



**TOWNSHIP OF MELANCTHON  
HYBRID COUNCIL MEETING  
THURSDAY, OCTOBER 2<sup>ND</sup>, 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/85853941586?pwd=kCG9oZG3H81n9tWe2fG3FIF7qp3tRX.1>

Meeting ID: 858 5394 1586  
Passcode: 473182

One tap mobile  
+12042727920,,85853941586#,,,,\*473182# Canada  
+14388097799,,85853941586#,,,,\*473182# Canada

**AGENDA**

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

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

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

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

- 3. Announcements**
- 4. Additions/Deletions/Approval of Agenda**
- 5. Declaration of Pecuniary Interest and the General Nature Thereof**
- 6. Approval of Draft Minutes – September 18<sup>th</sup>, 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
  2. Other
- 11. Planning**
  1. Applications to Permit
  2. Other
- 12. Strategic Plan**
- 13. Climate Change Initiatives**
- 14. Dufferin OPP Detachment Board – Melancthon, Mono, Mulmur**
- 15. Committee/Board Reports & Recommendations**
- 16. Correspondence**

**Board, Committee & Working Group Minutes**

1. Shelburne Public Library Board – July 15<sup>th</sup>, 2025
2. 3M Dufferin OPP Detachment Board – May 29<sup>th</sup>, 2025

**Items for Information Purposes**

1. 2026 Ontario Community Infrastructure Fund (OCIF) Allocation Notice
2. Town of Shelburne – Notice of Complete Application and Public Meeting Z25/03
3. Dufferin County – Council Highlights September 11<sup>th</sup>, 2025
4. Township of Amaranth Resolution Regarding the Shelburne & District Fire Board
5. Township of Amaranth Resolution Regarding the Aerial Spraying of Glyphosate
6. Nottawasaga Valley Conservation Authority Media Release – Bass Pro Shops and Cabela's Outdoor Fund Supports Reshaping Rivers for Resiliency in the Nottawasaga Watershed
7. Town of Shelburne Resolution Regarding the Fire Protection Agreement – Shelburne & District Fire Board

**Items for Council Action**

1. Email from Shayna Pacheco – Resignation from the Horning's Mills Community Hall Board

**17. General Business**

1. Accounts
2. Notice of Intent to Pass By-law
3. New/Other Business/Additions
  1. Notice of Motion regarding the harmonizing of fire related By-laws throughout Dufferin County (Deputy Mayor McLean)
  2. Notice of Motion regarding the County of Dufferin Pilot Project for County Road 124 in Shelburne and Sidewalks along County Road 124 to the Subdivision (Mayor White)
4. Unfinished Business
  1. **Six Nations of the Grand River Political Liaison Meetings** – the next meetings are November 10<sup>th</sup>, November 24<sup>th</sup> and December 8<sup>th</sup>. All meetings start at 9:00 a.m.
5. Reports/Updates from Members of Council & Administrative Staff

**18. Delegations**

1. 5:20 p.m. – Beckie Connell and Lisa Thompson, North of 89 Alliance – Requesting funds from Melancthon Township for North of 89 Alliance, and to explain who they are and what they hope to do in our community with funds they are requesting.
2. 5:30 p.m. – Mack Chiasson and Chris Knechtel, RJ Burnside and Associates – Presentation of the 2025 OSIM Report  
[melancthontownship.ca/wp-content/uploads/2025/09/052974.2025\\_Melancthon-OSIM-Report-Final.pdf](https://melancthontownship.ca/wp-content/uploads/2025/09/052974.2025_Melancthon-OSIM-Report-Final.pdf)
3. 6:00 p.m. – Statutory Public Meeting for a Zoning By-law Amendment on the East Part of Lot 11, Concession 2 OS – 585401 County Road 124 – A & J Nicholson Enterprises Inc.
4. 6:15 p.m. – Statutory Public Meeting for a Zoning By-law Amendment on East Part of Lot 25, Concession 4 OS – 438280 4<sup>th</sup> Line – Dennis Kidd
5. 7:00 p.m. – David Germain, Thomson Rogers, Township Solicitor – **this Delegation will be held in Closed Session under Section 238 (2)(f) – advice that is subject to Solicitor/Client privilege, including communications necessary for that purpose regarding the Strada ARA application, retained Peer Reviewers – discussion on a Terms of Reference for each Peer Review and review of a legal opinion.**

**19. Closed Session**

1. Items for Discussion: **See above Delegation at 7:00 p.m.**
2. Approval of Draft Minutes – September 4<sup>th</sup>, 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, October 16<sup>th</sup>, 2025 at 5:00 p.m.**

APPLICATIONS TO PERMIT FOR APPROVAL  
October 2, 2025 COUNCIL MEETING

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS
John Fredrick McDonald	Pt Lot 9, Con 4 NE 237080 4th Line NE	223m2 (2400sqft)	Farm Storage	Agricultural	\$100,000	No	With Planner for Review
Jacob Blokzyl Agent: Shane McMann - Canadian Outbuildings	W Pt Lot 7, Con 2 OS 476377 3rd Line	55.742m2 (600sqft)	House Addition	Residential	\$55,000	No	With Planner for Review



*Minutes for Shelburne Public Library Board Meeting  
Tuesday, July 15, 2025*

**Present:** Geoff Dunlop-Shelburne, James Hodder-Shelburne,  
Tricia Field-Shelburne, Patricia Clark-Mulmur  
Susan Graham-Amaranth Ruth Plowright-Melancthon

**Also Present:** Rose Dotten, CEO/Head Librarian

**Regrets:** L. Wegener-Shelburne, Mikal Archer-Shelburne

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**RETIREMENT PARTY!**

We began the evening with a small party to celebrate Gord's Retirement after 10 years as Treasurer of the Shelburne Library. He has been a great contributor and invaluable help on all those administrative areas that help to make our library run smoothly. On a personal level, he was always there with a calm and reasoned approach to problems large and small. We are very proud to have been one of his Nominators for the Ontario Senior Achievement Award that he received recently from the Province of Ontario. Gord's wife Sandra and his family joined us for the evening as the Board and staff wished him well and presented him with a bright red Yeti cooler to match his truck. He plans to go on many camping trips now that he is free.

We also acknowledged the retirement of one of our very faithful Board members, Sharon Martin. Sharon has represented the Town of Mono for a number of years and has been dedicated to our library and we knew we could depend on her no nonsense but cheery comments when we tangled with a few issues. We wish both our wonderful colleagues and friends all the best.

The Chair, Geoff Dunlop, called the meeting to order at 7:00 pm, July 15, 2025.

Reading of Land Acknowledgement:

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

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

**Motion 27-25 J. Hodder, P. Clark**

Be it resolved that we approve the Agenda, as amended, of the July 15, 2025, meeting.

**Carried**

**Motion 28-25 P. Clark, J. Hodder**

Be it resolved that we approve the minutes of the board meeting, dated June 17, 2025.

**Carried**

**Motion 29-25 R. Plowright, S. Graham**

Be it resolved that we approve the Accounts Payable Register for June, 2025, with invoices and payments in the amount of \$35,577.66.

**Carried**

CEO/ Head Librarian's Report:

- **Statistics—Including Social Media and e-resources**  
Attached is a summary of the Monthly Statistics for June, 2025.
- **Programming-**
  - **Children's Programming continues:** Please see attached program schedules for June, July, and August, 2025. This includes all the programs for the TD Summer Program and also contains the Tween Programming such as "Booking It", Bingo, Board games and Junior Librarians.
  - **Adult Programming:**
    - **Archivist on the Road**—Laura Camilleri, Archivist, from MOD, will continue to come in once a month during 2025.
    - **Rose's Book Club**—normally held the 4<sup>th</sup> Tuesday of each month—The next meeting will be held at 2 pm on Tuesday, July 22, 2025.
    - **Authors in the Hills of Mulmur**—This program entitled "History, Mystery and Mayhem!" is back on Sunday Aug 10/25, at 1 pm. Save the date!
    - **"Get Crafty" sessions:** Crafters come to the library weekly to work on various crafts with other crafters every Tuesday from 1:30 – 3:30 pm. One of our volunteers, Anne Crowder, and Rose, coordinate this program, and the attendance has been high and continues to grow every week.

**Business**

- **Change of Bank Signing Authority to add new Treasurer**

**Motion 30-25      S. Graham, R. Plowright**

Be it resolved that the SPL Board approves adding David Lange to the current bank signing authorities and deleting Gordon Gallagher, so that it will be as follows:

Any two of Rose Dotten, David Lange, Geoff Dunlop, and James Hodder.

**Carried**

- **Update re: CEO hiring process**  
Rose reported that we had a new quote from Ward & Uptigrove considering the aspects of the process that CEO, Rose would coordinate along with the Board Hiring Committee. She had developed a chart that outlined the various tasks that could be reallocated. This will save us approximately \$7000. Chair, Geoff Dunlop, indicated that the Hiring Committee would be comprised of the Chair, Geoff, Patty Clark and Ruth Plowright. We would also have the support of Consultant, Hanne Nauwelaerts which will be invaluable in terms of providing HR and Employment Law support.
- **Town Facilities Issues**—Members from the Town Facilities Department came to inspect the latest areas of flooding and water seepage in the front hall and KTH Room. After a thorough inspection, it was decided that caulking all outside windows and cleaning out eavestrough and checking the roof might be first measures to help address some of the problems. They were also investigating several other possible problem areas. We very much appreciate the support and swift actions that Will and Fabio have taken.

**Motion 31-25      T. Field, S. Graham**

That we now adjourn at 7:33 p.m., to meet again at call of the Chair.

**Carried**

Monthly Statistics 2025												
Current Month:		June 2025										
Physical Collection	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	3330	3197	3959	3874	3605	3277						
Monthly Traffic	Total Circulation	3330	3197	3959	3874	3605	3277					
	Monthly Traffic	2483	2707	3669	3094	3191	3022					
Facebook												
Instagram	Post Engagements	333	767	1415	451	357	2474					
	Page Likes	1175	1180	1186	1187	1189	1194					
YouTube	Post Engagements	2516	200	252	148	119	232					
	Followers	1030	1035	1046	1053	1066	1073					
eResources	Views	75	78	93	65	117	134					
	Subscribers	294	294	295	295	297	297					
Library Newsletters	OverDrive (Checkouts)	1932	1646	1710	1786	1786	1665					
	Hoopla (Total Circ)	437	445	487	418	427	444					
	PressReader (Issues Opened)	217	272	231	306	265	292					
	LinkedIn Learning (Course Views)	na	11	1	34	7	0					
	Ancestry (Searches)	0	36	72	0	0	0					
	Library News	13292	11109	11205	11251	11285	11480					
	Teen News	0	0	0	0	0	0					
	Children's News	191	358	1069	714	357	190					
	Rose's Book Club	35	35	35	74	37	27					
	Get Crafty	154	205	205	165	126	218					
	Adult Summer Reading	na	na	na	na	na	0					

June 2024
4051
3330
624
1165
112
990
111
296
1616
311
167
na
16
8597
0
288
36
137
na



**DUFFERIN OPP DETACHMENT BOARD - MELANCTHON TOWNSHIP,  
TOWN OF MONO, MULMUR TOWNSHIP / CONSEIL DU DÉTACHEMENT  
DE DUFFERIN DE LA POLICE PROVINCIALE - CANTON DE MELANC-  
THON, VILLAGE DE MONO, CANTON DE MULMUR**  
DUFFERIN OPP DETACHMENT  
DÉTACHEMENT DE DUFFERIN DE LA POLICE PROVINCIALE

**MAY 29<sup>TH</sup> , 2025 MINUTES**

Present:

Cheryl Russel – Mulmur  
Roseann Knechtel – Mulmur  
Andrew Cunningham – Mulmur  
Al Blundell – Melancthon  
Sarah Culshaw – Melancthon  
Insp. Mike Di Pasquale - OPP

John Creelman – Mono  
Fred Simpson - Mono  
Hayley Litherland - Mono  
Jeff Sedgwick – Provincial Appointee  
Hank Zehr - SOLGEN

**1. CALL TO ORDER**

Chair Al Blundell called the meeting to order at 9:00 a.m.

**2. LAND ACKNOWLEDGEMENT STATEMENT**

Chair Blundell shared the Land Acknowledgement Statement.

**3. APPROVAL OF AGENDA**

**Moved by** John Creelman, **Seconded by** Cheryl Russel  
**THAT** the Agenda dated May 29, 2025, be approved as amended.  
**Carried.**

**4. APPROVAL OF MINUTES**

**Moved by** John Creelman, **Seconded by** Andrew Cunningham  
**THAT** the Minutes of February 27, 2025, be approved as circulated.  
**Carried.**

**5. DISCLOSURE OF PECUNIARY INTEREST**

Chair Blundell advised that disclosure of pecuniary interest can be declared at this time or any time throughout the meeting, and must be submitted to the Secretary in writing.  
**None were declared.**

**6. UNFINISHED BUSINESS AND DEFERRED ITEMS**

**6.1 DC Monitoring Feedback Form**

No update at this time. Chair Blundell noted that if the form is not available by the next meeting, the previous version will be used.

## **6.2 Engagement with Dufferin County**

Discussion continued on encouraging Dufferin County to partner with the board in addressing resident concerns.

## **6.3 Letter to Dufferin County – Extra Patrolling on County Roads**

Discussion continued. It was noted that the County does not support reducing speed limits on County Roads. Several members reported ongoing public concerns.

## **6.4 Police Record Checks**

An email regarding the OPP Vulnerable Sector Check was attached with the minutes. A letter outlining the application process was included in the agenda. Applicants are advised to complete applications thoroughly to avoid delays, as checks are processed on a first-come, first-served basis. Chair Blundell requested this remain a standing agenda item.

# **7. NEW BUSINESS**

## **7.1 Addressing DUIs (Cheryl Russel)**

Discussion around reintroducing court programs involving mock hearings in schools, and involving MADD at OPP events and joint board meetings. The board praised OPP's media releases and social media efforts in raising awareness.

## **7.2 Provincial Police Services Supplement (John Creelman)**

No updates on whether additional provincial relief funding for OPP costs will be available for 2026.

## **7.3 Provincial Safety Camera Changes (John Creelman)**

Concerns were raised about the provincial management of safety (speed) cameras. Members felt the rules were developed for Toronto are not suitable for rural communities, and funds generated should support law enforcement or related services. Distracted driving was also highlighted as a concern.

## **7.4 Larry Matkowski Retirement (John Creelman)**

Tribute was paid to Larry Matkowski for his dedicated service and strong community engagement.

## **7.5 2025 Action Plan – Intimate Violence (Cheryl Russel)**

A spotlight report was provided. Challenges remain in having victims accept services, though support is always offered and encouraged.

## **7.6 Mono Home Invasions (Cheryl Russel)**

Two recent incidents were reported in Mono. It was requested that home invasions be itemized separately in OPP reports rather than under "Break and Enters." A data request will be made to the Analyst.

# **8. FINANCIAL**

## **8.1 None**

## **9. DETACHMENT COMMANDER'S REPORT**

### **9.1 Dufferin Detachment OPP – 1st Quarter Report**

Inspector Mike Di Pasquale reviewed the Q1 2025 report, including Road Safety Statistics.

### **9.2 Road Safety Week Statistics**

Statistics were included in the above report.

## **10. OTHER BUSINESS**

### **10.1 Inspector General of Policing Memorandum**

**Hank Zehr from the Ministry of the Solicitor General (SOLGEN)** introduced himself to the Board and advised that he is available to address any questions or concerns. He noted that if he is unable to provide an answer, he will follow up to identify the appropriate contact. Mr. Zehr also spoke to the memo regarding protests and major events.

## **11. ITEMS FOR FUTURE MEETINGS**

**11.1** None

## **12. ADJOURNMENT**

**Moved by** Cheryl Russel, **Seconded by** John Creelman

**THAT** the meeting adjourn at 9:00 a.m. to reconvene on September 18, 2025, at 9:00 a.m., or at the call of the Chair.

**Carried.**

*Al Blundell*

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**Chairperson**

*Sarah Culshaw*

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**Secretary**

## Denise Holmes

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**From:** OCIF (MOI) <OCIF@ontario.ca>  
**Sent:** Tuesday, September 16, 2025 2:59 PM  
**To:** Denise Holmes  
**Cc:** Sarah Culshaw  
**Subject:** 2026 OCIF Allocation Notice /Avis des allocations 2026 du FOIC  
**Attachments:** 2026 AN Melancthon Tp.pdf

September 2025

File #: OCIF FC2-M-0233

Denise Holmes, CAO/Clerk  
The Corporation of the Township of Melancthon  
157101 Highway 10, RR 6  
Melancthon, Ontario  
L9V 2E6

Dear Denise Holmes:

**RE: Ontario Community Infrastructure Fund Formula-Based Component Agreement between His Majesty the King in right of Ontario as represented by the Minister of Infrastructure (the “Ministry”) and The Corporation of the Township of Melancthon (the “Recipient”) effective November 09, 2016 (the “Agreement”).**

**IMPORTANT – This enclosed funding allocation should be kept confidential and should not be shared in any public forums (except for your municipal council) or communicated to the media. The province will provide information and a date when the funding for all municipalities will be publicly communicated.**

In accordance with section F1.1 of the Agreement, enclosed please find an Allocation Notice which sets out the amount of Funds the Recipient is eligible to receive under the Agreement in the 2026 Funding Year. Subject to the terms and conditions of the Agreement, the province will provide the Funds in accordance with section F2.1 of the Agreement. Capitalized terms used but not defined in this letter and the Allocation Notice have the meanings ascribed to them in the Agreement.

Ministry staff will provide further information at a later date regarding the reporting requirements necessary to meet the conditions of the Agreement associated with the 2025 funding allocation.

2026 Ontario Community Infrastructure Fund (OCIF) Formula Funding:

Starting with the 2026 OCIF allocations, the minimum grant amount has increased from \$100,000 to \$125,000. In addition, the smoothing percentage has changed from 15% to 10%. The smoothing mechanism, which limits

year-over-year changes in funding, will generally limit changes for 2026 allocations to within  $\pm 10\%$  of 2025 grants.

Refer to the OCIF guidelines for information regarding how allocations are calculated for the 2026 funding year.

Changes to CRV Methodology in the Funding Formula:

Financial Information Return (FIR) based estimates were implemented following the Ministry's redesign of OCIF and the introduction of CRVs to the funding formula.

Starting with 2026 allocations the Ministry is no longer using FIR-based estimates as an anchor to determine final CRV estimates for the OCIF funding formula.

In addition, the Ministry is no longer extracting CRVs from municipal asset management plans in order to update municipal CRVs used in the OCIF formula. CRVs are solely being updated through the annual CRV template data collection process, which allows municipalities to submit CRV estimates for their OCIF-eligible core infrastructure.

Municipalities that have not previously submitted the template or have significant updates in their CRV estimates are encouraged to submit a completed CRV template to the Ministry during the next CRV data collection cycle. Information regarding the next CRV submission process will be provided next year.

Should you have any questions regarding the above, please do not hesitate to contact your Project Analyst, Molly Akumu, directly at 519-400-6567 or via email at [Molly.Akumu@ontario.ca](mailto:Molly.Akumu@ontario.ca).

Sincerely,

Boafoa Kwamena  
Director, Strategic and Intergovernmental Policy Branch

Attachment: Allocation Notice – 2026 Funding Year

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Cher Denise Holmes :

**OBJET : Entente du volet des subventions fondées sur une formule du Fonds ontarien pour l'infrastructure communautaire entre Sa Majesté le Roi du chef de l'Ontario, représenté par le ministre de l'Infrastructure (le « Ministère ») et The Corporation of the Township of Melancthon (le « Bénéficiaire ») en vigueur de novembre 09, 2016 (l'« Entente »).**

**IMPORTANT – Cette allocation de financement ci-jointe doit rester confidentielle et ne doit pas être partagée dans des forums publics (sauf pour votre conseil municipal) ou communiquée aux médias. La province fournira des renseignements et une date à laquelle le financement de toutes les municipalités sera communiqué publiquement.**

Conformément au paragraphe F1.1 de l'entente, veuillez trouver ci-joint un avis d'allocation qui indique le montant des fonds que le bénéficiaire est admissible à recevoir en vertu de l'entente au cours de l'année de financement 2026. Sous réserve des modalités de l'entente, la province fournira les fonds conformément au



paragraphe F2.1 de l'entente. Les termes en majuscules employés, mais non définis dans la présente lettre et dans l'avis d'allocation ont le sens qui leur est attribué dans l'entente.

Le personnel du ministère fournira de plus amples renseignements à une date ultérieure sur les exigences en matière de rapports nécessaires pour respecter les conditions de l'entente associées à l'allocation des fonds de 2025.

Formule de financement du Fonds ontarien pour l'infrastructure communautaire (FOIC) de 2026 :

À compter des allocations du FOIC de 2026, le montant minimum de la subvention passera de 100 000 \$ à 125 000 \$. De plus, le pourcentage de lissage est passé de 15 % à 10 %. Le mécanisme de lissage, qui limite les changements de financement d'une année à l'autre, limitera généralement les changements pour les allocations de 2026 à moins de  $\pm 10\%$  des subventions de 2025.

Consultez les lignes directrices du FOIC pour obtenir des renseignements sur la façon dont les allocations sont calculées pour l'année de financement 2026.

Changements apportés à la méthodologie des VRA dans la formule de financement :

Les estimations fondées sur le rapport d'information financière (RIF) ont été mises en œuvre à la suite de la refonte du FOIC par le Ministère et de l'introduction des VRA dans la formule de financement.

À compter des allocations de 2026, le ministère n'utilise plus les estimations fondées sur le RIF comme point d'ancrage pour déterminer les estimations finales des VRA pour la formule de financement du FOIC.

De plus, le ministère n'extrait plus les VRA des plans de gestion des actifs municipaux afin de mettre à jour les VRA municipaux utilisés dans la formule du FOIC. Les VRA sont mis à jour uniquement dans le cadre du processus annuel de collecte de données sur les modèles de VRA, qui permet aux municipalités de soumettre des estimations des VRA pour leur infrastructure de base admissible au FOIC.

Les municipalités qui n'ont pas encore soumis le modèle ou qui ont fait des mises à jour importantes dans leurs estimations des VRA sont encouragées à soumettre un modèle de VRA dûment rempli au Ministère au cours du prochain cycle de collecte de données sur les VRA. Des renseignements sur le prochain processus de soumission des VRA seront fournis l'année prochaine.

Si vous avez des questions concernant ce qui précède, n'hésitez pas à communiquer avec votre analyste de projet, Molly Akumu, directement au 519-400-6567 ou par courriel à [Molly.Akumu@ontario.ca](mailto:Molly.Akumu@ontario.ca).

Cordialement,

Boafoa Kwamena

Directrice, Direction générale des politiques stratégiques et intergouvernementales

Pièce jointe : Avis d'allocation – Année de financement 2026



Ontario Community Infrastructure Fund (OCIF)

**Allocation Notice**

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Ministry of Infrastructure

The Corporation of the Township of Melancthon

September 2025

*Disponible en français*

## Overview

### **2026 OCIF Funding**

The amount of Funds the municipality named on this Allocation Notice is eligible to receive under the Agreement in the 2026 Funding Year is as follows:

<b>2026 formula allocation</b>	<b>\$125,000</b>
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### **Terms and Conditions**

The provision of Funds to the Recipient are subject to the terms and conditions of the Agreement.

### **OCIF Financial Reporting Requirements**

The Recipient must submit an Annual Financial Report (AFR) to the Ministry twice each year using the Transfer Payment Ontario (TPON) system.

1. *AFR – Initial* (due March 31, 2026) provides information on how program funding is or will be used along with information on the planned/proposed projects that will make use of the OCIF funding.
2. *AFR- Final* (due February 15, 2027) provides information on how the OCIF funding was used at the end of the calendar year including:
  - the amount of interest earned on the OCIF funds over the year;
  - actual annual expenditures on projects; and
  - status update on projects that make use of OCIF funding, indicating whether each project is still in progress or completed.

In addition, recipients must also submit other reporting requirements as noted in the Agreement (e.g., submission to Ministry of Municipal Affairs and Housing of the 2024 Financial Information Return, etc.).

### **Payment of Funds**

As per section F.2.1 of the Agreement and subject to the submission and acceptance of all required reporting, the province will make payments in accordance with the following schedule:

- Allocations of \$150,000 or less will be provided in one payment;
- Allocations greater than \$150,000 but less than \$1 million will be provided through six payments; and
- Allocations greater than \$1 million will be provided through twelve payments.

As per section A3.2(b) of the Agreement, the province may withhold payments until it determines all reporting has been submitted and is satisfied with the Recipient's plan to utilize funding.

### **Data Sources**

- **Core infrastructure:** Current replacement values (CRVs) estimates were derived from CRV template submissions and Asset Management Plans.
- In cases where CRVs for OCIF eligible core infrastructure were not provided through a CRV template submission, the Ministry extracted CRV from municipal asset management plans.
- As previously communicated during the 2025 CRV data collection process, starting with 2026 allocations the Ministry is no longer using Financial Information Return (FIR) based estimates as an anchor to determine final CRV estimates for the OCIF funding formula. This change may have an impact on the core infrastructure estimate (line “a” of your Allocation Notice). Starting with 2026 allocations, CRVs are solely being updated through the annual CRV data collection process, which allows municipalities to submit CRV estimates for their OCIF-eligible core infrastructure.
- Categories included are:

<u>Line</u>	<u>Item</u>
611	Roads - Paved
612	Roads - Unpaved
613	Roads - Bridges and Culverts
614	Roadways - Traffic Operations & Roadside Maintenance
621	Winter Control - except Sidewalks, Parking Lots
622	Winter Control - Sidewalks, Parking Lots only
650	Street Lighting
811	Wastewater Collection/Conveyance
812	Wastewater Treatment and Disposal
821	Urban Storm Sewer System
822	Rural Storm Sewer System
831	Water Treatment
832	Water Distribution/Transmission
- Median household income: Statistics Canada’s measure of median income for all private households in 2020.
- Weighted property assessment: Measures the size of the municipality's tax base. Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes (PILs) retained by the municipality).
  - Weighted Assessment: 2024 Returned Roll and 2025 starting tax ratios (Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws)
  - PIL Weighted Assessment: Municipal FIR (2022 or 2023).
- 2025 OMPF (Ontario Municipal Partnership Fund) data released October 2024.

Ontario Community Infrastructure Fund (OCIF)  
Allocation Notice  
The Corporation of the Township of Melancthon

Below are the key data source values used to calculate your 2026 allocation:

The Corporation of the Township of Melancthon		
	Inputs	
a	Core infrastructure CRV estimate	\$193,700,898
b	Adjusted core infrastructure	\$221,655,455
c	Weighted property assessment	\$620,441,244
d	Number of households	1,191
e	Median household income	\$100,000
Ind 1*	<b>Indicator 1 (<math>h \div i</math>)</b>	0.0207
f	Indicator 1 – Raw ( $b \div c$ )	0.3573
g	Indicator 1 of eligible municipalities: Median, Lowest, Highest Value	g1: Median: 0.3345 g2: Lowest: 0.0083 g3: Highest: 1.4321
h	Difference between Indicator value and Median ( $f - g1$ )	0.0228
i	Difference between the Maximum and the Median Value ( $g3 - g1$ ) <sup>1</sup>	1.0976
Ind 2*	<b>Indicator 2 (<math>l \div m</math>)</b>	0.1756
j	Indicator 2 – Raw ( $b \div d \div e$ )	1.8611
k	Indicator 2 of eligible municipalities: Median, Lowest, Highest Value	k1: Median: 1.2599 k2: Lowest: 0.0572 k3: Highest: 4.6838
l	Difference between Indicator value and Median ( $j - k1$ )	0.6012
m	Difference between the Maximum and the Median Value ( $k3 - k1$ ) <sup>2</sup>	3.4239
Ind	<b>Infrastructure Index (<math>Ind1 + Ind2</math>)/2</b>	<b>0.0981</b>
n	Median of Infrastructure Indices of all eligible municipalities	-0.0302
o	Percentage points away from the Median	12.83
p	Core infrastructure multiplier (per \$100,000 of core infrastructure) $\$171.243 + \$24 \times (Ind - n) \div 10\%$ <sup>3</sup>	\$202.04
q	Median core infrastructure multiplier	\$171.243
2025 OCIF Allocation		\$110,361
<b>2026 OCIF Allocation</b> Maximum of ( $p \times a \div \$100,000$ ) or \$125,000, up to \$10 million, limited to $\pm 10\%$ variance from 2025 grant**		<b>\$125,000</b>

**\*\*Core infrastructure value must be divided by \$100,000 before applying the core infrastructure multiplier.**

Please Note: Due to rounding, some calculations may vary from the results shown.

\*The re-weighted indicators are on a scale of -1 to +1.

Note 1: Since the indicator is above the median, the difference between the maximum value and median is calculated ( $g3 - g1$ )

Note 2: Since the indicator is above the median, the difference between the maximum value and median is calculated ( $k3 - k1$ )

Note 3: Since the index is above the median, the funding multiplier per \$100,000 of core infrastructure is greater than \$171.243

Details of how grants are calculated, including the infrastructure index and the way in which it impacts OCIF funding by comparing it to the median infrastructure index of all eligible municipalities, can be found in the Ontario Community Infrastructure Fund program guidelines at: [www.ontario.ca/page/ontario-community-infrastructure-](http://www.ontario.ca/page/ontario-community-infrastructure-)

Ontario Community Infrastructure Fund (OCIF)  
Allocation Notice  
The Corporation of the Township of Melancthon

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[fund#section-5.](#)



THE CORPORATION OF THE TOWN OF SHELburnE  
NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING  
UNDER SECTION 34 OF THE PLANNING ACT

**Take notice** that the Council of the Corporation of the Town of Shelburne has initiated a Zoning By-law Amendment (File No. Z25/03) and will hold a public meeting on:

**MONDAY, OCTOBER 6, 2025**

The public meeting is scheduled to start at 6:30 p.m., or as shortly thereafter as possible, and will be held in Grace Tipling Hall at the Municipal Office (2nd Floor), 203 Main Street East, Shelburne.

The purpose of the meeting is to consider an Amendment to the Town of Shelburne Zoning By-law No. 38-2007 that has been initiated by the Town. Take notice that the application has been deemed complete so that it can be circulated and reviewed.

The proposed amendment seeks to update the Town's Zoning By-law to amend the Employment (M1 and M-F) zone for properties on Centennial Road and Industrial Road, to add Medical Office and Clinic as permitted uses. In conjunction with these changes, and as a Town-initiated amendment, the opportunity is being taken to address longstanding issues with parking and access in the downtown core, ensuring that the downtown private rights-of-way are kept unobstructed for required parking. The accompanying maps show the location of the areas which are subject to this amendment.

At the meeting you will be given the opportunity to ask questions and indicate whether you support or oppose the Zoning By-law Amendment. Written submissions will be accepted by the Clerk up to 4pm on the day of the Public Meeting.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Clerk of the Town of Shelburne before the by-law is passed, 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.

Additional information relating to the proposed Zoning By-law Amendment will be available on the Town's website ([www.shelburne.ca](http://www.shelburne.ca)) prior to the meeting. If you wish to be notified of the passing of the proposed Zoning By-law Amendment, you must make a written request to the Town at the address below.



Dated at the Town of Shelburne on the 16<sup>th</sup> day of September, 2025

Jennifer Willoughby, Clerk  
Town of Shelburne  
203 Main Street East  
Shelburne, Ontario L9V 3K7  
Phone: 519-925-2600  
Email: [planning@shelburne.ca](mailto:planning@shelburne.ca)



# TOWN OF SHELburne

## PLANNING & DEVELOPMENT

### Zoning By-law Amendment

### Circulation Response Form

**Files:**      **Z25/03**

**Project:**    **Municipally Initiated Zoning By-law Amendment**  
**Industrial and Centennial Road / Downtown Core Rights-of-Way**  
**Town of Shelburne**

If you have no comments or objection to the approval of the above noted Zoning By-Law Amendment please complete this form and email it to the **Town Planner** at the Town of Shelburne by **September 25<sup>th</sup>, 2025**.

**Email:**            **planning@shelburne.ca**

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

---

Agency Name  
(Please Print)

---

Representative Name  
(Please Print)

---

Representative Title  
(Please Print)

---

Signature

---

Date





## Council Highlights

County of Dufferin  
55 Zina Street, Orangeville, Ontario

*For Immediate Release: September 18, 2025*

Dufferin County Council met on September 11, 2025 for a Council meeting. For the full Council meeting agenda and minutes, please see the County's [Meeting Agendas and Minutes page](#).

Here are the highlights of the September 11 meeting:

- [Ministerial approval of County of Dufferin Official Plan Amendment No. 4](#)
- [Dufferin County Communications Strategy](#)
- [Road Network Rationalization Plan – Infrastructure transfer date](#)
- [County Council extends funding for Choices to December 31, 2025 or until HART Hub funding arrives](#)

### **Ministerial Approval of County of Dufferin Official Plan Amendment No. 4**

Dufferin County staff reported to Council that the County received approval on County Official Plan Amendment No. 4 (OPA #4) from the Ministry of Municipal Affairs and Housing on August 1, 2025.

OPA #4 has implemented significant changes to key land use policies relating to employment land conversions, settlement area expansions, and the establishment of additional residential units.

This amendment also updated references to provincial policies no longer in-effect and modified and added several new definitions.

With the Province of Ontario recently implementing a new *Provincial Planning Statement* in October 2024, the County is required to undertake an additional Official Plan Amendment (OPA #5) to ensure conformity with any policies that were added or modified in the new *Provincial Planning Statement*.

### **Dufferin County Communications Strategy**

Staff presented an informational report on the County's first Communications Strategy. The Strategy highlights existing challenges and opportunities to support the County's Strategic Plan goal of improving its internal and external communications.

Under the new Communications Strategy, staff will pursue new tactics like a County e-newsletter and internal communications platform to increase teamwork and community-building, use data to drive communications strategy, and continue to work on building relationships with lower tiers and community partners for a wider, more effective reach.

Staff will focus on storytelling, be conversational in communications and foster connections to encourage awareness about County goals, programs, services and important updates. The County will communicate often and where people want to receive information, and strive to understand what works well, what doesn't and new opportunities to explore.

### **Road Network Rationalization Plan – Infrastructure transfer date**

Implementation of the Dufferin Road Network Rationalization Plan is ongoing. With budget planning for 2026 underway, clarity on infrastructure transfer (uploading or downloading of roads from or to the County or lower-tier municipalities) timing is required to support planning efforts.

Dufferin County Council approved a recommendation from staff that all road infrastructure transfers be completed on June 1, 2026. This will allow time to finalize agreements and information sharing; enable complete budget planning for all parties; and maintain current winter maintenance responsibilities through the 2025/2026 season.

### **County Council extends funding for Choices to December 31, 2025 or until HART Hub funding arrives**

County Council voted to extend funding to Choices Shelter and Support Services at \$22,000 per month until December 31, 2025, or until HART Hub funding arrives, as a final emergency funding request. This approach will help sustain essential services and Shelter Operation and strengthen the County's housing continuum through the potential addition of transitional housing.

Staff are to notify Choices of this change, and Choices is to be prepared to consolidate their operations if needed if HART Hub funding is not received by December 31, 2025.

The County will discuss with the Choices Board the appointment of a Dufferin County representative, either as a voting member or an observer, depending on what their board by-laws permit, to provide guidance and support.

County staff were directed to terminate funding agreements if the option to provide extended continued support (consolidated operations) fails.

### **About Dufferin County Council**

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

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

### **MEDIA CONTACT:**

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

## Denise Holmes

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**From:** Holly Boardman <hboardman@amaranth.ca>  
**Sent:** Monday, September 22, 2025 9:34 AM  
**To:** Fred Simpson; Denise Holmes; Jennifer E. Willoughby; Denyse Morrissey; Roseann Knechtel (rknechtel@mulmur.ca); Nicole Hill  
**Cc:** Nicole Martin; Chris Gerrits; Gail Little  
**Subject:** Township of Amaranth Resolution - Shelburne & District Fire Board

Good Morning

At the regular meeting of Council September 17, 2025, Council discussed the proposed dissolution of the Shelburne and District Fire Board. As a result of the discussion the following motion was passed:

**Resolution #: 3**

**Moved by:** B. Metzger

**Seconded by:** G. Little

BE IT RESOLVED THAT:

The Township of Amaranth remains committed to the Shelburne and District Fire Board but is willing to work with all partners on an improved agreement which could include changes to the current Board Agreement, termination of the current Agreement and the development of a new Advisory Board Agreement, or exploring other options with our municipal partners that will benefit the residents of Amaranth, Melancthon, Mulmur, Mono and Shelburne.

**CARRIED**

Thank you

**Holly Boardman**

Deputy Clerk

Township of Amaranth

374028 6th Line | Amaranth | ON | L9W 0M6

Tel: 519-941-1007 | Fax: 519 - 941-1802



DISCLAIMER: This email and any files transmitted with it are confidential and intended solely for the use of the individual or which they are addressed. If you have received this email in error please notify the sender. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Township of Amaranth. Finally, the recipient should check this email and any attachments for the presence of viruses. The Township of Amaranth accepts no liability for any damage caused by any virus transmitted by this email.



374028 6TH LINE • AMARANTH ON • L9W 0M6

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September 24, 2025

To Whom it May Concern:

**Re: Resolution regarding the Aerial Spraying of Glyphosate**

At its regular meeting of Council held on September 17, 2025, the Township of Amaranth Council passed the following resolution:

**Resolution #: 2**

**Moved by: B. Metzger**

**Seconded by: G. Little**

**BE IT RESOLVED THAT:**

Whereas, the use of aerial spraying of glyphosate for forestry poses significant biodiversity loss; harmful health affects on wildlife; loss of use of land for recreational, tourism, and hunting/ gathering purposes; water contamination; and concerns about the affects on human health.

- Loss of biodiversity as glyphosate kills broadleaf plants, and reduces habitat diversity. This can also lead to soil erosion due to loss of vegetation and loss of habitat and nutrient sources for wildlife, insects, and aquatic life. Glyphosate promotes monoculture, which reduces forest resilience, and also kills non-targeted species.
- Species such as moose, birds, snowshoe hares, and insects lose their food and shelter due to glyphosate spraying, and the ability to move away from spraying safely has not been adequately studied.
- Sprayed areas can look dead or scorched. The land use for recreation, tourism, and hunting/ gathering can be lost. Future growth of vegetation can be impeded, with an uncertain future for land use. Berries such as blueberries and raspberries are killed after being sprayed;
- Contamination of waterways including rivers, lakes and wetlands by winds carrying glyphosate and potential spills harming aquatic life and ecosystems;
- Contamination of drinking water sources with glyphosate, posing potential human health risks;

The Township of Amaranth directs its staff to actively participate in any provincial initiatives or task forces related to the aerial spraying of glyphosate.

Be It Further Resolved That: A copy of this resolution be forwarded to the following: the Honourable Minister of Environment, Conservation and Parks, the Association of Municipalities of Ontario, and other relevant provincial, regional agencies, Dufferin Municipalities and the Ministry of Natural Resources.

**CARRIED**

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

Yours truly,

A handwritten signature in dark ink, appearing to read 'Nicole Martin', with a stylized flourish at the end.

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



## **MEDIA RELEASE**

FOR IMMEDIATE RELEASE

### **Bass Pro Shops and Cabela's Outdoor Fund Supports Reshaping Rivers for Resiliency in the Nottawasaga Watershed**

UTOPIA, Ontario (Sept 18, 2025) - The Nottawasaga Valley Conservation Authority (NVCA) is proud to announce support from Bass Pro Shops and the Cabela's Outdoor Fund for the *Reshaping Rivers for Resiliency* project—an ambitious initiative aimed at restoring river ecosystems in the heart of the Nottawasaga watershed.

Part of NVCA's award-winning Nottawasaga River Restoration Program (NRRP), now in its eighth year, the project restores habitat for native and sport fish such as Rainbow Trout, Brown Trout, Chinook Salmon, and species at risk by improving degraded rivers and engaging communities through hands-on action.

Funding supports restoration at three key sites: the Nottawasaga River near Alliston, Sheldon Creek in Adjala-Tosorontio, and the Mad River at Carruthers Memorial Park in Clearview Township, along with fall tree planting events.

"Restoring our rivers means creating a more resilient watershed," said Laura Wensink, River Restoration Technician with NVCA. "This grant is helping reshape damaged rivers into thriving ecosystems—and creating real opportunities for the community to be part of that story."

Through summer and fall 2025, work will include stabilizing eroding banks, creating an oxbow wetland for amphibians, birds, and juvenile fish and rebuilding a side channel for young trout. Native trees and vegetation will be planted to cool water and stabilize soils, with volunteers joining restoration and stewardship activities.

These efforts will enhance nearly four hectares of aquatic and riparian habitat, protect another four from degradation, and prevent over 1,100 tonnes of soil from entering the river—reducing sediment and phosphorus pollution and improving water quality.

At Carruthers Memorial Park, a straightened stretch of the Mad River will be re-naturalized. On the upper Nottawasaga River, restoration will reconnect the river with its floodplain, stabilize banks, and create a new wetland. Tree planting and bank repairs along Sheldon Creek will protect the river from livestock impacts.

This partnership between NVCA and Bass Pro Shops and Cabela's Outdoor Fund supports the shared mission to inspire people to enjoy, love, and conserve the outdoors. Volunteer events will highlight the Outdoor Fund's contribution, linking conservation with outdoor recreation.

Community members can join three upcoming restoration events. Dates and registration will be posted on NVCA's website and social media as scheduled. Learn more at **[nvca.on.ca](http://nvca.on.ca)**.

- 30 -

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

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

## Denise Holmes

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**From:** Jennifer E. Willoughby <jwilloughby@shelburne.ca>  
**Sent:** Tuesday, September 23, 2025 9:19 AM  
**To:** Roseann Knechtel; Tracey Atkinson; Denise Holmes; Nicole Martin; Holly Boardman; Fred Simpson; Michael Dunmore  
**Cc:** Denyse Morrissey; Carey Holmes  
**Subject:** Fire Protection Agreement - Shelburne & District Fire Board  
**Attachments:** 37-2025 - Fire Protection Agreement.pdf

Good Morning

At the September 22, 2025 meeting of Shelburne Council, the following resolution was passed:

Move By: Councillor Benotto  
Seconded By: Councillor Fegan

BE IT RESOLVED THAT By-law #37-2025 being a by-law to authorize a fire protection agreement for the joint management and operation of the Shelburne and District Fire Department be approved:

AND THAT the Mayor and Clerk be authorized to sign the agreement.

CARRIED: W. Mills

Please find a copy of the by-law and signed fire protection agreement attached. The original copies of the agreement will be sent out for your records.

In accordance with Section 16 of the agreement:

This agreement shall be in effect when all parties have signed the said Agreement and shall remain in effect until a new Agreement is made. Should one of the parties wish to propose an amendment to this Agreement, such written notice shall be given to the Fire Board and to all parties of this Agreement at least thirty (30) days prior to the next regularly scheduled meeting of the Fire Board.

In accordance with Section 1 of the agreement:

A Joint Board of Management shall be established and shall be composed of one (1) member from each municipality and to be known as the SHELburne & DISTRICT FIRE BOARD OF MANAGEMENT, hereinafter called the "FIRE BOARD". The Fire Board members shall be appointed by the Councils of the participating municipalities, each Council appointing in December, to take office effective January 1st next following, for a term concurrent with Council, and shall be a Council member. Any vacancy occurring on the Fire Board shall be filled within thirty (30) days of same occurring by the Council of the municipality which had appointed the member wherein the vacancy occurred. Council can change their representation on the Board over the 4 years as they deem fit.

Based on one (1) representative per municipality, please let me know when you have appointed each respective member to the Fire Board at your earliest convenience.



We are still working towards finalizing the summary notes of the September 16 joint meeting and will be sending out a doodle poll for a follow up meeting shortly.

Thank You

Jennifer Willoughby, Director of Legislative Services/Clerk

Phone: 519-925-2600 ext 223 | Fax: 519-925-6134 | [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)

Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7

[www.shelburne.ca](http://www.shelburne.ca)

## Denise Holmes

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**From:** Shayna Pacheco [REDACTED]  
**Sent:** Monday, September 22, 2025 7:19 PM  
**To:** Denise Holmes; Ruth  
**Subject:** Shayna Pacheco - Resignation

Good evening,

I am writing to formally submit my resignation as treasure/secretary on the Board of Horning's Mills Community Hall, effective November 1, 2025, with Halloween being my last event.

I have been grateful for the opportunity to serve on the board and contribute to the communities vision and growth over the past 2 plus years.

I would like to ensure a smooth transition and will gladly assist with handing over my responsibilities.

I wish the Board continued success and growth, and I extend my deepest gratitude for the opportunity to be part of such a dedicated team.

Sincerely,

Shayna Pacheco

**Kaitlin Dinnick**

---

**From:** Denise Holmes  
**Sent:** Thursday, September 25, 2025 3:18 PM  
**To:** Kaitlin Dinnick  
**Subject:** FW: Notices of Motion

*Kind regards,*

***Denise B. Holmes, AMCT  
CAO/Clerk, Township of Melancthon  
519-925-5525 Ext. 101***

**The Administration Office will be open to the public Monday to Friday from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. There will be no public access between 12:00 p.m. to 1:00 p.m. as the Office will be closed.**

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**From:** James McLean <jmclean@melancthontownship.ca>  
**Sent:** Thursday, September 25, 2025 3:09 PM  
**To:** Denise Holmes <dholmes@melancthontownship.ca>  
**Cc:** Darren White <dwhite@melancthontownship.ca>  
**Subject:** Re: Notices of Motion

Here you go:

Whereas all eight municipalities within Dufferin County have differing fire permit rules and open-air fire bylaw requirements;

And whereas local fire chiefs have emphasized that misalignment between bylaws creates confusion and uncertainty for residents and fire departments alike;

And whereas the County-commissioned fire services review recommended greater coordination across municipalities on matters pertaining to fire services;

Therefore be it resolved that Melancthon Council request that the CAOs of Amaranth, East Garafraxa, Grand Valley, Melancthon, Mono, Mulmur, Orangeville, and Shelburne form a committee - by the end of 2025 - to harmonize fire-related bylaws throughout Dufferin County.

And further, that the Fire Chiefs from Grand Valley Fire Department, Mulmur-Melancthon Fire Department, Orangeville Fire Department, Rosemont Fire Department, and Shelburne and District Fire Department be invited to provide input and advice to the committee as it works to harmonize fire bylaws across Dufferin County.



**James McLean | Deputy Mayor | Township of Melancthon**  
**| [jmclean@melancthontownship.ca](mailto:jmclean@melancthontownship.ca) | PH: 519-217-2509 | FX: 519-925-1110 |**  
**[www.melancthontownship.ca](http://www.melancthontownship.ca)**

GB 17.2.1  
OCT 2 2025

## Kaitlin Dinnick

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**From:** Denise Holmes  
**Sent:** Thursday, September 25, 2025 4:00 PM  
**To:** Kaitlin Dinnick  
**Subject:** FW: Notices of Motion

*Kind regards,*

***Denise B. Holmes, AMCT  
CAO/Clerk, Township of Melancthon  
519-925-5525 Ext. 101***

**The Administration Office will be open to the public Monday to Friday from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. There will be no public access between 12:00 p.m. to 1:00 p.m. as the Office will be closed.**

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**From:** Darren White <dwhite@melancthontownship.ca>  
**Sent:** Thursday, September 25, 2025 3:32 PM  
**To:** James McLean <jmclean@melancthontownship.ca>  
**Cc:** Denise Holmes <dholmes@melancthontownship.ca>  
**Subject:** Re: Notices of Motion

Whereas the County Of Dufferin undertook a pilot project to reduce speed limits in an attempt to increase public safety along county Road 124 from Highway 10 in Shelburne to Wansborough Way.

And whereas safety would be further improved by the creation of a sidewalk that links walking trails and sidewalks in the town of Shelburne along the 124 corridor to the development at Wansborough Way,

And whereas the pilot project has resulted in number of unintended consequences such as highway traffic using side streets, highway traffic, taking alternate routes through rural residential areas, highway traffic taking back country roads in an attempt to avoid the reduced speed limit zone among others,

Therefore, be resolved that the Council for the Township of Melancthon request the County Of Dufferin to end the pilot project early, restore the speed limit to 60 on County Road 124 in the affected area and immediately undertake to create a sidewalk separated from the highway that joins the affected areas,

And that upon completion of the construction of the sidewalk apportion the cost of the sidewalk to the appropriate parties.

And that this motion be sent to all Dufferin County municipalities asking for their support.

Sent from my iPhone

Darren White C.D



## TOWNSHIP OF MELANCTHON - DELEGATION REQUEST FORM

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

REQUEST DATE: Oct 2nd 2025

NAME: Beckie Connell & Lisa Thompson PHONE: [REDACTED]

ADDRESS: [REDACTED]

EMAIL ADDRESS: [REDACTED]

SIGNATURE: [REDACTED]

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

Requesting funds from Melancthon Township for North of 89 Alliance.

Explaining who we are, and what we hope to do in our community with funds we are requesting.

### **DELEGATIONS ARE ALLOWED 10 MINUTES TO SPEAK AND MUST BE IN PERSON UNLESS AN EXCEPTION HAS BEEN GRANTED (REFER TO PAGE 2).**

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

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

### ***In-Person Requirement***

All Delegations must appear in person before Council. Virtual Delegations shall not be permitted unless an exception is granted in accordance with the provisions below.

### ***Exceptions***

Exceptions to the in-person requirement may be granted in the following cases:

1. **Clerk's Discretion** – Where inclement weather, or other unforeseen circumstances make in-person attendance unsafe or impractical;
2. **Information Update to Council** – If the Delegation is solely for the purpose of providing an informational update to Council and does not include a request for action or decision by Council.
3. **Planning Consultants** – Planning Consultants or Agents attending Statutory Public Meetings related to planning applications, where virtual attendance may be appropriate due to travel distance or timing of the meeting.
4. **Council Invitation** – Where Council has specifically invited a Delegation and authorized virtual attendance.
5. **Council Approval** – Where Council, by resolution, approves a request for a virtual Delegation.

In the event that a virtual Delegation is disrupted due to internet connectivity issues on multiple occurrences during the Delegation, the Delegation shall be terminated and rescheduled as an in-person meeting at a later date.



# THE NORTH OF 89 ALLIANCE

GOOD PEOPLE DOING GOOD THINGS

# North of 89 Alliance

Good People Doing Good Things for  
Rural Communities North of Hwy 89

Presentation to Melancthon Township





# What is the North of 89 Alliance

- Non-profit dedicated to improving quality of life in rural communities in Dufferin County
- Evolved from the My Honeywood initiative
- Expanded to serve broader community needs

# Mission / Vision

- Making lives better in north Dufferin County
- Core belief: 'Good people doing good things'
- Community-led projects, volunteerism, and partnerships

# Key Projects & Impact

- North Dufferin Community Centre Revitalization – \$5M goal
- Community Events: Bingo Nights, CobStock, Golf Tournaments, PD Day activities
- Building trust and engagement through events and fundraising

# Why This Matters to Melancthon Township

- Vital for rural communities to thrive
- Supports retention, recreation, and wellness
- Facility and programs benefit Melancthon and Mulmur residents directly

# Current Needs & Ask

- Financial support for
- Volunteers for events and operations
- Partnerships, and in-kind contributions

# How Township Can Support / Partner

- Financial contributions or grants
- Permitting
- Promoting events to residents
- Shared facility programming opportunities

# Timeline & Next Steps

- Ongoing fundraising and awareness events
- Collaboration with municipal stakeholders

# Questions / Discussion

- What support is possible from Melancthon Township?
- Suggestions for increasing community reach and awareness





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

**MEMORANDUM**

**Date:** October 2, 2025  
**To:** Mayor White and Members of Council  
**From:** Liam Morgan, Acting Planning Manager  
**Report:** P2025-05  
**Re:** Application for Zoning By-law Amendment – Z25-03 – 585401 County Road 17

**Recommendation(s)**

Be it resolved that Township of Melancthon Council receive Report P2025-05 as information.

And be it resolved that Township of Melancthon Council **defers** Zoning By-law Amendment Application (Z25-03) for the property municipally known as 585401 County Road 17, Melancthon and legally described as East Part Lot 11, Concession 2 OS.

**Background**

The Township of Melancthon received an application from Loft Planning Inc. ('applicant') on behalf of A & J Nicholson Enterprises Inc. ('owner') seeking an amendment to Township Zoning By-law 12-1979, as amended. The proposed amendment aims to rezone the subject lands from *General Agricultural (A1)* to *General Agricultural (A1) – Exception* and *Open Space Conservation (OS2)*. In addition, the site-specific exception being proposed is to add an agriculturally related truck repair and detailing facility as a permitted use under the *A1* zone.

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, denied, or deferred. 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 585401 County Road 17 and legally described as East Part Lot 11, Concession 2 OS (Roll Number: 221900000116000).

Presently on the subject lands, which are approximately 2.1 hectares (5.1 acres) in size and have a lot frontage of approximately 208 metres, is an existing accessory structure; however, the lands are largely vacant. Surrounding land uses include rural residential dwellings, agricultural lands, an industrial recycling centre, a retail business, and a farm storage facility.

The lands are designated as *Rural* under the Township Official Plan and zoned as *General Agricultural (A1)*, as per Zoning By-law 12-1979.

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



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Figure 1: Aerial of Subject Lands



**Proponent Application**

The intent of this application is to permit the establishment of a largely agricultural-based transport trucking business on the subject lands. Specifically, the subject lands will act as an operation centre for the business, which will also entail the repair and detailing of the companies transport trucks. To permit the proposed use on the subject lands, the applicant is seeking to rezone the lands from the A1 zone to *A1-Exception* and OS2. The exception being proposed relates to the permittance of an agriculturally related truck repair and detailing facility on the subject lands.

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 20<sup>th</sup>, 2024, and replaced both the *Provincial Policy Statement, 2020* ('PPS, 2020') and *A Place to Grow: 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.

*Agriculture*

Upon reviewing the *PPS, 2024*, the lands are defined as a *prime agricultural* area. Section 4.3.1.2 of the PPS, 2024, 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. Uses permitted in *prime agricultural areas*, which are outlined in section 4.3.2, include agricultural uses, agricultural-related uses, on-farm diversified uses, single family detached dwellings, and up to two (2) additional residential units.



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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:

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.

### *Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas (Publication 851)*

In 2016, the Province of Ontario published the Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas ('guidelines') as a means to assist municipalities and decision-makers in interpreting the *prime agricultural* policies of the PPS. Though these guidelines were developed under the *PPS, 2014* planning framework, the guidelines are still relevant and applicable under the *PPS, 2024*.

Section 2.2 of the guidelines provides guidance on agriculture-related uses, which the applicant is phrasing the proposed use as. In the guidelines, the definition of agriculture-related uses is extracted from the *PPS, 2024*, and, under the *PPS, 2024*, these uses are defined as farm-related commercial and industrial uses. The guidelines further assert that agriculture-related uses can be located on farms or on separate agriculture-related commercial or industrial properties. Those uses that could be defined as agriculture-related uses, according to the guidelines, include, but are not limited to, grain dryer farm operations, farm equipment repair shop, abattoir, and an agricultural research centre. Uses that **would not** be defined as an agriculture-related use include, but are not limited to, large food processing plants, antique businesses, automobile dealerships, towing companies, mechanics shop or wrecking yards, and trucking yards.

The guidelines offer further directive on agriculture-related uses by offering a list of criteria that should be met in order for a use to qualify as an agriculture-related use. Those criteria are outlined under subsection 2.2.1 and include the following:





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1. Must be a farm-related commercial and/or industrial use;
2. Must be compatible with, and shall not hinder, surrounding agricultural operations;
3. Must be directly related to farm operations in the area;
4. Must support agriculture;
5. Must provide direct products and/or services to farm operations as a primary activity; and,
6. Benefits from being in close proximity to farm operations.

**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 was 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.
- l. Maintain and enhance the County's *Countryside Areas* and *character* and significant environmental features and resources.

**Land Use Designation**

The DCOP designates the subject lands as *prime agricultural*. The intent of the *prime agricultural* designation, as outlined in section 4.2, is to protect agricultural areas from incompatible uses, while accommodating a diverse range of agricultural uses, agricultural-related uses, and on-farm diversified uses. Lands designated as *prime agricultural* are to be protected for agricultural uses unless appropriate justification is provided for alternative uses.

Permitted uses in *prime agricultural* areas, which are detailed in 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. The DCOP also offers additional directive for agriculture-related uses, which is of relevance to the current application being that is what the applicant is proposing the use as. Specifically, the DCOP mentions the following:

- d. Agriculture-related uses will be permitted which include farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity. Proposed agriculture-related uses will be compatible with, and will not hinder, surrounding agricultural operations. The local municipal official plan will establish land use policies and provisions related to agriculture-related uses.
- l. The local municipal official plans and zoning by-laws are encouraged to establish policies and provisions relating to built form, lot design, parking, screening/buffering, outside storage, and landscaping for any agriculture-related use and on-farm diversified use within the *prime agricultural* area.



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*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, as well as subsection 4.2.3.1, and include the following:

Sec. 4.2.3 – Land Use Policies

- 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.

Subsect. 4.2.3.1 – Recreational and other Non-Agricultural Uses in Prime Agricultural Areas

...Limited non-residential uses, including new or expanding recreational uses, may only be permitted in *prime agricultural* areas subject to the submission of appropriate studies, included an Agricultural Impact Assessment, provided that all of the following are demonstrated:

- i. There is a need within the planning horizon of this Plan for the proposed use;
- ii. The lands do not comprise a *specialty crop area*;
- iii. Alternative locations have been evaluated and,
  - a. There are clearly no other reasonable alternatives that are outside of *prime agricultural* areas; and,
  - b. There are no reasonable alternative locations in *prime agricultural* areas with lower priority agricultural lands
- iv. The proposed use will not be located in an area that may have an impact on the efficient and logical expansion of nearby urban areas;
- v. The proposed use complies with the required MDS I setback distances; and,
- vi. Impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands will be minimized to the extent feasible.

*Sourcewater Protection*

This section of the DCOP is of relevance being that the subject lands were determined to be located in a highly vulnerable aquifer area. The DCOP offers the following directive for lands found to be in sourcewater protection areas:

- b. The County and local municipalities will support the implementation of restrictions on development and site alteration to protect all municipal drinking water supplies and designated vulnerable areas, and protect, improve or restore vulnerable and sensitive surface and ground water features and their hydrologic functions.
- c. Prior to the approval of development applications within designated vulnerable areas, the proponents shall demonstrate to the satisfaction of the County, local municipality, Conservation Authority and Province, where necessary, that the quality and quantity of municipal drinking water sources will not be negatively impacted.

*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*



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*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 5<sup>th</sup>, 2017; however, as of current, the Township Official Plan does not conform to the County Official Plan. Though conformity issues with the County Official Plan are present, the Township Official Plan still helps guide land use and infrastructure development in Melancthon to ensure the long-term vision of the Plan is maintained.

### *Land Use Designation*

Schedule A-1 of the Township Official Plan designates the subject lands as *rural*. Permitted uses in the *rural* area, which are contained in section 5.3.1, include all uses in the *agricultural* designation, development relating to the use and management of resources, resource based recreational activities, limited residential development, uses that cannot be located in settlement areas, tourism and economic development activities, and rural oriented institutional uses.

The Township Official Plan provides additional land use policies under subsection 5.3.2. The policies of relevance to the current application include the following:

- a. The policies of subsections 5.2.2 and 5.2.3, as they relate to uses permitted in the *Agricultural* designation, generally shall also apply to such uses in the *Rural* designation unless site specific circumstances render such policies inappropriate or additional relevant policies are provided in this section, in which case these additional policies shall also apply. If there are conflicts between the policies in subsections 5.2.2 and 5.2.3 and 5.3.2 or any other applicable policies, the most restrictive in terms of protecting *agricultural uses*, and agricultural land shall apply.
- c. The maintenance of the area's rural character and environment will be a principal consideration in the evaluation of any new or significantly expanded use in the *Rural* designation.

Of the *agricultural* subsections that are outlined above, the most relevant to the application at hand is that of subsection 5.2.2. This subsection provides additional land use policies that offer directive to lands designated as *rural*, and those of notable relevance to the current application, include the following:

- k. Agriculture-related uses shall comply with all applicable policies of this Plan. Such uses shall be directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity. Agriculture-related uses shall also be limited in scale and compatible with, and shall not hinder *agricultural uses*. The implementing zoning by-law shall include detailed provisions for these uses in particular limiting the type, size and location of such uses.

### *Groundwater Protection and Management*

Similar to that of the DCOP, the subject lands are located in a Highly Vulnerable Aquifer area as identified in Schedule G of the Official Plan. The Township Official Plan provides policies relating to groundwater protection and management under section 4.4; however, those policies of most relevance are offered in subsection 4.4.1 relating to aquifer vulnerability and are outlined below.

- c. The following policies are intended to apply an appropriate level of protection for such aquifers and thereby implement this Plan's many related and fundamental planning policies and objectives. These policies shall apply with regard to the aquifer vulnerability mapping as shown on Schedule G.



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- i. Within the areas classified as “High Vulnerability” on Schedule G, any *development* proposal having the potential to adversely affect groundwater resources shall be required to provide an assessment of groundwater impacts in compliance with all related policies of this Plan.
- ii. Approval for such development shall be given only if comprehensive, substantiated documentation confirms that there will be no negative effects on the quantity or quality of groundwater.

*Servicing Policies*

The Township Official Plan provides servicing and stormwater management policies under sections 6.3.1. and 6.3.2. Applicable policies to the application include the following:

Sec. 6.3.1 – Water Supply and Sewage Disposal

- 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.

Sec. 6.3.2 – Stormwater Management and Drainage

- b. All new *development* shall incorporate technically and economically feasible and generally accepted best management practices and shall meet the following criteria:
  - i. No net reduction in aquifer recharge and discharge;
  - ii. Minimize potential for pollution or contamination;
  - iii. Minimize changes to base flow in receiving watercourses;
  - iv. No new or expanded flood or erosion problems;
  - v. No loss of *fish habitat*; and,
  - vi. Where possible, enhance natural vegetation along stream corridors.

*Township of Melancthon Zoning By-law 12-1979*

The subject lands are zoned as *General Agricultural (A1)*. Permitted uses of the over-arching *A1* zone include a farm, kennel, riding stable, nursery or commercial greenhouse, animal hospital, forestry or conservation uses, wayside pit, home occupation, and a single family detached dwelling.

Though the proposed zoning by-law amendment does not seek to implement any site-specific amendments beyond that of adding to the permitted uses in the *A1* zone, it is critical to ensure all existing regulations of the *A1* zone are still conformed with. As such, a comparison of the existing regulations and proposed setbacks are provided in the table below.

Table 1: Zoning Comparison Chart			
Regulation	Required	Proposed	Conformity?
Min. Lot Area	1,800 m <sup>2</sup>	20,654 m <sup>2</sup>	✓
Min. Lot Frontage	30 m	208 m	✓
Min. distance from any building to the nearest lot line	8 m	10.7 m	✓
Min. dwelling ground floor area	N/A	N/A	N/A
Max. Lot Coverage	15%	4.8%	✓



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Max. Building Height	10 m	10 m	✓
Off-Street Parking – Industrial Establishment	1 space per 40m <sup>2</sup> of GFA  929 m <sup>2</sup> building proposed = 23 spaces	23 spaces	✓

**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:

- Agricultural Impact Assessment, prepared by *Loft Planning*
- D-6: Land Use Compatibility Study, prepared by *Tatham Engineering*
- Environmental Noise and Dust Assessment, prepared by *Tatham Engineering*
- Functional Servicing Report, prepared by *Tatham Engineering*
- Photometric Site Plan, prepared by *Tatham Engineering*
- Planning Justification Report, prepared by *Loft Planning*
- Site Plan, prepared by *Tatham Engineering*
- Site Plan Application Form, prepared by *Loft Planning*
- Stormwater Management Report, prepared by *Tatham Engineering*
- Traffic Impact Study, prepared by *Tatham Engineering*
- Zoning By-law Amendment Application Form, prepared by *Loft Planning*

**Summary of Comments Received**

To date, comments have been provided by five (5) 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 9<sup>th</sup>, 2025. The comment package received included comments from the internal divisions of Building Services, Planning, Public Works – Engineering, and Public Works – Waste Services. Though two (2) of the divisions indicated generally no concerns with the proposed development, the Planning and Engineering divisions did outline that they were not supportive of the application. It must be noted that the Engineering divisions lack of support was based solely on the fact that the Planning division did not support the application and, in turn, no notable engineering comments were provided. A detailed overview of the Planning divisions concerns is provided in *Appendix 2*.

*Enbridge Gas*

Comments were received from this agency on September 9<sup>th</sup>, 2025. The comments provided by Enbridge Gas indicated no concerns with the proposed development.

*Municipal Property Assessment Corporation (MPAC)*

MPAC comments were issued to the Township on July 10<sup>th</sup>, 2025. No concerns on the proposed development were raised.

*Nottawasaga Valley Conservation Authority (NVCA)*





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The NVCA provided comments on July 2<sup>nd</sup>, 2025 and September 19<sup>th</sup>, 2025. The reason for two sets of comments being provided by the NVCA is a result of a Canada Post circulation error that required the Township to circulate the application for comments twice. In the first set of comments provided by the NVCA it was noted that an unmapped wetland was potentially present on the subject lands and, as such, the NVCA could not support the application until the wetland limits were delineated. As part of the second set of comments, the NVCA confirmed that in fact a wetland was present on the subject lands, which was confirmed through a site visit with the applicants retained environmental consultant who was brought on to prepare an Environmental Impact Study (EIS). Being that the proposed stormwater management pond is located within the NVCA's regulated area, the NVCA requests that the application be deferred until such time that the EIS is completed and can be reviewed by the NVCA. The NVCA's regulated area would require that the development be set back 30 metres from the wetland.

*Township Engineering Consultant – R.J. Burnside*

The Township received comments from R.J. Burnside on June 30<sup>th</sup>, 2025. As part of these comments, the engineering consultant indicated no concerns with the proposed development.

### General Analysis and Conclusion

Township Planning staff have undertaken an extensive analysis of the technical materials submitted, all over-arching planning policies, and the comments provided by internal departments and external agencies. At this point in time, Township planning staff believe that prior to making a decision on the application all technical materials should be submitted by the applicant, specifically that of the EIS, which was discussed in the comments provided by the NVCA. The decision on this matter should not be one solely based on planning policies and, instead, should be one that is based on a wide variety of factors and interests. Township planning staff believe that the EIS will assist in guiding the final zoning structure of the subject lands being that the stormwater management pond is currently present in the NVCA's regulated area. Though Township planning staff can appreciate the concerns echoed by the County of Dufferin, it is critical that all factors influential to development be considered prior to any decision on a planning application.

Given the above, Township planning staff recommend that the zoning by-law amendment application be **deferred** until such time that the EIS is finalized and the NVCA has the opportunity to review and offer comments and/or sign-off on the findings presented in the EIS report.

Prepared by:

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

**Liam Morgan, MCIP, RPP**

Acting Planning Manager

Phone: 519-941-2816 Ext. 2511

[lmorgan@melancthontownship.ca](mailto:lmorgan@melancthontownship.ca)

List of Appendices:

- Appendix 1 – Site Plan of Proposed Development
- Appendix 2 – County of Dufferin Planning Division Comments





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**Appendix 2 – County of Dufferin Planning Division Comments**

**Date:** July 3, 2025

**From:** Planning Division

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The County Planning division has reviewed the zoning by-law amendment application and has the following comments:

- The subject lands are designated as *Prime Agricultural* under the County Official Plan
  - Permitted uses under the *Prime Agricultural* designation include agricultural uses, agricultural-related uses, on-farm diversified uses, home occupations, home industries, forestry, conservation uses, wildlife and fisheries management uses, passive recreational uses, watershed management and flood erosion control projects, and residential dwellings.
  - In the context of the application at hand, the applicant is presenting the proposed use as an agricultural-related use. Under the County Official Plan, agriculture-related uses are defined as “*farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity*”.
    - The Ministry of Agriculture, Food and Rural Affairs (OMAFRA) provides Guidelines for Permitted Uses in Ontario’s Prime Agricultural Areas. In those guidelines, “farm-related commercial” and “farm-related industrial” are associated with the following uses:

**Farm-related commercial:** retailing of agriculture-related products, livestock assembly yards, and farm equipment repair shops.

**Farm-related industrial:** industrial operations that process farm commodities from the area (i.e., feed mills, grain dryers, fertilizer storage and distribution facilities, food and beverage processors) and agricultural biomass pelletizers.
    - In the opinion of the applicant, the proposed use centres around the permitted “farm-related commercial use” of a farm equipment repair shop. While no definition of “farm equipment” is provided in OMAFRA’s guidelines, nor the PPS, 2024 or County Official Plan, a definition is provided in the *Farm Implements Act, 1990*. It must be noted that the term “farm implements” is interchangeable with “farm machinery” and “farm equipment”. Under that *Act*, farm equipment is defined as the following:

*Equipment or machinery designed and used for agriculture or horticulture, which includes systems used for milking, ventilation, feeding, manure handling, precision planting, yield monitoring, and auto-steer equipment.*

The *Act* explicitly states that motor vehicles, as defined in the *Highway Traffic Act, 1990* are not deemed to be “farm equipment”.

- The OMAFRA guidelines also note that there are uses that would not typically be defined as *agriculture-related uses*. One of those uses is that of a trucking yard, which, in the opinion of County Planning staff, this application more closely reflects.
- Where County Planning staff are also concerned is with the fact that the lands are labeled as Class Two (2) in the Canada Land Inventory (CLI) classification system on prime agricultural lands. Under the CLI, Class One (1) lands are defined as the best agricultural lands and Class Seven (7) are defined as having no capability for agricultural activities. Being that the lands are labeled as Class Two (2) these lands present only moderate limitations to the types of crops that can be planted and, in fact, represent extremely important agricultural lands. With one of the objectives of the County Official Plan being to protect the County’s prime agricultural area from fragmentation, development and land uses unrelated to agriculture [section 4.2.1(c)], it is crucial for County Planning to protect lands with high CLI classifications, such as the land subject to this application.

Based on the above, the County Planning division is **not supportive** of the proposed zoning by-law amendment. As part of the application, the County Planning division will be requiring the applicant to pay a **\$500.00** review fee. Payment can be made either online or in the form of a cheque made payable to **The Corporation of the County of Dufferin** and addressed to the **Finance Department**. To pay online, please visit our website at <https://dufferin-county-online-payments.myshopify.com/> and select [Invoice Payment](#) from the [Catalog section](#). Whether paying online or by cheque, reference should be made to the following: **Z25-03 – 585401 County Road 17, Melancthon**.

Kind regards,

*Rajbir Sian*



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157101 Highway 10, Melancthon, Ontario, L9V 2E6

**NOTICE OF STATUTORY PUBLIC MEETING  
ZONING BY-LAW AMENDMENT  
ZBA FILE No. Z25-03**

**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 East Part of Lot 11, Concession 2 OS, and municipally referred to as 585401 Dufferin County Road 17.

**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**

*Date and Time* Thursday, October 2<sup>nd</sup>, 2025, at 6:00 p.m.

*Location* 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 rezone the subject lands from *General Agricultural (A1)* to *General Agricultural – Exception (A1-Exception)* and *Open Space Conservation (OS2)*. The site-specific exception being proposed under the *A1-Exception* zone is to permit the use of the lands as an agriculturally related truck repair and detailing facility.

**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](mailto: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](mailto: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.





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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: September 3<sup>rd</sup>, 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**



# Statutory Public Meeting

585401 Dufferin County Road 17, Township of Melancthon

File No: Z25-03

Zoning By-law Amendment  
(A&J Nicholson Enterprises Inc.)

October 2, 2025

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LOFT PLANNING





# Site Location

- 585401 County Road 17, Township of Melancthon
- Site is located on County Road 17, west of County Road 124
  - Lot Area – 2.06 hectares
  - Lot Frontage – 208 meters (County Road 17)
- Lands are rural with an existing small accessory structure but otherwise vacant
- Existing and surrounding land uses:
  - **North of intersection:** approximately 400 m north truck service repair shop (Bye Larry Mobile Repair and Shelburne Iron and Metal)
  - **East:** Residential lots, highway commercial (fuel station and convenience store)
  - **South:** Farm N Storage (equipment storage)
  - **West:** Rural residential

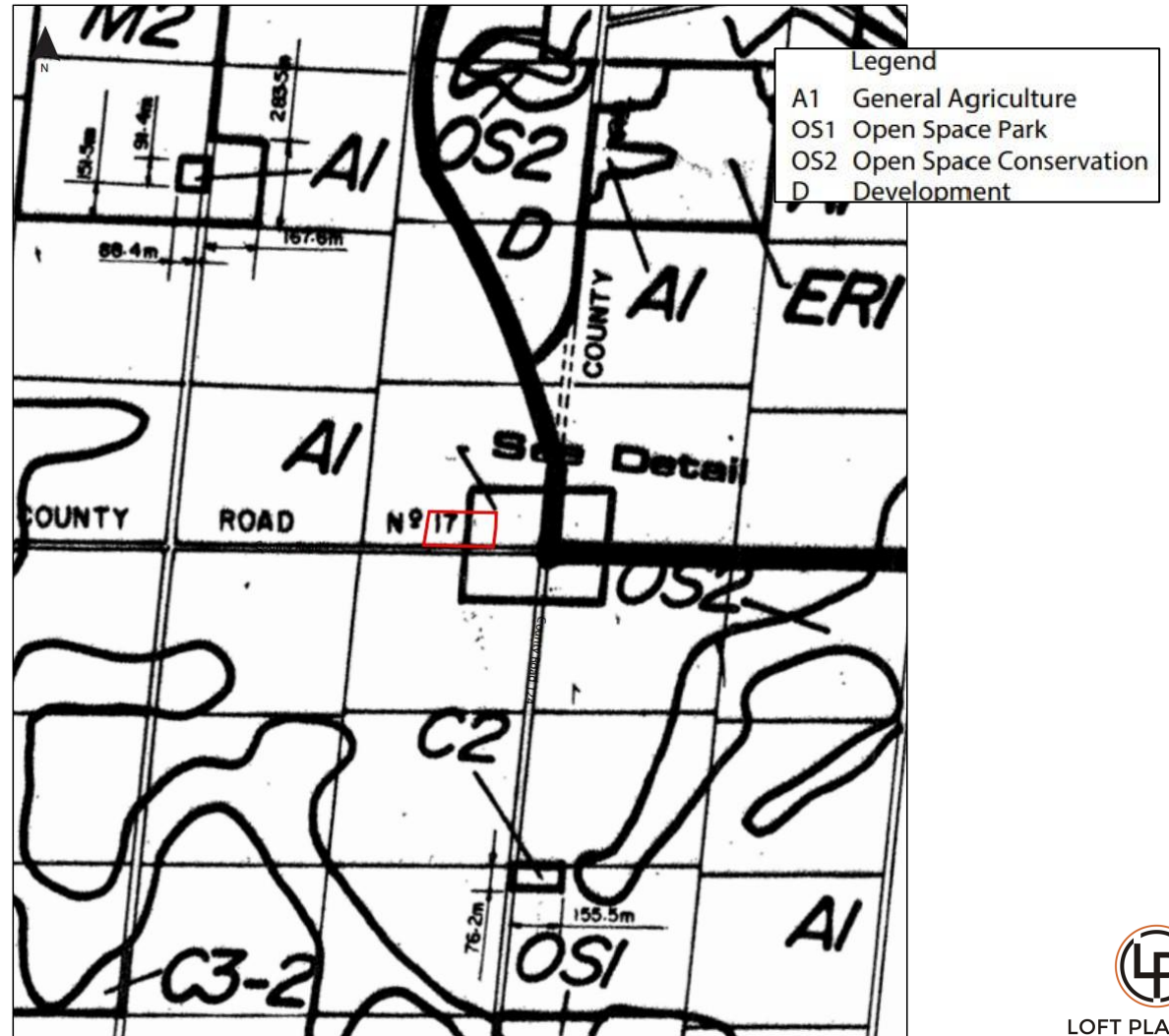
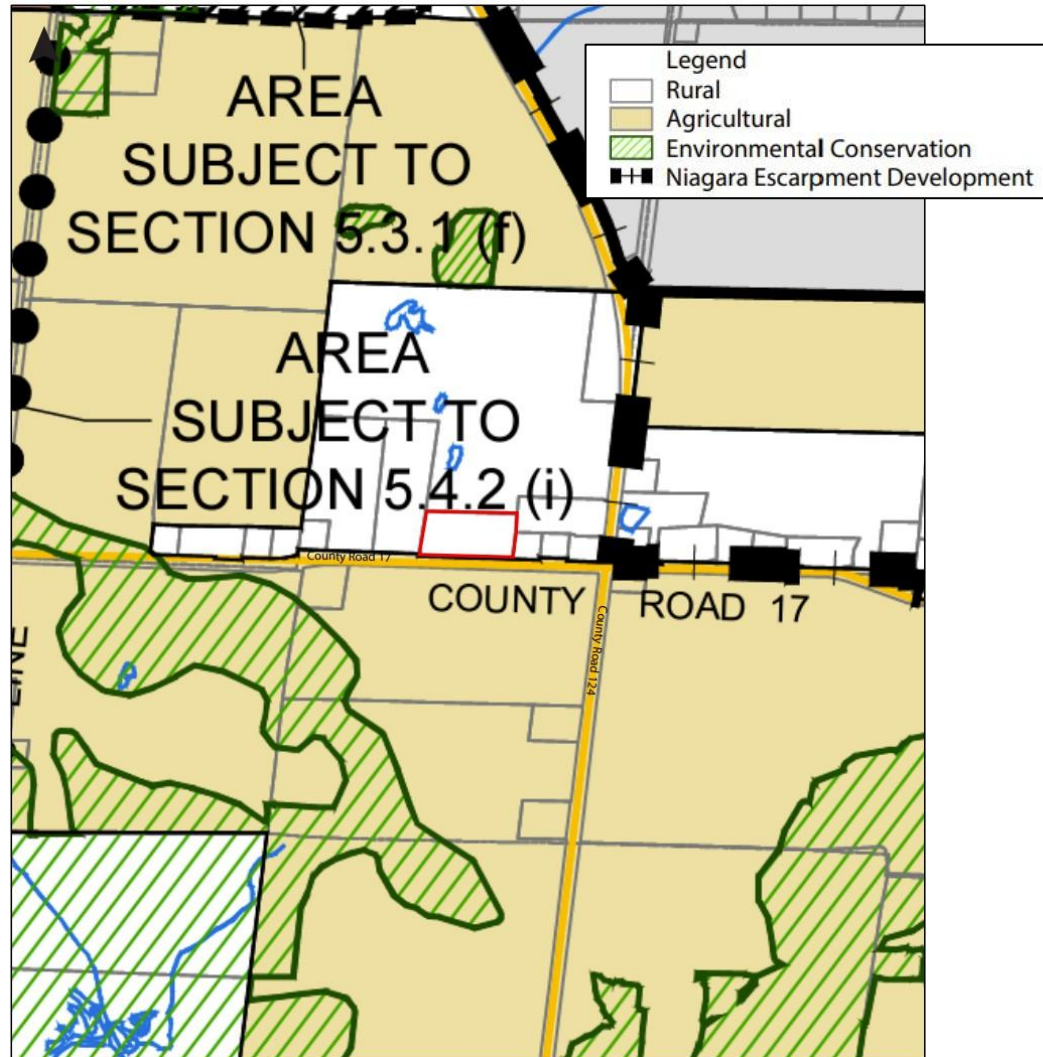
# Proposed ZBA

- Zoning By-law Amendment
  - To rezone the lands to permit an agriculturally related truck repair and detailing facility + ancillary uses
- **Current zoning:** General Agricultural (A1)
- **Proposed zoning:** General Agricultural Exception (A1-XX) and Open Space (OS)





# Township of Melancthon Official Plan and Zoning By-law



# County of Dufferin Official Plan

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Rural Area



Prime Agricultural Area (S. 4.2)



# Township of Melancthon Zoning By-law 12-79

A1 Zone	Required	Provided
Minimum lot area, without municipal water	1800sqm	20654sqm
Minimum lot frontage	30m	207.95 m
Maximum distance from any building to the nearest lot line	8m	To be Met
Minimum dwelling ground floor area	93 sqm and 65 sqm	Not applicable
Maximum lot coverage	15%	4.8%
Maximum building height	10m	10m



# Technical Reports

The following is a list of technical reports that were provided as part of a complete submission:

- Planning Justification Report (Loft Planning)
- Site Plan (Tatham Engineering)
- Functional Servicing Report (Tatham Engineering)
- Stormwater Management Report (Tatham Engineering)
- Land Use Compatibility Report D-6 (Tatham Engineering)
- Noise, Vibration and Dust Impact Assessment
- Illumination Plan (Tatham Engineering)
- Traffic Impact Study (Tatham Engineering)
- Geotechnical Report (Tatham Engineering)
- Agricultural Impact Assessment (Loft Planning)
- Consultation and on Site reconnaissance and Wetland Mapping with NVCA (Birks Environmental)



# Subject Lands – 505401 County Road 17



View to the west  
on



Low lying wet area  
west side of lot





# To the north (NE) Shelburne Iron & Metal recycling



# To the west

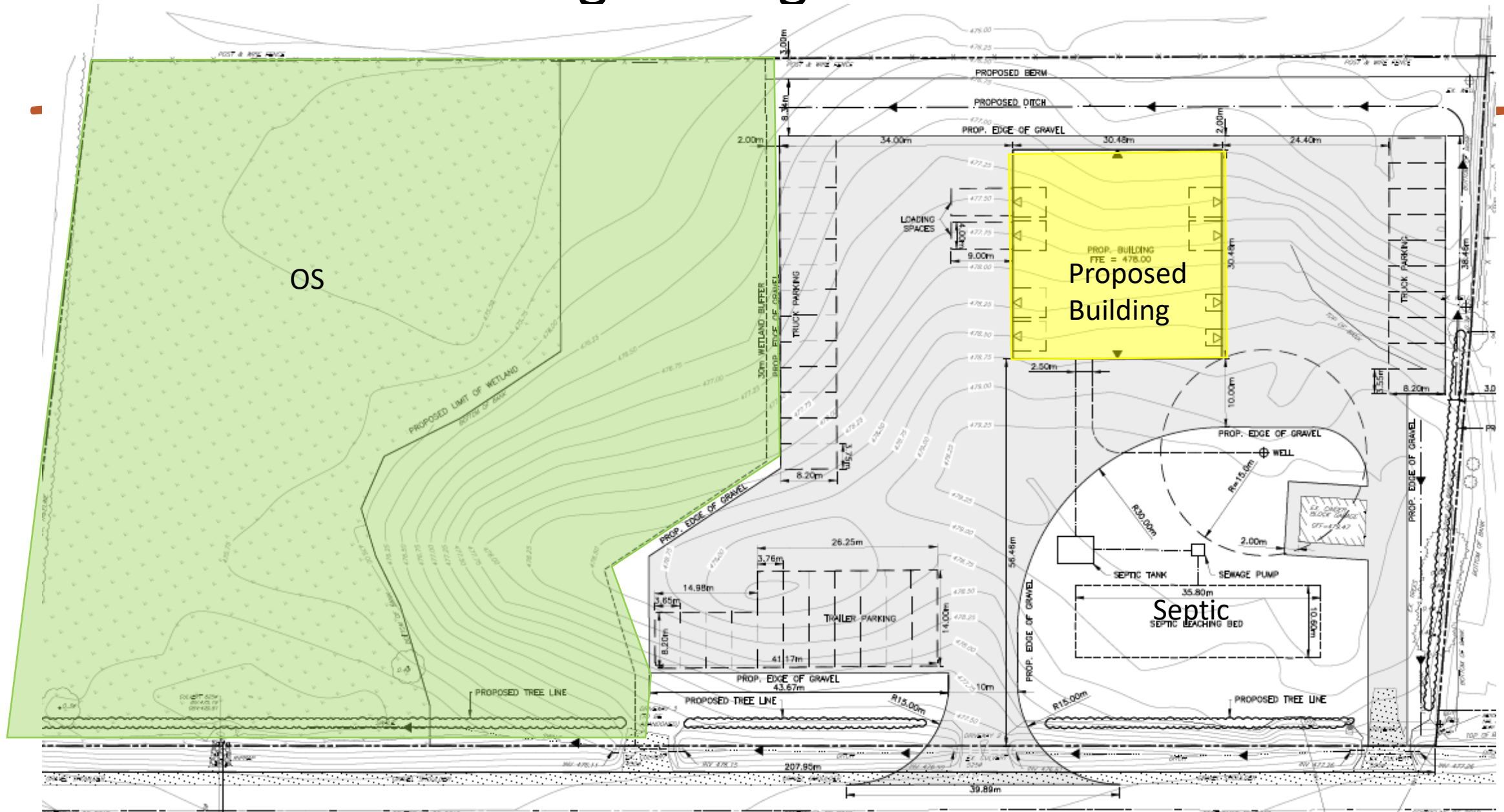


# Farm & Storage business





# Site Plan – Tatham Engineering



# Planning Policy Analysis – A Summary

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- Not a special policy area
- Implements updated NVCA mapping and natural heritage
- The proposed application conforms to the policies that guide land use and development on agricultural/rural lands and protect the natural heritage system. Consistent with PPS (S2.5, 4.3), Conforms to COP (S 4.2.1, 4.2.2), Conforms to LOP (S5.2.1, 5.2.2, 5.3.2).
- The proposed use meets the policies of the OMAFRA Guidelines

# Planning Policy Analysis – Provincial Guidelines

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## Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas

### 1. Farm-related commercial and farm-related industrial uses.

- A.J. Nicholson Enterprises is a supplier of trucking services to agriculture. Transports produce primarily potatoes for local farm operations. Transportation of the produce is within Canada and the United States on demand. The proposed use will include truck repair and detailing for A & J Nicholson Enterprise. This facility will allow a new, centrally located site for the business to operate within Melancton.

### 2. Compatible with and shall not hinder surrounding agricultural operations.

- Appropriately buffered. Commercial/industrial to east. TIS completed and no traffic concerns anticipated. Limited servicing. Wetland area to be protected.

### 3. Directly related to farm operations in area.

- Directly related to farm operations by providing trucking services of produce (primarily potatoes) using refrigeration trucks trailers for the agricultural community. As se is a service business, providing truck services to farm operations. A.J. provides trucking services with refrigeration trailers.

### 4. Supports agriculture.

### 5. Provides direct products and/or services to farm operations as a primary activity.

### 6. Benefits from being in close proximity to farm operations.

# Conclusion

- The Application is in keeping with the Planning Act RSO 1990, and is consistent with Provincial Planning Statement (2024).
- The Application conforms to the County of Dufferin Official Plan, and conforms to the Township of Melancton Official Plan.
- The Application, as amended complies with the Township of Melancton Zoning By-law as applied for.



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

**MEMORANDUM**

**Date:** October 2, 2025  
**To:** Mayor White and Members of Council  
**From:** Liam Morgan, Acting Planning Manager  
**Report:** P2025-06  
**Re:** Application for Zoning By-law Amendment – Z25-04 – 438280 4<sup>th</sup> Line

**Recommendation(s)**

Be it resolved that Township of Melancthon Council receive Report P2025-06 as information.

And be it resolved that Township of Melancthon Council **approve** Zoning By-law Amendment Application (Z25-04) for the property municipally known as 438280 4<sup>th</sup> Line, Melancthon and legally described as East Part Lot 25, Concession 4 OS.

**Background**

The Township of Melancthon received an application from Loft Planning Inc. ('applicant') on behalf of Dennis Kidd ('owner') seeking an amendment to Township Zoning By-law 12-1979, as amended. The proposed amendment aims to restructure the existing *General Agricultural (A1)* and *Open Space Conservation (OS2)* zones. In addition, the amendment also seeks to implement a site-specific regulation for a portion of the subject lands that would permit the establishment of an auction house within the *General Agricultural (A1)* zone.

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 438280 4<sup>th</sup> Line and legally described as East Part Lot 25, Concession 4 OS (Roll Number: 221900000211000).

Presently on the subject lands, which are approximately 39.9 hectares (98.5 acres) in size and have a lot frontage of approximately 596 metres, is a single family detached dwelling, existing auction facility, agricultural land, and a notable vegetative area. Surrounding land uses include agricultural land, associated farm buildings, and existing rural residential dwellings.

The lands are designated as a combination of both *Rural* and *Environmental Conservation* under the Township Official Plan. In the Township Zoning By-law 12-1979, the lands are also dual zoned as *General Agricultural (A1)* and *Open Space Conservation (OS2)*.

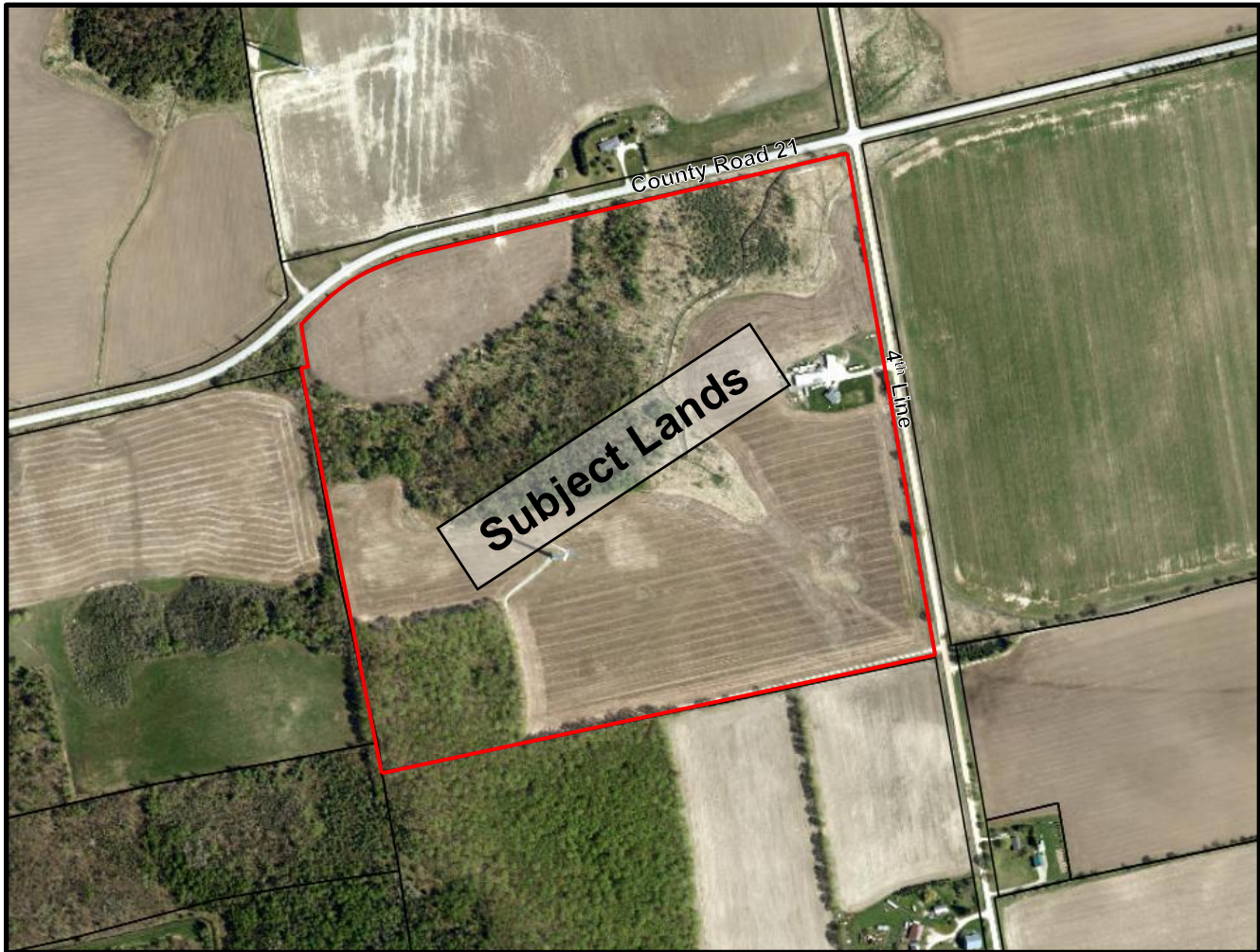
An aerial of the subject lands has been provided for reference below in *Figure 1*.





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Figure 1: Aerial of Subject Lands



**Proponent Application**

The general intent of this application is to permit an auction operation on lands zoned as A1, which is not currently a permitted use. To allow for this use, the applicant is seeking to restructure the location of existing A1 and OS2 zones, while, at the same time, introducing a site-specific zoning permission for a portion of the subject lands that would permit the establishment of an auction facility.

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 20<sup>th</sup>, 2024, and replaced both the *Provincial Policy Statement, 2020* ('PPS, 2020') and *A Place to Grow: 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.

*Agriculture*

Under the PPS, 2024, the subject lands are defined as *prime agricultural* lands, with policy directives for *prime agricultural* lands being provided in section 2.3. Subsection 4.3.1.1 of the PPS, 2024 asserts that planning authorities are required to use an *agricultural system* approach, based on provincial guidance, to maintain and enhance geographically continuous agricultural land base and support and foster the long-term economic prosperity and productive capacity of the *agri-food network*. In subsection 4.3.2, the PPS, 2024 provides a comprehensive list of permitted uses for *prime agricultural* lands, which includes agricultural uses, agricultural-related uses, and on-farm diversified uses.





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*Sewage, Water and Stormwater*

Directive is also provided by the *PPS, 2024* on sewage and water servicing under section 3.6. This section of the *PPS, 2024*, is relevant in the current circumstances as the proposed auction operation will be utilizing the existing servicing on the subject lands. Policies of section 3.6 that are relevant to the application are provided 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.

*Natural Heritage*

Given the subject lands entail natural heritage features it is important to consider the policy directives provided by the *PPS, 2024* as it relates to natural heritage features. Most notable of those policies, in the context of the application, are the following:

1. Natural features and areas shall be protected for the long term.
2. The diversity and connectivity of natural features in an area, and the long-term *ecological function* and biodiversity of *natural heritage systems*, should be maintained, restored or, where possible, improved, recognizing linkages between and among *natural heritage features and areas, surface water features, and ground water features*.
3. *Development and site alteration* shall not be permitted in:
  - a. *significant wetlands* in the Canadian Shield north of Ecoregions 5E, 6E and 7E1;
  - b. *significant woodlands* in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River)<sup>1</sup>;
  - c. *significant valleylands* in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River);
  - d. *significant wildlife habitat*;
  - e. *significant areas of natural and scientific interest*; and
  - f. *coastal wetlands* in Ecoregions 5E, 6E and 7E1 that are not subject to policy 4.1.4.b), unless it has been demonstrated that there will be no *negative impacts* on the natural features or their ecological functions

*Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas (Publication 851)*

In 2016, the Province of Ontario published the Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas ('guidelines') as a means to assist municipalities and decision-makers in interpreting the *prime agricultural* policies of the *PPS*. Though these guidelines were developed under the *PPS, 2014* planning framework, the guidelines are still relevant and applicable under the *PPS, 2024*.

Section 2.3 of the guidelines focuses specifically on the interpretation of *on-farm diversified uses*, which is of significance in the case of this application because of the fact the proposed use is being defined as an *on-farm diversified use*. According to the guidelines, an *on-farm diversified use* should be related to agriculture, supportive of agriculture or able to co-exist with agriculture without conflict. In addition to that, the intent of an *on-farm diversified use* is to assist farm operators in the diversification and supplementation of their farm income, as well as accommodate value-added and *agri-tourism uses*. Some examples of *on-farm diversified uses* include, but are not limited to, storage for non-regional agricultural products, processing/packaging facility, bed and breakfast, wine tasting, farm market, antique business, small restaurant, home industries (i.e., sawmill, seasonal storage), and home occupations (i.e., bookkeeper, kennel).



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Subsection 2.3.1 of the guidelines further outlines criteria that must be met to qualify as an *on-farm diversified use*. Those criteria include the following:

1. Located on a farm actively in agricultural use;
2. Secondary to the principal *agricultural use* of the property;
3. Limited in area;
4. Includes, but is not limited to, home occupations, home industries, *agri-tourism uses* and uses that produce value-added agricultural products; and,
5. Shall be compatible with, and shall not hinder, surrounding agricultural operations.

**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 timing of the application being deemed complete, Official Plan Amendment #4 of the MCR process is not applicable being that the application was deemed complete prior to Ministerial approval. Official Plan Amendment's #2 and #3 are in force and effect based on their Ministerial approval in 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.
- f. Protect natural heritage features and the environment and implement an enhanced and connected *natural heritage system*, and recognize the importance of provincially significant features and land forms located within the Niagara Escarpment, the Oak Ridges Moraine, and the Greenbelt Plan Area.
- l. Maintain and enhance the County's *Countryside Areas* and *character* and significant environmental features and resources.

**Land Use Designation**

The DCOP designates the subject lands as *prime agricultural*. The general intent of the *prime agricultural* designation, as outlined in section 4.2, is to protect agricultural areas from incompatible uses, while accommodating a diverse range of agricultural uses, agricultural-related uses, and on-farm diversified uses. 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, which are outlined under section 4.2.3. Those policy(ies) of most relevance to the current application include the following:

- d. Proposed *development in prime agricultural areas* will be serviced with adequate *sewage and water services*. *Development proposals for non-agricultural uses* will demonstrate the suitability of the site for the proposed method of *sewage and water services* and stormwater



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management to the satisfaction of the local municipality, and any other required approval agencies.

*Natural Heritage and Water Resources*

The County Official Plan further provides directive on natural heritage features and functions under section 5.3. This section is of relevance to the current application as the subject lands entail a *significant woodland*, which the DCOP defines as a natural heritage feature. In general, the DCOP asserts that development and site alteration will not be permitted in a *significant woodland*; however, more specific policies relating to *significant woodlands* are provided in subsection 5.3.4. In this subsection, the following is outlined:

*“The intent of this Plan is to conserve existing woodlands and vegetation and prohibit incompatible land uses that deter their long term benefits. Woodlands are illustrated on **Schedule E**. Some areas may not be identified since the exact boundaries of mapped areas may change over time. Development and site alteration will not be permitted within or adjacent to significant woodlands unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions through the preparation of an Environmental Impact Study (EIS)”.*

What is critical to note regarding the preparation of an EIS for any development or site alteration proposed adjacent to a *significant woodland* is that the limits of this scope are within 120 metres of the *significant woodland*, as per section 5.3.9. Therefore, any development or site alteration beyond that 120 metre limit would not require an EIS.

*Flood Hazards, Steep Slopes, Unstable Soils, and Erosion Hazards*

The subject lands also entail a *floodplain*, which, in turn, means that the application is subject to the policies outlined under section 6.2.1 relating to *Flood Hazards, Steep Slopes, Unstable Soils, and Erosion Hazards* in the DCOP. Generally speaking, this section of the DCOP asserts that all development will be directed away from areas of natural hazards, which includes *floodplain hazards*. Notable policies of section 6.2.1 that are applicable to the current application are provided below.

- a. Development will be directed to areas outside of flooding hazards, erosion hazards, and hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards.
- c. The replacement of existing buildings or structures, or minor additions to existing buildings or structures, may be permitted on an existing *lot* of record in a *floodplain* subject to the policies of this Plan and the local municipal official plan policies and subject to the approval from the applicable Conservation Authority and/or Ministry of Natural Resources and Forestry.

*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.



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*Township of Melancthon Official Plan*

The Township of Melancthon Official Plan was approved on September 5<sup>th</sup>, 2017; however, as of current, the Township Official Plan does not conform to the County Official Plan. Though conformity issues with the County Official Plan are present, the Township Official Plan still helps guide land use and infrastructure development in Melancthon to ensure the long-term vision of the Plan is maintained.

*Land Use Designation*

Schedule A-1 of the Township Official Plan designates the subject lands as a combination of both *Rural* and *Environmental Conservation*. Under the *rural* designation (refer to section 5.3), permitted uses include all uses in the *agricultural* designation, development relating to the use and management of resources, resource based recreational activities, limited residential development, uses that cannot be located in settlement areas, tourism and economic development activities, and rural oriented institutional uses. The permitted uses under the *environmental conservation* designation include legally existing uses, low impact and passive recreation uses, forest, wildlife, and fisheries management and archaeological works and activities, essential public watershed management and flood or erosion control works, essential transportation and utility facilities, existing public and private parks, agricultural uses, and uses permitted in the underlying land use designation, provided that it has been demonstrated that there will be no negative impacts on the natural heritage features and areas.

The Township Official Plan provides additional land use policies relating to both *rural* and *environmental conservation* designated land uses under subsections 5.3.2 and 5.5.1. However, being that the proposed development subject to the application is solely within an area designated as *rural*, the policies of the *rural* designation were only utilized in the following policy analysis. Though the *rural* policies are the only policies referenced below, the policies of the *environmental conservation* were still considered in planning staff's review of the application.

The *rural* policies of relevance to the current application include the following:

- a. The policies of subsections 5.2.2 and 5.2.3, as they relate to uses permitted in the Agricultural designation, generally shall also apply to such uses in the Rural designation unless site specific circumstances render such policies inappropriate or additional relevant policies are provided in this section, in which case these additional policies shall also apply. If there are conflicts between the policies in subsections 5.2.2 and 5.2.3 and 5.3.2 or any other applicable policies, the most restrictive in terms of protecting *agricultural uses*, and agricultural land shall apply.
- c. The maintenance of the area's rural character and environment will be a principal consideration in the evaluation of any new or *significantly* expanded use in the *rural* designation.
- d. The protection of the area's important environmental features, including its water resources, will also be primary consideration in the evaluation of any new or *significantly* expanded use proposed for the *rural* designation.

As outlined in policy (a) above, the policies of subsections 5.2.2 and 5.2.3 shall also apply to such uses in the *rural* designation. Subsection 5.2.3, in particular, offers directive on proposed uses relating to *on-farm diversified uses* and, as such, is critical to reference here. Policies under subsection 5.2.3 of relevance to the current application include the following:

- a. An on-farm business use may be permitted on an agricultural property as an *on-farm diversified use*. An on-farm business use is a dry industrial or commercial use that is located on an agricultural property, is clearly secondary to the principal *agricultural use* of the property, is operated by the farmer who owns the property, is not located within a dwelling and is limited in area. Additionally, the on-farm business use must be compatible with, and shall not hinder surrounding agricultural operations and generally requires more floor area than a home occupation.
- b. The primary objective in permitting on-farm business uses is to assist in supporting the





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agriculture uses on the subject properties while ensuring that such business uses remain secondary to the principal *agricultural use* so that the principal use and value associated with the subject properties is their *agricultural use* and capability not their industrial use or potential.

- f. On-farm business uses may be subject to limits on their hours of operation under the appropriate municipal by-law.

### *Natural Environment*

The subject lands, as per Schedules D and E of the Official Plan, entail *woodlands* and *locally significant and unevaluated wetlands*. Policies pertaining to these environmental features are situated in sections 3.4.1 and 5.5.2 and are further outlined below.

#### Section 3.4.1 – General Environmental Planning Policies

- c. In the following *natural heritage features and areas* development or site alteration within the Environmental Conservation overlay designation may be permitted in compliance with the underlying land use designation provided there is also compliance with the environmental related policies of section 5.5:
  - i. **Locally significant and unevaluated wetlands;**
  - ii. **Significant woodlands;**
  - iii. Significant wildlife habitat;
  - iv. Areas of natural and scientific interest (ANSI); and,
  - v. Fish habitat.
- d. Where more than one of these natural features and areas are found on a site, the more restrictive policies shall apply.
- e. The areas and features included within the Environmental Protection designation and the Environmental Conservation overlay designation on the schedules to this Plan are the principal components of the natural heritage system found within the Township. Considerations of this larger context will be an essential element in the planning and use of areas within these designations.

#### Section 5.5.2 – General and Natural Heritage Related Planning Policies

- a. New development related to a permitted use shall generally be sited and designed to be in harmony with the area's landscape character and shall be sensitive to the natural environment.
- b. Any development of permitted uses should be planned and designed such that the ecological, educational, or interpretive values of the subject area are maintained.
- g. The width of the *adjacent lands* associated with each of the natural heritage features and areas included in the *Environmental Conservation* overlay designation is:
  - i. Locally significant and unevaluated wetlands = **50 m**
  - ii. Significant woodlands = **120 metres**

The following policies shall apply to these *adjacent lands*:

- i. Development, including the creation of new lots, may be permitted on *adjacent lands* only if it will not have any *negative impacts* on the nearby *natural heritage features and areas* recognized by the application of the Environmental Conservation overlay designation, or their ecological function.
- h. ...Generally, *locally significant wetlands* shall be protected and maintained in a natural state...



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- l. *Agricultural uses* may continue within locally significant and unevaluated wetlands and such uses shall be encouraged to employ best management practices to protect and enhance wetland features.
- o. The policies of section 3.4.2 with regard to assessing environmental impact shall apply to any development or site alteration within significant woodlands. Environmental impact documentation may also be required for any development on adjacent lands to significant woodlands. The construction of a dwelling or accessory buildings to a dwelling on such adjacent lands may not require an assessment of environmental impact.

*Floodplain Policies*

Under Schedule F of the Official Plan, a *floodplain* is identified as being located on the subject lands. *Floodplain* policies, which are outlined in sections 3.5.1 and 5.5.3, of significance to the current application are provided below.

Section 3.5.1 – General and Floodplain Related Policies

- a. It is a policy of this Plan that *development* and *site alteration* will generally be directed to areas outside of hazardous lands and sites. The creation of new lots by consent or by plan of subdivision will be prohibited within the flooding hazard limit or erosion hazard limit. The policies of this section and section 5.5 apply more specifically to these areas, particularly areas in floodplains or near watercourses.

Section 5.5.3 – Floodplains, Watercourses, and Drains Related Policies

- b. Development, and site alteration, other than that specifically permitted by the policies of this section, section 3.5.1 and section 5.5.1, will be set back from watercourses in order to protect the natural features and functions of the watercourse and related lands, protect fish habitat, provide riparian habitat and minimize the risk to public safety and property.
- c. In general, development should be set back a minimum of 30 metres from a watercourse regardless of whether or not that watercourse is shown on the schedules to this Plan. The Environmental Conservation overlay designations on the A, B and C schedules to this Plan generally includes that minimum setback distance within frequently larger estimated floodplain areas. The policies in parts (f), and (g) immediately below relate more specifically to land uses and setbacks in the general vicinity of large scale drains including municipal drains.

*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:

- 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 a combination of *General Agricultural (A1)* and *Open Space Conservation (OS2)*. Permitted uses of the over-arching A1 zone include a farm, kennel, riding stable,



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nursery or commercial greenhouse, animal hospital, forestry or conservation uses, wayside pit, single family detached dwelling, and a home occupation. Uses permitted under the OS2 zone include conservation uses, public park, golf course, farm (excluding buildings), horticultural nursery, and building or structures to be used for flood or erosion control purposes.

Further, the proposed *on-farm diversified use* means that the application is subject to section 3.13(3) of the Zoning By-law, as amended by By-law 33-2017. A comprehensive overview of the in-effect zoning regulations, as well as conformity to those regulations, for the subject lands is provided below.

Table 1: Zoning Comparison Chart				
Zoning	Regulation	Required	Proposed	Conformity?
A1	Min. Lot Area	0.18 ha	39.9 ha	✓
	Min. Lot Frontage	150 m	596 m	✓
	Min. distance from any building to nearest lot line	15 m	58.7 m	✓
	Max. Lot Coverage	15%	0.17%	✓
	Max. Building Height	15 m	5.2 m	✓
OS2	Min. Lot Area	4 ha	39.9 ha	✓
	Min. Lot Frontage	100 m	596 m	✓
	Min. distance from any building to nearest lot line	10 m	58.7 m	✓
Parking and Loading (sec. 3.14 & 3.15)	Loading Space Requirements	1 space per 500 m <sup>2</sup> of GFA	2 spaces	✓
	Parking Space Requirements	1 space per 40 m <sup>2</sup> of GFA	10 spaces	✓
On-Farm Diversified Use	Ancillary retail commercial sales and service activities	10% of GFA	N/A	✓
	Change of Use Certificate	To be met following planning approval.		
	One permitted use per lot	N/A	N/A	✓
	Farm Business Registration Number	N/A	N/A	✓
	Min. Lot Area	20.23 ha	39.9 ha	✓
	Min. Lot Frontage	150 m	608 m	✓
	Max. Area of On-Farm Use	0.4 ha	0.37 ha	✓
	Use located in separate building(s)	N/A	N/A	✓
	Min. setback from any lot line	22.8 m	58.7 m	✓
	Min. setback from closest lot line of a vacant lot with maximum size of 4.1 ha	121.9 m	~989 m	✓
	Min. setback from dwelling on a separate lot	121.9 m	~347 m	✓
	Min. setback between on-farm business uses	500 m	~1,143 m	✓
	Max. total floor area of building(s)	418.06 m	390 m <sup>2</sup>	✓
	Max. Building Height	9.2 m	5.2 m	✓
	Business operations, storage and loading spaces shall be located within fully enclosed buildings	N/A	Yes, as indicated by applicant.	
	Landscaped buffer strip between use and public road	To be met following planning approval, as per applicant.		
	Comply with MoE noise emission standards	Yes, as per Tatham Engineering and applicant.		
	Operated by owner of lot and maximum of 4 employees	Yes, as per owner and applicant.		
	Use shall not be offensive, obnoxious, or dangerous to	N/A	N/A	✓



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	neighbours			
	Max. size of non-illuminating sign	1 m <sup>2</sup>	Existing sign to be replaced to meet sign-requirements, as per applicant.	✓
	Operation times: Mon-Fri = 7am to 7pm Sat.= 8am-5pm	N/A	Yes, as per owner and applicant.	✓
	Home occupation nor home industry are permitted uses in conjunction with an on-farm diversified use	N/A	N/A	✓

As illustrated in the table above, the application conforms to all regulations under both the A1 and OS2 zones, as well as the *on-farm diversified use* policies. The only area of the by-law in which the application does not conform to is the permitted use component of the A1 zone and *on-farm diversified use* section, which will be addressed through this zoning by-law amendment.

**Policy Analysis**

Township Planning staff have undertaken an extensive analysis of the over-arching 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 proposes to provide an *on-farm diversified use*, which is a permitted use under the *prime agricultural* land use designation of the PPS, 2024. For context, the PPS, 2024, defines an *on-farm diversified use* as a use that is secondary to the principal *agricultural uses* of the property and that is limited in area. The application conforms to both of those components outlined in the definition.

The PPS, 2024 also directs that no development and site alteration occur on lands that have a *significant woodland* present, which the subject lands have, unless no negative impacts are expected. Though *significant woodlands* are present on the subject lands, the proposed use is not located within the *significant woodland* area, in fact, it is situated nearly 150 metres away from the wooded area.

Township planning staff are satisfied that the application conforms with the PPS, 2024.

Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas (Publication 851)

In reviewing the criteria provided by the guidelines that help clarify what types of uses can be classified as *on-farm diversified uses*, it is clear that the proposed use addresses all of those criteria. Provided below is a list of the criteria that must be addressed, as well as how the proposed use conforms to those criteria, which are outlined in red.

- 1. Located on a farm actively in agricultural use;
  - The auction house is located on a farm that is actively being farmed with cash crops.
- 2. Secondary to the principal agricultural use of the property;
  - The farm cluster where the *on-farm diversified use* is located represents 2% of the total area of the property, whereas the agricultural component of the property equates to 55% of the total area. The *on-farm diversified use* is clearly secondary to the principal agricultural use.





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3. Limited in area;

- As noted previously, the *on-farm diversified use* is a portion of the 2% farm cluster area, which indicates that it is limited in area.

4. Includes, but is not limited to, home occupations, home industries, agri-tourism uses and uses that produce value-added agricultural products; and,

- The amendment to the Township zoning by-law will add the auction house as a permitted *on-farm diversified use*. Though it has been indicated that not all operations centre around the sale of agricultural products, the auction house does assist in the sale of agricultural products and agricultural-related products.

5. Shall be compatible with, and shall not hinder, surrounding agricultural operations.

- The auction house is situated in the existing farm cluster area and proposes no impact to the agricultural operations of the farm.

Dufferin County Official Plan

The DCOP echoes the *prime agricultural* designation of the PPS, 2024 and the permittance of an *on-farm diversified use* in *prime agricultural* areas. Further to that, the definition of an *on-farm diversified use* in the DCOP reflects that provided in the PPS, 2024, and, as such, the proposed use would align with the permitted uses of the *prime agricultural* designation in the DCOP.

Though the subject lands were also found to entail a *woodland* and *floodplain* area under the DCOP, the over-arching policies of those two sections have also been conformed to by this application. The proposed development is located beyond the 120 metre adjacent land limit that triggers the requirement of an EIS and, in addition to that, the development has been directed outside of the floodplain area.

Therefore, Township planning staff believe that the proposed development aligns with the DCOP.

Township of Melancthon Official Plan

The Township Official Plan designation for the subject lands does not align with the PPS, 2024, nor DCOP, as the lands are designated as both *rural* and *environmental conservation*. This non-conformity is because of recent updates to the PPS, 2024 and DCOP that have not yet been reflected in the Township Official Plan. What must also be noted is that though the lands are also designated as *environmental conservation*, this acts as an overlay to the underlying *rural* designation and aims to provide additional regulations as a result of existing natural heritage features. Given that, the policies of the *rural* designation were only referenced when reviewing consistency of the application with permitted uses. Through Township planning's review of the *rural* permitted uses, there were no consistency issues identified with the proposed use.

The *rural* designation also provides specific guiding policies for *on-farm diversified uses* and, as part of one of those policies offers criteria that must be achieved for a use to be defined as *on-farm diversified*. Those criteria are provided below and, upon comprehensive review by Township planning staff, were all determined to be addressed by the applicant.

- i. Dry industrial or commercial use that is located on an agricultural property;
- ii. Secondary to the principal *agricultural use* of the property;
- iii. Operated by the farmer who owns the property;
- iv. Not located within a dwelling; and,
- v. Limited in area.

Similar to that of the DCOP, the Township Official Plan also indicated that these lands entailed natural heritage features and a *floodplain area*. The proposed development is not only located beyond the



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existing natural heritage features, but also outside of the 150 metre buffer area that would initiate the need for an EIS. Notwithstanding, Township planning staff are of the belief that the protection of the existing natural heritage features has been upheld. Township planning staff also determined that the proposed development extended beyond the *floodplain* area and, in fact, addressed the general intent of the *floodplain* area that focuses on directing development outside of *floodplain* areas. This assertion was further supported by the NVCA who indicated in their comments that they had no concerns or objections to the proposed development.

Given Township planning staff's review of the proposed development, in accordance with the in-effect policies of the Township Official Plan, conformity with the Township Official Plan has been met.

### **Township of Melancthon Zoning By-law 12-1979**

In reviewing the application, it has been determined that the resulting zoning structure from the amendment will still maintain the general intent and regulations both the A1 and OS2 zones. The rezoning of the subject lands will remove all existing buildings and structures from the OS2 zone area and, in fact, provides a zoning structure that more accurately reflects the land use designation structure outlined in the Township Official Plan. In turn, the rezoning creates greater uniformity between the Township Official Plan and Zoning By-law.

Though there is a notable change occurring to the permitted uses allowed under subsection 3.13.3 of By-law 12-1979, there are no additional amendments to this subsection expected at this time. Further to that, the proposed use aligns with the *on-farm diversified use* definition outlined in the zoning by-law and, which is additionally provided below:

*means a use, occurring entirely and exclusively within a detached building that is secondary and subordinate to the active principle agricultural use occurring on a property. Such uses shall be integrated within a farm cluster of buildings which must include a dwelling, and may include, **but are not limited to**, uses that produce value added agricultural products or provide a service that is supportive of regional agri-business.*

What Township planning staff have determined is that the proposed use addresses all of those critical components of the *on-farm diversified use* definition. The proposed use is located within the farm cluster and is secondary to the primary agricultural use of the subject lands, as it acts as a secondary revenue generating operation. Critical to also note is that the proposed use does not negatively impact the agricultural use of the subject lands, nor the surrounding area. Instead, the use is advantageous to the surrounding agricultural area being that it has the ability to assist in facilitating the sale of agricultural products, tools, and machinery.

### **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:

- Correspondence between Tatham Engineering and Gord Feniak (Township Engineering Consultant)
- Draft Zoning By-law Amendment, prepared by *Loft Planning*
- Filter Bed Design Sizing, prepared by *District Septic*
- Flow Rate Test, prepared by *Simcoe Water Solutions*
- Functional Servicing Brief, prepared by *Tatham Engineering*
- Pre-Consultation Comment Matrix, prepared by *Loft Planning*
- Revised Planning Justification Letter, prepared by *Loft Planning*
- Septic Bed Design Drawing, prepared by *District Septic*



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- Septic System Cross Section, prepared by *District Septic*
- Site Plan, prepared by *Tatham Engineering*
- Water Well Testing Report, prepared by *Tatham Engineering*
- Zoning By-law Amendment Application Form, prepared by *Loft Planning*

### **Summary of Comments Received**

To date, comments have been provided by five (5) 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 September 22<sup>nd</sup>, 2025. The comment package received included comments from the internal divisions of Building Services, Information Technology – Corporate Services, Planning Division, Public Works – Engineering, and Public Works – Waste Services. There were no concerns indicated across all four (4) divisions; however, the Building Services division did indicate that there still is an Order to Comply on the property that must be addressed through the submission of a building permit.

#### *Dufferin-Peel Catholic District School Board (DPCDSB)*

Comments were received from this agency on September 4<sup>th</sup>, 2025. The comments provided by DPCDSB indicated no concerns with the proposed development, as the application relates to a non-residential use.

#### *Enbridge Gas*

Enbridge Gas' comments were issued to the Township on September 10<sup>th</sup>, 2025. No concerns on the proposed development were raised; however, it was highlighted that Enbridge Gas does reserve the right to amend or remove development conditions.

#### *Nottawasaga Valley Conservation Authority (NVCA)*

The NVCA provided comments on September 15<sup>th</sup>, 2025. In their comments they indicated no concerns or objections to the application since the proposed use is located outside of the NVCA's regulated area.

#### *Township Engineering Consultant – R.J. Burnside*

R.J. Burnside, who is the Township's engineering consultant, issued comments on September 16<sup>th</sup>, 2025. They indicated that all concerns have been addressed by the applicant and that they have no further comment on the application.

### **Conclusion**

Township planning staff have undertaken a comprehensive review of the proposed 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 amendment.



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Prepared by:

A handwritten signature in black ink, consisting of the letters "LM" in a stylized, cursive font.

**Liam Morgan**, MCIP, RPP

Acting Planning Manager

Phone: 519-941-2816 Ext. 2511

[lmorgan@melancthontownship.ca](mailto:lmorgan@melancthontownship.ca)

List of Appendices:

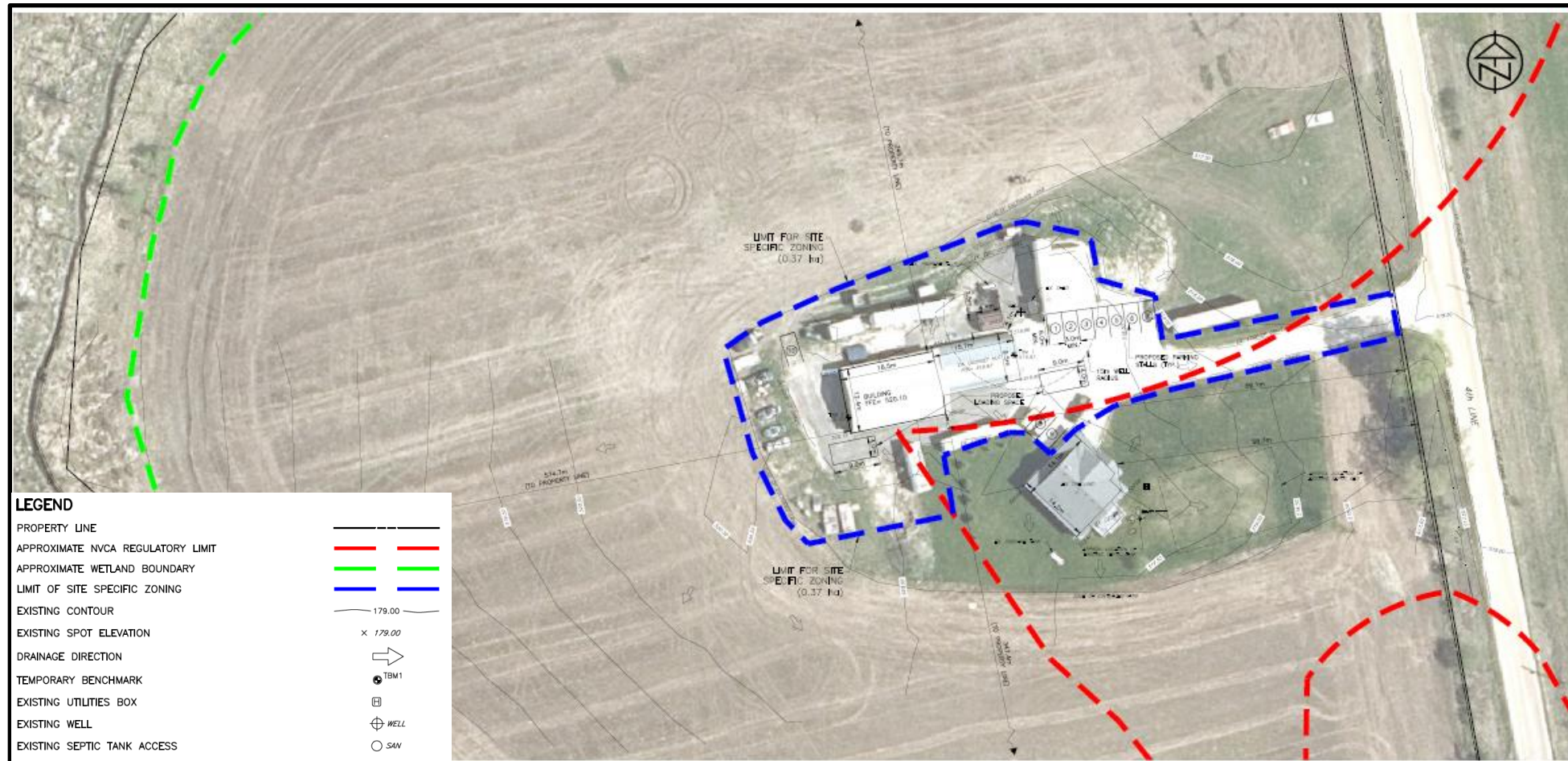
- Appendix 1 – Site Plan of Proposed Development





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### Appendix 1 – Site Plan of Proposed Development





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157101 Highway 10, Melancthon, Ontario, L9V 2E6

**NOTICE OF STATUTORY PUBLIC MEETING  
ZONING BY-LAW AMENDMENT**

**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 25, Concession 4 OS E, and municipally referred to as 438280 4<sup>th</sup> Line.

**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, October 2, 2025, at 6:15 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 rezone the subject lands from *General Agricultural (A1)* and *Open Space Conservation (OS2)* to *General Agricultural (A1)*, *General Agricultural – Exception (A1-Exception)* and *Open Space Conservation (OS2)*. The site-specific exception being proposed under the *A1-Exception* zone is to permit an auction house.

**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](mailto: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](mailto: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.

If a person or public body does not make oral submissions at a public meeting or make written





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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: September 4<sup>th</sup>, 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**





# Statutory Public Meeting

438280 4th Line Township of Melancthon

File No: MPC22-211  
Zoning By-law Amendment  
(Kidd)

October 2, 2025

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LOFT PLANNING

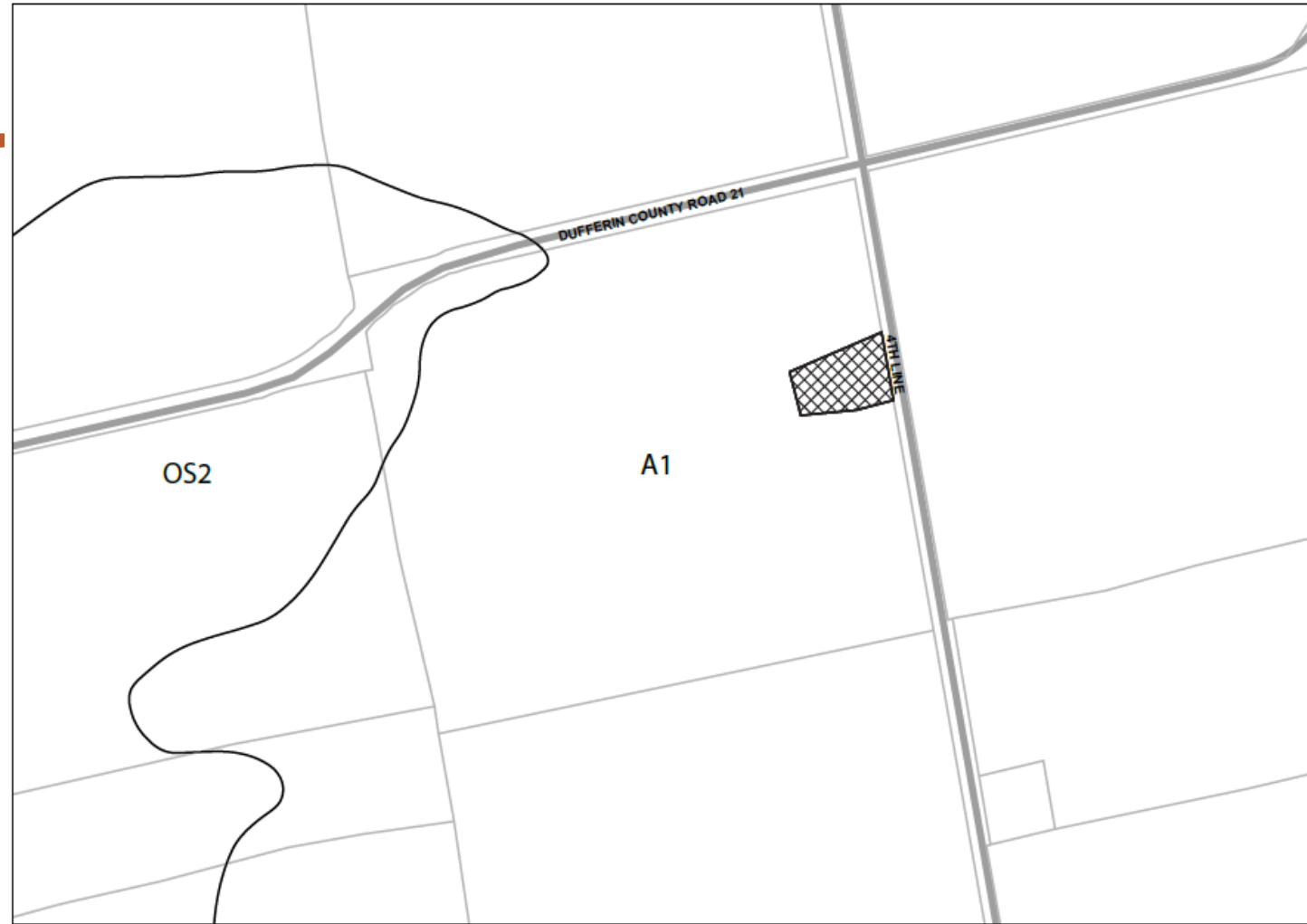


# Site Location

- 438280 4th Line, Township of Melancthon
- Site is located at the intersection of the 4th Line and County Road 21
  - Lot Area – 39.86 hectares
  - Lot Frontage – 612 meters (4<sup>th</sup> Line)
- Lands are a mix of agricultural lands, woodlands and a building cluster (single detached residence and accessory buildings)
- Kidd Family Auctions Inc. is currently operating from the existing accessory structures
- Existing and surrounding land uses:
  - **North:** Agricultural lands
  - **East:** Agricultural lands
  - **South:** Agricultural lands and Woodlands
  - **West:** Agricultural lands, Rural lands, Woodlands
- The existing residence has recently experienced a fire and is in the planning stages of a rebuild on the same footprint (not part of the current application)

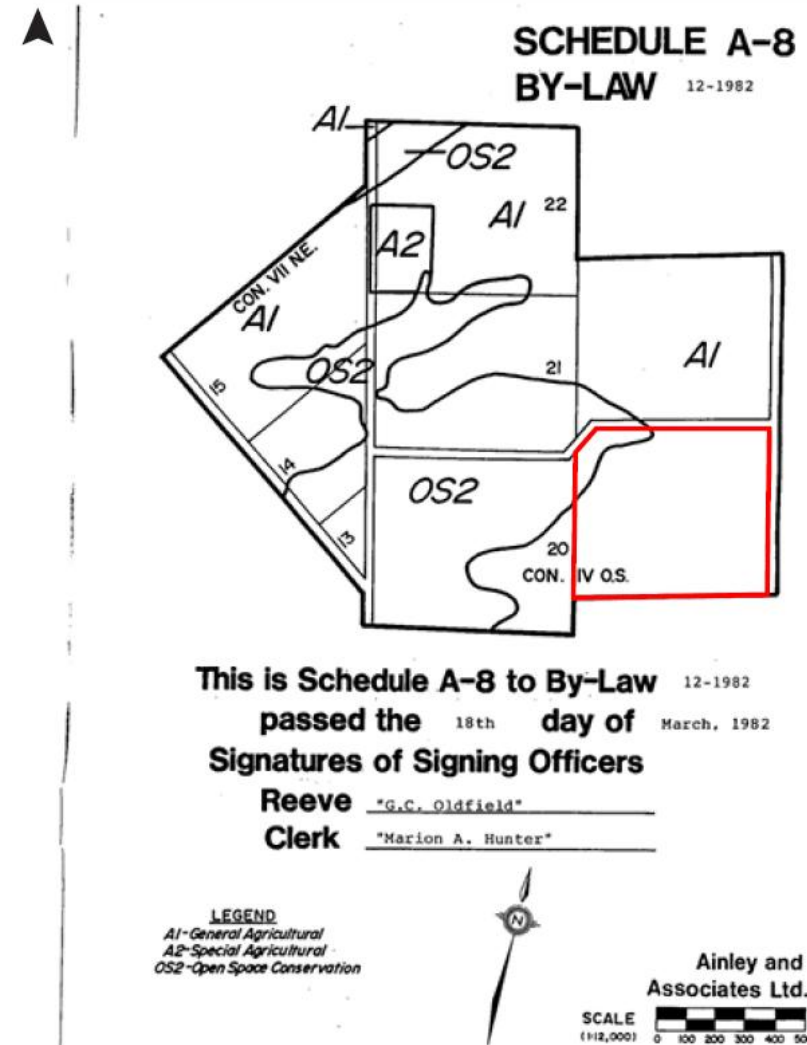
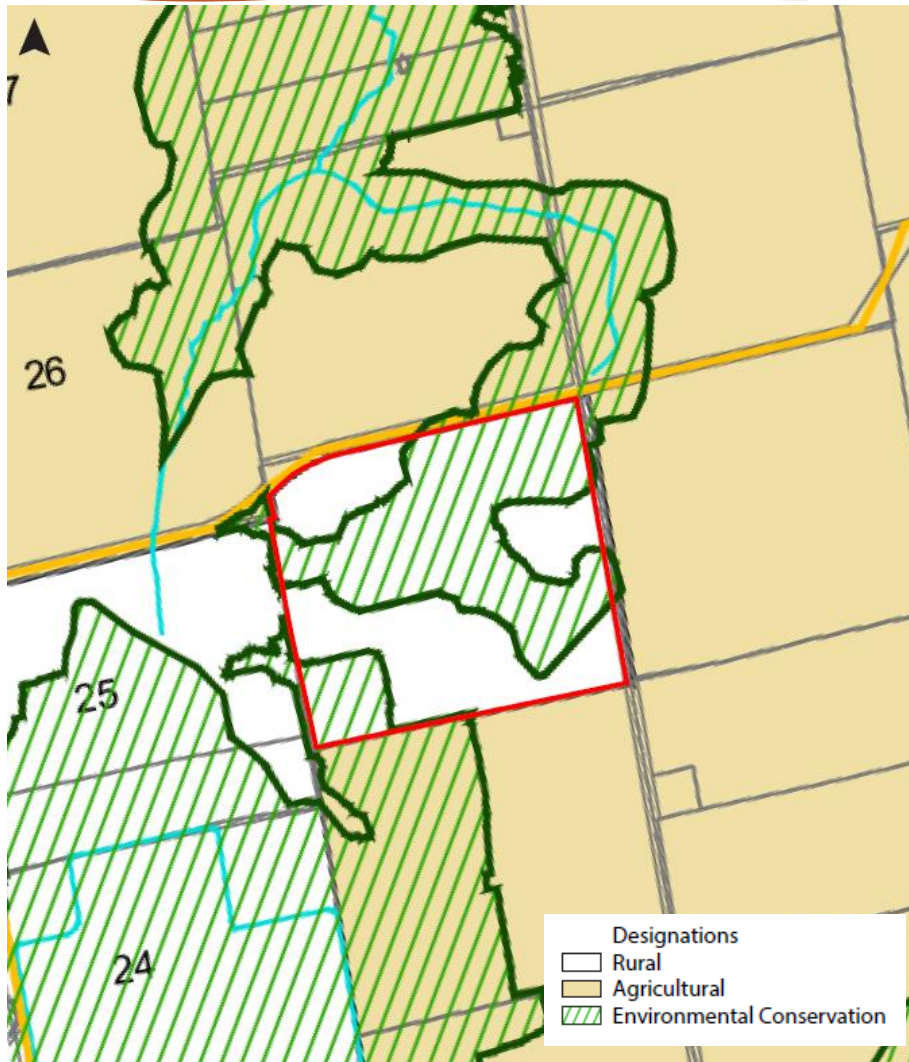
# Proposed ZBA

- To rezone the lands to permit an additional On-Farm Diversified Use
- **Current zoning:** General Agricultural (A1) and Open Space Conservation (OS2)
- **Proposed zoning:** General Agricultural (A1), General Agricultural (A1 – Exception) and Open Space Conservation (OS2)
- The site-specific exception would permit an auction house
- Property is regulated by the Nottawasaga Valley Conservation Authority (NVCA)
- Lands proposed to be rezoned are outside of the regulated area and Environmental Conservation (OS2) zone.

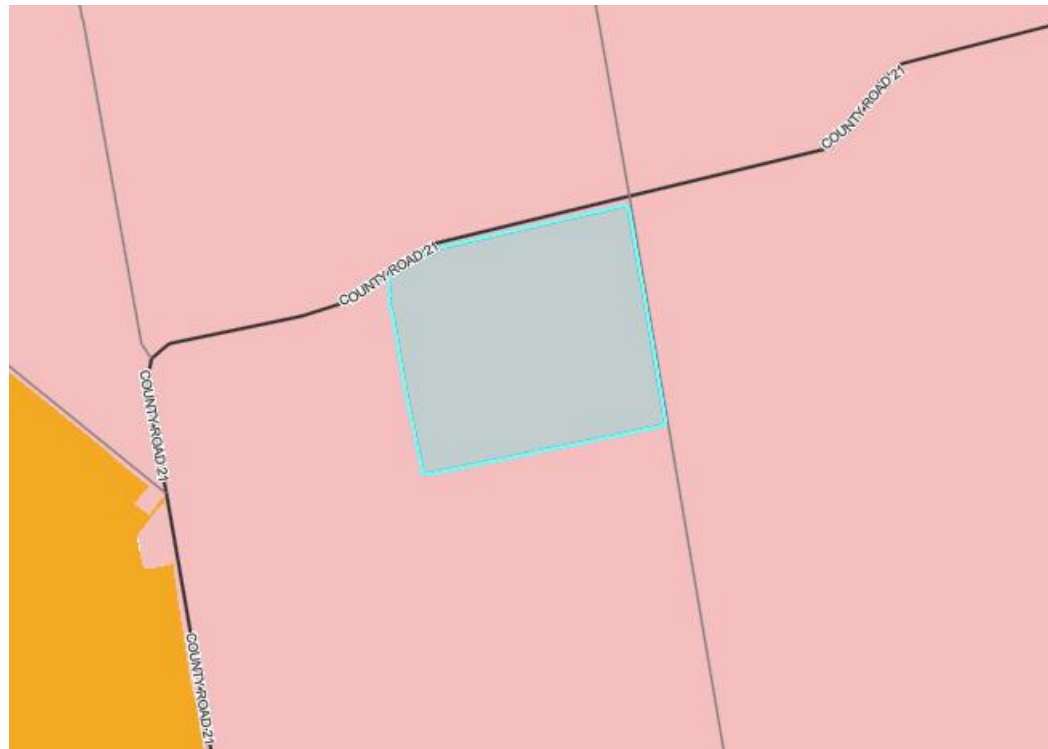


Lands to be rezoned to General Agricultural - Exception (A1 - XX)

# Township of Melancthon Official Plan and Zoning By-law



# County of Dufferin Official Plan



Rural Area



Prime Agricultural Area (S. 4.2)





# Township of Melancthon Zoning By-law 12-79

A1 Zone	Required	Provided
Minimum lot area	18ha	39.86ha
Minimum lot frontage	150m	595.9 m
Minimum distance from any building to the nearest lot line	15m	58.7 m
Maximum lot coverage	15 percent	Met
Maximum building height	15m	5.2m
Minimum dwelling ground floor area	1 Storey Dwelling: 93 sqm 2 Storey Dwelling: 65 sqm	195 sqm
Loading Space (Section 3.14)	1 space	1 space
Parking Requirements	Industrial – One (1) space for every forty (40) square metres of total floor area Residence – 2 spaces Auction Building 1 – 150 sqm = 4 spaces Auction Building 2 – 233 sqm = 6 spaces Total – 10 spaces plus 2 spaces	10 spaces plus 2 spaces



# Technical Reports

The following is a list of technical reports that were provided as part of a complete submission:

- Planning Justification Report (Loft Planning)
- Site Development Plan (Tatham Engineering)
- Functional Servicing Brief (Tatham Engineering)
- Water Well Testing Report (Tatham Engineering)



# Functional Servicing Brief – A Summary

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- Tatham Engineering prepared a Functional Servicing Brief, the report concluded:
  - Potable water will continue to be supplied by the existing potable water well.
  - Wastewater collection and disposal will continue to be provided by the existing sewage treatment systems.
  - Less than 10 peak hour trips are anticipated in the AM and PM. Site lines for the existing site access are sufficient.
  - Parking and loading provisions meet the requirements of the Zoning By-law.
  - There are no known adverse groundwater impacts.
  - The site is currently serviced by existing connections to hydro and communication infrastructure.

# Planning Policy Analysis – A Summary

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- On-Farm Diversified Uses (auction house) is a permitted and compatible use (PPS).
- The proposal is limited to the defined area - approximately 0.8 ha of the total 39.86 ha site (PPS, County OP).
- The existing Rural lands are protected. The proposal is not within the OS2 Zone and is not regulated by the Nottawasaga Valley Conservation Authority (Melancthon OP). No Agricultural lands, Woodlands or natural heritage features are affected (County OP; Melancthon OP).
- The proposal is limited to two buildings and is secondary to the principal use of the property (Melancthon OP).

# Planning Policy Analysis – Provincial Guidelines

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## Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas

### 1. Located on a farm.

- Subject land is approximately 39.8 hectares. Land is farmed with cash crops.

### 2. Secondary to the principal agricultural use of the property.

- 22 ha of tillable lands on the property, remainder of the site is woodland, farm cluster 0.8 ha.
- Total size of proposed OFDU use is 3000 sqm in area, representing 3.1% of the lands.
- Utilized for agricultural production and 1.7% of the total land area.
- Secondary to the principal agricultural use.

### 3. Limited in area.

- Total area of OFDU use is 3000 sqm in area which includes access.
- Representing 1.7% of the total land area of the property.
- Conforms to the size requirements for OFDU use as set out in the Provincial Guidelines.
- OFDU will not take land out of agricultural production. OFDU is situated in building cluster.

### 4. Includes, but is not limited to, home occupations/ industries, agri-tourism uses that produce value-added agricultural products.

- Amendment would recognize an existing use being Kidd Auctions. Auction house which is based on an on-line platform. Auction items can be viewed at this location during set days and times, prior to an auction. And auction items can be picked up from the site (or shipped).

# Conclusion

- The Application is in keeping with the Planning Act RSO 1990, and is consistent with the Provincial Planning Statement (2024).
- The Application conforms to the County of Dufferin Official Plan, and conforms to the Township of Melancton Official Plan.
- The Application, as amended complies with the Township of Melancton Zoning By-law as applied for.