



**TOWNSHIP OF MELANCTHON
HYBRID COUNCIL MEETING
THURSDAY, SEPTEMBER 4TH, 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/86459315036?pwd=UA4FzPViaeqhrmkeekhoWPU1xHCEpb.1>

Meeting ID: 864 5931 5036
Passcode: 809659

One tap mobile
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AGENDA

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

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

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

These territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.
- 3. Announcements**
- 4. Additions/Deletions/Approval of Agenda**
- 5. Declaration of Pecuniary Interest and the General Nature Thereof**
- 6. Approval of Draft Minutes – July 7th, 2025 (Special Meeting) & July 17th, 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. Accounts (July & August)
 2. Release 2025 Gravel Tender Deposit Cheque to Flesherton Concrete
 3. Staff Recommendation for 2025 Winter Sand Tender – Closing September 2nd, 2025
 4. Email from Taylor Scherer Regarding the Intersection of 260 Sideroad and 2nd Line SW
 5. Three Quotes for Engineering for Proposed Paved Shoulders in Horning's Mills
 6. Bretton Estates – Assumption of Streets in the Subdivision
 7. Other
- 11. Planning**
1. Applications to Permit
 2. Other
- 12. Strategic Plan**
- 13. Climate Change Initiatives**
- 14. Dufferin OPP Detachment Board – Melancthon, Mono, Mulmur**
1. January to March 2025 OPP Detachment Revenues
- 15. Committee/Board Reports & Recommendations**
- 16. Correspondence**

Board, Committee & Working Group Minutes

1. Infrastructure & Emergency Management Committee – June 2nd, 2025

Items for Information Purposes

1. Letter from Chief Sherri-Lyn Hill, Six Nations of the Grand River
2. Email from Watson & Associates Economists Ltd Regarding Affordable Residential Units for the Purposes of the Development Charges Act, 1997
3. Ministry of the Environment and Climate Change Notification – Permit to take Water – 625292 15 Sideroad
4. Shelburne & District Fire Department – Joint Fire Services Meeting Summary Notes – July 17, 2025
5. RJ Burnside & Associates – Drainage Superintendent Services – March-June 2025
6. Letter from Conservation Ontario – Conservation Ontario's comments on "Proposed Changes to Provide Flexibility for Water Taking Activities" (ERO#025-0730)
7. Ministry of Natural Resources – Proposed Updates to Certain Operational Policies under the Aggregates Resource Act
8. Royal Canadian Legion Ontario Command – 13th Annual Military Service Recognition Book
9. Grand River Conservation Authority News Release: Grand River Source Protection Plan Updated
10. County of Dufferin – Notice of No Appeal for OPA 5 relating to 078106 7th Line SW
11. Ministry of Natural Resources – Proposed Regulations to Support the Implementation of the Proposed Geologic Storage Act, 2025, if passed by the Legislature
12. Township of Mulmur – Statutory Public Meeting for Proposed Official Plan Amendments

13. Township of Amaranth Resolution in Opposition to Strong Mayor Powers
14. Ministry of the Environment, Conservation and Parks – Updated Compliance Policy

17. General Business

1. Accounts (July & August)
2. Notice of Intent to Pass By-law
3. New/Other Business/Additions
 1. Email From Jackie Cameron – Recognition of Lauren Smith, Melancthon Resident
 2. Notice of Motion Regarding Development Charges (Deputy Mayor McLean)
 3. Report from Denise B. Holmes, CAO/Clerk – Request to Close Municipal Office on Tuesday, November 25th, 2025 for Annual Emergency Exercise Training
 4. Report from Denise B. Holmes, CAO/Clerk – Official Plan and Zoning By-law Conformity Update – Advisory Group Establishment and First Meeting
4. Unfinished Business
 1. Township of Melancthon – Student Volunteer Award (Councillor Plowright)
 2. Fall Town Hall Meeting – Finalize Date, Topics, Invitees, etc.
 3. Six Nations of the Grand River – Political Liaison Meetings – September 22nd, October 13th and 27th
5. Reports/Updates from Members of Council & Administrative Staff

18. Delegations

1. 5:30 p.m. – Heather Hill, Insurance Store and Colin Smith, Intact Public Entities – 2025/2026 Insurance Program Presentation
2. 6:00 p.m. – Statutory Public Meeting for a Zoning By-law Amendment on Part of Lot 299, Concession 2 SW – 116203 2nd Line SW – File No. Z25-02

19. Closed Session

1. Items for Discussion:
 1. Section 239(2)(f) - Section 239(2)(f) – Advice that is subject to Solicitor/Client Privilege, including communications necessary for that purpose – Strada Aggregates Applications – Finalization of Peer Reviewers
2. Approval of Draft Minutes – July 17th, 2025
3. Business Arising from Minutes
4. Rise With or Without Report from Closed Session

20. Third Reading of By-laws

21. Notice of Motion

22. Confirmation By-law

23. Adjournment and Date of Next Meeting – Thursday, September 18th, 2025 at 5:00 p.m.

Denise Holmes

From: Darren White
Sent: Friday, August 15, 2025 10:01 AM
To: taylor scherer
Cc: Denise Holmes; Kaitlin Dinnick
Subject: Re: Urgent Request: Safety Improvements for 260 Side road & 2nd Line Intersection After Serious Accident

Good morning Taylor. Thanks for forwarding this email. As discussed I will make sure it gets on the township council agenda.

I already started the discussion at an infrastructure meeting yesterday morning.

If you want to appear at council as a delegation you need to submit a delegation request form which can be found on the township website under the "Council, agendas, minutes and recordings" tab, then scroll to the "delegation request form which" tab where you will find the form. Submit the form to staff and they will book you in as a delegation.

Regards

Sent from my iPhone

Darren White C.D

Mayor
Township of Melancthon
Past Warden/County Councillor
County of Dufferin

519 278 8234 cell
519 925 5525 office
dwhite@melancthontownship.ca

On Aug 15, 2025, at 8:00 AM, taylor scherer <taylor.scherer@hotmail.com> wrote:

Taylor Scherer

[REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
August 14, 2025

Darren White

Mayor of The Township of Melancthon

157101 Highway 10

Melancthon, ON L9V 2E6

Subject: Urgent Request for a Four-Way Stop and Flashing Amber Light at 260 Side road & 2nd Line SW

Dear Mayor White,

I am writing to you not only as a concerned resident of Melancthon, but also as someone whose life was profoundly changed because of the current traffic conditions at the intersection of 2nd Line SW and 260 Side road. On August 6, 2025 I was involved in a severe vehicle accident at this intersection—an event that left me with life-changing injuries and lasting consequences.

This intersection has long been a source of danger for drivers, cyclists, and pedestrians alike. The current traffic control measures are insufficient to prevent high-speed approaches and poor visibility issues, especially during peak hours or low-light conditions. In my own case, the absence of a four-way stop and/or a flashing amber light played a direct role in the crash.

I urge the township to take immediate action by:

1. Installing a four-way stop at the intersection to ensure all directions are required to yield.
2. And/or Adding a flashing amber warning light to alert drivers in advance, especially at night or in bad weather.
3. Conducting a formal traffic safety review to assess accident history, sightline obstructions, and traffic volume.

This is not just about preventing another accident like mine—it is about protecting lives. I believe swift action could prevent other families from enduring the trauma, medical hardships, and emotional toll that mine has suffered.

I would be grateful for the opportunity to discuss this matter further or to attend a council meeting to share my story. I trust that you will give this request the urgent attention it deserves, and I look forward to hearing from you soon.

Thank you for your time and commitment to making our roads safer.

Sincerely,
Taylor Scherer

Denise Holmes

From: Denise Holmes
Sent: Tuesday, June 3, 2025 12:01 PM
To: Denise Holmes
Subject: FW: Proposed Paved Shoulder, Main Street 058044

From: Mike Vaughan <Mike.Vaughan@rjburnside.com>
Sent: Monday, June 2, 2025 3:21 PM
To: Denise Holmes <dholmes@melancthontownship.ca>
Cc: Gord Feniak <Gord.Feniak@rjburnside.com>; Chris Knechtel <Chris.Knechtel@rjburnside.com>; Kaitlin Dinnick <kdinnick@melancthontownship.ca>
Subject: RE: Proposed Paved Shoulder, Main Street 058044

Hi Denise,

Apologies again for the delay in getting this to you. Below is a breakdown of our expected tasks for this project and some budgetary considerations moving forward. Once you're satisfied with our scope of work I can formalize this into a proper fee proposal for you to sign to get this work properly started.

Scope of work:

- Project Initiation, Background Document Review, Detailed Site Review (note work already completed can be included here)
- Topographic Survey
- Geotechnical Investigation (by others)
- Detailed Design/Drawings
- Permits and Approvals (Note this section of road is almost entirely within NVCA regulated lands and will require work partially within an undocumented wetland)
- Tender Process
- Contract Admin and Inspection

A total budget for Burnside's fees will likely be in the order of \$40,000 - \$45,000, and allowances will be in the order of \$15,000 (geotechnical investigation, locates, etc.). So, a total budget for engineering services should be around **\$60,000 + HST**.

Let me know if your OK with this and we'll work up something more formal, or let me know if there's anything in the scope you would like us to exclude.

Thanks,
Mike

Mike Vaughan, P.Eng.
Municipal Engineer

R.J. Burnside & Associates Limited | www.rjburnside.com
Office: +1 800-265-9662 Direct: +1 519-938-3092



71 Broadway, Unit 4
Orangeville, Ontario, L9W 1K4
Tel: (519) 941-0330
Fax: (519) 941-1830
Email: info@tritoneng.on.ca

ORANGEVILLE • FERGUS • HARRISTON

July 31, 2025

Township of Melancthon
157101 Highway 10
MELANCTHON, Ontario
L9V 2E6

Attention: Denise Holmes
CAO/Clerk

Re: RFQ – Design and Contract Administration for Walkway
on Main Street in Horning's Mills
Township of Melancthon
Our File: X0190 P01

Dear Denise:

Triton Engineering Services Limited (Triton) is pleased to provide a quote for the design and contract administration for a walkway along Main Street in Horning's Mills in the Township of Melancthon.

Horning's Mills is a community adjacent to Dufferin County Road 124, approximately 7.0km north of Shelburne with concrete sidewalk and curbs provided within the downtown core. The Township intends to construct a walkway from south of High Street to Oldfield Court to provide a walking area for pedestrians to access the existing sidewalk downtown. It is understood the Township does not intend to perform winter maintenance on the proposed walking area. Based on NVCA mapping, the project is fully located within NVCA regulated area.

WORK PLAN

Triton will undertake a field review to note special design considerations, including property constraints, connection to existing sidewalks, road crossing locations, conflicts with utilities (poles, trees, guiderail, etc.), and environmental sensitivities. In addition to obtaining any required additional information, the review will give the designers a good "feel" for the project. All additional issues which become evident as part of the field inspections, will be identified and documented.

A topographic survey will be carried out to obtain the information required to create detailed base plans and a digital terrain model. Base plans will be prepared from the survey and a digital terrain model will be used to produce profiles and cross-sections at 20 metre intervals and at all driveways and intersections for design and quantity control purposes.

Van Harten Surveying Inc. will undertake a legal survey to determine the right of way property boundaries.

Triton will prepare preliminary design options to address the project objectives. A lay-out will be developed for the walkway, with consideration for location to be evaluated for various criteria, including fit within the ROW, utility conflicts, connectivity, maintenance, grades, and other considerations.

The existing horizontal and vertical road alignments are expected to be maintained. A concrete curb and gutter would provide a barrier between the roadway, but may be difficult to construct as the road is relatively flat. The preliminary design will review if a curb could be constructed to achieve minimum grade on all gutters and avoid water ponding. As an alternative, an asphalt pathway separated by pavement marking may be appropriate to achieve the project objectives and maintain existing road drainage. Triton will identify constraints with each alternative and present options to the Township.

As part of the preliminary design, the design cross-sections will be run in Civil 3D to identify fit issues, including the grading implications along the existing road platform. Property, utility, impacts to NVCA regulated areas, and cost impacts will be identified. Triton has included fees for consultation with NVCA, but has not included for detailed studies or reports if filling within the NVCA regulated area is required to widen the roadway.

The Preliminary Design will be reviewed with the Township to obtain approval of the walkway layout prior to proceeding with the Detailed Design, including up to three options with cost estimates.

Detail Design will include the development of the final cross sections based on the approved layout, construction drawings, including cover page, general notes, plan over profile at a scale of 1:250, removals, and typical sections and details.

A tender package will be prepared fully detailing the work, including standards, material specifications, special provisions, and operational constraints. The constraints will be developed to minimize disturbance to the public and adjacent properties. Quantities will be calculated in accordance with measurement for payment standards prescribed in the Ontario Provincial Standard Specifications.

Tender documents will be prepared in the Township and OPSS format which will clearly describe the work that is to be done. Special provisions will be prepared to further clarify the work and ensure that the scope of work is well defined, in order to avoid change orders during construction.

Triton will assist with the tendering and procurement for the project, including preparation of tender package for advertising as per Township policies, answering queries from tenderers, evaluation of tenders, checking bidder references, and preparation of Contract Documents.

Triton will ensure that the project objectives are met by implementing a comprehensive contract administration and construction inspection plan. This will ensure not only the construction of a quality product, but will address the requirements of adjacent property owners and the travelling public. A four (4) week construction schedule is anticipated for this work.

Our proposed Contract Administration and Inspection fees include coordination of a pre-construction meeting, 20 hours per week of part time inspection, general CA tasks (payment certificates, liaison with Township staff and Contractor, review of change orders and claims for extra work, etc.), material testing, bi-weekly site meetings, deficiency review at the completion of construction, a final walkthrough at the end of the 12 month warranty period before closing out the project.

Part time inspection of construction activities will be carried out to ensure compliance with the contract requirements. Triton will measure and verify all quantities, and ensure that adequate quality control testing will be carried out to ensure that materials and compaction meet specification.

As-recorded measurements will be taken as the work proceeds and an as-built drawing file will be maintained throughout the life of the contract. Upon completion, As-Built drawings will be prepared showing all deviations from the original drawings. The record drawings will be submitted in both CAD and pdf format, as well as full hard copy.

PROPOSED BUDGET

Design Phase	\$ 35,500.00
Procurement/Tendering	\$ 2,800.00
Construction CA and Inspection	\$ 18,000.00
Construction Materials Testing	\$ 5,000.00
Total	\$ 61,300.00

Fees have not been provided for a Public Information Centre, any studies or reports required by NVCA, illumination, geotechnical investigation, or excess soils management. A breakdown of our hourly fees and the proposed time matrix has been attached.

CLOSING

Triton Engineering Services Limited appreciates the opportunity to submit these proposed fees and would be happy to review the scope as required.

Respectfully submitted,

TRITON ENGINEERING SERVICES LIMITED



Taylor Kramp, P. Eng.

Triton Engineering Services Limited – Hourly Rate Table		
Staff Member	Member Position	Hourly Rate
David Donaldson, P. Eng.	Quality Assurance Manager	\$175
Taylor Kramp, P. Eng.	Project Manager	\$150
Steve Gibson	Junior Engineer	\$93
Steve Whitaker	Senior Technician	\$110
Marc Severn	Senior Inspector	\$120

[illegible]

	DD	TK	SG	SW	DS	SC	LH	MS			Total Hours
Phase 4 - Contract Administration, Inspection and Site Supervision											
Contract Administration											
Pre-Construction Meeting		4.0						4.0			8.0
General Contract Administration		12.0									12.0
Part Time Inspection								80.0			80.0
Material Testing											0.0
As-Recorded Drawings		1.0		10.0							11.0
Warranty Deficiency Inspections		4.0						15.0			19.0
Sub-Total	0.0	21.0	0.0	10.0	0.0	0.0	0.0	99.0			130.0
Total Project Design Hours	4.0	62.5	116.0	70.0	4.0	20.0	5.0	0.0			281.5
Total Project Construction Hours	0.0	21.0	0.0	10.0	0.0	0.0	0.0	99.0			130.0
Project Total Hours								411.5			

LEGEND

DD David Donaldson	Senior Advisor/Quality Control Auditor
TK Taylor Kramp	Project Manager
SG Steve Gibson	Jr. Designer
SW Stephen Whitaker	Sr. CAD/Inspector
DS Dwaine Scheerer	Survey Manager
SC Survey Crew	One person plus equipment
LH Levi Humber	Surveyor
MS Marc Severn	Sr. CA

August 12, 2025

Township of Melancthon
157101 Highway 10
Melancthon, ON L9V 2E6

Attn: Denise Holmes, AMCT, CAO/Clerk

Re: Township of Melancthon
Engineering Services - Horning's Mills, Asphalt Shoulder Design
SBA File No: M25021

Dear Denise,

Thank you for the opportunity to provide a proposal for the completion of this very important project. As requested, S. Burnett & Associates Limited (SBA) has prepared the following proposal and cost estimate for the completion of the Asphalt Shoulder and Walkway Design along Main Street within Horning's Mills.

1. PROJECT UNDERSTANDING

After meeting with Township staff on site, it is SBA's understanding the projects scope will generally include the design of paved shoulders along approximately 530m of Main Street within Horning's Mills, which will also service as a walking pathway for pedestrians. The design will include any adjustments to the existing road cross section as needed to allow for sufficient shoulder width to accommodate the walking path. This may include regrading of the road embankment or construction of soil retaining structures. Additionally, a non-signalized pedestrian crossing is proposed near the intersection of Main Street and Fieldway Court.

The Township is looking for engineering services to complete the full design of this section of asphalt shoulder. It is SBA's understanding that services for the procurement, contract administration and inspection services will be approved at a later date.

2. WORK PLAN

SBA therefore proposes the following work plan, consisting of two (2) tasks, for your consideration with recommendations and budgetary estimates for engineering services during the procurement and construction phases of the project.

Task 1: Site and Utility Investigation

Prior to completing any design work, SBA proposes to retain the services of a qualified Ontario Land Surveyor (OLS) to conduct a field survey to establish right-of-way limits, existing grade lines of the road cross section features and delineate any above ground utility infrastructure. SBA strongly recommends completing this survey due to steep embankments along several sections of the proposed work area that will likely require grading adjustments that could encroach on privately owned property. The survey will also increase the overall accuracy of the proposed design and reduce the possibility of additional costs being incurred by the Township during construction.

At this stage, SBA will also complete planning locates through Ontario One Call to delineate any overhead or below grade infrastructure that may conflict with the proposed shoulder work. SBA has assumed that no utility relocation and coordination will be required as part of this project as all grading should be limited to granular base and asphalt paving depths.

Task 2: Design Phase

Once the field investigation is completed, SBA will work towards producing a 66% Design Drawing set for Township review. The drawing package will include plan and profiles of the roadway and asphalt shoulders, complete with cross sections and typical details. The design will capture all grading adjustments required along with the relocation and upgrades of existing guard rails. It should be noted that SBA has not carried costs within this proposal for the design of structural retaining walls or mechanically stabilized earth (MSE) systems. Provisions for these items will only be confirmed following survey and completion of preliminary design.

A meeting will be conducted with the Township to review the drawing set to finalize design details or revision updates. At this stage, SBA will also provide a Class 'B' construction cost estimate for budgetary purposes for the Township.

Once feedback has been received from the Township, SBA will advance the design to a 99%/IFT stage. The cost estimate will be updated to a Class 'A' level.

It is SBA's understanding that details regarding ornamental features such as planters or other items will be provided by the Township to confirm feature dimensions and that appropriate offsets are feasible. SBA has budgeted time to circulate the design drawings with the Nottawasaga Conservation Authority (NVCA) for general review and comment but not to complete in depth environmental assessment tasks such as hydraulic modelling or species at risk assessment. SBA is of the assumption that other regulatory approvals are not required for this project, including the MECP, MTO and Dufferin County. Further, SBA has not budgeted for any public engagement including community surveys, open houses or general community meetings.

Procurement, Contract Administration & Inspection Services (TBD)

Depending on the preferred procurement method of the Township, SBA would generally recommend budgeting \$5,000.00 to \$10,000.00 for engineering services to develop a construction contract, manage and provide recommendations on the award of contract.

SBA would also recommend budgeting at minimum for five (5) weeks of part-time inspection and contract administration services. This would generally include 10 hours of inspection and four (4) hours of contract administration per week. Additional efforts and disbursements will be needed on top of these rates to conduct site meetings and manage the warranty period. Overall, \$20,000.00 to \$25,000.00 should be budgeted for site inspection and contract administration services.

3. PROJECT SCHEDULE

SBA is currently under the assumption that the Township is looking to complete the site investigation and design phases, as described above, in the Summer/Fall of 2025 with project construction procurement over the Winter of 2026 and construction the Spring of 2026.

4. FEES & EXPENSES

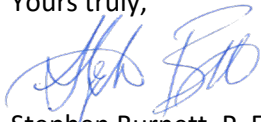
The following is the proposed fees and expenses associated with completing the above proposed work plan.

DESCRIPTION	FEES
Task 1: Site & Utility Investigation*	\$13,510.00
Task 2: Design Phase	\$12,760.00
TOTAL	\$ 26,270.00 + HST

**Field survey (topographic and legal) valued at \$9,000.00 from survey subconsultant is included within Task 1 costs.*

We trust that the preceding meets your approval. If so, please sign and return the attached "Authorization to Proceed" form and keep a copy for your records. Should you have any questions, or if you require any additional information, please do not hesitate to contact us.

Yours truly,



Stephen Burnett, P. Eng
Principal

S. Burnett & Associates Limited



Blake Aram, P. Eng
Civil Engineer

S. Burnett & Associates Limited

Incl. Authorization to Proceed

M25021_Melancthon_Aspphalt Shoulders_Proposal_FINAL_2025-08-12

APPLICATIONS TO PERMIT FOR APPROVAL
September 4, 2025 COUNCIL MEETING

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS/APPROVED OR NOT APPROVED
Manassa & Melinda Martin Agent: Aaron Bauman	Lot 24, Pt Lots 23 & 25, Con 7 SW 078106 7th Line SW	371.61m2 (4000sqft)	Farm Shed	Agricultural	\$100,000	No	Approved
Manassa & Melinda Martin Agent: Aaron Bauman	Lot 24, Pt Lots 23 & 25, Con 7 SW 078106 7th Line SW	46.09m2 (496.11sqft)	Skidsteer Building	Agricultural	\$25,000	No	Approved
2603109 Ontario Inc - Trevor Downey Agent: Elijah Brown	Pt Lot 18, Con 3 OS RP 7R6271 Part 1 477476 3rd Line	1400m2 (15,069.47sqft)	Potato Packing Building	Agricultural	\$2,000,000	No	Approved
Shamsollah Khan Agent: Mana Zavalat	Pt Lot 260, Con 1 SW 682369 260 Sideroad	238m2 (2561.81sqft)	Detached Garage with Accessory Dwelling Unit	Residential	\$50,000	No	Approved
James Wilson	Pt Lot 8, Con 7 SW 077066 7th Line SW	585.3m2 (6300sqft)	Hay & Feed Storage	Agricultural	\$200,000	No	Approved
Manassa & Melinda Martin Agent: Aaron Bauman	Lot 24, Pt Lots 23 & 25, Con 7 SW 078106 7th Line SW	231.72m2 (2300sqft)	Dwelling	Residential	\$450,000	No	Agreement entered into to keep the existing dwelling until new dwellina is built - Approved
Robert McDonald	Lot 13, Con 6 NE 277032 6th Line NE	223m2 (2400sqft)	Hay Storage Building	Agricultural	\$66,000	No	
Jesse Silva	Plan 54, Lots 24 & 25 078006 7th Line SW	33m2 (355sqft)	Deck	Residential	\$5,000	No	Approved
Maple Ridge Plastics Inc - Reuben Bowman Agent: Aaron Bauman	Pt Lot 28, Con 9 NE 318401 8th Line NE	167.22m2 (1799.94sqft)	Barn Addition	Agricultural	\$100,000	No	Approved

PLAN 11.1
SEPT 4 2025

Denise Holmes

From: OPP GHQ Municipal Policing (OPP) <opp.municipalpolicing@opp.ca>
Sent: Wednesday, July 16, 2025 8:24 AM
To: Denise Holmes; Sarah Culshaw
Subject: Melancthon Tp - January to March 2025 Detachment Revenues
Attachments: 2023Sep06 Police Record Check Revenue Letter sent to Municipalities.pdf

Good morning,

Revenues collected for work performed by detachment staff is credited to municipalities quarterly throughout the year.

We are pleased to advise January to March 2025 revenue credits have been sent to Ontario Shared Services (OSS) for processing and have been issued. Your municipality will be receiving a credit memo in the amount of \$1171.39.

The breakdown of the January to March revenue credit is as follows:

Security Checks = \$1025
Reports = \$0
Fingerprints = \$402.64
Other = \$0
OPRCU 25% Reduction = -\$256.25
Total = \$1171.39

Please note an adjustment has been made to remove 25% of the Security Checks revenues collected by the Online Police Record Check Unit as per the attached letter sent to all OPP-policed municipalities in September 2023.

We have been advised by OSS a call to 1-877-535-0554 is required to apply the credit to an outstanding invoice.

Respectfully,

MPU Financial Services Unit

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Infrastructure and Emergency Management Committee held a meeting on June 2nd, 2025, at 9:30 a.m. The following members were present: James McLean, and Ruth Plowright. Also present were: Denise Holmes, CAO/Clerk, Craig Micks, Public Works Superintendent, and Kaitlin Dinnick, Infrastructure and Emergency Management Committee Secretary. Member Darren White was absent with prior notice given.

This meeting was not recorded due to technical difficulties.

Call to Order

Chair McLean called the meeting to order at 9:38 a.m.

Land Acknowledgement

Chair McLean shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

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

Declaration of Pecuniary Interest or Conflict of Interest

None.

Approval of Draft Minutes

Moved by Plowright, Seconded by McLean, that the minutes of the Infrastructure and Emergency Management Committee Meeting held on May 8th, 2025, be approved as circulated. Carried.

Business Arising from Minutes

None.

Correspondence Items

None.

General Business

1. Update from Public Works Superintendent

Craig Micks, Public Works Superintendent advised that they started Spring gravel last Wednesday and have paused roadside tree cleanup and will resume in the Fall. Craig advised that the street sweeping has been completed, and the line painting should be done this week so the ped zones can go up in the next few weeks. Craig advised that three Public Works Employees took a grader training course a few weeks ago.

Councillor Plowright brought up a stop sign in Riverview that is set back from the intersection to not impede the driveway of the resident on the corner. Staff was directed to go out and see if a painted stop bar is required.

Staff was directed to get quotes for both speed bumps and speed tables for in Riverview and Corbetton.

2. Establishing a Township Building Capital Needs Plan/Assessment

The Committee discussed that it would be beneficial to have someone attend the Township Office and assess the building every few years. Staff was directed to reach out to the Dufferin County Building Department to see if they would come out and assess the building or recommend someone who could. The Committee would like the assessment completed by the Fall to be included in the 2026 budget discussions.

3. Update on Proposed Riverview Park

Staff advised that the Township does not have a survey for the property on file. However, based on historical mapping, it appears that a survey may have been conducted in the past. It may simply require a surveyor to visit the site and stake the lot lines.

Recommendation

The Infrastructure and Emergency Management Committee recommends to Council that we hire a surveyor to stake the lot lines at the Riverview Park.

4. Update on Horning's Mills Proposed Paved Shoulders

Staff advised that we have not received the quote from RJ Burnsidess and Associates yet for the engineering for the proposed paved shoulders in Horning's Mills. Staff was directed to bring the quote to our Thursday June 5th Council Meeting if we have received it for discussion.

5. Discussion on Black Cat Radar

The Committee discussed the black cat data that was in the Agenda Package. Staff was directed to send the data from River Road to the Township of Mulmur for their

information. Staff was also directed to send the data to Inspector Di Pasquale at the Dufferin OPP and to the Police Service Board.

The Paid Duty Officer Locations were discussed by the Committee they would like to see the OPP presence maintained the same as last year including the following roads:

- The three Hamlets (Horning's Mills, Corbetton, Riverview)
- The bus pickup and drop off location in Corbetton
- River Road (Melancthon section)
- 2nd Line SW
- 5th Line OS - County Road 17 to County Road 21
- Third Line from Highway 10 to County Road 17
- County Road 17 – specifically the section east of County Road 124 to the Mulmur-Melancthon Townline

Staff were directed to put the black cat on 8th Line NE, 2nd Line SW and 4th Line NE next.

Update on Road Projects

Staff advised that the Paving Tender went out last week and closed June 30th. A Special Council Meeting will be held to accept the bid.

6. Other/Additions

None.

Recommendations to Council

Recommendation outlined above.

Public Question Period

None.

Confirmation Motion

Moved by Plowright , Seconded by McLean, that all actions of the Members and Officers of the Infrastructure and Emergency Management Committee with respect to every matter addressed and/or adopted by the Board on the above date be 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.

Adjournment

10:08 a.m. - **Moved by McLean, Seconded by Plowright**, that we adjourn this Infrastructure and Emergency Management Committee meeting to meet again on Monday July 7th, 2025, at 9:30 a.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY



VIA EMAIL

July 3, 2025

Darren White
Mayor of the Township of Melancthon
157101 Highway 10
Melancthon, ON L9V 2E6
Email: dwhite@melancthontownship.ca

Dear Mayor White:

It was good to meet you during my recent Haldimand Tract engagement work. I write today to remind the Province of Ontario and the Township of Melancthon of their Constitutional obligations pursuant to the *Constitution Act, 1982* to consult with and accommodate Six Nations of the Grand River on land use planning decisions relating to current and future developments within the Township of Melancthon and to demand that the Province of Ontario fulfil its obligations.

The Township of Melancthon is on lands in which the Haudenosaunee people have Aboriginal and treaty rights. These rights are derived from many sources, including the Haudenosaunee peoples' traditional connections to southwestern Ontario as reinforced by the Nanfan Treaty, the Dish With One Spoon Treaty, and the Great Peace of Montreal. In addition, the Six Nations of the Grand River have rights derived from the fact that the Haldimand Tract was set aside for them by the Crown in the Haldimand Proclamation of 1784, which is a treaty.

The Province of Ontario has a duty to consult with First Nations when it is contemplating a decision on land use that may affect an asserted Aboriginal right or claim pursuant to section 35 of the *Constitution Act, 1982*. The Province of Ontario has delegated certain aspects of this constitutionally mandated consultation to the Township by delegating to it legislative authority over land use planning in Ontario. It is, however, still the Province of Ontario's responsibility to ensure the fulfilment of the duty to consult and the duty to accommodate, and to supplement the Township's measures, where necessary, to ensure adequate consultation with and accommodation of Six Nations of the Grand River. Consistent with this, in its Provincial Planning Statement, 2024 Ontario explicitly recognized the importance of consulting with Aboriginal communities on planning matters that may affect their section 35 Aboriginal or treaty rights.

The Province of Ontario and the Township of Melancthon have failed to fulfil the duty to consult or the duty to accommodate Six Nations of the Grand River. In recent years, the Township has approved numerous developments which have been undertaken or are being undertaken without meaningful notice to, consultation with, and/or accommodation of us.

While sometimes developers engage with us of their own accord, this is infrequent or at best inconsistent, and – more importantly – does not satisfy the Province of Ontario's and Township's duty to consult and accommodate.

Going forward, Six Nations of the Grand River expects the Township and the Province to comply with the duty to consult and accommodate us, including by giving meaningful notice, reasonably

in advance, to Six Nations of the Grand River Elected Council via the Chief and the Lands and Resources Department, of all land use planning and development decisions.

Six Nations of the Grand River intends to fully exercise our rights to make any necessary submissions to the Township about these decisions, and to the Ontario Land Tribunal if necessary, to ensure that our Constitutionally-protected rights to adequate consultation and accommodation are respected.

Sincerely,

A handwritten signature in black ink, appearing to read 'SHill', written in a cursive style.

Chief Sherri-Lyn Hill
Six Nations of the Grand River 59th Elected Council

Copy:

Hon. Doug Ford
Premier of Ontario
Email: doug.fordco@pc.ola.org

Hon. Greg Rickford
Minister of Indigenous Affairs and
Email: greg.rickford@pc.ola.org

Hon. Rob Flack
Minister of Municipal Affairs and Housing
Email: rob.flack@pc.ola.org

Denise Holmes

From: Watson & Associates Economists Ltd. <info@watsonecon.ca>
Sent: Friday, August 1, 2025 11:43 AM
Subject: Updated Bulletin for August 1, 2025 - Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin

To our Municipal Clients,

This email is being distributed to provide our clients with an update regarding the Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin posted by the Ministry of Municipal Affairs and Housing ("MMAH Affordable Unit Bulletin").

As part of previous changes to the *Development Charges Act, 1997*, the Province implemented mandatory exemptions for affordable owned and affordable rental units. If the proposed units are to be sold or rented at or below the amounts set out in the MMAH Affordable Unit Bulletin, the units would be exempt from development charges, subject to an agreement to ensure the units remain affordable for a period of 25 years. The Province committed to updating the MMAH Affordable Unit Bulletin on an annual basis. **Beginning August 1, 2025, the bulletin has been updated to reflect updated market values and income levels.** The bulletin can be found here: [Municipal development and community benefits charges, and parklands | ontario.ca](https://www.mma.gov.on.ca/municipal-development-and-community-benefits-charges-and-parklands).

When entering into new agreements on or after August 1, 2025, the new data will be utilized to confirm if the exemption applies. For established agreements, the new data will be used as follows (subject to the specific provisions of the agreement):

- Affordable Owned Units – if the unit will be sold after August 1, 2025, the data would be used to confirm if the sales price is at or below the level set out in the bulletin.
- Affordable Rental Units – after August 1, 2025, when the municipality checks to confirm the rent is at or below the level set out in the bulletin, the new data will be used.

Note for **ownership housing**, a unit would be considered affordable when the purchase price is at or below the lesser of:

- Income-based purchase price: A purchase price that would result in annual accommodation costs equal to 30% of a household's gross annual income for a household at the 60th percentile of the income distribution for all households in the local municipality; and
- Market-based purchase price: 90% of the average purchase price of a unit of the same unit type in the local municipality.

For **rental housing**, a unit would be considered affordable when the rent is at or below the lesser of:

- Income-based rent: Rent that is equal to 30% of gross annual household income for a household at the 60th percentile of the income distribution for renter households in the local municipality; and
- Market-based rent: Average market rent of a unit of the same unit type in the local municipality.

We are currently reviewing the datasets and will provide some supplementary summary analysis next week.

We trust that this information has been useful and would be pleased to discuss further if you have any questions.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Andrew Grunda, MBA, CPA, CMA, CEO

Peter Simcisko, BA (Hons), MBE, Managing Partner

Sean-Michael Stephen, MBA, Managing Partner

Daryl Abbs, BA (Hons), MBE, PLE, Managing Partner

Jamie Cook, MCIP, RPP, PLE, Managing Partner

Jack Ammendolia, BES, PLE, Managing Partner

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Mississauga, Ontario
L5N 2X7

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Fax: 905-272-3602
www.watsonecon.ca



Denise Holmes

From: Sarah Culshaw
Sent: Thursday, July 24, 2025 9:56 AM
To: Denise Holmes; Kaitlin Dinnick
Subject: FW: Email Notification - Permit to Take Water

From: Persaud, Ajay (He/Him) (MECP) <Ajay.Persaud@ontario.ca>
Sent: Thursday, July 24, 2025 8:49 AM
To: clerk@dufferincounty.ca; Sarah Culshaw <sculshaw@melancthontownship.ca>; Planning Dept <planning@nvca.on.ca>
Subject: Email Notification - Permit to Take Water

Good morning,

This E-mail message has been sent to you as a result of the requirements of Ontario's new Water Taking and Transfer Regulation (O.Reg 387/04). The regulation requires that the Ministry of the Environment and Climate Change notify municipalities and conservation authorities of applications for Permits to Take Water to withdraw water from locations within their jurisdiction.

You may examine the wording of the new Regulation online at the following web site:
http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_040387_e.htm

Notification of Application for Permit to Take Water

Ministry Reference Number:
1000349984

Applicant:

James Funston
15 Sideroad
Melancthon, ON
L9V 1Z4

Location of Water Taking(s):
625292 Sideroad 15
Melancthon, ON
Canada

Ministry of the Environment Region:
West Central

Description:

This proposal is for a renewal of Permit To Take Water No. 7121-9Y7HP7 for the purpose of aquaculture for James Funston. Details of the water taking are as follows:

Permit type: renewal

Source name: Newell Pond

- purpose: aquaculture
- maximum rate per minute (litres): 195.2
- maximum number of hours of taking per day: 24
- maximum volume of taking per day (litres): 281,000
- maximum number of days of taking in a year: 365
- period of taking: April 1 to October 31 for 10 years

Source name: Pine River 1`

- purpose: aquaculture
- maximum rate per minute (litres): 45.4
- maximum number of hours of taking per day: 24
- maximum volume of taking per day (litres): 65,400
- maximum number of days of taking in a year: 365
- period of taking: April 1 to October 31 for 10 years

Source name: Pine River 2

- purpose: aquaculture
- maximum rate per minute (litres): 150
- maximum number of hours of taking per day: 24
- maximum volume of taking per day (litres): 215,700
- maximum number of days of taking in a year: 365
- period of taking: April 1 to October 31 for 10 years

Source name: Springs

- purpose: aquaculture
- maximum rate per minute (litres): 124
- maximum number of hours of taking per day: 24
- maximum volume of taking per day (litres): 179,000
- maximum number of days of taking in a year: 180
- period of taking: May 1 to October 31 for 10 years

There are 3 categories of a Permit to Take Water:

- Category 1: water takings are anticipated to have a lower risk of causing an unacceptable environmental impact/interference
- Category 2: water takings are anticipated to having a higher potential of causing unacceptable environmental impact or interference

- Category 3: water takings are anticipated to have the highest potential of causing unacceptable environmental impact or interference

The proposed water taking qualifies as a Category 1 permit.

Permit type:

Renewal

Length of Taking:

10 years

Table A

Source Information and Water Taking Amount Applied For

Applied Water Taking					
Purpose Category	Specific Purpose	Activity	Max. rate per minute	Max hours per day	Max volume per day
Newell Pond			625292 15 Sideroad RD		
Newell Pond			17 / 562235 / 4889839		
Agriculture, forestry, fishing and hunting	Aquaculture	Water Diversion	195	24	281,000
Pine River 1			17 / 562120 / 4889833		
Agriculture, forestry, fishing and hunting	Aquaculture	Water Diversion	45	24	65,400
Pine River 2			17 / 562170 / 4889815		
Agriculture, forestry, fishing and hunting	Aquaculture	Water Diversion	150	24	215,700
Springs			17 / 562259 / 4889914		
Agriculture, forestry, fishing and hunting	Aquaculture	Water Diversion	195	24	179,000
Calculated Total Maximum Daily Volume (litres)					741,100
Actual Total Maximum Daily Volume (litres)					741,100

Comments should be directed to the following Contact Person:

Ajay Persaud

Ministry of the Environment

This E-mail message has been sent to you as a result of the requirements of Ontario Regulation 387/04. It is the responsibility of the municipality or Conservation Authority to determine the appropriate staff person to whom this notification should be forwarded. If you wish to have subsequent notification sent to

a different person within your organization, please respond to this E-mail message with an alternate E-mail address and contact name. It is the responsibility of the municipality or conservation authority to ensure that any changes to the alternate E-mail address are reported to the Ministry.

Please note that any comments, concerns, or questions must be received by the Ministry within 30 days of the date of this message.

Thank you,



Ajay Persaud, M.Sc.

Environmental Scientist

Permit to Take Water Unit, Environmental Permissions Branch

Ontario Ministry of the Environment, Conservation and Parks

135 St Clair Ave W, Toronto, ON, M4V 1P5

Phone: (289) 200-0589 | Email: ajay.persaud@ontario.ca

Thursday July 17, 2025 – 1:30pm to 4:00pm
Joint Fire Services Meeting Summary Notes

In Attendance:

Town of Shelburne
Mayor Wade Mills
Deputy Mayor Shane Hall
Denyse Morrissey, CAO
Carey Holmes, Director of Financial Services
Jennifer Willoughby, Director of Legislative Services
Maryon English, Deputy Treasurer

Township of Mulmur
Mayor Janet Horner
Deputy Mayor Earl Hawkins
Tracy Atkinson, CAO/Planner
Heather Boston, Director of Corporate Services/Treasurer

Town of Mono
Deputy Mayor Fred Nix
Councillor Melinda Davie (virtual attendance)
Mike Dunmore, CAO
Les Halucha, Treasurer

Township of Melancthon
Councillor Bill Neilson
Denise Holmes, CAO/Clerk
Sarah Culshaw, Treasurer/Deputy Clerk

Township of Amaranth
Mayor Chris Gerrits
Nicole Martin, CAO/Clerk

Regrets:
Deputy Mayor James McLean – Township of Melancthon
Deputy Mayor Gail Little – Township of Amaranth

Welcome and Opening Remarks from Mayor Mills.

Mayor Mills welcomed everyone and provided some background information as to the purpose of today's meeting. The review of fire services by the Town has been an ongoing discussion for a number of years.

Copies of the May 26, 2025 staff report were circulated to the municipalities represented on the SDFB in May 2025. On May 26, 2026 Council deferred the report to the June 2, 2025 Council meeting. On June 2, 2025 the recommendations were unanimously adopted. Additional information and the summary of what the Town was offering was provided to the municipalities represented on the SDFB on June 3, 2025.

Mayor Mills noted it was important to convene a joint meeting to further discuss and review the June 2, 2025 staff report and the Town's offer and that staff will be providing a presentation to overview the Town's June 3, 2025 offer.

Mayor Mills reconfirmed that Shelburne Council is committed to moving forward with the reinstatement of a municipal fire service and this direction has been a Council-driven decision.

It was asked what are the specific concerns that the Town of Shelburne has with the current model and to provide clarification of the benefits of Shelburne having a municipal service model.

In response Mayor Mills outlined the following:

1. The Town's approach is based on our concerns about governance. The proposed model is based on being served by the same firefighters, the same uniforms, probably still under the same name. A major issue for the Town is the equity regarding votes and this issue has been of concern for many years.

A discussion ensued regarding the number of votes (2) that Shelburne has versus the other four (4) participating municipalities with 2 votes each, budget apportionments, and the amendment proposed and signed by others to the 1991 agreement. Shelburne did not sign the amended agreement and had also indicated their concern that no legal review was completed.

2. The fire board model was reviewed by several third-party consultants. In each case the recommendations included alternative models be implemented and the board be dissolved.
3. This type of board structure is not legislatively recognized (The Fire Protection and Prevention Act, 1997). A municipal service is recognized within the current legislation.

Mayor Mills acknowledged that in 1991 and for many years this type of board structure worked. However, given significant legislative changes since 1991, the tremendous growth in Shelburne, and the range of current issues and costs in fire services Town Council supports the need for change.

4. Town's insurance policy includes SDFD. Past significant claims against SDFD have impacted the Town and our policy costs. The Town confirmed they have requested our insurance provider to determine if SDFD can have their own and separate insurance policy.
5. Town staff support, time and costs. Shelburne staff continue to provide support not limited to accounting support, benefits and payroll support etc.

Creating North Dufferin Fire Services or County Service

A discussion ensued regarding a North Dufferin service and a county service model. The suggestion by Mayor Mills was “one step at a time” taking on a larger project is not doable at this time for the Town but is a consideration for the future.

He noted that several consultant reports have been received by Town Council and each reinforced the fact that the current model is not sufficient and the Town’s position is the best way to move forward is a municipal approach.

Discussion continued later in the meeting regarding establishing a North Dufferin fire service that would include Shelburne, Honeywood and Rosemont. Shelburne commented the first step being initiated by the Town is re-establishing a Town municipal service. A second phase could be reviewing expanding the service to incorporate Honeywood. With Rosemont, it was noted that fire service involves a town in another county and would need to be evaluated if viable and could be looked at as a third phase.

Presentation of Offer by Town Staff

The Director of Financial Services reviewed current cost sharing breakdowns, the proposed one-time buyout approach estimates, the proposed costing and call for service structure for 2026 and 2027. The estimated costs for participating municipalities should Shelburne cease to participate in SDFD and withdraw with 2 years notice, as per the 1991 agreement terms, was also presented.

A discussion ensued regarding current calls for service, whether the capital equipment buy out costs should instead be appraised to determine current market value, future cost increases, whether beyond 2026 and 2027 there would be inclusion of capital costs in the fees the Town charges, the collaborative approach going forward and how the advisory group would work.

1991 Agreement

It was asked whether Shelburne would instead review the 1991 agreement and not proceed with their approach to re-establish a Town fire department. This could include a different voting structure.

It was conveyed that Shelburne Council has indicated that they have moved beyond amending the agreement. They have reaffirmed that they support the dissolution of the Board and prefer that to the option of Shelburne giving their 2-year notice to withdraw from SDFD. However, the request from this meeting will be shared with Council at a future Council meeting.

General Discussion

Further discussion continued regarding Shelburne council’s decision to move forward rather than review and update the agreement, Shelburne indicating they believe a fair offer is provided, creation of a municipal model that can serve all of the communities represented on the Board, commitment to maintaining the high level of

fire service, and a model based on a collaboration, and consultation via an advisory group.

It was conveyed that all municipalities must agree to the dissolution of the Board as per the 1991 agreement. It was noted that Shelburne has the option of providing their two year notice to cease participating and while not a preferred or wanted direction it is an option.

There was reference that this issue, and in particular the County report and recommendations, has been a standing item on the Fire Board agenda since the County released their report. It was commented discussions take place at each meeting, but the issue has not moved forward given each municipality has supported different directions in responding to the County report.

It was commented that other than Shelburne, each municipality in attendance wants to retain the current model and fire board. Mayor Mills noted the partnership, and collaboration can remain but in a different model. It was questioned what does the collaborative model look like as very important for the municipalities to understand this. It was confirmed further discussion to review this is needed.

It was also noted, the some of the SDFD multi-year budget projections are predicated on growth forecasts of Shelburne. However, Shelburne's growth is now dependent on the sewage treatment plant expansion and without grant funding this may not happen.

Next Steps:

- Staff report back to their respective Councils
- Schedule a second meeting for the week of September 8, 2025
- More details regarding a collaborative approach/model to be provided by the Town of Shelburne.

Abstract geometric lines in the top left corner of the page, consisting of several overlapping, irregular polygons and lines in black, creating a complex, layered effect.

SDFD – MEETING WITH MUNICIPAL REPRESENTATIVES JULY 17, 2025

SHELBURNE & DISTRICT FIRE BOARD OF MANAGEMENT

COST SHARING BREAKDOWN FOR 2025 BUDGET

2025	Assessment 2025	Percent	Households 2025	Percent	3 Year Fire Call Average	Percent	Total Average
AMARANTH	398,407,300	16.382%	537	10.250%	37	11.866%	12.83%
MELANCTHON	371,194,600	15.263%	641	12.235%	43	14.024%	13.84%
MONO	265,066,694	10.899%	330	6.299%	25	8.198%	8.47%
MULMUR	222,679,700	9.156%	302	5.764%	20	6.472%	7.13%
SHELBURNE	1,174,608,609	48.299%	3,429	65.451%	184	59.439%	57.73%
TOTALS	2,431,956,903	100%	5,239	100%	309	100%	100%

Note: 3 year call average only includes those calls in which costs were not recovered

Based on ADOPTED 2025 Operating Budget

OPERATING PORTION FOR 2025 ADOPTED BUDGET:						2025
AMARANTH	12.83%	X	\$ 1,036,670	=		\$ 133,033.97
MELANCTHON	13.84%	X	\$ 1,036,670	=		\$ 143,482.38
MONO	8.47%	X	\$ 1,036,670	=		\$ 87,760.06
MULMUR	7.13%	X	\$ 1,036,670	=		\$ 73,926.15
SHELBURNE	57.73%	X	\$ 1,036,670	=		\$ 598,467.45
TOTALS	100%					\$ 1,036,670.00

Based on ADOPTED 2025 Capital Budget

CAPITAL PORTION FOR 2025 ADOPTED BUDGET:						2025
AMARANTH	12.83%	X	\$ 530,000	=		\$ 68,013.93
MELANCTHON	13.84%	X	\$ 530,000	=		\$ 73,355.71
MONO	8.47%	X	\$ 530,000	=		\$ 44,867.54
MULMUR	7.13%	X	\$ 530,000	=		\$ 37,794.92
SHELBURNE	57.73%	X	\$ 530,000	=		\$ 305,967.90
TOTALS	100%					\$ 530,000.00

ONE TIME BUY-OUT APPROACH ESTIMATES

2024 SDFD TANGIBLE CAPITAL ASSETS (TCA's)

From 2024 Audited Statements

	Historical Cost	Accum Amort	Net Value 2024	
Vehicles	\$ 2,825,684	\$ 1,441,096	\$ 1,384,588	
Leasehold Improvements	\$ 34,007	\$ 12,640	\$ 21,367	
Equipment - communications	\$ 149,004	\$ 46,397	\$ 102,607	
Equipment - firehall	\$ 127,447	\$ 36,814	\$ 90,633	
Equipment - firefighters	\$ 417,754	\$ 194,249	\$ 223,505	
Equipment - fire trucks	\$ 174,952	\$ 145,132	\$ 29,820	
	\$ 3,728,848	\$ 1,876,328	\$ 1,852,520	a

2012 Building Expansion	\$ 257,164	\$ 86,793	\$ 170,371	
(not included in SDFD Financials)	\$ 257,164	\$ 86,793	\$ 170,371	b

	\$ 2,022,892	(sum a + b)
PLUS - Budgeted 2025 Capital Budget - <i>this number subject to change</i> **	\$ 530,000	
Total Value Capital Assets	\$ 2,552,892	

Using 2025 SDFD TOTAL Cost Sharing Percentages

Amaranth	12.83%	\$ 327,536	c
Melancthon	13.84%	\$ 353,320	d
Mono	8.47%	\$ 216,230	e
Mulmur	7.13%	\$ 182,021	f
Shelburne	57.73%	\$ 1,473,784	
	100.00%	\$ 2,552,892	

TOTAL COST ONE TIME BUY OUT - USING THIS STRUCTURE SCENARIO **\$ 1,079,107** (sum c,d,e,f)

** As per CAO 2025-02 Report and motion, suspend current spending of \$100,000 relating to fire hall expansion, making this \$430,000

Bldg Expansion				2025 RATES	2012 RATES			
2012 Cost Sharing		\$	257,164	\$	170,371	\$	170,371	DIFF
Amaranth	14.00%	\$	36,003	\$	21,859	\$	23,852	\$ 1,993
Melancthon	15.90%	\$	40,889	\$	23,579	\$	27,089	\$ 3,510
Mono	11.80%	\$	30,345	\$	14,430	\$	20,104	\$ 5,673
Mulmur	9.20%	\$	23,659	\$	12,147	\$	15,674	\$ 3,527
Shelburne	49.10%	\$	126,268	\$	98,355	\$	83,652	\$ (14,703)
100.00%		\$	257,164	\$	170,371	\$	170,371	\$ -

PAYING BACK NBV PORTION OF ADDITION WITH 2025 VS 2012 COST SHARING

FUTURE FIRE SERVICES - TOWN OF SHELBURNE - CAO 2025-02 COSTING APPROACH - FEE per CALL - SERVICE MODEL 2026-2027

Taken from the 2025 SDFD Cost Sharing Breakdown - Operating Budget - TOTAL Averages

Amaranth	12.83%	\$	133,004.76	a
Melancthon	13.84%	\$	143,475.13	b
Mono	8.47%	\$	87,805.95	c
Mulmur	7.13%	\$	73,914.57	d
Shelburne	57.73%	\$	598,469.59	
	100.00%	\$	1,036,670.00	

Additional Operating For Shelburne \$ 438,200.41 (sum of a, b, c, d)

Estimated Cost per Call - 2025 Scenario

2025

Operating Budget	Billable Calls*	COST per Call
\$ 1,036,670.00	309	\$ 3,355

\$ 617,305.11 Shelburne share based on 184 calls*

\$ 419,364.89 ESTIMATED Recoverable Revenue in Fee per Call Service model in 2025

*Billable calls taken from cost sharing chart for 2025 - 309 calls for 3 year call average (2022-2024)

COST per CALL Scenario:

	2025 3 Yr call Ave*	Existing Split 2025 Total % 2025		\$3,355	\$3,900		\$4,125	
		Operating ONLY	Using Cost Per Call	2025	Using Cost Per Call	2026	Using Cost Per Call	2027
Amaranth	37	\$ 133,004.76	\$	124,132.01	\$	144,300.00	\$	152,625.00
Melancthon	43	\$ 143,475.13	\$	144,261.52	\$	167,700.00	\$	177,375.00
Mono	25	\$ 87,805.95	\$	83,872.98	\$	97,500.00	\$	103,125.00
Mulmur	20	\$ 73,914.57	\$	67,098.38	\$	78,000.00	\$	82,500.00
Shelburne	184	\$ 598,469.59	\$	617,305.11	\$	717,600.00	\$	759,000.00
	309	\$ 1,036,670.00	\$	1,036,670.00	\$	1,205,100.00	\$	1,274,625.00

Existing Cost Sharing Formula versus what a Cost Per Call would look like in 2025 - Operating Costs only - using the Three Year Call Average

Reflective of the expenditure increases shown in the Fire Chief's 5 Year Operating Budget presented to the SDFD Board May 6, 2025 (less estimated other budgeted revenues)

Capital Expenditures are not included in the Fee per Call Service Model

NOTE: 2026

Fees would be blended based on
estimated transition date:
Q1/Q2 current billing model;
Q3/Q4 proposed billing model

COST per CALL Scenario:

	2025 3 Yr call Ave*	Existing Split 2025 Total %		\$3,355 2025	SAVINGS
		Op & Cap	Using Cost Per Call		
Amaranth	37	\$ 201,003.76	\$ 124,132.01	\$ 76,871.75	
Melancthon	43	\$ 216,827.13	\$ 144,261.52	\$ 72,565.61	
Mono	25	\$ 132,696.95	\$ 83,872.98	\$ 48,823.97	
Mulmur	20	\$ 111,703.57	\$ 67,098.38	\$ 44,605.19	
Shelburne	184	\$ 904,438.59	\$ 617,305.11		
	309	\$ 1,566,670.00	\$ 1,036,670.00		

SHELBURNE & DISTRICT FIRE BOARD OF MANAGEMENT

COST SHARING BREAKDOWN FOR 2025 BUDGET **without Shelburne**

2025	Assessment 2025	Percent	Households 2025	Percent	3 Year Fire Call Average	Percent	Total Average	comparison 2025
AMARANTH	398,407,300	31.686%	537	29.669%	37	29.600%	30.32%	12.83%
MELANCTHON	371,194,600	29.522%	641	35.414%	43	34.400%	33.11%	13.84%
MONO	265,066,694	21.081%	330	18.232%	25	20.000%	19.77%	8.47%
MULMUR	222,679,700	17.710%	302	16.685%	20	16.000%	16.80%	7.13%
SHELBURNE	0	0.000%	0	0.000%	0	0.000%	0.00%	57.73%
TOTALS	1,257,348,294	100.00%	1,810	100.00%	125	100.00%	100.00%	100.00%

Note: 3 year call average only includes those calls in which costs were not recovered

*Based on adopted 2025 Operating Budget amount

OPERATING PORTION without Shelburne						Comparison	% Increase
					future	2025	
AMARANTH	30.32%	X	\$ 1,036,670	=	\$ 314,300.44	\$ 133,033.97	136.26%
MELANCTHON	33.11%	X	\$ 1,036,670	=	\$ 343,263.50	\$ 143,482.38	139.24%
MONO	19.77%	X	\$ 1,036,670	=	\$ 204,961.58	\$ 87,760.06	133.55%
MULMUR	16.80%	X	\$ 1,036,670	=	\$ 174,144.48	\$ 73,926.15	135.57%
SHELBURNE	0.00%	X	\$ 1,036,670	=	\$ 0.00	\$ 598,467.45	-100.00%
TOTALS	100.00%				\$ 1,036,670.00	\$ 1,036,670.01	

***NOTE - this example does not include any other associated costs should Shelburne cease to participate Jan 1, 2028**

- * finding a new location as the Town of Shelburne owns the building/land and would occupy it
- * obtaining separate insurance coverage - liability, property, etc
- * obtaining your own employee benefit provider (Life, LTD, STD, Health/Dental, Travel. Etc)
- * legal fees
- * moving costs



BURNSIDE

[THE DIFFERENCE IS OUR PEOPLE]

August 6, 2025

Via: Email

Sarah Culshaw
Treasurer/Deputy Clerk
Township of Melancthon
157101 Highway No. 10
Melancthon ON L9V 2E6

Dear Sarah:

Re: Drainage Superintendent Services
File No.: D-ME-SUP
Project No.: MSO019743.2025

As we are now into the third quarter of the business year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from March 28, 2025, through June 26, 2025.

The work undertaken during this period includes the following:

April 2025

- Received notice from property owner, Alex Banks (Pt. W1/2 Lot 285, Concession 2 S.W.), of beaver activity in the Day Drainage Works. Dispatched trapper, Dave Cowen, and subsequent correspondence with both the property owner and the trapper regarding the progress of trapping and the timeline for the dam removal.
- Received notice from property owner, Fred McDonald (Lot 9, Concession 4 N.E.), of beaver activity in the McCue Drainage Works. Dispatched trapper, Dave Cowen, and subsequent correspondence with both the property owner and the trapper regarding the progress of trapping and the timeline for the dam removal.
- Correspondence with VP of Development with Flato Developments, Nazy Majidi, advising of a request submitted for maintenance work on the Fraser-Lee Drainage Works. Indicated that we will be accessing their property to determine whether maintenance is required on the portion of drain located on their lands (Pt. Lots 227-230, Concession 1 N.E.).

May 2025

- Received notice from property owner, Dale Rutledge (Lot 294 & 295, Concession 3 S.W.), of beaver activity in the Henry Drainage Works. Completed the Dufferin County Nuisance Beaver Program online application. Correspondence with trapper, Dave Cowen, regarding the progress of the trapping.

INFO 5

SEPT 4 2025

- Received notice from tenant farmer, Leo Blydorp (Pt. Lot 17, Concession 4 S.W.), of beaver activity in the Gray Municipal Drain. Completed the Dufferin County Nuisance Beaver Program online application. Correspondence with trapper, Dave Cowen, and Leo Blydorp regarding the progress of the trapping and timeline for the dam removal.
- Site inspection with property owner, Leo Blydorp (Lots 271-273, Concession 3 & 4 S.W.), to review completed maintenance work on the Stewart Drainage Works.
- Field investigation of Brausam Drainage Works to review the condition of the drain and determine the extent of maintenance work required, in response to the notification for maintenance and repair accepted by Council on January 16, 2025.
- Field investigation of the Hicks Drainage Works to review the condition of the drain and determine the extent of maintenance work required, in response to the notification for maintenance and repair accepted by Council on January 16, 2025.
- Site inspection of the completed trapping work on the McCue Drainage Works to ensure that no beaver dam had been rebuilt before coordinating a Contractor to remove the dam. Subsequent correspondence with property owner, Fred McDonald, advising that the dam had not been rebuilt.
- Coordinated with Contractor, Jeff Demmans (Demmans Excavating Inc.), the removal of dams on the Day Drainage Works and the McCue Drainage Works. Received, reviewed and forwarded an invoice for beaver dam and feed bed removal work on the aforementioned drains to Township staff for payment.
- Correspondence with Township of Melancthon and Township of Amaranth staff regarding the invoice for Melancthon's share of the maintenance work on the Connor Drainage Works. Forwarded a copy of the Township of Amaranth "Connor Drainage Works, Maintenance and Repair Levying By-law" (By-law Number 2025-20 - passed on May 7, 2025) including the accompanying levying schedule, a draft Township of Melancthon "Connor Drainage Works, Maintenance and Repair Levying By-law.", the Levying Schedule to accompany the By-law and a plan showing the location of the work to Township of Melancthon staff.
- Received notice from Township staff of a request for trapping submitted on the Broster Drainage Works. Correspondence with property owner, Amos Martin (Pt. Lot 30, Concession 7 N.E.), regarding location of the dam and received permission to trap from the downstream property owner. Completed the Dufferin County Nuisance Beaver Program online application. Correspondence with trapper, Dave Cowen, regarding the progress of the trapping.
- Received notice from Township staff of beaver activity in the Stinson Drainage Works, immediately north of 20 Sideroad. Correspondence with property owner, Ralph Armstrong (Pt. E1/2 Lot 21, Concession 4 O.S.), and received permission to trap. Completed the Dufferin County Nuisance Beaver Program online application. Correspondence with trapper, Dave Cowen, regarding the progress of the trapping.

June 2025

- Reviewed an email from Township staff regarding an inquiry they received from property owner, Ken Priest (Pt. W1/2 Lot 32, Concession 1 O.S.) regarding accepting discharge from a neighbour's private tile drainage onto his property. Review of supporting documents including correspondence between Mr. Priest and the NVCA. Telephone discussion with the Drainage Contractor and attendance at a site meeting with the property owner to review his options, advising that it is a private matter between himself and his neighbour. Subsequently forwarded a summary of the discussions and findings to Township staff.
- Received notice from Township staff of a request for trapping submitted on the McNabb Drainage Works. Correspondence with property owner, Jesse Martin (Lot 15, Concession 4 N.E.), to receive permission to trap. Completed the Dufferin County Nuisance Beaver Program online application. Correspondence with trapper, Dave Cowen, regarding the progress of the trapping.
- Received and reviewed an email from the Ministry of the Agriculture, Food and Agribusiness (OMAFRA) indicating that due to funding pressures the Grant Allocation was reduced for the calendar year 2025. Correspondence with OMAFA representative confirming that there will be some flexibility with respect to the grant amount at the time of the Grant Application. Forwarded the aforementioned email from OMAFA to Township staff for their review.

As you are aware, the cost of employing a Drainage Superintendent is eligible for a 50% grant. The Ministry has requested that the grant application be submitted yearly. As such, the application will be completed for you at year's end.

Should you have any questions or if we can be of any further assistance in the meantime, please call.

Yours truly,

R.J. Burnside & Associates Limited

Drainage Superintendent



T.M. Pridham, P.Eng.
Drainage Engineer
TMP:md

Enclosure(s) Invoice No. MSO019743.2025-2

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

019743.2025 SCulshaw Drainage Sup Services Q2 250806
06/08/2025 8:32 AM



R.J. Burnside & Associates Limited
15 Townline
Orangeville, ON L9W 3R4
Phone: (519) 941-5331 Fax: (519) 941-7721
www.rjburnside.com

Township of Melancthon
157101 Highway 10
Melancthon, ON L9V 2E6

07 July 2025
Invoice No: MSO019743.2025 - 2

ap@melancthontownship.ca

Project MSO019743.2025 D-ME-SUP-2025
Professional Services through 26 June 2025

	Hours	Amount	
Senior Engineer II			
Pridham, Thomas	37.50		
Tech VI			
Douglas, Myles	44.00		
Project Support I			
Germana, Joshua	4.00		
Totals	85.50		
Total Labour			14,737.50
Travel - Mileage		69.74	
Misc Reimbursable Expense		56.32	
Total Reimbursables		126.06	126.06
HST #885871228	13.00 % of 14,863.56	1,932.26	
Total Tax		1,932.26	1,932.26
Total Amount Due in CDN Funds			<u><u>\$16,795.82</u></u>

Billings to Date

	Current	Previously	Billed to Date
Labor	14,737.50	7,150.50	21,888.00
Expense	126.06	65.35	191.41
Tax	1,932.26	938.06	2,870.32
Totals	16,795.82	8,153.91	24,949.73

Project Manager: Thomas Pridham

Client Number: 3187

Please reference your billing client number when making payments via direct deposit or electronic transfer.

To pay via e-Transfer please use etransfers@rjburnside.com as payee.

When paying by electronic means, please check that Burnside address and banking information is entered correctly.
Be alert to potential scams suggesting a change in our banking information.

Payment terms are net 30 days. Late payments are subject to a penalty of 1.5% per month (18% annually).



July 31, 2025

Permissions Modernization Team
Client Services and Permissions Branch
Ministry of the Environment, Conservation and Parks
135 St. Clair Avenue West
Toronto, ON
M4V 1P5

Re: Conservation Ontario's comments on "Proposed changes to provide flexibility for water taking activities" (ERO#025-0730).

Water taking activities in Ontario are governed by the *Ontario Water Resources Act* and associated regulations. Proponents seeking to take over 50,000 litres of water per day from the environment are required to obtain a permit to take water (with limited exceptions). The Ministry of the Environment, Conservation and Parks is proposing regulatory amendments to Ontario Regulation 387/04 (Water Taking and Transfer) to introduce flexibility through a new, streamlined permit to take water (PTTW) application process to apply where a permit was in place that was cancelled, expired, or revoked.

Conservation Ontario is the voice of Ontario's 36 Conservation Authorities (CAs). We offer the following comments further to CA mandatory programs and services, including natural hazard management (e.g., drought and low water response) and drinking water source protection.

Conservation Ontario supports the government's commitment to protect and responsibly manage water resources, while exploring opportunities to provide flexibility while maintaining oversight.

- We support the proposal to apply appropriate conditions to the new, streamlined process, including that the proposed water taking is from the same location, source, for the same amount or less, and same purpose as the previously issued PTTW.
- We support the proposal to ensure applications submitted through the streamlined process are reviewed by Ministry staff to ensure compliance with applicable requirements.

Section 7 of Ontario Regulation 387/04 requires a Director who is considering an application for a PTTW to give notice to “any conservation authority within whose area of jurisdiction the proposed water taking is located”.

Conservation Ontario recommends that the process of notifying all affected municipalities and Conservation Authorities be retained in the proposed streamlined application process.

- To access the streamlined process, proponents may apply within one year of the cancellation, expiry or revocation of the original PTTW. Notification would provide clarity to impacted municipalities and CAs that the water taking activity is resuming in accordance with the original PTTW.
- Providing notice to local Conservation Authorities supports the delivery of CA mandatory programs and services as enumerated in O. Reg. 686/21, including natural hazard protection, drought and low water response, and drinking water source protection.
- Timely and consistent notification supports effective CA management of potential impacts associated with the water taking and a fulsome understanding of current water quantity stressors within their watershed jurisdiction. For example, CAs may use this information to inform modelling (hydrological, flood, drought) to support the delivery of mandatory programs and services.

Thank you for the opportunity to review and provide comments on “Proposed changes to provide flexibility for water taking activities” (ERO#025-0730). We would be pleased to further discuss these comments at your convenience.

Sincerely,

Nicholas Fischer

Nicholas Fischer
Policy and Planning Specialist

c.c. Conservation Authority CAOs/GMs

Ministry of Natural Resources

Development and Hazard Policy
Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles

Direction de la politique d'exploitation des
ressources et des risques naturels.
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7



August 08, 2025

Subject: Proposed updates to certain operational policies under the *Aggregate Resource Act*

Hello,

Ontario's aggregate industry plays a key role in our government's vision to build Ontario, supporting vital development and jobs across the province. At this time, MNR is proposing updates to certain operational policies under the *Aggregate Resources Act*.

Over the last six years, changes to the Act, regulation, and the development of the Aggregate Resources of Ontario Standards, have left several aggregate resources policies outdated and/or inaccurate. New requirements and provisions introduced through these changes also need to be supported with new policy direction.

In a continued effort to clarify requirements and improve efficiencies, three policies are proposed to be updated (replacing seven outdated policies) related to new aggregate licence/permit applications addressing Water Report, Cultural Heritage Report, and Matters to be Considered in the Issuance of a Licence. One new policy based on the 2020 requirements in the Standards, Maximum Predicted Water Table Report is being proposed. In addition, the government is focused on reducing burden to businesses; this is why we are proposing to rescind 28 policies that are outdated or unnecessary.

Updated policies are an important step in modernizing the Ministry's aggregate program, ensuring transparency and consistency in program delivery, and providing certainty to industry and the public about the Ministry's expectations.

A complete summary of the proposed policy changes can be found on the [Environmental Registry](#) (search for notice: 025-0216) for a 48-day commenting period ending September 25, 2025.

We invite you to review the changes and offer comments.

There are several ways you can comment on this proposal, including:

1. Directly through the Environmental Registry posting (click on the "Submit a comment" button)

2. By email to aggregates@ontario.ca, or
3. By mail to:

Resources Development Section
Ministry of Natural Resources
300 Water Street, 2nd Floor South
Peterborough, ON K9J 3C7

For questions, contact Sheena Tower at aggregates@ontario.ca.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jennifer Keyes".

Jennifer Keyes

Director, Development and Hazard Policy Branch

Denise Holmes

From: Charles Capson <ccapson@campaign-office.com>
Sent: Monday, August 11, 2025 2:36 PM
To: Denise Holmes
Subject: The Royal Canadian Legion Ontario Command- 13th Annual Military Service Recognition Book
Attachments: Rates.pdf

Hello Denise,

I would like to say thank you to you and the TOWNSHIP OF MELANCTHON for your support for our Veterans, your help is truly appreciated and goes a long way. I have placed last years ad at the bottom for your review

Thank you in advance for your interest in the **Military Service Recognition Book**. As discussed in our recent phone conversation please find attached information outlining the Command Legion's important remembrance project this year on behalf of our Veterans.

This unique remembrance publication includes past and present-day Veterans biographies and photographs. With the help of our Veterans, their families and friends, submissions are collected at local legion branches and our next edition is scheduled for release in **October 2026**, in advance of our Annual Remembrance Day Ceremonies.

Proceeds raised from this annual project are used to support the **Veterans Transition Programs** that help Veterans who suffer from PTSD, Mental Illness and other such challenges. These programs assist them in transitioning from military life to civilian life.

It is available for all to see at local legion branches and online at the Ontario Command Legion's website: <http://www.on.legion.ca/remembrance/military-service-recognition-book>. It helps us, and our younger generations, appreciate and never forget the Sacrifices made by our Veterans for the freedoms we enjoy today.

We would sincerely appreciate **your** support and appreciation for our Veterans by purchasing an advertisement in our next edition.
If you require any additional information, please reply to this email or phone me at our toll-free number below. I will follow up with you in the near future.

Thank you for your consideration and/or support.

Sincerely,

Charlie Capson

Advertising Rep / Publication Office
The Royal Canadian Legion Ontario Command
Campaign Office
(1-855-241-6967)



www.on.legion.ca



157 101 Hwy 10, Melancthon, ON L9V 2E6
519-925-5525

*Thank you to all current serving and past Members
of the Canadian Armed Forces, Veterans and
Reservists, their families and support staff.*



Lest We Forget

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The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Ontario Command**, representing **Ontario's Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

The Royal Canadian Legion Ontario Command is very proud to be once again printing over **10,000 copies of our 13th annual “Military Service Recognition Book”**, scheduled for release by October 2026. This unique remembrance publication recognizes and honours our Province's Veterans and helps us fulfill the Legion's role as the **“Keepers of Remembrance”**. Proceeds raised from this annual appeal are also used to support Veterans Transition Programs to help modern day Veterans that suffer from PTSD and other challenges.

The Legion is recognized as one of Canada's largest Veterans Support Organizations and we are an integral part of the communities we serve. This project helps ensure the Legion's continued success. We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”**

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **Ontario Command Campaign Office** toll free at **1-855-241-6967**.

Thank you for your consideration and/or support.

Sincerely,

Lynn McClellan
President



MSR Guide



www.on.legion.ca

The Royal Canadian Legion Ontario Command

“Military Service Recognition Book”

Advertising Prices

<u>Ad Size</u>	<u>Cost</u>		<u>HST</u>		<u>Total</u>
Full Colour Outside Back Cover	\$2,579.65	+	\$335.35	=	\$2,915.00
Inside Front/Back Cover (Full Colour)	\$2,243.36	+	\$291.64	=	\$2,535.00
2 Page Spread (Full Colour)	\$3,588.50	+	\$466.50	=	\$4,055.00
Full Page (Full Colour) 7" X 9.735"	\$1,765.49	+	\$229.51	=	\$1,995.00
½ Page (Full Colour) 7" X 4.735"	\$969.03	+	\$125.97	=	\$1,095.00
¼ Page (Full Colour) 3.375" X 4.735"	\$575.22	+	\$74.78	=	\$650.00
1/10 Page (Full Colour b/card) 3.375" X 4.735"	\$349.56	+	\$45.44	=	\$395.00

H.S.T. Registration # 10686 2824 RT0001

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Ontario Command.



PLEASE MAKE CHEQUE PAYABLE TO:

The Royal Canadian Legion
Ontario Command
(RCL ON)
(Campaign Office)
P O Box 8055, Station T CSC
Ottawa, ON K1G 3H6



Denise Holmes

From: Stacey Bruce <sbruce@grandriver.ca>
Sent: Monday, August 11, 2025 4:24 PM
To: Abigail Shingler; Aldo Salis; Alex Piggott; Allisa Nicholson; aroth@regionofwaterloo.ca; Amanda Dubecky; Andrea Bazzard; Doulatyari, Behnam; Belinda Woodend; Betsy Mclure; Brant Source Protection; sourceprotection@brantford.ca; Carl Seider; Vega, Carmen; Jacques, Craig; Banks, Daniel; Danielle Walker; Denise Holmes; Dwight Smikle; eroloson@bayham.on.ca; Elisha Persaud; Elizabeth VanHooren; Emily Stahl; Eric Thuss; Pankhurst, Hayley; Ian Ockenden; Janet Ivey; Jim Ellis; Clark, Jon; welkerj@thamesriver.ca; Karen Gillan; Kaitlyn Rosebrugh; Keira Martinson; Kim Funk; Kyle Davis; Leslie Rich; Linda Dickson; Badri, Lubna; Silverio, Marco; Mardi Bergen; Martin Keller; mjauernig; Morgan Marrott; Muriel Kim-Brisson; nmartin@amaranth.ca; Olivia Orsini; Olivia Orsini; phalevy@brantford.ca; Phil Wilson; Sara Bohnert; Sarah Wilhelm; slalexander@oxfordcounty.ca; svandalen@haldimandcounty.on.ca; Shari Dahmer; Shaun Earls; Sheri Steiging; Sonja Strynatka; Stephanie Charity; Stephanie Davis; sweber@haldimandcounty.on.ca; Terri Cox; Theo Karagias; Tiffany Svensson; Zachary Lehman
Subject: FW: News Release: Grand River Source Protection Plan updated

Shared for your awareness and reference

From: Serena Catania <scatania@grandriver.ca>
Sent: August 11, 2025 3:30 PM
Subject: News Release: Grand River Source Protection Plan updated



August 11, 2025
Release on receipt

Grand River Source Protection Plan updated

An amendment to the Plan that protects the sources of municipal drinking water in the Grand River watershed was approved by the Ministry of the Environment, Conservation and Parks on July 25, 2025.

The update, which came into effect on July 29, 2025, incorporates new technical information and revised policies for the Brant County and City of Brantford Drinking Water Systems. This includes the addition of a Sodium and Chloride Issue Contributing Area at the Bethel Road wellfield in Paris. Policies for both

municipalities have also been updated to conform to the 2021 Technical Rules for identifying drinking water threats.

Background

The Plan and its associated documents are available online at www.sourcewater.ca. The Grand River Source Protection Plan was first approved in November 2015 and came into effect July 1, 2016.

The source protection planning process began in 2006 following the [Walkerton Inquiry](#), when the Ontario government passed the *Clean Water Act, 2006* to protect the sources of municipal drinking water throughout the province. The process is based on technical studies, collaborative policy development and extensive public consultation.

The process to update the Plan was guided by the Lake Erie Region Source Protection Committee, which is made up of representatives from municipalities, business, industry, farmers, landowners and other stakeholders. The committee is also responsible for updating plans for the Kettle Creek, Catfish Creek, and Long Point Region watersheds.

Implementation of the Plan policies is primarily the responsibility of municipalities and provincial ministries. Source Protection Plans are local, science-based plans designed to protect the water quality and quantity of the lakes, rivers and groundwater that supply municipal drinking water systems. The plans set out actions to eliminate, manage or reduce potential risks to drinking water sources.

Policies in the Source Protection Plans include a variety of approaches to manage and prevent risks to municipal drinking water. These approaches include education and outreach, the development of risk management plans, land use planning, and monitoring. The policies are designed to ensure sufficient supplies and keep contaminants out of rivers, lakes and groundwater aquifers that are sources of municipal drinking water.

The source protection planning process is directed and funded by the Ontario Ministry of the Environment, Conservation and Parks in conjunction with municipalities. Local conservation authorities provide technical, communications and administrative support for the source protection planning process.

-30-

Further information:

Serena Catania, GRCA Supervisor of Communications and Marketing
Phone 519-621-2763 x 2240 | Email scatania@grandriver.ca

Kaitlyn Rosebrugh, Senior Source Protection Program Coordinator, Lake Erie Source Protection Region
Phone 519-621-2763 x 2318 | Email krosebrugh@grandriver.ca

Denise Holmes

From: Liam Morgan <lmorgan@dufferincounty.ca>
Sent: Monday, July 21, 2025 10:55 AM
To: Kaitlin Dinnick; Denise Holmes
Subject: Notice of No Appeal - 078106 7th Line SW (OPA 5)
Attachments: Notice of No Appeal - Melancthon OPA 5.pdf

Hi Denise and Kaitlin,

Please find attached the Notice of No Appeal for OPA 5 relating to 078106 7th Line SW. We can include this as information on the next Council meeting, as a way to officially close the file.

Best regards,

Liam Morgan, MCIP, RPP | Acting Planning Manager | Development and Tourism
County of Dufferin | Phone: 519-941-2816 Ext. 2511
lmorgan@dufferincounty.ca | 30 Centre St, Orangeville, ON L9W 2X1

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Declaration Under Section 17 of the Planning Act

File: Township of Melancthon Official Plan Amendment No. 5

I, Michelle Dune, County Clerk, solemnly declare:

1. That the decision in respect to the above noted matter was made on May 22, 2025 by County Council, and that notice as required by Section 17 of the Planning Act was given on June 3, 2025.
2. That no appeals to the Ontario Land Tribunal of the decision in respect to the above noted matter were received under Section 17 of the Planning Act within the time specified for submitting an appeal.

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me at the Town of Orangeville in the County of Dufferin this 21st day of July, 2025.



Rebecca Whelan, Deputy Clerk
Commissioner of Oaths



Michelle Dunne, County Clerk
Declarant

Rebecca Whelan
Deputy Clerk
County of Dufferin
Commissioner of Oaths

Ministry of Natural Resources

Development and Hazard Policy
Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles

Direction de la politique d'exploitation des
ressources et des risques naturels.
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7



August 13, 2025

Subject: Proposed regulations to support the implementation of the proposed
Geologic Carbon Storage Act, 2025, if passed by the Legislature

Hello,

Over the past three years, the Ministry of Natural Resources (MNR) has been taking a measured and phased approach to enabling and regulating geologic carbon storage (further referred to as carbon storage) in Ontario. Carbon storage is new to the province and developing a comprehensive framework to regulate this activity would help ensure that it is done responsibly, with measures in place to safeguard people and the environment.

Carbon storage involves injecting captured carbon dioxide into deep geological formations for permanent storage. This technology could provide industries in Ontario with a critical tool for managing their emissions and contributing to the achievement of Ontario's emissions reduction targets.

As you may be aware, the proposed *Geologic Carbon Storage Act, 2025* was introduced into the Ontario legislature on May 27th, 2025 as part of [Bill 27, Resource Management and Safety Act, 2025](#). The Bill has now reached second reading in the Legislature, and debate of the Bill will continue after the legislature resumes on October 20th, 2025. The status of the Bill in the legislative process can be viewed on the Legislative Assembly of Ontario [website](#).

The proposed Act, if passed by the Legislature, would require the development of supporting regulations that would cover the detailed regulatory requirements for the authorization of research and evaluation activities, and carbon storage activities, before the Act could be proclaimed and brought into force.

We are writing to notify you that the MNR is seeking feedback on the general content of proposed regulations that are being considered under the proposed *Geologic Carbon Storage Act*, 2025, if it is passed by the Legislature.

More details on the general content of the proposed regulations can be viewed in a proposal notice on the Regulatory Registry, posting # [25-MNRF006](#). Feedback on the proposal can be provided directly to MNR through the email address provided below.

If you would like more information or have any questions, please contact Andrew Ogilvie, Manager of Resources Development Section, at 705-761-5815 or through email: Resources.Development@ontario.ca.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Keyes". The script is fluid and cursive, with the first letters of each word being capitalized and prominent.

Jennifer Keyes
Director, Development and Hazard Policy Branch



The Corporation of the Township of Mulmur will hold a Statutory Public Meeting pursuant to Section 17 of the Planning Act to consider a new Official Plan.

Anyone wishing to address Council with respect to the proposed Official Plan will be given an opportunity to do so at the public meeting on September 3, 2025 at 9:00 a.m.

PURPOSE AND EFFECT OF THE OFFICIAL PLAN AMENDMENTS

The proposed Official Plan Amendment would:

- Update the policies to be in accordance with updated legislation, the County Official Plan and Provincial Policies and Plans
- Update the schedules and add appendices
- Refresh the definitions and modify the framework to provide consistent terminology, removing duplication, and grouping similar subject matter.

LANDS AFFECTED

No key map is provided as the Amendments affect all lands within the Township.

ADDITIONAL INFORMATION

Additional information and a copy of the proposed Plan will be available by August 14th on our website at www.mulmur.ca

If you wish to be notified of the decision of the Township of Mulmur on the proposed official plan, you must make written request to the Clerk of the Township of Mulmur.

If a person or public body would otherwise have an ability to appeal the decision of Mulmur Township Council to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Mulmur before the proposed official plan is adopted, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Mulmur before the proposed official plan is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

Please note that written comments and opinions submitted on these matters, including the originator's name and address, become part of the public record and may be published in a Planning Report or included in the Council agenda package.

MEETING DETAILS

In Person Meeting Location: Mulmur Township Offices - 758070 2nd Line East

Phone Connection: 1 647 374 4685 Canada / 1 647 558 0588 Canada

Video Connection: <https://us02web.zoom.us/j/84829988171>

Meeting ID: 848 2998 8171

DATED AT the Township of Mulmur this 13th day of August 2025.

Roseann Knechtel
Municipal Clerk
Township of Mulmur

INFO 12
SEPT 4 2025



374028 6TH LINE • AMARANTH ON • L9W 0M6

August 25, 2025

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Room 281
Queens Park
Toronto, Ontario M7A 1A1

Sent by email to premier@ontario.ca

Dear Premier Ford:

Re: Opposition to Strong Mayor Powers

At its regular meeting of Council held on August 6, 2025, the Township of Amaranth Council passed the following resolution:

Resolution #: 2

Moved by: G. Little

Seconded by: B. Metzger

BE IT RESOLVED THAT:

The Council of the Township of Amarnath is opposed to the designation of Strong Mayor Powers to any Mayor within the Province of Ontario.

For (5): C. Gerrits, G. Little, S. Graham, B. Metzger, and V. Paan

CARRIED (5 to 0)

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

Denise Holmes

From: envirocompliance (MECP) <envirocompliance@ontario.ca>
Sent: Tuesday, August 26, 2025 1:52 PM
Subject: Updated Compliance Policy - Ministry of the Environment, Conservation and Parks
Attachments: Letter to Municipalities_Update of Compliance Policy_2025 08 21_Guelph.docx

Hello,

Please find attached a letter outlining recent updates to the Ministry of the Environment, Conservation and Parks' compliance policy, announced on June 4, 2025. These changes introduce a new process for referring low-risk incidents to more appropriate regulatory authorities, including municipalities. These changes will help to clarify roles and responsibilities between the ministry and municipalities.

The attached letter includes examples of low-risk incidents typically considered for referral, as well as guidance on how these changes aim to reduce duplication for businesses, improve service to the public, and support collaboration between our organizations.

We appreciate your continued partnership and look forward to further engagement. Please do not hesitate to reach out should you have any questions.

Sincerely,

Aaron Todd

Manager

Guelph District Office

Ministry of the Environment, Conservation and Parks

Ontario Government Bldg, 4th Flr, 1 Stone Rd W Guelph, Ontario N1G 4Y2



(sent by e-mail only)

Date: August 21, 2025

Re: Updates to Ministry of the Environment, Conservation and Parks' Compliance Policy – Potential for Low-Risk Incident Referrals to Municipalities

On June 4, 2025, the Government of Ontario [announced updates](#) to the Ministry of the Environment, Conservation and Parks' [compliance policy](#). A notice outlining the decision can be found [here](#). These changes will allow the ministry to focus on higher-risk events, such as spills that could harm human health, while referring low-risk incidents that do not impact human health or the environment, such as construction noise, via referral to more appropriate regulatory authorities, including municipalities. Further details on the new incident referral assessment process can be found in section 4.2 of the updated compliance policy.

The updates to the compliance policy will clarify roles and responsibilities between the ministry and municipalities to avoid duplication and reduce burden on the regulated community by simplifying compliance oversight for low-risk activities. These changes will strengthen collaboration between the ministry and municipalities, while also improving service for members of the public by clarifying which regulator is responsible for responding to an incident.

Listed below are types of complaints that the ministry will typically consider for referral to municipalities:

1. Odours - Reports of odours from restaurants, food preparation, construction/demolition/maintenance activities, vehicles, or residential sources.
2. Noise - Reports of noise from air conditioning and heating, vehicles, residences, pets, construction activities, music festivals and outdoor events.
3. Dust - Reports of general or road dust resulting from development or construction/demolition sites, stone cutting, or complaints of off-site dust generated from a neighbour's construction activities.
4. Waste - Reports of littering, abandoned vehicles, and small quantities of solid non-hazardous waste dumping.
5. Water – Reports of discharges to municipal sewers, oil leaking from vehicles to roadway/sewers, and problems with private ponds.

Please note: if a low-risk incident persists long term escalates to a community-level concern, or becomes linked to health impacts, the ministry will re-evaluate the risk and may take further action. Additionally, if a municipality lacks the capacity to carry out compliance and enforcement activities for a referred incident, the ministry may intervene if the risk level is deemed sufficiently high.

The ministry is planning further engagement with municipalities to support open

communication during this transition. More details will follow via future communications.

Should you have any questions or wish to discuss further, please feel free to contact me via email (aaron.todd@ontario.ca) or by phone (647-633-3351).

If you wish to discuss further, please feel free to contact me.

Sincerely,

Aaron Todd

Manager

Guelph District Office

Ministry of the Environment, Conservation and Parks

Ontario Government Bldg, 4th Flr, 1 Stone Rd W Guelph, Ontario N1G 4Y2

Denise Holmes

From: Jackie Cameron [REDACTED]
Sent: Saturday, August 16, 2025 11:30 AM
To: Denise Holmes
Subject: Recognition - Lauren Smith

Hello Denise,

I am writing today to acknowledge the outstanding achievement of Miss Lauren Smith. Lauren is a life long resident of Dufferin County, born and raised in Shelburne and a current resident in Melancthon. While Lauren is known by many as kind hearted, compassionate and considerate young lady, she is also a fierce competitor and leader in athletics. This past June at the CDDHS athletic banquet, Lauren was named the MVP in field hockey, hockey, rugby and female athlete of the year. While those accolades are quite impressive, she recently earned herself a spot on the U18 Ontario Rugby Seven's team. She was selected one of 14 players from across all of Ontario to represent the province at the 2025 Canada Summer Games in St. John's, Newfoundland & Labrador from August 11 to 13. While making the team of 14 is an achievement in itself, the Ontario squad named two captains, of which Lauren was one of them. In three short days, Lauren lead her team to a 6-0 record which earned them a spot in the gold medal match. It was a tough fought battle and unfortunately team Ontario came up short against a strong opponent in team BC. While the Gold medal was the goal, Lauren came home with a silver medal, something she should be very proud of.

Although the Canada games has come to an end, there is no doubt in my mind, Lauren will continue to achieve great things both on and off the field. Lauren will be attending Brock University this fall to begin her post secondary studies as well as join her older sister Jordan in her rookie season with the Brock Badgers women's rugby team.

While I am unsure if the township and/or the county recognizes such accomplishments of local residents, I am hopeful that consideration may be given to recognize Lauren's achievements.

The link below is a news release that was recently posted on the Brock University Rugby website:

<https://gobadgers.ca/news/2025/8/15/womens-rugby-womens-rugby-recruit-claims-silver-at-canada-games.aspx>

I do look forward to learning if this is possible.

Thank you for your time and consideration,

Jackie Cameron

Denise Holmes

From: Denise Holmes
Sent: Monday, August 25, 2025 11:40 AM
To: Denise Holmes
Subject: Motion

From: James McLean <jmclean@melancthontownship.ca>
Sent: Thursday, August 21, 2025 9:41 AM
To: Denise Holmes <dholmes@melancthontownship.ca>
Cc: Darren White <dwhite@melancthontownship.ca>; Ruth Plowright <rplowright@melancthontownship.ca>; Ruth <ruthplow@gmail.com>; Bill Neilson <bneilson@melancthontownship.ca>; Ralph Moore <rmoore@melancthontownship.ca>; Kaitlin Dinnick <kdinnick@melancthontownship.ca>; Sarah Culshaw <sculshaw@melancthontownship.ca>
Subject: Motion

Hey everyone:

I'd like to introduce the following motion at the next Council meeting. This was discussed with the Parliamentary Secretary of MMAH at AMO.

Motion:

Whereas the Township of Melancthon is an agricultural and rural community that is experiencing growth differently than other parts of Ontario;

And whereas the Township's roads, parks and infrastructure are being impacted by increased population growth both within the community and from our neighbouring municipalities;

And whereas the Township needs to enhance and expand local infrastructure and parks to meet the needs of current residents and the growing population;

And whereas residents identified road safety and community-building as key priorities during the 2022 municipal election;

Be it therefore resolved that the Township of Melancthon utilize the Development Charges reserve to fund the proposed sidewalk in Horning's Mills as well as the proposed slide in Corbetton Park.



James McLean | Deputy Mayor | Township of Melancthon
| jmclean@melancthontownship.ca | PH: 519-217-2509 | FX: 519-925-1110 |
www.melancthontownship.ca



Corporation of the Township of Melancthon

Moved by **James McLean**

Seconded by

Date: **September 4, 2025**

Be it resolved that:

Whereas the Township of Melancthon is an agricultural and rural community that is experiencing growth differently than other parts of Ontario;

And whereas the Township's roads, parks and infrastructure are being impacted by increased population growth both within the community and from our neighbouring municipalities;

And whereas the Township needs to enhance and expand local infrastructure and parks to meet the needs of current residents and the growing population;

And whereas residents identified road safety and community-building as key priorities during the 2022 municipal election;

Be it therefore resolved that the Township of Melancthon utilize the Development Charges reserve to fund the proposed sidewalk in Horning's Mills as well as the proposed slide in Corbetton Park.

<u>Recorded Vote</u>	<u>Yea</u>	<u>Nay</u>
Mayor Darren White		
Deputy Mayor James McLean		
Councillor Ralph Moore		
Councillor Bill Neilson		
Councillor Ruth Plowright		

Carried/Lost: _____
MAYOR



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

REPORT TO COUNCIL

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

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

**SUBJECT: REQUEST TO CLOSE MUNICIPAL OFFICE ON TUESDAY,
NOVEMBER 25, 2025**

MEETING DATE: SEPTEMBER 4, 2025

Recommendation

That Council approve the closure of the Municipal Office on Tuesday, November 25, 2025, to allow all Administration Staff to attend and participate in the Annual Emergency Exercise Training.

Purpose of Report

To request Council approval for the closure of the Municipal Office on Tuesday, November 25, 2025, in order for all Administration Staff to participate in the annual emergency exercise training.

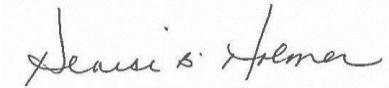
Background

As part of the Township's ongoing commitment to emergency preparedness, Senior Staff, as part of the Municipal Emergency Control Group, are required to participate in annual emergency management training exercises. These exercises ensure that Staff are prepared to respond effectively during a real emergency situation, in accordance with the Township's Emergency Response Plan and legislative requirements under the Emergency Management and Civil Protection Act (EMCPA).

As Melancthon Township has a small Administration Staff of four people, if there is an emergency of any scale, all Staff will be required to assist, and therefore it is important that all Administration Staff receive the annual training. The recent ice storm experienced at the end of March highlighted the importance of all Staff being trained and available during an emergency and able to work together under challenging circumstances.

The annual emergency exercise for 2025 is scheduled for Tuesday, November 25, 2025. In order for all Staff to participate, I am requesting that the Municipal Office be closed to the public for that day. Notice of the closure will be posted in advance on the Township website, social media channels, and office signage to ensure the public is informed.

Respectfully submitted,

A handwritten signature in cursive script, reading "Denise B. Holmes". The signature is written in dark ink on a light-colored background.

Denise B. Holmes, AMCT
CAO/Clerk



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

REPORT TO COUNCIL

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

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

**SUBJECT: OFFICIAL PLAN AND ZONING BY-LAW CONFORMITY UPDATE
– ADVISORY GROUP ESTABLISHMENT AND FIRST MEETING**

MEETING DATE: SEPTEMBER 4, 2025

Recommendation

That Council confirms the Advisory Group membership for the Official Plan and Zoning By-law Conformity Update as outlined in this report;
And that _____ and _____ be appointed to serve on the Advisory Group, representing Council;
And that Staff be directed, in consultation with Planscape, to issue formal invitations to the Advisory Group members; and
And that the date of _____ be established as the Advisory Group's first meeting to kick off the Official Plan and Zoning By-law Conformity Update.

Purpose

The purpose of this report is to seek Council's direction to formally establish the Advisory Group for the Township of Melancthon's Official Plan and Zoning By-law Conformity Update, confirm membership, and select a date for the first meeting.

Background

As part of the Township's Official Plan and Zoning By-law Conformity Update project, the project schedule identifies that the Background and Policy Report will be presented to an Advisory Group in late September/early October 2025. In order to meet this target, it is necessary to issue formal invitations and confirm the Advisory Group membership in advance.

The Advisory Group is intended to provide input and feedback throughout the update process, representing a cross-section of community, agricultural, First Nations, and economic interests.

Discussion

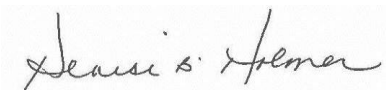
Staff, in consultation with Planscape, have prepared a suggested list of Advisory Group representatives for Council's consideration:

- **First Nations Representatives** – Six Nations and one other Indigenous Community
- **Dufferin Federation of Agriculture**
- **County of Dufferin Staff** – Liam Morgan, Planner
- **Township of Melancthon Staff** – Denise Holmes, CAO/Clerk and Kaitlin Dinnick, Deputy Clerk & Planning Coordinator
- **Members of Melancthon Council** – it is suggested that two representatives be appointed
- **Economic Development Group** – one representative
- **Community Representative(s)** – one or two, to be nominated by a recognized community organization – Staff recommend that requests for community representatives be directed to established organizations, allowing them to nominate an individual, rather than inviting individuals directly.

To ensure the project remains on schedule, it is recommended that Council:

1. Confirm the Advisory Group membership.
2. Appoint two members of Council to serve on the group.
3. Direct staff to coordinate with the Planscape to issue formal invitations.
4. Confirm a date for the first Advisory Group meeting in late September/early October 2025.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Denise B. Holmes". The signature is written in a cursive, flowing style.

Denise B. Holmes, AMCT
CAO/Clerk



Melancthon Township

Student Volunteer Award

Purpose:

The Student Volunteer Award recognizes a young individual who has demonstrated outstanding dedication, leadership, and community spirit through volunteer service. This Award highlights the valuable contributions of students who give their time and talents to make a positive impact in their community.

Eligibility:

- Must be a current student (elementary, secondary, or post-secondary).
- Must reside or volunteer in the Township of Melancthon.
- Must have contributed a minimum of [X] volunteer hours within the past year.

Criteria:

Nominees will be evaluated on the following:

1. **Commitment to Service** – Demonstrates dedication to volunteering and consistently contributes their time to community activities, events, or organizations.
2. **Positive Impact** – Has made a meaningful difference to individuals, groups, or the broader community.
3. **Leadership & Initiative** – Shows responsibility, teamwork, and the ability to take initiative in volunteer roles.
4. **Inspiration to Others** – Acts as a positive role model, encouraging other students to participate in community service.
5. **Diversity of Contribution** – Involvement in a variety of volunteer activities (school-based, community-based, environmental, cultural, etc.).

Nomination Process:

- Nominations may be submitted by Council members, Township Board members, community members, organizations, or peers.
- A nomination form must include:
 - Description of the student's volunteer activities and length of service.
 - Specific examples of the student's impact.
 - A letter of support (optional but encouraged).

Deadline for nominations

The deadline to submit your nomination and supporting paperwork is **12:00 p.m. EST on ??**. All materials must be submitted in person at the Township of Melancthon Office or by email to the Clerk at dholmes@melancthontownship.ca.

Award Presentation:

The award will be presented at [Township Council Meeting, Community Event, Annual Celebration, etc.]. Recipient will receive a certificate of recognition and a small token of appreciation.



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

**NOTICE OF STATUTORY PUBLIC MEETING
ZONING BY-LAW AMENDMENT
File No. Z25-02**

RECEIPT OF COMPLETE APPLICATION

TAKE NOTICE that the Township of Melancthon has received a complete application for a Zoning By-law Amendment for the lands legally described as Part of Lot 299, Concession 2 SW, and municipally referred to as 116203 2nd Line SW.

AND PURSUANT to Section 34 of the *Planning Act*, the application file is available for review at the Municipal Office. Please contact the Clerk to arrange to review this file.

PUBLIC MEETING: The Council for the Corporation of the Township of Melancthon will be holding a public meeting described below under Section 34 of the *Planning Act*, R.S.O. 1990, C.P.13 as amended, to allow the public to comment on a proposed Zoning By-law Amendment.

DATE AND LOCATION OF PUBLIC MEETING

<i>Date and Time</i>	Thursday, September 4, 2025, at 6:00 p.m.
<i>Location</i>	Council Chambers – 157101 Highway 10 or Virtual via Zoom

If you wish to attend virtually, please email the Clerk prior to the day of the public meeting so you can be provided with the link to the meeting.

THE PURPOSE of the application is to seek a site-specific amendment to Zoning By-law 40-2021, as amended, to permit the establishment of an Accessory Dwelling Unit accessory to a Detached Garage, with a floor area and height that exceeds the maximums permitted by the By-law.

FURTHER INFORMATION AND MAP OF LAND SUBJECT TO THE APPLICATION

A key map has been appended (see *Appendix A*) that identifies the lands that are subject to the Zoning By-law Amendment application.

Additional information and materials regarding the proposed Zoning By-law Amendment application are available for review by contacting the Township office by telephone at 519-925-5525, by email to the Clerk at dholmes@melancthontownship.ca, or by visiting the Township office located at 157101 Highway 10, Melancthon, ON during regular business hours Monday – Friday, 8:30 a.m. – 4:30 p.m. (the Office is closed between 12:00 p.m. and 1:00 p.m.).

IF YOU WISH TO BE NOTIFIED of the decision of the Council for the Corporation of the Township of Melancthon in respect to the proposed amendment, you must submit a written request to the Clerk of the Township of Melancthon at 157101 Highway 10, Melancthon, Ontario, L9V 2E6, email - dholmes@melancthontownship.ca.

If a person or public body does not make oral submissions at a public meeting or make written submissions to Council before the proposed amendments are approved, the person or public body is not entitled to appeal the decision of Council to the Ontario Land Tribunal.



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

If a person or public body does not make oral submissions at a public meeting or make written submissions to Council before the proposed amendments are approved, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Mailing Date of this Notice: Wednesday, July 16th, 2025

A handwritten signature in black ink, appearing to read "Denise B. Holmes".

Denise B. Holmes, AMCT
CAO/Clerk
Township of Melancthon

Appendix A – Lands Subject to Zoning By-law Amendment Application





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

MEMORANDUM

Date: September 4, 2025
To: Mayor White and Members of Council
From: Liam Morgan, Acting Planning Manager
Report: P2025-02
Re: Application for Zoning By-law Amendment – Z25-02 – 116203 2nd Line SW

Recommendation(s)

Be it resolved that Township of Melancthon Council receive Report P2025-02 as information.

And be it resolved that Township of Melancthon Council **approve** Zoning By-law Amendment Application (Z25-02) for the property municipally known as 116203 2nd Line SW, Melancthon and legally described as Part of Lot 299, Concession 2 SW.

Background

The Township of Melancthon received an application from Hofman General Contracting Ltd. ('Applicant') on behalf of Brad and Andrea Hutchinson ('Owner') seeking an amendment to Township Zoning By-law 12-1979, as amended. The proposed amendment aims to implement site-specific regulations that would amend section 3.25(b) of Zoning By-law 12-1979, as amended. Specifically, those site-specific regulations relate to the maximum permissible floor area and height for Accessory Dwelling Units Accessory to a Detached Garage, as well as the maximum allowable size of an external feature (i.e., porch, balcony).

Intent of Current Report

The purpose of the following report is to provide Council with a recommendation on whether the proposed Zoning By-law Amendment application should be approved or denied. It is the aim of this report to provide Council with a detailed analysis of the proposed application and determination on whether it in fact represents 'good planning'. Using this report Council will be tasked to conclude if the proposed application should be accepted or refused.

Description of Subject Lands

The lands subject to the Zoning By-law Amendment application are municipally known as 116203 2nd Line SW and legally described as Part of Lot 299, Concession 2 SW (Roll Number: 221900000613400).

Presently on the subject lands, which are approximately 1.41 hectares (3.49 acres) in size and have a lot frontage of approximately 79.24 metres, is a single detached residential dwelling and existing garage. The lands are designated as *Agricultural* under the Township Official Plan and zoned as *Rural Residential – Exception 4 (RR-4)*, as per Zoning By-law 12-1979. Surrounding land uses include agricultural land, and existing rural residential dwellings.

An aerial of the subject lands has been provided for reference below in *Figure 1*.



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

Figure 1: Aerial of Subject Lands



Proponent Application

The intent of this application is to construct an accessory dwelling unit accessory to a detached garage. To allow for this construction, the applicant is seeking to introduce site-specific zoning regulations to section 3.25(b) of the Township Zoning By-law. Specifically, the specific zoning regulations to be implemented are increasing the height allowed from 7 metres to 10 metres, increasing the maximum floor area from 60 square metres (50% of ground floor area) to 108 square metres (72% of ground floor area), and increasing the maximum allowable size of an external feature from 20% of the floor area to 34%.

An illustration of the site plan has been provided below in *Appendix 1*.

Policy Overview

Provincial Planning Statement, 2024

The *Provincial Planning Statement, 2024* ('PPS, 2024') is the province's guiding document for land use planning and development in Ontario. A revised version of the PPS, 2024 was implemented on October 20th, 2024, and replaced both the *Provincial Policy Statement, 2020* ('PPS, 2020') and *A Place to Grow*:



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Growth Plan for the Greater Golden Horseshoe, 2019 ('Growth Plan'). All decisions relating to land use planning and development, as such, must be consistent with the policies provided in the PPS, 2024.

Housing

The *PPS, 2024*, offers directive on the creation of housing in Ontario. Most notable to the current application is section 2.2.1.b (2.1), which states the following:

"Planning authorities shall provide for an appropriate range and mix of *housing options* and densities to meet projected needs of current and future residents of the *regional market area* by permitting and facilitating

1. All *housing options* required to meet the social, health, economic and well-being requirements of current and future residents, including *additional needs housing* and needs arising from demographic changes and employment opportunities".

Agriculture

For the current application, the *PPS, 2024* does provide policy direction for *Prime Agricultural* lands, which is what the subject lands are defined as. Broadly speaking, the *PPS, 2024* directs that Ontario's agricultural land base – *Prime Agricultural Areas* and *Specialty Crop Areas* – be designated and protected for long-term use for agriculture (sec. 4.3.1.2). Specific policies relating to lands uses permitted in *Prime Agricultural Areas* are outlined in section 4.3.2 and include the following:

1. Agricultural uses, agricultural-related uses, and on-farm diversified uses based on provincial guidance.
2. All types, sizes, and intensities of *agricultural uses* and *normal farm practices* shall be promoted and protected in accordance with provincial standards.
3. New land uses in *prime agricultural areas*, including the creation of lots and new or expanding livestock facilities, shall comply with the *minimum distance separation formulae*.
4. A principal dwelling associated with an agricultural operation shall be permitted in *prime agricultural areas* as an agricultural use, in accordance with provincial guidance, except where prohibited in accordance with policy 4.3.3.1.c).
5. Where a residential dwelling is permitted on a lot in a *prime agricultural area*, up to two additional residential units shall be permitted in accordance with provincial guidance, provided that, where two additional residential units are proposed, at least one of these additional residential units is located within or attached to the principal dwelling, and any additional residential units:
 - a. Comply with the *minimum distance separation formulae*.
 - b. Are computability with, and would not hinder, surrounding agricultural operations.
 - c. Have appropriate sewage and water services.
 - d. Address any public health and safety concerns.
 - e. Are of limited scale and located within, attached, or in close proximity to the principal dwelling or farm building cluster; and,
 - f. Minimize land taken out of agricultural production
6. For greater certainty, the two additional residential units that are permitted on a lot in a *prime agricultural area* in accordance with policy 4.3.2.5 are in addition to farm worker housing permitted as an *agricultural use*.

Further to section 4.3.2, the *PPS, 2024* also offers guiding policies as it relates to non-agricultural uses in prime agricultural areas. Those policies are outlined under section 4.3.5 of the *PPS, 2024* and include the following:



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

1. Planning authorities may only permit non-agricultural uses in *prime agricultural areas* for:
 - a. Extraction of minerals, petroleum resources and mineral aggregate resources; or
 - b. Limited non-residential uses, provided that all of the following are demonstrated:
 1. The land does not comprise a specialty crop area;
 2. The proposed use complies with the minimum distance separation formulae;
 3. There is an identified need within the planning horizon identified in the official plan as provided for in policy 2.1.3 for additional land to accommodate the proposed use;
 4. Alternative locations have been evaluated, and
 - i. There are no reasonable alternative locations which avoid prime agricultural areas; and
 - ii. There are no reasonable alternative locations in prime agricultural areas with lower priority agricultural lands
2. Impacts from any new or expanding non-agricultural uses on the *agricultural system* are to be avoided, or where avoidance is not possible, minimized and mitigated as determined through an *agricultural impact assessment* or equivalent analysis, based on provincial guidance.

Sewage, Water and Stormwater

Directive is also provided by the *PPS, 2024* on sewage and water servicing. Of relevance to the application at hand is section 3.6.4, which is outlined below:

4. Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts.

Dufferin County Official Plan

The Dufferin County Official Plan ('DCOP'), which has been recently updated through a Municipal Comprehensive Review ('MCR'), offers overarching policy direction for land use and development matters in the entire County of Dufferin. What must be noted, however, is that given the submission timing of the current application, Official Plan Amendment #4 of the MCR process is not applicable being that the application as submitted prior to Ministerial approval. Official Plan Amendment's #2 and #3 are in force and effect based on their Ministerial approval date of October 2024.

The intent of the DCOP, especially as it relates to the current application, is outlined in section 1.1.5 and includes the following policies:

- a. Foster the creation of complete, healthy, and sustainable communities and enhance the quality of life for all residents.
- c. Protect *prime agricultural areas* and recognize the importance of agriculture in the County and ensure its continued viability by promoting a range of *agricultural uses*, activities and complimentary uses.
- k. Encourage the provision of a range of housing opportunities of varying densities and tenures, including the construction of *affordable housing* and *special needs housing*.
- l. Maintain and enhance the County's *Countryside Areas* and *character* and significant environmental features and resources.



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Housing

The DCOP offers guidance on how housing should be developed in the County of Dufferin. Most applicable to the application at hand is section 3.7.4, which speaks to second residential units and garden suites. Under this section, it is stated that “the County supports the provision of *second residential units* and *garden suites* as a means to provide a greater diversity of housing types and housing affordability”. Subsection A of section 3.7.4 more specifically states the following:

“It is the policy of the County that:

- a. The County generally encourages the permission of *second residential units* within single-detached, semi-detached, and Townhouse dwelling units where a residential unit is not permitted in an *accessory structure* to those housing types on the property. Local municipalities may permit the *second residential unit* to be located within a residential *accessory structure*, subject to the policies and regulations of the local municipal official plan and zoning by-law”.

Land Use Designation

Under the DCOP, the subject lands are designated as *Prime Agricultural*. The intent of the *Prime Agricultural* designation is to protect agricultural areas from incompatible uses, while accommodating a diverse range of agricultural uses, agricultural-related uses, and on-farm diversified uses (sec. 4.2). Lands designated as *Prime Agricultural* are to be protected for agricultural uses unless appropriate justification is provided for alternative uses.

Permitted uses in the *Prime Agricultural* designation, as per section 4.2.2., include agricultural uses, normal farm practices, residential dwellings, agricultural related-uses, on-farm diversified uses, home occupations, home industries, forestry, conservation, wildlife and fisheries management, passive recreational uses, watershed management, and flood and erosion control projects.

Prime Agricultural designated lands are further subject to specific land use policies. Those policy(ies) of most relevance to the current application are outlined in section 4.2.3 and include the following:

- d. “Proposed *development* in *Prime Agricultural Areas* will be serviced with adequate *sewage and water services*. *Development* proposals for *nonagricultural uses* will demonstrate the suitability of the site for the proposed method of *sewage and water services* and stormwater management to the satisfaction of the local municipality, and any other required approval agencies”.

Sewage and Water Services

The DCOP also includes policy direction relating to sewage and water services under section 7.3.1. Policies under this section, which are of relevance to the application, include the following:

- c. Where municipal sewage services and *municipal water services* or *private communal sewage services* and *private communal water services* are not provided, *individual on-site sewage services* and *individual on-site water services* may be used provided that site conditions are suitable for the long-term provision of such services with no *negative impacts*. In *settlement areas*, these services may only be used for *infilling* and minor rounding out of existing development.

Township of Melancthon Official Plan

The Township of Melancthon Official Plan was approved on September 5th, 2017. The purpose of the Official Plan is to guide land use and infrastructure development in Melancthon to ensure the long-term vision of the Plan is maintained.



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Second Dwelling Units

The Township Official Plan gives policy directive on the establishment of second dwelling units in the Township under section 3.12. Specific policies of this section include the following:

- a. “A second dwelling unit is permitted in specific types of residential uses through either:
 - ii. The use of a dwelling unit in a building or structure ancillary to a detached dwelling or semi-detached dwelling if the detached dwelling or semi-detached dwelling contains a single-dwelling unit.
- c. All second dwelling units shall meet the following criteria:
 - i. There is compliance with all applicable Zoning By-law provisions;
 - ii. There is compliance with all Building Code and Fire Code provisions;
 - iii. There is sufficient room on the subject property for any required services including *individual on-site water and sewage services* and all associated approvals have been obtained;
 - iv. The site is not within any area subject to natural hazards such as floodplains or erosion hazards and any permits required from a conservation authority have been obtained ;
 - v. Sufficient on-site parking and amenity areas are provided;
 - vi. No new vehicular access facility is required from the abutting public road; and,
 - vii. There is no substantial alteration to the exterior appearance of the building as a detached or semi-detached dwelling”.

Land Use Designation

Schedule A-1 of the Township Official Plan designates the subject lands as *Agricultural*. Permitted uses associated with the *Agricultural* designation, which are contained in section 5.2.1, include agricultural uses, agriculture-related uses, on-farm diversified uses (i.e., farm related tourism), single detached dwelling, and wayside pits.

The Township Official Plan provides additional land use policies under subsection 5.2.2. The policies of relevance to the current application include the following:

- b. “Agricultural uses shall be given priority over all other uses with the exception of:
 - i. Existing or new dwellings permitted on existing lots of record in accordance with the applicable policies of this Plan.
- c. New and expanding *agricultural uses* and non-agricultural uses shall comply with the applicable provisions of the *Minimum Distance Separation Formulae*, except in the following circumstances.
 - i. Where compliance with the MDS formulae cannot be achieved on a lot of record, expansions of dwellings and other non-agricultural uses that don’t require approval under the *Planning Act* shall also be sited as far from the nearest livestock facilities as possible in the context of the lot’s specific physical features and boundary configuration. If *Planning Act* approval is required, expanding non-agricultural uses must comply with the *Minimum Distance Separation Formulae*.

Servicing Policies

The Township Official Plan provides servicing policies, specifically as it relates to water supply and sewage disposal, under section 6.3.1. Applicable policies to the application include the following:



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- a. At the time of preparation of this Plan the only method of servicing land uses in the Township was by private *individual on-site water and sewage services*. Municipal water and sewage services are not viable with the relatively low levels of population and growth in the Township. It is, therefore, a policy of this Plan that future *development* and construction on existing and new lots in conformity with the land use designations and the related policies of this Plan shall continue to be permitted on the basis of *individual on-site water and sewage services*, provided lot sizes and site conditions are suitable for the long-term provision of such services.

Township of Melancthon Zoning By-law 12-1979

The subject lands are zoned as *Rural Residential – Exception 4 (RR-4)*. Permitted uses of the overarching *RR* zone include a single family detached dwelling and accessory uses and a home occupation.

The proposed zoning by-law amendment does not aim to rezone or amend regulations under the *RR-4* zone. What the amendment does seek to implement is changes to section 3.25(b) of the Zoning By-law, which was introduced through By-law 40-2021 (Accessory Dwelling Units). An overview of the existing regulations under section 3.25(b), the *RR-4* zone regulations, and the proposed amendments are outlined in the table below. Highlighted in yellow are the policies that are not conformed with.

Table 1: Zoning Comparison Chart				
Regulation	By-law	Required	Proposed	Conformity?
Min. Lot Area	48-2014 (Zoning Exception)	1.4 hectares	1.4 hectares	✓
Min. Lot Frontage	48-2014 (Zoning Exception)	75 m	78.43 m	✓
Min. Front Yard (Accessory Building)	12-1979	N/A	N/A	✓
Min. Interior Side Yard (Accessory Building)	12-1979	6 m	26.5 m	✓
Min. Rear Yard (Accessory Building)	12-1979	6 m	85.7 m	✓
Max. Distance from Principal Dwelling	40-2021	60 m	25.3 m	✓
Max. Floor Area (% and m²)	40-2021	50%; 60 m²	72%; 108 m²	×
Max. Lot Coverage	12-1979	10%	5.2%	✓
Max. Building Height	40-2021	7 m	10 m	×
Max. Floor Area of External Features (i.e., porch, balcony)	40-2021	20%	34%	×

Policy Analysis

Township Planning staff have undertaken an extensive analysis of the overarching policy regulations associated with subject lands. Staff have determined the following findings as it relates to all overarching planning policies.

Provincial Planning Statement, 2024

The application complies with the policies set out under the *PPS, 2024*. Most importantly, the application addresses all criteria outlined under section 4.3.2.5 as it relates to additional residential units in *prime agricultural areas*.

Dufferin County Official Plan

The application conforms to the recently updated DCOP, and, in fact, promotes the additional residential unit policies. The subject lands also currently entail private water and sewage systems, which, therefore, align with the servicing policies of the DCOP.



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Township of Melancthon Official Plan

The application is generally consistent with the Township of Melancthon Official Plan. All criteria associated with the establishment of a second residential unit, which is outlined under section 3.12(c) has been addressed. Further to that, the need for an MDS calculation was not required, as per MDS guidelines; however, the proposed additional residential dwelling is proposed to be situated relatively the same distance away from all surrounding livestock facilities as the existing dwelling is. This, in turn, addresses subsection i. of section 5.2.2(c).

Township of Melancthon Zoning By-law 12-1979

In reviewing the application, it has been determined that the application still maintains the general intent and regulations of the over-arching *RR-4* zone. While there are consistency issues with section 3.25(b) relating to Accessory Dwelling Units of the Zoning By-law, the proposed amendment will seek to address those consistency challenges. Though the three changes proposed under the amendment offer a notable shift away from the existing regulations, the impact of the site-specific provisions will be relatively minimal. The location of the proposed joint garage and additional residential dwelling is in an area where there are no adjacent dwellings or neighbours; in fact, the surrounding area is existing farmland. Therefore, the increased building height and floor area (m² and %) will have no impact to the site lines and visual surroundings for adjacent neighbours. The additional amendment to the maximum floor area allowed for external features, in the opinion of planning staff, is a direct result of the larger floor area of the additional residential unit being proposed. Similar to the other two amendments, the greater floor area for the external porch feature will not bring forth any significant impacts. What must also be mentioned is that the proposed building still maintains the existing residential dwelling as the principal unit because of the smaller proposed size of the proposed joint garage and additional residential unit. Further to that, overarching planning policies, such as the *PPS, 2024* and *DCOP*, promote and encourage the establishment of additional residential units where possible. The denial of the proposed amendment would be contrary to the guidance and regulations provided by those overarching policies and, in the opinion of planning staff, would not represent 'good planning' practices.

Summary of Technical Reports Submitted

The planning consultant has submitted the following technical reports and information to the Township in support of the proposed Zoning By-law Amendment:

- Concept Plan, prepared by *Hofman General Contracting Ltd.*
- Floor Plans and Elevation Plans, prepared by *Watson Designs*
- Zoning By-law Amendment Application Form, prepared by *Hofman General Contracting Ltd.*

Summary of Comments Received

To date, comments have been provided by four (4) agencies. Those agencies, and a high-level summary of their respective comments, are further outlined below.

County of Dufferin

Dufferin County circulated comments to the Township on July 31st, 2025. The comment package received included comments from the internal divisions of Building Services, Information Technology – Corporate Services, Planning Division, and Public Works – Waste Services. There were no concerns indicated across all four (4) divisions; however, the Information Technology – Corporate Services division requested that a Unit Number be assigned to the accessory dwelling unit and that appropriate signage be posted.

Dufferin-Peel Catholic District School Board (DPCDSB)

Comments were received from this agency on July 23rd, 2025. The comments provided by DPCDSB indicated no concerns with the proposed development.



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Municipal Property Assessment Corporation (MPAC)

MPAC comments were issued to the Township on July 25th, 2025. No concerns on the proposed development were raised.

Nottawasaga Valley Conservation Authority (NVCA)

The NVCA provided comments on July 28th, 2025. In their comments they indicated no concerns or objections to the approval of the proposed development.

Conclusion

Township Planning staff have undertaken a comprehensive review of the proposed development and associated zoning by-law amendment. In reviewing all applicable planning policies, in combination with the comments received from external agencies, Township Planning staff have no concerns with the proposed zoning by-law amendment. Given that, Township Planning staff recommend that Council approve the zoning by-law amendment to construct a joint garage and additional residential unit.

Prepared by:

A handwritten signature in black ink, appearing to be 'LM'.

Liam Morgan, MCIP, RPP
Acting Planning Manager
Phone: 519-941-2816 Ext. 2511
lmorgan@melancthontownship.ca

List of Appendices:

- Appendix 1 – Site Plan of Proposed Development

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
BY-LAW NO. _____

Being a By-law to amend By-law No. 12-79, as amended, the Zoning By-law for the Township of Melancthon as it affects property known municipally as municipally known as 116203 2nd Line SW and legally described as Part of Lot 299, Concession 2 SW, as shown on attached Schedule “A”.

WHEREAS the Council of the Corporation of the Township of Melancthon is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the *Planning Act, 1990*, as amended;

AND WHEREAS the Council of the Corporation of the Township of Melancthon deems it advisable to amend By-Law 12-1979, as amended;

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

- 1. Notwithstanding any other provision of this zoning by-law to the contrary, the following special provisions shall apply to the lands denoted on Schedule “A”:

Section 3.25 b) of By-law 12-1979, as amended, Accessory Dwelling Unit Accessory to a Detached Private Garage, is hereby amended by revising subsections c), d), and p) and replacing them with the following:

- c) The floor area of the accessory dwelling unit is no greater than 72% of the ground floor area of the building to a maximum of 108 square metres and is located entirely above grade;
- d) The maximum height of the detached garage shall be 10 metres;
- p) For the purpose of Section 3.25 b), detached shall mean a separate building independent from the dwelling and furthermore any external attached building feature such as a porch, balcony or deck shall not exceed 34% of the floor area of the accessory dwelling unit.

This By-law shall come into effect upon the date of passage hereof, subject to the provisions of Section 34 (30) and (31) of the *Planning Act, 1990*, as amended.

BY-LAW READ A FIRST AND SECOND TIME THIS 4TH DAY OF SEPTEMBER, 2025.

BY-LAW READ A THIRD TIME AND PASSED THIS 4TH DAY OF SEPTEMBER, 2025

MAYOR

CLERK

SCHEDULE A – LANDS AFFECTED



Lands Subject to Revisions of Section 3.25 b) of By-law 12-1979, as amended