



**TOWNSHIP OF MELANCTHON
HYBRID COUNCIL MEETING
THURSDAY, APRIL 17, 2025 - 5:00 P.M.**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84500373631?pwd=tUEhIwrMjTo3Xny6aIw2E5FUDvk9IH.1>

Meeting ID: 845 0037 3631

Passcode: 494381

One tap mobile

+17789072071,,84500373631#,,,,*494381# Canada

+17806660144,,84500373631#,,,,*494381# Canada

Dial by your location

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

Meeting ID: 845 0037 3631

Passcode: 494381

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** – April 3, 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. Email from Da-Lee Dust Control – 2025 Dust Control Quote
 2. Recommendations, if any, from the Infrastructure & Emergency Management Committee meeting held on April 15, 2025
 3. Other
- 11. Planning**
 1. Applications to Permit
 2. Other
- 12. Climate Change Initiatives**
- 13. Dufferin OPP Detachment Board – Melancthon, Mono, Mulmur**
- 14. County Council Update**
- 15. Correspondence**

Items for Information Purposes

1. GRCA – Summary of General Membership Meeting – March 28, 2025
 2. OPP MPB Financial Services Unit – 2025 Court Security and Prisoner Transportation Grant Update
 3. Town of Shelburne Resolution 2025-47 – Opposing amalgamation of NVCA and LSRCA
 4. Town of Mono Resolution – 14-5-2025 – Opposing amalgamation of NVCA and LSRCA
 5. Town of Collingwood Resolution – Opposing amalgamation of NVCA and LSRCA
 6. NVCA Letter – Update on the appointment of Jennifer Vincent as the NVCA's new Chief Administrative Officer, effective May 5, 2025
 7. NVCA Media Release – NVCA Appoints Jennifer Vincent as New Chief Administrative Officer
 8. Township of Amaranth Resolution regarding Building Permit Record Searches
 9. Township of Amaranth Resolution regarding Ontario Salt Pollution Coalition campaign for Provincial Action on Salt Pollution
 10. NDACT Email – Strada Commitment Letter
 11. Town of Shelburne – OPA and ZBA Applications
- 16. General Business**
1. Notice of Intent to Pass By-law
 1. By-law to authorize the Township of Melancthon to enter into a Recreation Agreement with the Township of Mulmur for the North Dufferin Community Centre
 2. New/Other Business/Additions

3. Unfinished Business
4. Reports/Updates from Members of Council & Administrative Staff

17. Delegations

1. 5:30 p.m. – Sara MacRae, Manager of Climate & Energy, County of Dufferin regarding the BetterHomes Dufferin Program and LIC By-law -
 1. Notice of Intent to Pass By-law (if Council wishes to partner in this program) – By-law for Enabling LIC Home Energy Retrofit Program

18. Closed Session – no Closed Session for this meeting

19. Third Reading of By-laws

20. Notice of Motion

21. Confirmation By-law

22. Adjournment and Date of Next Meeting – Thursday, May 1, 2025 – 5:00 p.m.

Kaitlin Dinnick

From: Roads Department
Sent: Thursday, March 6, 2025 2:03 PM
To: Kaitlin Dinnick
Subject: Fwd: 2025 DUST CONTROL QUOTE

Sent from my iPhone

Begin forwarded message:

From: Leah Harris <leah.harris@daleegroup.com>
Date: March 3, 2025 at 5:55:04 PM EST
To: Roads Department <roads@melancthontownship.ca>
Subject: 2025 DUST CONTROL QUOTE

Hi Craig,

I hope you're well!

I have attached your 2025 dust control quote of **\$0.367 per liter**, a 4.5% increase.

Please let me know if you have any questions. If everything looks good- I will go ahead and update you account for the upcoming season!

Looking forward to hearing from you,

Leah Harris | SW Ontario Account Manager
(c) 519-240-3163
491 Macewan St. Goderich, ON Canada N7A 4M1
daleedustcontrol.com



PW 10.1
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APPLICATIONS TO PERMIT FOR APPROVAL
April 17, 2025 COUNCIL MEETING

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS
Ion Bauman Agent: Aaron Bauman	Pt Lot 244 & 245, Con 3 SW 118342 2nd Line SW	194.58m2(2094sqft)	Single Family Dwelling	Residential	\$500,000	Yes	With planner for review



Grand River Conservation Authority

Summary of the General Membership Meeting – March 28, 2025

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

Action Items

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

- GM-03-25-31 - Administrative By-law Update
- GM-03-25-25 - Financial Summary
- GM-03-25-27 - 2025 Road Site Preparation and Surface Treatment Tender
- GM-03-25-28 - 2025 Replacement Vehicle Purchase
- GM-03-25-29 - Administration Centre Cleaning Services RFP Results
- GM-03-25-30 - Guelph Lake Nature Centre Donor Naming Opportunities
- GM-03-25-23 - Canadian Heritage River Monitoring Report
- GM-03-25-33 - Annual Report of Compliance with requirements under Ontario Regulation 41/24
- GM-03-25-34 - Grand River Watershed Flood Warning System
- GM-03-25-C05 - Drainage Agreements, City of Waterloo (Closed agenda)
- GM-03-25-C06 - License Agreement - Grand River Rafting (Closed agenda)

Information Items

The Board received the following reports as information:

- GM-03-25-36 - Chair's Report
- GM-03-25-32 - Additional Member Appointment, Agricultural Sector Representative
- GM-03-25-37 - Board Presentation Schedule
- GM-03-25-35 - Senior Leadership Team
- GM-03-25-24 - Cash & Investment Status
- GM-03-25-21 - Water Quality - Update on Nitrates
- GM-03-25-22 - Category 2 (Municipal) Programs Annual Report
- GM-03-25-26 - Current Watershed Conditions

Correspondence

The Board received the following correspondence:

- Perth County re: Perth County Stewardship Program

Source Protection Authority

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

For full agendas and reports, and past minutes, please refer to our [Board meeting calendar](#). The minutes of this meeting will be posted on following approval at the next meeting of the General Membership.

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

Denise Holmes

From: OPP MPB Financial Services Unit (OPP) <OPP.MPB.Financial.Services.Unit@opp.ca>
Sent: Friday, March 28, 2025 9:33 AM
To: Denise Holmes; Sarah Culshaw
Subject: Melancthon Tp - 2025 Court Security and Prisoner Transportation Grant Update

Good morning,

We are pleased to advise we have received approval to release a portion of the 2025 Court Security Prisoner Transportation (CSPT) grant allotted to your Municipality.

Based on estimated 2025 costs, the Municipality's allotment for the 2025 calendar year is \$1248.

We have asked Ontario Shared Services to issue a credit memo for 25% of the 2025 allotment in the amount of \$312.

We anticipate the remainder of the grant will be credited in September 2025. Please note that 2024 reconciled CSPT costs will be compared to the actual grant allocated for 2024, and any grant overpayment will be deducted from the outstanding grant allocation.

Respectfully,

MPB Financial Services Unit Team Members



TOWN OF SHELburne
COUNCIL RESOLUTION

No.

Date:

Moved:

Seconded by:

**Requested Vote to be
Recorded**

Yes

No

Yea

Nay

Mayor Mills

Deputy Mayor Hall

Councillor Benotto

Councillor Fegan

Councillor Guchardi

Councillor Sample

Councillor Wegener

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Denise Holmes

From: Fred Simpson <fred.simpson@townofmono.com>
Sent: Monday, March 24, 2025 2:27 PM
To: Maria Leung
Cc: Denise Holmes; jwilloughby@shelburne.ca; Nicole Martin; Roseann Knechtel
Subject: NVCA - Conservation Authority Amalgamation

Maria,

Mono Council passed the following resolution regarding the proposed amalgamation of NVCA with LSRCA.

Resolution #14-5-2025

Moved by Fred Nix, Seconded by Elaine Capes

THAT Council for the Town of Mono receive and endorse the correspondence from NVCA opposing an amalgamation with LSRCA given no expert analysis has been presented to support such a proposal to move away from watershed-based Conservation Authorities;

AND THAT that Council for the Town of Mono appoint Ralph Manktelow to vote at a forthcoming meeting called to consider the amalgamation proposal.

"Carried"

Fred Simpson

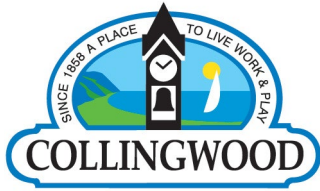
Clerk

Town of Mono

519.941.3599, 234



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



Town of Collingwood

Legislative Services
97 Hurontario Street, PO Box 157
Collingwood, ON, L9Y 3Z5
Phone: 705-445-1030
www.collingwood.ca

Sent via E-Mail

April 1, 2025

RE: Oppose Amalgamation of NVCA and LSRCA

Please be advised that at its meeting held on March 31st, 2025, Council of the Town of Collingwood approved the following resolution to oppose the proposed amalgamation of NVCA and LSRCA:

WHEREAS the Town of Collingwood is aware that Oro-Medonte Council is seeking to start the amalgamation process between the Nottawasaga Conservation Authority (NVCA) and the Lake Simcoe Region Conservation Authority (LSRCA) as outlined in Section 11 of the Conservation Authorities Act;

AND WHEREAS NVCA and LSRCA serve distinct and separate watersheds, each with unique ecological, planning and regulatory considerations, including LSRCA's additional responsibilities under the Lake Simcoe Protection Act;

AND WHEREAS no independent, expert analysis has been conducted to determine whether an amalgamation would improve efficiency and service delivery or whether it may instead result in increased costs, governance challenges, operational inefficiencies or dilution of focus on the needs of the individual watersheds;

AND WHEREAS Council has been advised that the NVCA is actively collaborating with other Conservation Authorities and through a customer centric focus, has been making improvements to processes and procedures;

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THEREFORE BE IT RESOLVED that Council of the Corporation of the Town of Collingwood opposes the proposed amalgamation of NVCA and the LSRCA, as it has not been demonstrated that such a change would benefit watershed management, municipalities or the public;

AND THAT Council supports the NVCA Board's continued and enhanced collaboration between Conservation Ontario, and other Conservation Authorities to standardize processes and procedures where feasible, particularly to assist development and permit applicants whose activities fall within municipalities that straddle multiple watersheds;

AND FURTHER THAT Council supports the efforts of the NVCA in working constructively with all NVCA member municipalities to address and resolve any challenges, including planning and permitting, in a fair, transparent and efficient manner;

AND FURTHER THAT a copy of this resolution be sent to the NVCA, and all NVCA member municipalities, the LSRCA Board and Conservation Ontario Council.

If you require any further information with respect to this resolution, please contact clerk@collingwood.ca.

Sincerely,

Town of Collingwood

CC: NVCA member municipalities
LSRCA Board
Conservation Ontario Council
Sonya Skinner, CAO, Town of Collingwood
Sara Almas, Clerk, Town of Collingwood
Becky Dahl, Deputy Clerk, Town of Collingwood
Christopher Baines, Councillor, Town of Collingwood
Yvonne Hamlin, Mayor, Town of Collingwood



Nottawasaga Valley Conservation Authority

April 4, 2025

Dear Mayors and Councils,

I am pleased to share an update from the Nottawasaga Valley Conservation Authority (NVCA). Following an extensive search and unanimous board decision, NVCA has appointed Jennifer Vincent as our new Chief Administrative Officer, effective May 5, 2025.

Jennifer brings nearly twenty-five years of senior leadership experience in environmental science, management and public service, most recently as Executive Director of Ontario Freshwater Management at the Canada Water Agency. She has worked extensively on national and binational water-protection strategies, including for the Great Lakes, and previously held leadership roles with Environment and Climate Change Canada, including Director of the Science Policy Division. She recently moved to the Georgian Bay area, and we are excited to welcome her to NVCA and look forward to introducing her to many of you in the weeks ahead.

Jennifer's deep expertise in environmental stewardship, science-based policy and government service will be a tremendous asset as we work to strengthen NVCA's role as a trusted, reliable partner in conservation and sustainable development. Under her leadership, our goal is to be recognized for our expertise, environmental protection and high-quality, efficient customer service. Jennifer knows how to bring people together to find common ground and to get things done while protecting the environment.

I also want to sincerely thank our Interim CAO and Director of Corporate Services, Sheryl Flannagan, for her outstanding leadership during this transition period. Under her direction, we made significant progress on the continuous improvement agenda we committed to at the start of 2025.

In just the past few months, we have:

- Cut our planning and permitting backlog in half, with a goal to cut it in half again by the end of April and eliminate it entirely by July.
- Introduced a new "risk triaging" system to fast-track low-risk applications such as septic and pool permits.
- Implemented peer review practices to help expedite engineering and planning review of older and more complex files.
- Launched e-permitting, which improves the customer experience and saves an average of forty-five minutes per file on the administrative side.
- Strengthened our customer-service protocols to ensure timely, respectful and solution-focused responses to applicants and municipal partners.

These changes are already having a measurable impact, and we are grateful for the support and feedback many of you have provided. We are committed to continuing this work so NVCA is a responsive, effective and efficient partner in supporting sustainable, safe development across the watershed.

We also want to reiterate our openness to hearing from you: NVCA's leadership is available to meet with any municipality to hear your concerns, share updates and work together to resolve any outstanding issues. Our goal is to be a trusted and practical partner to our member municipalities.

Thank you again for your continued collaboration. I look forward to updating you further as we move forward under Jennifer Vincent's leadership and continue this important work together.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Scott', with a stylized, sweeping flourish extending from the end of the name.

Jonathan Scott

Chair, Nottawasaga Valley Conservation Authority



MEDIA RELEASE

FOR IMMEDIATE RELEASE

NVCA Appoints Jennifer Vincent as New Chief Administrative Officer

UTOPIA, Ontario (April 4, 2025) – The Nottawasaga Valley Conservation Authority (NVCA) is pleased to announce the appointment of Jennifer Vincent as its new Chief Administrative Officer (CAO). With nearly twenty-five years of experience in senior roles with the federal public service, Ms. Vincent brings a wealth of expertise in environmental science, policy and management.

Ms. Vincent joins NVCA from her current role as Executive Director of Ontario Freshwater Management at the Canada Water Agency, where she was instrumental in shaping national and binational water-protection strategies. Previously, she held senior leadership positions with Environment and Climate Change Canada, including serving as Associate Regional Director General of Ontario and as Director of the Science Policy Division. Her well-regarded career has focused on protecting the Great Lakes, building consensus on environmental issues with governments and Indigenous communities, and managing remediation of contaminated sites.

She recently moved to the Georgian Bay area and holds a Master's degree in environmental sciences from the University of Guelph and a Bachelor of Science in biology from Wilfrid Laurier University. Her career began at the Toronto and Region Conservation Authority as a waterfront biologist, bringing her full circle to conservation authority leadership.

"We are thrilled to welcome Jennifer Vincent as our new CAO," said Jonathan Scott, Chair of NVCA. "Her deep expertise in environmental stewardship, science-based policy and government service will be a tremendous asset as we work to strengthen NVCA's role as a trusted, reliable partner in conservation and sustainable development. Under her leadership, our goal is to be recognized for our expertise, environmental protection and high-quality, efficient customer service. Jennifer knows how to bring people together to find common ground and to get things done while protecting the environment."

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"I am honoured to take on this role and to contribute to the vital work of protecting and enhancing the Nottawasaga Watershed," said Jennifer Vincent, incoming CAO of NVCA. "I look forward to working with the board, municipalities, stakeholders, businesses and community members to build on NVCA's strong foundation, ensuring that we continue to deliver trusted expertise, environmental stewardship and reliable, responsive service for the communities we serve."

Vice-Chair Gail Little, who led the recruitment process, added, " NVCA was fortunate to have received strong interest in the position of CAO from many qualified applicants. After the Board reached a unanimous decision, we are incredibly pleased to have Jennifer Vincent accept our offer. With her experience in building positive working relationships between all levels of government, community and businesses while maintaining consideration for environmental issues and water quality, we are confident in her ability to create a sustainable conservation authority for our eighteen member municipalities."

Ms. Vincent will officially assume her role as CAO of NVCA on May 5th.

Chair Scott concluded by thanking Director of Corporate Services Sheryl Flannagan for her service as Interim CAO, saying, "Our board is incredibly grateful to Sheryl for her effective tenure as Interim CAO. In just a few months, Sheryl worked diligently to improve relationships with municipalities, enhance customer service, and create greater efficiencies in our planning and permitting department. We are very thankful for her leadership and dedication to our organization."

Photos:



Jennifer Vincent, NVCA's new CAO



From left to right: Gail Little (NVCA Vice Chair), Jennifer Vincent (NVCA new CAO), Jonathan Scott (NVCA Chair)

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

Media contact: Maria Leung, Senior Communications Specialist at 705-424-1479 ext.254, mleung@nvca.on.ca



374028 6TH LINE • AMARANTH ON • L9W 0M6

March 26, 2025

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

Sent By Email To: Sonya Pritchard spritchard@dufferincounty.ca
Becky MacNaughtan bmacnaughtan@dufferincounty.ca
Rajbir Sian rsian@dufferincounty.ca

Re: Building Permit Record Searches

At its regular meeting of Council held on March 19, 2025, the Township of Amaranth Council passed the following resolution:

Moved by: S. Graham
Seconded by: B. Metzger
BE IT RESOLVED THAT:

Council encourage the County of Dufferin to continue to provide services to residents of the Township of Amaranth as required on an ongoing basis.

Council direct Staff to circulate this motion to all Dufferin lower tiers. **CARRIED**

The intent of this resolution is to encourage the County of Dufferin Building Department to continue completing building permit record searches as they have the records and means to charge a fee for this service if requested under a by-law passed by the County of Dufferin.

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

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

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374028 6TH LINE • AMARANTH ON • L9W 0M6

March 26, 2025

The Honourable Doug Ford
Premier of Ontario

The Honourable Doug Downey
Attorney General

Sent by email to premier@ontario.ca, doug.downey@pc.ola.org

Re: Ontario Salt Pollution Coalition (OSPC) campaign for provincial action on salt pollution

At its regular meeting of Council held on March 19, 2025, the Township of Amaranth Council passed the following resolution:

Resolution #: 7

Moved by: G. Little

Seconded by: B. Metzger

BE IT RESOLVED THAT:

Whereas road salt is a known toxic substance designated under the Canadian Environmental Protection Act because of tangible threats of serious or irreversible environmental and health damage from road salt; and

Whereas salt levels in Ontario's groundwater aquifers, creeks, rivers, and lakes have increasingly worsened since the 1970s, seriously affecting municipal drinking water sources and aquatic life; and

Whereas the Ontario and Canadian governments have taken many actions over the past 25 years including setting water quality guidelines, developing voluntary codes of practice, signing the Canada-Ontario Great Lakes Agreement, and holding workshops, yet still the salt problem continues to grow; and

Whereas numerous situation analyses have recommended salt solutions involving liability protection, contractor certification, government-approved Best Management Practices (BMPs) and salt management plans; and

Whereas increased numbers of slips and falls claims, and other injury/collision claims related to snow and ice, are resulting in salt applicators overusing salt beyond levels considered best practices; and

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Whereas unlimited contractor liability is making it difficult or expensive for snow and ice management contractors to obtain insurance coverage, resulting in contractors leaving the business, thereby making it difficult for municipalities and private owners to find contractors; and

Whereas the Snow and Ice Management Sector (SMS) of Landscape Ontario is working with the Ontario government to institute a limited liability regime for snow and ice management, including enforceable contractor training/certification and government-approved BMPs for salt application; and

Whereas many Ontario municipalities have Salt Management Plans, but these often require updating in light of improved science and better salt management practices now available.


THEREFORE BE IT RESOLVED THAT:

1. This municipality urges the province of Ontario to work urgently with key stakeholders to develop limited liability legislation, including enforceable contractor training and a single set of provincially-endorsed standard BMPs for snow and ice management; and
2. This municipality urges the province of Ontario to create and fund an expert stakeholder advisory committee to advise the province and municipalities on the best courses of action to protect freshwater ecosystems and drinking water from the impacts of salt pollution; and
3. This municipality commits to the reduction of salt as much as possible while maintaining safety on roads and sidewalks; and
4. This resolution be sent to all municipalities in Dufferin County, Association of Municipalities of Ontario (AMO), local MPPs, Conservation Ontario, Minister Andrea Khanjin (MECP), Interim Minister Todd McCarthy (MECP), Attorney General Doug Downey, Premier Doug Ford, and MP Kyle Seebach.

CARRIED

Please do not hesitate to contact the office if you require any further information.

Yours truly,



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

Denise Holmes

From: Natalie Kotyck <info@ndact.ca>
Sent: Monday, April 7, 2025 12:41 PM
To: Denise Holmes; tatkinson@mulmur.ca
Subject: Strada Commitment Letter
Attachments: Strada-Commitment Letter.pdf

Good Afternoon Denise and Tracy:

NDACT has received the following letter from Strada Aggregates declaring their continued commitment to the Community Engagement Agreement and its underlying processes.

Thank you,

Carl Cosack
Community Liaison
NDACT

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

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Letter of Intent Regarding Strada Aggregates' Commitment to Community Collaboration on the Proposed Melancthon Quarry

Dear NDACT and Valued Community Members,

As part of our ongoing efforts to develop a proposed quarry within the footprint of our existing 360-acre sand and gravel pit in the Township of Melancthon, Strada remains steadfast in our commitment to openness, science-based decision-making, and meaningful engagement with all stakeholders.

On January 31, 2025, we submitted a draft application to the Ministry of Natural Resources and Forestry (MNR) for a completeness review to ensure all required technical studies and documentation—ranging from hydrogeological assessments to cultural heritage studies—are in place. The review looks at whether we had the studies, not the content of the studies.

This is only an initial, administrative step in the application process. We have not, and will not, proceed with a final submission for detailed review until we have fully addressed any outstanding concerns raised by the North Dufferin Agricultural and Community Taskforce (NDACT) and its designated peer reviewers. Their feedback and recommendations will be incorporated into any final, formal submission.

This commitment is rooted in the historic agreement we have forged with NDACT—the first of its kind in Canada—which outlines clear principles for collaboration throughout all phases of the quarry's development. We view this agreement as a cornerstone of our process, and we are dedicated to resolving any issues identified by NDACT's peer reviewers in a timely and transparent manner. To that end, we commit to the following:

1. **Delay of Formal Submission:** Strada Aggregates will not submit the quarry application for formal MNR review until the remaining technical concerns from the community-trusted advisor have been satisfactorily addressed.
2. **Ongoing Dialogue:** We will continue regular, good-faith discussions with NDACT and the community to ensure all perspectives are heard and considered.
3. **Public Updates:** We will provide updates on our progress toward resolution, shared via our website and local channels, to keep the community informed.

We are confident that through this collaborative approach, we can address any remaining issues swiftly and effectively. Our goal is not only to meet regulatory requirements but to



file an application that protects residents, the water and the environment by incorporating local knowledge and the feedback of the community's peer reviewers.

We invite your questions, feedback, and continued participation as we move forward together. For further information or to discuss this commitment, please contact Kevin Powers at kevin.powers@projectadvocacy.ca.

Sincerely,
Grant C. Horan

Strada Aggregates

A handwritten signature in blue ink, appearing to read "G. C. Horan", with a long horizontal flourish extending to the right.

Denise Holmes

From: Planning Account <planning@shelburne.ca>
Sent: Monday, April 7, 2025 2:57 PM
To: Planning Account
Subject: Town of Shelburne - Official Plan Amendment and Zoning By-law Amendment Applications - OPA25/01 & Z 25/01 - 508, 512, 516 and 520 Andrew Street
Attachments: OPA 25 01 & Z 25 01 - Circulation Letter.pdf; OPA 25 01 & Z 25 01 - Circulation Response Form.pdf

Good afternoon,

The Town of Shelburne has received an application for an Official Plan Amendment and Zoning By-law Amendment for the properties municipally known as 508, 512, 516 and 520 Andrew Street for two (2) four-storey apartment buildings consisting 29 dwelling units each, for a total of 58 dwelling units.

Further information about these applications is outlined in the attached application form and circulation letter. A response form is also attached.

Please find enclosed a link to the plans and information submitted by the applicant.

<https://spaces.hightail.com/receive/MgrUFns3aD>

Your comments would be appreciated by **Friday May 2nd, 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

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TOWN OF SHELBURNE

Planning & Development Department

April 7th, 2025

CIRCULATED BY E-MAIL TO:

- County of Dufferin
- MTO
- NVCA
- Township of Amaranth
- Township of Melancthon
- School Boards
- Canada Post
- OPG
- Hydro One
- Haudenosaunee Development Institute
- Metis Nation of Ontario
- Bell
- Enbridge
- Rogers Communication
- Shelburne EDC
- Engineering
- Legal
- Fire Dept
- Council
- Public Works
- Saugeen First Nation
- Six Nations of the Grand River

APPLICATION FOR OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT

FILE NO: OPA25/01 & Z25/01
PROJECT: 508, 512, 516 AND 520 ANDREW STREET

The subject properties are municipally known as 508, 512, 516 and 520 Andrew Street and legally described as the West Part of Lot 32, Concession 2, Registered Plan 7R2413, Parts 2,3,4 and 5 in the Town of Shelburne, County of Dufferin. The properties are designated as Low-Density Residential in the Town Official Plan and zoned Residential Type Five (R-5) in the Zoning By-law. The purpose and effect of the Official Plan Amendment application is to change the designation of the subject lands from 'Low-Density Residential' to 'High-Density Residential' with site-specific exceptions to the permitted dwelling types and minimum and maximum Gross Residential Densities. The purpose and effect of the related application for Zoning By-law Amendment is to re-zone the subject land from Residential Type Five (R-5) to Residential Type Five Exception X (R-5X). The proposed exception zone standards include minimum landscape open space, minimum rear yard and parking requirements. The applications propose two (2) four-storey apartment buildings consisting of 29 dwelling units, for a total of 58 dwelling units.

I would appreciate any comments, concerns or conditions you may have by: **Friday, May 2, 2025.**

Please provide comments in an electronic format via email, or if you have no comment or objection, please complete the attached response sheet and return it by email, to planning@shelburne.ca. Should you have any questions or require any additional information, please contact me.

Sincerely,

Steve Wever, MCIP, RPP
Town Planner
Attachment(s)



TOWN OF SHELburne

PLANNING & DEVELOPMENT

Official Plan & Zoning By-law Amendment Applications Circulation Response Form

Files: OPA25/01 & Z25/01

Project: Application for Official Plan Amendment & Zoning By-law Amendment
508, 512, 516 and 520 Andrew Street
West Part of Lot 32, Concession 2, Registered Plan 7R2413, Parts 2,3,4
and 5 in the Town of Shelburne, County of Dufferin

If you have no comments or objection to the approval of the above noted application please complete this form and email it to the **Town Planner** at the Town of Shelburne by **May 2, 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

The Corporation of the Township of Melancthon

By-law No. - 2025

**Being a By-law to authorize the Township of Melancthon to enter into
a Recreation Agreement with the Township of Mulmur for the North
Dufferin Community Centre.**

Whereas the Township of Melancthon is desirous of entering into an Agreement with the Township of Mulmur to establish financial contributions towards the operating costs of the North Dufferin Community Centre;

And Whereas the Councils of the Corporation of the Township of Melancthon and the Corporation of the Township of Mulmur desire to formally recognize the financial contributions toward recreational services for the mutual benefit of their residents;

Now Therefore the Council of the Corporation of the Township of Melancthon hereby enacts as follows:

- 1. That the Township enter into an Agreement substantially in the form attached hereto.
- 2. That the Mayor and the Clerk are hereby authorized to execute the Agreement and all documents in connection with the Agreement.
- 3. That this By-law shall come into force and take effect upon final passing thereof.

By-law read a first and second time this 17th day of April, 2025.

By-law read a third time and finally passed this 17th day of April, 2025.

MAYOR

CLERK

AGREEMENT BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF MULMUR

hereinafter referred to as "Mulmur" of the First Part;

-and-

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

hereinafter referred to as "Melancthon" of the Second Part;

This Agreement witnesseth that, in consideration of the mutual covenants of each Party, and conditions herein contained, Mulmur and Melancthon agree as follows:

1. Mulmur is the sole owner of the lands identified as CON 3 W E PT LOT 25, RP 7R-4424 PART 3, on which the facility known today as the North Dufferin Community Centre ("NDCC") is located and shall be under the management and control of the Township of Mulmur.
2. This Agreement shall apply to the buildings, improvements, equipment and chattels pertaining to its operations, but shall not include the playground, baseball diamond and grassed areas.
3. It is agreed that Melancthon and Mulmur may further agree to create a committee to support events and fundraising and any further functions defined through a separate agreement, and that in the event a committee is created, Melancthon and Mulmur will each be represented by one member of each Council.
4. It is agreed that the Councils of Melancthon and Mulmur may meet to conduct periodic reviews of the Agreement's effectiveness and to discuss matters related to the "NDCC" and this Agreement, upon request by either Party.
5. It is agreed that Melancthon will contribute towards the operating costs of the "NDCC" annually, hereinafter referred to as the "Operating Contribution".
6. The Operating Contribution shall be \$200 per year, per user (including HST) multiplied by the number of proven Melancthon users based on verified team roster.
7. The user fee of \$200 shall be adjusted annually without amendment to this Agreement, on the first day of January in each year, beginning with January 1, 2026, based on the previous year's annual average Consumer Price Index, Ontario.
8. The number of users for calculating the annual Operating Contribution shall be adjusted each year based on the actual verified users from the previous season.
9. It is acknowledged that in exchange for the Operating Contribution, no user fees shall be collected from Melancthon users for minor hockey and league rentals. A non-resident hourly rate will apply to private (non-league) rentals.
10. It is agreed that Melancthon will consider contributing towards the capital costs of the NDCC through project specific contributions.

11. The Operating Contribution shall be paid to Mulmur in bi-annual installments due June 1st and September 1st each year.
12. This Agreement shall come into force and effect on January 1, 2025 (the "Commencement Date") and shall continue in full force and effect, unless terminated earlier in accordance with the provisions hereof, for a period of four (4) years (the "Initial Term").
13. Unless terminated in accordance with the provisions hereof, after the completion of the Initial Term, this Agreement shall automatically renew and shall continue with the same terms and conditions as contained herein for successive periods (the "Renewal Terms") of four (4) years each.
14. Notwithstanding anything else contained herein, either party may terminate this Agreement at the end of the Initial Term or any Renewal Term by providing to the other party at least six (6) months prior written notice of termination.
15. Amendments, modifications, supplements, or termination of any provision of this Agreement shall not be effective unless in writing signed by all parties hereto.
16. The parties covenant that they are entering into this Agreement in good faith and that they shall carry out its provisions in good faith.
17. It is further agreed that this Agreement and everything herein shall respectively ensure to the benefit of and be binding upon the parties hereto.
18. All previous agreements signed are hereby null and void.

IN WITNESS WHEREOF each of the parties hereto has affixed its corporate seal attested to by the proper officers duly authorized in that behalf;

SIGNED, SEALED AND DELIVERED
In the presence of:

**THE CORPORATION OF THE
TOWNSHIP OF MULMUR**

MAYOR

CLERK

**THE CORPORATION OF THE
TOWNSHIP OF MELANCTHON**

MAYOR

CLERK

Denise Holmes

From: Sara MacRae <smacrae@dufferincounty.ca>
Sent: Tuesday, April 1, 2025 11:17 AM
To: Denise Holmes; Fred Simpson; Jennifer Willoughby; Jessica Kennedy; Roseann Knechtel; rmartell@orangeville.ca; Meghan Townsend; nmartin@amaranth.ca
Cc: Michelle Dunne; Scott Burns; Rebecca Danard
Subject: BetterHomes Dufferin LIC Bylaw
Attachments: Municipal LIC Bylaw for BHD - DRAFT.docx; DMOA-BHD-Presentation-28March2025.pdf; IES 2025-02-27 BetterHomes Dufferin - Update.pdf

Good morning,

I'm reaching out to [re]-introduce BetterHomes Dufferin, a new residential energy retrofit loan program designed to reduce greenhouse gas emissions and improve home energy affordability. This program will provide homeowners with access to low-interest financing for energy-efficient upgrades, using a Local Improvement Charge (LIC) repayment model.

Rebecca Danard (Clean Air Partnership) and I recently presented this initiative at the last DMOA meeting, which you may have attended. For reference, I've attached the presentation from that meeting, which outlines the program in more detail.

The program has received conditional funding of \$7.5 million from the Federation of Canadian Municipalities (FCM), with an additional \$3.75 million contributed by Dufferin County, bringing the total investment to \$11.25 million. To move forward, each member municipality must pass an LIC bylaw, which will allow homeowners to repay their loans through property taxes, with funds remitted back to the County.

To support this process, I've attached:

- A template LIC bylaw in an editable format, which you can enter the name of your municipality in the fields.
- The staff report presented to County Council in March, providing additional context.

I kindly request that this bylaw be presented to your council for **approval by April 30th**. If needed, I am available to attend a council meeting to speak to the program — please let me know how I can assist.

Thank you for your time and support in advancing this initiative for our residents.

Best regards,
Sara

DEL 17.1
APR 17 2025

Sara MacRae (she/her) | **Manager of Climate & Energy**
Public Works Department | County of Dufferin | 519-941-2816 Ext.2624
smacrae@dufferincounty.ca | 30 Centre Street, Orangeville, ON L9W 2X1

A Community That Grows Together.

Collaboration | Accountability | Innovation | Compassion | Courage

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A community that grows together

Report To: Chair Taylor and Members of the Infrastructure and Environmental Services Committee

Meeting Date: February 27, 2025

Subject: BetterHomes Dufferin Update – February 2025

From: Scott Burns, Director of Public Works/County Engineer

Recommendation

THAT the report from the Director of Public Works/County Engineer, Report Public Works-2025-004, BetterHomes Dufferin Update – February 2025, dated February 27, 2025, be received.

Executive Summary

This report updates Council on progress in advancing the BetterHomes Dufferin program, highlighting its climate priorities, financial model, and implementation process. It emphasizes the importance of municipal collaboration and covers:

- **Program Description:** BetterHomes Dufferin is a residential energy retrofit program designed to support homeowners in making energy-efficient upgrades, reducing energy costs, and lowering greenhouse gas (GHG) emissions.
- **Financing Model:** The program is designed to use the Property-Assessed Clean Energy (PACE) model, leveraging the Local Improvement Charge (LIC) mechanism for accessible financing.
- **County's Role:** Dufferin County serves as the financial lead, securing funding through the Federation of Canadian Municipalities' (FCM) Green Municipal Fund (GMF) Community Efficiency Financing (CEF) program.
- **Local Municipal Collaboration:** Local municipalities must pass an LIC bylaw to enable resident participation. County staff will provide a bylaw template for consideration over the next month.

Background & Discussion

In March 2021, Dufferin County adopted the Dufferin Climate Action Plan, committing to a net-zero GHG emissions target by 2050 while enhancing climate resilience. A key priority within this plan is reducing residential energy consumption through deep energy retrofits and improved financing options.

To advance this priority, Dufferin partnered with seven of the eight local municipalities and the Clean Air Partnership—an environmental charity that helps Ontario municipalities achieve climate goals—to conduct a feasibility and program design study in 2022. The study revealed that many residents face higher-than-average energy costs, with five out of seven identified residential archetypes experiencing significant energy poverty. Additionally, 21% of residential GHG emissions come from homes relying on expensive heating sources, including furnace oil (14%) and propane (7%).

In 2024, the County submitted a funding application to FCM's Green Municipal Fund's (GMF) Community Efficiency Financing (CEF) program. This application was supported by letters from local municipalities, committing to passing an LIC bylaw should the application be successful. BetterHomes Dufferin offers a strategic opportunity to reduce both high energy costs and emissions through an accessible energy efficiency program delivered in collaboration with local municipalities and the Clean Air Partnership.

Program Overview

BetterHomes Dufferin is a residential energy retrofit program that helps homeowners implement energy-saving upgrades. It uses the Property-Assessed Clean Energy (PACE) model, leveraging the Local Improvement Charge (LIC) mechanism to offer accessible financing. Eligible upgrades include insulation, high-efficiency heating systems, windows, and renewable energy installations. Elements that increase resilience to climate impacts will also qualify under this program, including sump pumps, backflow valves, and basement waterproofing. Repayment is structured through property tax bills from local municipalities, ensuring a stable and low-risk approach for both participants and municipalities. Beyond contributing to County-wide GHG reduction targets, the program also:

- Lowers energy costs for residents
- Supports seniors in aging comfortably in place
- Stimulates local economic development
- Promotes equity by tailoring rebates and upgrades for low-income households

Affordability and Accessibility

A key advantage of BetterHomes Dufferin is its affordability. By eliminating upfront costs, the PACE model makes energy retrofits accessible to homeowners regardless of income. The LIC mechanism ensures repayment is tied to the property rather than the homeowner, allowing financial obligation transfer to new owners if a property is sold.

FCM has approved the BetterHomes Dufferin program in which homeowners can access loans of up to \$40,000 at a fixed interest rate of 2.5% for up to 20 years. Low-income residents will qualify for a 0% interest rate, reducing financial barriers for participation while addressing energy poverty. Retrofits can also be combined with other provincial and federal rebate programs for maximum savings.

To assist homeowners in navigating the program, the County will be working with the Clean Air Partnership to provide project management services and the Windfall Ecology Centre to provide energy coaching services. The Windfall Ecology Centre, an Ontario-based non-profit social enterprise with over 25 years of experience in sustainability programming, will offer personalized advice and expertise to help homeowners optimize a retrofit pathway paired with available rebates and incentives.

County's Role and Local Municipal Partnership

As the financial lead, the County has secured funding through the Federation of Canadian Municipalities' (FCM) Green Municipal Fund (GMF). However, for the program to proceed and be implemented, local municipalities must pass an LIC bylaw within their jurisdiction. Since the County does not directly collect property taxes, this municipal collaboration is essential. The County will manage the Community Energy Financing (CEF) reporting and consolidate CEF loan repayments to FCM. Over the next month, County staff will work closely with local municipal staff and councils, providing a bylaw template (see attached) for their consideration.

Next Steps

1. **Municipal Engagement:** Staff will engage with local municipalities to discuss program benefits and requirements.
2. **Bylaw Adoption:** Local municipal councils will be asked to pass the LIC bylaw, enabling homeowners to participate and the program to move forward.
3. **Administrative Design:** Once municipalities adopt the bylaw, County staff and the Clean Air Partnership will finalize the program's administrative processes, including stakeholder engagement, financial structuring, and the creation of online portals for application management.

4. **Project Launch:** With all elements in place, the program will launch homeowner outreach and application intake. The goal is to officially launch in January 2026, with the program running until 2029.

Updates will be provided as the project progresses.

Financial, Staffing, Legal, or IT Considerations

The total project value is \$11.25 million, with \$8.75 million in recoverable loans available to homeowners. FCM will provide \$7.5 million which includes \$5 million towards loans and \$2.5 million in a grant for administrative costs and incentives. The County will also contribute \$3.75 million towards the loans. The \$8.75 million will be recuperated over 20 years by the homeowner (see report [Financing the BetterHomes Dufferin Program, March 23, 2023](#)). It should be noted that this project has no impact on tax levy, but it will reduce available cash on hand. Cash management will become an important aspect of this project for the Finance team. Finance will monitor cash balances, pulling from investments if required to ensure sufficient cash is on hand for regular operations.

The BetterHomes Dufferin program requires collaboration between local municipal staff and County staff. While the detailed administrative process is still under development, the team is designing the program to minimize staff workload. The grant portion of the FCM funding can cover administrative costs where required, to prevent the burden of additional financial burden on municipalities.

In Support of Strategic Plan Priorities and Objectives

Climate & Environment – establish the County as a leader in Climate Action

Community - increase affordable and attainable housing options

Equity – align programs, services and infrastructure with changing community needs

Respectfully Submitted By:

Scott Burns, P.Eng, C.E.T.

Director of Public Works/County Engineer

Prepared by:
Sara MacRae
Manager of Climate & Energy

Attachment: Municipal LIC Bylaw for BHD - DRAFT

Reviewed by: Sonya Pritchard, Chief Administrative Officer

DRAFT MUNICIPAL BY-LAW FOR ENABLING LIC HOME ENERGY RETROFIT PROGRAM

A by-law to authorize the undertaking of energy efficiency and climate resilience works on private residential property as local improvements under the BetterHomes Dufferin Program.

Whereas Part III of Ontario Regulation 586/06 authorizes Council to pass a by-law to undertake works on private residential property as local improvements for the purpose of raising all or part of the cost of the work by imposing special charges on lots upon which all or some part of the local improvement is or will be located; and

Whereas such a by-law may authorize the undertaking of works which satisfy the requirements of a Dufferin County program; and

Whereas at its meeting of [XXXX], the [INSERT NAME OF MUNICIPALITY] Council adopted the BetterHomes Dufferin program pursuant to authority of Ontario Regulation 586/06;

The Council of the [INSERT NAME OF MUNICIPALITY] enacts:

1. Council authorizes the undertaking of energy efficiency and climate resilience works on private residential property as local improvements under the BetterHomes Dufferin Program, as set out in Appendix A to this By-law, for the purpose of raising all or part of the cost of the work by imposing special charges on lots upon which all or some part of the local improvement is or will be located.

Enacted by the [INSERT NAME OF MUNICIPALITY] Council this XX day of XX, 20XX.

[INSERT NAME OF MUNICIPALITY] Mayor

[INSERT NAME OF MUNICIPALITY] Clerk

Authorized by Item No. ____ of Report No. ____
of the Committee _____

Adopted by the [INSERT NAME OF MUNICIPALITY] Council on _____
[date]

Appendix A - BetterHomes Dufferin Program Design

1.0. Overview

The BetterHomes Dufferin Program is designed to extend municipal funding to consenting homeowners for the installation of qualifying natural gas, electricity and climate resilience improvements and related energy assessments and then to secure payment by imposing a local improvement charge (LIC) on the private residential property, as authorized by the Regulation. This program is administered by a program delivery team that includes Dufferin County, Clean Air Partnership and Windfall Ecology Centre. The program delivery team will periodically review the BetterHomes Dufferin program to ensure effective implementation and, where deemed appropriate, the Dufferin County may make changes in its sole discretion.

1.1. Program Eligibility

Residential low-rise buildings located within the [INSERT NAME OF MUNICIPALITY] are eligible. The property must have a property tax account with the [INSERT NAME OF MUNICIPALITY]. Participation is voluntary, owner-initiated and subject to the following conditions:

- All registered owner(s) of the property must consent to participating in the Program;
- Property tax, utility bills and all other payment obligations to the [INSERT NAME OF MUNICIPALITY] for the past three years must be in good standing; and

1.2. Home Energy Assessments

Similar to the Canada Greener Homes Program designed by the Federal Government, the BetterHomes Dufferin will utilize the EnerGuide Rating System (the ["ERS"](#)) that provides a standard measure of a home's energy performance. It provides a standardized tool and process to assess home energy efficiency and can model energy savings projects.

The property owner must hire a Certified Energy Advisor (the "CEA") - certified by Natural Resources Canada ("NR Can") - to perform pre- and post-retrofit assessments in accordance with ERS. CEAs are experts in the field of energy efficiency and well-versed in the 'whole home' approach to home energy systems, technologies and products.

Upon completion of the pre-retrofit home energy assessment, a report is provided to the homeowner with the NRCan EnerGuide rating for the home and recommendations for energy improvements that could potentially increase that rating. This report is to be provided to the program delivery team in order to access LIC funding.

After the retrofit is complete, a second and final home assessment is performed by the CEA to obtain a second EnerGuide rating and to verify the completion of work. Provided that the second assessment indicates that the EnerGuide rating has increased and the improvements have been completed, then Dufferin County can issue the final disbursement of funds.

1.3. Qualifying Energy Efficiency & Climate Resilience Measures

The home energy assessment must demonstrate the potential to achieve cost-effective energy reductions in order to qualify for LIC funding from BetterHomes Dufferin. The non-exhaustive list of the categories of measures eligible under the BetterHomes Dufferin , subject to any permitting and regulations, includes:

- i. Envelope upgrades: attic, walls, foundation, and basement insulation; air barriers; window, skylights and exterior door replacements; air-sealing and weather stripping.
- ii. Mechanical systems (space heating, cooling and ventilation): thermostats and controllers, energy or heat recovery ventilators, air source heat pumps, heat distribution systems, duct sealing, fans, associated electrical equipment as required.
- iii. Mechanical systems (water heating): high-efficiency water heaters, drain water heat recovery systems, solar hot water systems.
- iv. Renewable energy, energy storage and EV chargers: solar photovoltaic systems, electric vehicle charging stations (Level 2), battery storage devices, associated electrical and load management equipment.
- v. Associated measures: including electrical wiring and panel upgrades that are required undertakings to permit energy improvements.
- vi. Climate adaptation improvements: such as back-flow prevention valves, sump pumps and basement waterproofing.
Other: Permanently affixed lighting, lighting controls, new energy efficient (certified) products will be considered as additional eligible technologies.

Ineligible measures include equipment or products not permanently affixed to the property, previously installed in another home and are deemed general maintenance. By recommending categories of retrofit improvements and associated measures, the [INSERT NAME OF MUNICIPALITY] and Dufferin County make no guarantees of the materials, performance, cost-effectiveness or any warranty of the measures supported by the Program.

1.4. Completing the Retrofit through Contractor Engagement

Dufferin County will provide financing to homeowners for eligible measures covered by the Program that have been:

- recommended by the CEA
- verified by Windfall Ecology Centre energy coach
- installed by contractors hired by the property owner

The [INSERT NAME OF MUNICIPALITY], Dufferin County, Clean Air Partnership, and Windfall Ecology Centre will not pre-qualify contractors or procure contractors to perform energy assessments or install retrofit improvements on behalf of homeowners in connection with this

Program. The homeowner will use the funds disbursed by Dufferin County to pay contractors directly.

The [INSERT NAME OF MUNICIPALITY], Dufferin County, Clean Air Partnership, and Windfall Ecology Centre are not responsible for the work quality of any contractors hired in connection with this Program and assumes no liability for the works undertaken. All retrofit improvements and renovations must adhere to local codes and by-laws. The homeowner is responsible for ensuring that hired contractors are licensed, bonded, and insured. Any issues that may arise relating to the quality of workmanship or post-installation performance of energy measures, for example, should be dealt with by the property owner and contractor.

1.5. Application Process

The steps below outline the process and requirements homeowners need to follow as part of the Program.

Step 1: Pre-qualification

Homeowners submit an on-line application form that includes, but is not limited to, the following information:

- Property address to confirm location is within eligible municipality;
- Property assessment roll number to confirm no outstanding payments owed to the [INSERT NAME OF MUNICIPALITY] in the last three years;

Once the property owner has been prequalified, the program delivery team will provide Notice to Proceed to the homeowner.

Step 2: Energy Assessment and Funding Request Form

The homeowner completes the pre-retrofit home energy assessment in accordance with Section 1.2 Home Energy Assessments.

Along with the Energy Assessment Report, the homeowner also will need to submit a Funding Request Form that:

- identifies the improvements that the property owner intends to install based on the Energy Assessment Report;
- identifies the cost for each improvement (including equipment, materials and labour costs); and

Step 3: Property Owner Agreement

After the program delivery team, has confirmed the acceptability of the Energy Assessment Report and the Funding Request Form, they will prepare a property owner agreement ("POA"), for the homeowner(s) and Dufferin County to review and sign.

Step 4: Completing Improvements

1. Initial Funding Disbursement

Following execution of the POA, Dufferin County will provide the homeowner with the initial disbursement agreed upon in the POA that can be used by the homeowner to pay contractors or suppliers (i.e. security deposit).

The property owner will be contractually obligated to repay this initial disbursement to Dufferin County if the property owner does not complete the improvements.

The property owner can then proceed with hiring contractor(s) and performing the approved energy improvements to the property.

2. Final Funding Disbursement

As will be detailed in the POA, Dufferin County will provide the final disbursement only after the homeowner provides a copy of the post-retrofit assessment report from the CEA that:

- includes a Certificate of Completion that attests the approved retrofit measures having been installed and provides an EnerGuide rating of the home after the retrofit measures have been completed which is greater than the original EnerGuide rating noted on the pre-retrofit assessment report from the CEA; and
- indicates the actual costs for all the works.

Step 5: LIC Repayment

The [INSERT NAME OF MUNICIPALITY] Treasurer must periodically certify the local improvement roll. This occurs after the improvements on a given set of properties are complete and the final amounts of funding are confirmed by the program delivery team.

The [INSERT NAME OF MUNICIPALITY]'s Solicitor will submit a corresponding bill for Council to adopt a by-law pursuant to Section 36.14 of O.Reg 586/06 to impose the special charges on the participating properties. The program delivery team will provide the draft by-law that includes each property's tax roll number, loan amount and repayment schedule. For each property included in the by-law, the Treasurer will then add to the [INSERT NAME OF MUNICIPALITY]'s tax roll for that property each year that portion of the imposed special charge that is due in that year. These collective steps will provide priority lien status for the annual amount that the Treasurer [and CFO] adds to the tax roll and will ensure that any subsequent property owner who was not a party to the POA is bound to pay that amount. Failure to make payments is treated with the same remedy as uncollected property taxes which may include penalties and interest charges.

The [INSERT NAME OF MUNICIPALITY] will remit to Dufferin County the LIC payments made by the homeowner.

1.6. LIC Disclosure

As indicated above, the subsequent owner of a property on which the [INSERT NAME OF MUNICIPALITY] has imposed a special charge is required to pay the [INSERT NAME OF MUNICIPALITY] the annual LIC amount even though that subsequent owner was not a party to the original POA. In addition to notice that the [INSERT NAME OF MUNICIPALITY] will be providing in accordance with the provisions of O. Reg. 586/06, the [INSERT NAME OF MUNICIPALITY] also will take the following steps to ensure even greater transparency of the LIC to interested parties by:

- i) posting on the [INSERT NAME OF MUNICIPALITY]'s website notice of the special charge by-law to impose the charge on the property in advance of its introduction and after its adoption; and
- ii) updating the Tax Certificate to include the full LIC amount, amount payable in the current year, outstanding amounts owing and a note to reference the by-law pursuant to which the special charge was imposed.

1.7. Access to Other Rebates & Incentives

The [INSERT NAME OF MUNICIPALITY] and Dufferin County encourages applicants to review the energy savings programs of the federal government, provincial government and utilities. Energy efficiency measures that are eligible under this residential retrofit program may also be eligible for rebates from other programs.

1.8. Quality Control

As a means of additional oversight to confirm that the funded improvements were completed, the POA will indicate that Dufferin County reserves the right to have a Dufferin County official or third-party contractor arrange with the property owner for an inspection. The property owner(s) is also responsible for keeping original copies of contractor invoices and photos of installed measures, especially for harder to verify measures like insulation, and be prepared to disclose this information to Dufferin County upon request.

1.9. Measurement and Verification

Pursuant to the POA, the property owner(s) must consent to providing Dufferin County with access to the property's utility usage data in order to monitor results and evaluate the Program's effectiveness for a period of five years after completion of the retrofit. Also, the property owner(s) agrees to participate in surveys and other follow-up activities to help Dufferin County and Clean Air Partnership evaluate the Program.

BetterHomes Dufferin

DMOA

March 28, 2025

Sara MacRae, Manager of Climate & Energy

Why BetterHomes Dufferin?

Through the Dufferin Climate Action Plan and Dufferin Climate Adaptation Strategy, the County of Dufferin committed to the development of a municipally-led financing program to support home energy retrofits and resiliency measures.



Home heating accounts for 22% of emissions, with 85% of that attributed to independent fuel use



Dufferin County set a goal of net-zero GHG emissions by 2050, which cannot be met without deep energy retrofits



The County's Strategic Plan prioritizes affordable and attainable housing options to reduce energy costs for residents

Energy Burden in Dufferin

A 2022 Feasibility Study, conducted by Lightspark, revealed that ~18% of homes in Dufferin County are energy burdened (4,130).

- In a world of turbulent energy prices, BetterHomes could dramatically reduce the number of households experiencing energy poverty.



Households that spend more than 6% on home energy experience high home energy cost burdens.





Inequity in Access

Lack of available capital is a significant barrier to making home improvements that would provide long-term utility cost relief.

- Energy efficiency improvements are often cost prohibitive for low-income households, with upfront costs for deep retrofits potentially exceeding \$20,000.
- Although a loan- based retrofit program can help alleviate upfront capital, consumers have come to expect rebates, not financing.

BetterHomes Dufferin:

Dufferin Municipal Officers' Association

Rebecca Danard

March 28, 2025



Clean Air Partnership



About Clean Air Partnership



Research & knowledge transfer



Convening networks



Catalyzing action

Clean Air Partnership (CAP) is a registered charitable environmental organization launched in 2000 whose mission is to enable communities to improve air quality, advance active and sustainable transportation options, take bold climate action, increase community resilience to climate impacts and accelerate the transition to a low carbon economy.

Clean Air Partnership

BetterHomes Ontario

- Working with Ontario municipalities on residential retrofit programs since 2020.
- Assisting municipalities to obtain funding through Community Efficiency Financial – a program of the Federation of Canadian Municipalities (FCM).
- Completed feasibility and program designs for Barrie, Clarington, Dufferin County, Grey County, Huntsville, Kawartha Lakes, London, Selwyn Township, and Tay Valley Township.
- Feasibility and program design in progress for Brantford, Collingwood, Cornwall and Peterborough County.
- Launching programs in Dufferin County, Huntsville and London.

PACE or LIC programs



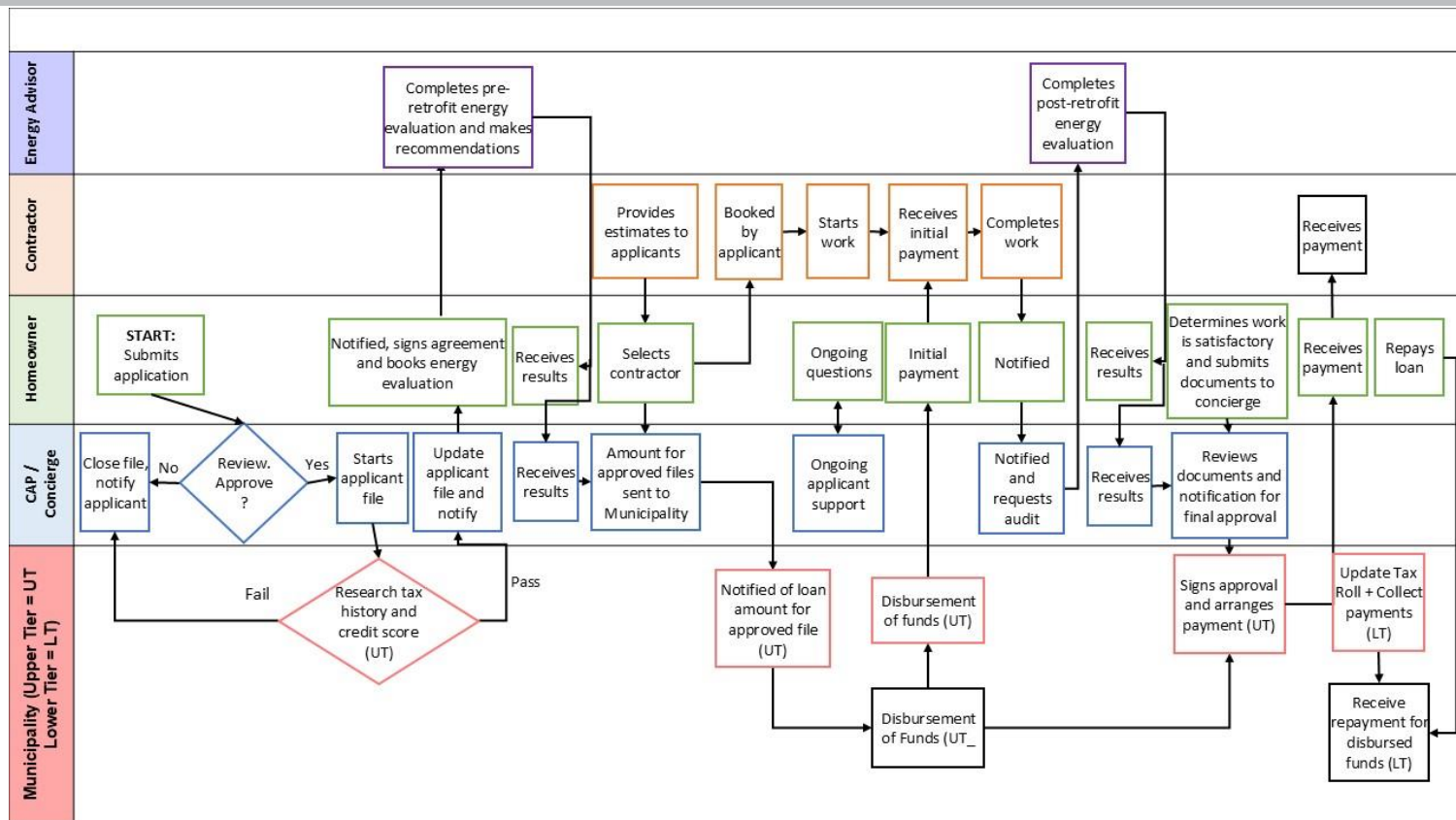
Work so far

- BetterHomes Dufferin collaboration begins (Nov 2021)
- Feasibility and Program Design (completed Jan 2023)
- Capital Application submitted (May 2024)
- Conditional offer of funding from FCM (July 2024)
- Agreement signed with FCM (December 2024)
- Program Enabling LIC bylaws passed by local municipalities(March-April 2025)

Program Operations

- January 2026 to December 2029
- \$8,750,000 loaned to homeowners (\$5,000,000 from FCM, \$3,750,000 from Dufferin County)
- \$2,500,000 operations grant from FCM, including a loan loss reserve and \$466,600 in homeowner incentives.
- 300 homes retrofit with the average retrofit costing \$30,000.

Retrofit Pathway Process



Homeowner responsibilities

- Submitting an application to the program.
- Booking EnerGuide energy assessments before and after retrofits.
- Obtaining contractor quotes.
- Selecting and paying contractors.
- Using the energy coaching services provided by Windfall Ecology Centre.



Windfall Ecology Centre's role

- Primary contact for the homeowner.
- Responds to homeowner's expression of interest
- Energy coaching (interpreting EnerGuide evaluations, recommending retrofits, incentive eligibility, reviewing contractor quotes, verifying energy performance post-retrofit, assists with completing paperwork)



Clean Air Partnership's Role

- Primary contract for Dufferin County and Windfall Ecology Centre.
- Program development and launch.
- Stakeholder and community consultation.
- Communications and promotions.
- Contractor education and training.
- Managing the homeowner process (verifying homeowner eligibility, drafting homeowner agreements, verifying retrofits are complete and targets achieved, maintaining secure and accurate records of properties, retrofits and loans, drafting LIC bylaws)
- Managing subcontractors (energy coaching, equity evaluation, communications)
- Program evaluation and reporting to FCM.

Dufferin County's Role

- Receives grants and loans from FCM.
- Enters into an agreement with the homeowner and disburses funding for retrofits.
- Receives homeowner loan payments from local municipalities.
- Repays the FCM loan.
- Works with Clean Air Partnership to ensure smooth program launch and operations.

Local Municipalities' Role - Required

- Pass Program Enabling LIC Bylaw. A template will be provided.
- Upon request, confirm if taxes are in good standing for participating homeowners.
- Once the retrofit is complete, pass a Participating Property LIC bylaw for each property allowing loan payments to be collected through property taxes and attach the loan to the property tax account.
- Remit loan payments to Dufferin County as they are collected from homeowners.

Sample Participating Property Bylaw

City of Kingston – Better Homes Kingston Local Improvement Charges Added to Taxes

BHK Number	Roll Number	Tenant Number	Site Address	Lot	Property Owner(s)
BHK-05	1011080190	N/A	532 Street	N/A	John W Marilyn W

Local Improvement Charge								Detail Description
Cost of Work	Funding Amount	Interest Charge	Admin Charge	Special Charge (Total Amount owing)	When Special Charge to Be Paid	Lifetime of the Work	Annual Payment	
\$21,187.50	\$21,187.50	0%	\$0	\$16,187.50	Within 20 year(s) from the first Payment Date	20 Years	\$809.37	Better Homes Kingston Program - Local Improvement Charge added to taxes. The Special Charge amount is equal to the Funding Amount minus eligible incentive of \$5000. First payment due on the 2025 Interim Tax Bill.

Local Municipalities' Role - optional

- Provide input into program development (process creation, forms and templates, communications strategy, equity and inclusion strategy, risk management).
- Support program promotions and communications.
- Provide input into program evaluation and continuous improvement.



FAQs

- **How many properties will each municipality need to deal with?**

The program is designed for 50-100 homes per year (between 5-15 per municipality per year).

- **How to get the information about the participating properties for the bylaw?**

Clean Air Partnership will provide a draft bylaw including property owners, address, tax roll number, loan amount, amortization period, interest rate and annual payment.

- **How often do participating property bylaws need to be passed?**

Passing the LIC bylaws occurs after work is completed by the homeowner. It can be done in batches bi-annually.

Next steps (April-December 2025)

- Program Enabling LIC bylaws passed by local municipalities
- FCM releases initial payment
- Process development
- Communication strategy and brand development
- Consultations
- Website and communications materials
- Staff and contractor training
- Program launch



Questions?

Thank you!



CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW _____-2025

A By-law to authorize the undertaking of energy efficiency and climate resilience works on private residential property as local improvements under the BetterHomes Dufferin Program.

Whereas Part III of Ontario Regulation 586/06 authorizes Council to pass a by-law to undertake works on private residential property as local improvements for the purpose of raising all or part of the cost of the work by imposing special charges on lots upon which all or some part of the local improvement is or will be located; and

Whereas such a by-law may authorize the undertaking of works which satisfy the requirements of a Dufferin County program; and

Whereas at its meeting of April 17, 2025, the Corporation of the Township of Melancthon Council adopted the BetterHomes Dufferin program pursuant to authority of Ontario Regulation 586/06;

The Council of the Corporation of the Township of Melancthon enacts:

- 1. Council authorizes the undertaking of energy efficiency and climate resilience works on private residential property as local improvements under the BetterHomes Dufferin Program, as set out in Appendix A to this By-law, for the purpose of raising all or part of the cost of the work by imposing special charges on lots upon which all or some part of the local improvement is or will be located.

By-law read a first and second time this 17th day of April, 2025.

By-law read a third time and finally passed this 17th day of April, 2025.

MAYOR

CLERK

Appendix A - BetterHomes Dufferin Program Design

1.0. Overview

The BetterHomes Dufferin Program is designed to extend municipal funding to consenting homeowners for the installation of qualifying natural gas, electricity and climate resilience improvements and related energy assessments and then to secure payment by imposing a local improvement charge (LIC) on the private residential property, as authorized by the Regulation.

This program is administered by a program delivery team that includes Dufferin County, Clean Air Partnership and Windfall Ecology Centre. The program delivery team will periodically review the BetterHomes Dufferin program to ensure effective implementation and, where deemed appropriate, the Dufferin County may make changes in its sole discretion.

1.1. Program Eligibility

Residential low-rise buildings located within the Corporation of the Township of Melancthon are eligible.

The property must have a property tax account with the Corporation of the Township of Melancthon.

Participation is voluntary, owner-initiated and subject to the following conditions:

- All registered owner(s) of the property must consent to participating in the Program;
- Property tax, utility bills and all other payment obligations to the Corporation of the Township of Melancthon for the past three years must be in good standing; and

1.2. Home Energy Assessments

Similar to the Canada Greener Homes Program designed by the Federal Government, the

BetterHomes Dufferin will utilize the EnerGuide Rating System (the "[ERS](#)") that provides a standard measure of a home's energy performance. It provides a standardized tool and process to assess home energy efficiency and can model energy savings projects.

The property owner must hire a Certified Energy Advisor (the "CEA") - certified by Natural Resources Canada ("NR Can") - to perform pre- and post-retrofit assessments in accordance with ERS. CEAs are experts in the field of energy efficiency and well-versed in the 'whole home' approach to home energy systems, technologies and products.

Upon completion of the pre-retrofit home energy assessment, a report is provided to the homeowner with the NRCan EnerGuide rating for the home and recommendations for energy improvements that could potentially increase that rating. This report is to be provided to the program delivery team in order to access LIC funding.

After the retrofit is complete, a second and final home assessment is performed by the CEA to obtain a second EnerGuide rating and to verify the completion of work. Provided that the second assessment indicates that the EnerGuide rating has increased and the improvements have been completed, then Dufferin County can issue the final disbursement of funds.

1.3. Qualifying Energy Efficiency & Climate Resilience Measures

The home energy assessment must demonstrate the potential to achieve cost-effective energy

reductions in order to qualify for LIC funding from BetterHomes Dufferin. The non-exhaustive list of the categories of measures eligible under the BetterHomes Dufferin , subject to any permitting and regulations, includes:

- i. Envelope upgrades: attic, walls, foundation, and basement insulation; air barriers; window, skylights and exterior door replacements; air-sealing and weather stripping.
 - ii. Mechanical systems (space heating, cooling and ventilation): thermostats and controllers, energy or heat recovery ventilators, air source heat pumps, heat distribution systems, duct sealing, fans, associated electrical equipment as required.
 - iii. Mechanical systems (water heating): high-efficiency water heaters, drain water heat recovery systems, solar hot water systems.
 - iv. Renewable energy, energy storage and EV chargers: solar photovoltaic systems, electric vehicle charging stations (Level 2), battery storage devices, associated electrical and load management equipment.
 - v. Associated measures: including electrical wiring and panel upgrades that are required undertakings to permit energy improvements.
 - vi. Climate adaptation improvements: such as back-flow prevention valves, sump pumps and basement waterproofing.
- Other: Permanently affixed lighting, lighting controls, new energy efficient (certified) products will be considered as additional eligible technologies.

Ineligible measures include equipment or products not permanently affixed to the property, previously installed in another home and are deemed general maintenance. By recommending categories of retrofit improvements and associated measures, the Corporation of the Township of Melancthon and Dufferin County make no guarantees of the materials, performance, cost-effectiveness or any warranty of the measures supported by the Program.

1.4. Completing the Retrofit through Contractor Engagement

Dufferin County will provide financing to homeowners for eligible measures covered by the Program that have been:

- recommended by the CEA
- verified by Windfall Ecology Centre energy coach
- installed by contractors hired by the property owner

The Corporation of the Township of Melancthon, Dufferin County, Clean Air Partnership, and Windfall Ecology Centre will not pre-qualify contractors or procure contractors to perform energy assessments or install retrofit improvements on behalf of homeowners in connection with this Program. The homeowner will use the funds disbursed by Dufferin County to pay contractors directly.

The Corporation of the Township of Melancthon, Dufferin County, Clean Air Partnership, and Windfall Ecology Centre are not responsible for the work quality of any contractors hired in connection with this Program and assumes no liability for the works undertaken. All retrofit improvements and renovations must adhere to local codes and by-laws. The homeowner is responsible for ensuring that hired contractors are licensed, bonded, and insured. Any issues that may arise relating to the quality of workmanship or post-installation performance of energy measures, for example, should be dealt with by the property owner and contractor.

1.5. Application Process

The steps below outline the process and requirements homeowners need to follow as part of the Program.

Step 1: Pre-qualification

Homeowners submit an on-line application form that includes, but is not limited to, the following information:

- Property address to confirm location is within eligible municipality;
- Property assessment roll number to confirm no outstanding payments owed to the Corporation of the Township of Melancthon in the last three years;

Once the property owner has been prequalified, the program delivery team will provide Notice to Proceed to the homeowner.

Step 2: Energy Assessment and Funding Request Form

The homeowner completes the pre-retrofit home energy assessment in accordance with Section 1.2 Home Energy Assessments.

Along with the Energy Assessment Report, the homeowner also will need to submit a Funding

Request Form that:

- identifies the improvements that the property owner intends to install based on the Energy Assessment Report;
- identifies the cost for each improvement (including equipment, materials and labour costs); and

Step 3: Property Owner Agreement

After the program delivery team, has confirmed the acceptability of the Energy Assessment Report and the Funding Request Form, they will prepare a property owner agreement ("POA"), for the homeowner(s) and Dufferin County to review and sign.

Step 4: Completing Improvements

1. Initial Funding Disbursement

Following execution of the POA, Dufferin County will provide the homeowner with the initial disbursement agreed upon in the POA that can be used by the homeowner to pay contractors or suppliers (i.e. security deposit).

The property owner will be contractually obligated to repay this initial disbursement to Dufferin County if the property owner does not complete the improvements.

The property owner can then proceed with hiring contractor(s) and performing the approved energy improvements to the property.

2. Final Funding Disbursement

As will be detailed in the POA, Dufferin County will provide the final disbursement only after the homeowner provides a copy of the post-retrofit assessment report from the CEA that:

- includes a Certificate of Completion that attests the approved retrofit measures having been installed and provides an EnerGuide rating of the home after the retrofit measures have been completed which is greater than the original EnerGuide rating noted on the pre-retrofit assessment report from the CEA; and
- indicates the actual costs for all the works.

Step 5: LIC Repayment

The Corporation of the Township of Melancthon Treasurer must periodically certify the local improvement roll. This occurs after the improvements on a given set of properties are complete and the final amounts of funding are confirmed by the program delivery team.

The Corporation of the Township of Melancthon's Solicitor will submit a corresponding bill for Council to adopt a by-law pursuant to Section 36.14 of O.Reg 586/06 to impose the special charges on the participating properties. The program delivery team will provide the draft by-law that includes each property's tax roll number, loan amount and repayment schedule. For each property included in the by-law, the Treasurer will then add to the Corporation of the Township of Melancthon's tax roll for that property each year that portion of the imposed special charge that is due in that year. These collective steps will provide priority lien status for the annual amount that the Treasurer [and CFO] adds to the tax roll and will ensure that any subsequent property owner who was not a party to the POA is bound to pay that amount. Failure to make payments is treated with the same remedy as uncollected property taxes which may include penalties and interest charges.

The Corporation of the Township of Melancthon will remit to Dufferin County the LIC payments made by the homeowner.

1.6. LIC Disclosure

As indicated above, the subsequent owner of a property on which the Corporation of the Township of Melancthon has imposed a special charge is required to pay the Corporation of the Township of Melancthon the annual LIC amount even though that subsequent owner was not a party to the original POA. In addition to notice that the Corporation of the Township of Melancthon will be providing in accordance with the provisions of O. Reg. 586/06, the Corporation of the Township of Melancthon also will take the following steps to ensure even greater transparency of the LIC to interested parties by:

- i) posting on the Corporation of the Township of Melancthon's website notice of the special charge by-law to impose the charge on the property in advance of its introduction and after its adoption; and
- ii) updating the Tax Certificate to include the full LIC amount, amount payable in the current year, outstanding amounts owing and a note to reference the by-law pursuant to which the special charge was imposed.

1.7. Access to Other Rebates & Incentives

The Corporation of the Township of Melancthon and Dufferin County encourages applicants to review the energy savings programs of the federal government, provincial government and utilities. Energy efficiency measures that are eligible under this residential retrofit program may also be eligible for rebates from other programs.

1.8. Quality Control

As a means of additional oversight to confirm that the funded improvements were completed, the POA will indicate that Dufferin County reserves the right to have a Dufferin County official or third-party contractor arrange with the property owner for an inspection. The property owner(s) is also responsible for keeping original copies of contractor invoices and photos of installed measures, especially for harder to verify measures like insulation, and be prepared to disclose this information to Dufferin County upon request.

1.9. Measurement and Verification

Pursuant to the POA, the property owner(s) must consent to providing Dufferin County with access to the property's utility usage data in order to monitor results and evaluate the Program's effectiveness for a period of five years after completion of the retrofit.

Also, the property owner(s) agrees to participate in surveys and other follow-up activities to help Dufferin County and Clean Air Partnership evaluate the Program.