



**TOWNSHIP OF MELANCTHON
HYBRID COUNCIL MEETING
THURSDAY, NOVEMBER 21ST, 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/83159249811?pwd=zIQqe5q0dNKvcbrJ9BbGadH8fVjdbE.1>

Meeting ID: 831 5924 9811

Passcode: 857690

One tap mobile

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- +1 780 666 0144 Canada
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- +1 778 907 2071 Canada

Meeting ID: 831 5924 9811

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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 – November 7th, 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. 2024-2025 Winter Operation Plan
 2. Bridge 2023 Rehabilitation Change Order: Removal of Concrete from Previous Structure
 3. Other
- 11. Planning**
 1. Applications to Permit
 2. Memorandum from Liam Morgan, Development Planner: MPC22-801 – 537086 Main Street – Zoning By-law Amendment
 3. Other
- 12. Climate Change Initiatives**
- 13. Dufferin OPP Detachment Board – Melancthon, Mono, Mulmur**
- 14. County Council Update**
- 15. Correspondence**

Board, Committee & Working Group Minutes

1. Shelburne and District Fire Board – October 1, 2024
2. Roads Sub-Committee – October 7, 2024
3. Heritage Advisory Committee – September 3, 2024

Items for Information Purposes

1. Town of Mono Resolution Supporting the Resolution by the Township of Melancthon regarding Dufferin County funding Policing Costs on County Roads
2. Minister of Finance letter regarding the Ontario Municipal Partnership Fund (OMPF) and 2025 Allocation
3. Nottawasaga Valley Conservation Authority October 2024 Board Meeting Highlights
4. Town of Mono letter to Honourable Doug Downey Attorney General regarding 2023 AMO Delegation
5. 2025 Rural Ontario Municipal Association (ROMA) Form
6. Western Ontario Wardens Caucus Motion to Support Ontario Big City Mayors Caucus, Solve the Crisis Campaign
7. Township of Mulmur Motion to Endorse Township of Melancthon's Resolution regarding Dufferin County funding Policing Costs on County Roads
8. Township of Larder Lake Resolution regarding Land Transfer Tax (LTT) and Goods and Services Tax (GST)
9. Town of Mono Resolution supporting the Big City Mayors Solve the Crisis Campaign

Items for Council Action

1. Shelburne and District Fire Department Joint Board of Management 2025 Operating and Capital Budget Resolutions
2. Dufferin Community Foundation National Day of Giving, Giving Tuesday in Dufferin County December 3rd, 2024 Proclamation

16. General Business

1. Notice of Intent to Pass By-law
There are no By-laws for this meeting.
2. New/Other Business/Additions
 1. Melancthon Township Paid Duty Officer Final Statistics
 2. Rental Agreement between Township of Melancthon and Richard Wallace Farms Ltd., for Rental of Township Lands Located at Part of Lot 13, Concession 4 NE
 3. Memo from Denise Homes, CAO/Clerk – Emergency Shelter Activation Procedures
 4. New/Other/Additions
3. Unfinished Business
 1. Township of Mulmur Fire Service Delivery Review

17. Delegations

There are no Delegations for this meeting,

18. Closed Session

1. Items for Discussion under Section 239(2) of the Municipal Act, 2001, as amended:
 1. (b) Personal matters about an identifiable individual, including municipal or local board employees – Report from Denise Holmes, CAO/Clerk regarding a Staff promotion to a Deputy Clerk/Planning Coordinator position
 2. (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – Draft 2025 NDCC Amended Agreement
2. Approval of Draft Minutes – October 17th, 2024 and August 10, 2023 – Property Standards Appeal Committee Minutes
3. Business Arising from Minutes
4. Rise With or Without Report from Closed Session

19. Third Reading of By-laws

20. Notice of Motion

21. Confirmation By-law

22. Adjournment and Date of Next Meeting – Thursday, December 12th, 2024 at 9:00 a.m.

Denise Holmes

From: Mack Chiasson <Mack.Chiasson@rjburnside.com>
Sent: Friday, November 8, 2024 11:36 AM
To: Denise Holmes
Cc: Roads Department; Chris Knechtel; Mark August; Stephen Silverio
Subject: Rehabilitation of Melancthon 2023 - CO#1: Removal of Concrete from Excavation
Attachments: 20241001_121059931_iOS.jpg; 056829_Change Order No.1_Removal of Concrete from Excavation.pdf

Good morning Denise,

I have already discussed this with Craig but during excavation works it was discovered that the structure that was in this location previously was just discarded of in the embankments rather than disposed of properly (example photo attached).

The volume of old concrete found during excavation equated to approximately 5.0 cu.m. There is no detailed T&M breakdown as I negotiated with HugoMB to make it a reasonable price when compared to other unit rates in the Contract. The full depth removals in the Contract (item 12) has a unit rate of \$1,800/cu.m. The unit rate applied to this extra work is \$840/cu.m, giving a total of \$4,200 to dispose of the concrete. Burnside believes this is a fair price for the scope of work involved.

I would have sent this earlier; however, I wanted to wait until the project was complete to take a look at the totals and make sure everything worked before settling on a price with the Contractor. We worked hard to keep this project near budget, with a total of \$8,150 (3.8%) overage when including this change order. Attached is the change order for you to sign and return. We will then send through the final PC package afterwards. If you have any questions please let me know.

Thanks,
Mack

 **BURNSIDE**
Mack Chiasson, P.Eng.
Project Engineer

R.J. Burnside & Associates Limited
15 Townline, Orangeville, Ontario L9W 3R4
Office: +1 800-265-9662 **Direct:** +1 519-938-3038
www.rjburnside.com

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Thank you.



CONTRACT CHANGE ORDER

Date: Project or Contract No. Order No.

Owner:

Contract Title:

To: , Contractor

In accordance with the above-mentioned Contract, dated

we, R.J. Burnside & Associates Limited direct you to:

When excavating adjacent to the culvert in preparation for full depth removals, large chunks of concrete from an old structure were found. The Contractor was instructed to remove, break down, and dispose of this concrete, beyond the requirements of the Contract. With an approximate quantity of 5.0 cu.m, \$4,200.00 is deemed a reasonable price when compared to the unit rate for item 12 in the Contract.

Note: The value of this Change Order is inclusive of all associated costs, including, without limitation, overhead cost and impact cost (if any).

and to:

add to the Contract, in accordance with the Contract, the sum of:

00/100 Dollars

Total Extras by Change Order

Total Credits by Change Order

Net Adjustment

Original Contract Price, including Provisional Items, was:

Contract Price now **Finalized**

There will be an extension of days for completion.

The required Completion date was and is now

Change Order Prepared By: R.J. Burnside & Associates Limited
15 Townline
Orangeville, ON L9W 3R4

Contractor:

Owner:

(Signature)

November 7, 2024

(Date)

(Signature)

(Date)



**APPLICATIONS TO PERMIT FOR APPROVAL
November 21, 2024 COUNCIL MEETING**

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS
Jesse Martin - Meline Inc	Pt Lot 28, Con 5 NE RP 7R1444 Part 3 238463 4th Line NE	7.5m2 (80.72sqft) (Concrete Pad) & 13m2 (140 Sqft) (Grain Bin)	Concrete Pad & Grain Bin	Agricultural	\$8,000	No	Approved
Sidney Bauman Agent: Aaron Bauman	Pt Lot 298, Con 3 SW 116234 2nd Line SW	100.33m2 (1079sqft)	Dwelling Addition	Residential	\$125,000	No	With Planner for Review
Reuben, Israel & Elizabeth Martin	Pt Lot 285 & 286, Con 3 SW 117104 2nd Line SW	22.76m2 (244.98sqft)	Barn Entry Addition	Agricultural	\$5,000	No	With Planner for Review



The Corporation of
THE TOWNSHIP OF MELANCTHON
157101 Highway 10, Melancthon, Ontario, L9V 2E6

MEMORANDUM

To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO/Clerk
From: Liam Morgan, Development Planner
Date: November 21st, 2024
Re: MPC22-801 – 537086 Main Street – Zoning By-law Amendment

Dear Mayor White and Members of Council,

This letter is to provide you with an update on the Zoning By-law Amendment application that was submitted by GSP Group Inc. (herein referred to as the 'applicant') for the lands municipally known as 537086 Main Street and legally described as Melancthon Con 2 OS PT Lot;13 (see *Figure 1*). The intent of the application is to develop a subdivision that will entail 26 single detached residential lots, a stormwater management facility, and a future parkland lot.

Initially this application was brought forth to Council on September 19th, 2024. Township Planning staff provided Council an informational report on the application, which provided an overview of technical materials submitted and next steps Township Planning staff were proceeding with. In addition, a statutory public meeting, as required by Section 34 of the *Planning Act*, was held as a delegation during the Council meeting. During this meeting Township Planning staff and the applicant were able to receive feedback on the proposal and offer clarity on the proposal to members of the public.

As previously mentioned, Township Planning staff provided a list of next steps as part of the informational report that was brought forth at the Council meeting on September 19th, 2024. For the purposes of this report, one of those steps was the circulation of technical materials to the necessary internal and external agencies for their review and comment. During the review and circulation process Township Planning staff received comments from numerous agencies ranging from the County of Dufferin to the Nottawasaga Valley Conservation Authority (NVCA). However, comments received from the Niagara Escarpment Commission (NEC) required Township Planning staff to review whether the correct planning application process had been proceeded with. In short, the comments provided by the NEC stated the following:

*"...the subject lands are within R.R.O. 1990, Regulation 826 Designation of Area of Development Control for the Niagara Escarpment. As a result of being within the area of development control, as identified in regulation 23(a), the Township of Melancthon Zoning By-law **is not in effect** on the subject lands. With the..."*

After an extensive review of these comments, NEC mapping, and Township Zoning By-law figures, Township Planning staff determined that in fact the subject lands are designated as an area of development control. As such, Township Zoning By-law 12-1979 is **not applicable** on the subject lands and the Zoning By-law Amendment application submitted by the applicant



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is null and void. What should be noted is that Township Zoning By-law 12-1979 figures do not indicate that the subject lands fall under the NEC area of development control, which is why a Zoning By-law Amendment application was initially submitted by the applicant.

The following are revised next steps that are to take place now that the planning application process has been adjusted:

1. Township Planning staff will circulate Draft Plan of Subdivision application materials to the necessary internal and external agencies for their review and comment. The Draft Plan of Subdivision was a subsequent application required to be proceeded with as part of the planning process. The applicant has already submitted the technical materials and fee associated with the Draft Plan of Subdivision application.
2. Township Planning staff will receive comments on the Draft Plan of Subdivision from internal and external agencies, which will be circulated to the applicant for their review and update. This step will continue to be undertaken until such time that there are no additional revisions required.
3. Recommendation report on the Draft Plan of Subdivision application will be prepared by Township Planning staff and submitted for review at a future Council meeting.
4. If Council approves the Draft Plan of Subdivision application, the applicant will then be required to proceed with the NEC Development Permit process.

Kind regards,

A handwritten signature in black ink that reads "LM".

Liam Morgan

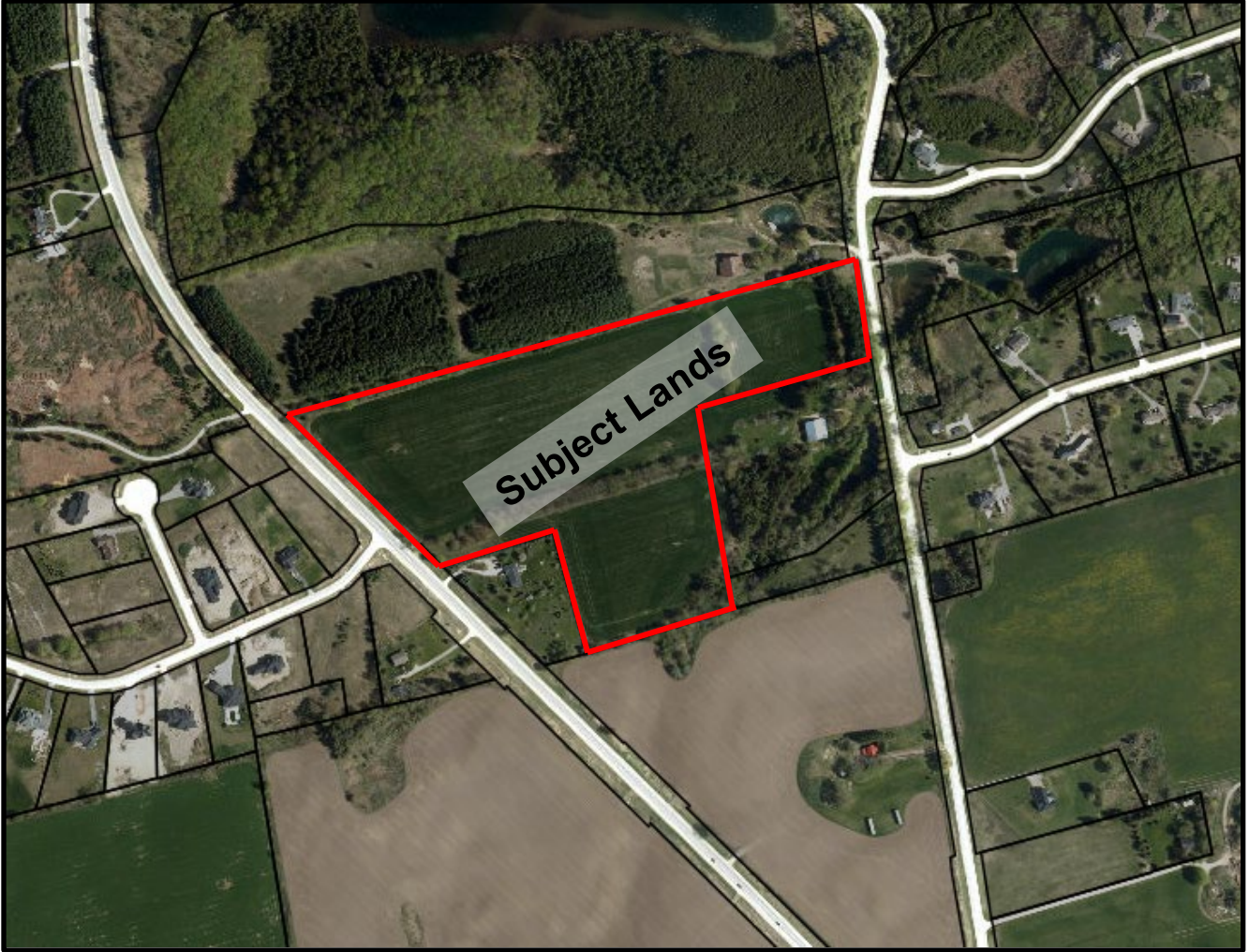
Development Planner

Township of Melancthon



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THE TOWNSHIP OF MELANCTHON
157101 Highway 10, Melancthon, Ontario, L9V 2E6

Figure 1: Aerial of Subject Lands





SHELburne & DISTRICT FIRE BOARD

October 1, 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 7:00 pm.

1.2 **Land Acknowledgement**

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

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

2. **Additions or Deletions**

None.

3. **Approval of Agenda**

3.1 **Resolution # 1**

Moved by F. Nix – Seconded by A. Stirk

BE IT RESOLVED THAT:

The Board of Management approves the agenda as presented.

Carried

4. **Approval of Minutes**

4.1 **Resolution # 2**

Moved by J. Horner – Seconded by G. Little

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the dates of September 3, 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.

8. **Unfinished Business**

8.1 Nothing at this time.

9. **New Business**

9.1 OMERS Resolution

Resolution # 3

Moved by W. Mills – Seconded by G. Little

BE IT RESOLVED THAT:

A Resolution to confirm and authorize continued participation in the OMERS Primary Pension Plan (“Primary Plan”) and the Retirement Compensation Arrangement for the OMERS Primary Pension Plan (“RCA”), each as amended from time to time, of the employees of Shelburne & District Fire Board (“Employer”) identified herein.

WHEREAS the Employer is eligible to participate in the Primary Plan and the RCA in accordance with subsection 5(1) of the *Ontario Municipal Employees Retirement System Act, 2006*, as amended from time to time (“OMERS Act, 2006”), in respect of its eligible employees and does so in accordance with the applicable Primary Plan and RCA documents and applicable legislation;

AND WHEREAS pursuant to subsection 6(1) of the Primary Plan, the Employer may, by by-law or resolution, participate in the Primary Plan and the RCA and pay to the funds for the Primary Plan and the RCA the total of the employer and member contributions required by the Primary Plan, and has all of the powers necessary and incidental thereto;

AND WHEREAS the Employer previously enacted a Resolution on November 3, 2015 and elected to participate in the Primary Plan and the RCA in respect of its eligible employees effective September 1, 2015 in accordance with the terms of the Primary Plan, RCA and applicable legislation, each as amended from time to time;

AND WHEREAS the Employer wishes to enact a resolution to: (i) reconfirm the Employer’s election to participate in the Primary Plan and the RCA in respect of its eligible employees in an updated format; and (ii) effective **September 23, 2024**, change the normal retirement age from 65 years to 60 years under the Primary Plan and the RCA, as applicable, for employees of the Employer who are firefighters and who are part of the Fire Management class in accordance with the terms of the Primary Plan and applicable legislation;

THEREFORE, BE IT RESOLVED THAT, effective **September 23, 2024** (“Effective Date”), the Board enacts as follows:

(Continuation of Participation)	1. The Employer shall continue to participate in the Primary Plan and the RCA in accordance with the terms of the Primary Plan, RCA, and applicable legislation, each as amended from time to time.
---------------------------------------	---

(Existing

- Members) 2. For greater certainty, the Employer continues to participate in the Primary Plan and the RCA in respect of all of its Employees (defined below) who were members of the Primary Plan and the RCA on the day immediately preceding the Effective Date.
- (Election re: Employees) 3. As of the Effective Date, the Employer shall participate in the Primary Plan and the RCA in respect of each person who is employed by the Employer and who is eligible to be a member of the Primary Plan and the RCA under subsection 5(3) of the OMERS Act, 2006 (“Employee”), in accordance with the terms of the Primary Plan, RCA, and applicable legislation, each as amended from time to time.
- (Future CFT Employees) 4. An Employee who becomes an Employee employed on a continuous full-time basis, as defined in subsection 9(1) of the Primary Plan, as amended from time to time (“CFT Employee”), on or after the Effective Date shall, as a condition of employment, become a member of the Primary Plan and the RCA, or if such person is already a member, resume contributions to the Primary Plan and the RCA on the date so employed.
- (Membership for OTCFT Employees) 5. An Employee who is employed on other than a continuous full-time basis (“OTCFT Employee”) and meets the eligibility criteria in subsection 9(6) of the Primary Plan, as amended from time to time, is entitled to become a member of the Primary Plan and the RCA in accordance with the terms of the Primary Plan, as amended from time to time.
- (NRA 65 for Firefighters) 6. Employees who, in respect of their employment with the Employer, meet the definition of “firefighter” in subsection 1(1) of the *Fire Protection and Prevention Act, 1997*, as amended from time to time, shall continue to have a normal retirement age of 65 years under the Primary Plan and the RCA, as applicable, in accordance with the terms of the Primary Plan, RCA, and applicable legislation, each as amended from time to time.
- (NRA 60 for Fire Management) 7. Notwithstanding clause 6 above, as of the Effective Date, Employees who, in respect of their employment with the Employer, meet the definition of “firefighter” in subsection 1(1) of the *Fire Protection and Prevention Act, 1997*, as amended from time to time, **and who are employed in the following class: Fire Management** shall have a normal retirement age of 60 years under the Primary Plan and the RCA, as applicable, in accordance with the terms of the

Primary Plan, RCA, and applicable legislation, each as amended from time to time.

(Senior Management Official)

8. Any person who holds a senior management position with the Employer, as the Employer may designate from time to time (“Senior Management Official”), is hereby authorized on behalf of the Employer to take all such action and execute all such documents, certificates and agreements, as they may consider necessary to give effect to the provisions of this Resolution and to fulfill the Employer’s duties and obligations with respect to the Primary Plan and the RCA. The Employer further authorizes the **Board Chairperson** to submit forthwith a certified copy of this Resolution to the OMERS Administration Corporation.

Carried

9.2 2025 Draft Operating and Capital Budgets

Board discussed the operating budget and directed the Secretary-Treasurer to add the COLA rate to the fire fighters and adjust the COLA for full-time staff and all line items affected by wages once the final Ontario CPI Index rate is released.

Resolution # 4

Moved by W. Mills – Seconded by F. Nix

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management recommends that the 2025 Draft Operating Budget be circulated to the participating municipalities for consideration once the addition of the approved COLA have been applied.

Carried

Board discussed the 2025 Draft Capital Budget and the³ addition of a line item for professional services required to develop plans for a new fire station. A committee has been established to assist the Chief in navigating this process which includes Wade Mills, Fred Nix, Andrew Stirk and Bill Neilson.

Resolution # 5

Moved by F. Nix – Seconded by W. Mills

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management increase the Capital Levy to \$530,000 with the addition of a \$100,000 expense for Professional fees related to an expansion or new build.

Carried

10. **Chief's Report**

10.1 **Monthly Reports (September 2024)**

There was a total of 36 incidents for the month of September.

10.2 **Update from the Fire Chief**

Chief Pratt provided the Board with a brief verbal update on his short time with the Department thus far and his plan to meet legislative requirements and updating the E&R By-Laws.

11. **Future Business:**

11.1 Dufferin County – Multi Jurisdictional Review

12. **Accounts & Payroll – September 2024**

12.1 **Resolution # 6**

Moved by W. Mills – Seconded by J. Horner

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$62,158.80 for the period of August 31, 2024 to September 27, 2024 as presented and attached be approved for payment.

Carried

13. **Confirming and Adjournment**

13.1 **Resolution # 7**

Moved by E. Hawkins – Seconded by B. Neilson

BE IT RESOLVED THAT:

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

Carried

The Board took a moment to thank Deputy Chief Clayton for filling in for the Chief during the time period of Chief Snyder's retirement and Chief Pratt's start date.

13.2 **Resolution # 8**

Moved by G. Little – Seconded by F. Nix

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 8:16 pm to meet again on November 5, 2024 at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Shane Hall
Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of October 1, 2024

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

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Roads Sub-Committee held a meeting on October 7th, 2024, at 9:30 a.m. The following members were present: James McLean, Chair, Bill Neilson, Vice-Chair, and Member Darren White. Also present were: Craig Micks, Public Works Superintendent, Denise Holmes, CAO/Clerk, and Kaitlin Dinnick, Roads Sub-Committee Secretary.

Call to Order

Chair McLean called the meeting to order at 9:33 a.m.

Land Acknowledgement

Chair McLean shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

Moved by White, Seconded by Neilson 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 September 16th, 2024, be approved as circulated. Carried.

Business Arising from Minutes

None.

Correspondence Items

None.

General Business

1. Update from Public Works Superintendent

Craig advised that the paving projects in Horning's Mills are complete, and they have been working on shouldering and topsoil. They have been grading some roads and brushing some roadsides. James asked how winter preparations are going and Craig

advised that the salt and sand are in for the winter, and they will put the plows on the trucks when we are expecting snow.

2. 2024 Road Projects Update

Discussed under Item 1.

3. Proposed 2025 Capital Projects

The Committee discussed the proposed Capital 2025 Projects and Chair McLean does not think we should be taking on Hunter Parkway and that it could be gravel at end of life and Councillor Neilson agreed. Denise advised that she would have to pull the Agreement made at the time of development and see why it was paved as Craig thinks that the Township made the owner pave it before it was assumed after development. Craig thinks it could be put off a few years if necessary. The Bridge and Equipment Capital Plans were also discussed.

Recommendation:

The Roads Sub-Committee recommends to Council that we add the below road and bridge projects into the 2025 budget.

Road Section	Approx KMs	Approx Cost
260 Sideroad – 2 nd Line NE to Outskirts of Riverview	3.65kms	\$750,000
4 th Line OS – County Road 17 to Lots 9 & 10	750m	\$125,000
Total Cost		\$875,000

Structure No./Name	Road Name	Recommended Work	Estimated Cost
2033	7th Line SW	Engineering – Design (Embankment Stabilization)	\$12,500
6	4th Line SW	Engineering – Design (Waterproof & Pave)	\$10,000
2007	15 Sideroad	Engineering – Design (Waterproof & Pave)	\$10,000
2033	7th Line SW	Construction – Rehabilitation (Embankment Stabilization)	\$60,000
6	4th Line SW	Construction – Waterproof and Pave	\$50,000
2007	15 Sideroad	Construction - Waterproof and Pave	\$40,000
16	250 Sideroad	Construction – Rock Protection along Abutment Walls	\$15,000
		Total Cost	\$197,500

4. Sidewalks in Horning's Mills

The Committee discussed that we would be widening the road for an asphalt walking path and would like to look at options for dividers. Chair McLean spoke to the options and what that would look like and Staff was directed to look into the planter option. Staff was also directed to reach out to the insurance company about what we can and cannot do.

5. Update from Al Blundell

Al Blundell was not present.

6. Other/Additions

Mennonite Road Safety Townhall Meeting Round Table

MTO confirmed that the meeting will be held on October 24, 2024 6-8pm no hybrid option and will take place at the Horning's Mills Hall.

Recommendations to Council

Above.

Public Question Period

None.

Confirmation Motion

Moved by White, Seconded by Neilson 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

10:09 a.m. - Moved by Neilson, Seconded by White that we adjourn this Roads Sub-Committee meeting to meet again on November 4th, 2024 at 9:30 a.m. Carried.

CHAIR

SECRETARY

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Heritage Advisory Committee held an electronic meeting on September 3, 2024 at 7:00 p.m. The following members were present: Chair Kristine Pedicone, Vice-Chair Todd McIntosh, Members James McLean, Dennis Scace, David Thwaites, also present was Becky Cunnington, Heritage Advisory Committee Secretary. Absent was member Tracy Webber. Chair Pedicone called the meeting to order at 7:01 p.m. Chair Pedicone advised that the meeting was being recorded and would be posted to the Township website.

Land Acknowledgement

Chair Pedicone shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

Additions

None

Deletions

None

Approval of Agenda

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

Approval of Draft Minutes

Moved by Thwaites, Seconded by McLean that the minutes of the Heritage Advisory Committee Meeting held on June 12, 2024 be approved as circulated. Carried.

Business Arising from Minutes

None

Declaration of Pecuniary Interest or Conflict of Interest

No declaration declared at this time.

General Business

1. New/Other/Addition

None

2. Unfinished Business

- 1) Melancthon Day Booth** – Chair Pedicone reported that the booth had little to no interest, and they only stayed for an hour. She stated that it was a younger crowd at the hall and wondered if they would have had more interest if they were able to set up at the park.
- 2) Newsletter Advertisement** – Chair Pedicone had one person reach out as a result of the newsletter advertisement. Vice-Chair McIntosh stated that he had taken the advertisement with him to an interview and had given it to the person he was speaking with and felt it was very helpful with the interview.
- 3) One Room Schoolhouse Project** – All members are still gathering information; some schoolhouses have been difficult to find information for. Some members had suggestions for people to reach out to who attended these schools. A discussion was had about setting a deadline to have a draft of the information collected. It was decided that the Committee would like to review the material at the November meeting and the date of Monday October 28th, 2024 was given to have all materials submitted to the Committee Secretary so they could be circulated prior to the November meeting.

3. Brainstorming Roundtable

- 1) New Initiatives** – Member Thwaites inquired about the next projects the Committee would like to work on and some suggestions were given and a discussion was had about some possibilities. The Committee will revisit at the November meeting and plan for 2025 initiatives.

Recommendations to Council

None

Public Question Period

None.

Confirmation Motion

Moved by McLean, Seconded by McIntosh that all actions of the Members and Officers of the Heritage Advisory Committee with respect to every matter addressed and/or adopted by the Board on the above date are hereby adopted, ratified and confirmed;

and each motion, resolution and other actions taken by the Board Members at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

Adjournment

7:48 p.m. - Moved by Scace, Seconded by Thwaites that we adjourn this Heritage Advisory Committee meeting to meet again on Tuesday, November 5, 2024 at 6:30 p.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY

Denise Holmes

From: Fred Simpson <fred.simpson@townofmono.com>
Sent: Wednesday, November 13, 2024 2:16 PM
To: Denise Holmes
Cc: jwilloughby@shelburne.ca; Jessica Kennedy; Meghan Townsend; Michelle Dunne; Nicole Martin; rmartell@orangeville.ca; Roseann Knechtel; mdunne@dufferincounty.ca
Subject: Policing of County Roads

Denise,

Mono council passed the following resolution.

Resolution #12-17-2024

Moved by Elaine Capes, Seconded by Melinda Davie

That Council for the Town of Mono supports and endorses the resolution by the Township of Melancthon regarding Dufferin County funding policing costs on county roads.

"Carried"

Fred Simpson

Clerk

Town of Mono

519.941.3599, 234



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify fred.simpson@townofmono.com.



Minister of Finance | Ministre des Finances
PETER BETHLENFALVY

October 30, 2024

Dear Head of Council:

I am writing to provide you with an update on the Ontario Municipal Partnership Fund (OMPF).

We understand the importance of the Ontario Municipal Partnership Fund (OMPF) to communities across Ontario. We are listening to municipalities and have heard, particularly from small, northern, and rural municipalities, that they are facing financial challenges in delivering services to their communities.

To assist them with these challenges, I am pleased to announce that the Province will be increasing the OMPF by \$100 million over two years, bringing the total funding envelope to \$600 million by 2026. In 2025, municipalities will benefit from an immediate \$50 million increase in funding through the program. This enhancement will be targeted to small, northern and rural municipalities and those with a limited property tax base. This funding will assist municipalities in providing critical services to people across the province.

With the introduction of the enhancement to the program in 2025, all of the program's core grant components will increase. In addition, Transitional Assistance funding guarantees have been enhanced to 100% of a municipality's 2024 OMPF allocation, ensuring that all OMPF core recipients will receive at least the same level of funding as they did in 2024.

The \$100 million enhancement to the OMPF builds on the significant increases in support that the government is providing to municipalities, including investing an additional \$1 billion through the Ontario Community Infrastructure Fund (OCIF) over five years, starting in 2022, the introduction of the Northern Ontario Resource Development Support Fund and the nearly \$2 billion in housing-enabling infrastructure programs, which include funding specifically dedicated to small, northern and rural municipalities.

We have always been committed to working closely with our municipal partners and know how important the OMPF is for many municipalities. This is why in the coming months the Ministry of Finance will be consulting with municipalities to hear their perspective, advice, and

priorities for the program. Through the ministry's discussions with your treasurers and clerk treasurers, we look forward to discussing how to implement a reporting framework in order to gain a better understanding of how the OMPF is supporting your communities.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal treasurers and clerk-treasurers with further details on your 2025 OMPF allocation. Details regarding the consultation process will also be provided. Supporting materials on the 2025 program are available on the ministry's web site at www.ontario.ca/document/2025-ontario-municipal-partnership-fund.

As we continue to work together to build up our communities and move Ontario's economy forward, maintaining a close relationship with our municipal partners remains critical. I look forward to our continued collaboration as we move forward with building a strong future for our province.

Sincerely,

Original signed by

Peter Bethlenfalvy
Minister of Finance

c. c. The Honourable Paul Calandra, Minister of Municipal Affairs and Housing

Ministry of Finance
Provincial-Local Finance
Division
Frost Building North
95 Grosvenor Street
Toronto, ON M7A 1Y7

Ministère des Finances
Division des relations provinciales
municipales en matière de finances
Édifice Frost Nord
95 rue Grosvenor
Toronto, ON M7A 1Y7



October 30, 2024

Dear Treasurer/Clerk-Treasurer:

In the October 30 letter to Heads of Council, the Minister of Finance announced that the Province will be increasing the Ontario Municipal Partnership Fund (OMPF) by \$100 million over two years, bringing the total funding envelope to \$600 million by 2026. For 2025, the program will provide \$550 million. This letter provides information regarding your municipality's 2025 OMPF allocation.

I am pleased to advise that in 2025 your municipality will benefit from an increase in OMPF funding compared to 2024.

2025 OMPF

As part of the phased-in increase to the OMPF, the program will provide \$550 million to recipient municipalities in 2025.

Details of the enhancement to the core grant components of the program and Transitional Assistance include:

Core Grant Component Enhancements:

- The **Assessment Equalization Grant component** will increase to \$155 million from \$149 million to better support municipalities with limited property assessment.
- The **Rural Communities Grant component** will increase to \$171 million from \$155 million in recognition of the challenges of rural municipalities, including rural farming communities.
- The **Northern Communities Grant component** will increase to \$105 million from \$90 million in recognition of the challenges of northern municipalities.
- New for 2025 is the introduction of **Minimum Base Top-Up funding**, which will ensure that small, northern and rural municipalities with fewer than 1,000 households receive at least \$100,000 in combined base funding through the Northern Communities and Rural Communities core grant components.

- The **Northern and Rural Fiscal Circumstances Grant component** will increase to \$109 million from \$94 million to support northern and rural municipalities with the more challenging fiscal circumstances.

Details related to grant parameters are outlined in the 2025 OMPF Technical Guide and individual municipal workbooks.

Transitional Assistance:

Transitional Assistance funding guarantees will be enhanced to 100% of the 2024 allocation in 2025 only, as part of the introduction of program enhancements. This will ensure that all OMPF core grant recipients receive at least the same level of funding as they did in 2024.

Consultations on the OMPF

As the Minister noted in his October 30 letter, the ministry will be consulting with municipal treasurers and clerk treasurers on the OMPF in the winter of 2025. The government wants to hear about your priorities for the program and how to implement a reporting framework to gain a better understanding of the use of funds and how the OMPF is supporting local communities.

The Ministry will be working with the Association of Municipalities of Ontario to reestablish the OMPF Municipal Reference Group to support this consultation. We will be communicating more information about the consultation process in the coming months.

2025 OMPF – SUPPORTING MATERIAL

To assist municipalities in understanding the OMPF and their individual 2025 allocations, the Ministry of Finance provides detailed and customized supporting documentation:

- A. 2025 OMPF Allocation Notice and Inserts**
- B. 2025 OMPF Technical Guide**
- C. Municipal Workbooks**

A. 2025 OMPF Allocation Notice and Inserts

The *OMPF Allocation Notice and Inserts* outline individual municipal OMPF allocations by grant component, and also provide a summary of 2025 key data inputs. A municipality's 2025 allocation is noted on line A.

B. 2025 OMPF Technical Guide

The *2025 OMPF Technical Guide* provides information with respect to individual grant thresholds, parameters and data sources.

C. 2025 Municipal Workbooks

The *2025 OMPF Workbook and the 2025 Northern and Rural Municipal Fiscal Circumstances Index (MFCI) Workbook* (if applicable) provide detailed calculations of the 2025 OMPF grant components, the determination of the Northern and Rural MFCI, and outline all underlying data elements.

These workbooks will be provided electronically to municipal treasurers and clerk-treasurers in the coming weeks.

The *2025 OMPF Technical Guide*, as well as municipal allocations, are also available electronically on the Ministry's website:

<https://ontario.ca/document/2025-ontario-municipal-partnership-fund>

2025 PAYMENT SCHEDULE

The *2025 Cash Flow Notice* identifies your municipality's quarterly payment schedule. Payments will be processed at the end of January, April, July, and October 2025. As outlined in the following section, OMPF payments are subject to holdback for municipalities that do not comply with applicable reporting requirements.

2025 REPORTING OBLIGATIONS

As you know, OMPF payments are subject to compliance with the program's reporting obligations.

Specifically, municipalities are required to submit Financial Information Returns (FIR) to the Ministry of Municipal Affairs and Housing (MMAH) and tax-rate bylaws through the Online Property Tax Analysis (OPTA) system or to MMAH as outlined in the following schedule:

Submissions	Due Date
2024 FIRs	By May 31, 2025
2025 Tax-rates	By August 31, 2025

Payments for municipalities that do not meet their 2025 reporting obligations will be subject to holdback, beginning with the 2025 fourth quarterly payment, until these documents have been filed.

If you require additional information regarding the OMPF, you may e-mail your inquiries and contact information to: info.ompf@ontario.ca.

In closing, we would like to thank you for your ongoing partnership. We look forward to continuing to work with you on the OMPF.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ian Freeman', is positioned above the typed name.

Ian Freeman, CPA, CMA
Assistant Deputy Minister
Provincial-Local Finance Division

c. Caspar Hall
Assistant Deputy Minister
Local Government Division
Ministry of Municipal Affairs and Housing

Hannah Evans
Assistant Deputy Minister
Municipal Services Division
Ministry of Municipal Affairs and Housing

2025 Allocation Notice**Township of Melancthon**

2219

County of Dufferin

The Township of Melancthon will receive \$193,300 through the OMPF in 2025, which represents an increase of \$24,400 or \$20 per household compared to 2024.

A Total 2025 OMPF	\$193,300
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1. Core Grant Components	\$193,300
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a. Assessment Equalization Grant Component	-
b. Northern Communities Grant Component	-
c. Rural Communities Grant Component	\$181,300
d. Northern and Rural Fiscal Circumstances Grant Component	\$12,000

2. Transitional Assistance	n/a
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B Key OMPF Data Inputs

1. Households	1,191
2. Total Weighted Assessment per Household	\$520,941
3. Rural and Small Community Measure (RSCM)	100.0%
4. Farm Area Measure (FAM)	71.8%
5. Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	1.0
6. 2025 Guaranteed Level of Support	100.0%
7. 2024 OMPF	\$168,900

Note: See line item descriptions on the following page.

2025 Allocation Notice**Township of Melancthon**

2219

County of Dufferin

2025 OMPF Allocation Notice - Line Item Descriptions

A	Sum of 2025 OMPF core grant components and Transitional Assistance, which are described in the 2025 OMPF Technical Guide. This document can be accessed at: https://www.ontario.ca/document/2025-ontario-municipal-partnership-fund/technical-guide .
A2	If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to year-over-year funding changes. See the enclosed Transitional Assistance Calculation Insert for further details.
B1	Based on the 2024 returned roll from the Municipal Property Assessment Corporation (MPAC), including applicable updates.
B2	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 retained by the municipality) divided by the total number of households.
B3	Represents the proportion of a municipality's population residing in rural areas and/or small communities. For additional information, see the 2025 OMPF Technical Guide, Appendix A.
B4	Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the enclosed Farm Area Measure Insert, and the 2025 OMPF Technical Guide, Appendix B.
B5	Measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCl corresponds to relatively positive fiscal circumstances, whereas a higher MFCl corresponds to more challenging fiscal circumstances. For additional information, see the enclosed MFCl Insert, and the 2025 OMPF Technical Guide, Appendix D.
B6	Represents the guaranteed level of support the municipality will receive through the 2025 OMPF. For additional information, see the 2025 OMPF Technical Guide.
B7	Line A of 2024 OMPF Allocation Notice.

Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.

2025 Farm Area Measure Insert

Township of Melancthon

2219

County of Dufferin

A Farm Area Measure (Line B1 / Line B2)	71.8%
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The Farm Area Measure (FAM) represents the percentage of a municipality's land area comprised of farm land.

$$\frac{\text{Farm Land Area}}{\text{Municipal Land Area}} = \text{Farm Area Measure}$$

B Supporting Details

1. Farm Land Area	55,044 acres
2. Municipal Land Area	76,699 acres

The Rural Communities Grant includes a funding enhancement for municipalities with a Farm Area Measure of more than 70 per cent, based on a sliding scale. Eligible municipalities receive this funding as part of their Rural Communities Grant allocation. Additional details regarding the calculation of the Farm Area Measure are provided in the 2025 OMPF Technical Guide, as well as in the municipality's customized 2025 OMPF Workbook.

Note: See line item descriptions on the following page.

2025 Farm Area Measure Insert

Township of Melancthon

2219

County of Dufferin

2025 Farm Area Measure Insert - Line Item Descriptions

A Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2025 OMPF Technical Guide, Appendix B.

B1 The number of acres of land for properties in the farm property tax class.

B2 The total number of acres of land in the municipality.

2025 Northern and Rural Municipal Fiscal Circumstances Index

Township of Melancthon

2219

County of Dufferin

A Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	1.0
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The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The Northern and Rural MFCI is determined based on six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Township to the median for northern and rural municipalities.

B Northern and Rural MFCI - Indicators

Primary Indicators	Township of Melancthon	Northern and Rural Median
1. Weighted Assessment per Household	\$520,941	\$292,000
2. Median Household Income	\$100,000	\$82,000
Secondary Indicators		
3. Average Annual Change in Assessment (New Construction)	1.8%	1.2%
4. Employment Rate	65.0%	53.0%
5. Ratio of Working Age to Dependent Population	193.4%	152.0%
6. Per cent of Population Above Low-Income Threshold	89.5%	88.0%

Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.

Additional details regarding the calculation of the Northern and Rural MFCI are provided in the 2025 OMPF Technical Guide, as well as in the customized 2025 Northern and Rural MFCI Workbook.

Note: See line item descriptions on the following page.

2025 Northern and Rural Municipal Fiscal Circumstances Index

Township of Melancthon

2219

County of Dufferin

2025 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions

A	The municipality's 2025 Northern and Rural MFCI. Additional details are provided in the municipality's customized 2025 Northern and Rural MFCI Workbook.
B1	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 retained by the municipality) divided by the total number of households.
B2	Statistics Canada's measure of median income for all private households in 2020.
B3	Measures the five-year (2019 - 2024) average annual change in a municipality's assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.
B4	Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.
B5	Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).
B6	Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households.

2025 Transitional Assistance Calculation Insert

Township of Melancthon

2219

County of Dufferin

A 2025 OMPF Transitional Assistance (Line B2 - Line B1, if positive)	n/a
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As the municipality's 2025 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.

B Supporting Details

1. Sum of 2025 OMPF Core Grant Components (excluding Transitional Assistance)	\$193,300
2. 2025 Guaranteed Support (Line B2a x Line B2b)	\$168,900
a. 2024 OMPF	\$168,900
b. 2025 Guaranteed Level of Support	100%

Note: See line item descriptions on the following page.

2025 Transitional Assistance Calculation Insert**Township of Melancthon**

2219

County of Dufferin

2025 Transitional Assistance Calculation Insert - Line Item Descriptions

A	In 2025 only, as part of the introduction of program enhancements, Transitional Assistance funding guarantees for core grant recipients have been enhanced to 100 per cent of their 2024 OMPF allocation. The Township of Melancthon's 2025 OMPF exceeds their guaranteed level. As a result, Transitional Assistance is not required.
B1	Line A1 of 2025 OMPF Allocation Notice, sum of the following OMPF core grant components: Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grant Components.
B2	Guaranteed amount of funding through the 2025 OMPF.
B2a	Line A of 2024 OMPF Allocation Notice.
B2b	Represents the guaranteed level of support the municipality will receive through the 2025 OMPF. For additional information, see the 2025 OMPF Technical Guide.

Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.

Ontario Municipal Partnership Fund (OMPF)



2025 Cash Flow Notice

Township of Melancthon
County of Dufferin

2219

A	Total 2025 OMPF (2025 Allocation Notice, Line A)	<i>See Note below</i>	\$193,300
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B	2025 OMPF Quarterly Payments Schedule		\$193,300
1.	2025 OMPF First Quarter Payment	<i>Scheduled for January 2025</i>	\$48,325
2.	2025 OMPF Second Quarter Payment	<i>Scheduled for April 2025</i>	\$48,325
3.	2025 OMPF Third Quarter Payment	<i>Scheduled for July 2025</i>	\$48,325
4.	2025 OMPF Fourth Quarter Payment	<i>Scheduled for October 2025</i>	\$48,325

Note: *Your municipality's 2025 OMPF allocation is identified on Line A of your 2025 OMPF Allocation Notice. Please refer to the enclosed correspondence for further details.*

Ontario Municipal Partnership Fund (OMPF)
2025 Cash Flow Notice



Township of Melancthon
County of Dufferin

2219

2025 Cash Flow Notice - Line Item Descriptions

A Total 2025 OMPF allocation. See 2025 OMPF Allocation Notice, Line A.

B1 - B4 Scheduled quarterly payments in respect of the 2025 OMPF allocation. Payments will be subject to holdback pending submission of the applicable outstanding reporting requirements. Please refer to the Reporting Obligations section of the 2025 OMPF Technical Guide.



NVCA October 2024 Board Meeting Highlights

Next Meeting: November 22, 2024, held virtually

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

NVCA Board approves use of reserves to repair New Lowell Dam

The Ministry of Natural Resources' Water and Erosion Control Infrastructure Program (WECI) has granted NVCA \$40,000 to repair priority items identified in the New Lowell Dam Safety Review, as well as to conduct a preliminary assessment to assess the feasibility of decommissioning New Lowell Dam.

WECI is a cost-share program, where equivalent matched funding is required.

NVCA's Asset Management Plan provides \$25,000 in 2024 for repair works relating to New Lowell Dam. The NVCA Board of Directors approved the use of an additional \$15,000 from reserves for the remaining funding match.

Regulation Procedures and Fee Policy Update

NVCA's Planning and Regulations team updated the Regulation Procedures and Fee Policy document as a result of the enactment of O. Reg 41/24.

While much of the regulatory process remains the same, new processes were introduced in the regulation and were included in the procedure update. These include administrative review, determination of complete/incomplete applications, and additional permit exceptions.

No fees were changed in the update.

Conservation Areas Strategy

As part of the changes to the *Conservation Authorities Act*, NVCA is required to prepare a Conservation Areas Strategy to be approved by

the Board of Directors on or before December 31, 2024.

NVCA's Conservation Areas Strategy included a brief history of NVCA's Conservation Lands Program, conservation lands objectives and targets and a summary of NVCA's conservation lands. The four overarching objectives for NVCA's conservation areas were Protection, Education, Engagement and Financial Sustainability.

This strategy assisted with the development of the lands inventory in 2024. Staff will use this strategy to facilitate the development of NVCA's Strategic Plan and Business Plan and property management plans/master plans for NVCA's properties in 2025.

Conservation Authority Fee Freeze

In support of Bill 23, the *More Homes Built Faster Act*, 2022, the Minister of Natural Resources issued a Minister's Direction requiring conservation authorities to not change the amount of the fees it charges or the way it determines the fee for programs and services related to reviewing and commenting on planning and development proposals, land use planning policies or for permits issued by conservation authorities.

This direction has been in effect since January 1, 2023.

CAO Hevenor provided the Board of Directors a summary regarding conservation authority's fee freeze, the impact this is having on CA operations, and why the Minister should withdraw the fee freeze.

By maintaining the fee freeze, conservation authorities are falling behind in the ability to address costs required to carry out planning

and permit review. This includes the need to hire needed staff to ensure complete timely reviews are provided, service levels are met or enhanced, and allowing improvements to continue throughout the review and approval processes for plan applications and permits.

Upcoming Events

Tiffin Nature School

At Tiffin Nature School, children aged 2.5 to 10 are invited to explore and connect with the natural world. We nurture their innate curiosity, offering immersive outdoor experiences that inspire discovery and growth.

Dates: Tuesdays & Thursdays until May 29, 2025

Location: Tiffin Centre for Conservation

PA/PD Day Camp Tiffin

Camp Tiffin encourages outdoor exploration, guided excursions in the forest fueled by student interest. Every day will be guided by student inquiry, seasonal changes, and weather and program availability.

Date: Friday, November 15, 2024 from 9:00 a.m. – 4 p.m.

Location: Tiffin Centre for Conservation

Winter Camp Tiffin

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

Date: December 30, 2024, January 2 & 3, 2025

Location: Tiffin Centre for Conservation



Sent via email: attorneygeneral@ontario.ca

October 30, 2024

Honourable Doug Downey
Attorney General
720 Bay Street, 11th Floor
Toronto, ON M7A 2S9

Honourable Mr. Downey,

You will recall the Town of Mono delegated to you at last year's AMO meeting in London (see attached). On October 19, 2023 I followed up with a letter and you responded on December 18 (both also attached). The key issues raised were as follows:

POA fines that have lost any real deterrent value due to not having been increased in 30 years or more. We estimate that 54% of all HTA fines fall into this category. Likewise, fines for infractions of municipal by-laws are woefully inadequate. In many instances these fines don't even cover the cost of prosecution.

Your December letter described the process of establishing set fines as follows:

"As set out in the Courts of Justice Act, the value of a set fine under the POA is established by order of the Chief Justice of the Ontario Court of Justice. The ministry responsible for the act or regulation that establishes the offence is also responsible for identifying an appropriate set fine for the offence. Once a set fine has been identified, based on specific and general deterrence principles, the applicable ministry would seek a set fine order from the Chief Justice. It is the Chief Justice that determines whether to issue the requested set fine order."

There are several problems with this. First, ministries are clearly not identifying appropriate set fines based on specific and general deterrence principles if, for example, over half the fines in the case of MTO have remained stagnant for 30 years or more, losing 50% of their original deterrence value. My efforts to get MTO to recognize this and commit to doing something have thus far fallen on deaf ears.

Second, municipalities are totally at the mercy of a broken process whereby they must apply to the OCJ's Regional Senior Judge to establish fines for by-law infractions. By-law fines in many instances are woefully inadequate from the standpoint of specific and general deterrence and often do not even cover the cost of prosecution. There is no methodical or consistent process for review and approval of these fines.

The situation is actually worse than just described when considering the amount of POA fines in default. In 2011, the total amount of POA fines in default was pegged at \$1 billion. A recent Ontario Court of Justice report indicated this amount now stood at just over \$4 billion but for reasons yet to be explained, this report was taken down from their website.

It brings the whole system of Provincial Offence justice into disrepute when fines are ignored, people continue to drive suspended for unpaid fines, and no serious efforts are made to correct this situation by the Province. Other Provinces recover unpaid fines through garnishment agreements with the Federal Government. Why don't we? These are monies owing to municipalities that are badly needed to offset policing and by-law enforcement costs. OPP costs for 329 municipalities have just increased by as much as 40%. In Mono, we are facing a 20.7% increase in OPP costs. It is outrageous that local taxpayers are expected to pick up these costs when so much uncollected fine revenue is simply left on the table.

Finally, the issue we discussed about the dire need to give POA courts the authority not only to fine upon conviction but to actually order remediation. This is particularly important in cases of Property Standards matters and other by-law infractions, especially ones involving the proliferation of illegal transport trailer yards.

You offered to refer this issue to the Ministry of Municipal Affairs and Housing. We've heard nothing from that Ministry. The better reference would be to the Chief of the Ontario Court of Justice who could potentially expand Justices of the Peace jurisdiction to order remediation with an appropriate avenue for appeal. The best we can now hope for is a POA conviction with an inadequate fine; potentially not even paid.

While there could also be a Probation Order, they are rare and a conviction for a breach only results in a \$1,000 fine and possibly custodial time. In 15 years on the Bench, I can't recall a single instance of these consequences occurring. To get remediation we are forced into Superior Court, something that is expensive and time consuming for all concerned.

Minister Downey, I hope you and your Government will attend to these issues. Municipalities are being hit with huge increases in policing costs along with the frustration of a broken POA court process that thwarts our efforts to get compliance with our by-laws. There are simple solutions that cost the Province absolutely nothing. Please take action.

Yours truly,



John E Creelman
Mayor, Town of Mono

Copy: Hon. Doug Ford, Premier
Hon. Sylvia Jones, Deputy Premier and MPP Dufferin-Caledon
Hon. Michael Kerzner, Solicitor General
All Dufferin Municipalities
Town of Caledon
Dufferin OPP Detachment Boards

**Delegation to the Honourable Doug Downey
Attorney General of Ontario**

By

John Creelman, Mayor of the Town of Mono

August 21, 2023

AMO Conference, London Ontario

Introduction:

This presentation is informed by my nearly 17 years on municipal councils and 15 years as a Justice of the Peace. I served 6 of those 15 years as Regional Senior Justice of the Peace for Central West judicial district.

Context of this presentation:

Provincial Offence issues have not received the attention they deserve since POA was transferred to municipalities from the Province around 23 years ago. This despite the fact that people will have greater interaction with the POA system than the Criminal system. According to 2020 statistics, the ratio of POA charges to Criminal charges is 8 to 1.

The efficiency, effectiveness and fairness of the POA system informs most peoples' impression of the justice system. If it's not efficient, effective or fair, a significant portion of system of justice in Ontario is potentially brought into disrepute.

What we know about POA?

First, it is starved of judicial resources due to the justifiable priority given to OCJ criminal assignments.

POA court closures however have become chronic, cases have been withdrawn in the thousands and time to trial pushes up to and often exceeds the *Jordan* requirement.

Finally, the pace of Justice of the Peace appointments and especially training also plays a huge role in the under-resourcing of POA courts.

While we are told the situation is improving, all of the problems described above have proven to be cyclical. Things must be done to break the cycle.

How Backlog can be addressed immediately:

A simple and elegant solution is to lift the pension cap for retired *per diem* Justices of the Peace to preside exclusively in POA courts to clear backlog. At last count there were over 60. This has been suggested before but stymied by senior levels of the Court. It was actually done however for *per diem* Judges but just not for Justices of the Peace.

Fines and process frozen in time:

Basic fines for speeding, representing over 54% of all HTA charges have not increased for decades, possibly 30 years or more. Over the same time, the value of a dollar in fines has decreased by almost 50% while the cost of operating POA has better than doubled. For municipalities dependant on POA revenue to fund the system let alone assist with local police costs, this situation is unsustainable.

The issue of fines and deterrence is further complicated by the antiquated notion fines are set by the OCJ Chief Justice or designate. There is no accountability here.

For example, municipalities looking for deterrence through fines for breach of their By laws are at the whim of Regional Senior Justices

(now designated by the OCJ Chief) who are almost totally focused on proportionality as opposed to deterrence. \$500 fines, not increased in years, are seen at best as a slap on the wrist or the price of doing business.

Lack of tools available to POA courts:

Worse than meaningless fines upon conviction is the inability of a POA court to impose meaningful Orders to rectify the issue that triggered the charges in the first place.

Probation Orders, for example, are rarely requested by the Crown upon conviction and in 15 years as a Justice of the Peace, I never heard of a situation where someone was charged or convicted of breaching a POA Probation Order, something that could result in custodial time - a significant penalty under the POA.

Unlike the Superior Court of Justice, a POA Court cannot order, for example, a cleanup of a property in the wake of a conviction under a Property or Community Standards By law. This is wrong and forces municipalities to make separate applications to the SCJ for such Orders. This is costly, time-consuming and wastes valuable court time *The trier of fact should have the power to order restitution subject to appeal.*

Unpaid POA Fines:

This is a huge problem and one that threatens the integrity of the POA system.

As far back as 2011 an excellent white paper produced by the Ontario Association of Police Services Boards estimated there were \$1 billion in unpaid fines - <http://oapsb.ca/wp-content/uploads/2021/05/OAPSB-POA-WHITE-PAPER-FINAL-1-Nov-2011.pdf>

This paper is as relevant today as it was 12 years ago. If anything, the situation described has gotten worse with few of the OAPSB's recommendations being acted upon.

In 2011 the OAPSB revealed that 91% of outstanding fines were owed by Ontario residents. One third of the amount is attributable to HTA charges while another third stems from convictions under the *Compulsory Auto Insurance Act*.

In Dufferin it has been estimated that outstanding fines amount to \$4.5 million. To make matters worse, the system is now being 'gamed' by people who pay only those outstanding fines necessary to reinstate their licence while ignoring others.

This is not just an issue for municipalities who lack effective tools to collect fines. It impacts the Province unable to realize potentially \$200 million or more in victim surcharge monies.

This situation is unsustainable and calls the administration of justice into disrepute. Current means of collecting unpaid fines are not working and all have deficiencies.

Ontario needs to join with provinces (e.g. Alberta, Nova Scotia) who have negotiated the power to garnish federal income tax returns and other federal payments for non-payment of fines.

Administrative Monetary Penalties:

AMPs are appropriate for such things as Part II offences, Red Light Camera charges, Automated Speed Enforcement and many municipal By laws. The more matters dealt with through AMPs, the greater the

relief to POA courts. There are however two big impediments to greater use of AMPs.

First is the complexity of Regulations governing AMPs. They need to be simplified and streamlined.

Second is the absence of infrastructures to administer AMPs. The City of Toronto has created one but it makes little sense to replicate administrative bureaucracy over and over again as municipalities adopt AMPs.

Along with addressing the 'red tape' associated with AMP Regulations, the Province may want to assist with the collection process.

Automated Speed Enforcement and why it should matter to MAG:
Another issue of concern is the inability to apply Automated Speed Enforcement technology on 80 kmh roads and without declaring Community Safety Zones were they are totally unwarranted.

While more appropriately addressed to MTO, I think this issue should be of interest and concern to MAG.

Greater use of ASE will be a deterrence to reckless speeding. That ASE is tie to Community Safety Zones is problematic for several reasons:

First, requiring CSZs simply to utilize ASE is totally arbitrary and makes a mockery of why CSZs were created in the first place.

Second, speeding charges in CSZs result in double fines, something municipalities are not seeking in order to implement ASE.

No 'red tape' or strings attached Automated Speed Enforcement will permit better utilization of police resources and create some revenue (not much as it's expensive to implement and operate) to offset increasing policing costs.

Finally if ASE is done in conjunction with AMPs, a great many matters can be diverted away from the POA stream.

Going forward:

Hopefully it is clear that POA needs a great deal of attention and creative problem solving.

There are many involved in this issue - the judiciary, MAG, municipalities and other stakeholders all having similar or sometimes different perspectives. Everyone needs to be engaged in a process to find better ways of doing things and finding solutions to real problems.

What is described in this document will not sort itself out on its own. Whether it is a Task Force or a POA Justice Summit or some other mechanism, something needs to be done...

Respectively submitted

John Creelman



October 19, 2023

Honourable Doug Downey
Attorney General of Ontario
McMurtry-Scott Building
720 Bay Street, 11th Floor
Toronto, ON M7A 2S9

Dear Attorney General,

I would again like to thank you for the opportunity of meeting at this year's AMO meeting in London. I am following up; specifically, on the issues of stagnant POA Set Fines including the way they are established and the lack of tools available to POA courts, both problems addressed among others in my presentation to you and your officials.

POA Set Fines

I pointed out in my presentation that basic HTA speeding fines, representing 54% of all HTA offences, have remained unchanged in 30 or more years. Over that time, inflation has eroded the dollar value of POA fines by nearly 50% while court and policing costs have increased exponentially. The situation is unsustainable. Of greater concern is these and other POA fines no longer have a deterrence value.

The process of setting all fines is not straightforward and needs to be reviewed. The principle of deterrence seems to be losing out to other factors. Fines are reviewed without reference to the last time they were increased, what they are in other municipalities within a given Region or beyond. This is a problem and needs immediate attention.

Lack of tools available to POA courts

Mono and other municipalities remain frustrated with the inability to get meaningful outcomes from POA courts. Court process takes time, by-law fines are ridiculously low and often seen simply as the price of doing business; if paid at all.

POA courts are powerless to order injunctions against an on-going offence or, upon conviction, make cleanup and restitution orders. Even the Niagara Escarpment Commission has greater powers of restitution.

Absent POA authority, we are forced to make separate applications to the SCJ with all the attendant delay and cost. This is unacceptable. The trier of fact in the first instance should have the authority to do more than impose meaningless fines.

Mr. Attorney General, I chose these issues from amongst others previous raise with you to emphasize that Mono takes the enforcement of by-laws and the HTA seriously. Municipal by-laws and the HTA are openly flouted due to the perception we lack appropriate enforcement tools and fines. We are not in a position to fix these problems; but, I am prepared to work with your ministry to address them.

Yours truly,



John E. Creelman
Mayor

Copy: Hon. Sylvia Jones, Deputy Premier and MPP Dufferin-Caledon
Association of Municipalities of Ontario
All Dufferin municipalities

Attorney General
:Murtry-Scott Building
720 Bay Street
11th Floor
Toronto ON M7A 2S9
Tel: 416-326-4000
Fax: 416-326-4007

Procureur général
Édifice McMurtry-Scott
720, rue Bay
11^e étage
Toronto ON M7A 2S9
Tél.: 416-326-4000
Télééc.: 416-326-4007



Our Reference #: M-2023-9043

December 18, 2023

His Worship John Creelman
Mayor
Town of Mono

Email: info@townofmono.com

Dear Mayor Creelman:

It was a pleasure meeting with you at this year's Association of Municipalities of Ontario (AMO) annual general meeting and conference. Thank you for your letter sharing your thoughts and suggestions on set fines under the *Provincial Offences Act* (POA) and meaningful outcomes in POA courts.

As set out in the *Courts of Justice Act*, the value of a set fine under the POA is established by order of the Chief Justice of the Ontario Court of Justice. The ministry responsible for the act or regulation that establishes the offence is also responsible for identifying an appropriate set fine for the offence. Once a set fine has been identified, based on specific and general deterrence principles, the applicable ministry would seek a set fine order from the Chief Justice. It is the Chief Justice that determines whether to issue the requested set fine order. Set fine orders can be accessed [here](#).

The Ministry of Transportation (MTO) is responsible for the *Highway Traffic Act* (HTA) and would be better suited to address your concerns regarding set fines for HTA offences. For your convenience, I have forwarded your inquiry to MTO for review.

Based on previous discussions, I understand that your letter may be referring to orders related to property standards. For your convenience, I have taken the liberty of forwarding your concerns to the Ministry of Municipal Affairs and Housing which is responsible for the changes to establish by-laws and enforcement related to property standards.

My ministry continues to work with municipalities to modernize the provincial offences court system as a key component of my ministry's strategy to improve access to justice, increase efficiencies and enhance POA court services. The perspectives and expertise of municipalities will be essential in ensuring that any changes made to introduce new processes are fair, effective, and meet the needs of Ontarians.

Once again, I thank you for your letter and your commitment to the administration of justice. We value and appreciate your feedback and will take it into consideration in the future.

Sincerely,

A handwritten signature in black ink that reads "Doug Downey". The signature is written in a cursive, flowing style with a long horizontal stroke extending from the end of the name.

Doug Downey
Attorney General

c: Ministry of Transportation
Ministry of Municipal Affairs and Housing

Denise Holmes

From: Delegations (MMAH) <Delegations@ontario.ca>
Sent: Friday, November 1, 2024 10:46 AM
Subject: 2025 Rural Ontario Municipal Association (ROMA) Form

Hello/ Bonjour

We'd like to inform you that the Municipal Delegation Request Form for the 2025 Rural Ontario Municipal Association (ROMA) Annual Conference is now available:

<https://forms.office.com/r/4cArnTR6wV?origin=IprLink>

To ensure an accurate submission, please use the following format examples below:

- Municipality: **Toronto, City of** or **Bruce, County of**
- Alternate Contact: **John Smith, 416-416-4161, johnsmith@email.ca**
- Full name and titles for delegates: **John Smith, Mayor; Christina Smith, Councillor**

The request form will also be posted on AMO's website. You can select either French or English using the global icon in the top right corner of the form. The deadline for submitting requests is **Wednesday November 27, 2025, at 5:00 PM EST.**

Thank you/Merci

Bonjour

Nous souhaitons vous informer que le formulaire de demande de délégation municipale pour le congrès annuel 2025 de la Rural Ontario Municipal Association (ROMA) est maintenant disponible :

<https://forms.office.com/r/4cArnTR6wV?origin=IprLink>

Pour assurer la précision de la demande, veuillez suivre les exemples de format suivants :

- Municipalité : **Toronto, cité de** ou **Bruce, comté de**
- Personne ressource de rechange : **John Smith, 416-416-4161, johnsmith@email.ca**
- Nom complet et titre de chaque personne déléguée : **John Smith, maire/mairese; Christina Smith conseiller/conseillère**

Le formulaire de demande sera aussi affiché sur le site Web de l'AMO. Vous pouvez sélectionner le français ou l'anglais au moyen de l'icône de globe située dans la partie supérieure droite du formulaire. La demande doit être envoyée au plus tard, **le mercredi 27 novembre 2025, à 17 h 00 (HNE).**

Merci



Tuesday, October 22, 2024

Sent via email
justin.trudeau@parl.gc.ca

Hon. Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Re: Support for Ontario Big City Mayors Caucus, Solve the Crisis Campaign

At its regular meeting held on October 4, 2024 the Western Ontario Wardens' Caucus passed the following motion:

Moved by B. Milne, seconded by A. Lennox:

“THAT the presentation from Mayor Marianne Meed Ward, Chair, and Michelle Baker, Executive Director, Ontario’s Big City Mayors, be received and

THAT the Western Ontario Wardens’ Caucus supports the SolvethetheCrisis.ca Campaign and requests that the Provincial and Federal Governments take Action to Address the Growing Mental Health, Addictions and Homelessness Crisis in Ontario

WHEREAS there is a humanitarian crisis unfolding on the streets in our cities, large and small, urban and rural, across Ontario. The time for words is over, we need immediate action at all levels of government, starting with the Province of Ontario

WHEREAS the homelessness, mental health and addictions crisis continues to grow with 3432 drug related deaths in Ontario in 2023 and over 1400 homeless encampments across Ontario communities in 2023; and

WHEREAS the province has provided additional funding and supports, such as the recent investment of \$378 million for HART Hubs and approximately 375 beds with wraparound supports, it does not adequately address the growing crisis and the financial and social impact on municipalities and regions across the province; and

WHEREAS municipalities and regions are stepping up and working with community partners to put in place community-specific solutions to address this crisis, but municipalities and regions lack the expertise, capacity, or resources to address these increasingly complex health care and housing issues alone; and

WHEREAS this is primarily a health issue that falls under provincial jurisdiction and municipalities and regions should not be using the property tax base to fund these programs; and

WHEREAS there is no provincial lead focused on this crisis leading to unanswered questions that span over a dozen ministries, and a lack of support to manage the increasing needs of those who are unhoused.

THEREFORE BE IT RESOLVED THAT the Western Ontario Wardens' Caucus supports the SolveTheCrisis.ca Campaign;

AND calls on provincial and federal governments to commit to immediate action to solve the Humanitarian Crisis that Ontario is facing as the numbers of unhoused individuals and those suffering with mental health & addictions grows exponentially;

AND that the province officially makes Homelessness a Health Priority;

AND appoints a responsible Minister and Ministry with the appropriate funding and powers as a single point of contact to address the full spectrum of housing needs as well as mental health, addictions and wrap around supports;

AND that the provincial government strike a task force with broad sector representatives including municipalities, regions, healthcare, first responders, community services, the business community and the tourism industry to develop a Made in Ontario Action Plan;

AND that this provincial task force reviews current programs developed by municipalities, regions and community partners that have proven successful in our communities, to ensure that solutions can be implemented quickly and effectively to tackle this crisis.

AND that the federal government is included in these conversations.

AND that both levels of government provide adequate, sufficient and sustainable funding to ensure that municipalities have the tools and resources to support individuals suffering with mental health and addictions, including unhoused people and those from vulnerable populations that may be disproportionately impacted;

AND THAT the Western Ontario Wardens' Caucus calls on the municipalities in Western Ontario to join us in appealing to the provincial and federal governments for support by visiting SolveTheCrisis.ca and showing your support;

AND further that a copy of this motion be sent to:

- The Right Honourable Justin Trudeau, Prime Minister of Canada
- The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada
- The Honourable Doug Ford, Premier of Ontario
- The Honourable Sylvia Jones, Deputy Premier and Minister of Health
- The Honourable Paul Calandra, Minister of Municipal Affairs and Housing
- The Honourable Michael Parsa, Minister of Children, Community and Social Services
- The Honourable Michael Tibollo, Associate Minister of Mental Health and Addictions
- Local MPs
- Local MPPs
- Ontario's Big City Mayors
- 117 Western Ontario Municipalities"

– CARRIED

Please contact the office if you require any further information.

Yours sincerely,

Glen McNeil

Glen McNeil
Chair, Western Ontario Wardens' Caucus

cc:

Denise Holmes

From: Jennifer Shephard <jshephard@mulmur.ca>
Sent: Wednesday, November 13, 2024 8:54 AM
To: Denise Holmes
Subject: Council Endorsements

Good morning,

At the Council meeting held on **November 6, 2024** the Council of the Corporation of the Township of Mulmur passed the following motion of support:

11.9 Township of Melancthon: County Road Traffic Enforcement

Moved by Lyon and Seconded by Cunningham

That Council receive the information items;

And that Council endorse the following resolutions: 11.9

Carried.

Jennifer Shephard | Communications Coordinator

Township of Mulmur | 758070 2nd Line E Mulmur, ON L9V 0G8 | www.mulmur.ca

Phone 705-980-1194 | Fax 705-466-2922 | jshephard@mulmur.ca

Visit our website to sign up for E-Billing and receive your property tax and/or water bill(s) by email.

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

THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 Fourth Avenue, Larder Lake, ON
 Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

SECONDED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

Motion #: 7

Resolution #: 7

Date: November 12, 2024

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

Recorded vote requested:

	For	Against
Tom Armstrong		
Patricia Hull		
Paul Kelly		
Lynne Paquette		
Patty Quinn		

I declare this motion

<input type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

Disclosure of Pecuniary Interest*

Chair: _____

*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 Fourth Avenue, Larder Lake, ON

Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

SECONDED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

Motion #: 8

Resolution #: 7

Date: November 12, 2024

1. Now Therefore Be It Hereby Resolved That the Township of Larder Lake Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

2. Be It Further Resolved That the Township of Larder Lake Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and

3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and

4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and

5. *Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.*

Recorded vote requested:

	For	Against
Tom Armstrong	✓	
Patricia Hull	✓	
Paul Kelly	✓	
Lynne Paquette		
Patty Quinn	✓	

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

Disclosure of Pecuniary Interest*

Chair:

Patricia Hull

*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.



November 13, 2024

Right Honourable Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Right Honourable Justin Trudeau:

On October 22, 2024, Council for the Town of Mono passed the following resolution, supporting the **Big City Mayors Solve the Crisis Campaign**, calling on the federal government and the Province of Ontario to commit to immediate action to solve the humanitarian crisis that Ontario is facing as the numbers of unhoused individuals and those suffering with mental health and addictions grows exponentially.

Resolution #8-17-2024

Moved by Fred Nix, Seconded by Elaine Capes

WHEREAS, the Western Ontario Wardens' Caucus, Eastern Ontario Wardens' Caucus, and Eastern Ontario Mayors' Caucus joined the call to action around the 'Solve the Crisis' Campaign, led by the Ontario Big City Mayors;

AND WHEREAS, Council for the Town of Mono recognizes the need for the provincial and federal governments to take immediate and targeted action to help solve the crisis around homelessness and mental health.

THEREFORE BE IT RESOLVED that Council for the Town of Mono calls on the provincial and federal governments to commit to immediate action to solve the humanitarian crisis that Ontario is facing as the numbers of unhoused individuals and those suffering with mental health and addictions grows exponentially;

AND THAT the province officially makes homelessness a health priority;

AND THAT the Premier of Ontario appoint a responsible minister and ministry with appropriate funding and powers to act as a single point of contact to address the full spectrum of housing needs as well as mental health, addictions and wrap around supports;

AND THAT the provincial government strike a task force with broad sector representatives including municipalities, regions, healthcare, first responders, community services, the business

P: 519.941.3599
F: 519.941.9490

E: info@townofmono.com
W: townofmono.com

347209 Mono Centre Road
Mono, ON L9W 6S3

community and the tourism industry to develop a made in Ontario action plan to ensure that solutions can be implemented quickly and effectively to tackle this crisis;

AND THAT the provincial government provide the adequate, sufficient and sustainable funding to ensure that municipalities have the tools and resources to support individuals suffering with mental health and addictions, including unhoused people and those from vulnerable populations that may be disproportionately impacted.

"Carried"

Respectfully,

Fred Simpson

Digitally signed by Fred Simpson

Location: Town of Mono

Date: 2024-11-13 14:47-05:00

Fred Simpson
Clerk

Copy: Hon. Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada
Hon. Kyle Seeback, MP Dufferin-Caledon
Hon. Doug Ford, Premier of Ontario
Hon. Sylvia Jones, Deputy Premier and Minister of Health
Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Hon. Michael Parsa, Minister of Children, Community and Social Services
Hon. Michael Tibollo, Associate Minister of Mental Health and Addictions
Dufferin Municipalities
Association of Municipalities of Ontario

P: 519.941.3599
F: 519.941.9490

E: info@townofmono.com
W: townofmono.com

347209 Mono Centre Road
Mono, ON L9W 6S3

Denise Holmes

From: Nicole Hill <nhill@sdfd.ca>
Sent: Wednesday, November 6, 2024 3:03 PM
To: Carey Holmes; hboston@mulmur.ca; Les Halucha; svangerven@amaranth.ca; Sarah Culshaw
Cc: jwilloughby@shelburne.ca; Roseann Knechtel; nmartin@amaranth.ca; Denise Holmes; fred.simpson@townofmono.com
Subject: Operating & Capital Budget Resolutions

Hello,

The following resolutions we passed at last night's Board meeting:

Moved by: W. Mills
Seconded by: J. Horner

BE IT RESOLVED THAT:

The Shelburne and District Fire Department Joint Board of Management adopt the 2025 Operating Budget in the amount of \$1,036,670.00 which represents a 16.15% increase over 2024;

AND further that this request be circulated to the participating municipalities.

Carried

Moved by: B. Neilson
Seconded by: W. Mills

BE IT RESOLVED THAT:

The Shelburne and District Fire Department Joint Board of Management adopt the 2025 Capital Budget with a Capital Levy of \$530,000.00;

AND that this request be circulated to the participating Municipalities.

Carried



Nicole Hill
Secretary/Treasurer
Tel: (519) 925-5111
Shelburne & District Fire Board
114 O'Flynn Street
Shelburne, ON L9V 2W9 | nhill@sdfd.ca

SHELBURNE & DISTRICT FIRE BOARD

2025 OPERATING BUDGET

PRESENTED: November 5, 2024

ACCOUNT NUMBER	ACCOUNT NAME	2024 BUDGET	2024 TO DATE	2025 BUDGET	Variance	Comments
EXPENDITURES						
4100-0400	Legal, Audit & HR Services	\$ 25,000.00	\$ 80,472.99	\$ 11,000.00	\$ (14,000.00)	
4100-0550	Office Supplies & Equipment (photocopies, postage, general office supplies)	\$ 3,000.00	\$ 3,281.54	\$ 8,500.00	\$ 5,500.00	Increase based on 2024 projected expense & replacement of 2 laptops & work stations
4100-0600	Material & Supplies (Def Fluid, car wash, tarps, detergent, absorbant, etc.)	\$ 3,500.00	\$ 6,189.31	\$ 4,000.00	\$ 500.00	Increase based on 2024 projected expense
4100-0700	Services & Rentals (FirePro, Photocopier Lease, Internet, etc.)	\$ 8,750.00	\$ 6,383.50	\$ 9,000.00	\$ 250.00	Addition of a module in FirePro
4100-1100	MTO/ARIS Fees	\$ 850.00	\$ 552.00	\$ 850.00	\$ -	
4200-1650	IT Support Dufferin County	\$ 1,500.00	\$ 1,037.95	\$ 1,500.00	\$ -	
4100-0800	Subscriptions & Memberships (O AFC, CAFC, NAFI, CAFI, OMFPOA, Red Cross, Blink)	\$ 700.00	\$ 1,065.80	\$ 1,350.00	\$ 650.00	Additional Membership Fees
4100-0900	Conventions & Conferences	\$ 4,500.00	\$ 4,160.06	\$ 4,500.00	\$ -	
4100-1000	Radio Licence Renewal	\$ 1,000.00	\$ 1,154.83	\$ 1,500.00	\$ 500.00	Addition of radio frequencies due to Radio Project
4100-1200	Health & Safety Expenses (FF Rehab, Hero Wipes, Accountability)	\$ 2,500.00	\$ 1,766.63	\$ 2,500.00	\$ -	
4100-1250	Medical Supplies (Gloves, AED Pads, Bandages, etc.)	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	
4100-1300	Fire Prevention/Pub Ed	\$ 8,500.00	\$ 2,761.02	\$ 5,000.00	\$ (3,500.00)	
4100-1500	Training - Courses/Expense	\$ 46,800.00	\$ 45,748.66	\$ 80,000.00	\$ 33,200.00	Mandatory Certification, JHSC Training, Elevator Rescue Training, FLSE
4100-1800	Communication Equipment	\$ 3,500.00	\$ 3,040.59	\$ 3,250.00	\$ (250.00)	
4100-1900	Dispatch	\$ 50,400.00	\$ 27,562.50	\$ 53,000.00	\$ 2,600.00	5% increase as per contract
4200-0100	Fire Call Wages	\$ 172,475.00	\$ 133,575.09	\$ 177,305.00	\$ 4,830.00	Annual COLA (2.8%)

ACCOUNT NUMBER	ACCOUNT NAME	2024 BUDGET	2024 TO DATE	2025 BUDGET	Variance	Comments
4200-0102	Full-time Staff Wages	\$ 193,981.00	\$ 159,093.17	\$ 208,400.00	\$ 14,419.00	Annual COLA (2.8%)
4200-0103	FF-Other Wages (Pub Ed, Meetings, Inspections, etc.)	\$ 51,742.00	\$ 44,048.17	\$ 62,800.00	\$ 11,058.00	Annual COLA (2.8%) and addition of Standby on Long Weekends
4200-0105	Training Wages	\$ 75,262.00	\$ 96,846.95	\$ 117,500.00	\$ 42,238.00	Mandatory Certification, JHSC Training, Elevator Rescue Training, FLSE
4200-0110	Employers Portion - EI	\$ 2,926.00	\$ 3,026.78	\$ 4,000.00	\$ 1,074.00	
4200-0120	Employers Portion - CPP	\$ 19,079.00	\$ 18,632.15	\$ 21,500.00	\$ 2,421.00	
4200-0150	Mileage & Meals	\$ 1,000.00	\$ 2,018.78	\$ 4,000.00	\$ 3,000.00	Increased travel for increasing training requirements
4200-0200	Benefits (Manulife & VFIS)	\$ 33,000.00	\$ 20,186.49	\$ 36,300.00	\$ 3,300.00	10% Premium Increase
4200-0210	WSIB	\$ 20,756.00	\$ 10,451.86	\$ 22,540.00	\$ 1,784.00	Annual COLA (2.8%)
4200-0220	Employer Health Tax	\$ 9,622.00	\$ 7,301.44	\$ 9,950.00	\$ 328.00	
4200-0300	OMERS Pension Plan	\$ 21,473.00	\$ 16,213.99	\$ 23,850.00	\$ 2,377.00	Annual COLA & change from NRA 65 to NRA 60
4200-0400	Employee & Family Assistance Program	\$ 915.00	\$ 1,318.81	\$ 1,300.00	\$ 385.00	
4200-0500	Protective Clothing (hoods, gloves, gear cleaning/rentals, safety glasses, safety boots)	\$ 10,000.00	\$ 10,393.35	\$ 12,500.00	\$ 2,500.00	Safety Boot program, NFPA required 3rd party gear inspection
4200-0550	Uniforms (Station Wear, T-shirts, Class A's, Name Tags)	\$ -	\$ -	\$ 8,500.00	\$ 8,500.00	12 sets of station wear & 2 Class A Uniforms
4200-0800	SCBA Maintenance & Fit Testing	\$ 5,000.00	\$ 414.71	\$ 5,000.00	\$ -	
4200-1000	Truck Operations & Maintenance			\$ 23,000.00	\$ 23,000.00	Amalgamation of truck maintenance accounts & increase in annual inspection fees due to ministry requirements
4200-1005	Truck R&M - Pump 24	\$ 3,000.00	\$ 2,354.95	\$ -	\$ (3,000.00)	
4200-1010	Truck R&M - Car 21	\$ 2,000.00	\$ 3,587.88	\$ -	\$ (2,000.00)	
4200-1015	Truck R&M -Car 22	\$ 1,500.00	\$ 379.76	\$ -	\$ (1,500.00)	
4200-1020	Truck R&M - Tanker 25	\$ 2,500.00	\$ 282.56	\$ -	\$ (2,500.00)	
4200-1030	Truck R&M - Rescue 26	\$ 3,000.00	\$ 6,317.89	\$ -	\$ (3,000.00)	
4200-1040	Truck R&M - Pump 27	\$ 3,000.00	\$ 2,710.25	\$ -	\$ (3,000.00)	
4200-1050	Truck R&M - Ladder 28	\$ 3,000.00	\$ 2,705.62	\$ -	\$ (3,000.00)	
4200-1060	Fuel for Trucks	\$ 18,000.00	\$ 11,707.86	\$ 18,000.00	\$ -	
4200-1100	Insurance Premium	\$ 64,900.00	\$ 69,867.73	\$ 84,000.00	\$ 19,100.00	Anticipated 20% increase in premium rates

ACCOUNT NUMBER	ACCOUNT NAME	2024 BUDGET	2024 TO DATE	2025 BUDGET	Variance	Comments
4200-1200	Miscellaneous/Recognition Night (Retirement Gifts, X-mas Party, Awards night)	\$ 3,000.00	\$ 3,949.18	\$ 5,500.00	\$ 2,500.00	Addition of FF recognition night in April & 2 potential retirements in 2025
4200-1300	Utilities (Gas/Hydro/Water/Sewer)	\$ 30,000.00	\$ 15,024.92	\$ 22,500.00	\$ (7,500.00)	Decrease based on 2024 projected expense
4200-1400	Bell Canada (Dispatch Line)	\$ 1,000.00	\$ 893.62	\$ 1,100.00	\$ 100.00	Increase based on 2024 projected expense
4200-1500	Bell Canada (Admin Line)	\$ 1,600.00	\$ 1,315.97	\$ 1,700.00	\$ 100.00	Increase based on 2024 projected expense
4200-1550	Bell Mobility	\$ 1,700.00	\$ 1,139.70	\$ 1,250.00	\$ (450.00)	Decrease based on 2024 projected expense
4200-1600	Drivers License/Medicals	\$ 800.00	\$ 592.50	\$ 800.00	\$ -	
4200-1700	Bank Service Charges	\$ 725.00	\$ 504.50	\$ 725.00	\$ -	
4200-1750	Ceridian Payroll	\$ 3,000.00	\$ 1,698.71	\$ 2,500.00	\$ (500.00)	Decrease based on 2024 projected expense
4200-1800	Equipment Replacement/Acquisition	\$ 5,000.00	\$ 4,534.57	\$ 3,500.00	\$ (1,500.00)	Decrease based on 2024 projected expense
4200-1810	Equipment Maintenance	\$ 4,000.00	\$ 7,862.92	\$ 8,000.00	\$ 4,000.00	Annual Compressor maintenance, Annual extrication equipment maintenance
4200-1900	TSF Bell Tower Lease to Capital				\$ -	
4200-1950	Purchase of Truck				\$ -	
4200-1980	Building Maintenance	\$ 9,500.00	\$ 4,997.49	\$ 9,500.00	\$ -	
4200-2000	Interest on Temporary Loans	\$ 600.00	\$ 600.00	\$ 600.00	\$ -	
4200-2100	Fire Hydrants	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ -	
4200-2500	Uncollectible Accounts	\$ -		\$ -	\$ -	
	TOTAL EXPENSES	\$ 947,056.00	\$ 859,227.70	\$ 1,093,070.00		

Increase in Expenses over Previous Year 15.42%

REVENUES:

3000-0500	Interest on Current Account	\$ 5,000.00	\$ 6,165.06	\$ 5,000.00	\$ -	
3000-0600	Inspection Revenue	\$ 4,000.00	\$ 4,200.00	\$ 4,400.00	\$ 400.00	Based on 5 year average
3000-0800	MTO / County / Insurance MVC Revenue	\$ 40,000.00	\$ 12,824.02	\$ 40,000.00	\$ -	
3000-0850	Hydro / Enridge Revenue	\$ 5,000.00		\$ 5,000.00	\$ -	
3000-0900	False Alarm / Fire Report / Misc. Revenue	\$ 500.00	\$ 40,379.94	\$ 2,000.00	\$ 1,500.00	Based on 5 year average
3000-2000	Grant Revenue		\$ 24,318.56			
3000-1100	Bell Tower Lease		\$ 9,500.00			
	SUBTOTAL REVENUES	\$ 54,500.00	\$ 97,387.58	\$ 56,400.00		

ACCOUNT NUMBER	ACCOUNT NAME	2024 BUDGET	2024 TO DATE	2025 BUDGET	Variance	Comments
	Operating Reserve					
2900-0000	Surplus/Deficit from Previous Year					
	TOTAL REVENUES	\$ 54,500.00	\$ 97,387.58	\$ 56,400.00		

TOTAL OPERATING LEVY **\$ 892,556.00** **\$ 1,036,670.00**

Increase over Previous Year 3.49%

Increase over Previous Year **16.15%**

**SHELBURNE & DISTRICT FIRE DEPT
CAPITAL PLAN
2023 - 2037**

CAPITAL PLAN

YEAR	Adopted 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
Opening Balance	\$ 50,899.94	\$ 174,527.89	\$ 434,027.89	\$ 806,331.10	-\$ 14,441,350.53	-\$ 13,969,881.23	-\$ 13,494,072.98	-\$ 12,840,732.86	-\$ 13,951,725.86	-\$ 13,165,556.51	-\$ 12,416,973.93	-\$ 11,588,605.61	-\$ 13,341,126.44	-\$ 12,283,470.97
Transfers In														
Plus: Interest	\$ -													
Plus: Special Capital Levy (prev \$93,000)	\$ 392,000.00	\$ 530,000.00	\$ 583,000.00	\$ 641,300.00	\$ 705,430.00	\$ 775,973.00	\$ 853,570.30	\$ 938,927.33	\$ 1,032,820.06	\$ 1,136,102.07	\$ 1,249,712.28	\$ 1,374,683.50	\$ 1,512,151.85	\$ 1,663,367.04
Plus: Surplus from Previous Year	\$ -													
Plus: Sale of Rescue	\$ 32,925.38													
Plus: Bell Tower Lease	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00
Transfers Out														
Less: Engineer Services	\$ -	-\$ 100,000.00												
Less: Re-certify E-One Aerial Truck - Ladder 28	\$ -			-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 2,712,500.00
Less: Replace Car 22	\$ -					-\$ 125,000.00								
Less: Purchase Pumper Truck - Pump 24	\$ -							-\$ 1,620,000.00						
Less: Replace Pumper Truck - Pump 27														
Less: Rescue Truck - Rescue 26														
Less: Tanker Truck - Tanker 25				-\$ 753,000.00										
Less: Purchase Car 21	-\$ 100,000.00	-\$ 20,000.00												
Less: Truck Tires	-\$ 6,117.81	-\$ 18,000.00												
Less: Simucast Radio System	-\$ 80,000.00	-\$ 20,000.00												
Less: Replace SCBA's	-\$ 25,000.00							-\$ 200,000.00						
Less: Generator												-\$ 30,000.00		
Less: Training Grounds	-\$ 5,000.00	-\$ 10,000.00												
Less: Truck Exhaust Control System				-\$ 100,000.00										
Less: SCBA Cylinders (Replace 3 per year)		-\$ 10,000.00	-\$ 12,500.00	-\$ 13,500.00	-\$ 14,500.00	-\$ 15,500.00	-\$ 16,500.00	-\$ 17,500.00						
Less: Bunker Gear Room														
Less: Repave Parking Lot	\$ -													
Less: Purchase Extrication Equipment					-\$ 80,000.00					-\$ 100,000.00				
Less: Washroom Renovation														
Less: Building Replacement/Addition					-\$ 15,000,000.00									
Less: Communication Equipment	-\$ 35,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 105,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 20,000.00
Less: Protective Clothing	-\$ 40,000.00	-\$ 55,000.00	-\$ 66,000.00	-\$ 79,200.00	-\$ 95,040.00	-\$ 114,048.00	-\$ 136,857.60	-\$ 164,229.12	-\$ 197,074.94	-\$ 236,489.93	-\$ 283,787.92	-\$ 340,545.50	-\$ 408,654.60	-\$ 490,385.52
Less: New Equipment	-\$ 19,679.63	-\$ 27,000.00	-\$ 21,696.79	-\$ 22,781.63	-\$ 23,920.71	-\$ 25,116.74	-\$ 26,372.58	-\$ 27,691.21	-\$ 29,075.77	-\$ 30,529.56	-\$ 32,056.04	-\$ 33,658.84	-\$ 35,341.78	-\$ 37,108.87
Less: SCBA Filling Station														
Ending Balance	\$ 174,527.89	\$ 434,027.89	\$ 806,331.10	-\$ 14,441,350.53	-\$ 13,969,881.23	-\$ 13,494,072.98	-\$ 12,840,732.86	-\$ 13,951,725.86	-\$ 13,165,556.51	-\$ 12,416,973.93	-\$ 11,588,605.61	-\$ 13,341,126.44	-\$ 12,283,470.97	-\$ 12,643,098.32
Annual Expense	-\$ 310,797.44	-\$ 280,000.00	-\$ 220,196.79	-\$ 15,898,481.63	-\$ 243,460.71	-\$ 309,664.74	-\$ 209,730.18	-\$ 2,059,420.33	-\$ 256,150.71	-\$ 397,019.49	-\$ 430,843.95	-\$ 3,136,704.34	-\$ 463,996.38	-\$ 2,032,494.39

Rolling Stock List of Vehicles	# Years Old	Year to Replace
2015 Spartan Wet Heavy Rescue	10	2035
2021 Spartan Metrostar-X Pumper	20	2041
2009 Tanker Truck	19	2028
2017 Ford Explorer		2025
2012 E-One Aerial Truck	9	2037
2012 Ford F150 Crew Cab	1	2030
2018 Spartan Metrostar-X Pumper	3	2033

As per NFPA 1901
Pumpers 15 yr as 1st run, 10 yr more as 2nd run
Rescue 20 yr
Aerial 20 yr
Tankers 20 yr
Pickups/SUVs 15 yr

Equipment Replacement Dates	Year to Replace
2016 SCBA	2031
2018 Extrication Equipment	2033
2009 Extrication Equipment	2028
2019 Generator	2035
2023 SCBA Filling Station and Compressor	2043

Denise Holmes

From: Gordon Gallaugher [REDACTED]
Sent: Monday, November 4, 2024 4:03 PM
To: Sarah Culshaw; Denise Holmes
Subject: Giving Tuesday, December 3 2024
Attachments: Giving Tuesday Proclamation (2).docx

The Dufferin Community Foundation is spearheading publicity for the National Day of Giving, Giving Tuesday, in Dufferin County, December 3 this year.
This is not a new program, it just has not had much exposure in Dufferin for support of our local charities.

Attached is the suggested proclamation. I would be happy to meet with council to provide some background, in advance of Dec of course.

Gordon Gallaugher
Founder
Dufferin Community Foundation
[REDACTED]



[Facebook](#)
[LinkedIn](#)



**Proclamation for the Town/Township of _____
Giving Tuesday**

WHEREAS Giving Tuesday is a national day of giving taking place on Tuesday, December 3, 2024;

WHEREAS Giving Tuesday is a celebration of generosity and volunteerism that encourages residents to give as much as they can, in whatever way that they can;

WHEREAS giving can take many forms, including donating to local non-profits, volunteering your time, giving physical goods or helping your neighbours;

WHEREAS it is fitting and proper on Giving Tuesday to recognize the tremendous impact of donations, volunteerism and community service in the Town/Township of _____;

WHEREAS Giving Tuesday is an opportunity to encourage our citizens to serve others throughout the holiday season and throughout the year;

NOW, THEREFORE, I, Mayor _____, on behalf of Council, do hereby proclaim December 3rd to be Giving Tuesday in (Town/Township name _____) and encourage all residents to embrace the spirit of generosity that has always strengthened our community by giving to their favourite local charity.

Denise Holmes

From: Denise Holmes
Sent: Monday, November 11, 2024 2:57 PM
To: Denise Holmes
Subject: Paid Duty report back to Melancthon
Attachments: Paid Duty Report - Melancthon Township 20241024.docx

From: Buligan, John (OPP) <John.Buligan@opp.ca>
Sent: Thursday, October 24, 2024 4:07 PM
To: Al Blundell [REDACTED]
Cc: Di Pasquale, Michael (OPP) <Michael.DiPasquale@opp.ca>; Trewartha, Corrie (OPP) <Corrie.Trewartha@opp.ca>
Subject: Paid Duty report back to Melancthon

Mr Blundel,

Please see the attached final statistics for the Melancthon Paid Duties. I feel this was a success and if you are interested in a future initiative please let me know. While I can not give sole credit to these paid duties for the enforcement increase I believe they provided a significant contribution. This is noteworthy given that the paid duties were not necessarily focused on producing a high volume of enforcement but more so on addressing areas of concern raised by your residents. Below outlines 2023 vs 2024 enforcement statistics:

Highway Traffic Act charges Melancthon
2023 total Jan to Sept 822
2024 total Jan to Sept) 1161
41% increase

John Buligan | Staff Sergeant | Operations Manager

Dufferin Detachment Ontario Provincial Police | office 519-925-3838 | cell 705-434-8176 | john.buligan@opp.ca

Paid Duty Report - Melancthon Township
2024-06-06 to 2024-10-13

Total Paid Duties Conducted: 26

Total Hours: 201.5

Location	Charges Laid	Warnings or other engagement	Notes
Highway 89	2	0	
Main St. Hornings Mills	8	1	Traffic Enforcement. Spoke with people walking their dogs, advised weekends and evenings are the heavy traffic and violation times. ALPR and RADAR. Warning for speeding, a few fail to show insurance card.
3rd Line	40	3	RADAR. Numerous HTA 128 speeding charges issued. ALPR. Dealer plate, educated on plate requirements. Warning for speeding. Liquor readily available, cannabis readily available, no license.
4 th Line	8	3	RADAR. No license x 2. ALPR.
5 th Line	0	1	ALPR and RADAR
Highway 10	55	7	ALPR. Speeding. Driver failed to ensure passenger under 16 wearing seat belt.
Owen Sound Street	2	0	ALPR hit for unauthorized plates. Plates were seized and drive was issued x 2 PONS.

Main Street	2	1	Failure to produce DL.
River Road	4	2	ALPR and RADAR. Spoke with 1 dog walker, they advised the weekend is very heavy traffic and high speed. RIDE, cannabis readily available, possession of fine cut tobacco.
2 nd Line	5	2	ALPR and RADAR
County Road 17	19	1	ALPR and RADAR. Fail to surrender permit for trailer and fail to surrender insurance slip. Reduced roadside to 95 in 80, G2 driver no prior speeding offences.
County Road 21	9	0	Patrolled through Corbetton. Speed warning issued.
County Road 124	12	4	Verbal warning for plate cover. Fail to surrender insurance card. MVC PD V1 driver charged. HTA 32 (1) Warning.
15 Sideroad	0	1	Foot Patrol
Riverview	1	1	RIDE
Corbetton	1	3	Ride, Radar, Alpr, Hta 111(2) Warning.
260 Sideroad	8	0	Speeding, fail to notify change of address. ASD demand issued, male driver registered ALERT, 3 day license suspension issued. Stunt driving.

TOTALS

176

30

AGREEMENT MADE THIS 14 DAY OF Nov , 2024
BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
AND
RICHARD WALLACE FARMS LTD., TENANT FARMER

I, Richard Wallace, Richard Wallace Farms Ltd., of the Township of Melancthon, in the County of Dufferin agree to pay the Corporation of the Township of Melancthon the sum of \$175.00 per acre billed annually in November, using the October Consumers Price Index, for the use of 30 acres of land belonging to the Corporation of the Township of Melancthon and described as Part of Lot 13, Concession 4 NE. Monies to be paid to the Treasurer of the Corporation of the Township of Melancthon no later than December 1st in each year.

Insurance Clause

The Tenant, Richard Wallace, shall, at his own expense, obtain and maintain throughout the term of this lease, tenant's insurance, including general liability insurance, in an amount not less than \$5,000,000.00, naming the Township as an additional insured. Such insurance shall cover any and all claims for bodily injury, personal injury, and property damage occurring on or about the leased premises. The Tenant shall provide the Township with a certificate of insurance evidencing such coverage prior to the commencement of the lease term and upon each renewal of the policy. The policy shall provide that 30 days' notice shall be provided to the Township prior to cancellation.

Environmental Responsibility Clause

The Tenant, Richard Wallace, shall be solely responsible for any and all environmental claims, damages, or remediation costs arising from or related to his use of the leased lands. The Tenant agrees to indemnify, defend, and hold harmless the Township from and against any and all claims, liabilities, losses, damages, costs, or expenses (including legal fees) arising from or related to any environmental contamination or violation of environmental laws caused by the Tenant's activities on the leased premises.

Term of Agreement

This Agreement shall be in force from January 1, 2025 for a term of five years ending on December 31, 2029 and replaces a previous agreement dated May 14, 2003.

Notwithstanding the above, either party may give written notice to the other party, not less than twelve (12) months prior to the desired termination date, to terminate this Agreement.

Mayor, Township of Melancthon

CAO/Clerk, Township of Melancthon



Richard Wallace, Richard Wallace Farms Ltd., Tenant



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

MEMORANDUM TO COUNCIL

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

FROM: DENISE B. HOLMES, AMCT, CAO/CLERK

SUBJECT: EMERGENCY SHELTER ACTIVATION PROCEDURES

MEETING DATE: NOVEMBER 21, 2024

With the winter season fast approaching, attached is the finalized Emergency Shelter Activation Procedures which has been developed by the County of Dufferin's CEMC.

The Horning's Mills Community Hall has been designated as the Township's Emergency Shelter and to date, the Township has approximately 10 Volunteers to run the Shelter in the event of an activation.

There have been three training sessions for our Volunteers, the first one being held on May 13th, 2023 which was a half day session at the Hall, where various handouts were presented and later sent out to the Volunteers, the second session took place on the evening of November 29th, 2023 where Volunteers and Township Staff simulated the activation of the Emergency Shelter, set up the shelter with all of the contents in the Emergency Support Services Trailer and then demobilized the shelter. The third training session was an all-day session on October 26th, 2024. This was a joint training session with the other Emergency Shelter Volunteers from Dufferin County and there were several items on the Agenda, some of which included a shelter set-up and tear-down, presentation on emergency and notification procedures, and evacuee registration.

In the County of Dufferin and Member Municipalities Emergency Response Plan, the CAO or Senior Municipal Official has the authority to activate the Emergency Shelter.

Action Prior to a Declaration of Emergency

When a situation or an impending situation that constitutes a danger of major proportions exists but has not yet been declared to exist, employees of the Municipality

may take such action(s) under this emergency response plan as may be required to protect the health, safety, welfare of people, as well as any property and the environment within the Municipality. The subordinate plans, attached as annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration of emergency.

Emergency Control Group (ECG) Authority

In the event of an emergency or impending emergency, whether declared or not, the ECG is authorized to:

- Initiate, coordinate, direct and otherwise bring about the implementation of this emergency response plan and undertake such other activities as they consider necessary to address the emergency
- Expend funds for the purpose of responding to and recovering from the emergency, including obtaining and distributing emergency materials, equipment and supplies, notwithstanding the requirements of any by-law governing the commitment of funds and the payment of accounts.
- Obtain volunteer support from public agencies and other persons as considered necessary and to indemnify such agencies, their personnel and other persons engaged in response efforts which have been authorized and are consistent with the emergency response plan, from liability for any acts or omissions resulting from any actions taken pursuant to this emergency response plan.

The Emergency Response Plan can be found on the Township's Website at:

<https://melancthontownship.ca/wp-content/uploads/2023/02/ERP-2021-FINAL.pdf>

EMERGENCY OPERATIONS CENTRE		
<i>Division(s):</i>	<i>Date of Issue:</i>	<i>Procedure #:</i>
All	2023-10-20	23-08
<i>Procedure:</i>	<i>Revision Date:</i>	<i>Approved By:</i>
Emergency Shelter Activation	N/A	TBD

Background:

Each municipality in Dufferin County has the capability to establish an emergency shelter for up to 50 people during an emergency.

Purpose:

The emergency shelter program is intended to provide short-term emergency support to people who are displaced or have nowhere to go during a community emergency or incident.

Business Practice:

Activation of an emergency shelter will occur when one or more of the following criteria exist:

- A fire, flood or other emergency situation necessitates the evacuation of, or exclusion of access to, one or more homes or congregate living facilities.
- When a situation results in people being suddenly at risk of harm due to natural, technological, or human caused incidents.
- When an impending situation is likely to require a Municipal Emergency Support Services (MESS) response.
- When the municipality is hosting evacuees from another municipality due to an emergency situation.

Procedure:

Upon becoming aware of a real or potential need for Emergency Support Services, any member of the Municipal Emergency Control Group (MECG) should immediately contact the Community Emergency Management Coordinator (CEMC).

The CEMC will notify:

- Senior Municipal Official (SMO) and request approval to deploy the MESS. The SMO and CEMC will then complete the following tasks:
 - Ensure the required facility is available and safe to use.
 - Notify Community Shelter Volunteers (CSV) and determine availability.
 - Arrange staff support to position the MESS unit at the designated shelter site.
 - Appoint a CSV to be the Shelter Lead.
 - Advise emergency services, 211 and Municipal511 of shelter locations.
 - Coordinate transportation for the evacuees to the shelter if required.

The Shelter Lead will:

- Access the designated facility and prepare to receive evacuees.
- Ensure adequate volunteer resources are available.
- Set up the shelter to meet the needs of evacuees.
- Notify CEMC when the shelter is ready to receive evacuees.
- Coordinate volunteer scheduling for required duration.

EMERGENCY OPERATIONS CENTRE		
<i>Division(s):</i>	<i>Date of Issue:</i>	<i>Procedure #:</i>
All	2023-10-20	23-08
<i>Procedure:</i>	<i>Revision Date:</i>	<i>Approved By:</i>
Emergency Shelter Activation	N/A	TBD

- Demobilize shelter at the direction of the SMO.

Demobilization:

An emergency shelter will be partially or fully demobilized when the need for the service/resource is deemed to no longer be required.

- A partial demobilization will include cleaning and reorganizing the shelter to be used again if the circumstances worsen and the shelter may need to be reopened in the next 72 hours.
- A full demobilization requires that all equipment be cleaned, serviced, restocked and returned to its storage location.

When the SMO directs the demobilization of the emergency shelter the CEMC will:

- Determine the date/time and scope of demobilization.
- Advise the Shelter Lead of the demobilization.
- Provide all stakeholders, including emergency services, 211 and Municipal511, with sufficient notice of the date/time of the demobilization.

The Shelter Lead will:

- Notify CEMC of last evacuee departure.
- Ensure shelter is partially or fully demobilized as required.
- Notify CEMC when demobilization is complete.
- Submit all documentation to the municipal office.

Reference:

ERP Annex 9.01

Denise Holmes

From: Roseann Knechtel <rknechtel@mulmur.ca>
Sent: Friday, November 8, 2024 9:10 AM
To: Denyse Morrissey; Jennifer Willoughby; Denise Holmes; Michael Dunmore (mike.dunmore@townofmono.com); Fred Simpson; Nicole Martin; Holly Boardman; clerk@adjtos.ca; ewargel@adjtos.ca; Michelle Dunne; Sonya Pritchard
Cc: Tracey Atkinson
Subject: Township of Mulmur Fire Service Delivery Review
Attachments: Township of Mulmur Fire Service Delivery Review Resolution and Report.pdf

Hello Clerks and CAOs,

Mulmur Township has further discussed the delivery of fire services. The CAOs report was included in the agenda package, and a verbal update was provided with respect to Shelburne's report timing (Dec 9), previous motions of neighbouring municipalities and defining what a North Dufferin Fire Service Area could mean. Mulmur Council passed a motion, which clarifies the Township's support (in principle) for dissolving the fire boards, further exploration with the neighbouring municipalities, and a request that the municipalities involved in fire services in North Dufferin indicate whether they are interested in further exploring a North Dufferin Fire Service Area.

The CAOs report is attached. The Council motion was as follows:

Moved by Lyon and Seconded by Clark

That the Council of the Township of Mulmur support, in principle, the dissolution of the Fire Boards servicing the Township of Mulmur;

And that Council support the further exploration of a *North Dufferin Fire Service Area* that would include the approximate geographic area currently served by Shelburne & District, Mulmur-Melancthon and Rosemont & District Fire Boards;

And further that this report and motion be forwarded to the County of Dufferin and participating municipalities, with a request that the municipalities provide an indication of Council's interest in further exploring a North Dufferin Fire Service Area.

Carried.

Please reach out directly to Tracey if you would like to further discuss.

If you have any urgent information requests, please do not hesitate to contact me. Tracey will be away from November 8 to 15th and 25th to December 2.

If your Council passes any motions as a result of this request, please send a copy directly to me for inclusion in our December 4th or January 8th agenda packages.

Thank you in advance.
Have a great weekend,

Roseann Knechtel, BA | Clerk / Planning Coordinator

Township of Mulmur | 758070 2nd Line East | Mulmur, Ontario L9V 0G8

Phone 705-466-3341 ext. 223 | Direct 705-980-1192 | rknechtel@mulmur.ca

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Mulmur, Ontario
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November 8, 2024

Fire Service Delivery Review

At the meeting held on November 6, 2024, Council of the Township of Mulmur passed the following resolution:

Moved by Lyon and Seconded by Clark

That the Council of the Township of Mulmur support in principle, the dissolution of the Fire Boards servicing the Township of Mulmur;

And that Council support the further exploration of a *North Dufferin Fire Service Area* that would include the approximate geographic area currently served by Shelburne & District, Mulmur-Melancthon and Rosemont & District Fire Boards;

And further that this report and motion be forwarded to the County of Dufferin and participating municipalities, with a request that the municipalities provide an indication of Council's interest in further exploring a North Dufferin Fire Service Area.

Carried.

Sincerely,

Roseann Knechtel
Roseann Knechtel, Clerk



STAFF REPORT

TO: Council
FROM: Tracey Atkinson, CAO/Planner
MEETING DATE: November 6, 2024
SUBJECT: Fire Services Delivery Review

Purpose:

The purpose of this report is to seek direction from Council regarding the delivery of fire services.

Background:

2020 Service Delivery Review

The County of Dufferin's Service Delivery Review (December 18, 2020) included recommendations to explore alternative structures and governance mechanisms for fire departments currently governed by fire boards, examining reporting structures and dissolving boards. An excerpt of the report is included in Schedule A.

On March 15, 2021, the Council of the Town of Shelburne passed the following motion:

Be it resolved that Council supports in principle, the recommendations specific to indoor recreation and fire services from the County of Dufferin Service Delivery Review Part A and the dissolution of the boards of management whereby each service area would be directly delivered by the Town of Shelburne;

And that Staff is directed to review and outline the processes to move forward with the dissolution of the two boards and outline the estimated timelines and estimated costs in a follow up report;

And that Council directs Staff to incorporate this general direction in the scope of work that would be required within the Town's Service Delivery Review, as well as Parks and Recreation Master Plan as both projects will be completed in the 2021 calendar year.

2024 Fire Protection and Prevention Review

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 the 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.

The 2024 Dufferin County study recommended a “single operational model” for fire service, either through Orangeville or Dufferin, and identified challenges with existing fire service boards causing inconsistencies.

2024 Lower Tier Responses to County Review

Mulmur Council passed the following motion at their regular meeting on October 2, 2024, following a discussion related to exploring the creation of a North Dufferin Fire Service Area (which would generally reflect the areas served currently by Shelburne, Rosemont and Mulmur-Melancthon departments):

That Council receive the County of Dufferin Fire Service Delivery Report and recommendations made within;

And that Council direct the CAO to coordinate discussions with participating lower tier municipalities, Fire Chiefs and Councils and report back on applicable options for the Township of Mulmur by the December meeting.

The Council of the Town of Mono passed the following motion at their October, 2024 meeting.

That Council for the Town of Mono receive the Dufferin County Multi-Jurisdictional Fire Prevention and Protection Modernization Plan prepared by Emergency Management Group.

The Township of Amaranth passed a motion April 7, 2021 in response to Shelburne’s motion.

Be it resolved that:

Council of the Township of Amaranth will continue to financially support the Centre Dufferin Recreation Centre and the Shelburne & District Fire Department operating expenses.

Council will place payments for capital costs in a separate reserve account until the Town of Shelburne has reached a decision regarding dissolution of the associated boards.

Council requests that the motion be forwarded to all contributing lower tier municipalities and the respective Clerks/CAOs.

The Council of the Town of Grand Valley discussed fire services at their September 24th meeting and requested that the Fire Board review the report and advise the Councils of their preferred recommendation by the beginning of December.

The Council of the Township of Melancthon considered Mulmur's motion regarding a North Dufferin Service Area at its meeting held on October 17th, 2024, and directed the CAO to advise that, at this time, Melancthon Council feels that it is too early to have a conversation about exploring the creation of a North Dufferin Fire Service Area. Melancthon Council would like to move forward with the recommendations contained in the County of Dufferin Fire Service Delivery Report and see what the outcome of that is before they are willing to participate in any discussions.

The Council of the Town of Shelburne is anticipated to receive a report from their CAO at their November 25th meeting. Following Shelburne's motion in 2021, Mulmur Township did meet with Shelburne to discuss fire boards and possible dissolution. Shelburne has continued to explore fire services and boards. Shelburne undertook a Service Delivery Review (reported July 12, 2021, presented Nov 22, 2021, budget report Nov 29, 2021)

Adjala-Tosorontio: Staff are not aware of any recent motions or direction related to fire services. It is noted that earlier in 2024, the Adjala-Tosorontio Fire Chief made recommendations to cease participation in the Rosemont fire board. A motion was passed on May 8, 2024:

That Staff Report FIRE 2024-002: Rosemont District Fire Department (RDFD) be referred to Staff to allow for the completion of public and stakeholder consultation.

Through discussions with Adjala-Tosorontio regarding the Rosemont fire board, it was apparent that further discussions were warranted on the following governance and operational topics: agreement clauses, mutual aid, personal vehicle use, transparency, increasing budget, purchasing, shortage of reports to municipalities, circulation of annual report, roles and responsibilities, job descriptions, compensation structure, liability, tier b response, legislative updates and approach to training.

2024 Community Risk Assessment and Alternative Governance Structures

Mulmur's 2024 Community Risk Assessment provides additional considerations related to fire service delivery. Previous studies have identified very few remaining fire boards within the Province. In recent years a few of the remaining boards have undertaken pilot studies and entered into new governance models to remove their previous board structures. Recently, the Town of Minto entered into an agreement with Mapleton and Wellington North (March 5, 2024) for fees for service and fire service management team. Other models include an advisory committee. The Town of Lincoln & Town of Grimsby commenced a pilot study in 2021 for shared services and now have established the Niagara West Fire and Emergency Services as a composite fire department.

ANALYSIS

Following the direction from the October 2024 Council meeting, staff initiated discussions and research related to establishing a North Dufferin Fire Service Area.

There appears to be interest to explore a North Dufferin Fire Service Area by some of the participating municipalities within the Northern portion of Dufferin, depending on the governance structure being proposed.

For the purpose of further discussions, the following terms are defined:

North Dufferin Fire Service Area: could be the geographic area currently served by Shelburne Fire, Mulmur-Melancthon Fire and Rosemont Fire.

North Dufferin Fire Agreement: could be an agreement between the municipalities within the North Dufferin Fire Service Area which would address fee structure, report structure, governance and transfer/rental of capital assets.

North Dufferin Fire Department: could be a single department operated under the governance of the Town of Shelburne, with the Fire Chief reporting directly to the Shelburne CAO, and the Rosemont and Mulmur-Melancthon (substations) Chiefs reporting to the Shelburne Chief.

Fire Services Oversight Committee: could be a group composed of elected officials and staff from municipalities within the North Dufferin Fire Service Area that provides oversight and input but does not manage fire staff or approve a budget.

Assets of existing boards:

Consideration of a North Dufferin Fire Service Area must consider the existing and future asset needs, as well as the feasibility of transitioning transferring, renting or paying for future assets or services. If there is support to explore a North Dufferin Fire Service Area this matter Council may wish to secure the assistance of a third-party financial consultant.

Mulmur has a considerable share of existing services. Therefore, it is important for Mulmur to understand the financial implications of existing fire service agreements with respect to past contributions, ceasing participation and dissolving boards.

	Shelburne	Rosement	Mulmur-Melancthon
Notice Requirement	One fiscal year	One fiscal year	Two fiscal years
Cease Participation by one municipality	Monies for share of capital assets (excluding fire hall) based on historic value over 5 years based on a 5-year average contribution and such payout may be over 5 years. Ceasing participation in the board does not preclude buying services from the Board.	If a municipality ceases participation one fiscal year notice is required. Remaining parties have the option of purchasing Mulmur's share of assets as appraised, over a 5 – year payout.	If a municipality ceases participation two fiscal years notice is required. Debt and assets remain the property and responsibility of the Department.
Dissolving Board	Shelburne retains fire hall ownership, and the remaining assets will be appraised and distributed based on a 5-year average contribution.	Assets and reserves are split based on unanimous valuing of all assets, (including land, buildings, vehicles, equipment) based on the 5-year average of cost sharing, except for those assets purchased based on 1/3 contributions are to be separately disposed.	If the “department” is dissolved the assets are split 50/50 between Mulmur and Melancthon (including the fire hall).

It is also recognized that there would be staff assets to be assessed, and that there may be transitional roles and associated costs to transition.

Annual Costs

The following information is provided for high-level comparison. The information should be considered approximate.

	Shelburne	Rosemont	Mulmur-Melancthon
Operational (2024 budget)	\$65,534 (9.4%)	\$168,283 (52%)	\$185,710 (76%)
Capital (2024 budget)	\$28,890	\$73,034	\$85,000 (50%)
2024 Costs (Operating & Capital)	\$94,424	\$241,317	\$270,710
2023 Call Volume	25 (2 medical)	59 (36% medical)	66 (50% medical)
Operating and Capital Costs divided by call volume	\$3,777	\$4,090	\$4,102
Number of Households served	5,081 (all) 295 (Mulmur)	1,279 (all) 738 (Mulmur)	844 (all) 678 (Mulmur)
Operating & Capital Costs divided by Number of Households	\$320	\$346	\$430
Operating Costs divided by Number of Households	\$222	\$228	\$274

Service Level

Discussions are warranted related to service levels and consistency throughout a North Dufferin Fire Service Area. Concerns have been expressed related to consistency in wages, training, equipment and benefits. There have also been discussions related to opportunities to strengthen relations, reduce capital investment and the use of mutual aid and tiered response (fire department role/responsibility in medical emergencies).

Operational Matters

It is noted that the Township’s Conflict of Interest Policy provides direction related to pecuniary and private interests, and provides guidance for declaration a conflict of interest for employees of the fire board. It is noted that Fire Chiefs and firefighters roles, responsibilities and compensation may be directly impacted by the creation of a North Dufferin Service Department.

Once the governance discussions have progressed it will be important to gain a better understanding of possible operational issues and solutions. This would be an appropriate time to engage with the fire chiefs of the existing departments. It is important to have the input of the fire experts in reviewing service area boundaries, equipment, facilities and staffing needs.

Next Steps

Many municipalities are interested in further discussions related to a North Dufferin Service Area. Mulmur needs to clearly articulate what it is proposing and provide a framework for further discussions. For example, clarity is required around governance structure and municipal input model for participating municipalities.

If a joint meeting is to occur, it would benefit from some information gathering and surveying prior to a meeting. A facilitated meeting may also be helpful but should be budgeted for as a shared cost. Likewise, if there is interest in further exploring a joint venture, additional resources should be budgeted for financial analysis.

Strategic Plan Alignment:

It's in our Nature: Grow - We commit to developing a framework to shape our Township in a manner that protects our agriculture, natural resources and our rural character. We will embrace technology, support energy conservation, climate change mitigation and assess environmental impacts in our decision-making process to grow the Township in a sustainable manner.

Financial Impacts

Financial impacts of any changes to the delivery of fire services will be assessed at the appropriate stage.

Environmental Impacts:

There are no environment impacts assessed in the review of governance structure and sharing arrangements. There may be positive and negative impacts related to operational changes.

Recommendation:

It is recommended:

That the Council of the Township of Mulmur support in principle, the dissolution of the Fire Boards servicing the Township of Mulmur;

And that Council support the further exploration of a *North Dufferin Fire Service Area* that would include the approximate geographic area currently served by Shelburne & District, Mulmur-Melancthon and Rosemont & District Fire Boards; and

And that this report and motion be forwarded to the participating municipalities, with a request that the municipalities provide an indication of Council's interest in further exploring a North Dufferin Fire Service Area.

Submitted by: Tracey Atkinson, Chief Administrative Officer

Schedule A – 2020 County of Dufferin Service Delivery Review Excerpt

Schedule B – Town of Minto Shared Fire Service Management Team Agreement

8. Fire Services

The responsibilities of local municipal Councils for the delivery of fire protection services are included in The Fire Protection and Prevention Act (1997) (“FPPA”). At a high level, the services provided by fire departments include public safety and prevention, providing fire suppression and conducting inspections to enforce the Fire Code. Across the County, Fire Services are provided by eight different Fire Departments, including three fire departments from outside of Dufferin County. The objective of the review was to streamline governance and accountability structures in order to reduce risks and find efficiencies within fire services. In order to achieve that there are three recommendations proposed below:

- 9. Explore alternative structures/governance mechanisms for Fire Departments currently governed by Fire Boards
- 10. Establish a regional Fire Chiefs Association
- 11. Improve reporting and performance measurement

These recommendations are detailed further below, and align to the following Service Delivery Review Framework focus areas:

- Governance (Boards), Accountability, Roles and Responsibilities
- Capacity and Competencies

8.1 Recommendation 9: Explore alternative structures/governance mechanisms for Fire Departments currently governed by Fire Boards

Explore the dissolution of current Fire Boards of Management and transfer the Fire Departments to a Member Municipality to reduce risk and increase efficiencies.

CURRENT STATE CHALLENGES

- Governance structures that create operational risk management concerns for some Fire Boards of Management, resulting in uncertainty among Municipal staff leadership regarding adherence to policies and procedures, despite Fire Boards being covered under Municipal insurance policies.
- A lack of direct involvement by municipal staff in the discussions of Fire Boards.
- The Fire Boards have not implemented a Board Skills Matrix to identify required Board Member Skills sets to ensure the board has the best composition of skills and expertise possible to oversee a Fire Department.
- There is no formally documented training or orientation provided to new Board Members to orient them to the operations of the Fire Board/Fire Department.
- Limited training or orientation provided to Board Members regarding the municipal legislative requirements involved in providing fire services, and technical requirements of service delivery

- At least two of the Fire Boards operate under the insurance policy of one of the participating member municipalities, which is viewed as a risk by CAOs as they have no direct authority to ensure compliance with policies and procedures.
- There does not appear to be any formal approach to a coordinated approach to procurement or asset planning across the Fire Departments.
- Fire Chiefs overall felt that the scope of their portfolio was significant, in particular for part-time resources. They noted that additional help in ensuring that procurement guidelines, IT requirements, and Human Resources policies were followed and budgeting and financial management support would be welcome.
- While Joint Board of Management agreements identify board Secretary and Treasury support provided by the municipality to the Fire Board, they do not account for other support/skills that are required for effective operations of a municipal department such as IT and IT security, Procurement, HR, etc.
- Municipal staff expressed some concerns regarding the workload associated with the Secretary-Treasurer role on the Fire Board.

PROPOSED RECOMMENDATION

It is recommended that Councils explore the dissolution of all or a subset of Fire Boards of Management that would end Fire Board Agreements and transfer Fire Department assets/function to a Municipality to operate as a municipal department. Given the technical complexity, regulatory requirements, and potentially large liabilities associated with delivering the service, board arrangements are a challenging governance structure with which to operate fire services. The recommendations below pertain to the following fire departments:

- Grand Valley and District Fire Department
- Mulmur-Melancthon Fire Department
- Rosemont District Fire Department
- Shelburne and District Fire Department

Establishing fire services as a municipal department allows the critical role of providing emergency services to residents to be brought into the municipal structure. The dissolution of fire boards would result in the development of a fee-for-service fire agreement between the municipalities that house the Fire Department, and those that are contracting services from them. The revised agreement would be for a period of 5 years, with options included to extend for another 5 years. This provides an opportunity to reassess the costs associated with delivery of this service. Closest hall response would continue to be provided, and the agreement will include language to that effect. Mutual aid agreements may also continue without a need to be changed.

For future consideration it is recommended that Fire Departments review the distribution of fire assets and departments to see if there are opportunities for consolidation recognizing that Orangeville has a largely urban population, Shelburne has a growing urban population, and the remaining Member Municipalities are largely rural. Through this review, consolidation if it occurs may allow for service levels to change to fit rural needs where possible. In addition, a review of assets would provide an opportunity to better understand where any investments

in any additional fire halls would be most appropriate to best provide fire services to Dufferin residents.

When discussed with key stakeholders, which included municipal leadership, Fire Chiefs and board chairs, there were varying levels of support to pursue a change in governance. The comments have been summarized below:

- **Grand Valley and District Fire Department:** Stakeholders were not in favour of dissolution, and noted concerns that dissolving the fire board would result in a lack of input into fire services for those municipalities that were contracting services, and were not in favour of dissolution.
- **Mulmur-Melancthon Fire Department:** Stakeholders were not in favour of dissolution and believed that bringing fire services into the municipality would overload the municipality. They also indicated that the board was able to manage costs effectively due to their understanding of fire services, and that operations were running without any concerns.
- **Rosemont District Fire Department:** Stakeholders were not in favour of dissolution, indicating that this board had multiple education sessions throughout the year in order to ensure that board members had insights into operational concerns. They also indicated that the Secretary/Treasurer role provides a link to municipal HR, Finance and other resources informally.
- **Shelburne and District Fire Department:** Board Chair and Fire chief consultations indicated support to explore dissolving the fire board with a desire to create a revised contractual agreement that has currently been in place since 1991. It was noted that there was a considerable scope to manage fire operations, which includes HR, IT, Procurement, and other corporate services in addition to fire suppression, enforcing the Fire Code and fire prevention activities. Stakeholders felt that having the Fire Department within the municipal structure would allow for efficiencies.

A representative from Ontario's Office of the Fire Marshal and Emergency Management was also engaged as part of this review. Key themes from that discussion include:

- Decisions on how fire services are provided are ultimately the discretion of Municipal Councils. The OFMEM emphasizes the importance of their 'three lines of defense': Fire Prevention (building codes and inspections); Education; and Suppression. Municipalities must provide public education on fire safety and components of fire prevention. Other service levels, including suppression, are to be provided in accordance with the "needs and circumstances" of the municipality.
- Municipalities should have establishing by-laws that clearly outline what services are provided across a municipality, and how they are to be provided. This should align to the three lines of defense referenced above.
- Municipalities will be required by 2024 to complete Community Risk Assessments. The work contained in completing these should inform council on the risks within a community and plans to address these.
- The OFMEM is not in a position to comment specifically on Fire Boards.

Across the fire boards, the determination of fire service levels was discussed as a key area of input. It was noted that the fire board arrangement allows all municipalities to have input into and vote on the level of service they deemed appropriate for the particular area – for example whether emergency medical response, automobile extrication or water/ice rescue were to be included as fire services. It was discussed with stakeholders that if fire boards were to be dissolved, that contracted fire services would involve a determination of fire service levels at the outset of discussions. These would then be included in a contract (similar to a fire board agreement), however, the recommended term for contracted services would be 5 years. It was also discussed that differentiated service levels for contracting municipalities may be possible, as dispatch could funnel the requests based on the level of service provided to the appropriate covering fire hall.

It was also discussed that currently any decisions of the fire board require ratification by the board and every municipality involved. With fire services being provided by a municipal department, the effort placed into administration and budget processes would be streamlined while providing the same level of services.

Concerns regarding policies and procedures that mitigate risks for fire services would remain with the current governance structures, as Fire Department staff are not expected to have expertise in managing human resources, policy development, financial and budgetary reporting or data collection for performance management. In addition, many of the Fire Chiefs are fulfilling this role as part-time staff with a mandate that is fitting a full-time role.

IMPLEMENTATION CONSIDERATIONS

There are resourcing impacts associated with a change in governance structure and establishing a municipal department, as it would require that there is a higher degree of involvement from the municipal CAO. They would be supported however by the Fire Chief, who would advise on operational requirements of taking on fire services. For municipal CAOs taking on this department, as well as for those municipalities that choose to maintain the current governance structure, it is strongly recommended that there is a concentrated effort by staff and elected officials to ensure that those responsible for oversight of fire services (staff or board members) are prepared for their roles appropriately. The Office of the Fire Marshall (OFM) also provides courses for education fire boards on key issues, and recommend that all members of Council, CAOs and the fire board members educate themselves on the responsibilities under the FPPA. The “OFM Essentials Course” is available and can be requested from staff throughout the year.

In particular for boards, it is recommended that the Secretary/Treasurer with the support of Fire Chiefs, do the following:

- Conduct a review of the competencies of Board Members based on skills and backgrounds (i.e., finance, HR, legal, emergency services)
- Establish Board onboarding / orientation material for Board Members and develop a Board Skills Matrix to document skills and expertise needs of the Board composition.

- Conduct a formal review of Fire Department policies and procedures (starting with Procurement and HR policies) to ensure compliance with all regulations. Share updated policies with participating Municipalities. Implement processes to ensure fire chiefs have access to this professional skills/expertise for ongoing operations.
- Establish clear bylaws that fully articulate the fire services activities offered by each Municipality and the method for delivery. This should include specific reference to fire prevention, education, and suppression activities.
- When completing the Community Risk Profile required under FPPA by 2024, Member Municipalities still participating in Fire Boards should use this opportunity to again re-evaluate this matter, to ensure that the fire services received continue to meet the

It should be noted that residents would see no change in services if fire boards were to be dissolved, as changing the fire board does not result in changes to operations or service levels.

FINANCIAL IMPLICATIONS

Financial implications related to changes in governance structure are anticipated to include one-time legal costs where boards have been dissolved and for new contractual arrangements.

There are no significant ongoing/long-term financial implications of this recommendation as it relates to how fire services are governed. At the time of dissolution, there would be costs associated with determining asset valuation for the fire halls and other physical assets.

It should be noted that capital costs for the fire hall would become the responsibility of the municipal department, and not that of the municipalities who were to contract services and would be factored into the fee for service cost structure. The fee-for-service agreement should also recognize that administrative costs will lessen over the span of the contract as the effort by the Secretary/Treasurer and other administrative costs is reduced and this effort would be disseminated to the appropriate corporate services departments.

SUMMARY OF BENEFITS

- Improve transparency and oversight of Fire Department operations for municipal leadership, as it relates to human resources, budget and compliance with procurement.
- Improved reporting relationship that promotes a higher level of understanding of board responsibilities under the FPPA and enhances professional insights into operations.
- Leverage procurement savings, and benefit from an economies of scale in the day to day operation and management of fire services from being embedded within the municipal organization.
- A well-negotiated fee-for-service agreement would result in better financial control of the fire department, as well as for contracting municipalities.

- Become aligned to good governance and operational practices by ensuring access to ensuring access to skills and expertise required to administer modern Municipal departments.

8.2 Recommendation 10: Establish a regional Fire Chiefs Association

Establish a formal mechanism for Fire Departments to share asset management plans, discuss upcoming procurement needs, and identify opportunities for group purchases (for potential cost savings, and to ensure ongoing compatibility of equipment across Fire Departments). In order to find efficiencies and opportunities for joint procurement of significant assets, it is recommended that Fire Chiefs across Dufferin develop an Association for collaboration.

CURRENT STATE CHALLENGES

- There does not appear to be any formal approach to a coordinated approach to procurement or asset planning across the Fire Departments.
- Municipal staff stakeholders do not have full confidence that procurement guidelines are always followed; procurement summaries do not appear to be developed/shared with municipal staff.

PROPOSED RECOMMENDATION

Creating a formal mechanism that would allow the Fire Chiefs to collaborate with on another on important procurement, policy and investment related decisions allows Dufferin residents to receive efficient and standardized emergency services across the County. An association of the Fire Chiefs of each Fire department within Dufferin be established, to meet quarterly. This would include the Fire Chiefs for:

- Grand Valley and District Fire Department
- Mulmur-Melancthon Fire Department
- Orangeville Fire Division
- Rosemont District Fire Department
- Shelburne and District Fire Department

The Association would discuss opportunities for joint procurement, or standardization of services, as well as best practices related to:

- Training of voluntary fire fighters
- Procurement related decisions on fire trucks, radio equipment, and other significant assets
- Determine where investments are required with a holistic view of the Dufferin County

FINANCIAL IMPLICATIONS

There are no financial implications to this recommendation, however this does require minimal time from staff or volunteer fire chiefs. This may however reduce the need for *ad hoc* discussions and meetings among fire chiefs if regularly scheduled meetings can be used to facilitate discussion.

SUMMARY OF BENEFITS

- Savings realized due to joint procurement.
- Sharing of best practices regarding policies and procedures.
- Efficacy of training and potential for increasing productivity of firefighters (scheduling, etc.) through sharing of resources.

8.3 Recommendation 11: Improve reporting and performance measurement

It is recommended that reporting of fire services related performance be recorded for all fire departments and reported to the appropriate governing body.

CURRENT STATE CHALLENGES

- Fire Boards do not appear to be reporting aggregate performance levels to Fire Boards, CAOs, or the Public. Reporting requirements are not included in Fire Board agreements, only Rosemont Fire Department's annual report appears to be available online.
- Performance targets / service levels are not clearly documented or included in Fire Board agreements.
- At this time, it is unknown how the service level (e.g. response times) may vary across the County.

PROPOSED RECOMMENDATION

To improve operations through informed decision making and to increase transparency of the Fire Departments' operations, it is recommended that a formal process for annual reporting be established. This would depend on the governance structure of the Fire Department, whether it's a fire board or a municipal department, however fire department staff would be responsible for collecting the data, analyzing the information and presenting it in a consumable format.

In order to report performance, each fire department must establish and commit to service/performance targets for Fire Services so that variations in service delivery across the County can be identified, and improvement targets identified. The metrics must be linked to the overall goals of the department. For example, the goals could include:

- Providing a timely response for fire services through a trained, skilled and efficient team;

- Reducing injury, loss of life or property damage;
- Providing public education programs and other prevention services to ensure public safety; and,
- Confirm to government acts, regulations, and municipal by-laws and policies.

In order to develop the key metrics, it is recommended that fire departments do the following⁴:

- Develop an inventory of current key performance indicators (such as response times);
- Identify gaps in performance indicators and determine data sets required to evaluate those indicators;
- Determine which information is essential for management and oversight bodies to know to effectively manage the operation;
- Ensure that the performance indicators selected align to the goals of the fire department;
- Develop the performance indicators by compiling the appropriate data sets;
- Determine the frequency of collection for each performance indicator;
- Develop a worksheet to gather performance indicators and outcomes;
- Test the performance indicators for a period of 3-6 months;
- Update as necessary;
- Provide the report on a quarterly or annual basis to the oversight function for the fire department (fire board or municipal Council) and ensure that the documents are publicly available.

IMPLEMENTATION CONSIDERATIONS

Several Fire Chiefs noted that the IT system in use for fire operations was a niche software and support was provided through the particular service provider. Consultation with the IT service provider to understand the data gathering capacities of the software as well as any built in reporting functionality would be beneficial. Where real-time performance monitoring is available that should be captured, possibly with the support of an IT professional or software support help desk.

It is suggested that the Fire Chiefs Association be leveraged for this exercise, as the Fire Chiefs could more efficiently work towards developing metrics and reporting collectively. Note that Rosemont department currently publishes some performance reporting on service levels already and understanding the process used here would be beneficial across fire departments.

⁴ 2017. Measuring what Matters: Performance Measurement in Local Governments. University of Fraser Valley.



TOWN OF MINTO

MEETING DATE: February 20, 2024
REPORT TO: Mayor and Council
SERVICE AREA: Fire
SUBJECT: FIRE 2024-001 - Shared Fire Services Management Team Agreement and Budget Amendment

RECOMMENDATIONS:

THAT Council of the Town of Minto receive report FIRE 2024-001 regarding Shared Fire Services Management Agreement and Budget Amendment;

THAT Council of the Town of Minto approve the addition of three (3) full-time positions for Fire and Emergency Services;

THAT Council of the Town of Minto approve an amendment to the Fire and Emergency Services 2024 Operating Budget with expenditure increases of \$416,700 and revenue increases of (\$438,800) for a net impact of (\$22,100);

THAT Council of the Town of Minto approve an amendment to the Fire and Emergency Services 2024 Capital Budget in the amount of \$70,000 with funding provided from the Fire and Emergency Services Reserve (\$28,000) and a recovery from Wellington North and Mapleton (\$42,000); and

THAT Council of the Town of Minto authorize the Mayor and the Clerk to sign the Shared Fire Service Management Team agreement with Wellington North and Mapleton.

BACKGROUND:

For the past 4 years, the Minto Fire Department and the Wellington North Fire Services have been operating under a Shared Fire Chief agreement where both municipalities have been sharing the services of one Fire Chief. During this time, daily operations have evolved into sharing the entire management team consisting of the Fire Chief and two Deputy Chiefs between the Town of Minto and the Township of Wellington North.

During the recent renewal negotiation with Wellington North, both municipalities have agreed to change and formalize the agreement to a shared management team agreement where both municipalities share in the services of all 3 personnel. The new agreement would split the costs of all three positions and the related costs associated with their daily operations.

While in negotiations, the Township of Mapleton inquired about joining the partnership to provide management services to their municipality as well. The discussions took place, and it was determined to accomplish this, the full-time complement of Fire and Emergency

Services would need to be increased by two (2) full-time positions to ensure appropriate service delivery across the three (3) municipalities.

Mapleton Council and Wellington North Council are both in favour of the new agreement and have passed By-laws to that effect.

COMMENTS:

It is proposed that the new Fire Services Management Team consist of a Director of Fire Services, two (2) Deputy Directors of Fire Services, a Training Officer, an Administration / Public Educator, and a Fire Inspector / Plans Examiner.

As part of the new agreement, Minto would employ all six (6) personnel on the management team consisting of three (3) existing employees, one (1) employee from Wellington North, and two (2) new staff. Minto would 'contract' out the services of the team to both Wellington North and Mapleton based on the cost sharing reflected in the attached agreement.

A joint oversight committee would be struck consisting of the Chief Administrative Officers and Council representatives, one from each of the three (3) municipalities. The committee would review the budget and work plans of the Fire Service Management Team and assist in setting the direction of the team. The management team would still be responsible for reporting to all three Councils on a regular basis as well as preparing a budget for each Council to consider.

All three municipalities will pass By-laws appointing the Fire Service Management Team personnel as representatives of their municipality as well as their Fire Chief and Deputy Chiefs.

FINANCIAL CONSIDERATION:

The general agreement in principle between Mapleton, Wellington North and Minto is that Mapleton and Wellington North will compensate Minto for the costs incurred by Minto to properly provide the services under this Agreement, as represented by 30% for each municipality of the total cost to Minto of employing the entire Fire Service Management Team, including those costs incurred for the Team to carry out their roles.

A budget amendment to the 2024 Fire and Emergency Services Operating Budget is required in the amount of \$416,700 in expenditures and (\$438,800) in revenue to reflect the financial arrangements of the new partnership agreement as outlined below:

Expenditures

Salary and Benefits	383,700
Vehicle Repairs / Fuel	9,000
Memberships / Conferences / Training	7,200
Office Supplies / Technology / Clothing / Other	16,800
Total Expenditures	416,700

Revenue

Recovery From Wellington North & Mapleton	(438,800)
Total Revenue	(438,800)

Net	(22,100)
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A budget amendment to the 2024 Fire and Emergency Services Capital Budget of \$70,000 is also required for the purchase of one (1) additional vehicle to be shared by the entire Fire Services Management Team. Sixty percent (60%) of the cost of the new vehicle will be recovered from Wellington North and Mapleton.

STRATEGIC PLAN:**Goal 5: Responsible Government**

Deliver Services in an open, accountable, and transparent manner while providing an outstanding working environment for our employees and community.

PREPARED BY: Chris Harrow, Director of Fire Services

RECOMMENDED BY: Mark Potter, Interim Chief Administrative Officer