



**TOWNSHIP OF MELANCTHON
HYBRID COUNCIL MEETING
THURSDAY, FEBRUARY 20TH, 2025 - 4:00 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/81425678272?pwd=sGO8na1w6rCbgv29T9vGvng1HzkEGh.1>

Meeting ID: 814 2567 8272
Passcode: 758134

One tap mobile
+17806660144,,81425678272#,,,,*758134# Canada
+12042727920,,81425678272#,,,,*758134# Canada

Dial by your location

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

Meeting ID: 814 2567 8272
Passcode: 758134

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 – February 6th, 2025**
- 7. Business Arising from Minutes**
- 8. Point of Privilege or Personal Privilege**
- 9. Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
- 10. Public Works**
 1. Other
- 11. Planning**
 1. Niagara Escarpment Commission – Request for Comments for Development Permit – Lot 13, Concession 2 OS, Part 1 & 2 on 7R-7600 – 537086 Main Street
 2. 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 Public Library Board – December 17th, 2024
2. Shelburne & District Fire Board – January 7th, 2025
3. Heritage Advisory Committee – January 13th, 2025

Items for Information Purposes

1. Nottawasaga Valley Conservation Authority – Letter from the 2025 Chair Jonathan Scott
2. Town of Shelburne – Resolution regarding Threat of Tariffs Imposed by the United States
3. Eastern Ontario Wardens’ Caucus – Resolution regarding EOWC Support of Canadian and Ontario Governments’ Negotiations with the United States Government on Trade Tariffs
4. Township of Clearview – New Official Plan Appeals – Ontario Land Tribunal (OLT) Case Management Conference March 21st, 2025
5. Town of Shelburne – Draft Plan of Subdivision 20/2 and Zoning By-law Amendment 20/2 4th Submission
6. Township of Oro-Medonte – Resolution recommending that Lake Simcoe Region Conservation Authority (the LSRCA) and the Nottawasaga Valley Conservation Authority (the NVCA) Amalgamate
7. 2024 Council & Committee Remuneration Report
8. Nottawasaga Valley Conservation Authority – 2024 Board Member’s Per Diem and Expenses

16. General Business

1. Notice of Intent to Pass By-law
 1. By-law to Appoint a Municipal Service Board for the Township of Melancthon Parks and Recreation Board
2. New/Other Business/Additions

1. Kennel License Exemption – K-9 County Inn Service Dogs
 2. Township of Melancthon’s James Beachell Award (through the Heritage Advisory Committee) – Deputy Mayor McLean
 3. National Human Trafficking Awareness Day Proclamation – February 22nd, 2025
 4. Addition(s)/Other
3. Reports/Updates from Members of Council & Administrative Staff

17. Delegations

1. 4:30 p.m. – Alex Hector, Executive Director; Larry Mann, Chairperson & John Woodbury, Treasurer – South East Grey Community Health Centre – Update on CHC Programs and Activities
2. 4:45 p.m. – Carl Cosack, NDACT – To provide an update on the NDACT/Strada Community Engagement process

18. Closed Session

1. Items for Discussion:
 1. 239(2)(b) – Applications for the Parks and Recreation Board
 2. 239(2)(b) – By-law Complaint Matter - Request to cancel Administrative Penalty Invoice under By-law 27-2019
 3. 239(2)(b) – By-law Enforcement Updates Report – Q1 - 2025
 4. 239(2)(k) – Draft Agreement between Mulmur and Melancthon Township regarding the North Dufferin Community Centre
2. Approval of Draft Minutes – November 21st, 2024
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, March 6th, 2025 at 5:00 p.m. – Location – Horning’s Mills Community Hall – 14 Mill Street, Horning’s Mills

Denise Holmes

From: Rude, Emma (MNR) <Emma.Rude@ontario.ca>
Sent: Friday, January 31, 2025 9:01 AM
To: Santos, Paul (MTO); Denise Holmes; Denise Holmes; planner@dufferincounty.ca; planning@nvca.on.ca
Cc: Sperling, Janet (MNR)
Subject: NEC Request for Comments | APP-2024-00348 | Lot 13, Concession 2, Part 1 & 2 on 7R-7600, Melancthon
Attachments: NEC_Request_For_Comments_APP-2024-00348_2025-01-31.pdf

Please find attached Niagara Escarpment Commission Request for Comments for Development Permit Application **APP-2024-00348**.

We would appreciate receiving your comments via email to nec@ontario.ca by **February 28, 2025**.

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

Emma Rude

Administrative Support Coordinator | Niagara Escarpment Commission
Ministry of Natural Resources | Ontario Public Service
226-668-5672 | emma.rude@ontario.ca | www.escarpment.org



Taking pride in strengthening Ontario, its places and its people



Niagara Escarpment Commission
An agency of the Government of Ontario

Did you know: You can now submit Development Permit Applications to the Niagara Escarpment Commission online? Visit our [website](#) to learn more.

Accessibility: As part of the NEC's commitment to providing [accessible customer service](#), please let me know if you have any accommodation needs or require the contents of this email in an alternative format.

Availability: NEC staff provide services in person, via telephone, or via email. To better serve you, we ask that you make an appointment if you prefer to meet in person. You may request an appointment with staff at escarpment.org/appointments.

**Niagara Escarpment
Commission**
232 Guelph Street
Georgetown, ON L7G 4B1
Tel. No.: 905-877-5191

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

nec@ontario.ca
<https://escarpment.org>

**Commission de l'escarpement du
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January 31, 2025

Via Email

Township of Melancthon Planning and Development Department
Dufferin County Planning and Development
Nottawasaga Valley Conservation Authority
Ministry of Transportation
Saugeen Ojibway Nation

Request for Comments

File Number: APP-2024-00348

Landowner: Angelo Carnevale

Applicant or Agent: Valerie Schmidt

Legal Description: Lot 13, Concession 2, Part 1 & 2 on 7R-7600, Township of Melancthon, County of Dufferin

Civic Address: Main St, Melancthon, ON, L9V, CAN

Assessment Roll Number: 2219000001166000000

Proposed Development:

On an existing 10.2-hectare parcel of land that has been used for agricultural purposes, a Draft Plan of Subdivision is proposed for the creation of 26 single detached lots, a stormwater management facility; parkland, an emergency access block and two municipal road rights-of-way.

Note:

This application is for a Draft Plan of Subdivision that allows the creation of lots and blocks and not for site alteration and development of roads, infrastructure, or dwelling units. Should approval be granted for a Draft Plan of Subdivision, future applications are required to consider site alteration and development on the lands.

The subject land **is outside of the Niagara Escarpment Plan Area**; however, located within the Niagara Escarpment area for Development Control where a Development Permit is required from the Niagara Escarpment Commission. The proposed development will be assessed for meeting the Provincial Planning Statement 2024, input from Township of Melancthon and Dufferin County on their respective Official Plan policies, comparable Township of Melancthon zoning provisions, as well as agency comments.

The Draft Plan of Subdivision including study materials have been circulated by the Township of Melancthon. The NEC review of a development permit will progress alongside the Town's application process.

Review and Comment:

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

We would appreciate receiving your comments via email by **February 28, 2025**. If you require additional time to provide comments, please contact us soon as possible.

If you have any questions, please contact Janet Sperling at janet.sperling@ontario.ca.

Sincerely,

Planning Team,
Niagara Escarpment Commission

**Niagara Escarpment
Commission**
232 Guelph Street
Georgetown, ON L7G 4B1
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Niagara Escarpment Commission
An agency of the Government of Ontario

Niagara Escarpment Development Permit Application

[Niagara Escarpment Planning and Development Act](#), RSO, 1990, as amended

Submission Date: 2024-12-17T17:48:54.000Z

File Number: APP-2024-00348

<p>Niagara Escarpment Commission 232 Guelph Street, 3rd Floor Georgetown, Ontario, L7G 4B1 Phone: 905-877-5191 Fax: 905-873-7452 Email: nec@ontario.ca Website: https://escarpment.org</p> <p>Serving the areas of: Region of Halton Region of Peel Region of Niagara City of Hamilton Dufferin County (Mono)</p>	<p>Niagara Escarpment Commission 1450 7th Avenue Owen Sound, Ontario, N4K 2Z1 Phone: 519-371-1001 Fax: 519-371-1009 Email: nec@ontario.ca Website: https://escarpment.org</p> <p>Serving the areas of: Bruce County Grey County Simcoe County Dufferin County (Mulmur, Melancthon)</p>
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Part 1: Landowner Contact (required)

Name: Angelo Carnevale

Mailing Address: [REDACTED]

Phone Number: [REDACTED]

Email address:

Business name:

Part 2: Applicant or Agent (if applicable)

First Name: Valerie

Last Name: Schmidt

Mailing Address: 201 - 72 Victoria Street South, Kitchener, Ontario, N2G 4Y9

Phone Number: 519-569-8883

Email address: vschmidt@gspgroup.ca

Part 3: Property Location and Information

Does your property have a civic address? Yes

Civic / Street Address: Main St, Melancthon, ON, L9V, CAN

Legal Description: Lot 13, Concession 2, Part 1 & 2 on 7R-7600

Assessment roll number or PIN: 22190000011660000000

Lot Size: 10.2 hectares Hectares

Date the property was purchased or future date of purchase: 08/01/2013

Part 4: Property Servicing

Existing Road Frontage: Municipal

Existing Water Supply: Private

Existing Sewage Disposal: Private

Proposed Road Frontage: Municipal

Proposed Water Supply: Private

Proposed Sewage Disposal: Private

Part 5: Easements Covenants, Agreements

Describe the type and terms of any easements, rights-of-way, covenants, agreements or other restrictions registered on or affecting the title of the property and / or attach a copy.

N/A

Part 6: Existing and Proposed Development

Note: “Development” includes the construction of buildings and structures, alterations to the landscape (e.g., placing fill, drainage alterations, pond construction or alteration), any change of use or new use (e.g., residential to commercial, new home business, etc.). If additional space is required, please include separate attachments.

Current Use: The Site has historically been used for agricultural purposes, but also contains wooded lands and natural heritage features south-east of the Site. There are no buildings or structures on the Site. Vegetation on the Site consists of trees and hedgerows.

Proposed Changes: A Draft Plan of Subdivision is being proposed. We understand the zoning is regulated by the NEC. It is zoned Development (D) as per Schedule A in the Township Zoning By-law.

Part 7: Creating a new lot or severing an existing lot

If this application involves the creation / severance of a new lot, please provide the following information:

N/A

Part 8: Creating a new building/structure or demolishing an existing building/structure:

Please provide a description of all existing and proposed development. Note that:

- **Ground Floor Area:** is the total exterior measurements of any building, including attached garages and enclosed decks (as applicable).
- **Total Floor Area:** is based on the exterior measurements of the building and includes the total of ground floor area (including attached garages, etc.) plus walkout basements, plus full or half second stories, etc.

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

N/A

Part 9: Accessory facilities, structures, filling, grading, utilities, infrastructure, etc.

Including lighting, signs, wind turbines, hydro poles/lines, retaining walls, placement of fill, cutting and filling, grading, berms, parking areas, tree/site clearing, etc.

N/A

Part 10: Creating a new home business or changing the use of an existing home business

E.g., Establishing a Home Business, Home Occupation, Home Industry or Bed and Breakfast business. Converting or changing the use or establishing a new use on a property or within any dwelling building or structure on a property.)

N/A

Part 11: Creating a new pond or conducting work on an existing pond

The following information is the minimum information required for pond construction, alteration or maintenance. Generally, a hydrology / hydrogeology report and / or an Environmental Impact Assessment is also required.

N/A

Note that additional construction details include inflow, outflow, emergency outflow, spillway details, type of construction, height and width of banks, erosion / sediment control measures, placement of excavated materials, and finished grading.

Part 12: Creating a new agricultural development

This section applies for the following types of developments: General Agriculture; On-farm Diversified Uses; Agricultural Related Uses; Dwelling Units Accessory to Agricultural Uses; New Dwelling in Agricultural Areas (near barns – MDS I); Livestock Facilities (MDS II); Equestrian Facilities (arenas, riding rings, events); Farm Ponds; Winery and Winery Events; 'Agricultural Purposes Only' (APO) lot creation

N/A

Part 13: Creating a new Radio of Telecommunications Facility

Note: This information is being collected in accordance with the Niagara Escarpment Commission's Consultation Protocol for Radiocommunication and Broadcasting Antenna Systems in the Niagara Escarpment Plan Area. A site visit to the property may be conducted to review this proposal, with notice to the applicant, in order to provide advice to Industry Canada on new radio and telecommunications facilities.

N/A

Part 14: Other Development and Activities

Please provide a detailed description of the proposed development:

The owner is proposing to create 26 single detached lots (Lots 1-26) , a stormwater management facility (Block 1); future parkland (Block 2), emergency access (Block 3) and two municipal right-of-ways (Street 'A' and Street 'B') within a plan of subdivision.

Part 15: Other Information

Provide any additional information to clarify your proposal:

A pre-consultation meeting was held with the NEC. They identified a PJR, Archaeological Impact, A Visual Impact Assessment, an EIS, Hydrogeological Study, a Vegetation Management Plan, a Geotechnical Study were required. This has been submitted to the Township for circulation. Please advise if you require copies of these studies.

Part 16: Attestations

This attestation is for applicants to the Niagara Escarpment Commission who are applying for a Development Permit.

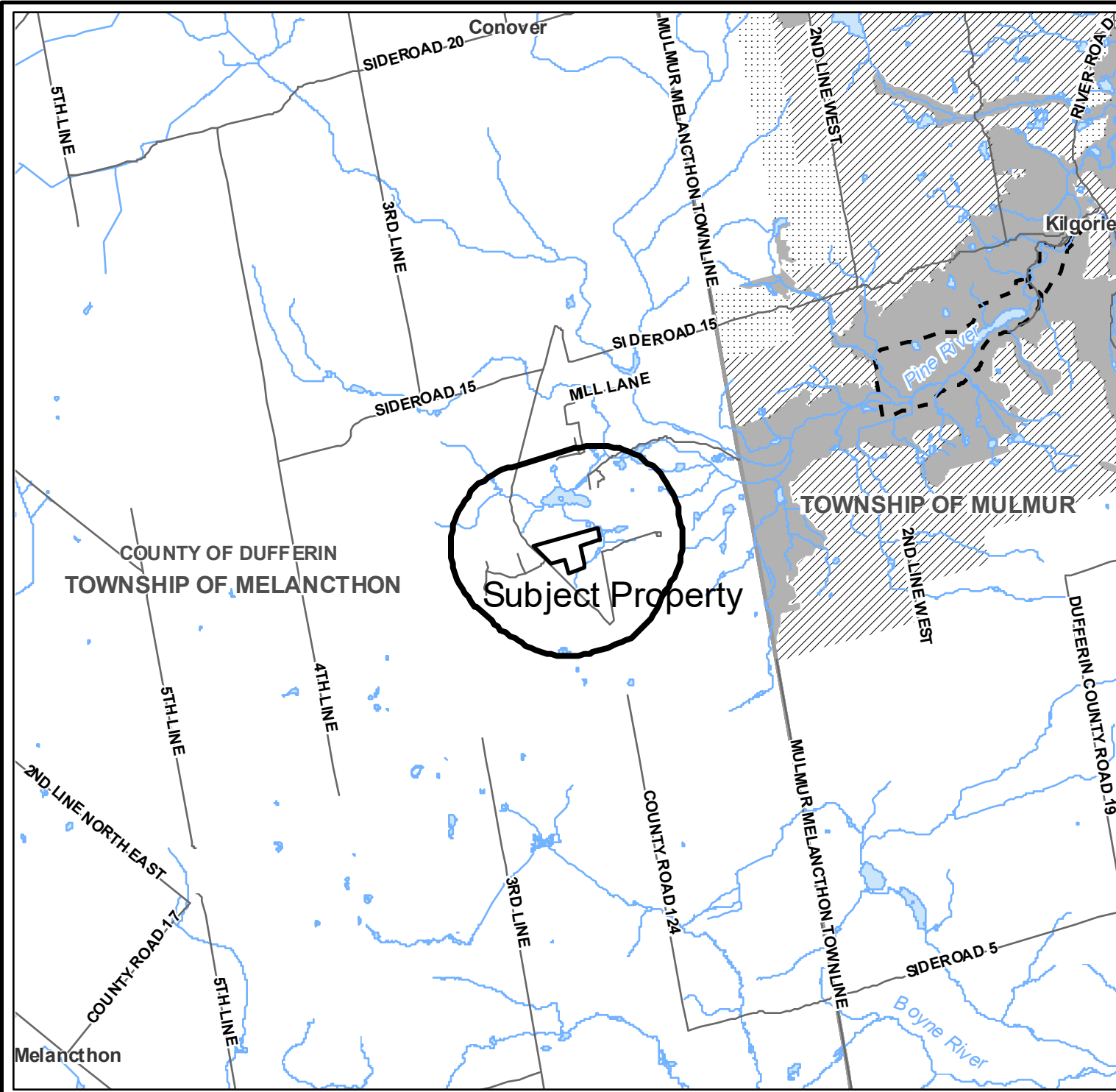
I confirm that I am an owner of the subject property or am an agent acting on behalf of an owner of the subject property. Yes

I confirm that all owners of the subject property are aware of and are fully in support of this application. Yes

I confirm that all information provided in this application is accurate and truthful to the best of my knowledge. Yes

Part 17: Attachments

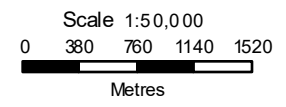
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DP-SUB.LT13.CAREVALE(32159-23) UTM 2010 R4
(FINAL)_20241217174856GMT.pdf 2024-12-17T12:49:11



Map 1A
Niagara Escarpment Plan
 537080 MAIN ST
 TOWNSHIP OF MELANCTHON

- Subject Property
- Plan Designations**
- Escarpment Natural Area
- Escarpment Protection Area
- Escarpment Rural Area
- Public Land (in Parks and Open Space System)
- Roads
- Waterbodies
- Watercourse
- Upper Tier Municipality
- Lower/Single Tier Municipality

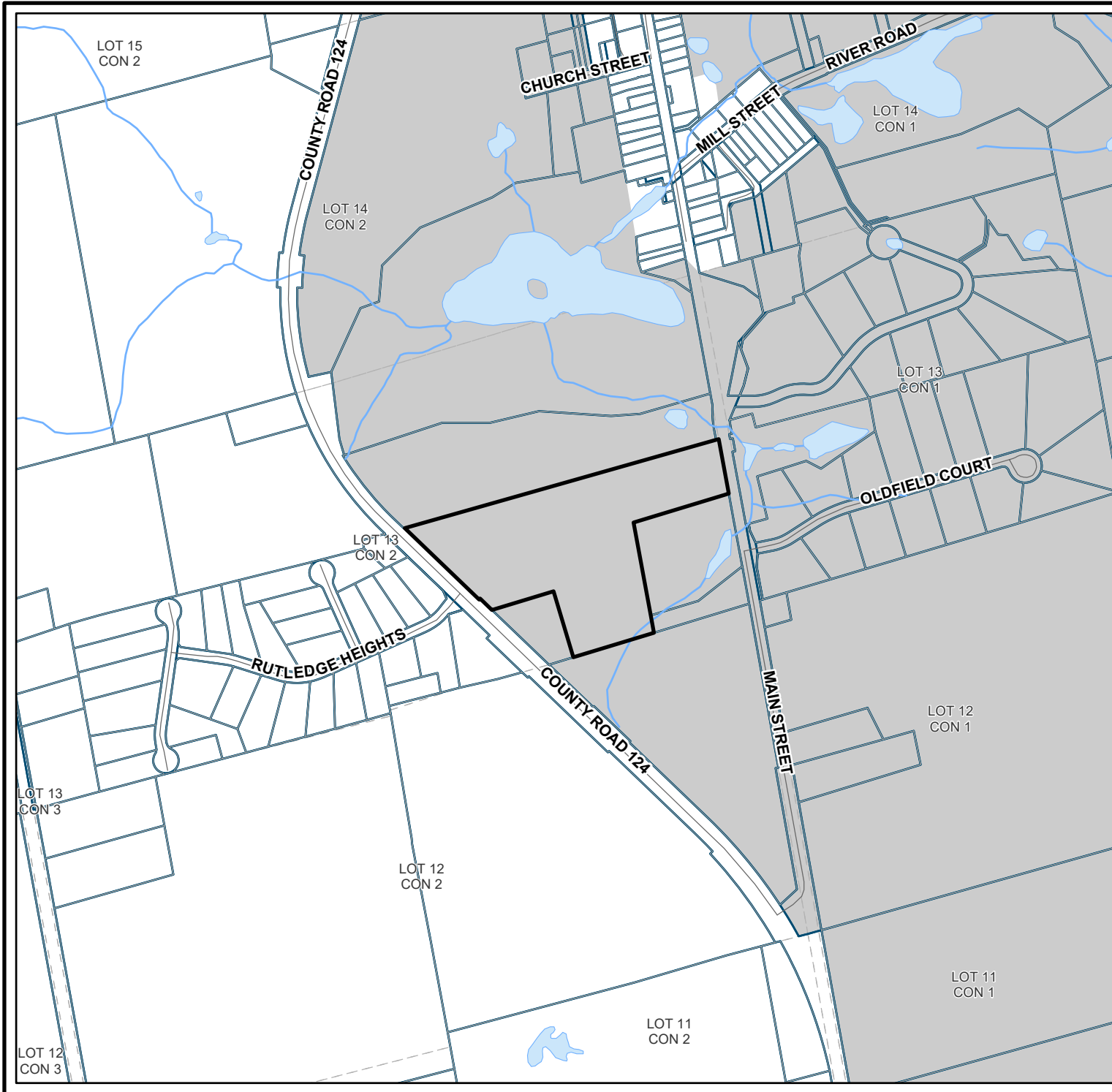
NOTE: The Niagara Escarpment Plan Designation boundaries shown on this map are approximate and subject to confirmation through Site Inspection and the application of the Interpretation of Boundaries section of the Niagara Escarpment Plan.



Printed on Jan 24, 2025

THIS IS NOT A PLAN OF SURVEY.

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

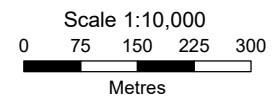


Niagara Escarpment Plan

537080 MAIN ST
TOWNSHIP OF MELANCTHON

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

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

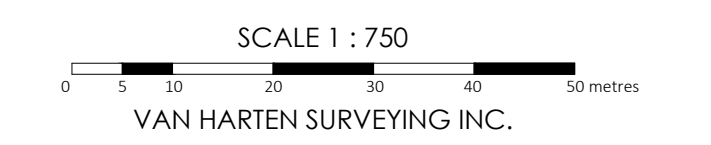


Printed on Jan 23, 2025

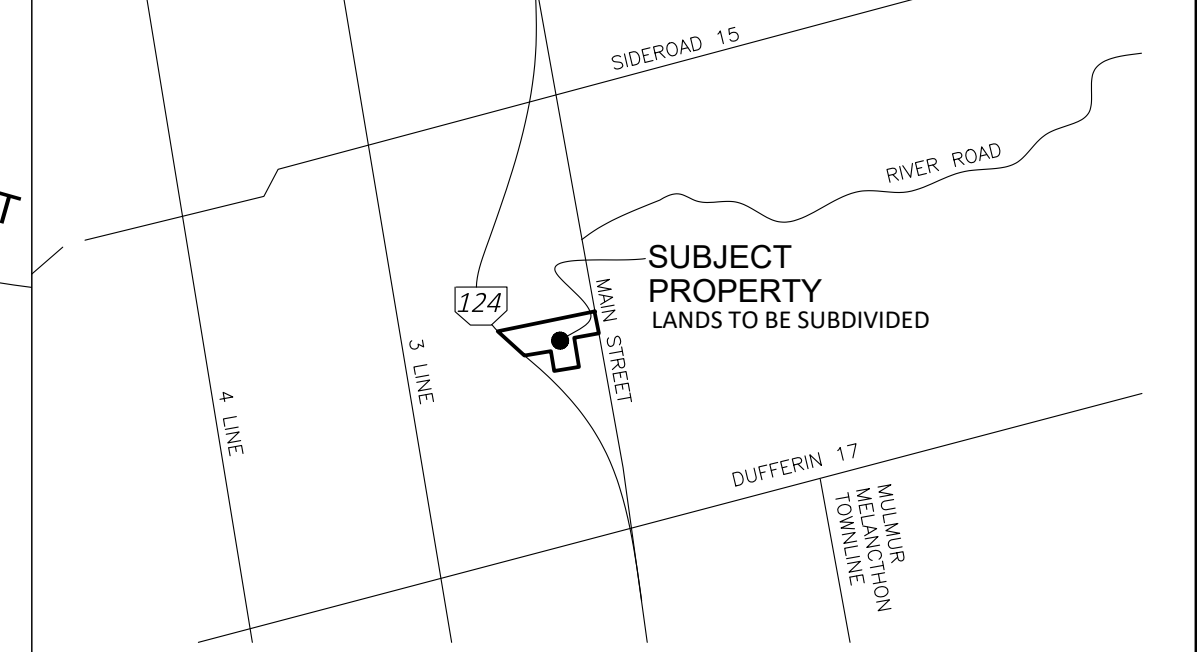
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Map compiled and produced by the Geographic Information Systems
(GIS) Department of the Niagara Escarpment Commission,
Ministry of Natural Resources

LEGAL DESCRIPTION

PART OF LOT 13
CONCESSION 2
OLD SURVEY
TOWNSHIP OF MELANCTHON
COUNTY OF DUFFERIN



KEY MAP
Not to Scale
MELANCTHON



SCHEDULE: RE: SECTION 51 - THE PLANNING ACT.

- (a) AS SHOWN
(b) AS SHOWN
(c) SINGLE DETACHED RESIDENTIAL WITH PARKLAND
(d) AS SHOWN
(e) AS SHOWN
(f) AS SHOWN
(g) AS SHOWN
(h) EMERGED WELL (PROPOSED)
(i) SAND AND LIDAM
(j) AS SHOWN
(k) NO MECHANICAL SERVICES AVAILABLE
(l) SUBJECT TO EASEMENT AS IN INSTRUMENT NO. MEL18578

LAND USE SCHEDULE

Table with columns: LAND USE, LOTS / BLOCKS, AREA (HA), Area (ac), UNITS. Rows include Single Detached Residential, Storm Water Management Pond, Future Park Lot, Emergency Access, O.3 Reserve, Street A, and Street B.

PROPERTY DESCRIPTION

ALL OF PIN 34139-0103
PART OF LOT 13
CONCESSION 2
OLD SURVEY
TOWNSHIP OF MELANCTHON
COUNTY OF DUFFERIN
SUBJECT TO EASEMENT AS IN INSTRUMENT NO. MEL18578

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AS SHOWN ON THIS PLAN AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.

DATE: LUKE G. WILCOX, D.L.S.

OWNER'S CERTIFICATE

I AUTHORIZE VAN HARTEN SURVEYING INC. TO PREPARE AND SUBMIT THIS DRAFT PLAN OF SUBDIVISION TO THE TOWN OF MELANCTHON.

OWNER: ANGELO CARNEVALE JR.
DATE: I HAVE THE AUTHORITY TO BIND THE CORPORATION

Revision table with columns: NO., REVISION, DATE. Includes entries for added floodplain offset limit, added tree protection notes, added additional lots, and 1st submission to client.



www.vanharten.com info@vanharten.com

24 23, 2024 4:14:30 PM

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*Minutes for Shelburne Public Library Board Meeting
Tuesday, December 17, 2024*

Present: Geoff Dunlop-Shelburne Lindsay Wegener-Shelburne
James Hodder-Shelburne Tricia Field-Shelburne
Patricia Clark-Mulmur (on Zoom) Susan Graham-Amaranth
Ruth Plowright-Melancthon (on Zoom) Sharon Martin-Mono

Also Present: Rose Dotten, CEO/Head Librarian

Regrets: Mikal Archer-Shelburne

The Chair, Geoff Dunlop, called the meeting to order at 6:00 pm, December 17, 2024.

Reading of Land Acknowledgement:

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

Motion 46-24 P. Clark, S. Martin

Be it resolved that we approve the Agenda, as amended, of the December 17, 2024, meeting.

Carried

Motion 47-24 P. Clark, J. Hodder

Be it resolved that we approve the minutes of the board meeting, as amended, dated November 18, 2024..

Carried

Motion 48-24 R. Plowright, S. Graham

Be it resolved that we approve the Accounts Payable Register for November, 2024, with invoices and payments in the amount of \$34,154.96;

Carried

CEO/ Head Librarian’s Report:

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

Attached is a summary of the Monthly Statistics for November, 2024.

o **Programming-**

• **Children’s Programming continues: –**

Children’s programming will continue with Lego Time on Wednesday afternoons, morning Story Time every Friday morning, and Books & Babies and STEM will continue throughout the year and started again in October.

- School Visits: these in-person visits by students from some of the public schools will be continuing, having started on October 1, 2024;
- Tween Programming continues—various programs such as STEM programming, “Among Us”, “Booking It” and Board games will continue on various Fridays into November. In December, “Booking It”, Gingerbread

Houses, Board Games and Colouring will be held on various Fridays, and movie nights will be held on Nov 19/24, and Dec 10/24, at 5 pm, with a steady supply of popcorn!

Adult Programming:

- **Archivist on the Road**—Laura Camilleri, Archivist, from MOD, continues to come in once a month during 2024. Laura was in the Library from 10 am to 5 pm, upstairs on November 26/24. More programs will be held in the new year.
- **Dufferin County Canadian Black Association (DCCBA)**—Alethia O’Hara-Stephenson partnered with us to promote contributions of the No. 2 Battalion during the Great Wars. There were banners up in the lobby, as well as upstairs in the library. An event honouring these contributions was held here on November 9/24, at 12 noon.
- **Coffee, Conversation & Books**—The next one will be held on Wednesday December 18/24 at 7 pm, in Orangeville. The author will be Cynthia Young, local author, historian and storyteller.
- **Rose’s Book Club**—the 4th Tuesday of each month—The November meeting was held Nov. 19/24, a week earlier than usual because the Vaccine Clinic was be here on Nov. 26/24. The December meeting will be cancelled as it was too close to Christmas.
- **“Get Crafty” sessions:** Crafters come to the library weekly to work on various crafts with other crafters every Tuesday from 2 – 4 pm. One of our volunteers, Anne Crowder, and Rose, coordinate this program, and the attendance has been high and continues to grow every week.
- **Tech Help**—The program “Seniors Helping Seniors”, involves volunteer seniors helping others. We have a number of seniors helping other seniors, by appointment, with numerous tech issues. Usually on Thursday evenings and Friday afternoon.
- **Silent Auction and Book Sale**—We have not yet calculated the amount raised at the Silent Auction but will know by the January, 2025, meeting.
- **Inter-Library Loan (ILLO)**--Due to the postal strike, we have had to stop doing the ILLO’s until such time as we are able to send and receive the mail. We can process them but we can’t send or receive. The staff gets called daily about this by patrons and are trying to get patrons to use the Libby or Hoopla apps to get the materials they need.
- **WDG’s Flu and Covid Clinic**—There was a flu and Covid clinic here at the library on November 26/24 from 1:30 to 4 pm in the KTH Room. People are required to book in advance to get a vaccine.

Business

- **Discussion of Pay Equity Report from Ward and Uptigrove**

Motion 49-24 S. Graham, T. Field

The Board moved into a closed meeting at 7:00 pm, pursuant to Section 16.1(4) OR 16.1 (5) of The Public Libraries Act, R.S.O. 1990, as amended, for the following reason: Personnel

Carried

Motion 50-24 T. Field, S. Graham

That we rise from in-camera at 7:07 pm with no report, and to proceed as directed.

Carried

Motion 51-24 P. Clark, R. Plowright

In view of background information and recommendations arising from the Ward & Uptigrove 2024 Compensation Review: Be it resolved that: Shelburne Public Library implement the Town of Shelburne approved annual cost of living adjustment retroactively for 2024 at a cost of approximately \$6,046.00.

Carried

Motion 52-24 L. Wegener, S. Martin

Resolved, that the SPL Board approve the financial report as relates to personnel as presented by CEO, Rose Dotten.

Carried

- **Report on Silent Auction**

Again, another highly successful Silent Auction was held on Saturday, November 23, 2024. There were some unique and really interesting items that were for sale and our patrons and friends came through again with their support. After we have fully calculated what we made, it will be reported at the January, 2025 meeting.

- **Year end motions required by the Treasurer**

Motion 53-24 J. Hodder, T. Field

1. To authorize transfer of \$55,196.95 from Special Projects reserve to fund the purchase, installation, and initial book order of the community book pickup Kiosk.
2. To authorize transfer from collections reserve sufficient to match budgeted expenditure on collections of up to \$55,000.00.
3. To authorize any year end surplus/deficit be allocated to the Operating Reserve fund.

Carried.

- **Correspondence**

Motion 54-24 J. Hodder, S. Martin

Be it resolved that the Board of the Shelburne Public Library recognize the work of the volunteers by recording their names in the minutes of December 17, 2024, as an expression of our appreciation.

Carried

The volunteers are as follows, with a total of 412 volunteer hours during 2024.

**Brenda Carling
Anne Crowder
Cathy Earle
Kathi Fisher
Sharon Grant
Torrin Jamieson
Janice Newton
Anna Nunes
Kally W-Nicholson**

**Althea Alli
Beverley Farmer
Mandy Fox
Jacob Honing
Annalea Kidd
Deondre Reynolds**

Motion 55 -24 S. Martin, P. Clark

That we now adjourn at 7:21 p.m., to meet again January 21, 2025, at 7 pm., or at call of the Chair.

Carried

The meeting was followed by the Annual Board Christmas dinner.

Monthly Statistics 2024

November 2024

	Physical Collection		Monthly Traffic		Facebook		Instagram		YouTube		Overdrive		Hoopla		PressReader		Ancestry		LibraryAware			
	Total Circulation	Monthly Traffic	Post Engagements	Page Likes	Post Engagements	Followers	Views	Subscribers	Checkouts	Total Circ	Issues Opened	Searches	Library News	Teen News	Children's News	Rose's Book Club	Get Crafty					
January	3846	na	385	1154	162	932	80	298	1815	307	347	0	8493	0	284	33	na					
February	3955	na	655	1155	1149	946	55	297	1630	288	52	0	10622	0	283	33	na					
March	4227	na	546	1157	1237	962	211	297	1859	336	91	162	12925	0	566	33	na					
April	4431	3088	509	1158	5577	979	38	296	1490	313	96	0	10698	0	852	33	na					
May	4274	3829	747	1161	171	984	48	296	1719	296	67	0	12718	0	287	0	94					
June	4051	3330	624	1165	112	990	111	296	1616	311	167	16	8597	0	288	0	137					
July	5234	4602	585	1167	194	997	65	295	1686	309	137	0	10680	0	366	0	117					
August	4926	3779	779	1169	111	1009	46	296	1635	391	211	0	15008	0	1086	0	120					
September	4791	2914	442	1168	234	1113	77	296	1556	358	181	0	10601	0	361	0	120					
October	4407	3666	97	1171	97	1017	94	296	1748	324	186	0	12637	0	0	0	133					
November	4346	3890	757	1172	1774	1020	86	296	1713	360	205	0	12949	0	360	0	134					
December																						

November 2023	3855	NA	293	1132	173	921	92	300	1584	270	249	22	8336	0	578	32	NA
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SHELburne & DISTRICT FIRE BOARD

January 7, 2025

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 Secretary-Treasurer, Nicole Hill, 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. **Appointments of:**

2.1 **Resolution # 1**

Moved by W. Mills – Seconded by F. Nix

BE IT RESOLVED THAT:

As required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2025:

Chairperson: Shane Hall

Carried

2.2 **Resolution # 2**

Moved by F. Nix – Seconded by E. Hawkins

BE IT RESOLVED THAT:

Although not required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2025:

Vice-Chairperson: Gail Little

Carried

2.3 **Resolution # 3**

Moved by G. Little – Seconded by A. Stirk

BE IT RESOLVED THAT:

As required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2025:

Secretary-Treasurer: Nicole Hill

Carried

2.4 **Resolution # 4**

Moved by E. Hawkins – Seconded by B. Neilson

BE IT RESOLVED THAT:

As required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2025:

Auditors: RLB, LLP

Carried

2.5 **Resolution # 5**

Moved by F. Nix – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Shelburne & District Fire Board Joint Board of Management appoints the following members to the HR Sub-committee:

1. G. Little
2. M. Davie
3. J. Horner
4. S. Hall

Carried

3. **Additions or Deletions**

None.

4. **Approval of Agenda**

4.1 **Resolution # 6**

Moved by B. Neilson – Seconded by J. Horner

BE IT RESOLVED THAT:

The Board of Management approves the agenda as presented.

Carried

5. **Approval of Minutes**

5.1 **Resolution # 7**

Moved by A. Stirk – Seconded by G. Little

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the dates of December 3, 2024 as amended.

Carried

6. **Pecuniary Interest**

6.1 No pecuniary interest declared.

7. **Public Question Period**

7.1 No questions.

8. **Delegations / Deputations**

8.1 No delegations present.

The Board welcomed James McLean to the Board.

9. **Unfinished Business**

9.1 **Fire Service Review Update**

The Board discussed the various options available. The Chief advised that he has had a discussion with the Minto Chief and will be having a conversation with the Niagara West Chief. The Chief will provide the Board a report at the next Board meeting detailing the Minto/Lincoln models.

10. **New Business**

10.1 **JHSC Policy Statements**

Resolution # 8

Moved by W. Mills – Seconded by J. Horner

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's Health & Safety Policy Statement and Workplace Violence and Harassment Policy report;

AND THAT the Shelburne and District Fire Board of Management directs the Chair of the Board and the Fire Chief to sign the Health & Safety Policy Statement and the Workplace Violence and Harassment Prevention Policy.

Carried

10.2 **SDFD Organizational Chart**

Resolution # 9

Moved by F. Nix – Seconded by A. Stirk

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's Shelburne & District Fire Department Organization Chart report;

AND THAT the Shelburne and District Fire Board of Management approves the Organizational Chart for the Shelburne & District Fire Department.

Carried

10.3 **SDFD Attendance Policy**

RESOLUTION # 10

Moved by J. Horner – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's Shelburne & District Fire Department Attendance Expectations Report;

AND THAT the Shelburne and District Fire Board of Management approves the updated Shelburne & District Fire Department attendance policies as they relate to training and emergency response.

Carried

10.4 **SDFD All Wheel Drive Vehicle Report**

Resolution # 11

Moved by B. Neilson – Seconded by F. Nix

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's Vehicle Replacement report;

AND THAT Orangeville Chrysler be awarded the contract to supply one All Wheel Drive SUV to meet RFP # 2024-01-SDFD;

AND THAT the Shelburne & District Fire Board of Management approve the Shelburne & District Fire Department to keep the 2017 Ford Explorer as a third support vehicle to be used as a Fire Prevention / Training vehicle.

Carried

10.5 **SDFD Fire Station Expansion Report**

Resolution # 12

Moved by J. Horner – Seconded by A. Stirk

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Chief's Shelburne & District Fire Department Station Expansion/Replacement Study report;

AND THAT the Shelburne & District Fire Board of Management directs the Fire Chief to engage in conversation with the CAO from the Town of Shelburne to facilitate discussion with the Shelburne Agricultural Society to investigate the possibility of acquiring land for a potential fire station expansion;

AND THAT the Shelburne & District Fire Board of Management directs the Fire Chief to develop an RFP for a new Design and Project Management Services – Shelburne Fire Hall Expansion / Replacement Project.

Carried

11. **Chief's Report**

11.1 **Monthly Reports (December 2024)**

There was a total of 30 incidents for the month of December.

11.2 Update from the Fire Chief

The Chief advised that we were successful in receiving a provincial grant in the amount of approximately \$8200.00. We also received a grant from the Royal Canadian Legion for the purchase of two new defibrillators.

We've will have the Mobile Life Fire Training Unit for 4 days in July and our neighbours will be invited as well.

The Secretary-Treasurer will distribute the Chief's wage comparison to the Board for information.

The Chief provided a brief Radio Project update to the Board and advised that he attended the DMOA meeting and was asked to get a quote on getting a third digital radio channel. The Chief will prepare a report and share it with the Board.

We ended the year (2024) with 358 calls for service.

The contract with the Town of Tillsonburg for our dispatch services expires in July 2025.

Resolution # 13

Moved by J. McLean – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Fire Chief be authorized to extend the dispatch services contract with the Town of Tillsonburg to December 31, 2025 to allow for an RFP process.

Carried

12. **Future Business:**

12.1 None.

13. **Accounts & Payroll – December 2024**

13.1 **Resolution # 14**

Moved by F. Nix – Seconded by B. Neilson

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$107,346.87 for the period of November 29, 2024 to December 31, 2024 as presented and attached be approved for payment.

Carried

14. **Confirming and Adjournment**

14.1 **Resolution # 15**

Moved by W. Mills – Seconded by E. Hawkins

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

14.2 **Resolution # 13**

Moved by F. Nix – Seconded by B. Neilson

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 9:12 pm to meet again on February 4, 2025 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 January 7, 2025

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		
James McLean	X	
Bill Neilson	X	
Town of Shelburne		
Wade Mills	X	
Shane Hall	X	
Township of Mulmur		
Earl Hawkins	X	
Janet Horner	X	
Staff		
Ralph Snyder – Fire Chief	X	
Jeff Clayton – Deputy Chief	X	
Nicole Hill – Sec/Treas.	X	

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Heritage Advisory Committee held an electronic meeting on January 13, 2025, at 6:30 p.m. The following members were present: Chair Kristine Pedicone, Vice-Chair Todd McIntosh, Members James McLean, David Thwaites and Dennis Scace, also present was Becky Cunnington, Heritage Advisory Committee Secretary. Chair Pedicone called the meeting to order at 6:35 p.m. Chair Pedicone advised that the meeting was being recorded and would be posted to the Township website.

Appointment of Chair and Vice-Chair (Conducted by Secretary)

Moved by McLean, Seconded by McIntosh that Kristine Pedicone be appointed as the Chair of the Heritage Advisory Committee of the Township of Melancthon. Carried.

Moved by Pedicone, Seconded by Scace that Todd McIntosh be appointed as the Vice-Chair of the Heritage Advisory Committee of the Township of Melancthon. Carried.

Land Acknowledgement

Chair Pedicone shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Amended Agenda

Additions

None

Deletions

None

Approval of Amended Agenda

Moved by McLean, Seconded by McIntosh that the agenda be approved as presented. Carried.

Approval of Draft Minutes

Moved by Thwaites, Seconded by Scace that the minutes of the Heritage Advisory Committee Meeting held on December 3, 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

1) Heritage Advisory Committee Secretary

Member McLean advised that at the last Council Meeting it was decided that Township Staff would be reassigned to the New Recreation Committee as Secretary and a member from the Heritage Committee would be responsible for taking the minutes at meetings. Township Staff advised that they would still continue to support the Committee with projects and circulations but they would no longer attend meetings. Chair Pedicone asked if Township staff could stay on as Secretary until the new Committee gets up and going and Member McLean said he would ask the CAO if that would be possible.

2) 2025 Meeting Dates

Deferred until the Secretary transition happens

3) Other/Addition

None

2. Unfinished Business

1) One Room Schoolhouse Project

All submissions are to be in before the end of February 2025. Township Staff will circulate to all members for review prior to the March 2025 meeting. A discussion was had about the intended circulation of the Project once it has been completed beyond posting on the Township website. The Consensus was that the report be consolidated and printed to be shared at the Museum, Local Schools and available to the public for purchase for a nominal fee.

2) Photos from Centennial Hylands

Chair Pedicone and Member McLean will meet at the Township office on Wednesday January 15th, 2025, to determine how the photos will be displayed and if any need to be reframed.

3) Heritage Week 2025 (February 17th-23rd)

Photos of Horning's Mills, Redickville, Riverview and Jessopville to be provided to Township Staff no later than February 12, 2025

4) Remembrance Day Project/Student Bursary

Member McLean reported on communication with the Guidance Teacher at CDDHS. Member McLean will draft an email with the details of this year's Bursary criteria which will be open to all grades, with the possibility of 2 divisions and will require a one page written submission on a Melancthon War

Vet. The draft email will be circulated to the Committee to approve prior to being sent to the school.

5) Budget For 2025

A discussion was had regarding the proposed budget for this year. The Committee will try to obtain a quote on the Schoolhouse Project for production/publishing costing. They proposed a budget of \$2000 plus the bursary.

6) Vacancies on the Committee

A general discussion was had. Member McLean will review and advise if there is a minimum member requirement. Further discussion to be had at the next meeting.

3. Brainstorming Roundtable

None

Recommendations to Council

None

Public Question Period

None.

Confirmation Motion

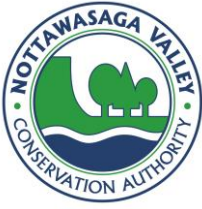
Moved by Thwaites, Seconded by McIntosh that all actions of the Members and Officers of the Heritage Advisory Committee with respect to every matter addressed and/or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken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

Adjournment

7:30 p.m. - Moved by McIntosh, Seconded by Scace be it resolved that we adjourn this Heritage Advisory Committee meeting to meet again on Monday, February 10, 2025 at 6:30 p.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY



Nottawasaga Valley Conservation Authority

February 11, 2025

Dear Mayor and Council of Township of Melancthon

The year 2025 represents a transformational period for the Nottawasaga Valley Conservation Authority (NVCA) as a new CAO will soon lead the organization. As the newly elected Chair, I wanted to take a moment to introduce myself and express NVCA's commitment to working collaboratively with you and your municipality.

Our Board is committed to leading the organization to foster a culture of continuous improvement, particularly when it comes to customer service and our planning and permitting processes. As a Councillor, I know how important it is for residents, farmers, businesses and developers to receive timely responses to their enquiries, with clear and consistent application standards. Our goal is to ensure our processes are efficient, fair and aligned with your municipality's needs. As one of the fastest-growing watersheds in Ontario, NVCA understands that our municipalities are under enormous pressure to develop their communities in a responsible manner.

So, it is imperative that NVCA is available and accountable to our municipal partners. Accordingly, NVCA's Interim CAO and I are happy to meet to hear your ideas and priorities for how NVCA can better support your community. This includes identifying opportunities for collaboration on key initiatives, addressing shared challenges, and advancing new projects that benefit both the natural environment and our local economies.

NVCA's mission is to protect and preserve the rivers, streams, forests and wetlands deeply connected to the economic and social well-being of the communities we serve. Whether by safeguarding agricultural land, mitigating flooding or maintaining the natural beauty that attracts residents and visitors, our work has an impact across the entire watershed.

Please email Sheryl Flannagan, NVCA's Interim CAO at sflannagan@nvca.on.ca if you would like to meet. We look forward to connecting with you soon.

Thank you for your leadership and dedication to your community. I am optimistic about the work we can accomplish together to strengthen the watershed for future generations.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Scott".

Jonathan Scott
Chair, Nottawasaga Valley Conservation Authority
Councillor, Bradford-West Gwillimbury

Nottawasaga Valley Conservation Authority
8195 8th Line, Utopia, ON L0M 1T0
T: 705-424-1479 • F: 705-424-2115
admin@nvca.on.ca • nvca.on.ca

A member of Conservation Ontario

INFO 1

FEB 20 2025



TOWN OF SHELburne

COUNCIL RESOLUTION

No. 2025-22

Date: February 10, 2025

Moved by: Mayor Mills

Seconded by: Councillor Guchardi

WHEREAS the threat of tariffs imposed by the United States on Canadian goods remains open and unsettled;

AND WHEREAS federal and provincial leaders have encouraged Canadians to support Canadian businesses;

AND WHEREAS municipalities have significant purchasing power but have traditionally been prevented from giving preference to Canadian suppliers;

NOW THEREFORE, BE IT RESOLVED THAT Council calls upon the federal and provincial governments to remove any barriers allowing municipalities from preferring Canadian companies for capital projects and other supplies;

AND THAT Council also calls upon the federal and provincial governments to take immediate action to remove trade barriers between provinces;

AND THAT Council encourages the County of Dufferin, through the Community Development and Tourism Department, to develop a framework to support local businesses including a “Buy Local” campaign that identifies and promotes local products and services;

AND THAT Council requests staff to review existing procurement policies and applicable laws to determine if there are existing mechanisms to allow the Town of Shelburne to offer a preference to Canadian companies for capital projects and other supplies;

AND BE IT FURTHER RESOLVED, that copies of this resolution be sent to:

- The Right Hon. Justin Trudeau, Prime Minister of Canada
- The Hon. Doug Ford, Premier of Ontario
- The Hon. Melanie Joly, Minister of Foreign Affairs

- The Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade
- The Hon. Paul Calandra, Minister of Municipal Affairs and Housing
- Our local MP and MPP
- The County of Dufferin
- The Dufferin Board of Trade
- All Ontario municipalities for their support.

CARRIED, W. Mills

Requested Vote to be recorded Yes No

	Yea	Nay
Mayor Mills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deputy Mayor Hall	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Benotto	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Fegan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Guchardi	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Sample	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councillor Wegener	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Resolution: EOWC Support of Canadian and Ontario Governments' Negotiations with the United States Government on Trade Tariffs

Moved by: Corinna Smith-Gatcke, Warden of the United Counties of Leeds & Grenville
Seconded by: Steve Ferguson, Vice-Chair, EOWC / Mayor of Prince Edward County

Whereas the Canadian government is currently in negotiations with the United States (U.S.) government on their proposed 25% tariffs on Canadian goods exported to the U.S.; and

Whereas Canada's Prime Minister and Ontario's Premier have outlined several plans to combat the impact that the proposed tariffs would have on Ontario which focus on strengthening trade between Ontario and the U.S. while bringing jobs back home for workers on both sides of the border; and

Whereas the Canadian government has also outlined several ways to address the current relationship with the U.S. including establishing the Council on Canada-U.S. relations to support the federal government as it negotiates with the U.S. on tariffs; and

Whereas trade between Ontario and the U.S. is very important to our residents and local economies, and requires all levels of government to work together in the best interest of those residents; and

Whereas according to data from the Association of Municipalities of Ontario, across Ontario municipalities are expected to spend between \$250 and \$290 billion on infrastructure in the next 10 years; and

Whereas Ontario municipalities have traditionally treated trade partners equally and fairly in all procurements in accordance with our established international trade treaties; and

Whereas municipalities play a crucial role as part of the Team Canada approach to combat tariffs and support businesses in our procurement for capital and infrastructure programs; and

Whereas there are trade barriers between Canadian provinces and territories.

Therefore, be it resolved that the Eastern Ontario Wardens' Caucus supports the Canadian and Ontario governments on the measures they have put in-place in response to the proposed U.S. tariffs on Canadian goods and ask that they take any and all measures to protect the interests of Ontario in any upcoming trade negotiations, and ensure municipalities are part of the coordinated Team Canada approach;

And that the Canadian and Ontario governments remove any impediments to municipalities preferring Canadian companies and services for capital projects and other supplies;

And that the Canadian and Ontario governments take action to remove trade barriers between provinces as a response to U.S. tariffs and support Canadian businesses;

And that the Canadian and Ontario governments remove all legislative barriers that impact the ability to buy local, and indemnify municipalities should there be challenges to buying Canadian;

And that the Canadian and Ontario governments continue to invest in infrastructure to provide stability, jobs, and support our communities' social and economic prosperity over the long-term.

Be it further resolved, that copies of this motion be sent to:

- The Right Hon. Justin Trudeau, Prime Minister of Canada
- The Hon. Melanie Joly, Minister of Foreign Affairs
- The Hon. Nate Erskine-Smith, Minister of Housing, Infrastructure and Communities
- Doug Ford, Leader of the Progressive Conservative Party
- Marit Stiles, Leader of the Ontario New Democratic Party
- Bonnie Crombie, Leader of the Ontario Liberal Party
- Mike Schreiner, Leader of the Ontario Green Party
- Ontario's Minister of Economic Development, Job Creation and Trade
- Ontario's Minister of Municipal Affairs and Housing
- Rebecca Bligh, President, FCM and Councillor, City of Vancouver
- Robin Jones, President, AMO and Mayor of Westport
- Christa Lowry, Chair, Rural Ontario Municipal Association
- Jeff Leal, Chair, Eastern Ontario Leadership Council
- John Beddows, Chair, Eastern Ontario Mayors' Caucus
- All regional Members of Canadian Parliament
- All candidates running as Ontario Members of Parliament
- All of Ontario's municipalities for their support

Carried

A handwritten signature in cursive script that reads "Bonnie Clark".

Chair Bonnie Clark, EOWC

February 10, 2025

Denise Holmes

From: Trottola, Samantha <Samantha.Trottola@simcoe.ca>
Sent: Monday, February 10, 2025 12:17 PM
To: Trottola, Samantha
Subject: Clearview OP Notice
Attachments: OLT-25-000019-MAR-21-2025-Notice of Case Management Conference.pdf

A SPECIAL NOTE WITH RESPECT TO THE ENCLOSED NOTICE OF CASE MANAGEMENT CONFERENCE

You are in receipt of this Notice of Case Management Conference as at one point you had advised to be on a mailing list with respect to the Township of Clearview's Official Plan. Please note you do not need to respond to this Notice, and it is for information only if you do not want to participate in this hearing.

A Case Management Conference will be held by the Ontario Land Tribunal with respect to appeals of The Township of Clearview's New Official Plan approved by the County of Simcoe on November 26th, 2024 and certain appeals that have been filed with respect to same. The Case Management Conference is to be held, virtually, on **March 21st, 2025 at 10:00 a.m.**

If you do wish to participate as a party or participant in this matter, details can be found in the attached Notice.

Samantha Trottola, F.Inst.L.C.O.
Senior Law Clerk

County of Simcoe, Legal Services Department
1110 Highway 26, Midhurst, Ontario L9X 1N6
Phone: (705) 726-9300
samantha.trottola@simcoe.ca

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Ontario Land Tribunal

655 Bay Street, Suite 1500
Toronto ON M5G 1E5
Telephone: (416) 212-6349
Toll Free: 1-866-448-2248
Website: olt.gov.on.ca

Tribunal ontarien de l'aménagement du territoire

655 rue Bay, suite 1500
Toronto ON M5G 1E5
Téléphone: (416) 212-6349
Sans Frais: 1-866-448-2248
Site Web: olt.gov.on.ca



PROCEEDING COMMENCED UNDER subsection 17(36) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Appellant:	Lilacpark Inc.
Appellant:	Gino Iacoucci
Appellant:	Frank Renz
Subject:	Proposed Official Plan Amendment
Description:	To permit a new Official Plan for the Township of Clearview
Reference Number:	CV-OP-2401
Property Address:	7391, 7395, 7399, 7403, 7407 & 7411 County Road 91 & 1018 County Road 42, 207 & 209 Quebec Street, etc.
Municipality/UT:	Clearview/Simcoe
OLT Case No.:	OLT-25-000019
OLT Lead Case No.:	OLT-25-000019
OLT Case Name:	Lilacpark Inc. v. Simcoe (County)

The Ontario Land Tribunal ("Tribunal") will conduct a **Case Management Conference (CMC)** by **Video Conference** for this matter.

The event will be held:

AT: 10:00 AM

ON: Friday, March 21, 2025

AT: <https://global.gotomeeting.com/join/638422541>
Access Code: 638-422-541

The Tribunal has set aside **one (1) day** for this matter.

A copy of the Tribunal's Rules of Practice and Procedure can be found at:
<https://olt.gov.on.ca/legislation-and-rules/>

The purpose of the CMC is set out in [Rule 19.1](#) of the Tribunal's Rules. Parties attending the CMC **must be prepared to discuss** preliminary issues including but not limited to:

- Identification of parties and/or participants
- Identification of issues.
- Draft Procedural Order – parties are strongly encouraged to meet before the CMC to consider a draft Procedural Order, as per [Rule 19.2](#) (available at <https://olt.gov.on.ca/forms-submissions/>).
- Directions for pre-filing of witness lists, expert witness statements and written evidence.
- Possibility of Settlement and Mediation discussion
- Start date and duration of the hearing.

Event dates are firm – adjournments will only be granted in accordance with the *Tribunal's Rules of Practice and Procedure* [Rule 17](#) on adjournments.

If you do not attend the CMC, the Tribunal may proceed in your absence, and you will not be entitled to any further notice of these proceedings. The Tribunal may finalize the list of appellants, parties and/or participants at this CMC.

Video Conferencing Software

The event will be held using GoToMeeting. The appellant(s), applicant, municipality or approval authority, and those persons who intend to request party or participant status, are asked to log into the video hearing through the link provided above at least fifteen **(15) minutes** before the start of the event to test their video and audio connections.

Persons who experience technical difficulties accessing the GoToMeeting application or who only wish to listen to the event can connect to the event by calling into an audio-only telephone line: **1-888-299-1889 (Toll Free)** or **+1 (647) 497-9373**. The access code is **638-422-541**.

SUBMISSION REQUIREMENTS

If a person intends to refer to a document at the CMC that is not in the Tribunal's case file, the document is expected to be pre-filed electronically with the Tribunal **at least ten (10) days** before the date of the CMC. All pre-filed documents shall be served on the other parties electronically. All contact information is included in [Schedule A](#).

Submissions larger than **30MB** must be transferred to the Tribunal's Case Coordinator using an electronic file sharing link/service. Please see [Schedule B](#) for further submission requirements.

PARTY OR PARTICIPANT STATUS REQUEST:

Persons other than the appellant(s), applicant, municipality or approval authority who wish to participate in the proceeding, either as a party or as a participant, are expected to file a written status request with the Tribunal to outline their interest in the proceeding.

The Party Status Request Form and Participant Status Request and Statement Form are available on the Tribunal's website (<https://olt.gov.on.ca/forms-submissions/>). If you are requesting status, this form **must be provided at least ten (10) days** in advance of the Case Management Conference to the persons listed on [Schedule A](#).

The status request will be reviewed and considered by the presiding Member at the CMC. It will also assist the Tribunal in organizing the hearing event. **Attendance by the requestor, or their representative, at the CMC is required for all status requests.** Where a requestor, or their representative, fails to attend the CMC, the presiding Member may refuse to consider or dismiss the status request in their absence.

Persons who are granted **party status** shall participate fully in the proceeding (see [Rule 8](#)). Persons who are granted **participant status** may only participate in writing by way of a participant statement (see [Rule 7.7](#)). Only persons who are granted party or participant status by the Tribunal at the CMC are permitted to participate in any further hearing event that is convened by the Tribunal for this appeal.

For more information on requesting status, please review the Tribunal's video "How to request party or participant status" video located at this link: <https://olt.gov.on.ca/guides-videos/>

DUTY TO REVIEW THE TRIBUNAL RULES OF PRACTICE AND PROCEDURE

Parties are expected to familiarize yourselves with the Tribunal's [Rules](#), including but not limited to the excerpted Rules included in [Schedule C](#) to this notice.

FURTHER DIRECTIONS

Tribunal proceedings are open to the public and all documents filed in a proceeding will be included in the Tribunal's public file (except those documents that may be deemed confidential in accordance with the Ontario Land Tribunal's [Rule 22.1](#)).

We are committed to providing accessible services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible by emailing OLT.COORDINATOR@ontario.ca. If you require documents in formats other than conventional print, or if you have specific accommodation needs, please let us know so we can make arrangements in advance.

Pour recevoir des services en français, veuillez communiquer avec la Tribunal au 1-866-448-2248/(416) 212-6349 ou OLT.COORDINATOR@ontario.ca.

For general information concerning the Tribunal, visit our website at <https://olt.gov.on.ca> or you may contact the Tribunal's offices at 1-866-448-2248 or local (416) 212-6349.

DATED at Toronto, this 5th day of February, 2025.

Euken Lui
Acting Registrar

SCHEDULE A

Please provide materials electronically to the assigned Tribunal Case Coordinator **Ryan Co** at **Ryan.Co@ontario.ca**.

On the same day that documents are submitted to the Tribunal, electronic copies are to be submitted to:

APPELLANTS

Lilacpark Inc.

John Alati
johna@davieshowe.com

Grace O'brien
graceo@davieshowe.com

Gino Iacoucci
geemack85@yahoo.ca

Frank Renz

Konstantine Stavrakos
stavrakos@omh.ca

MUNICIPALITY

Township of Clearview

Harold Elston
helston@barristonlaw.com

APPROVAL AUTHORITY

County of Simcoe

Zarah Walpole
Zarah.walpole@simcoe.ca

Samantha Trottola
Samantha.Trottola@simcoe.ca

SCHEDULE B

INSTRUCTIONS FOR ELECTRONIC PRE-FILING SUBMISSIONS

Submission requirements to organize the video hearing

If a person intends to refer to a document at the video hearing (for clarity, any document that is not in the Tribunal's case file), it is expected to be pre-filed electronically with the Tribunal at **least ten (10) days** before the date of the video hearing and provided to all parties. The deadline applies unless otherwise specified in the Rules.

Submission emails **under 30MB** in size may be emailed directly to the assigned Tribunal Case Coordinator. Emails **larger than 30MB** must be transferred to the Tribunal's Case Coordinator using an electronic file sharing link/service to avoid sending documents across multiple email parts. Where appropriate, documents are to be submitted in .pdf format.

Naming convention

To assist the Tribunal and the adjudicator during the event, it is important that all submissions are **paginated and labelled appropriately** to clearly identify the content of each document. Where a document contains numerous sections, each section is to be indexed to a table of contents.

Additionally, clearly identify and separately tab the relevant sections that will be relied upon for quicker reference. The entirety of the policy documents (e.g. the PPS, Planning Act, Official Plans, Zoning By-laws, etc.) are not required unless deemed necessary to be presented by the parties or as otherwise directed by the Tribunal.

Parties are asked to adhere to the following naming convention: **case number_party role_ document type_date of hearing event**.

For example: PL123456_Applicant_Notice of Motion_Jan 1, 2020

Please see [Rules 7.1 and 7.2](#) for the standard document submission requirements.

SCHEDULE C

EXCERPTS

TRIBUNAL RULES OF PRACTICE AND PROCEDURE (DECEMBER 2, 2024)

RULE 7 - DOCUMENTS, EXHIBITS, FILING, SERVICE

7.1 Form of Documents Unless otherwise directed by the Tribunal, every document filed or introduced by a party or participant in a proceeding before the Tribunal shall be legible and prepared electronically and shall have each page numbered consecutively, throughout the entire text or within tabs, including any graphic content. When a document is directed to be provided as a paper document, the paper document shall be identically numbered as the electronic copy and shall be prepared on letter size paper (8 ½" x 11"), except for large documents such as plans, surveys or maps.

7.2 Other Exhibits Large graphic or other such types of visual evidence should not be glued to foam or other boards. They shall be on paper and be removed from the boards following the hearing event, and folded to 8 ½" x 11". Three-dimensional models must be photographed and the photographs must be introduced with the model. Visual evidence must be reviewed by the other parties before the hearing event or by an earlier date if set out in a procedural order.

7.3 Copies of Documents for Parties and the Municipal Clerk A party who intends to introduce a document as evidence at a hearing event shall provide a copy of the document to all the parties at the beginning of the proceeding or by an earlier date if that is required by the terms of a procedural order or otherwise directed by the Tribunal. If the document is an official plan, those parts of the plan to be referred to at the hearing event should be distributed to the parties, and a copy of the entire plan must be made available to the Tribunal Member(s). If the Tribunal orders that the Municipal Clerk keep copies of documents for public inspection, they do not need to be certified copies, unless a party objects that they are not authentic copies.

7.4 Prefiling of Witness Statements and Reports If the hearing is expected to last more than 5 days, the Tribunal may require that parties calling expert or professional witnesses serve on the other parties any expert witness statements and reports prepared for the hearing, at least 30 days in advance of the commencement of the hearing, unless otherwise directed by the Tribunal. The Tribunal may in its discretion, or at the request of a party, also make this prefiling order for hearings expected to last fewer than 5 days. The expert witness statement must contain:

- a. an executed acknowledgment of expert's duty form (attached to these Rules) and the expert's qualifications;
- b. the issues the expert will address, their opinions on these issues, the reasons that support their opinions and their conclusions; and
- c. a list of the reports or documents, whether prepared by the expert or by someone else, that the expert will refer to at the hearing.

The expert's complete report may be filed instead of this statement if it contains the required information.

An expert may not be permitted to testify if this statement or report is not served on all parties when so directed by the Tribunal.

7.5 Duty of the Expert Witness It is the duty of every expert engaged by or on behalf of a party who is to provide opinion evidence at a proceeding under these Rules to acknowledge, either prior to (by signing the acknowledgment form attached to the Rules) or at the proceeding, that they are to:

- a. provide opinion evidence that is fair, objective and non-partisan;
- b. provide opinion evidence that is related only to the matters that are within the expert's area of expertise;
- c. provide such additional assistance as the Tribunal may reasonably require to determine a matter in issue;
- d. not to seek or receive assistance or communication from any third party, except technical support, while giving oral evidence in examination in chief, while under cross-examination, or while in reply; and
- e. acknowledge that these duties prevail over any obligation owed by the expert to the party by whom or on whose behalf he or she is engaged.

7.6 Other Witnesses The Tribunal may also require that a witness who is not presenting expert evidence provide a witness statement. A witness statement should contain:

- a. a short written outline of the person's background experience and interest in the matter;
- b. a list of the issues that they will discuss; and
- c. a list of reports or materials that they will rely on at the hearing.

The Tribunal may decline to allow the witness to testify if this statement is required by the Tribunal and has not been provided to the other parties.

7.7 Participant Statements A person who wishes to participate in a proceeding as a participant, shall file a written participant statement that sets out their position on the appeal and issues of the proceeding, together with an explanation of their reasons in support of their position. A participant may only make submissions to the Tribunal in writing unless otherwise provided for by an Act or regulation.

7.8 Amendment of Documents Documents filed with the Tribunal can only be amended with the consent of the parties or by order of the Tribunal. The Tribunal may require that the person requesting an amendment do so by way of a motion under Rule 10.

7.9 Copies of Tribunal Documents A person may examine any document, including electronic documents, filed with the Tribunal and copy it after paying the Tribunal's fee, unless a statute, a Court Order, an order of the Tribunal or these Rules provide otherwise.

7.10 Return of Exhibits Exhibits of all types introduced at a hearing will be kept for 180 days after the Tribunal decision issues. The person introducing an exhibit may ask for

its return after this time, and it may be given back if the Tribunal agrees. If no such request is made, the exhibit becomes the property of the Tribunal and may be archived.

7.11 Service by Personal Service or Electronic Service Where any document is required to be served or filed, including the one commencing a proceeding or a motion or providing notice, it shall be served by personal service, registered mail or electronically (unless a statute or the Tribunal requires another method of service) and shall be sent to:

- a. the party's representative, if any;
- b. where the party is an individual and is not represented, to that party directly, where that party has provided an address for service and/or an e-mail address;
- c. where that party is a corporation and is not represented, to the corporation directly, to the attention of an individual with apparent authority to receive the document;
- d. where served on or filed with a local board or commission, or any department, ministry or agency of the federal, provincial or municipal government, to an individual with apparent authority to receive the document; or
- e. where served on or filed with the Tribunal, to the Registrar, or the assigned administrative staff.

Subject to Rule 7.12, if a document is served by e-mail, then service is effective on the date of service.

7.12 If Served Electronically After 4:30 p.m. Any document served electronically after 4:30 p.m. is deemed to have been served on the next business day.

7.13 Proof of Electronic Service A confirmation printout received by the sender is proof of the full transmission and receipt of the electronic service.

RULE 8 - ROLE AND OBLIGATIONS OF A PARTY

8.1 Role and Obligations of a Party Subject to Rule 8.2 below, a person conferred party status to a proceeding before the Tribunal shall participate fully in the proceeding, and by way of example may:

- a. Identify issues arising from a notice(s) of appeal for the approval of the Tribunal;
- b. Bring or respond to any motion in the proceeding;
- c. Receive copies of all documents and supporting information exchanged, relied upon or filed in connection with any hearing event conducted in the proceeding;
- d. Present opening and closing submissions at the hearing;
- e. Present and examine witnesses and cross-examine witnesses not of like interest;
- f. Claim costs or be subject to a costs award when ordered by the Tribunal; and
- g. Request a review of the Tribunal's decision or order as set out in Rule 25.

8.2 Power of Tribunal to Add or Substitute a Party The Tribunal may add a party to a proceeding when that person satisfies applicable legislative tests necessary to be a party and the Tribunal has reasonable grounds to do so, provided that the person's presence is necessary to enable the Tribunal to adjudicate effectively and completely.

The Tribunal may substitute a party and transfer another party's interest to the substituted party when the Tribunal has reasonable grounds to do so.

8.3 Non-Appellant Party A party to a proceeding before the Tribunal which arises under any of subsections 17(24) or (36), 34(19), 37(17), 42(4.9) or 51(39) of the *Planning Act* or section 14 of the *Development Charges Act* who is not an appellant of the municipal decision or enactment may not raise or introduce a new issue in the proceeding. The non-appellant party may only participate in these appeals of municipal decisions by sheltering under an issue raised in an appeal by an appellant party and may participate fully in the proceeding to the extent that the issue remains in dispute.

8.4 Common Interest Class Where the Tribunal is of the opinion that more than one party is of common interest with another party or other parties, the Tribunal may, on its own initiative or on the request of any party, appoint a person of that class of parties to represent the class in the proceeding.

RULE 17 - ADJOURNMENTS

17.1 Hearing Dates Fixed Hearing events will take place on the date set unless the Tribunal agrees to an adjournment. Adjournments will not be allowed that may prevent the Tribunal from completing and disposing of its proceedings within any applicable prescribed time period.

17.2 Requests for Adjournment if All Parties Consent If all of the parties agree, they may make a written request to adjourn a hearing event. The request must include the reasons, a suggested new date, and the written consents of all parties. However, the Tribunal may require that the parties attend in person or convene an electronic hearing to request an adjournment wherein the Tribunal will consider its powers under Rule 17.5, even if all of the parties consent. The consenting parties are expected to present submissions to the Tribunal on the application of any prescribed time period to dispose of the proceeding.

17.3 Requests for Adjournment without Consent If a party objects to an adjournment request, the party requesting the adjournment must bring a motion at least 15 days before the date set for the hearing event. If the reason for an adjournment arises less than 15 days before the date set for the hearing event, the party must give notice of the request to the Tribunal and to the other parties and serve their motion materials as soon as possible. If the Tribunal refuses to consider a late request, any motion for adjournment must be made in person, at the beginning of the hearing event.

17.4 Emergencies Only The Tribunal will grant last minute adjournments only for unavoidable emergencies, such as illnesses so close to the hearing date that another representative or witness cannot be obtained. The Tribunal must be informed of these emergencies as soon as possible.

17.5 Powers of Tribunal upon Adjournment Request The Tribunal may,

- a. grant the request.
- b. grant the request and fix a new date or, where appropriate, the Tribunal will schedule a case management conference on the status of the matter;
- c. grant a shorter adjournment than requested;
- d. deny the request, even if all parties have consented;
- e. direct that the hearing proceed as scheduled but with a different witness, or evidence on another issue;
- f. grant an indefinite adjournment, if the Tribunal finds no substantial prejudice to the other parties or to the Tribunal's schedule and the Tribunal concludes the request is reasonable for the determination of the issues in dispute. In this case, a party must make a request, or the Tribunal on its own initiative may direct, that the hearing be rescheduled or resumed as the case may be;
- g. convert the scheduled date to a mediation or case management conference; and
- h. make any other appropriate order.

RULE 19 - CASE MANAGEMENT CONFERENCES

19.1 Case Management Conference At the request of a party, on its own initiative or as may be required by legislation or regulation, the Tribunal may direct parties to participate in a case management conference conducted by a Member of the Tribunal, which can include settlement conferences, motions or preliminary hearing matters, such as to:

- a) Identify the parties and participants;
- b) Determine the issues raised by the appeal;
- c) Narrow the issues in dispute;
- d) Identify facts or evidence the parties may agree upon or on which the Tribunal may make a binding decision;
- e) Obtain admissions that may simplify the hearing, which may include the examination of persons by the Tribunal as part of the conference;
- f) Provide directions for exchange of witness lists, witness statements, expert witness statements and reports, for meetings of experts including to address the disclosure of information such as the disclosure of the information that was not provided to the municipality before council or the approval authority made its decision that is the subject of the appeal, and for further disclosure where necessary;
- g) Provide directions to the parties to file a hearing plan to outline how the hearing will proceed, the order of witnesses, or the anticipated time for submissions to ensure the Tribunal sets aside sufficient time in its hearing calendar to dispose of the issues;
- h) Discuss opportunities for settlement, including possible use of mediation or other dispute resolution processes;
- i) Fix a date, place and format for the hearing and estimate its length, and encourage the parties to agree upon the dates for any procedural steps;
- j) Discuss issues of confidentiality, including any need to hold a part of the hearing in the absence of the public or to seal documents;
- k) Address the production and cost sharing of joint document books; and
- l) Deal with any other matter that may assist in a fair, just, expeditious and cost-effective resolution of the issues.

19.2 Sample Procedural Order and Meeting Before Case Management Conference Where the parties are known before the case management conference, they are expected to discuss the matters set out in Rule 19.1 and present a draft procedural order to the Tribunal for its approval. Sample procedural orders are listed in the Index to these Rules.

19.3 Serving Notice of a Conference The Tribunal will determine the notice requirements for a Case Management Conference and any directions to serve a Notice of Case Management Conference that provides the time, place and format of the conference. The directions may include a notice to all persons or authorities entitled by legislation or regulation. The person, municipality or approval authority who is issued the direction must serve this notice on those persons entitled to notice of the conference

and provide an affidavit to the Tribunal, at or prior to the conference, to prove service of the notice.

19.4 Tribunal Member Presides The Tribunal's Chair will assign at least one Member of the Tribunal to conduct the conference.

19.5 Public Attendance at a Case Management Conference A case management conference held in person will be open to the public. A case management conference held by electronic hearing will be open to the public where practical. Despite the general principle of public open sessions, where circumstances prevail that may require confidentiality, in the discretion of the presiding Tribunal Member, part or all of the conference may be conducted in *camera*.

19.6 Conversion from One Procedure to Another The Tribunal Member may, at any time, conduct a procedural discussion, initiate a motion, inquire into a preliminary matter, or convert the conference into a hearing. The Tribunal will state in the notice of a case management conference that the parties are expected to arrive prepared for a procedural and settlement conference as well as a preliminary hearing, where evidence or formal statements or submissions may be heard. Even if no settlement is reached, the Tribunal may proceed to make a final decision on any evidence received during the conference.

19.7 Results of Failure to Attend a Conference If a party fails to attend the conference or by authorized representative, the Tribunal may proceed without that party. The non-attending party is not entitled to notice of subsequent hearing events in the proceedings.

19.8 Tribunal Order Following The Tribunal Member conducting the case management conference will issue an order that may decide any of the matters considered at the conference and provide procedural directions for any subsequent hearing event.

19.9 Hearing Member Bound The Tribunal Member conducting the hearing or any subsequent hearing event is bound by the order resulting from the case management conference unless that Member is satisfied that there is good reason to vary the order.

19.10 Methods of Holding Hearing Events The Tribunal may direct in an order following a conference that hearing events in a proceeding be held by a combination of written, electronic or in person hearing events.

RULE 20 - ELECTRONIC HEARINGS

20.1 Hearing Events by Teleconference or Videoconference The Tribunal may hold a hearing event by electronic hearing, such as by teleconference or videoconference, for the determination of any issue in the proceeding. Where the Tribunal directs that a hearing event be held by electronic hearing, the Tribunal may direct a party to make the necessary arrangements and to give notice of those arrangements to the Tribunal and other parties.

20.2 Objection to the Electronic Format A party who objects to a hearing event being held as an electronic hearing shall notify the Tribunal and all other parties of its objection within the time period specified in the notice of the electronic hearing. The objecting party shall set out the reasons why the electronic hearing is likely to cause the objecting party significant prejudice.

20.3 Response to Notice of Objection The Tribunal may request a written response from other parties to the objection of an electronic hearing within a time period set out by the Tribunal.

20.4 Procedure When Objection is Received If the Tribunal receives an objection to hold a hearing event by electronic hearing, it may:

- a) Accept the objection, cancel the electronic hearing, and schedule an in person or written hearing; or
- b) If the Tribunal is satisfied, after considering any responding submissions that no significant prejudice will result to a party, then the Tribunal will reject the objection and proceed with the electronic hearing.

20.5 Directions for the Electronic Hearing The Tribunal may direct the arrangements for the electronic hearing or designate an approved location for videoconference to protect the integrity of the hearing process, including the security and confidentiality of evidence as necessary.

20.6 Videoconferences The Tribunal shall pre-approve all arrangements for conducting a hearing event by videoconference, including the pre-filing and exchange of motion materials, documents, written submissions or any visual and written evidence, and the locations for the conference. Any information, statement or material intended to be filed as an exhibit at a videoconference shall be pre-filed with the Tribunal and provided to all parties in accordance with the Tribunal's directions or procedural order for conducting a hearing event by videoconference.

20.7 The View of the Camera A party's representative or a witness in a videoconference shall be in view of the camera, with minimal visual obstructions, in the course of their presentations or submissions to the Tribunal. Where a witness is being examined or cross-examined, there shall be a view of the witness, counsel protecting the witness, and the person conducting the examination or cross-examination. Any document that may be referred to by parties or their witnesses shall be visible and legible to the Tribunal and all other parties to the conference, either by the camera or by referring to a copy of the document exchanged in accordance with the Tribunal's directions.

Denise Holmes

From: Planning Account <planning@shelburne.ca>
Sent: Tuesday, February 4, 2025 1:05 PM
To: Planning Account
Subject: Town of Shelburne File No.: DPS 20/02 & Z20/02 - 416-428 Main St, West - 4th Submission
Attachments: Z 20 02 - DPS 20 02 - Circulation Response Form - 4th submission.pdf

Good afternoon,

The Town of Shelburne has received a 4th submission for Draft Plan of Subdivision 20/02 and Zoning By-law Amendment 20/02 located at 416, 420, 428 Main Street W.

Please find enclosed a link to the drawings and plans submitted for you review.

<https://spaces.hightail.com/receive/ZzCMLXsNvy>

Your comments would be appreciated by **Friday, February 28th, 2025.**

Thank you,

Jenna Wenzel, Planning Coordinator

Phone: 519-925-2600 Ext 252 | Fax: 519-925-6134 | planning@shelburne.ca

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

TOWN OF SHELBURNE PLANNING & DEVELOPMENT

Draft Plan of Subdivision Application & Zoning By-law Amendment

Circulation Response Form

File: Z20/02, DPS 20/02 – 416, 420, 428 Main St. W. – 4th Submission

Project: Draft Plan of Subdivision/Zoning By-law Amendment
Design Plan Services Inc. for NMJ Developments Inc. & Sahyog
Investments Inc. / 2728479 Ontario Ltd.

If you have no comments or objection to the approval of the above noted application please complete this form and email it to Steve Wever, Town Planner by **Friday February 28th, 2025**.

Email: planning@shelburne.ca

By signing this document I acknowledge that as a representative of the noted organization / body / or person, I have reviewed this application and as a result have no comments or concerns related to this matter.

Agency Name
(Please Print)

Representative Name
(Please Print)

Representative Title
(Please Print)

Signature

Date

Sent via Email

February 3, 2025

Attention: Member Municipalities Within the Area of Jurisdiction of the Nottawasaga Valley Conservation Authority and Lake Simcoe Region Conservation Authority

Please be advised that at its meeting of January 22, 2025, Council of the Township of Oro-Medonte passed the following resolution:

“Whereas, Conservation Authorities are legislatively empowered by Conservation Authorities Act of Ontario to *“provide for the organization and delivery of programs and services that further the conservation, restoration, development and management of natural resources in watersheds in Ontario”*,

And Whereas, there are both the Lake Simcoe Region Conservation Authority [the LSRCA] and the Nottawasaga Valley Conservation Authority [the NVCA], together to be known as The Authorities, with jurisdiction in the Township of Oro-Medonte,

And Whereas, the Township of Oro-Medonte believes there to be advantages of economics, consistency, timeliness, and governance to amalgamate The Authorities,

And Whereas, the Conservation Authorities Act of Ontario, Part III, Section 11 provides for a participating municipality to call a meeting to consider the establishment of one authority to have jurisdiction over the areas that are under separate jurisdictions [the Meeting],

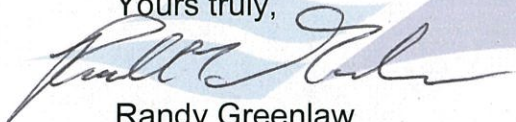
Now and Therefore, be it resolved that the Council of the Township of Oro-Medonte hereby directs Staff to call the Meeting to consider amalgamating The Authorities,

And To, give notice of the Meeting to each participating municipality to consider the establishment of one authority by way of amalgamating The Authorities,

And To, do such other things as are necessary to fulfill the requirements of the Conservation Authorities Act of Ontario, Part III, Section 11 that will cause the necessary parties to consider the amalgamation of The Authorities.”

The Township of Oro-Medonte respectfully requests your consideration for support of this matter.

Yours truly,



Randy Greenlaw
Mayor, Township of Oro-Medonte

INFO 6

FEB 20 2025



The Corporation of the
TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

INFORMATION

2024 COUNCIL & COMMITTEE REMUNERATION REPORT

Pursuant to the provision of the *Municipal Act, 2001*, Section 284 the Treasurer of the municipality shall in each year on or before March 31 provide to the Council an itemized statement of remuneration and expenses paid in the previous year to each member of Council in respect to his or her services as a member of Council or as an officer of the municipal corporation. Remuneration and expenses paid to each person mentioned in Subsections 1(b) and 1(c) of Section 284 of the *Municipal Act, 2001* in respect of his or her services as a member of the board or anybody in the preceding year are also to be disclosed. The following remunerations and expenses were paid under authority of Section 284 of the *Municipal Act, 2001*, 2001 as provided under the Township of Melancthon 6-2024 and the By-laws of the applicable other jurisdictions.

		Salary Taxable	IT Allowance Taxable	Conferences Per Diem & Meetings Taxable	Mileage	Total Paid	Conference/ Education Costs
Council Members							
Darren White	Mayor	\$ 19,758.12	\$ 900.00	\$ 1,250.00		\$21,908.12	\$ -
James McLean	Deputy Mayor	\$ 17,056.68	\$ 900.00	\$ 2,675.00		\$20,631.68	\$ -
Bill Neilson	Councillor	\$ 15,796.56	\$ 900.00	\$ 1,875.00		\$18,571.56	\$ 50.00
Ruth Plowright	Councillor	\$ 15,796.56	\$ 900.00	\$ 1,575.00		\$18,271.56	\$ 2,217.88
Ralph Moore	Councillor	\$ 15,796.56	\$ 900.00	\$ 1,200.00	\$ 165.20	\$18,061.76	\$ 1,875.17
	Council Totals 2024	\$ 84,204.48	\$4,500.00	\$8,575.00	\$ 165.20	\$42,539.80	\$ 4,143.05
All Council Members receive an IT Allowance of \$75.00 per month							
Payments are made under the authority of By-law 6-2024							
Public Members							
Alan Blundell	Police Services Board			\$ 225.00	\$ -	\$ 225.00	
				\$ -	\$ -	\$ -	
Total					\$ -	\$ 225.00	

Prepared by: Becky Cunnington, Administration and Finance Assistant
Approved by: Sarah Culshaw, Treasurer



December 20, 2024

The Township of Melancthon
Denise Holmes, CAO/Clerk
157101 Hwy # 10
Melancthon, Ontario
L9V 2E6

Dear Ms. Holmes:

RE: NVCA BOARD MEMBER'S PER DIEM AND EXPENSES

I have been asked to supply municipalities with remuneration expenses paid to our NVCA Board members over the 2024 year in accordance with the Municipal Act, Section 284(3).

Your council's appointee for the 2024 term to the Nottawasaga Valley Conservation Authority was Darren White.

The Authority held 9 Board of Directors meetings from January 1 to December 31, 2024.

The total number attended by your member was 4 Authority meetings.

The total mileage expense paid was \$170.80 and the total per diem paid was \$328.12.

If you have any questions relating to the above, please do not hesitate to contact the undersigned at 705-424-1479 ext.228.

Sincerely,

A handwritten signature in cursive script that reads "S. Flannagan".

Sheryl Flannagan
Interim Chief Administrative Officer &
Director, Corporate Services

Cc: Sarah Culshaw

Nottawasaga Valley Conservation Authority
8195 8th Line, Utopia, ON L0M 1T0
T: 705-424-1479 F: 705-424-2115
admin@nvca.on.ca • nvca.on.ca

A member of Conservation Ontario

INFO 8

FEB 20 2025

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. _____

A By-law to appoint a Municipal Service Board for the Township of Melancthon Parks and Recreation Board.

Under the Municipal Act, 2001, S.O. 2001, c. 25, Section 196(1) and the regulations thereunder, and in accordance with By-law 3-2025, passed on the 16th day of January, 2025, the said Township of Melancthon Parks and Recreation Board shall be duly appointed from February 20, 2025 until November 14, 2026.

_____ Member of Council

_____ Member of Council

_____ Member of Council

The said Township of Melancthon Parks and Recreation Board shall conform with the Act and Regulations made thereunder.

All By-laws inconsistent with this By-law are hereby repealed.

By-law read a first and second time this 20th day of February, 2025.

By-law read a third time and passed this 20th day of February, 2025.

MAYOR

CLERK



K-9 Country Inn Inc. [REDACTED]
[REDACTED]

Subject: Inquiry Regarding Kennel License

Dear Katelyn,

I hope this email finds you well. My name is Laura MacKenzie, and I had the pleasure of speaking with you earlier this month regarding the process of obtaining a kennel license.

I am the owner and head trainer of K-9 Country Inn Service Dogs, a non-profit organization (Registration #: 119784-1) dedicated to training and placing service dogs with first responders and Veterans.

While we do not breed or house dogs in a traditional kennel setting, there are occasions when we may exceed the allowed number of dogs on our property due to the following circumstances:

- **Client Support:** We occasionally care for clients' dogs when the clients are hospitalized or undergoing tests where their dogs cannot accompany them.
- **Volunteer Placement:** Dogs awaiting placement with volunteers may stay with us temporarily, sometimes for a month or longer, depending on the volunteer's availability and suitability.
- **Puppy Placement:** Puppies intended for placement with volunteers may also remain on the property until arrangements are finalized.

All dogs in our care are housed in a home environment rather than a traditional kennel. Ownership of the dogs remains with K-9 Country Inn Service Dogs until they are fully trained and placed with their handlers, at this point, ownership is transferred.

Our property is located at:

[REDACTED]
[REDACTED]
[REDACTED]

As we currently rent this property, I have attached a letter from the property owner confirming their consent to a kennel license, should it be required.

K-9 Country Inn Inc. [REDACTED]
[REDACTED]

If you require any additional information or documentation, please do not hesitate to contact me directly. Thank you for your time and assistance in this matter.

Best regards,

[REDACTED]

Laura MacKenzie

Head Trainer/Owner

K-9 Country Inn Service Dogs

Non-Profit Registration #: 119784-1

Phone: 905-801-5512

Email: K9countryinnservicedogs@gmail.com

Website: www.k9countryinnservicedogs.com

Township of Melancthon's James Beachell Award

James Beachell, a native of Yorkshire, England, became the first Reeve of the Township of Melancthon and the first Warden of Grey County. He opened Melancthon's first post office in 1851 and erected a hotel and tavern ("Beachell Hotel") that proved to be popular among travellers and settlers.

OPPORTUNITY

Every year, the Township of Melancthon awards one Grade 12 student at Centre Dufferin District Highschool with the James Beachell Award. The Award, which includes a \$500 bursary, is presented to a student who writes a short essay on a topic of interest identified by the Township's Heritage Committee. This year, students are invited to write an essay on a Canadian veteran who was born, or lived, in Melancthon Township. More specifically, the essay should indicate:

- The name of the veteran and the war/battles in which they served
- The years they served in the war(s)
- Any awards that were presented to the veteran
- Any other details about the veteran's service during the war(s), as well as information on their life prior to (or after) the conflict

The Township of Melancthon's Heritage Committee will review essay submissions and select the successful candidate. The James Beachell Award will be presented each June at the CDDHS graduation commencement.

Note: The successful submission, and some unsuccessful submissions, may be printed and displayed at the 2025 Remembrance Day Ceremony in Horning's Mills on November 11th.

REQUIREMENTS

- Essays should be between 250-500 words
- Students can use resources available online as well as resources available in the local libraries and museums. Students are encouraged to check the Museum of Dufferin website and location for existing documentation.
- Students must be able to verify the experiences they describe in their essay. This can be done by listing references of those who supervised their heritage/history related activities.
- Essays should be submitted in Microsoft Word format no later than Thursday May 1, 2025 at 4:00 p.m. EST.
- Essays should be submitted to info@melancthontownship.ca with the subject title: James Beachell Award essay.

Should you have any questions about the James Beachell Award or about the essay contest, please contact info@melancthontownship.ca

Denise Holmes

From: Denise Holmes
Sent: Thursday, January 30, 2025 3:32 PM
To: Denise Holmes
Subject: 2025 Human Trafficking Proclamation
Attachments: 2025 Proclamation Support Document.docx

From: David Proctor <david.crynotdufferin@gmail.com>
Sent: Sunday, December 15, 2024 2:17 PM
To: Sarah Culshaw <sculshaw@melancthontownship.ca>
Subject: 2025 Human Trafficking Proclamation

Good afternoon Sarah

Earlier this year Mayor White, on behalf of Council, signed a Proclamation proclaiming February 22, 2024 as National Human Trafficking Awareness Day.

Would it be possible for Mayor White to proclaim February 22, 2025 as National Human Trafficking Awareness Day.

I have attached a document that could follow the proclamation similar to that done for February 22, 2024.

I would appreciate hearing from you advising if anything else is required from me.

Respectfully,

David Proctor

CryNot Dufferin/Caledon

Fight Sex Trafficking

National Human Trafficking Awareness Day, February 22, 2025

Humiliation; Abuse; Violence; Terrifying Threats; Separation from Family and Friends! It's not what a young person signs up for but it's what happens when young girls and boys are trafficked into the world's commercial sex trade. It's the human tragedy behind human trafficking and it's happening in our homes, our schools and our Dufferin-Caledon community.

Fiver years ago, the Rotary Club of Orangeville and Compass Community Church formed a volunteer-driven group called CryNot (Compass Rotary Youth – No Trafficking) to raise awareness and promote education about the threat of human trafficking in our area. Bob Burnside who initially spearheaded CryNot suggests that "The first thing in addressing human trafficking is to realize that it exists, its origins and symptoms and the devastating results."

We know that young people in Dufferin-Caledon are being lured into sex trafficking through manipulation by predators, promises of love, affection and gifts, provision of drugs and alcohol, threats and violence. Community and victim service groups and law enforcement professionals are here for us regarding the risks, signs and prevention of this sinister crime. Their support places a human face on what is a billion-dollar business based on the coercion of vulnerable youth.

During the pandemic, exploitation has moved online making it easier for predators to contact and groom at-risk youth, some as young as 12 or 13 years old. Police inform us that there are over 6,000 unique advertisements for sex services every day in the digital realm and many are related to sex trafficking. The whole scope of the tragedy is frankly shocking.

The prevention of sex trafficking requires a total community effort. If you suspect someone is being trafficked or you need help, contact the following:

Call 911 to report a crime

Caledon-Dufferin Victim Services 905-951-3838

Canadian Human Trafficking Hotline 1-833-900-1010

Go to CryNot.ca for valuable resources or to request a Human Trafficking Awareness Presentation

The crime of sexual exploitation is likened to modern day slavery. As one of our CryNot members says, "Being trafficked has been described as "hell on earth." By creating awareness CryNot hopes to spare young people in our community from falling victim to predators."



TOWNSHIP OF MELANCTHON - DELEGATION REQUEST FORM

Request for Delegation, any written submissions and background information for consideration by Council must be submitted to the Clerk's Office by 12:00 noon on the Wednesday of the week **prior to the requested meeting.**

REQUEST DATE: January 13, 2025 _____s

NAME: Alex Hector , Executive Director _____ PHONE: 519-986-3982 _____

ADDRESS: 55 Victoria Ave. Markdale, ON N0C 1H0 _____

EMAIL ADDRESS: alex.hector@segchc.ca _____

SIGNATURE:  _____

Purpose of Delegation Request (state position taken on issue, if applicable).

Topic- Update on CHC programs and activities

Key Points – community health and well-being is influenced by social determinants of health. With support from the municipality, the CHC assists with social determinants.

Desired Action from Council- awareness of the CHC's impact on community health and well being _____

REMINDER - DELEGATIONS ARE ALLOWED 10 MINUTES TO SPEAK

Personal information contained on this form is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. This sheet and any additional information provided will be placed on the Council Agenda. The Agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-5525.

TOWNSHIP OF MELANCTHON
157101 HIGHWAY 10
MELANCTHON, ONTARIO
L9V 2E6
519-925-5525



TOWNSHIP OF MELANCTHON - DELEGATION REQUEST FORM

Request for Delegation, any written submissions and background information for consideration by Council must be submitted to the Clerk's Office by 12:00 noon on the Wednesday of the week **prior to the requested meeting.**

REQUEST DATE: Thursday February 20, 2025

NAME: NDACT PHONE: [REDACTED]

ADDRESS: _____

EMAIL ADDRESS: info@ndact.ca

SIGNATURE: [REDACTED]

Purpose of Delegation Request (state position taken on issue, if applicable).

Provide Melancthon council with an update to the NDACT/Strada
Community Engagement Process in light of the recent ARA filing.

REMINDER - DELEGATIONS ARE ALLOWED 10 MINUTES TO SPEAK

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