCIF Allocation</b> Maximum of (p x a ÷ \$100,000) or \$100,000, up to \$10 million, limited to ±15% variance from 2024 grant**	<b>\$110,361</b>

**\*\*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 \$173.143

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](http://www.ontario.ca/page/ontario-community-infrastructure-fund#section-5).

## Denise Holmes

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**From:** Roseann Knechtel <rknechtel@mulmur.ca>  
**Sent:** Thursday, September 19, 2024 12:01 PM  
**To:** Denise Holmes  
**Cc:** Sarah Culshaw  
**Subject:** Fire Motions  
**Attachments:** 2025 Draft Budget.pdf; 2025 Capital Forecast.pdf

Hi Denise,

I know this is too late to make it into your Council package for tonight, but just so you are aware, the MM Fire Board passed this motion Tuesday night at their meeting.

**Moved by Lyon and Seconded by Moore**

That the Mulmur-Melancthon Fire Board request the Townships of Mulmur and Melancthon consider applying for financial assistance through the Dufferin County Emergency Readiness Grant to support the costs of this project;

And that the purchase of the radio system be included in the 2025 capital budget.

**CARRIED.**

They also approved the draft 2025 budget which includes the costs of the radio system upgrades. Please see attached.

**Moved by Lyon and Seconded by Moore**

That the Mulmur-Melancthon Fire Board approve the 2025 draft budget as presented;

And that the Board forward the Budget to each respective Council for consideration.

**CARRIED.**

Have a great day,

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

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

*Phone 705-466-3341 ext. 223 | Direct 705-980-1192 | [rknechtel@mulmur.ca](mailto:rknechtel@mulmur.ca)*

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MULMUR MELANCTHON FIRE DEPARTMENT										
updated Sept 11, 2024		YTD	FINAL	YTD	FINAL	DRAFT		%	%	
		2023 ACTUAL	2023 Budget	2024 ACTUAL	2024 Budget	2025 Budget	VARIANCE	Increase	Share	
<b>Revenue</b>										
02-1094-4000	MM FIRE-CALL REVENUE	\$ 25,603	\$ 12,000	\$ -	\$ 20,000	\$ 15,000	(5,000)	-42%		
02-1094-4010	MM FIRE-DONATIONS	\$ 4,418	\$ -	\$ 5,141	\$ -	\$ -	-			
02-1094-4020	MM FIRE-OTHER REVENUE	\$ -	\$ -	\$ 75	\$ -	\$ -	-			
02-1094-4040	MM FIRE-OPERATING GRANT	\$ 5,000	\$ -	\$ 1,162	\$ -	\$ -	-			
02-1094-4130	MM FIRE-OP REV MELANCTHON	51,246.11	54,940.04	42,478.17	55,582.20	63,358.05	7,776	14%	22.53%	2025
	OPERATING SURPLUS MELANCTHON		(3,693.93)	-	1,729.27	(1,965.99)	(3,695)		22.53%	2024
02-1094-4230	MM FIRE-OP REV MULMUR	167,340.53	179,245.96	145,120.21	191,120.87	217,858.32	26,737	15%	77.47%	2025
	OPERATING SURPLUS MULMUR		(11,905.45)	-	5,641.88	(6,760.12)	(12,402)		77.47%	2024
02-1094-3001	MM FIRE-PR YR'S OPERATING SURPLUS (DEFICIT)	-	15,599.38		(7,371.15)	8,726.11	16,097			
02-1094-4310	MM FIRE-TSFR FM OPERATING RESERVES						-			
	<b>Total Operating Revenue</b>	\$ 253,608	\$ 246,186	\$ 193,976	\$ 266,703	\$ 296,216	29,513			
<b>Expenses</b>										
02-1094-2126	MM FIRE-LEGAL	\$ 1,221	\$ -	\$ -	\$ -	\$ -	-			
02-1094-5100	MM FIRE MANAGEMENT SALARIES	\$ 37,358	\$ 37,300	\$ 25,685	\$ 38,527	\$ 39,644	1,117	3%	COLA	\$ 38,531
02-1094-5101	MM FIRE FIREHALL WKLY TRAINING & DUTY WAGES	\$ 29,700	\$ 36,000	\$ 18,441	\$ 36,020	\$ 38,000	1,980	6%	COLA	\$ 40,907
02-1094-5102	MM FIRE FIRE CALL WAGES	\$ 30,551	\$ 27,810	\$ 24,990	\$ 33,000	\$ 40,000	7,000	25%	Increase in calls in 2023 plus COLA	
02-1094-5103	MM FIRE EXTERNAL TRAINING WAGES	\$ 4,625	\$ 9,000	\$ 17,155	\$ 9,000	\$ 15,000	6,000	67%		
02-1094-5104	MM FIRE EMPLOYER HEALTH TAX	\$ 1,023	\$ 1,000	\$ 845	\$ 1,000	\$ 1,000	-	0%	in line with actual for 2023	
02-1094-5105	MM FIRE WORKERS COMPENSATION	\$ 8,440	\$ 7,700	\$ 4,809	\$ 8,500	\$ 8,500	-	0%	We had a claim, rates will increase	
02-1094-5109	MM FIRE SECRETARIAL DUTIES	\$ 2,000	\$ 2,000	\$ 1,500	\$ 2,000	\$ 2,000	-	0%		
02-1094-5110	MM FIRE SELF CONT BREATH APP (SCBA'S)	\$ 7,637	\$ 4,000	\$ 8,663	\$ 4,500	\$ 8,500	4,000	100%	Our SCBA's our aging and with the increase training we are doing to obtain and maintain our certifications they require more frequent maintenance.	
02-1094-5112	MM FIRE VEHICLE FUEL	\$ 3,186	\$ 3,700	\$ 1,989	\$ 3,700	\$ 3,700	-	0%		
02-1094-5114	MM FIRE BLDGS & GROUNDS MAINTENANCE	\$ 10,794	\$ 6,000	\$ 895	\$ 7,000	\$ 8,000	1,000	17%	Continue the LED lighting upgrades at the station. Multiple Incandescent lights need replacing to maximize energy efficiency.	
02-1094-5116	MM FIRE RADIO PURCHASES & REPAIRS	\$ 2,101	\$ 4,000	\$ 1,262	\$ 4,500	\$ 5,500	1,000	25%	This will cover the cost of the new mobile radio and future portable purchases to operate on the new radio system once installed.	
02-1094-5117	MM FIRE HYDRO	\$ 4,290	\$ 5,000	\$ 2,660	\$ 5,000	\$ 5,000	-	0%		
02-1094-5118	MM FIRE TRAINING COURSES & MATERIALS	\$ 17,862	\$ 12,000	\$ 25,836	\$ 20,000	\$ 20,000	-	0%	\$4400 x3 new recruits, plus all course for current firefighters.	
02-1094-5119	MM FIRE DUES, FEES & SUBSCRIPTIONS	\$ 950	\$ 1,384	\$ 1,516	\$ 1,384	\$ 1,600	216	16%	Dispatch actual biannual cost of \$3,969	
02-1094-5120	MM FIRE COMMUNICATIONS	\$ 18,451	\$ 17,500	\$ 6,382	\$ 18,500	\$ 19,000	500	3%		
02-1094-5121	MM FIRE MISC (AWARDS-STATION WEAR)	\$ 3,366	\$ 3,000	\$ 1,455	\$ 3,000	\$ 3,000	-	0%		
02-1094-5122	MM FIRE TREASURERS EXPENSE	\$ 10,000	\$ 10,000	\$ 7,500	\$ 10,000	\$ 10,000	-	0%		
02-1094-5123	MM FIRE PREVENTION/INSPECTIONS	\$ 1,331	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	-	0%		
02-1094-5124	MM FIRE PROPANE	\$ 6,664	\$ 7,000	\$ 5,974	\$ 7,000	\$ 8,000	1,000	14%		
02-1094-5125	MM FIRE AUDIT	\$ 2,544	\$ 2,442	\$ -	\$ 2,442	\$ 2,442	-	0%		
02-1094-5130	MM FIRE ASSET MANAGEMENT	\$ 810	\$ 810	\$ -	\$ 810	\$ 810	-	0%		
02-1094-5134	MM FIRE INSURANCE	\$ 23,136	\$ 17,000	\$ 3,303	\$ 18,630	\$ 18,630	-	0%	\$10476+10% increase = VFIS & EAP \$7107	
02-1094-5140	MM FIRE TRAVEL	\$ 2,857	\$ 3,000	\$ 3,029	\$ 3,000	\$ 3,000	-	0%	mileage to and from course	
02-1094-5141	MM FIRE MEALS	\$ 283	\$ 650	\$ -	\$ 750	\$ 750	-	0%	Incls meals at training/ fire calls	
02-1094-5142	MM FIRE OFFICE/COMPUTER SUPPLIES	\$ 3,683	\$ 3,000	\$ 2,451	\$ 3,800	\$ 4,000	200	7%	Includes Keystone Software of \$1050, Microsoft Subs. \$1400, office supplies of \$1200 incl colour toner.	
02-1094-5143	MM FIRE MEDICAL SUPPLIES	\$ 3,512	\$ 1,000	\$ -	\$ 1,500	\$ 1,500	-	0%		
02-1094-5144	MM FIRE EQUIP REPAIRS & MAINTENANCE	\$ 4,284	\$ 3,000	\$ 891	\$ 3,000	\$ 3,000	-	0%	2023 incl training hydrant	
02-1094-5145	MM FIRE-MTO REPORTS	\$ 238	\$ 300	\$ -	\$ 300	\$ 300	-	0%		
02-1094-5146	MM FIRE BANK CHARGES	\$ 380	\$ 340	\$ 361	\$ 340	\$ 340	-	0%		
02-1094-5150	MM FIRE IT SUPPORT	\$ 1,282	\$ 500	\$ 1,365	\$ 1,000	\$ 2,000	1,000	200%		
02-1094-5160	MM FIRE - EQUIPMENT SUPPLIES	\$ 8,742	\$ 2,500	\$ 5,107	\$ 5,000	\$ 7,000	2,000	80%	Aging equipment needing to be replaced. Nozzles and fittings for truck need replacement	
02-1094-5161	MM FIRE - PUMPER #41 1999 FREIGHTLINER	\$ 1,312	\$ 5,000	\$ 1,763	\$ 5,000	\$ 5,000	-	0%	Will be sold and replaced in 2024.	
02-1094-5162	MM FIRE - 2020 FORD RESCUE #42	\$ 575	\$ 1,500	\$ -	\$ 1,000	\$ 1,000	-	0%		
02-1094-5163	MM FIRE - TANKER #43 2020 FREIGHTLINER	\$ 3,066	\$ 2,000	\$ 8,426	\$ 3,000	\$ 5,000	2,000	100%		
02-1094-5164	MM FIRE - PUMPER #44 2009 SPAR	\$ 2,421	\$ 6,000	\$ 725	\$ 3,000	\$ 3,000	-	0%		
02-1094-5165	MM FIRE - 2006 TRAILER (RME)	\$ 301	\$ 1,000	\$ -	\$ 500	\$ 500	-	0%	Decreased based on previous actual amounts.	

<b>MULMUR MELANCTHON FIRE DEPARTMENT</b>									
updated Sept 11, 2024		YTD	FINAL	YTD	FINAL	DRAFT		%	%
		2023 ACTUAL	2023 Budget	2024 ACTUAL	2024 Budget	2025 Budget	VARIANCE	Increase	Share
02-1094-5166	MM FIRE - ARGO	\$ -	\$ 750	\$ 273	\$ -	\$ 500	500	67%	typically no expense here so removed budget amount. If costs incurred it will be an overage.
	<b>Total Operating Expenses</b>	<b>\$ 260,979</b>	<b>\$ 246,186</b>	<b>\$ 185,250</b>	<b>\$ 266,703</b>	<b>\$ 296,216</b>	<b>29,513</b>	<b>12%</b>	
	<b>Operating Surplus (deficit)</b>	<b>\$ (7,371)</b>	<b>\$ -</b>	<b>\$ 8,726</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>0</b>		
<b>CAPITAL BUDGET</b>									
<b>CAPITAL REVENUE</b>									
02-1095-4010	MM FIRE-CAPITAL DONATIONS	3,500.00	\$ -	\$ -	\$ -	\$ -	-		
02-1095-4030	MM FIRE-INTEREST EARNED	20,890.76	\$ 1,000	\$ 5,530	\$ 1,000	\$ 2,000	1,000	100%	
02-1095-4040	MM FIRE-CAPITAL GRANT REVENUE	-	\$ -	\$ -	\$ -	\$ -	-		
02-1095-4050	MM FIRE-SALE OF VEHICLE	-	\$ -	\$ -	\$ -	\$ -	-		
02-1095-4060	MM FIRE-SALE OF EQUIPMENT	-	\$ -	\$ -	\$ -	\$ -	-		
02-1095-4140	MM FIRE-CAP REVENUE MELANCTHON	72,500.00	\$ 72,500	\$ 63,750	\$ 85,000	\$ 87,550	2,550	4%	
02-1095-4240	MM FIRE-CAP REVENUE MULMUR	72,500.00	\$ 72,500	\$ 63,750	\$ 85,000	\$ 87,550	2,550	4%	
02-1095-4300	MM FIRE-TSFR FROM CAPITAL RESERVES	21,094.81	\$ 30,374	\$ 557,137	\$ 561,667	\$ 57,184	(504,483)		
	<b>Total Capital Revenue</b>	<b>190,485.57</b>	<b>\$ 176,374</b>	<b>\$ 690,167</b>	<b>\$ 732,667</b>	<b>\$ 234,284</b>	<b>(498,383)</b>		
<b>CAPITAL EXPENSES</b>									
02-1095-5200	MM FIRE CAPITAL PURCHASES	45,485.57	\$ 31,374	\$ 562,667	\$ 562,667	\$ 59,184	(503,483)		Pumper 41 replacement, general capital and SCBA's
02-1095-5300	MM FIRE TSF TO CAPITAL RESERVES	145,000.00	\$ 145,000	127,500.00	\$ 170,000	\$ 175,100	5,100		
		<b>190,485.57</b>	<b>\$ 176,374</b>	<b>\$ 690,167</b>	<b>\$ 732,667</b>	<b>\$ 234,284</b>	<b>(498,383)</b>		
	<b>Capital Surplus (deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			

**Mulmur-Melancthon Fire Board****Capital Forecast****2025**

	2024	2025	2026	2027	2028	2029	2030	2031	2032
Opening Balance	434,676	57,009	58,384	126,042	207,075	367,668	533,463	(10,968)	165,724
<u>Transfers In</u>									
Equipment Reserves	170,000	175,100	180,353	185,764	191,336	197,077	202,989	209,079	215,351
Early Levy									
Sale of Vehicles	15,000								
Sale of Equipment									
Grants									
Donations									
Interest Earned									
<u>Transfers Out</u>									
Capital Expenditures	(28,682)	(29,184)	(29,695)	(30,215)	(30,744)	(31,282)	(31,829)	(32,386)	(32,953)
Radio Equipment		(114,540)							
Bunker Gear									
SCBA's		(30,000)	(43,000)	(43,000)					
Trailer				(31,517)					
ARGO			(40,000)						
Rescue 42 (2020 F250)									
Tanker 43 (2020 Freightliner)									
Pumper 41 (1999 Freightliner)	(533,985)								
Squad Pumper 44 (2009 Spartan)							(715,591)		
Building									
	57,009	58,384	126,042	207,075	367,668	533,463	(10,968)	165,724	348,123

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW \_\_\_\_\_-2024**

**BEING A BY-LAW TO APPOINT THE CHIEF  
OF THE SHELBURNE AND DISTRICT FIRE DEPARTMENT**

**WHEREAS** pursuant to the Fire Protection and Prevention Act, 1997, Part II paragraph 6.(1) states “If a fire department is established for the whole or a part of a municipality or for more than one municipality, the Council of the Municipality or the Councils of the Municipalities, as the case may be, shall appoint a fire chief for the fire department.”

**NOW THEREFORE** the Municipal Council of the Corporation of the Township of Melancthon hereby enacts as follows:

**WHEREAS** the Corporation of the Township of Melancthon have enacted By-law Number 39-1991 to establish a fire department;

**NOW THEREFORE** the Corporation of the Township of Melancthon enacts that Mr. David Pratt be appointed as Fire Chief of the Shelburne and District Fire Department to serve beginning September 23, 2024 being the date of the appointment and shall not be discharged without just cause, after a hearing before Council.

**AND FURTHER THAT** By-law 40-2020 be hereby rescinded;

**AND FURTHER THAT** any by-laws or resolutions not consistent with this by-law are hereby rescinded.

**BY-LAW READ A FIRST AND SECOND TIME THIS 3<sup>RD</sup> DAY OF OCTOBER, 2024.**

**BY-LAW READ A THIRD TIME AND PASSED THIS 3<sup>RD</sup> DAY OF OCTOBER, 2024.**

---

MAYOR

---

CLERK

## Denise Holmes

---

**From:** Fire Chief <firechief@southgate.ca>  
**Sent:** Tuesday, September 17, 2024 2:04 PM  
**To:** Denise Holmes  
**Subject:** Notification of significant events  
**Attachments:** SOG 124 Notification of Significant Events in Dufferin County Final.pdf

Hey Denise,  
Please find attached Dundalk's SOG regarding notification of significant events.

When looking at it you will notice it is a bit different from what the motion was requesting. Please find some of the differences below and justification.

**Notification Group:** The original motion asks for the Fire Chief to notify communicate information regarding the incident to relevant Dufferin County CAO's, Mayors, Deputy Mayors, and County of Dufferin of Preparedness, 911 & Corporate Projects.

**SOG:** You will see in the SOG that the Dundalk Fire Department will notify the CAO of Melancthon, and from there the CAO can distribute the information as required to all relevant parties Melancthon decides. The justification for this there is not a clear indication of who the relevant individuals Mayors, Deputy Mayors, CAO's are and trying to keep an updated list may be a challenge.

**Significant Event:** The motion defines a significant event as: any situation that has: 3 or more alarms, people who are unable to return to their homes, the potential for media attention, and/or loss of life.

**SOG:** The SOG has removed and/or loss of life from its definition of significant event. The justification for this is a motor vehicle accident may cause injuries which lead to loss as life. The Fire Department is not the lead agency for motor vehicle accidents and sometimes are released from scene prior to OPP making a public statement. To allow Police to complete their investigations and to notify all applicable parties first we have not included this as a reason to report. Usually a motor vehicle accident of that nature will attract media attention and will be the reason a notification is triggered.

**Information to be Provided:** The motion asks for whether the incident is ongoing or concluded; the location and number of people impacted; whether the Red Cross was activated; whether social services were offered; serious injuries/fatalities; any injury/exposure to responders including the potential for emotional injuries.

**SOG:** The following information will be reported by the Dundalk Fire Department, time the fire department was dispatched, time of first apparatus on scene, time the department cleared scene, location of incident and number of people displaced in the event of a structure fire, and list of agencies that have been contacted or that are involved. The Dundalk Fire Department can not share any medical information due to privacy laws which include details regarding serious injuries. fatalities; any injury or exposures to our first responders.

The plan was to create a standard fill in the blanks form to be shared with the other departments to utilize as well. This would streamline information and ensure the same information is being reported each time.

Derek Malynyk  
Fire Chief  
Dundalk Fire Department  
Chief Fire Official  
Township of Southgate

Phone: [\(519\) 923-2402](tel:(519)923-2402)


Fax: [\(519\) 923-0287](tel:(519)923-0287)

Email: [firechief@southgate.ca](mailto:firechief@southgate.ca)

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<b>DUNDALK FIRE DEPARTMENT</b>		S.O.G. # 124
	<b>OPERATING GUIDELINES</b>	<b>Section:</b> ADMINISTRATION
		<b>Subject:</b> Notification of Significant Events in Dufferin County
		<b>Date:</b> July 08, 2024, <b>Revised:</b> N/A

<b>PURPOSE:</b>
To establish a guideline to share information on significant incidents with the Township of Melancthon.

<b>SCOPE:</b>
This guideline is to be followed by all senior officers of the Dundalk Fire Department

<b>RESPONSIBILITY:</b>
Every Dundalk senior officer shall adhere to this guideline in conjunction with Standard Operating Guideline 109 Release of Information.
It is the responsibility of the Township of Melancthon to retain an updated email list of relevant CAO's , Mayors, Deputy Mayors and the County of Dufferin Manger of Preparedness.

<b>GUIDELINE:</b>
<p><b>Definitions:</b></p> <p>“Significant Event” constitutes any situation that has three or more alarms, people who are unable to return to their homes, the potential for media attention.</p> <p>“Alarms” for the purpose of this SOG refers to number of stations that respond to the incident.</p> <p><b>Notification:</b></p> <p>The Fire Chief shall notify by email the CAO in the event that the fire department responds to a significant event within Dufferin County. Notification will occur as soon as reasonably possible following the conclusion of the significant event. Included in this notification will be a standard form shared by the relevant fire departments which will include the following information:</p> <ul style="list-style-type: none"> <li>• Time the fire department was dispatched to the incident;</li> </ul>

<b>DUNDALK FIRE DEPARTMENT</b>		S.O.G. # 124
	<b>OPERATING GUIDELINES</b>	<b>Section:</b> ADMINISTRATION
		<b>Subject:</b> Notification of Significant Events in Dufferin County
		<b>Date:</b> July 08, 2024, <b>Revised:</b> N/A

<b>GUIDELINE:</b>
<ul style="list-style-type: none"> <li>• Time the first apparatus arrived on scene;</li> <li>• Time that the department cleared the scene;</li> <li>• Location of incident and number of people displaced in the event of a structure fire; and</li> <li>• A list of agencies that have been contacted or that are involved.</li> </ul> <p>Information which shall not be shared are medical information of patients and responders, extent of injuries and any information when the fire department is not the lead agency for the event. In these events the notification group will receive a notification just stating that the fire department attended the scene.</p>

OLD SOG #:	DATE:	REASON FOR CHANGE	AUTHORIZED BY
	August 08, 2024	New	Derek Malynyk

## Denise Holmes

---

**From:** Michelle Hargrave <mhargrave@dufferincounty.ca>  
**Sent:** Wednesday, September 18, 2024 10:46 AM  
**To:** Alice Byl; Denise Holmes; Donna Tremblay; Fred Simpson; Jennifer Willoughby; Jessica Kennedy; mtownsend (mtownsend@townofgrandvalley.ca); Nicole Martin; Raylene Martell; Roseann Knechtel; Tracey Atkinson  
**Cc:** Michelle Dunne; Rebecca Whelan  
**Subject:** Multi-Jurisdictional Fire Prevention and Prevention Modernization Plan  
**Attachments:** Dufferin County - Multi-Jurisdictional Review - Final 1.3.pdf

Good Morning,

At its regular meeting on September 12, 2024, Dufferin County Council passed the following resolution:  
THAT the report from the Chief Administrative Officer, dated September 12, 2024, regarding a Fire Protection and Prevention Review, be received;  
AND THAT Multi-Jurisdictional Fire Prevention and Protection Modernization Plan Report be forwarded to all Dufferin local municipalities and fire boards for their consideration;  
AND THAT comments from the local municipalities be brought back to Council by end of year to decide next steps.

A copy of the report is attached.

Thank you,  
Michelle

**Michelle Hargrave | Administrative Support Specialist, Clerk's Department | Office of the CAO  
County of Dufferin** | Phone: 519-941-2816 Ext. 2506 | [mhargrave@dufferincounty.ca](mailto:mhargrave@dufferincounty.ca) | 30 Centre Street,  
Orangeville, ON L9W 2X1

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# Dufferin County

## Multi-Jurisdictional Fire Prevention and Protection Modernization Plan



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## ACRONYMS

AHJ	Authority Having Jurisdiction
CFES	Caledon Fire and Emergency Services
DFD	Dundalk Fire Department
EFD	Erin Fire Department
FSB	Fire Service Board
FUS	Fire Underwriters Survey
GVDFD	Grand Valley and District Fire Department
MMFD	Mulmur-Melancthon Fire Department
NFPA	National Fire Protection Association
OFD	Orangeville Fire Department
POC	Paid-on-Call
RDFD	Rosemont District Fire Department
SDFD	Shelburne and District Fire Department



# SECTION 1

## Preface



## SECTION 1: PREFACE

---

### County Background

Nestled in Central Ontario, Dufferin County spans an area of 1,486.31 square kilometres and is home to 66,257 residents, according to the 2021 census. Established as the Provisional County of Dufferin in 1881, it was carved out from portions of Grey, Simcoe, and Wellington counties. Looking ahead, the 2017 Official Plan projects that Dufferin County's population will rise to approximately 81,000 by 2036, marking an anticipated 18% increase. Detailed population projections for each of the county's eight municipalities are provided in the table below, which incorporates both the initial estimates from the Dufferin County Official Plan and updated figures from Statistics Canada.

### Industrial Revolution of Fire Service <sup>1</sup>

The fire service's history dates back to the relics of portable water pumps found in ancient Egypt. The first organized fire service recorded in history began in Rome under the rule of Augustus Caesar over 2,000 years ago; groups of enslaved people were dispatched through the night, in charge of watching for fires and crime – herein the fire brigade was born.

Throughout ancient times, firefighting equipment evolved along with the demand for better firefighting services. Insurance companies began supporting local fire brigades which in turn protected insured buildings. By the 1900s, the need for governance by municipal and district partnerships became evident. Mid-century expansion of urban areas, changes in government responsibilities, and government initiatives led to a massive wave of municipal mergers.<sup>2</sup>

Hereon, we can infer that independent agencies were developed, which governed the vast regions of populated land; this is where the concept of a Fire Service Board (FSB) was established.

As civilization has evolved, there has been a shift from rural to urban communities, for which the needs of either differ tremendously, highlighting challenges in a wide range of governance.

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<sup>1</sup> Jim Spell. "A brief history of the fire service: from ancient equipment to modern technology." FireRescue1. Accessed March 22, 2024. <https://www.firerescue1.com/firefighting-history/articles/a-brief-history-of-the-fire-service-from-ancient-equipment-to-modern-technology-uTSiJ1nGr7xUm5fm/>

<sup>2</sup> "How Local Government Works." Association of Municipalities of Ontario. Accessed March 26, 2024. <https://www.amo.on.ca/about-us/municipal-101/how-local-government-works>

## Evolution of Dufferin County and Fire Service Challenges

Dufferin County (the County) is an upper-tier municipality composed of 14 Council members representing eight municipalities, including the Town of Orangeville, Town of Shelburne, Town of Grand Valley, Township of Amaranth, Township of East Garafraxa, Township of Melancthon, Town of Mono, and Township of Mulmur.

For more than 30 years, the residents of the County have relied on fire services provided by various lower-tier municipalities and several Fire Service Boards (FSBs), including some that are based outside the County's borders.

Currently, the County does not oversee fire service delivery nor possesses the authority to alter the existing model. Some have criticized the Fire Service Board (FSB) governance model in use for its inadequacy in addressing the needs of a growing population. Operating fire services has become increasingly costly, and more technically demanding. Pumper trucks now exceeding a million dollars and aerial trucks costing upwards of three million dollars. While it was once considered acceptable for fire apparatus to remain in service for 30 years or more, this is no longer acceptable. Effective capital planning is essential to ensure that fire equipment adheres to National Fire Protection Association (NFPA) and Fire Underwriters Survey (FUS) standards.

Moreover, the costs of constructing and operating fire stations have soared in recent years. For instance, one of the County's fire services is planning to build a new station with a projected cost exceeding \$25 million.

Rising salary costs for department personnel must also be factored into the increasing expenses. In the summer of 2022, Ontario Regulation 343/22: Firefighter Certification under the Fire Protection and Prevention Act (FPPA), 1997, came into effect. This Regulation mandates that all firefighters must be certified according to the standards outlined to perform fire protection services. By July 1, 2026, all firefighting disciplines are required to meet these certification standards, and an amendment has further stipulated that Technical Rescue disciplines must achieve the necessary certification by July 1, 2028. These regulatory requirements contribute significantly to the overall cost and management of operating fire services.

In addition to rising operational costs, the firefighting sector is becoming increasingly litigious. Within the County, at least two significant lawsuits have been initiated by fire service staff and applicants against Fire Service Boards (FSBs). Compounding the issue, homeowners—particularly those relocating from urban to rural areas—often have elevated expectations for fire services and are more inclined to file claims if these expectations are unmet. This growing trend poses a substantial challenge for developing communities.

TABLE #1: MUNICIPALITIES AND CORRESPONDING FIRE SERVICES

Municipalities	Fire Departments			
Town of Orangeville	Orangeville Fire Department (OFD)			
Town of Shelburne	Shelburne & District Fire Department (SDFD)			
Town of Grand Valley	Grand Valley & District Fire Department (GVDFD)			
Township of Amaranth	Orangeville Fire Department	Grand Valley & District Fire Department	Shelburne & District Fire Department	
Township of East Garafraxa	Grand Valley & District Fire Department	Orangeville Fire Department	Erin Fire Department Erin (EFD)	
Township of Melancthon	Mulmur-Melancthon Fire Department (MMFD)	Shelburne & District Fire Department	Dundalk Fire Department (DFD)	
Town of Mono	Shelburne & District Fire Department	Rosemont Fire Department (RFD)	Orangeville Fire Department	Caledon Fire and Emergency Services (CFES)
Township of Mulmur	Shelburne & District Fire Department	Rosemont Fire Department	Mulmur-Melancthon Fire Department	

Although this chart may seem confusing, it mirrors the complexity of the multiple fire services that serve different communities, which can also be confusing for residents.

FIGURE #1: FIRE SERVICES ORGANIZATIONAL CHART

## Fire Services Organizational Chart

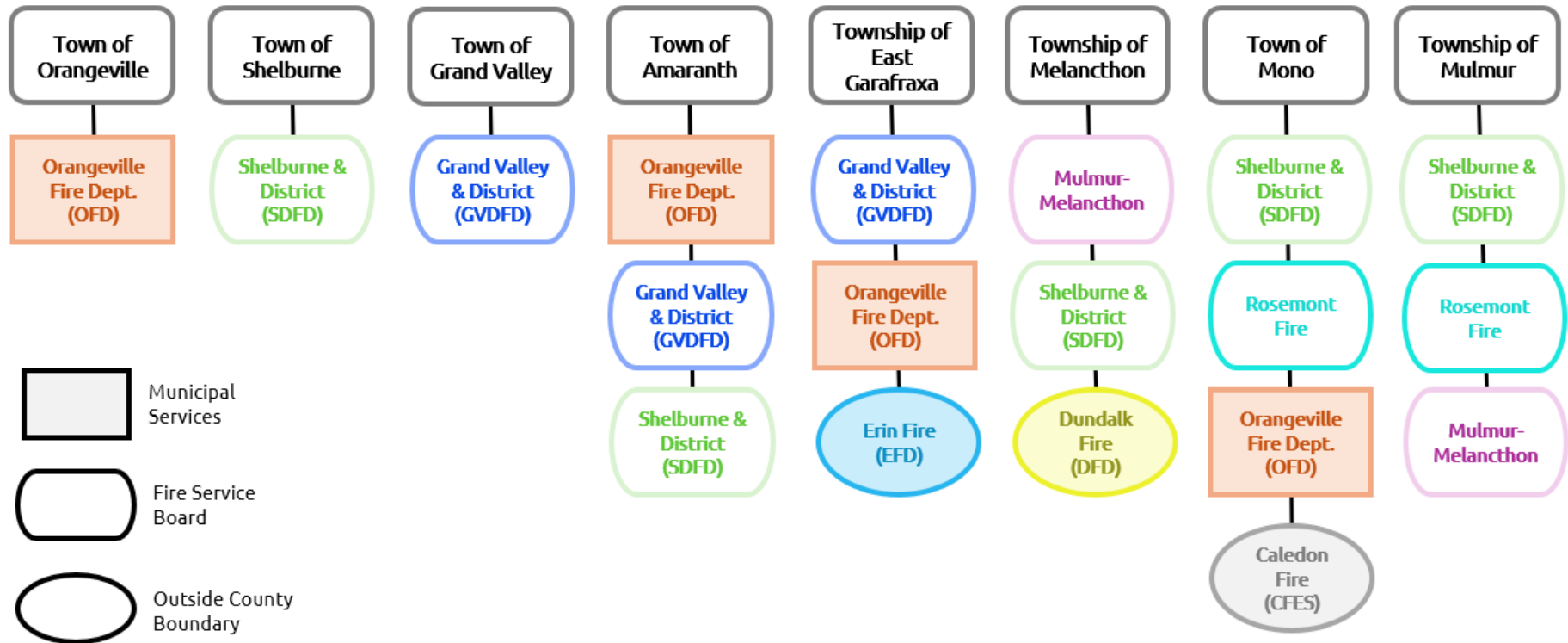


TABLE #2: MUNICIPAL POPULATION FORECASTS

	Population 2021 Statistics Canada	Population Forecast to 2031	Population Forecast to 2036	Percent Difference
Orangeville	30,167	36,490*	36,490*	+20.96%
Shelburne	8,994	10,000*	10,000*	+11.18%
Grand Valley	3,851	7,478*	7,503*	+94.83%
Grand Valley Urban	-	6,050*-	6,050*	-
Grand Valley Rural	-	1,428	1,453	-
Amaranth	4,327	4,680	4,710	+8.85%
East Garafraxa	2,794	3,150	3,180	+13.81%
Melancthon	3,132	3,410	3,430	+9.51%
Mono	9,421	9,770	9,890	+4.97%
Mulmur	3,571	4,290	4,340	+21.53%
Subtotal (excluding future reserved allocation)	-	79,268	79,543	-
Future Reserved Allocation	-	732	1,457	-
<b>Total for the County of Dufferin</b>	<b>66,257</b>	<b>80,000</b>	<b>81,000</b>	<b>+22.25%</b>

Note from the original chart:

Source: Statistics Canada National Household Survey 2011, MOI Letter, August 2010, MMM, C4SE

\* Population forecasts beyond that identified is constrained due to the lack of approved municipal water services and municipal sewage services.

\*\* Additional Future Reserved Allocation may be accommodated within Shelburne, subject to satisfying the Shelburne Urban Settlement Expansion policies of Section 3.5.1.2.

FIGURE #2: FIRE SERVICE COVERAGE

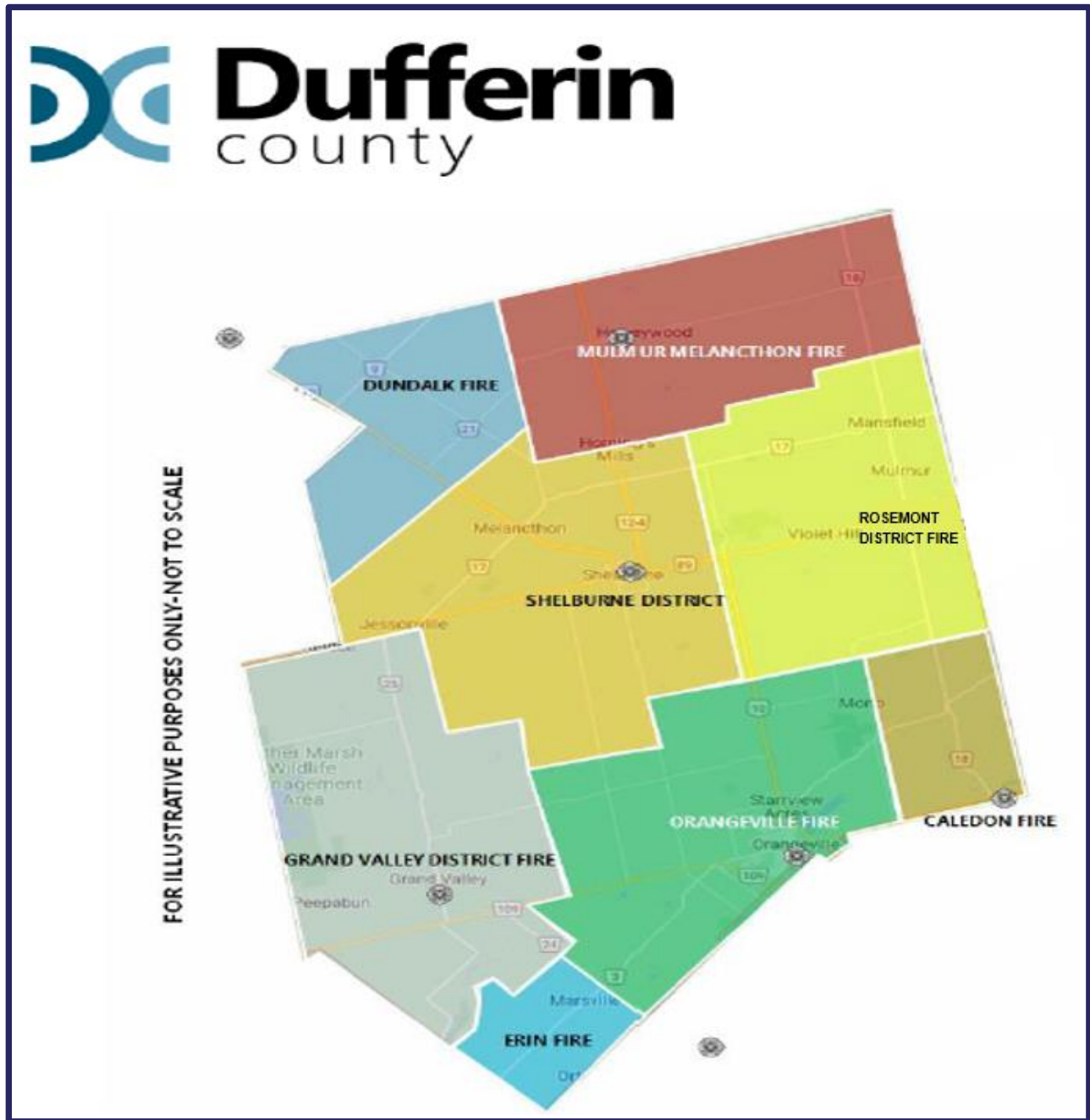
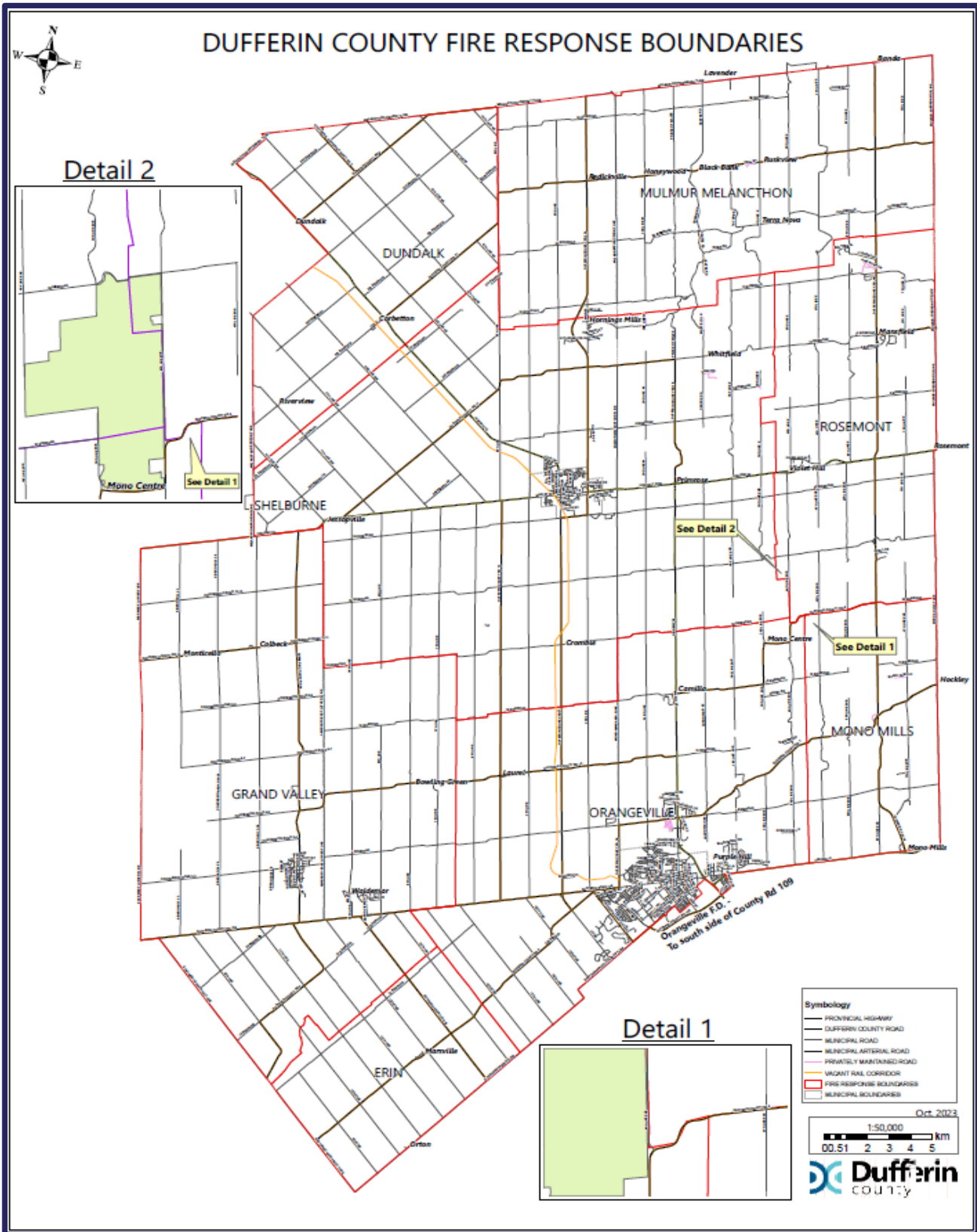


FIGURE #3: SERVICE BOUNDARIES WITHIN THE COUNTY



The lower-tier municipalities outside of County borders that provide fire protection services are contracted through service agreements with:

- Caledon Fire and Emergency Services (CFES) provides services to a portion of the Town of Mono.
- Erin Fire Department (EFD) services a portion of the Township of East Garafraxa (as well as the Town of Erin, outside County borders).
- Dundalk Fire Department (DFD) provides services to a large portion of the Township of Melancthon (as well as two other municipalities outside the County).

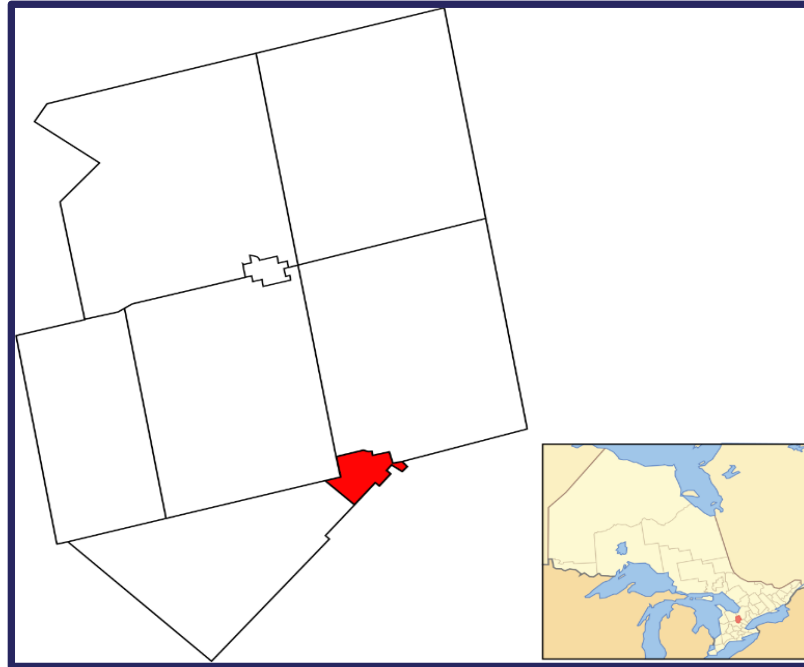
EMG has conducted a full review of each community and its related governance model. During this review the following points were assessed:

- How the community is protected (how many departments)
- The governance model - self governed, FSB or a combination
- An overview of feedback received in relation to the effectiveness of the governance
- Summary - future opportunities for efficiencies.



## Town of Orangeville

FIGURE #4: TOWN OF ORANGEVILLE WITHIN DUFFERIN COUNTY



The Town of Orangeville was incorporated in 1874, named after Captain Orange Lawrence.<sup>3</sup> Located in the south-central part of the county, this area is known as the 'seat.' It is bordered by East Garafraxa to the southwest, Mono to the northeast, and Amaranth to the northwest. The current population stands at 30,167, with a density of 1,900 people per square kilometer. By 2036, the population is projected to increase by 20.96%, reaching approximately 36,490 residents.

The Orangeville Fire Department (OFD), established in 1878, is the only directly operated municipal fire department within the County. It opened its current headquarters in 1972.<sup>4</sup> It has a suppression team of 20 full-time firefighters and 28 volunteer firefighters responding from a single fire station. The Department serves the Town of Orangeville, Town of Mono, and the Townships of East Garafraxa and Amaranth.<sup>5</sup>

The Town is served by a single fire department, which follows a unified model for fire prevention education and enforcement. Although the Fire Department is directly managed by

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<sup>3</sup> "Orangeville, Ontario." Wikipedia. Accessed March 25, 2024. [https://en.wikipedia.org/wiki/Orangeville,\\_Ontario](https://en.wikipedia.org/wiki/Orangeville,_Ontario)

<sup>4</sup> "2023 Year End Information." PDF provided by the Fire Department.

<sup>5</sup> "Fire Services". Town of Orangeville. Accessed March 27, 2024. <https://www.orangeville.ca/en/living-here/fire-services.aspx>

the Town, it has established an advisory committee with representatives from the neighbouring municipalities it serves. This committee helps maintain open communication by sharing information and collecting feedback from these municipalities. While the committee lacks formal authority, its role in facilitating dialogue is valued by the municipalities. Additionally, the Fire Department provides annual presentations to each of the councils to ensure transparency and foster engagement.

Feedback suggests that the fire service is highly regarded and well-supported by the Council. However, rising operational costs, particularly for maintaining career firefighters, are a concern. In 2020, the town transitioned from a municipal police service to a contract with the Ontario Provincial Police, which reduced annual costs by 48%. This shift has led to discussions about exploring alternative approaches to managing fire service expenses.

There is the opinion that the fire services should be 'fairly, and safely equipped', while remaining financially sustainable. As the costs of the fire service rise in the town of Orangeville, the town must raise the charges for fire coverage provided to neighbouring municipalities.

## Town of Shelburne

FIGURE #5: TOWN OF SHELBURNE WITHIN DUFFERIN COUNTY



### *Statistics*

The Town of Shelburne, incorporated in 1877 with an initial population of 750 villagers<sup>6</sup>, has grown to 8,994 residents. By 2036, the population is projected to reach 10,000, reflecting an 11.18% increase. The current population density in Shelburne is 907.1 people per square kilometre.

The town is served by the Shelburne and District Fire Department (SDFD), which has been operating since 1982 with one fire station. The Department is led by a full-time fire chief and includes a paid-on-call deputy chief, along with 35 approved paid-on-call firefighters. The Fire Services Board (FSB), consisting of five municipalities with two members each, sees the Town of Shelburne contributing 56.43% of the budget, corresponding to its share of calls within the municipality.

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<sup>6</sup> "Shelburne, Ontario." Wikipedia. Accessed March 25, 2024. [https://en.wikipedia.org/wiki/Shelburne,\\_Ontario](https://en.wikipedia.org/wiki/Shelburne,_Ontario)

The Town of Shelburne has contemplated a resolution to dissolve the FSB, believing that greater 'care and control' is needed. Council supported, in principle, the recommendations specific to fire services from the County of Dufferin Service Delivery Review Part A and the dissolution of the board of management whereby the service would be directly delivered by the Town of Shelburne. Staff was directed to review and outline the processes to move forward with the dissolution of the board and outline the estimated timelines and estimated costs.

Shelburne and District Fire has exceeded the capacity of their current facility and a significant investment in the facility is required. Additionally, the 2024 capital budget highlights the need to replace two fire trucks, further straining financial resources.

The FSB contracts with the Shelburne Municipal Benefit Program and has begun adopting municipal policies and procedures for human resources and other operational areas. The Town Clerk has worked with the FSB so that it better meets transparency guidelines.

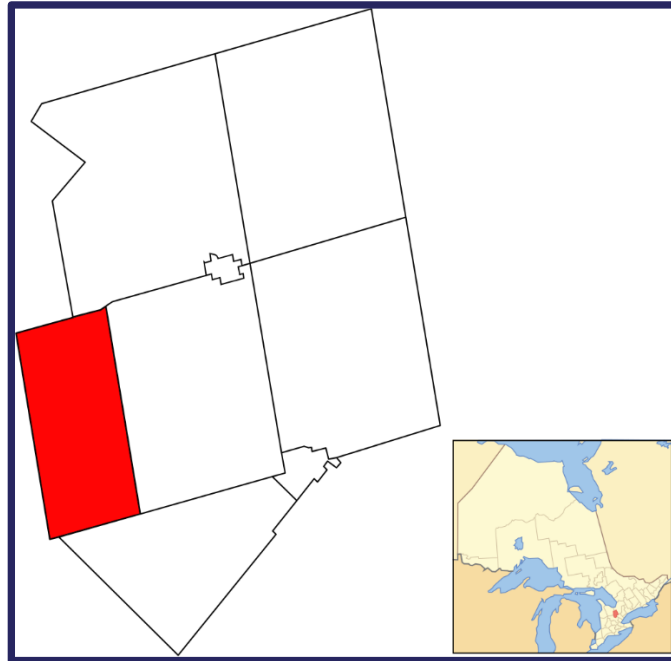
The County provides IT support through a service agreement, while the Town provides GIS, HR, finance, purchasing, benefits, through informal arrangements, and is not being compensated for the full range of services provided.

The original fire station, constructed before the formation of the FSB, is owned by the Town of Shelburne. However, an addition completed in 2012, during the FSB's governance of the fire department, means that each of the participating municipalities owns a share of the building. Under the terms of the agreement the land on which the station sits remains the property of the Town of Shelburne.

The Fire Services Board (FSB) is currently negotiating to acquire additional land next to the Fire Department. However, municipalities are concerned about having limited or no influence over the proposed property expansion.

## Town of Grand Valley

FIGURE #6: TOWN OF GRAND VALLEY WITHIN DUFFERIN COUNTY



The Town of Grand Valley is in the southwest corner of Dufferin County. The formation of the town was a result of an amalgamation of the Township of East Luther, a rural farming area, and the Village of Grand Valley, thereafter, known as the Town of Grand Valley in 2012.<sup>8</sup> It has a current population of 3,851 residents and a density of 18.7 people per square kilometre, with a significant growth of 94.83% expected by 2036, bringing the population to approximately 7,503 residents.

The Grand Valley and District Fire Department (GVDFD) has a single station operated by a Fire Service Board that serves the Town of Grand Valley and Townships of Amaranth and East Garafraxa.

The operating levy is adjusted based on the call volume of the municipalities with the 2024 assessments allocating Amaranth with approximately 20.6% of the budget, East Garafraxa with 16% and the Town of Grand Valley with 63%.

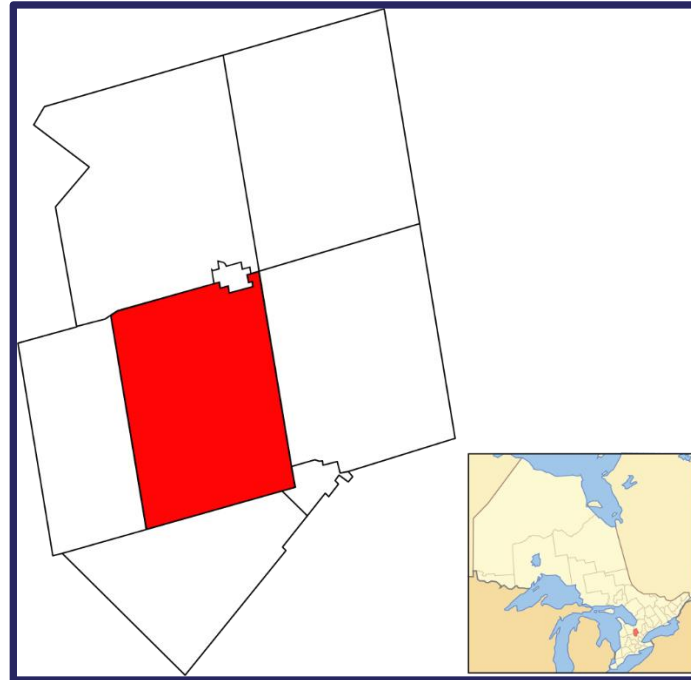
As the town has a fire station within its boundaries, it has a fire prevention program provided by the single Department.

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<sup>8</sup> "Grand Valley, Ontario." Wikipedia. Accessed March 25, 2024. [https://en.wikipedia.org/wiki/Grand\\_Valley,\\_Ontario](https://en.wikipedia.org/wiki/Grand_Valley,_Ontario)

## Township of Amaranth

FIGURE #7: TOWNSHIP OF AMARANTH WITHIN DUFFERIN COUNTY



The Township of Amaranth was incorporated in 1854.<sup>9</sup> Its current population is 4,327 residents with a density of 16.3 people per square kilometre. Amaranth has an anticipated growth rate of 8.85%, bringing the population to 4,710 by 2036.

The Township is serviced by three fire departments – OFD, GVDFD, and SDFD. The result is that the Township has three different fire prevention education and enforcement models which can be difficult for property owners to understand.

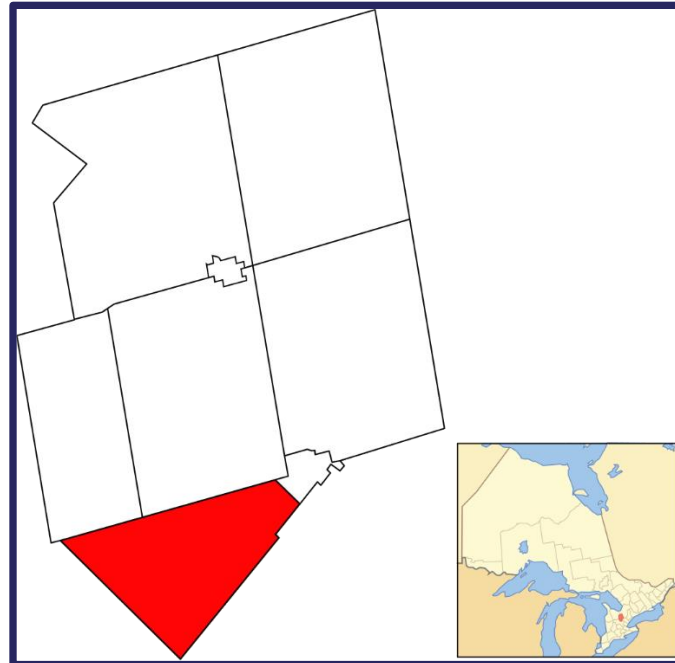
The Township has two council members each on GVDFD and SDFD Fire Service Boards. Although they do not have formal representation on the OFD, the OFD does annual presentations

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<sup>9</sup> "Amaranth, Ontario." Wikipedia. Accessed March 25, 2024. [https://en.wikipedia.org/wiki/Amaranth,\\_Ontario](https://en.wikipedia.org/wiki/Amaranth,_Ontario)

## Township of East Garafraxa

FIGURE #8: TOWNSHIP OF EAST GARAFRAXA WITHIN DUFFERIN COUNTY



Incorporated in 1869,<sup>10</sup> the Township of East Garafraxa has a current population of 2,794 residents, with a density of 15.5 residents per square kilometre. Its population is expected to grow to 3,180 for a 13.81% increase by 2036.

The Township is served by three fire departments - GVDFD, OFD, and Erin (outside the County border). The result is that the town has three different fire prevention education and enforcement models, which can be difficult for property owners to understand.

The Mayor and one Councillor sit as board members on the GVD Fire Board.

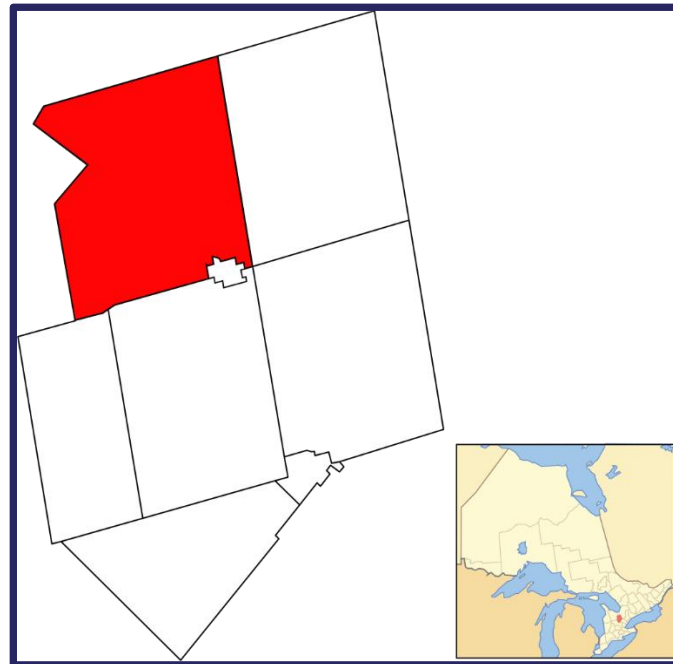
While the OFD and the GVFD provide annual budgets, the Erin Fire Department operates on an invoicing system based on the number of calls, the apparatus that responded, and the duration the apparatus is present on scene. In one case, a major fire incident consumed the entire annual budget that East Garafraxa had allocated for fire services. Although invoicing per call is a common practice in interjurisdictional agreements, it carries risks, particularly with large-scale emergencies that can quickly deplete allocated funds. As such, a more sustainable agreement should be in place between the two parties to cover large-scale emergencies.

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<sup>10</sup> "East Garafraxa." Wikipedia. Accessed March 25, 2024. [https://en.wikipedia.org/wiki/East\\_Garafraxa](https://en.wikipedia.org/wiki/East_Garafraxa)

## Township of Melancthon

FIGURE #9: TOWNSHIP OF MELANCTHON WITHIN DUFFERIN COUNTY



The Township of Melancthon is a rural township in the northwest corner of the County, bordered in the east by Mulmur, Amaranth and Grand Valley to the south, Southgate to the west, and Grey Highlands to the north. Founded in 1853, it was originally part of Grey County until it was transferred to Dufferin County in 1881.<sup>11</sup> The Township has a current population of 3,132 residents with a population density of 9.7 people per square kilometre; it is expected to grow to 3,430 at a rate of 9.51% by 2036.

Melancthon is served by the Mulmur-Melancthon Fire Department (MMFD) as well as the SDFD and the Dundalk Fire Department (Township of Southgate, located outside Dufferin County). The result is that the town has three different fire prevention education and enforcement models which can be difficult for property owners to understand. Melancthon has appointed board members to serve on the MMFD and SDFD FSBs.

There is a service contract with SDFD which invoices the municipality at set flat rates. These rates are currently less than the MTO flat rates set by the province (that are updated annually).

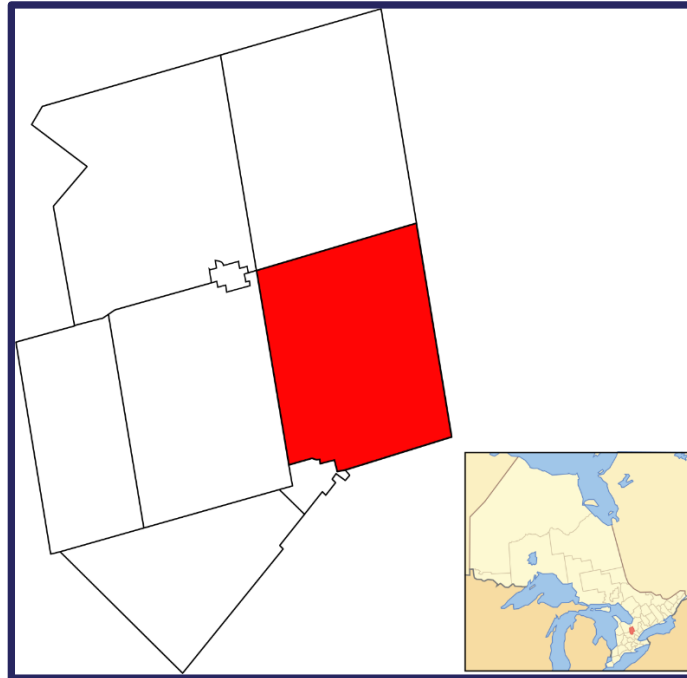
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<sup>11</sup> "Melancthon, Ontario." Wikipedia. Accessed March 25, 2024. [https://en.wikipedia.org/wiki/Melancthon,\\_Ontario](https://en.wikipedia.org/wiki/Melancthon,_Ontario)



## Town of Mono

FIGURE #10: TOWN OF MONO WITHIN DUFFERIN COUNTY



The Town of Mono, originally the Township of Mono, incorporated in 1850, is a rural municipality in the southeast corner of the County, with Amaranth to the west and Adjala-Tosorontio to the east. As a township, it was part of “Simcoe District” (which later became “Simcoe County”) transferring to from Simcoe to Dufferin in 1881. It became the Town of Mono in 1999.<sup>12</sup>

The current population of 9,421 is expected to grow by 4.97% to 9,890 residents by 2036.

The Town is served by SDFD, RDFD, CFD, and OFD. The result is that the town has four different fire prevention education and enforcement models, which can be difficult for property owners to understand.

The CFD and OFD provide annual budgets based on the number of calls for the previous year.

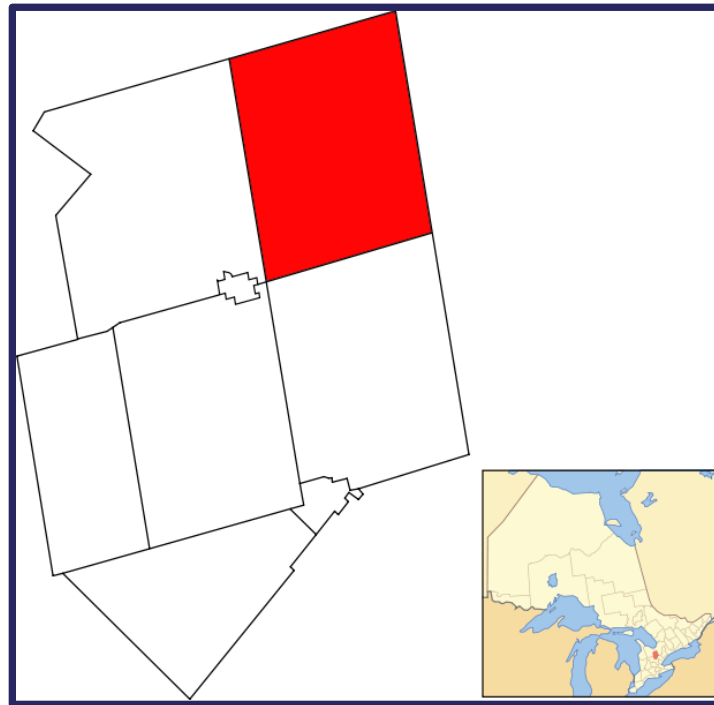
The fire service agreement with SDFD was signed in 1991. There was a draft updated agreement in 2012 which has not been signed.

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<sup>12</sup> “Mono, Ontario.” Wikipedia. Accessed March 25, 2024. [https://en.wikipedia.org/wiki/Mono,\\_Ontario](https://en.wikipedia.org/wiki/Mono,_Ontario)

## Township of Mulmur

FIGURE #11: TOWNSHIP OF MULMUR WITHIN DUFFERIN COUNTY



Incorporated in 1851, the Township of Mulmur is in the northeast corner of the County, straddling the Niagara Escarpment.<sup>13</sup> Its current population of 3,571 has a density of 12.1 people per square kilometre and is expected to grow by 21.53% to 4,340 residents by 2036.

The Township has two council representatives who sit on three different Fire Service Boards.

The Township is protected by the SDFD, RDFD, and the MMFD. The result is that the Township has three different fire prevention education and enforcement models which can be difficult for property owners to understand.

The Township has challenges developing the budget because each FSB budgets are set differently and do not use the same terminology, making line-by-line comparisons difficult. Further, the FSBs approve their own budgets without Council's approval, which causes concerns when there are large, unexpected increases, including legal fees, and sometimes training.

Each FSB does Capital asset planning differently, making it a challenge for the Town to forecast Capital costs.

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<sup>13</sup> "Mulmur." Wikipedia. Accessed March 25, 2024. <https://en.wikipedia.org/wiki/Mulmur>

## Summary of Challenges with Current Operations

Municipalities are legally mandated to provide public education on fire safety and to enforce the Fire Code. This responsibility ensures that residents are informed about fire prevention and safety measures while maintaining compliance with fire safety regulations to protect public health and property.

Section 202 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, allows two or more municipalities to enter into agreements to create a joint municipal service board. This provision enables municipalities to collaborate on establishing and operating such boards for services they deem necessary or beneficial. Municipal service boards cover a range of shared services, including fire services, libraries, arenas, health boards, water collection, utilities, police services, planning boards, and other bodies or local authorities established or exercising any power under any *Act*.

The legislative foundation for collaborative fire service arrangements was established in 1937, when municipalities were first authorized to enter into agreements with other municipalities or entities to deliver fire protection services. This provision laid the groundwork for cooperative fire service partnerships.

### *Municipal Act RSO 1937, c 226, s 425 Part 4*

*(4) For entering into a contract with the corporation of any fire brigade other municipality or municipalities for establishing, providing, and maintaining, jointly, a fire brigade, fire halls, fire engines, apparatus and equipment and for the maintenance and use thereof upon such basis as to the distribution of cost as the contract may stipulate.*

*(a) Each municipality shall issue its own debentures for its share of the capital cost of providing the said fire services, and the provisions of paragraphs 1 to 3 shall be applicable.*

Fire Service Boards are long-standing entities that introduce a layer of municipal oversight to what were once independent fire brigades. They represent a model of shared governance, where multiple municipalities collaboratively oversee and manage a shared fire service. This structure enables joint decision-making and resource allocation, reflecting the evolving need for coordinated fire protection across multiple jurisdictions.

It should be noted that stakeholder consultations conducted by EMG revealed a range of perspectives. Some stakeholders support the use of Fire Service Boards, while others believe that Fire Service Boards are no longer an effective governance model in the evolving fire service environment.

## *Fire Service Board Benefits*

Fire Service Boards provide advantages, including granting the municipalities receiving protection a formal role in decision-making regarding service delivery. In Dufferin County, these Boards consist of elected officials from the participating municipalities, who are tasked with keeping their Council and municipal staff informed about issues impacting the fire service. This structure ensures that local governments have a direct voice and vote in the management and oversight of fire services, promoting transparency and accountability in how these critical services are delivered.

In municipalities without an internal fire department, Fire Service Boards provide a mechanism for them to have a say in the fire services being delivered. For some long-standing Fire Service Board members, it is seen as a way to control expenses, while keeping their expectations in the forefront. They also believe that, with years of experience, they have a deep understanding of fire service leadership and management.

## *Fire Service Board Challenges*

While members of FSBs generally support the FSB model, CAOs and Fire Chiefs often express concerns regarding its governance and effectiveness. Some of these challenges arise from the independent nature of the fire departments involved, which can lead to lower levels of coordination and integration among them.

### *Challenges*

Under a Fire Service Board (FSB) model, the municipal Chief Administrative Officer (CAO) lacks authority and control over the Fire Chief, the fire department, or their activities, since the Fire Chief reports directly to the FSB. As a result, it is believed that FSBs do not offer the same level of oversight and accountability as a reporting structure that includes direct oversight by a CAO.

An establishing and regulating by-law (E&R) is a municipal council document that outlines policies for fire departments. It can be used to show how the municipality delivers fire protection services it has determined are necessary according to its needs and circumstances, as is required by the *Fire Protection and Prevention Act, 1997 (FPPA)*. The E&R By-law outlines the type and level of training required for fire department personnel. However, some municipalities serviced by the Fire Service Boards either lack an E&R By-law or have outdated versions, as they may not perceive themselves as directly responsible for fire services. This can result in inconsistencies in training and service standards across municipalities, creating gaps between the level of service that municipalities believe they are receiving and the actual level of service provided.

Several Chief Administrative Officers (CAOs) have noted that the fire service agreements between the Fire Service Board (FSB) and the municipalities have not been reviewed by legal services, and most have not been updated in many years.

Another concern is that FSB policies may not comply with provincial legislative requirements, such as those related to the *Accessibility for Ontarians with Disabilities Act (AODA)*, human resources, financial reporting, purchasing, and health and safety. Although municipalities do not have direct responsibility for the FSB, they still bear some level of responsibility, which could expose them to potential liabilities or financial obligations related to the FSB's operations.

Politicians who serve on FSBs often lack a background in firefighting, fire operations, or fire administration. Despite this, it was suggested that some boards try to involve themselves in operational matters, which can create challenges given their limited technical expertise.

Additionally, board members often lack experience in human resources management yet they are involved in managing HR issues. Each FSB has its own set of human resource policies, leading to a lack of consistency in how personnel matters are handled across different boards. FSBs are a strategic governance mechanism, not a director of tactical operations.

In one case, the Fire Service Board hired an administrative support person who reports directly to the FSB rather than the Fire Chief. While the Fire Chief requires administrative support, any work requests from this position need to be directed to the FSB. This reduces the Fire Chief's ability to provide direction and accountability to the role, without going through the FSB for authorization.

Independent FSBs often exhibit inconsistencies in planning among fire departments. Some departments have comprehensive strategic or master plans that outline a 10-year vision, while others lack any formal documentation or strategy.

Additionally, some FSBs operate without a cohesive financial plan or strategy, complicating municipal budget planning. This issue is exacerbated when a municipality is served by multiple fire departments, each with its own budgeting system.

FSBs within Dufferin County are relatively small organizations and typically lack internal administrative structures, including finance, human resources, and IT departments. To address

these needs, many FSBs contract these services from their local municipalities on a part-time or as-needed basis.

Some FSBs have not established capital reserves for apparatus or building expenditures. Fire apparatus that are used in suppression, including engines, pumpers, aerials, and tankers, typically have a lifespan of 20 years (or 25 years with recertification) and require financial planning. While buildings have much longer life spans, it is reasonable to anticipate the needs for capital repairs, expansion, and building replacement. This creates a concern for some municipalities when a large capital item is added to the annual budget.

This lack of capital reserves also poses a challenge when existing fire stations may not comply with current health and safety standards. For example, inadequate space may force bunker gear to be stored on the apparatus floor, and the absence of air filtration or exhaust extraction equipment can compromise the safety and well-being of fire service personnel.

Within the county, some fire departments invoice insurance companies for costs related to motor vehicle collisions or structure fires, while others do not utilize this practice. When different processes exist within a single municipality, it can create conflict. For instance, if one resident gets an invoice but others do not it highlights a lack of consistency in billing practices. Invoicing of insurance companies is becoming increasingly common as fire departments struggle with budget containment from the municipalities.

Taxpayer equality has emerged as a challenge in some communities served by multiple fire services. Disparities in service billing and funding can lead to uneven distribution of costs and benefits, creating inequities among taxpayers who may receive different levels of service or pay varying amounts for fire protection. For example, some residents may pay for full-time firefighters while others are served by volunteers, and the service levels provided by volunteer fire departments can vary significantly.

It was noted that municipalities and municipal purchasing groups might achieve cost savings (through a joint purchasing program) compared to FSBs that make purchases independently. By pooling resources and leveraging collective buying power, municipalities can often secure better prices and terms for equipment and services.

In communities served by multiple fire departments, inconsistencies in issuing burning permits and enforcing fire bans can create problems. For example, suppose one fire department imposes a burning ban while another does not. In that case, residents may express dissatisfaction if their area is subject to the ban while neighbouring areas are allowed to burn. One municipality tried to implement a unified burn permit form but faced significant challenges in getting the various fire departments to agree on its design and usage.

Some Fire Service Boards (FSBs) do not provide formal annual reports, resulting in a lack of detailed information about service performance and activities for the councils. This issue is more complicated for those fire departments from outside of the County serving these municipalities. For the FSB that are providing reports, there is not a common template, therefore, extracting information from multiple reports can be complex and not necessarily comparable. Some CAOs have expressed concern that the minutes of FSB meetings may lack transparency and may not capture all discussions. This can leave municipalities without a complete understanding of current or upcoming issues, impacting their ability to stay informed and engaged with the fire service's operations and challenges.

As each of the fire departments operates independently, there is a lack of consistency in the types and uses of equipment across the various departments. This variation can lead to inefficiencies and challenges in coordinating responses and standardizing practices. As fire departments may be responding to the same call using different types of equipment, which can result in situations where firefighting staff are not trained in or familiar with the equipment used by other departments. This issue also extends to radio systems, leading to communication breakdowns at fire scenes where multiple departments are present.

Current response boundaries were established according to historical municipal borders, including those that are no longer in place as municipal restructuring has taken place.

Suburban and rural areas require different firefighting tools due to their distinct characteristics. For example, a suburban municipality may benefit from an aerial device to fight fires in a multi-storey building, however the rural surrounding communities may not see the benefit to the same degree. If a fire department serves both a suburban and rural area, there can be conflict between fire service board members over who pays for the equipment. In some cases, rural municipalities may be required to pay a portion of the expense despite not needing that piece of equipment for their residents. In these cases, disagreements can cause delays in obtaining the required equipment.

There are ownership issues surrounding FSBs.

- If FSBs are dissolved, the municipality where each fire department is located would take on responsibility for its own operations, finance, human resources, and other aspects. This shift could be beneficial, but whether municipalities would welcome this change depends on their individual circumstances and preferences..
- Municipalities served by contracting fire prevention and protection services may no longer have a direct say in the department's strategic direction. Therefore, new agreements would need to be negotiated.

- In one instance, the ownership of various parts of the building varies depending on the municipalities providing funding at different levels. Some municipalities claimed a percentage of ownership of vehicles, while one FSB has indicated ownership of these vehicles rests with the FSB itself rather than the contributing municipalities.

## *County Operational Issues*

### *Fire Prevention*

Fire prevention encompasses both public education component and inspection components. It is the responsibility of the municipalities, rather than the FSBs, to fulfill these legislative requirements to provide fire prevention.

### *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4, Part II*

#### *Municipal Responsibilities*

*2(1) Every municipality shall,*

*(a) establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and*

*(b) provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.*

Regulations include the “certain components of fire prevention” to include inspections of vulnerable occupancies. It also included inspections of other properties upon issue identification or request.

The primary challenge in complying with the *FPPA (S.O. 1997)* in this context is the responsibility for fire prevention services in municipalities that do not have their own fire departments. Many municipalities assume that fire departments are handling fire prevention but lack specific details. For example, some municipalities have minimal or no formal documentation regarding their fire department's fire prevention efforts. Additionally, some agreements between FSBs and municipalities lack clauses on fire prevention, leaving the FSBs not obligated to provide these services, as legislation assigns this responsibility to the municipalities.

When fire prevention programs are in place, they are often not coordinated among the multiple fire departments serving the municipality. As a result, different response areas within the same municipality may experience varying levels of fire prevention.



In some cases, the municipalities simply relied on the FSBs to ensure fire prevention was being provided without understanding what was provided, by whom, and to what extent.

Except for Orangeville, Fire Prevention Officers are typically volunteer firefighters who take on this additional role while maintaining their full-time jobs. As a result, their time may be limited, particularly when they are responsible for multiple municipalities. This dual commitment can impact their availability and effectiveness in performing fire prevention duties.

Further, some of the members of the fire departments who are doing inspections do not have the formal training and certification to do so.

The Office of the Fire Marshal (OFM) has prioritized fire prevention, recognizing that the actions of residents before the fire department arrives are crucial in determining whether injuries or fatalities occur. Therefore, fire prevention must be a key focus in the recommendations and actions resulting from this fire service review.

### *Training*

All firefighters in Ontario, whether career or paid-on-call (often referred to as volunteers), must meet minimum training requirements to ensure their health and safety. This training requires hundreds of hours of training as well as ongoing training to improve and maintain skill sets during their career as a firefighter. These long training hours impact the availability of some to volunteer and some of those who get certified look to become career firefighters in other jurisdictions.

The new standards also require more time, planning, and skill of those who provide the training. Training officers must now train to standards and ensure that the documentation is highly specific and detailed. Being a training officer in today's environment requires experience mixed with an academic understanding of fires, risks, and the learning patterns of the audience. In smaller fire departments, Fire Training Officers were often volunteers who, despite lacking extensive formal firefighting education, gained their expertise through years of on-the-job experience.

This situation has created challenges in ensuring that all firefighters meet certification requirements set to take effect on July 1, 2026, and the new technical rescue training standards scheduled for July 1, 2028. To address these challenges, some Fire Service Boards (FSBs) have engaged private firefighting academies to provide the necessary training and certification.

A larger, county-wide fire service could potentially have the resources to employ full-time training officers, ensuring that firefighters receive the highest quality training available.

### Radio System Upgrade

A common concern raised during stakeholder consultations was the lack of a unified radio system, currently there is a mix of analogue VHF radios and digital communications across various fire services. This inconsistency hampers the ability of fire departments to communicate effectively with one another, which is especially problematic given the frequent mutual aid calls.

Developing a common, modern radio system is a costly undertaking that FSBs have failed to agree upon. Additionally, the situation is further complicated by the fact that each FSB maintains independent contracts for fire service dispatching, adding another layer of disjointedness to the communication process. Some FSB members suggested that an upgraded radio system be the county's responsibility, as the cost of such an upgrade is beyond their individual budgets and the County could ensure consistency across the municipal boundaries. Due to the federal requirement to implement the Next Generation 9-1-1 upgrades, the dispatch centres may mandate that their downstream clients (fire departments) move to digital radio systems. This will place a significant cost on the FSBs that some have been trying to avoid or delay.

### Support for Fire Victims

A concern with the current governance model is that fire departments do not make use of available support for fire victims. Many individuals affected by fires are not referred to County Social Services or provided with preliminary resources to aid their recovery. Improving the coordination of services for these individuals is crucial to ensuring they receive the necessary support and assistance in the aftermath of a fire.

### Costs

A common concern is that municipalities are reluctant to subsidize other municipalities. Small municipalities are wary of covering the higher costs associated with larger communities, while the larger communities resist bearing the costs of the smaller communities. The county has the authority to adjust tax rates based on the level of service provided.

Additionally, there is concern that new residents moving to the county from the Greater Toronto Area expect a standard of fire service similar to what they were accustomed to, adding pressure to meet these expectations.

### Unionization

There is concern about the potential for volunteer firefighters to unionize and how this might impact fire service costs. One question raised is whether a county-operated fire service could increase the likelihood of unionization. Additionally, there is apprehension that, even without

unionization, volunteer firefighter pay rates might rise to the highest level in the country.

### *Tiered Response*

In various communities, a common issue raised is the role of volunteer firefighters in responding to medical calls, particularly when paramedics often arrive more quickly. This raises questions about the efficiency and necessity of having volunteer firefighters attend these calls, given that paramedics are better resourced to provide pre-hospital medical care. Additionally, there are concerns about the financial costs incurred by fire departments for handling these medical emergencies. Fire departments, whether volunteer and composite, encounter higher costs associated to tiered response protocols. While it is challenging for smaller individual fire departments to negotiate tiered response protocols with the Ontario Ministry of Health a unified county-wide plan might provide greater leverage in these negotiations.

### *Financial Accountability*

There is concern by both CAOs and FSB members that there should be caution about moving fire services to the County level, as many have a concern that the County is not as accountable to the taxpayers in the same way lower tiers are, and therefore, expenses are less controllable. It should be noted, however, that some of the FSBs have delayed expenditures or avoided expenditures that will need to be made, regardless of the delivery option selected and that there will be significant costs attached.

### *Recruitment and Retention*

Volunteer firefighting faces a growing challenge with recruitment and retention, as many experienced firefighters approach retirement and recruits often seek to improve their resume as they seek full-time career positions in other jurisdictions. New training standards demand that volunteers commit to longer training hours both initially to achieve certification and ongoing to meet the demands of the job.

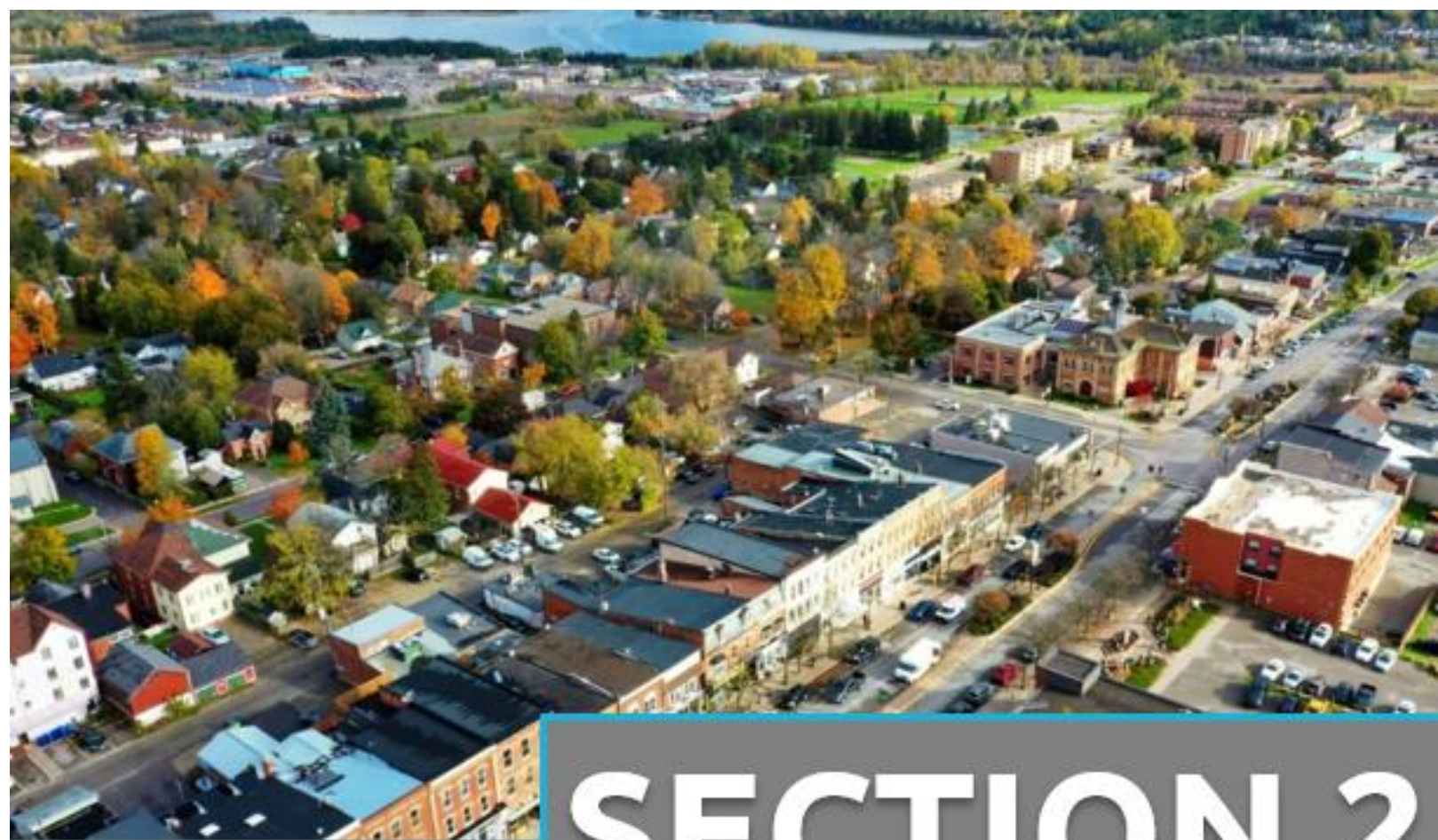
Additionally, residents who are busy with careers and family commitments, or who commute outside their community for work are finding it increasingly difficult to dedicate the time and effort required to be effective volunteer firefighters.

### *Other Concerns*

Other points identified by EMG during the interview/review process include:

- Annual fire reports lack consistency due to the absence of a standard template.
- HR issues at non-municipal fire services often depend on the skillset of the Fire Chief, unless the FSB has an agreement with a municipality to provide HR support.
- Health and Safety protocols vary among fire services and lack consistency.

- Some believe that FSBs do not hold the fire chiefs accountable in the same manner as municipalities do. For example, certain FSBs have not conducted regular performance appraisals of the fire chiefs. Many CAOs feel that having fire chiefs report within the municipal structure increases accountability.
- As indicated by one FSB member, equipment needs can vary significantly between communities; for example, an aerial truck may be essential for one community but unnecessary for another. Consequently, more rural communities are reluctant to fund equipment they do not require. This concern has already been contentious within one FSB and is likely to persist regardless of the fire service model employed.



# SECTION 2

## Governance

## SECTION 2: GOVERNANCE

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### Governance Model Overview for each Fire Department

Of the municipalities serving the County, there are four Joint Fire Service Boards and one municipal fire service.

#### *Shelburne and District Fire Department – Fire Service Board*

The Town of Shelburne has two representatives from five municipalities – Shelburne, Amaranth, Mono, Melancthon, and Mulmur – that sit on the Fire Service Board. The Town of Shelburne pays for 56.43% of the fire service budget, while the other four municipalities are responsible for the remaining 43.57%.



The SDFD has a full-time Fire Chief, a paid on-call deputy chief, and 28 paid-on-call firefighters (approved complement of 35 paid-on-call firefighters). The SDFD provides fire prevention for all five municipalities within the Board. Of the annual calls for service, most of the calls for service come from Shelburne at over 50% of the total call volume<sup>14</sup>.

“2024 Cost sharing breakdown” indicates that of the five-member municipalities, Amaranth pays 16.5%, Melancthon pays 15.1%, Mono pays 11.2%, Mulmur pays 9.4% and Shelburne pays 47.8%.

#### *Grand Valley District Fire Department – Fire Service Board*

The GVDFD FSB has six members, two each from the Township of Amaranth, the Township of East Garafraxa, and the Town of Grand Valley.

This Fire Service Board has been progressive in having a Fire Master Plan completed to review the current operations and look towards to the future.



Based on annual call volume averaged over three years, the Town of Grand Valley provides approximately 63% of the budget, Amaranth 21%, and East Garafraxa 16%.

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<sup>14</sup> Fire Chief Ralph Snyder. “Shelburne & District Fire Department 2022 Annual Report.”

***Rosemont Fire Department – Fire Service Board***

Rosemont & District Fire Department (RDFD) serves portions of the Town of Mono, the Town of Mulmur, and the Township of Adjala-Tosorontio (located in Simcoe County).



The 2024 operating budget indicated that costs are distributed as follows: 22% to Adjala-Tosorontio; 26% to the Town of Mono, and; 52% for the Township of Mulmur. The Fire Service Board (FSB) consists of six board members, with two members from each municipality. However, the Mulmur board members receive two votes each, resulting in Mulmur having four (50%) of the eight votes.

It should be noted that the Town of Adjala-Tosorontio, which also has its own municipal fire department, is examining the costs of participation in the Rosemount FSB, versus the coverage received.

The fire department responds to approximately 120-140 calls annually, with about 35% of these being medical emergencies.

The fire department is 100% compliant with the new training standards for firefighters, however, the specialized rescue standards that take place in 2028 will be challenging to meet.

The FSB has a capital budget reserve for apparatus but not for the station. As a cost containment strategy, Rosemont purchases standard commercial fire truck models to do the job rather than custom built trucks which have higher purchase costs.

***Mulmur-Melancthon Fire Department – Fire Service Board***

Mulmur-Melancthon Fire Department (MMFD) services the north portion of Mulmur and a portion of the north area of Melancthon. This board was created in 1982. The FSB is made up of two Councillors from each municipality.



The fire service has 27 approved firefighter positions, including the fire chief. The Fire Chief is a part-time (volunteer) chief, where the focus is operations, making fire prevention and inspections a challenging add on to the role.

The Town of Mulmur provides the financial and HR services for the FSB through a contract. The town does not have an individual for HR, so the town treasurer provides a dual role.

The Fire Department did 89 calls in 2023, of which 23 were in Melancthon, 66 in Mulmur. Approximately 50% of the calls are medical tiered response calls.

Operational costs are shared based on past call volume, with Mulmur covering 76% and Melancthon covering 24%. Capital costs are split evenly between the two municipalities at 50/50%. As there are separate operational and capital funding agreements, any surplus in operational funds at the end of the year cannot be transferred to capital reserves.

In 2010 the Fire Service Board passed a by-law that has stipulations to be followed if the Board is to be dissolved.

- Two years written notice is required
- Any debt incurred by the municipality to the department remains the property of the fire department
- Any assets, including reserves contributed by the municipality to the department shall remain the property of the department.
- If the department is completely dissolved, the realized value of assets is to be split on a 50/50 basis between the two participating municipalities.

### *Orangeville Fire Department – Member Municipality*

The Orangeville Fire Department is directly operated by the Town of Orangeville and provides fire services to Amaranth, Mono, and East Garafraxa under contract, with annual pricing set by the Town of Orangeville. The OFD has established an Advisory Board for these municipalities to participate in; however, the board's role is limited to sharing information and there is no authority or responsibility beyond that.



In 2023, statistics indicated that 1,444 calls were responded to within Orangeville, 226 in Mono, 76 in Amaranth, and 59 in East Garafraxa

The Department has a Fire Chief, Deputy Chief, 20 full-time firefighters, 32 paid-on-call positions, and two training officers.

The OFD fire prevention division has a targeted plan for each of the response areas they have, with a focus on things like vulnerable occupancies, education, etc.

Having two training officers has allowed them to meet provincial training standards in advance for 100% of its staff.





# SECTION 3

Options

## SECTION 3: OPTIONS

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### Option 1: County-Run Fire Department (Single Department)

This option offers the greatest potential for consistency, accountability, and improvement in the fire service. Each municipality has representation and voting rights on the county council.

Some concern was expressed that areas being served by volunteers should be taxed at a rate less than those being served by career firefighters. The County has the capability to area-rate taxes, allowing fire service taxes to be based on the level of service received. This means that while the lower-tier municipalities would collect the taxes, they would not be responsible for setting the county tax rate. This arrangement would reduce the burden on municipalities to directly tax for fire services.

The County, being the larger jurisdiction, would have fewer challenges integrating the staff of the fire departments across the county.

The County has a Chief Building Official who serves many of the smaller municipalities and needs to work closely with the Fire Inspectors. Currently, fire inspections are conducted differently by various departments, which presents a challenge. However, with a unified fire service, there would be a consistent fire inspection program across all departments.

The larger fire department would benefit from economies of scale and its experience to operate more effectively. A single fire department would also allow for joint procurement of equipment and apparatus. Currently, there is no standardization for equipment, such as self-contained breathing apparatus. Joint procurement would save money and reduce the time spent on training.

#### *Challenges*

The primary issue heard from the FSB members is that there is a lack of trust in the county, which is unusual as the county council is made up of representatives from each municipality.

A fear was expressed that the county, being a large organization, would increase the fire service costs with bureaucracy. One CAO stated that they assumed costs would increase with a county-run service, but that the quality of the fire service would also increase.

Other FSB members were concerned about losing responsibility for the fire department operations, which is not an FSB responsibility. FSBs should be governance-focused, not operationally focused.

It would be critical to the process that a high level of consultation with the lower tier municipalities be part of the transition plan to provide reassurances of maintaining the fire service and how cost containment will be reflected.

It must be noted that some factors, such as upgrading the radio communications system and ensuring firefighters meet the new certification standards, will have a cost attached, regardless of the governance model.

### ***Sub-Option***

A sub-option to the county's assumption of fire services is for the county to assume governance and operations for the fire departments that are currently under a fire service board while leaving the Town of Orangeville to operate municipally as they currently do. This option recognizes the financial differences between operating paid on-call fire departments versus a fire department with many career firefighters.

## **Option 2: Single Fire Department (Orangeville) for the Entire County**

### ***Benefits***

*Note: The benefits of Option 1 and Option 2 will be the same, as both consist of the operation of a single fire department.*

Since the OFD is the largest and most adequately staffed department, one option would be for the OFD to take over the operations of GVDFD, SDFD, MMFD, and RDFD, and then invoice the individual municipalities for the services provided.

While this option creates consistency across the county, the municipalities lose the ability to have any control as the OFD would set the pricing and operations. Municipalities would simply pay the invoice. Having said that, OFD has been an effective and efficient fire department, so there shouldn't be too much concern about expenditures being inappropriate.

The staffing hours and budget currently allocated to multiple fire chiefs could be reassigned to other roles, such as Fire Prevention and Training. This would enable the Fire Prevention program to deliver a consistent message, standardize processes (e.g., inspections, development plan approvals), and ensure uniform enforcement across all jurisdictions. For supervision, a single full-time district chief could be assigned to oversee the four smaller stations.

The County has a Chief Building Official who serves many of the smaller municipalities and needs to work closely with the Fire Inspectors. Currently, fire inspections are conducted

differently by various departments, which presents a challenge. However, with a unified fire service, there would be a consistent fire inspection program across all departments.

The OFD, with its existing staff of over 20 full-time employees, would be well-positioned to effectively manage a small number of additional full-time staff required to manage the outlying areas of the county. As a composite fire department, OFD already has strong part-time on-call experience that could be expanded across the county.

The larger fire department would benefit from economies of scale and its experience to operate more effectively. A single fire department would also allow for joint procurement of equipment and apparatus. Currently, there is no standardization for equipment, such as self-contained breathing apparatus. Joint procurement would not only save money but also reduce the time spent on training.

Additionally, while the fire department's digital radio system would need to be expanded, the associated costs could be distributed among the lower-tier municipal members.

### *Challenges*

The Town, although the largest municipality in the county, would be required to add a sizeable (in excess of 120) part time employees to the town's complement of staff. This would require, an investment of time and resources within the HR and payroll functions.

With a Town of Orangeville model, other municipalities would lose their perceived control over budgeting and operations. The municipalities currently being provided contract services through the OFD are all pleased with the level of communications and the budgeting methods in place.

## **Option 3: Municipal Operations**

In this option, OFD remains the same while the other three fire service boards (Grand Valley, Shelburne, Mulmur/Melancthon, and Rosemont) would become municipal departments (i.e., managed by their municipality).

In this model, the fire chief, along with the firefighters, become employees of the municipality responsible for the fire service. The Fire Chief would report to the CAO, but also have direct access to the municipal services such as HR, finance, and IT.

The municipality would be responsible for creating fire service agreements with the neighbouring municipalities for which fire service is provided. This agreement would include a financial model that defined how invoicing for the services would take place. Using OFD, as an

example, a line of communication is developed through annual presentations and education for the neighbouring municipalities.

### *Benefits*

- Clear reporting hierarchy within the municipality.
- Transparency within the governance.
- Reduction of inter-municipal conflicts over budgeting that can delay the purchase of needed equipment.
- Provision of services through E&R By-laws is more accessible with a single fire chief, as opposed to a Fire Service Board composed of multiple council members with potentially little fire service background and differing opinions.

### *Challenges*

The largest challenge with this model is that it does not address the inconsistencies currently seen with the FSB model. Most municipalities would still be served by multiple fire departments with differing levels of service, including fire prevention and fire suppression.

Some smaller municipalities that depend on others for fire services worry about lacking direct control over the fire department's finances, which they believe they have control over through the FSB.

One challenge identified was determining the division of ownership and compensation for the current fire stations, apparatus, and equipment among the member municipalities. An example given was in Shelburne, where the original portion of the fire station was built by the home municipality, but each of the member municipalities contributed to the expansion and renovation of the station. The question is how much the home municipality would pay to the FSB member municipalities for their contribution to the expansion.

Further, some FSB members may not wish to dissolve the FSB, so the issue of the process would have to be designed. Having one or two FSBs transfer to a municipal model will see benefits in those communities, but if some FSBs remain, some of the outstanding issues remain in those locations.

A sub-option suggested was for the County to assume the Fire Prevention roles throughout the region while maintaining the current fire services structure. This approach would address key issues but leave lower-tiers municipalities responsible for fire response.

## Option 4: Status Quo with Recommendations

Status Quo implies that the Orangeville Fire Department remains under the municipal model, while the remaining fire departments remain operated by fire service boards.

Suppose FSBs are to be maintained in one or more jurisdictions. In that case, it is recommended that formal contracts should be made between the FSBs and the municipalities they serve, including a clear description of the level of services they will provide, including fire prevention education, fire code inspections and enforcement, fire department response to what type of calls, levels of service provided (e.g. technical rescue services), and reporting responsibilities.

There should be a standardized training program for Board members and CAOs to ensure the fire departments are appropriately administered.

A formal GIS study must be completed to rectify inconsistencies with municipal boundaries and provide more accurate fire protection. Current response boundaries are established according to historical municipal boundaries, including some that are no longer in place.

A sub-option suggested was for the County to assume the Fire Prevention roles throughout the region while maintaining the current fire services structure. This approach would address key issues but would leave the lower-tier municipalities responsible for fire response.

### *Challenges*

Maintaining the current model would preserve all existing challenges, including inconsistencies in fire suppression, multiple fire prevention programs within a municipality, lack of coordination between fire services, and increasing difficulties as new standards for firefighting and technical rescue are introduced. While remaining with the current method of governance would involve less immediate change and delay expenditures, the ongoing challenges of FSBs will persist, and cost increases are unavoidable in the long term.



# Conclusion & Final Comments

## CONCLUSION AND FINAL COMMENTS

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All the options presented have their respective benefits and challenges. Although EMG has identified a fourth option for maintaining the status quo, we are not recommending it. The ongoing inconsistencies with the FSBs appear to be the primary concern during EMGs review and interviews with municipal and fire staff.

Similarly, option three retains many of the current challenges and places a significant burden on small municipalities with limited administrative infrastructure.

During EMGs review of the Community Risk Assessments, inconsistencies were observed in which some of the risks are being addressed. These appear to arise from the varied governance of way fire services by the FSBs and individual towns. To resolve these challenges, there needs to be a unified system in place, allowing CAOs, Fire Chiefs, and Councils to exercise direct control over the services provided to their communities.

Currently, the situation is fragmented; some communities operate under FSBs, others have fire service agreements, and some have a combination of both. Only Orangeville has a municipally operated fire service.

The FSBs have played a crucial role in the fire service over the years and have served their communities effectively. However, as regulations and legislation requirements increase, reducing the number of governance organizations could lead to a more efficient and effective fire service for each community. This approach would not diminish the importance of town councils or their involvement in providing fire services to their communities.

EMG's opinion is that a single operational model should be adopted, based on the recommendations previously proposed. This would establish a more defined reporting and operational system for all parties involved, consistency of fire operations and fire prevention, and improved accountability.



**Treasury Board Secretariat**

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Toronto (Ontario) M3M 0B1  
Téléphone: 416 325-1607

**DATE:** August 16, 2024

**MEMORANDUM TO:** Community Emergency Management Professionals  
Ministry Emergency Management Coordinators

**SUBJECT:** Community Emergency Preparedness Grant Round 2  
launching in September 2024

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I am pleased to share that Emergency Management Ontario (EMO) will be launching a second round of the [Community Emergency Preparedness Grant](#) through an additional \$5 million investment. This will increase local resilience and provide communities and organizations across the province with the resources and equipment they need to prepare for natural disasters and emergencies.

The application period is expected to begin late September 2024. Like Round 1, small- and medium-sized municipalities, local services boards, First Nations communities, Indigenous organizations and non-governmental organizations with mandates in emergency management are eligible to apply. The grant will allow recipients to purchase critical supplies and equipment and deliver training and services to improve local emergency preparation and response. Please note, recipients who received funding as part of Round 1 will be ineligible to apply. This will allow other communities and organizations to benefit from this program as well.

Once the application window opens, EMO will host information sessions to help guide applicants through the process. More information will be communicated in the coming weeks on the [Community Emergency Preparedness Grant webpage](#).

The Community Emergency Preparedness Grant is part of the government's \$110 million commitment to strengthen emergency preparedness in Ontario. These targeted investments are another step the government is taking to provide communities with the resources they need. For any questions, please reach out to [EMOCommunityGrants@ontario.ca](mailto:EMOCommunityGrants@ontario.ca).

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I look forward to continuing to work together to keep our province safe, practiced and prepared.

Best always,

A handwritten signature in black ink, appearing to read 'Bernie Derible', with a stylized, cursive script.

Bernie Derible  
Deputy Minister and Commissioner of Emergency Management  
Treasury Board Secretariat

Cc:

Lisa Priest, Assistant Deputy Minister, Emergency Management Preparedness, Programs and Planning Division, Emergency Management Ontario, Treasury Board Secretariat

## Denise Holmes

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**From:** CSRIF (MTCS) <CSRIF@ontario.ca>  
**Sent:** Monday, August 19, 2024 10:50 AM  
**Subject:** Applications now available: Community Sport and Recreation Infrastructure Fund // Les demandes sont désormais acceptées : Fonds pour l'infrastructure communautaire des sports et des loisirs

La version française suit

### **Applications now available: Community Sport and Recreation Infrastructure Fund**

The Ministry of Sport is excited to announce applications are now being accepted for the [Community Sport and Recreation Infrastructure Fund \(CSRIF\)](#).

This new \$200-million, three-year infrastructure fund will support Ontario's growing communities with new and revitalized local sport and recreation facilities across the province.

The CSRIF is a two-stream, application-based funding program:

- **Stream 1: Repair and Rehabilitation** – Funding between \$150,000 and \$1 million to extend the lifespan of existing community sport and recreation facilities/spaces and improve local programming and accessibility features to meet community need.
  - Application deadline is Tuesday, October 29, 2024, at 5 p.m. (ET).
- **Stream 2: New Builds/Signature New Builds** – Funding up to \$10 million to invest in new, transformative community sport and recreation infrastructure, including assets that do not currently exist in a community or the replacement of existing assets that have reached the end of their lifespan.
  - Applications will be accepted on an ongoing basis until all funding has been allocated. Interested applicants are encouraged to apply early.

Eligible applicants include:

- Municipalities
- Local services boards
- Not-for-profit organizations
- Indigenous communities and organizations
- For-profit organizations (Stream 2 only).

Before you apply, consider these five steps:

1. Read the [full program guidelines](#) for Stream 1 and Stream 2 that cover important information on drafting your application.
2. Attend the stakeholder webinar on Tuesday, August 27 at 11 a.m. to learn about the program. Find out how to register by emailing [CSRIF@ontario.ca](mailto:CSRIF@ontario.ca). A recording will be available on [www.ontario.ca/communitysportfund](http://www.ontario.ca/communitysportfund) for later viewing.

3. Consult with your local [Regional Development Advisor](#) to discuss your project and ask questions unique to your situation.
4. Create a My Ontario account and register for [Transfer Payment Ontario \(TPON\)](#) to submit your application. This process can take up to a week so avoid technical difficulties and delays by registering early.
5. Check that you have all mandatory/supporting documents and submit your application early. Incomplete or late applications will not be accepted.

More information or assistance:

- For general program questions, contact [CSRIF@Ontario.ca](mailto:CSRIF@Ontario.ca)
- For questions about your specific project, contact your local [Regional Development Advisor](#).
- For technical support related to Transfer Payment Ontario, contact [TPON Client Care](#) Monday to Friday, 8:30 a.m. to 5 p.m. Eastern Time (ET):
  - Toronto: (416) 325-6691 or Toll Free: 1-855-216-3090
  - TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll free: 1-800-268-7095
  - Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

To be removed from this distribution list, please email [CSRIF@ontario.ca](mailto:CSRIF@ontario.ca)

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**Les demandes sont désormais acceptées : Fonds pour l'infrastructure communautaire des sports et des loisirs**

Le ministère du Sport est heureux d'annoncer que les demandes sont désormais acceptées pour [le fonds pour l'infrastructure communautaire des sports et des loisirs \(FICSL\)](#).

Ce nouveau fonds d'infrastructure triennal d'une valeur de 200 millions de dollars aidera les collectivités en croissance de l'Ontario en leur offrant de nouvelles installations locales de sport et de loisir et des installations revitalisées partout dans la province.

Le FICSL est un programme de financement exigeant la soumission d'une demande; il est constitué de deux volets :

- **Volet 1 : Réparation et remise en état** – Financement compris entre 150 000 et 1 million de dollars visant à prolonger la durée de vie des installations et des espaces communautaires de sports ou de loisirs existants, en plus d'améliorer les programmes locaux et les caractéristiques d'accessibilité pour répondre aux besoins de la collectivité.
  - La date limite de dépôt des demandes est le mardi 29 octobre 2024, à 17 h (ET).

- **Volet 2 : Nouvelles constructions et constructions importantes** – Financement pouvant atteindre 10 millions de dollars et visant à investir dans de nouvelles infrastructures communautaires de sports et de loisirs transformatrices, ce qui inclut des biens qui n'existent pas actuellement dans une collectivité ou le remplacement des biens existants qui ont atteint la fin de leur durée de vie.
  - Les demandes seront acceptées de façon continue jusqu'à ce que l'ensemble du financement ait été attribué. Les demandeurs intéressés sont invités à présenter une demande rapidement.

Les demandeurs admissibles sont les suivants :

- les municipalités;
- les régies locales des services publics;
- les organismes sans but lucratif;
- les communautés et organismes autochtones;
- les organismes à but lucratif (volet 2 seulement).

Avant de présenter une demande, suivez les cinq étapes suivantes :

1. Lisez les [lignes directrices complètes du programme](#) pour les volets 1 et 2, qui contiennent des renseignements importants sur la préparation de votre demande.
2. Assistez au webinaire à l'intention des intervenants, qui aura lieu le mardi 27 août à 11 h, afin d'en apprendre davantage sur le programme. Pour savoir comment vous inscrire, envoyez un courriel à l'adresse [CSRIF@ontario.ca](mailto:CSRIF@ontario.ca). Un enregistrement sera mis à disposition à l'adresse [www.ontario.ca/fonds-sports-communautaires](http://www.ontario.ca/fonds-sports-communautaires) pour que vous puissiez le visionner ultérieurement.
3. Consultez votre [conseiller en développement régional](#) local pour discuter de votre projet et poser des questions propres à votre situation.
4. Créez un compte Mon Ontario et inscrivez-vous à [Paiements de transfert Ontario \(PTO\)](#) pour présenter votre demande. Ce processus peut prendre jusqu'à une semaine, alors évitez les difficultés techniques et les retards en vous inscrivant rapidement.
5. Vérifiez que vous avez joint tous les documents obligatoires et les documents justificatifs et présentez votre demande rapidement. Les demandes incomplètes et envoyées après la date d'échéance seront refusées.

Renseignements supplémentaires ou aide :

- Pour toute question générale sur le programme, communiquez avec [CSRIF@Ontario.ca](mailto:CSRIF@Ontario.ca).
- Si vous avez des questions au sujet de votre projet, communiquez avec votre [conseiller en développement régional](#) local
- Pour toute assistance technique en lien avec Paiements de transfert Ontario (PTO), veuillez prendre contact avec [le service à la clientèle de Paiements de transfert Ontario](#) du lundi au vendredi, de 8 h 30 à 17 h, heure de l'Est (HE) :
  - Toronto : 416-325-6691 ou sans frais : 1-855-216-3090

- ATS/téléscripteur (pour personnes malentendantes) : 416 325-3408, ou sans frais : 1-800-268-7095
- Courriel : [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

Pour vous faire retirer de cette liste de distribution, veuillez faire parvenir un courriel à l'adresse [CSRIF@ontario.ca](mailto:CSRIF@ontario.ca)



**CORPORATION OF THE TOWNSHIP OF MELANCTHON  
MOTION**

Date: **May 2, 2024**

Moved by **McLean**

Seconded by **Neilson**

Be it resolved that:

The Council for Melancthon Township dissolve the Horning's Mills Community Park Board and Corbetton Park Board effective July 15, 2024;

And further that the Council for the Melancthon Township establish a new Melancthon Park Board that will oversee the activities and upgrades at the Horning's Mills Community Park, Corbetton Park and the Township properties in Riverview;

And further that a new Terms of Reference be created by the Board, to reflect the new Board;

And further that the membership on the new Board will be expanded to include 7 members of the public and 2 members of Council with recruitment of the new Board to begin on July 15, 2024.

**Recorded Vote**

**Yea**

**Nay**

Mayor Darren White  
Deputy Mayor James McLean  
Councillor Ralph Moore  
Councillor Bill Neilson  
Councillor Ruth Plowright

Carried/Lost: \_\_\_\_\_  
MAYOR DARREN WHITE

**\*Tabled to a future Council meeting**

## Denise Holmes

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**From:** Tracey Atkinson <tatkinson@mulmur.ca>  
**Sent:** Tuesday, August 6, 2024 10:34 AM  
**To:** Denise Holmes  
**Subject:** RE: NDCC Agreement - Renewal

Hello Denise,

Thank you for providing an update from Melancthon Council's regarding the NDCC agreement. I will include your letter in our September 4<sup>th</sup> closed Council Agenda package.

I understand that Melancthon Council would consider capital costs individually. Given the timing of the ice floor replacement and that the agreement has historically contained an operational and capital component, would Melancthon be able to share what they are able to commit to contribute to the ice floor replacement so that I can include that in the Mulmur closed session agenda package?

Thank you in advance.

Sincerely,

**Tracey Atkinson, BES MCIP RPP Dipl M.M.** | CAO | Clerk | Planner  
*Township of Mulmur | 758070 2nd Line E Mulmur, ON L9V 0G8*  
*Phone 705-466-3341 ext. 222 | Fax 705-466-2922 | [tatkinson@mulmur.ca](mailto:tatkinson@mulmur.ca)*

[Join our email list](#) to receive important information and keep up to date on the latest Township news.

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**From:** Denise Holmes <[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)>  
**Sent:** Friday, July 19, 2024 4:23 PM  
**To:** Tracey Atkinson <[tatkinson@mulmur.ca](mailto:tatkinson@mulmur.ca)>  
**Subject:** NDCC Agreement - Renewal

Hi Tracey,

Please see attached letter.

Thank you.

Kind regards,  
Denise Holmes





Denise B. Holmes, AMCT | Chief Administrative Officer/Clerk | Township of Melancthon | [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca) | PH: 519-925-5525 ext 101 | FX: 519-925-1110 | [www.melancthontownship.ca](http://www.melancthontownship.ca) |

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