



**TOWNSHIP OF MELANCTHON  
HYBRID COUNCIL MEETING  
THURSDAY, DECEMBER 11<sup>TH</sup>, 2025 - 9:00 A.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/84047635533?pwd=eJELitIL3OZ2OTbiGOA3rwIOrEQ7GC.1>

Meeting ID: 840 4763 5533

Passcode: 765687

One tap mobile

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**AGENDA**

**1. Call to Order**

**2. Land Acknowledgement Statement**

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

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

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

**3. Announcements**

**4. Additions/Deletions/Approval of Agenda**

**5. Declaration of Pecuniary Interest and the General Nature Thereof**

**6. Approval of Draft Minutes – November 20<sup>th</sup>, 2025 Council Meeting and November 24<sup>th</sup>, 2025 Special Council Meeting**

**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. RJ Burnside & Associates Technical Memo Regarding the Horning's Mills Proposed Walkway Extension Alternatives Review
3. Recommendations from Infrastructure and Emergency Management Committee Meeting held December 8<sup>th</sup>, 2025 if any
4. 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. Centre Dufferin Recreation Complex – May 28<sup>th</sup>, 2025
2. Centre Dufferin Recreation Complex – June 25<sup>th</sup>, 2025
3. Centre Dufferin Recreation Complex – September 24<sup>th</sup>, 2025
4. Shelburne Public Library – September 2<sup>nd</sup>, 2025
5. Infrastructure & Emergency Management – October 6<sup>th</sup>, 2025
6. Heritage Advisory Committee – October 8<sup>th</sup>, 2025

##### **Items for Information Purposes**

1. Town of Grand Valley – Notice of the Adoption of Official Plan Amendment No. 8
2. Ministry of Municipal Affairs and Housing – Fighting Delays, Building Faster Act, 2025 (Bill 60)
3. Ministry of Emergency Preparedness and Response – Federal-Provincial-Territorial (FPT) Meeting on Emergency Management
4. Enbridge Gas Inc. – Certificate of Public Convenience and Necessity – Township of Melancthon Ontario Energy Board File No. EB-2025-0246
5. Dufferin County – Advocacy for Accessible and Size-Appropriate Recycling Cart Options
6. Ministry of Natural Resources – Black Bear Harvest Management in Ontario
7. Ministry of Municipal Affairs and Housing – Building Faster and Smarter Act, 2025 (Bill 17)
8. Township of Mulmur – Resolution in Support of the Township of Melancthon's Harmonized Fire By-law Resolution
9. RJ Burnside & Associates – Drainage Superintendent Services – July to September 2025
10. Grand River Conservation Authority – Bill 68: Plan to Protect Ontario Act (Budget Measures), 2025 (No. 2) and the Proposed Consolidating the 36 Conservation Authorities
11. Tatham Engineering – Strada Aggregates Inc. Annual Compliance Report 2023 [R - 123016 - Strada Annual Report 2023](#) (to access the Report you will need to click on the link as they are not in the Package)
12. Tatham Engineering – Strada Aggregates Inc. Annual Compliance Report 2024 [R - 123016 - Strada Annual Report 2024 Final](#) (to access the Report you will need to click on the link as they are not in the Package)
13. Nottawasaga Valley Conservation Authority – NVCA Board Submission on the Proposed Regional Consolidation of Ontario's Conservation Authorities

#### **17. General Business**

1. Accounts

2. Notice of Intent to Pass By-law
  1. Report from Kaitlin Dinnick, Deputy Clerk/Planning Coordinator – Record Retention Policy and By-law
    1. By-law to Establish a Records Retention Policy and Retention Periods for the Keeping of Records for the Corporation of the Township of Melancthon
  2. By-law to Appoint Municipal Officials from January 1, 2026 to November 14, 2026
  3. By-law to Constitute and Appoint a Committee of Adjustment
3. New/Other Business/Addition(s)
  1. Report from Denise Holmes, CAO/Clerk – Council Meeting Schedule 2026
  2. 2026 Draft Spring/Summer Newsletter
  3. Report from Sarah Culshaw, Treasurer – COLA Salary Report
  4. 2026 Draft Capital and Operating Budget
    1. RJ Burnside & Associates – Bridge 7 Rehabilitation Design Package
    2. Report from Craig Micks, Public Work Superintendent & Kaitlin Dinnick, Deputy Clerk/Planning Coordinator – 2026 Public Works Capital Expenditure Recommendations (Deferred from the Infrastructure & Emergency Management Committee)
    3. Report from Craig Micks, Public Work Superintendent & Kaitlin Dinnick, Deputy Clerk/Planning Coordinator – Five (5) Year Capital Plan Summary (Deferred from the Infrastructure & Emergency Management Committee)
  5. 2025 Insurance Surplus to be transferred to the Insurance Reserve Fund
  6. 2025 Supplemental and Write-Off Summary
  7. Amendments to Township Salvage Yard By-law 56-2019 (Mayor White)
  8. Addition(s), if any
  9. Unfinished Business
  10. Reports/Updates from Members of Council & Administrative Staff

#### **18. Delegations**

1. 10:00 a.m. – Scott Burns, Director of Public Works & County Engineer, County of Dufferin – invited by Council to discuss the motion passed at the November 20<sup>th</sup> meeting for the County of Dufferin to Develop a Comprehensive Road Safety Plan

#### **19. Closed Session**

1. Items for Discussion:
  1. Section 239(2)(d) – Labour relations or employee negotiations – Draft Township of Melancthon Human Resources Policy and Procedures Manual
  2. Section 239(2) – Litigation or Potential Litigation, including matters before administrative tribunal, affecting the local board – Letter from Jeffrey Wilker, Thomson Rogers, LLP regarding the Shelburne & District Fire Board re – the Provision of Fire Services
2. Approval of Draft Minutes – October 2, 2025, October 29 (Special Meeting), 2025, November 20, 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, January 15<sup>th</sup>, 2025 at 5:00 p.m.



## Kaitlin Dinnick

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**From:** Chris Knechtel <Chris.Knechtel@rjburnside.com>  
**Sent:** Wednesday, December 3, 2025 11:37 AM  
**To:** Denise Holmes  
**Cc:** Roads Department; Kaitlin Dinnick; Sarah Culshaw; Matt Vinski; 060983 Horning's Mills Proposed Walkway Extension  
**Subject:** Horning's Mills Proposed Walkway Extension Alternatives Review - Technical Memo  
**Attachments:** 060983\_Horning's Mills Sidewalk Tech Memo\_251203.pdf

Hi Denise,

As discussed, attached is a technical memo that reviews four options for the proposed walkway extension in Horning's Mills. It provides cost estimates for each option with a preferred recommendation for the Township's consideration.

This memo is considered very 'high-level' at this point in time, for context please consider the following when the Township completes your review.

- The recommendation in the memo was primarily based on safety and providing users with a formal pedestrian walkway. However, the memo does not consider the Township's budget or ability to maintain this new portion of sidewalk.
- The options and costs presented are preliminary in nature. Once the Township selects a preferred option, Burnside will then complete the detailed design. As part of the detailed design, we will need to confirm with the Geotech and NVCA if filling on the east side of the road by the wetland is even a viable option.
- We have showed new steel beam guiderail for a few of the options to protect vehicles from the roadside slope, however depending on the option selected by the Township, we can discuss the possibility of eliminating the need for guiderail (if barrier curb is present), but this would require a further discussion on liability.
- In addition, we can explore moving the guiderail to allow the new walkway to be installed behind the guiderail. We just didn't want to spend too much time as part of this exercise, until we had a better understanding of the Township's budget and preferred option.
- If the preferred option involves installing new curb, we will need to confirm the outlet as part of the detailed design, and if any new storm sewer is required.
- If there is another option the Township would like us to consider (that is not in the current memo), just let us know and we can make a revision.

Once the Township has had a chance to review, we would be happy to meet and discuss further (virtual or on site). In the meantime, if any further clarification is required, just let us know.

Thank you

Chris



**Chris Knechtel, P.Eng.**

Senior Vice President, Municipal Services and Structures

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**Direct:** +1 519-938-3012 **Mobile:** +1 519-939-1397  
**Office:** +1 800-265-9662  
[www.rjburnside.com](http://www.rjburnside.com)

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Thank you.

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# Technical Memorandum – Horning's Mills Proposed Walkway Extension Alternatives Review

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**Date:** December 3, 2025 **Project No.:** 300060983.0000

**Project Name:** Horning's Mills Proposed Walkway Extension

**Client Name:** Township of Melancthon

**Submitted To:** Denise B. Holmes, AMCT, CAO/Clerk

**Prepared By:** Matt Vinski, C.E.T.

**Reviewed By:** Chris Knechtel, P.Eng.

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## 1.0 Introduction

This technical memorandum has been prepared by R.J. Burnside & Associates Limited (Burnside) to evaluate various proposed alternatives for extending the existing walkway on the western side of the Main Street right-of-way from its current terminus at 108 Main Street to Oldfield Court, a length of approximately 550 metres (m), in the village of Horning's Mills, Township of Melancthon (Township).

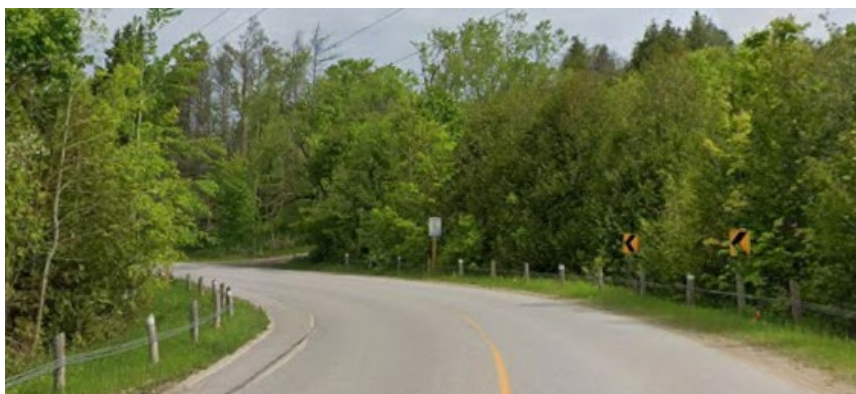
The scope of work for this assignment includes:

- Background document and site review
- Topographic survey
- Geotechnical investigation, if required, pending the recommended design alternative (by others)
- Detailed design including preparation of all required tender documents
- Tendering
- Contract administration and part-time site representation (construction 2026, pending budget approval)

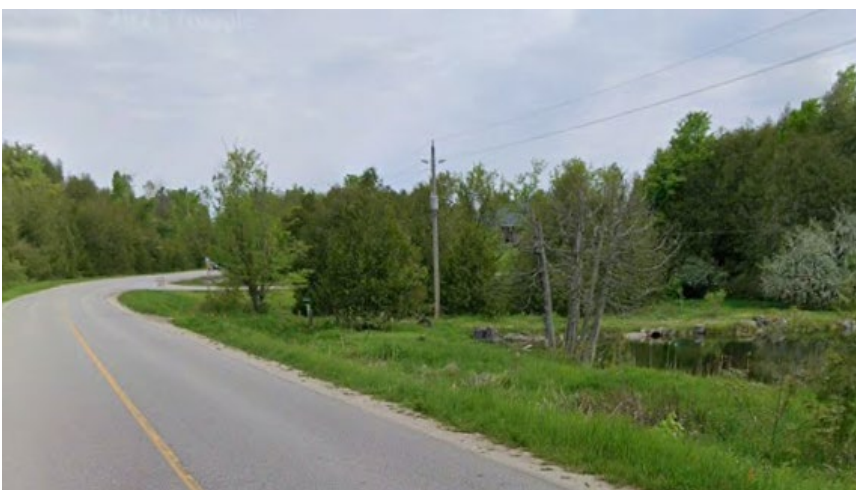
The following subsections will provide an overview of the existing site conditions, evaluation of the proposed design alternatives to be considered including high-level costing, as well as identifying the recommended design alternative.

## 2.0 Existing Conditions

The subject portion of Main Street features a rural cross-section complete with 3.5-metre-wide north and southbound travel lanes and narrow gravel shoulders. The posted speed limit is 40 km/h. The right-of-way is bounded by dense mature tree coverage on both sides of the road for most of its length. The subject section of the road features two tee intersections, one at Oldfield Court, and another at Fieldway Court, both of which are stop-controlled on the minor street only. A horizontal curve with a radius of approximately 200 metres is located 100 metres north of Fieldway Court and features three-cable guiderail on wooden posts on both sides of the roadway. The majority of the project limits are within the Nottawasaga Valley Conservation Authority's (NVCA) regulated limit; an undocumented wetland and private pond are both located to the east of the road between Oldfield Court and Fieldway Court.



**Image 1 – Existing steel cable guiderail**



**Image 2 – Undocumented wetland and private pond**

## 3.0 Proposed Design Alternatives

Representatives from the Township and Burnside convened for a project kickoff call on Tuesday, October 7. During this call, several potential alternatives for the proposed walkway extension on Main Street were identified. These alternatives, including potential constraints and high-level costing, are detailed in the following subsections. Plans for each of the proposed alternatives are presented in Attachment A, and high-level opinions of probable cost are provided in Attachment B.

We note that all alternatives explored as part of this assessment share the following commonalities:

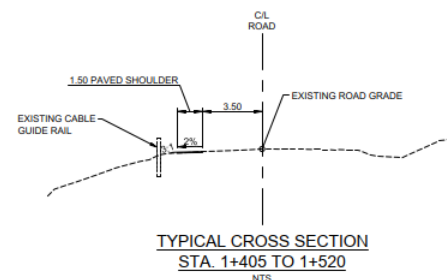
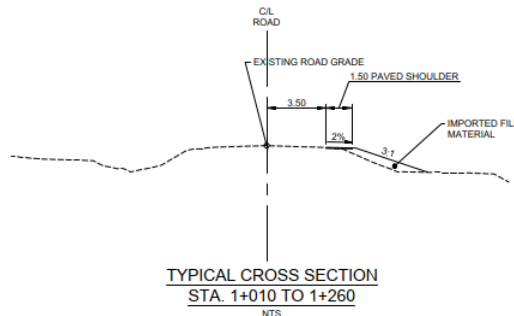
- An extension of the walkway on the western side of the road from its existing terminus to north of Fieldway Court, where an unsignalized crossing is provided to the eastern side of the road, continuing to Oldfield Court

- The need to either relocate a portion of the existing steel cable guiderail (Alternatives 1 and 3) or replace it entirely with a new steel beam guiderail (Alternatives 2 and 4)
- A requirement to place imported fill on the east side of the road, adjacent to the undocumented wetland
- Consultation with the NVCA to determine permitting and approvals requirements, specifically regarding whether imported fill material can be placed within the undocumented wetland area

### 3.1 Alternative 1 – Paved Shoulder

Alternative 1 involves widening the existing paved shoulder to 1.5 metres. This alternative is the least disruptive to implement, though it also provides the least amount of horizontal and physical separation from the traveled roadway with only line painting as delineation, and would not be considered a formal pedestrian walkway. As a result, it is the most cost-effective of the four alternatives reviewed.

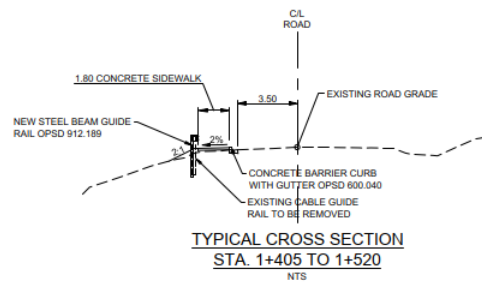
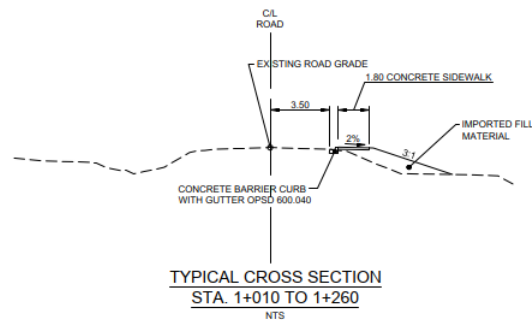
High-level opinion of probable cost: \$110,110.00 (+HST).



### 3.2 Alternative 2 – Concrete Sidewalk

Alternative 2 proposes construction of a new 1.8-metre-wide concrete sidewalk including new standard barrier curb and gutter (OPSD 600.040), which adds an additional 0.5 metres to the footprint. With the inclusion of curb and gutter, this is the only alternative that provides vertical separation from the traveled roadway as well as more horizontal clearance than Alternative 1. We do note that, given the vertical separation, this alternative is not as well suited to cyclist traffic as the other alternatives.

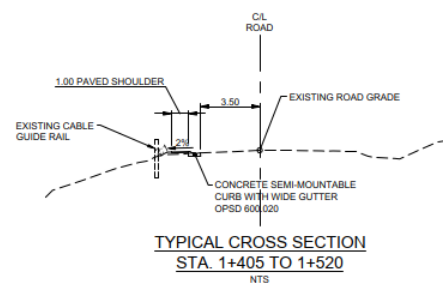
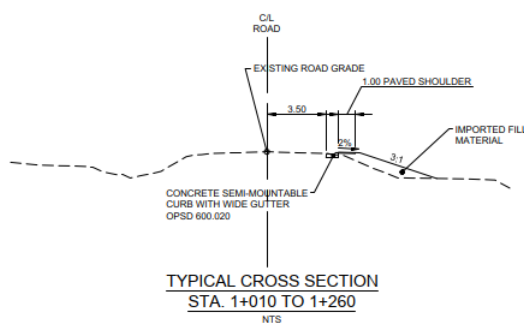
High-level opinion of probable cost: \$310,800.00 (+HST)



### 3.3 Alternative 3 – Rollover Curb with Paved Shoulder

Alternative 3 includes construction of a new 0.7-metre-wide rollover curb (OPSD 600.020) in addition to a one-metre-wide paved shoulder. While it provides more horizontal separation than Alternatives 1 and 2, the semi-mountable curb only provides 50 to 75 millimetres of vertical separation. This provides very minimal advantage over a painted/hatched delineation of the same width, while increasing cost significantly.

High-level opinion of probable cost: \$171,500.00 (+HST).



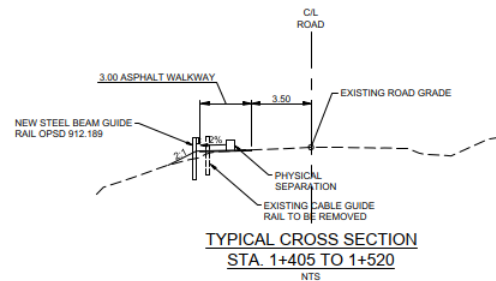
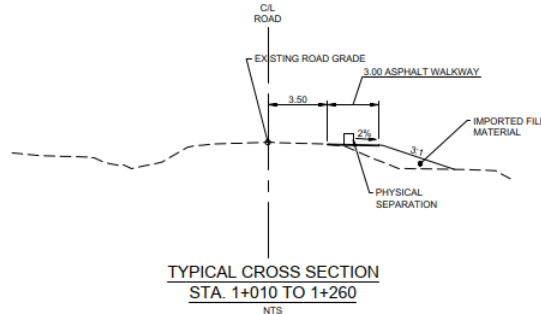
### 3.4 Alternative 4 – Paved Shoulder with Physical Separation

Alternative 4 features a wider paved shoulder of three metres and includes physical separation to delineate the pedestrian/cyclist portion of the shoulder. Various types of physical separation could be considered for this alternative, providing varying levels of protection from vehicles, ease of implementation, and capital and maintenance costs. In addition to the curbs specified above, these could include, but are not necessarily limited to:

- Flex bollards
- Planters
- Precast concrete curb
- Rubber curb
- Guiderail

For the purposes of this analysis, the implementation of concrete planters has been assumed.

High-level opinion of probable cost: \$437,010.00 (+HST).



## 4.0 Recommended Design Alternative

Taking into consideration safety and perceived user comfort, ease of implementation and impacts to existing conditions, and anticipated capital/maintenance costs, our evaluation of the presented design alternatives is as follows:

Table 1 - Evaluation of Proposed Design Alternatives				
Proposed Design Alternative	Safety* / User Comfort	Implementation / Impacts	Cost	Overall Score (Out of 20)
Alt. 1 - Paved Shoulder	-	✓✓✓✓✓	✓✓✓✓✓	10
Alt. 2 - Concrete Sidewalk	✓✓✓✓	✓✓	✓✓✓	13
Alt. 3 - Rollover Curb w/ Paved Shoulder	✓	✓✓✓	✓✓✓✓	9
Alt. 4 - Paved Shoulder w/ Physical Separation	✓✓✓✓✓	✓	✓	12

\* Note: The weight of safety is double the other criteria

Based on this, we have ranked the alternatives as follows, in order of most to least desirable for the subject corridor:

- Alternative 2 – Concrete Sidewalk
- Alternative 4 – Paved Shoulder with Physical Separation
- Alternative 1 – Paved Shoulder
- Alternative 3 – Rollover Curb with Paved Shoulder

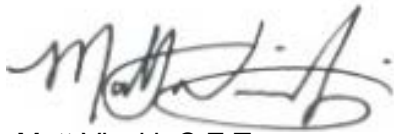
While anticipated to be the second most costly option, Alternative 2 provides a formal walkway in addition to providing vertical separation from the traveled roadway from the traveled roadway. Although not ideally suited for cyclists, given the relatively low volume of these users in this area, we do not see this as a significant issue.

## 5.0 Closing

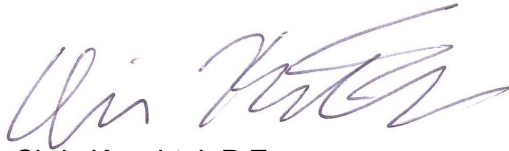
The above recommendation did not take Township budget into consideration, as it was unknown at the time of preparing this memorandum. Once the Township decides on a preferred option, Burnside will then proceed to detailed design and will provide the Township with an updated construction cost estimate for budget purposes.

If the Township has any questions or requires clarification of any of the information provided in this memorandum, contact the undersigned.

### R.J. Burnside & Associates Limited



Matt Vinski, C.E.T.  
Regional Vice President, Public Sector  
MV:ao



Chris Knechtel, P.Eng.  
Senior Vice President, Municipal Services &  
Structures

Enclosure(s)      Attachment A – Proposed Design Alternatives  
Attachment B – High-Level Opinions of Probable Cost

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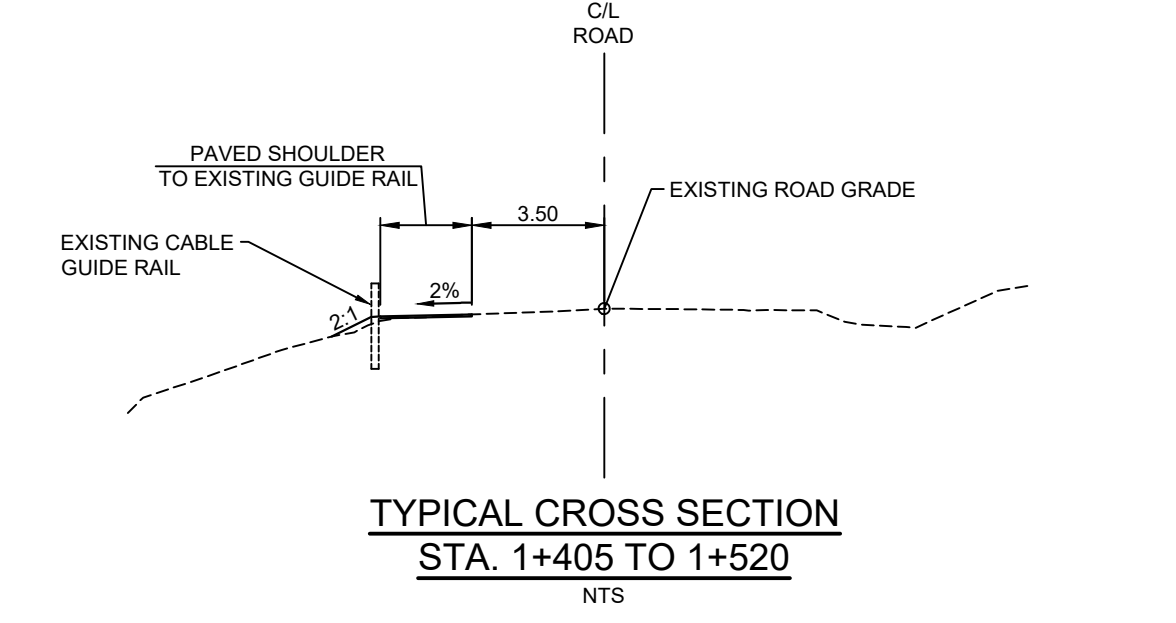
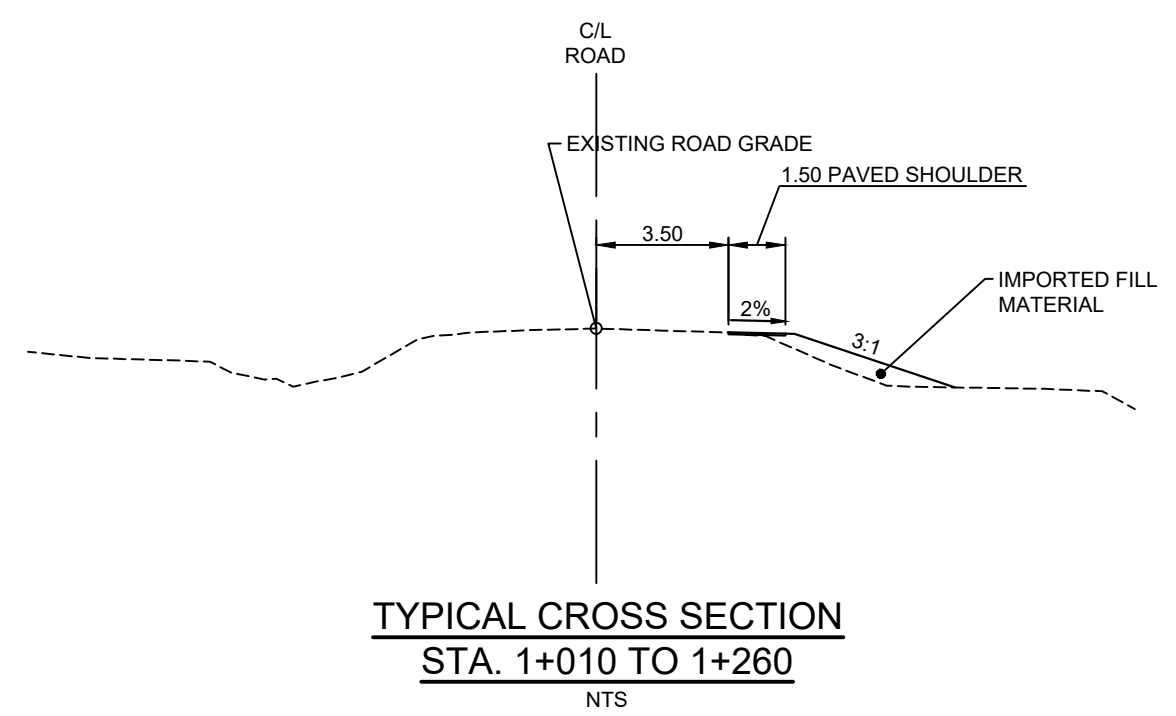
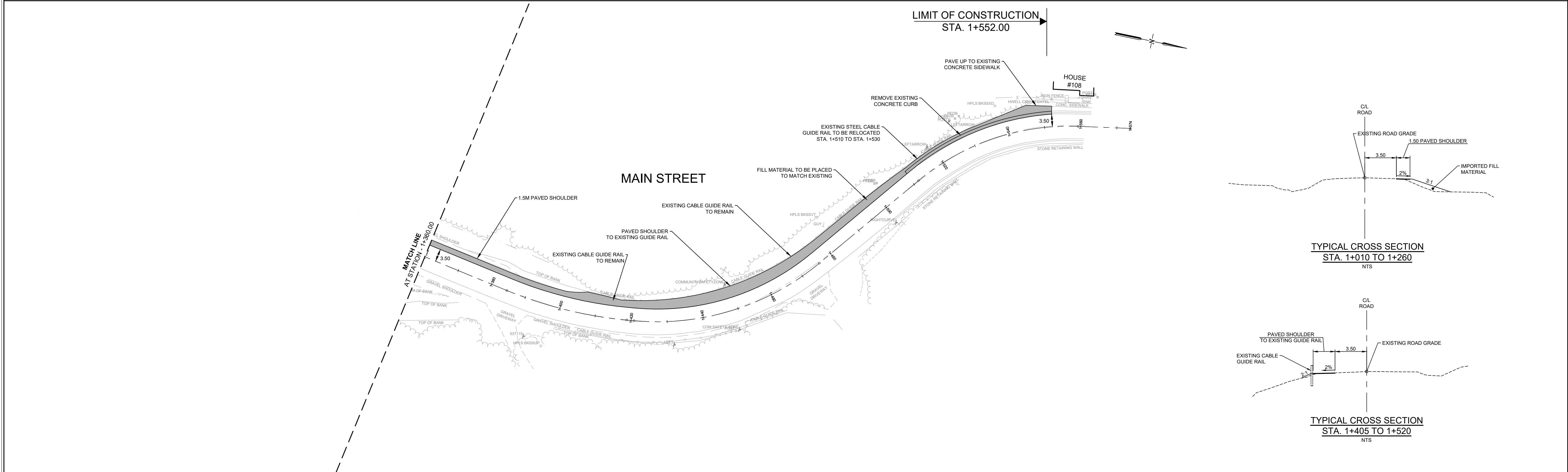
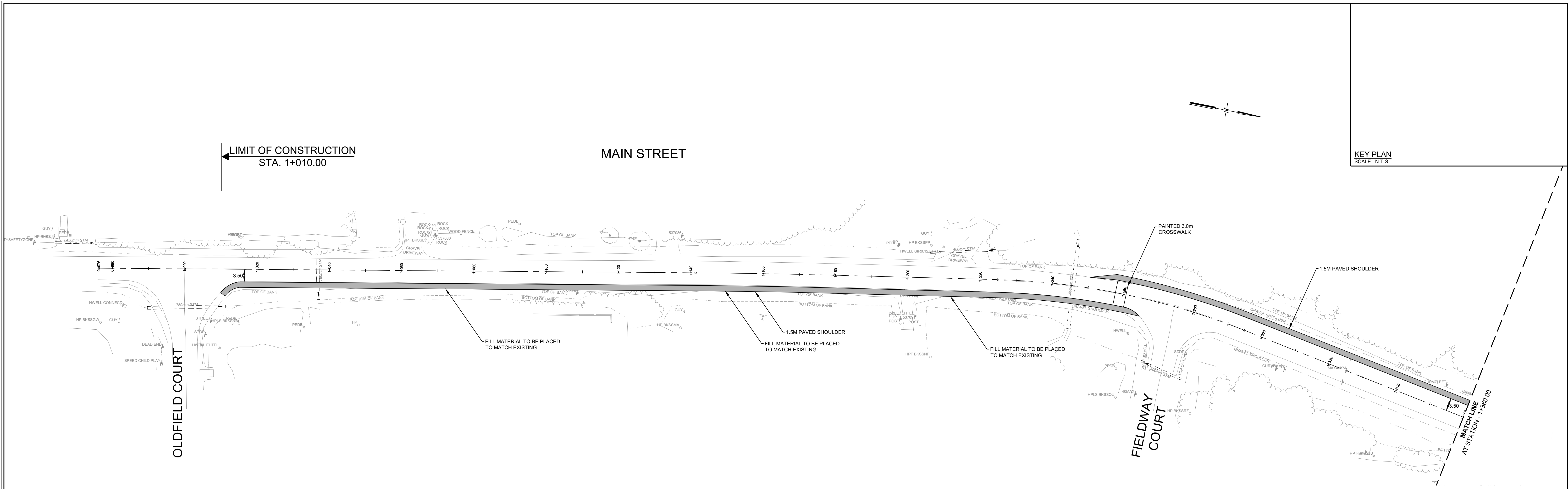
BURNSIDE

[ THE DIFFERENCE IS OUR PEOPLE ]

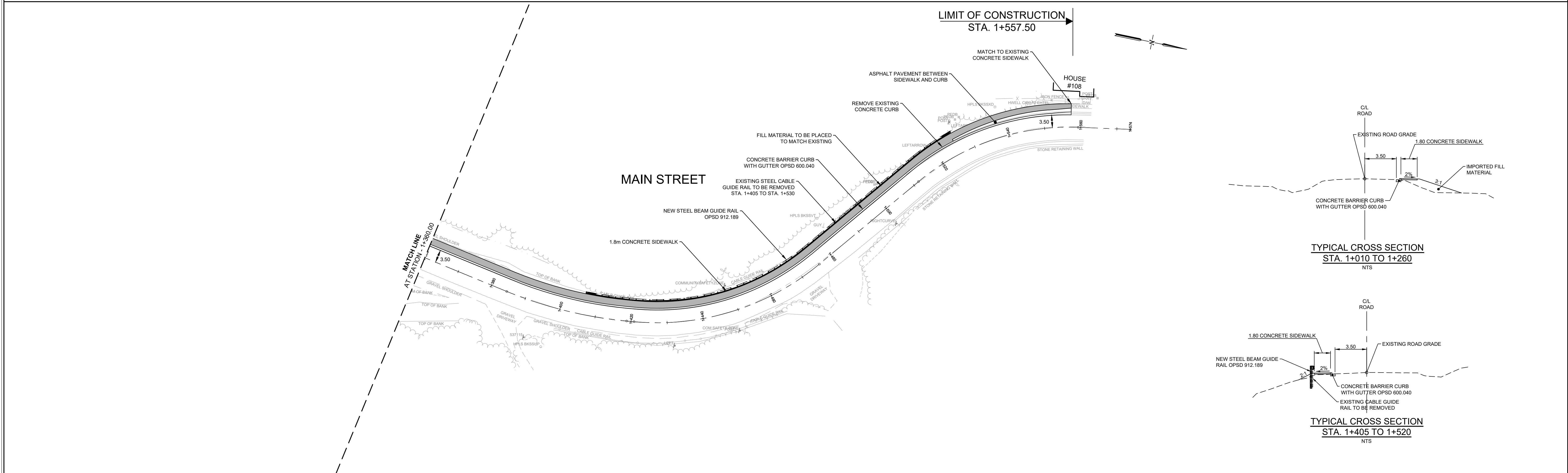
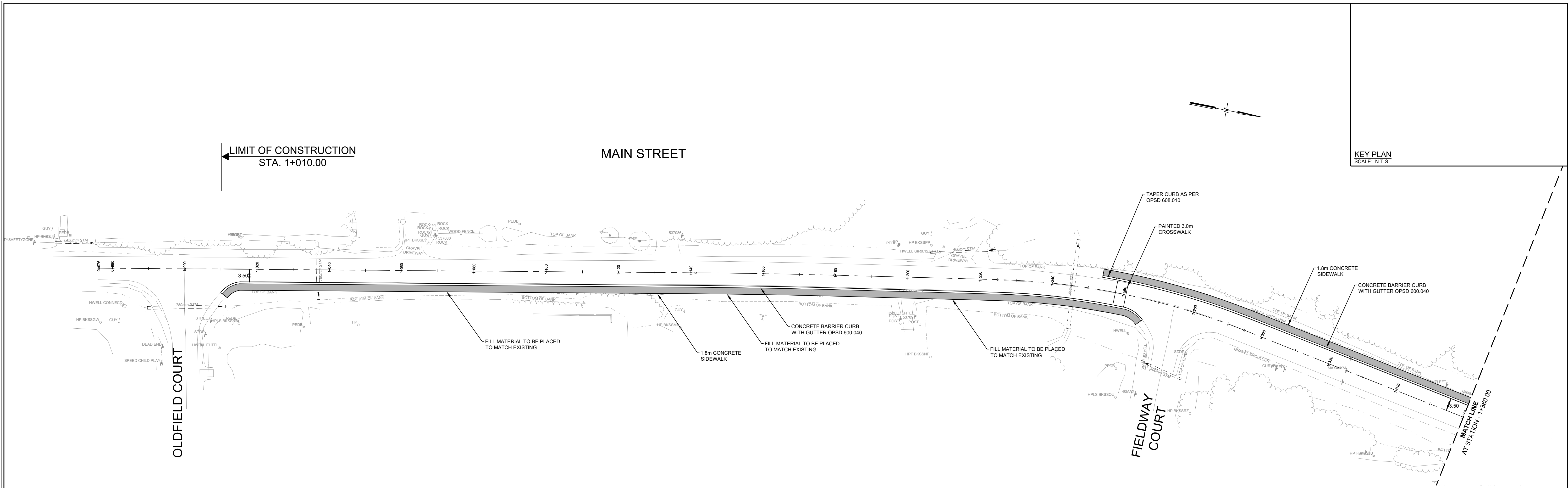


## Attachment A

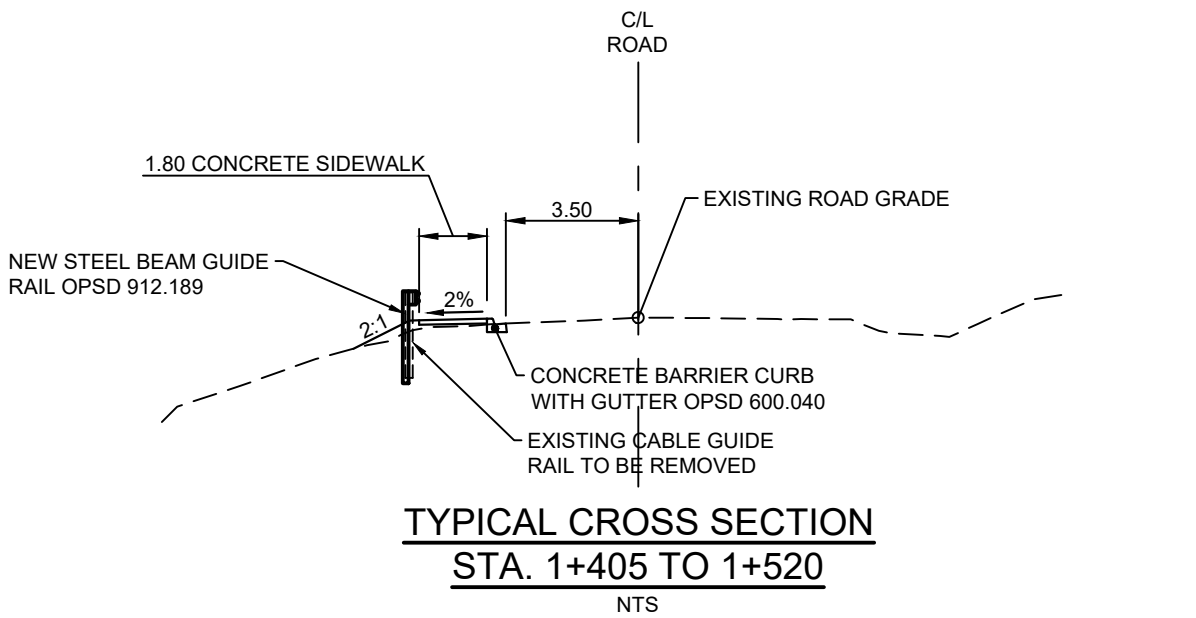
### Proposed Design Alternatives



<div>Notes</div> <div>1. This drawing is the exclusive property of R. J. Burnside &amp; Associates Limited. The reproduction of any part without prior written consent of this office is strictly prohibited.</div> <div>2. The contractor shall verify all dimensions, levels, and datums on site and report any discrepancies or omissions to this office prior to construction.</div> <div>3. This drawing is to be read and understood in conjunction with all other plans and documents applicable to this project.</div>	No.	Issue / Revision	Date	Auth.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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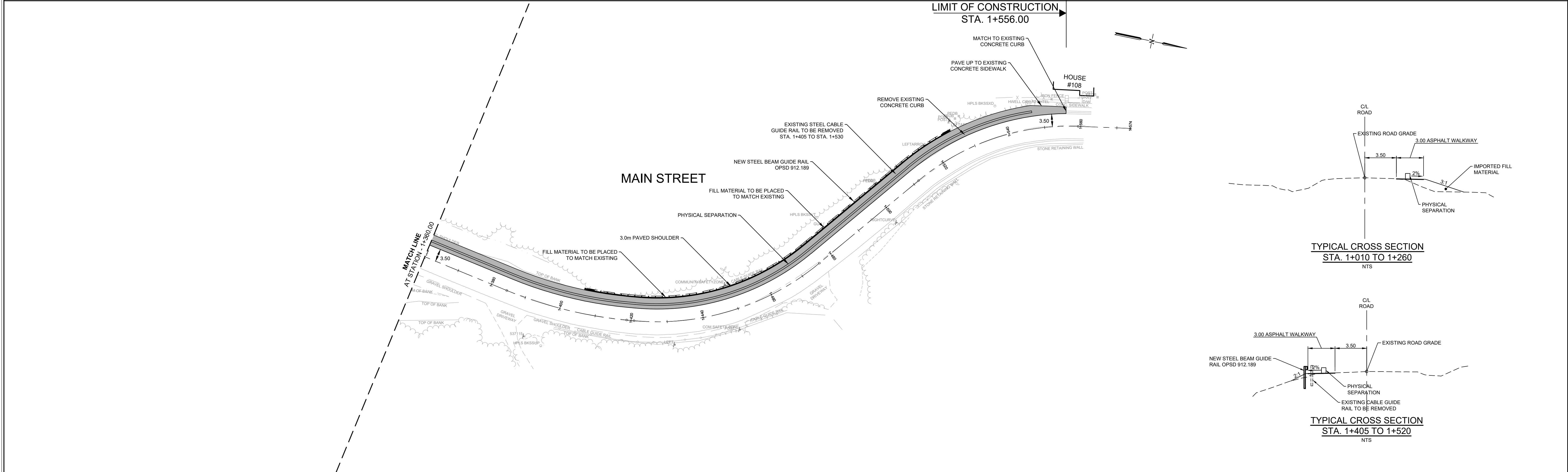
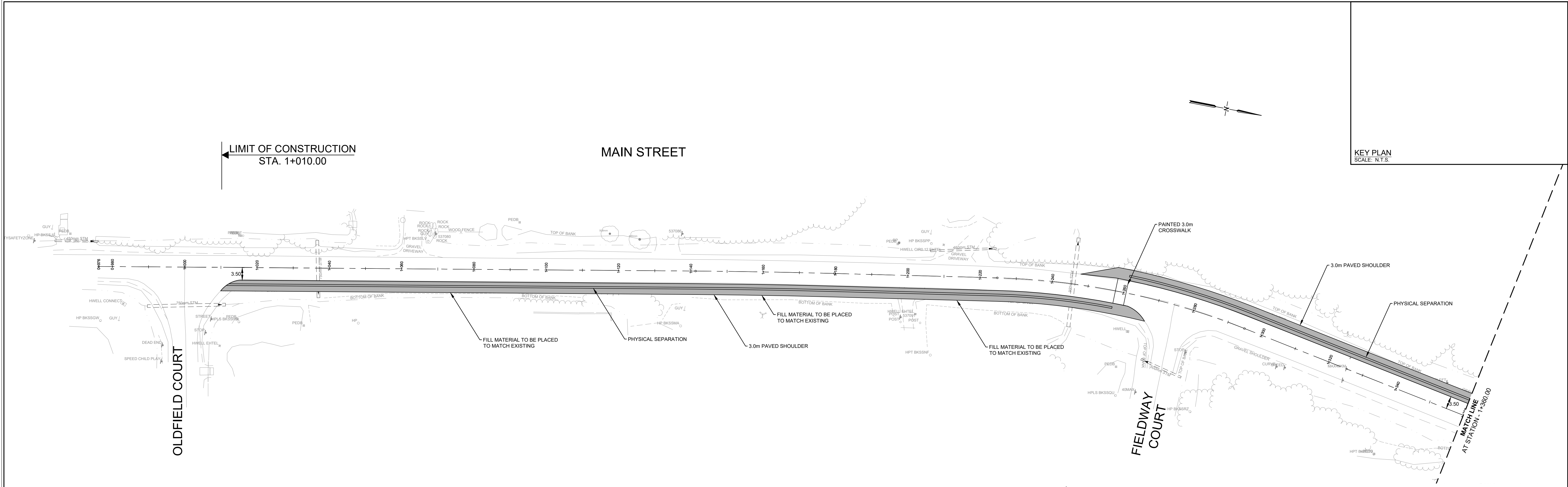


TYPICAL CROSS SECTION  
STA. 1+010 TO 1+260  
NTS



Notes				Drawing Title			
1. This drawing is the exclusive property of R. J. Burnside & Associates Limited. The reproduction of any part without prior written consent of this office is strictly prohibited.				HORNING MILLS SIDEWALK DESIGN			
2. The contractor shall verify all dimensions, levels, and datums on site and report any discrepancies or omissions to this office prior to construction.				CONCEPT			
3. This drawing is to be read and understood in conjunction with all other plans and documents applicable to this project.				ALTERNATIVE 2 CONCRETE SIDEWALK & CURB			
				MAIN STREET			





Notes

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- The contractor shall verify all dimensions, levels, and datums on site and report any discrepancies or omissions to this office prior to construction.
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No.	Issue / Revision	Date	Auth.
1	TECHNICAL MEMORANDUM SUBMISSION	25/12/03	C.K.

**BURNSIDE**

R.J. Burnside & Associates Limited  
15 Townline  
Orangeville, Ontario, L9W 3R4  
telephone 1-800-365-6662  
web www.rjburnside.com

Client  
**TOWNSHIP OF MELANCTHON**

157101 HIGHWAY 10  
MELANCTHON, ONTARIO  
L9V 2E6

Drawing Title  
**HORNING MILLS SIDEWALK DESIGN  
CONCEPT  
ALTERNATIVE 4 PAVED SHOULDER WITH SEPARATION  
MAIN STREET**

Drawn	Checked	Designed	Checked	Date	Drawing No.
C.K.	C.K.	C.K.	C.K.		
Project No. 000983	Contract No.	Revision No. 1			

Scale  
1:500

0 5.0 10.0 20.0 30.0m

**C103**



BURNSIDE

[ THE DIFFERENCE IS OUR PEOPLE ]

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## Attachment B

### High-Level Opinions of Probable Cost

Attachment B

**Horning's Mills Proposed Walkway Extension - Alternative 1 (Paved Shoulder)**  
**Opinion of Probable Cost**

Item	Unit	Unit Price	Estimated Quantity	Total Cost
<b>Roadworks</b>				
Supply and place 50mm HL4	t	\$ 100.00	120	\$ 12,000.00
Supply and place 50mm HL3	t	\$ 120.00	120	\$ 14,400.00
Supply and place 450mm Granular A for widened shoulder	t	\$ 35.00	750	\$ 26,250.00
Supply and place imported fill for embankments	L.S.	\$ 10,000.00	1	\$ 10,000.00
Relocate existing steel cable guide rail	m	\$ 300.00	20	\$ 6,000.00
Site restoration	L.S.	\$ 10,000.00	1	\$ 10,000.00
<b>Sub-Total - Roadworks:</b>				<b>\$ 78,650.00</b>
<b>Other Items and Contingency Allowance</b>				
<b>Other Items (25% of total cost)</b>				\$ 19,662.50
<b>Contingency Allowance (15% of total cost)</b>				\$ 11,797.50
<b>Sub-Total - Other Items and Contingency Allowance:</b>				<b>\$ 31,460.00</b>
<b>Total:</b>				<b>\$ 110,110.00</b>

**Notes and Assumptions:**

1. This high-level opinion of probable cost has been prepared for comparison purposes only and will require further refinement once the Township has identified a preferred alternative.
2. Other Items includes any items not explicitly listed such as mobilization/demobilization, traffic control, etc.
3. Depths of new asphalt and granular have been assumed.

**Horning's Mills Proposed Walkway Extension - Alternative 2 (Concrete Sidewalk with Curb)**  
**Opinion of Probable Cost**

Item	Unit	Unit Price	Estimated Quantity	Total Cost
<b>Roadworks</b>				
Supply and install new concrete sidewalk including Granular A	m <sup>2</sup>	\$ 90.00	1000	\$ 90,000.00
Supply and install new concrete curb (OPSD 600.040) including Granular A	m	\$ 75.00	550	\$ 41,250.00
Supply and place 50mm asphalt for boulevard including Granular A	m <sup>2</sup>	\$ 75.00	30	\$ 2,250.00
Supply and place imported fill for embankments	L.S.	\$ 25,000.00	1	\$ 25,000.00
Remove and replace existing guide rail with steel beam guide rail	m	\$ 300.00	115	\$ 34,500.00
Steel beam guide rail end treatments	ea.	\$ 9,500.00	2	\$ 19,000.00
Site restoration	L.S.	\$ 10,000.00	1	\$ 10,000.00
<b>Sub-Total - Roadworks:</b>				<b>\$ 222,000.00</b>
<b>Other Items and Contingency Allowance</b>				
<b>Other Items (25% of total cost)</b>				\$ 55,500.00
<b>Contingency Allowance (15% of total cost)</b>				\$ 33,300.00
<b>Sub-Total - Other Items and Contingency Allowance:</b>				<b>\$ 88,800.00</b>
<b>Total:</b>				<b>\$ 310,800.00</b>

**Notes and Assumptions:**

1. This high-level opinion of probable cost has been prepared for comparison purposes only and will require further refinement once the Township has identified a preferred alternative.
2. Other Items includes any items not explicitly listed such as mobilization/demobilization, traffic control, etc.
3. Depths of new asphalt and granular have been assumed.



**Horning's Mills Proposed Walkway Extension - Alternative 3 (Rollover Curb with Paved Shoulder)**  
**Opinion of Probable Cost**

Item	Unit	Unit Price	Estimated Quantity	Total Cost
<b>Roadworks</b>				
Supply and place 50mm HL4	t	\$ 100.00	75	\$ 7,500.00
Supply and place 50mm HL3	t	\$ 120.00	75	\$ 9,000.00
Supply and place 450mm Granular A for widened shoulder	t	\$ 35.00	600	\$ 21,000.00
Supply and install new concrete curb (OPSD 600.020)	m	\$ 100.00	550	\$ 55,000.00
Supply and place imported fill for embankments	L.S.	\$ 12,500.00	1	\$ 12,500.00
Relocate existing steel cable guide rail	m	\$ 300.00	25	\$ 7,500.00
Site restoration	L.S.	\$ 10,000.00	1	\$ 10,000.00
<b>Sub-Total - Roadworks:</b>				<b>\$ 122,500.00</b>
<b>Other Items and Contingency Allowance</b>				
<b>Other Items (25% of total cost)</b>				\$ 30,625.00
<b>Contingency Allowance (15% of total cost)</b>				\$ 18,375.00
<b>Sub-Total - Other Items and Contingency Allowance:</b>				<b>\$ 49,000.00</b>
<b>Total:</b>				<b>\$ 171,500.00</b>

**Notes and Assumptions:**

1. This high-level opinion of probable cost has been prepared for comparison purposes only and will require further refinement once the Township has identified a preferred alternative.
2. Other Items includes any items not explicitly listed such as mobilization/demobilization, traffic control, etc.
3. Depths of new asphalt and granular have been assumed.

**Horning's Mills Proposed Walkway Extension - Alternative 4 (Paved Shoulder with Physical Separation)**  
**Opinion of Probable Cost**

Item	Unit	Unit Price	Estimated Quantity	Total Cost
<b>Roadworks</b>				
Supply and place 50mm HL4	t	\$ 100.00	220	\$ 22,000.00
Supply and place 50mm HL3	t	\$ 120.00	220	\$ 26,400.00
Supply and place 450mm Granular A for widened shoulder	t	\$ 35.00	1550	\$ 54,250.00
Supply and place imported fill for embankments	L.S.	\$ 35,000.00	1	\$ 35,000.00
Remove and replace existing guide rail with steel beam guide rail	m	\$ 300.00	115	\$ 34,500.00
Steel beam guide rail end treatments	ea.	\$ 9,500.00	2	\$ 19,000.00
Supply and install concrete physical separation (e.g., planters)	m	\$ 200.00	530	\$ 106,000.00
Site restoration	L.S.	\$ 15,000.00	1	\$ 15,000.00
<b>Sub-Total - Roadworks:</b>				<b>\$ 312,150.00</b>
<b>Other Items and Contingency Allowance</b>				
<b>Other Items (25% of total cost)</b>				\$ 78,037.50
<b>Contingency Allowance (15% of total cost)</b>				\$ 46,822.50
<b>Sub-Total - Other Items and Contingency Allowance:</b>				<b>\$ 124,860.00</b>
<b>Total:</b>				<b>\$ 437,010.00</b>

**Notes and Assumptions:**

1. This high-level opinion of probable cost has been prepared for comparison purposes only and will require further refinement once the Township has identified a preferred alternative.
2. Other Items includes any items not explicitly listed such as mobilization/demobilization, traffic control, etc.
3. Depths of new asphalt and granular have been assumed.

APPLICATIONS TO PERMIT FOR APPROVAL  
December 11, 2025 COUNCIL MEETING

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS
Joseph Bowman Agent: Enoch Martin, Grey North Carpentry Ltd	Lot 219, Pt Lot 218, Con1 NE 159231 Highway 10	214.74m2 (2311.44sqft)	Dwelling Addition	Residential	\$250,000	No	Approved
George Martin Agent: Enoch Martin, Grey North Carpentry Ltd	Pt Lot 27, Con 10 NE 358112 10th Line NE	394.83m2 (4249.91sqft)	Farm Shed	Agricultural	\$100,000	No	Approved
2407951 Ontario Inc Frank Monachino	Lots 5 & 6, Plan 332 RP 7R6825 Pt 1 & 2 077588 7th Line SW	175m2 (1883.68sqft)	Dwelling	Residential	\$350,000	Yes	Approved
Trustees of the Old Order Mennonite Church Agent: Eli Sherk, EMS Construction	Pt Lot 241, Con 1 NE 762124 240 Sideroad	460m2 (4951.4sqft)	Meeting House	Institutional	\$300,000	No	Approved
Trustees of the Old Order Mennonite Church Agent: Eli Sherk, EMS Construction	Pt Lot 241, Con 1 NE 762124 240 Sideroad	59.5m2 (640.45sqft)	Men's Washroom	Institutional	30,000	No	Approved
Kenneth Galbraith	Pt Lots 251 to 253, Con 2 NE 198188 2nd Line NE	279m2 (3000sqft)	Farm Storage Shed	Agricultural	\$75,000	No	Approved
Owen Bennington	Plan 34A Lots 60 to 61 141 Main Street	232.26m2 (2500sqft)	Dwelling	Residential	\$400,000	Yes	Approved
R&C Family Farms Ltd. Agent: Ryan VanderZaag	Lots 18 & 19, Con 5 NE 238101 4th Line NE	130m2 (1399sqft)	Dwelling Addition	Residential	\$350,000	No	Approved
John Esteves Agent: Solomon Martin	Pt Lot 11, Con 4 OS RP 7R5229 Part 1 585121 County Road 17	227.61m2 (2450sqft)	Detached Accessory Garage	Residential	\$200,000	No	With Planner for Review
Brad & Andrea Hutchinson	Pt Lot 299, Con 2 SW RP 7R2397 Part 2 116203 2nd Line SW	150m2 (1614.59sqft)	Detached Garage with Accessory Dwelling unit	Residential	\$400,000	No	Approved
Trustees of the Old Order Mennonite Church Agent: Eli Sherk, EMS Construction	Pt Lot 241, Con 1 NE 762124 240 Sideroad	52m2 (559.94sqft)	Water Reservoir	Institutional	\$20,000	No	Approved
Mike Durland Agent: Nicola Osborn	Pt Lot 11 & 12, Con 1 OS RP 7R4370 585567 County Road 17	183m2 (1969.8sqft)	House Renovation	Residential	\$150,000	No	Approved

**CENTRE DUFFERIN RECREATION COMPLEX**  
**BOARD OF MANAGEMENT**

**Minutes of the Regular meeting held May 28, 2025 at 5:30pm Meeting Room**

Attendance:	Lindsay Wegener	Shelburne
	Robb Stinson	Shelburne
	Melinda Davie	Mono
	Ruth Plowright	Melancthon
	Andrew Stirk	Amaranth (call-in)
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: S. Hall, C. Gerrits, D. Sample and R. Moore

Meeting called to order by Board Chair, Melinda Davie at 5:30pm.  
A quorum was present.

**Land Acknowledgement:**

Board Chair, Melinda Davie read the land acknowledgement.

**Declaration of Pecuniary Interests:**

Board Chair, Melinda Davie stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

**Agenda:**

**MOTION #1** – Moved by R. Stinson seconded by R. Plowright. Be it resolved we approve the agenda dated May 28, 2025 as circulated and presented. Carried

**Discussion & Approval of Minutes of Previous Meeting held April 23, 2025:**

**MOTION #2** – Moved by R. Plowright seconded by R. Stinson. That the minutes of the CDRC Board of Management previous board meeting held on April 23, 2025 be approved as circulated and presented. Carried

**Closed Session:**

Emily leaves at 5:35pm  
Marty leaves at 5:48pm

**MOTION #3** – Moved by R. Stinson seconded by L. Wegener. Be it resolved that the Board move into a closed session meeting pursuant to section 239 of the Municipal Act, 2001, as amended for the following reason(s):  
Personal matters about an identifiable individual, including a municipal or local board employee. Carried

**MOTION #4-** Moved by R. Stinson seconded by R. Plowright. That the CDRC Board of Management rise from closed session meeting with no report at 6:10pm.

Carried

**Financial Report:**

After review of the CDRC financial reports and accounts the following motion was presented.

**MOTION #5** – Moved by R. Stinson seconded by R. Plowright. That the CDRC Board of Management receives the financial reports and paid accounts in the amount of \$86,439.16, as presented by the Facility Administration Manager. Carried

After review of the financial statements, year ended December 31, 2024 prepared by RLB the following motion was presented.

**MOTION #6-** Moved by A. Stirk seconded by R. Stinson. Be it resolved that the CDRC Board of Management approves the December 31, 2024 Financial Statements as presented and that the Board Chair be authorized to sign them. Carried

**Correspondence:**

- Letter and Certificate of Appreciation from Mulmur Township in support of the Kraft Hockeyville celebrations

**MOTION #7** – Moved by L. Wegener seconded by A. Stirk. That correspondence is received and placed on file. Carried

**Facility Administration Manager and Recreation Program Coordinator Reports:**

See Schedule A

See Schedule B

**MOTION #8** – Moved by A. Stirk seconded by R. Stinson. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator.

Carried

**Facility Maintenance Manager's Report:**

See Schedule C

**MOTION #9** - Moved by L. Wegener seconded by R. Plowright. That we receive the report from the Facility Maintenance Manager. Carried

**Confirmation by By-law:**

**MOTION #10** – Moved by R. Stinson seconded by R. Plowright. Be it resolved that leave be given for the reading and enacting of by-law #04-2025 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held May 28, 2025. Carried

**Adjournment:**

**MOTION #11-** Moved by A. Stirk seconded by L. Wegener. That we now adjourn at 6:44pm to meet again virtually on Wednesday, June 25, 2025 at 5:30pm or at the call of the chair. Carried

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Secretary - Treasurer

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Chairperson

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Dated

## SCHEDULE 'A'

Facility Administration Managers Report – May 28, 2025**General Overview/Information:**

- Continual day-to-day administrative duties that include phone calls and walk-in inquiries, invoicing and collections, process payables and disbursements, bank deposits, rental contracts, bookings, monitoring the rental schedule, monthly account reconciliations and payroll administration.
- Ongoing, receiving and responding to numerous and various facility rental booking requests and walk-ins. Some site visits requested. Preparing rental contracts and insurance requirement.
- Below is a snapshot of facility rentals

Week	Floor Rental Hrs	Event/Room Oth Rentals
Week: Apr 21-27	20	5
Week: Apr 28-May 4	14	4
Week: May 5-11	19	2
Week: May 12-18	11	2
Week: May 19-25	20	-

- Upcoming event rentals:
  - o Arena floor-RC 164 Air Cadets 50<sup>th</sup> Anniversary parade on June 14<sup>th</sup>
  - o Arena floor-Summer Collector Convention 2025 on June 21<sup>st</sup>
  - o Arena floor-CDDHS Commencement ceremony on June 25<sup>th</sup>
- Working with hiring committee at filling the Maintenance Manager position: prepared and posted job opportunity, collected resumes, met with committee to establish short-list, scheduled and sat in on interviews.
- Working at onboarding summer staff into payroll system
- Working at EFT payments for vendors
- Canada Summer Jobs (CSJ) 2025 – working at completing and submitting employee declarations for the approved 16 jobs. Must be completed by the end of June
- Roof project-submitted information required for the final claim
- Attended ORFA webinar presentation on May 7<sup>th</sup> titled: Importance of Good Cyber Hygiene
- Attended OEA webinar presentation on May 22<sup>nd</sup> titled: Completing the Form 7 (re: WSIB)

**New Business**

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Kim Fraser,  
Facility Administration Manager

## SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday May 28, 2025

Subject: Recreation Program Coordinator Report

### **May Overview**

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries, walk in inquiries.
- Continuing to make updates to the CDRC information on the Town of Shelburne website and actively creating graphics and posting on the CDRC social media. Creating posts for our lobby tv playlist.
- **Preparation for the upcoming summer season**
  - o Planning and booking summer day camp off site bus trips. The Camp Supervisors and myself are visiting each trip location prior to the start of the summer to ensure smooth transition in July/August
  - o Scheduling guest visitors for our summer day camp including Zoo to You and Knights in the Classroom.
  - o Planning and leading seasonal summer staff training. We have conducted a full staff welcome meeting, new staff orientation and 1 day camp staff training. On Saturday May 31<sup>st</sup>, our camp staff heads to Orillia for a multi camp training day. Reviewing all seasonal summer staff manuals.
  - o Building staff schedules and reviewing time off requests.
  - o Preparing and ordering staff uniforms for our summer day camp and pool staff.
  - o Attended several meetings with various municipalities preparing for our upcoming combined camp training dates.
  - o New this summer we are offering a Camp Try It day for our new summer staff to get hands on experience working in camp prior to our first day. Campers have been invited to attend a half day from 12-4pm. They will participate in camp activities at the CDRC to simulate a camp day.
  - o Scheduled our 6-week Aquafit session in partnership with Trainer Games Fitness beginning in July!
- Seasonal Camp Supervisors began working on Tuesday May 12, 2025 to prepare for the upcoming summer day camp season.
- Travelled to Orillia with our Camp Supervisors and Assistant Camp Supervisors on Thursday May 13, 2025 for a supervisor training date. Topics covered including providing feedback to staff, evaluating staff and boundaries with staff.
- Implementation of Citation Canada for training staff on required topics including WHMIS and Health and Safety. Our seasonal summer staff have began
- Completed my Standard First Aid CPR-C AED recertification on Sunday May 4.
- Met with Graphic designer regarding the final stages of the logo.



**Summer Day Camp: Snapshot of registration**

<b>Day Camp Week/Theme</b>	<b># of Campers 2023</b>	<b># of participants in 2024</b>	<b>#of Participants registered to date</b>
Week One	64	64	55
Week Two	64	77	83
Week Three	63	72	74
Week Four	80	82	68
Week Five	58	66	65
Week Six	62	65	64
Week Seven	58	76	69
Week Eight	80	77	70
Week Nine	52	53	50
Leaders in Training	10 campers	2 (program was cancelled due to low registration)	6

**Upcoming Spring/Summer Programs**

- Babysitter Training course scheduled for Friday June 6, 2025.
- PA Day Camp scheduled for Friday June 6, 2025.
- Weekly drop in pickleball scheduled with minimal attendance. It appears players are beginning to use the outdoor courts with the nice weather.
- Upcoming Roller Skating is scheduled for Friday June 6, 2025. We had 10 skaters in attendance on May 21.
- Youth Night Out June is a Pool Party and scheduled for Thursday June 26, 2025.

**SCHEDULE 'C'****Facility Maintenance Managers Report May 28 2025****GENERAL INFORMATION****Regular Maintenance throughout building**

Staff schedule adjusting due to short notice changes and some vacation time as Tyler is now a dad.

Outside grounds maintenance Raking leaves, branches and dirt.

Major decluttering of office and files

Repair shot clocks light segment burnt out.

Boiler pump controller failure Contractor trouble shoot part is on order (It is running now)

Pool cold wet weather has not helped.

Pool cleaning, acid wash parts of pool floor and walls

Clean and repair pool D.E. filters

Replace loose pool water line tile

Clean out pool filter room

Fill pool

Balance water

Repair Tote Docks new skirting and stainless braces

**CENTRE DUFFERIN RECREATION COMPLEX**  
**BOARD OF MANAGEMENT**

**Minutes of the Regular meeting held June 25, 2025 at 5:30pm held Virtually**

Attendance:	Lindsay Wegener	Shelburne
	Dan Sample	Shelburne
	Melinda Davie	Mono
	Ruth Plowright	Melancthon
	Ralph Moore	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Absent: C. Gerrits, A. Stirk and R. Stinson

Meeting called to order by Board Chair, Melinda Davie at 5:40pm.  
A quorum was present.

**Land Acknowledgement:**

Board Chair, Melinda Davie read the land acknowledgement.

**Declaration of Pecuniary Interests:**

Board Chair, Melinda Davie stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

**Agenda:**

**MOTION #1** – Moved by R. Moore seconded by D. Sample. Be it resolved we approve the agenda dated June 25, 2025 as circulated and presented. Carried

**Discussion & Approval of Minutes of Previous Meeting held May 28, 2025:**

**MOTION #2** – Moved by M. Davie seconded by R. Moore. That the minutes of the CDRC Board of Management previous board meeting held on May 28, 2025 be approved as circulated and presented. Carried

**Correspondence:**

- Letter of resignation from CDRC board member Andrew Stirk
- 2024 Final Financial Statements

**MOTION #3** – Moved by R. Moore seconded by D. Sample. That correspondence is received and placed on file. Carried

**Financial Report:**

After review of the CDRC financial reports and accounts the following motion was presented.

**MOTION #4** – Moved by D. Sample seconded by R. Moore. That the CDRC Board of Management receives the financial reports and paid accounts in the amount of \$31,875.92, as presented by the Facility Administration Manager. Carried

**Facility Administration Manager and Recreation Program Coordinator Reports:**

See Schedule A

See Schedule B

**MOTION #5** – Moved by D. Sample seconded by L. Wegener. That we receive the verbal reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

**Facility Maintenance Manager's Report:**

See Schedule C

**MOTION #6** - Moved by R. Moore seconded by L. Wegener. That we receive the report from the Facility Maintenance Manager. Carried

**New Business:**

**Facility Maintenance Manager's Report:**

Administration Manager, Kim Fraser brought forward information to set up credit services with Accept/Pay Global for paying vendors electronically. After discussion the following motion was presented.

**MOTION #7** - Moved by R. Moore seconded by R. Plowright. Further to the information received, the CDRC Board of Management authorizes the bank signing authorities to move forward and set up credit services with Accept/Pay Global for electronic payments to suppliers. Carried

**Closed Session:**

Marty and Emily leave at 6:20pm

**MOTION #8** – Moved by D. Sample seconded by R. Moore. Be it resolved that the Board move into a closed session meeting pursuant to section 239 of the Municipal Act, 2001, as amended for the following reason(s):  
Personal matters about an identifiable individual, including a municipal or local board employee. Carried

**MOTION #9**- Moved by R. Moore seconded by R. Plowright. That the CDRC Board of Management rise from closed session meeting with no report at 6:42pm. Carried

**Confirmation by By-law:**

**MOTION #10** – Moved by R. Moore seconded by R. Plowright. Be it resolved that leave be given for the reading and enacting of by-law #05-2025 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held June 25, 2025. Carried

**Adjournment:**

**MOTION #11-** Moved by R. Plowright seconded by R. Moore. That we now adjourn at 6:44pm to meet again on Wednesday, August 27, 2025 at 5:30pm or at the call of the chair. Carried

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Secretary - Treasurer

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Chairperson

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Dated

## SCHEDULE 'A'

Facility Administration Managers Report – June 25, 2025**General Overview/Information:**

- Continual day-to-day administrative duties that include phone calls and walk-in inquiries, invoicing and collections, process payables and disbursements, bank deposits, rental contracts, bookings, monitoring the rental schedule, monthly account reconciliations and payroll administration.
- Ongoing, receiving and responding to numerous and various facility rental booking requests and walk-ins. Some site visits requested. Preparing rental contracts and insurance requirement.
- Below is a snapshot of facility rentals

Week	Floor Rental Hrs	Event/Room Oth Rentals
Week: May 26-June 1	20	-
Week: June 2-8	19	1
Week: June 9-15	19	6
Week: June 16-22	20	3

- Event rentals:
  - o Arena floor-RC 164 Air Cadets 50<sup>th</sup> Anniversary parade on June 14<sup>th</sup>
  - o Arena floor-Summer Collector Convention 2025 on June 21<sup>st</sup>
  - o Arena floor-CDDHS Commencement ceremony on June 25<sup>th</sup>
- Continuing to work with hiring committee to fill the Maintenance Manager position: prepared and sent offers of employment.
- Canada Summer Jobs (CSJ) 2025 – working at completing and submitting employee declarations for the approved 16 jobs. Must be completed by the end of June
- Processing payroll bi-weekly for approx. 50 seasonal summer staff
- Beginning to receive ice rental inquiries for September

**New Business**

-

Kim Fraser,  
Facility Administration Manager

## SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday June 25, 2025

Subject: Recreation Program Coordinator Report

### **Pre-Summer Overview**

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries, walk in inquiries.
- Continuing to make updates to the CDRC information on the Town of Shelburne website and actively creating graphics and posting on the CDRC social media. Creating posts for our lobby tv playlist.
- **Preparation for the upcoming summer season**
  - o Camp and Pool trainings underway.
  - o Working on final prep, set up and scheduling for the next session of swim lessons and day camp that begin July 2<sup>nd</sup>
  - o Toured all day camp bus trip locations to be familiar
  - o OPP are providing 2-hours of programming daily for the CDRC Junior Officer camp running twice this summer. The Optimist Club of Orangeville will bring a bike rodeo.
  - o Partnering with Make it Sweat for the summer

## SCHEDULE 'C'

### **Facility Maintenance Managers Report June 25, 2025**

#### GENERAL INFORMATION

Regular Maintenance throughout building

Staff schedule adjusting due to short notice changes

Outside grounds maintenance Grass trimming

Front bollards painted

TSSA arranged a Pressure vessel inspection for an insurance certificate.

ESA walks through no concerns

Annual roof top clean and PM to improve AC performance

Annual facility complex fire system inspection

Semiannual snack bar fire suppression inspection

Major decluttering of office and files on going

Brine pump replacement in process (capital)

The boiler pump controller has been replaced

Pool maintenance on going. Back wash and pool vacuuming

Cleaning of pool dressing rooms

Prep for larger events on the arena floor, Cadet parade, collector convention, and CDDHS commencement.

**CENTRE DUFFERIN RECREATION COMPLEX**  
**BOARD OF MANAGEMENT**

**Minutes of the Regular meeting held September 24, 2025 at 5:30pm Pool View Room**

Attendance:	Dan Sample	Shelburne
	Walter Benotto	Shelburne (Alternate)
	Robb Stinson	Shelburne
	Melinda Davie	Mono (virtual)
	Ruth Plowright	Melancthon
	Ralph Moore	Melancthon
	Chris Gerrits	Amaranth
	Victor Paan	Amaranth
	Kim Fraser	Facility Administration Manager
	Rick Thompson	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator

Meeting called to order by Board Chair, Melinda Davie at 5:30pm.  
A quorum was present.

**Land Acknowledgement:**

Board Chair, Melinda Davie read the land acknowledgement.

**Declaration of Pecuniary Interests:**

Board Chair, Melinda Davie stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting. R. Plowright will declare a Pecuniary interest during discussion of the road sign.

**Agenda:**

**MOTION #1** – Moved by D. Sample seconded by V. Paan. Be it resolved we approve the agenda dated September 24, 2025 as circulated and amended. Carried

**Discussion & Approval of Minutes of Previous Meeting held June 25, 2025:**

**MOTION #2** – Moved by R. Moore seconded by R. Stinson. That the minutes of the CDRC Board of Management previous board meeting held on June 25, 2025 be approved as circulated and presented. Carried

**Election for Vice-Chair Position:**

The floor is opened to nominations for Vice-Chair.

Vice-Chair: Moved by R. Moore, seconded by V. Paan to nominate Chris Gerrits for CDRC Board Vice-Chair.

C. Gerrits was not present to accept the nomination

Moved by D. Sample, seconded by W. Benotto to nominate Dan Sample for CDRC Board Vice-Chair.  
D. Sample accepts the nomination.

R. Moore revokes his nomination for C. Gerrits

Hearing no further nominations:

Moved by R. Plowright, seconded by R. Stinson to close nominations for CDRC Board Vice-Chair.

Carried

Dan Sample accepts the position of CDRC Board Vice-Chair.

C. Gerrits arrives at 5:40pm

**Correspondence:**

- Brittany Hooker – email providing feedback on SMBHL email
- Trevor Reid – email requesting arena floor time for 2026 lacrosse camp
- Township of Amaranth – appointment of Victor Paan to the CDRC Board of Management
- Town of Shelburne – roof grant process complete and reconciled
- Dufferin County Waste – changes to recycling program

**MOTION #3** – Moved by R. Moore seconded by D. Sample. That correspondence is received and placed on file. Carried

**New Business - Delegations:**

**Shelburne's Friendly Freezer Project:**

Sabine Rohner-Tensee and Adelle Barr-Klouman addressed the CDRC Board to present their Shelburne's Friendly Freezer Project and explore the possibility for a freezer to be placed in the CDRC foyer. After brief discussion the following motion was presented.

**MOTION #4** – Moved by W. Benotto seconded by D. Sample. That the CDRC Board receive the information and staff will report back. Carried

**Shelburne Muskies Liquor Licence and Dressing Room Renovations to add Stalls:**

Shelburne Muskies President, Corey Allen addressed the CDRC Board and presented two proposals. The first requesting approval for the issuance of a liquor licence for the entire Centre Dufferin Recreation Complex. Second, a proposal seeking approval for renovations to Dressing Room #1, with the goal of upgrading the change room to include individual player stalls. After discussion the following motions were presented.

**MOTION #5** – Moved by D. Sample seconded by W. Benotto. That the CDRC Board receive the proposal for the liquor licence approval and staff will report back. Carried

**MOTION #6** – Moved by C. Gerrits seconded by R. Stinson. That the CDRC Board receives the proposal and approves the renovation work in dressing room #1. Carried

**Polar Plunge 2026 for Special Olympics:**

OPP Constable, Jeff McLean addressed the CDRC Board and presented a proposal requesting the opportunity to host the 2026 Polar Plunge for Special Olympics Ontario at the Centre Dufferin Recreation Complex. After discussion the following motion was presented.

**MOTION #7** – Moved by W. Benotto seconded by C. Gerrits. That the CDRC Board receive the proposal and approves the use of the CDRC for the 2026 Polar Plunge on Sunday, March 29, 2026 Carried



**Financial Report:**

After review of the CDRC financial reports and accounts the following motion was presented.

**MOTION #8** – Moved by R. Moore seconded by V. Paan. That the CDRC Board of Management receives the financial reports and paid accounts in the amount of \$164,305.34, as presented by the Facility Administration Manager. Carried

**Facility Administration Manager and Recreation Program Coordinator Reports:**

See Schedule A

See Schedule B

**MOTION #9** – Moved by R. Stinson seconded by R. Plowright. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

**Facility Maintenance Manager's Report:**

See Schedule C

See Schedule D

**MOTION #10** – Moved by W. Benotto seconded by C. Gerrits. As per the report from the Facility Maintenance Manager, the CDRC Board of Management gives authorization to move forward with the following:

Boiler replacement in Main Boiler Room – Don's Heating & Cooling \$15,800.00

Preventative Maintenance HVAC Agreement - Don's Heating & Cooling \$4,900.00

Facility Sound System upgrades – MassiveAV \$8,521.00 plus HST

Man doors for Compressor Room and Shop – Shelburne Home Hardware \$7,419.86

Floor Power Scrubber – Barclay \$7,150.00

Total of \$43,790.86 plus HST

Carried

**MOTION #11** – Moved by C. Gerrits seconded by R. Moore. That the CDRC Board of Management approves compensation for mileage reported by the Facility Maintenance Manager in the amount of 476 km. Carried

**MOTION #12** - Moved by V. Paan seconded by C. Gerrits. That we receive the August and September reports from the Facility Maintenance Manager. Carried

**New Business:**

**Hall of Fame:**

A Hall of Fame nomination request has been received. As the Hall of Fame Committee has not been active for some time, staff will work towards establishing a new committee and advertise for interested members.

**Closed Session:**

Deferred to next meeting

**Confirmation by By-law:**

**MOTION #13** – Moved by D. Sample seconded by W. Benotto. Be it resolved that leave be given for the reading and enacting of by-law #06-2025 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held September 24, 2025. Carried

**Adjournment:**

**MOTION #14-** Moved by V. Paan seconded by R. Plowright. That we now adjourn at 7:38pm to meet again on Wednesday, October 22, 2025 at 5:30pm or at the call of the chair. Carried

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Secretary - Treasurer

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Chairperson

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Dated

## SCHEDULE 'A'

Facility Administration Managers Report – September 24, 2025**General Overview/Information:**

- Continual day-to-day administrative duties that include phone calls and walk-in inquiries, invoicing and collections, process payables and disbursements, bank deposits, rental contracts, bookings, monitoring the rental schedule, monthly account reconciliations and payroll administration.
- Ongoing, receiving and responding to numerous and various facility rental booking requests and walk-ins. Some site visits requested. Preparing rental contracts and insurance requirement.
- Below is a snapshot of facility rentals

Week	Floor Rental Hrs	Event/Room Oth Rentals
Week: June 23-29	15.5	2
Week: June 30-July 6	5	1
Week: July 7-13	9	1
Week: July 14-20	14	4
Week: July 21-27	10	4
Week: July 28-Aug 3	14	1
Week: Aug 4-10	2	-
Week: Aug 11-17	2	2
Week: Aug 18-24	-	4

- Processed biweekly payroll for approximately 50-54 summer staff
- Onboarding of newly hired Maintenance Manager
- Seasonal fall/winter employment ads posted for operators, maintenance and concession attendants. Preparing offers of employment.
- Olympia advertising – Muskies and SMHA are interested in advertising together on the Olympia
- Working with seasonal ice rental user groups to establish schedules and prepare rental contracts
- Ice rental scheduling – communicating with other groups to maximize rental potential
  - o Oville MHA tournament Sept 26-28 – 29 hours rented
  - o Girls Tigers tournament Jan 23-25, 2026 (tbc)
- Event rental inquiry – had a site visit with Dufferin Piecemakers Quilting Guild to consider a quilt show in May 2026
- Party Rockers Fundraising youth dances may not return in September 2026, due to declining attendance. Five dances scheduled this season (Sept-June) vs usually 10 dances scheduled
- Prepare Pro Shop lease agreement for Sept 2025-Mar 2026 season

- Vendor payments now processed with Accept/Pay Global (EFT).
- Canada Summer Jobs (CSJ) 2025 – the final claim process is completed and submitted for the 16 approved jobs
- Preparation for the CDRC 2026 draft has started

**New Business**

-

Kim Fraser,  
Facility Administration Manager

## SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: September 24, 2025

Subject: Recreation Program Coordinator Report

### July-September Overview

- Continuing to assist with day-to-day operations including phone inquiries, email inquiries, walk in inquiries.
- Continuing to make updates to the CDRC information on the Town of Shelburne website and actively creating graphics and posting on the CDRC social media. Creating posts for our lobby tv playlist. The new Town of Shelburne Website launched mid July. The CDRC is currently sharing photos of the fun our staff had this past summer on social media. This has increased our following and interactions on our social media channels and been enjoyed by staff and community members.
- We had an amazing summer at the CDRC. Full report with details on the Outdoor Pool and Summer Day Camp Program will be provided on the Agenda for the October Board Meeting. As the summer 2025 is wrapped up, preparation begins for 2026.
- I have continued to meet once a month with the **Simcoe County Recreation Alliance**. This has been an incredible networking opportunity. As the CDRC continues to grow and expand, our vision and goals align with these municipalities.
- In the process of ordering new uniforms through Marks for our Maintenance Staff.
- Assisted with preparation for the Facility Maintenance interviews including reviewing and adding interview questions and preparing an Employee Supplementary Interview Form to gather more information on employee availability. Completion of set up through Citation Canada for Maintenance staff to complete their online Health and Safety Training.
- **Planning/Preparation for Fall and Winter Programming**
  - o Publishing our public skate schedule on the CDRC Events Calendar, public skates to begin the week of October 1, 2025.
  - o Scheduled upcoming Power Skating Clinics with Susan Ritchies Power Skating Techniques.
  - o Babysitting Course scheduled for Friday October 24, 2025.
  - o Free Skate sponsored by the Shelburne and District Fire Department this coming Sunday from 1:00-1:50pm for National Test your Smoke Alarm Day.
  - o Preparation for upcoming camp programs including PA Day Camps and Winter Break Camps.
  - o Scheduled an upcoming Standard First Aid CPR-C Course with Rural Rescue.
  - o Meeting with other municipalities to discuss their winter programs and operation
  - o Planning for upcoming Youth Nights at the CDRC.
- Circulated an email to COFCA (Central Ontario Facilities Association) to gather information on criteria and processes for the CDRC Hall of Fame. A report will be included at an upcoming meeting with the findings from this research.
- Registered to complete the Public Skate Monitor Training through ORFA (Ontario Recreation Facilities Association) to develop a training module for CDRC staff who will be monitoring public skate this season.
- Completion of Childcare Fee Subsidy Attendance for the 2025 summer season. The CDRC works closely with the County of Dufferin to execute the Childcare Fee Subsidy Program. The County of Differin Community Services department had the chance to visit our camp program in July.

- Make It Sweet visited the CDRC weekly throughout the summer on Tuesday afternoons from 3:45-8:30pm. Our program participants had the chance to purchase a sweet treat after camp or their swimming lessons. Make it Sweet sponsored the CDRC Staff MVP of the Week, providing free ice cream to our weekly winners.
- Preparation for the 2026 Budget, including updated our Wage Template and looking at 2026 programming as I review 2025.

SCHEDULE 'C'

Facility Maintenance Managers Report – August, 2025

Purchased wifi thermostats for town and country and new section will install week of July 21/25  
Thermostats installed we are saving 200 kwh a day  
Savings of approximately \$ 25.00 a day pay back is 36 days  
Savings for 4 summer months is \$ 3000.00  
Completed Cpo course (passed)

Working on Hwy sign if we move some capital money around it is possible this year

Realled 19,888.00

Signzn 26,555.00

Nummax 43,213.46

We have budgeted 5,000.00 for electrical hook up in capital budget

We have 24,250.00 in capital expenses for items I feel we do not need

4250.00 seacan

4500.00 olympia door opener

3000.00 player benches , we need one mat can take that out of operations budget

2500.00 basketball nets

5000.00 pool bleachers we need to replace some boards we can do in spring pool closing soon

5000.00 skates & roller blades

We have also 12,000.00 for new tables and chairs in budget, we only need a couple of tables I can take that out of operations budget

Quotes in for boiler replacement dressing room # 3 in floor heat 12,000.00 in capital budget

Tradium 14,885.00 plus hst, plus extras

Wellington 13,160.00 plus hst no extras

Dons 11,780.00 plus hst no extras

Rubber at front door will be replaced first week of sept/25 while putting ice in

And pool deck warranty work will be done at same time cost is 1600.00 plus hst

Room in capital budget as non identified

Picking up new deep fryer for booth cost 1370.00 Plus hst in capital budget

Booked ice plant start up aug 28/25 for first day of ice sept 12 2025

Booked repairs for asphalt patches in back fire lane 1700.00 plus hst

Coppertone 1700.00 plus hst

Pave it 3750.00 plus hst

We have room in capital budget as not identified

Scissor lift needs safety done at a cost of \$ 3000.00 for structural inspection every 5 years and a drive motor is leaking and needs to be replaced to pass safety

Out dated by one year

Working on updating MSDS

Starting working on Fire safety plan

Working on 5 year capital plan

Olympia going in for service week of Aug 11/25

Passed TSSA inspection for refrigeration plant for insurance purposes

Prices for dressing rooms showers to get painted, has not been done since 2010 it is a epoxy paint and I do not want staff to do this project

Industrial care 3400.00 plus hst

Future painting 11,400.00 plus hst

We have room in capital budget as not indentified

Parking lot lines painted and potholes fixed by staff

Boiler # 2 in main boiler room is being flushed to put it back on line \$ 1480.00 plus hst

Wellington 1480.00 plus hst

Tradium 3045.00 plus hst

Work completed on aug 6 2025 boiler is back on line

I would like to offer josh oatman full time hours it would help with operations

I need to cover 4 weekend shifts and 5 night time shifts per week

I need tyler or josh to be in 1 or 2 day time shifts a week to do blade changes, ice maintenance, close pool grass cutting and projects.

Between tyler and josh there will be a total of 10 shifts a week I would just need to hire 1 part time operator to cover 1 or 2 shift a week and holidays.

Tyler has 5000.00 of unused vacation pay that has to be used up

Working with colin from the town of Shelburne, the portable generator we use at the cdrc it has a broken axel and can not be towed to the cdrc. Have a price of 3000.00 to fix it at reinhart trailers I will approach steve murphy at duferin county to see if they will pay for repairs

Spending		Capital	
General budget			
Boiler flush	1672.00	paving	1921.00
Thermostats	900.00	deep fryer	1370.00
Scissor lift	3000.00	rubber front door	1600.00
Pool vacuum	900.00	shower painting	3400.00
Esa insp	1932.00		
Fire equipment update	906.00		
Total	9310.00	total	8291.00

We have 13500.00 in budget as non identified capital that is were I would like to take the capital projects from

### **I need approval for some projects**

Dressing room # 3 boiler replacement I would like to use dons heating at a cost of 11,780.00 plus hst

Painting of dressing rooms showers I would like to use industrial care at a cost of 3400.00 plus hst

Scissor lift repairs at a cost of 3000.00

Thank you for your time

Rick Thompson

CDRC



SCHEDULE 'D'

Facility Maintenance Managers Report – September 24, 2025

Quotes for boiler replacement in main boiler room

Budgeted 15,000.00 in capital

Wellington	19,906.00 plus hst
Dons	15,800.00 plus hst
Tradium	17,998.00 Plus hst

Working on maintenance agreement for boilers and rooftop units

Wellington	6782.15 plus hst
Tradium	4,221.35 plus hst
Dons	4,900.00 plus hst

Signed maintenance agreement with jutzi for water testing and maintenance for our boilers and cooling tower at a cost of 2,100.00 a year. We were using chem-a-aqua they quoted us 4,000.00

Working on sound system for arena, lobby and town & country we have budgeted 5,000.00  
For this project

Massive AV	8,521.00 plus hst
Apex Sound	21,502.00 plus hst
Nevco	61,884.00 plus hst

Pool deck has been sealed by staff cost of 1,300.00

I think we have to renegotiate the current agreement with the school board for snow plowing and salting they currently pay 15 % of the bill I think it should be around 30 %

It was costing us 520.00 for front and back lots to be sanded per time last year

We only use a 1/4 of the back parking lot on a daily basis for CDRC operation

Weekends we use about ½ of the back parking lot

Martin 150.00 per hr. plus salt or 42,000.00 salt inc flat rate for season

Tried other companys no one would bid

Peel landscaping, allto and ground guys

Ice went in real good ready two days early, start up cost 2,084.00 plus hst

Cost for Olympia service and repairs was 3,917.15 plus hst

Dressing rooms have been painted by staff

Dressing room showers have been painted by contractor

Quotes for compressor room and shop man doors we have 10,000.00 capital budget

Macewen glass	7,600.00 plus hst
Shelburne home hardware	7,419.86 plus hst
Industrial care	8,900.00 plus hst

Could we have the amount the managers can spend without approval raised from

1000.00 to 2000.00 and the amount that can be spent with the board chair approval  
 Raised from 2000.00 to 4000.00

We need a new floor power scrubber for the facility the one we have is approximately 8 years old and has several leaks and battery does not hold charge, we can use the capital money marked for table and chairs 12,000.00

Uline 7,910.00 plus hst  
 Barclay 7,150.00 plus hst  
 Eric Cox 7,748.00 plus hst

Boiler in dressing room # 3 was installed sept 4-5 and up and running on sept 8/25

		Spending	
Operations budget			capital
Jutzi	2,100.00 year	175.00 month	new range t&c
a/c repair	1496.00		doors
7,420.00			
Olympia service	4,330.00		boiler
15,800.00			
Ice plant start up	2,084.00		sound system
Blades for Olympia	896.00		Floor scrubber
Plug for pool	940.00		
Sealer for pool deck	1,300.00		
		Mileage	
Kitchener	cpo course		147 km
Kitchener	cpo course		147 km
SIm recycling	scrap metal		16 km
SIm recycling	scrap metal		16 km
Nella	deep fryer		150 km
Total			476 km

#### Town & Country Bathroom

I would like to replace the sinks, taps and urinal flush control valves in Town & Country Mens bathroom, we have 3,000.00 budgeted for this project

Sgm mechanical 3,543.88 plus hst  
 Manax 4,185.38 plus hst  
 Sgr plumbing 2,927.10 plus hst

I would like to use SRG plumbing for this project

Need approval for

Boiler in main boiler room I would like to use dons heating for this project cost is 15,800.00 plus hst

New floor power scrubber I would like to purchase from Barclay cost 7,150.00 plus hst

I would like to enter a Pm agreement with dons heating for our heating and cooling needs  
Cost is 4,900.00 a year 1,225 a quarter plus hst

Would like to book massive av to put new sound system in arena,lobby and town & country  
Cost is 8,521.00 plus hst we have 5,000.00 in the capital budget for this project

Would like direction how to proceed with highway sign, one or two screens  
One screen 15,225.00 two screens 26,555.00 with signzn designz

Snow plowing and salting contract, yearly contract price or per hour

Outside doors I would like to use Shelburne home hardware cost 7,419.86 plus hst

Mileage approval 476 km

Hire 3<sup>rd</sup> full time operator

Thank you  
Rick Thompson



## **SHELburne & DISTRICT FIRE BOARD**

September 2, 2025

The Shelburne & District Fire Department **Board of Management** meeting was held in person at the Shelburne and District Fire Department on the above mentioned date at 7:00 P.M.

### **Present**

As per attendance record.

### 1. **Opening of Meeting**

1.1 Vice Chair, Gail Little, called meeting to order at 7:01 pm.

### 1.2 **Land Acknowledgement**

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

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

### 2. **Additions or Deletions**

None.

### 3. **Approval of Agenda**

#### 3.1 **Resolution # 1**

Moved by J. McLean – Seconded by J. Horner

### **BE IT RESOLVED THAT:**

The Board of Management approves the agenda as presented.

**Carried**

BD COMM 4

DEC 11 2025

4. **Approval of Minutes**

4.1 **Resolution # 2**

Moved by B. Neilson – Seconded by E. Hawkins

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the dates of June 3, 2025 as presented.

**Carried**

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No questions.

7. **Delegations / Deputations**

7.1 No delegations present.

8. **Unfinished Business**

8.1 **Fire Service Review Update**

The Chief advised the Board that there were approximately 80 firefighters from various Dufferin County Fire Services that went through the Mobile Live Fire Training Unit (MLFTU) in July.

9. **New Business**

9.1 **Town of Shelburne's CAO's Report – Future Fire Service**

**Resolution # 3**

Moved by E. Hawkins – Seconded by B. Neilson

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board of Management receives the Town of Shelburne's CAO's Report – Future Fire Service.

**Carried**

The Board discussed the desire to continue working collaboratively on a plan for a new/renovated fire station.

## **Resolution # 4**

Moved by J. McLean – Seconded by F. Nix

BE IT RESOLVED THAT:

The Vice-Chair be authorized to work with the Town of Shelburne regarding the capital required for a new/renovated fire hall in a manner that allows the fire department to continue moving forward.

**Carried**

### **9.2 2026 Draft Operating and Capital Budgets**

The Board discussed and asked the Secretary-Treasurer to prepare a report of the last 5 years budgets and households.

### **10. Chief's Report**

#### **10.1 Monthly Reports (June - August 2025)**

There are a total of 39 incidents for the month of June 2025, 31 incidents for the month of July and 52 incidents for the month of August.

#### **10.2 Update from the Fire Chief**

The Chief advised the Board:

- We are currently up 65 calls year to date
- Chief and Deputy Chief will be reviewing the standby policy to see if it is worthwhile
- Dufferin EMS Chief Staples is working on the Tiered Response Agreement, MPDS will come into effect in December 2025

### **11. Future Business:**

11.1 Nothing at this time.

### **12. Accounts & Payroll – June - August 2025**

#### **12.1 Resolution # 5**

Moved by F. Nix – Seconded by B. Metzger

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$243,130.94 for the period of May 31, 2025 to August 29, 2025 as presented and attached be approved for payment.

**Carried**

13. **Confirming and Adjournment**

13.1 **Resolution # 6**

Moved by J. McLean – Seconded by B. Neilson

**BE IT RESOLVED THAT:**

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

**Carried**

13.2 **Resolution # 7**

Moved by F. Nix – Seconded by B. Metzger

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 8:47 pm to meet again on Tuesday, October 7, 2025 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

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Gail Little  
Vice Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of September 2, 2025

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



## **CORPORATION OF THE TOWNSHIP OF MELANCTHON**

The Township of Melancthon Infrastructure and Emergency Management Committee held a meeting on October 6<sup>th</sup>, 2025, at 9:30 a.m. The following members were present: James McLean, Darren White (virtual) and Ruth Plowright. Also present were: Craig Micks, Public Works Superintendent, Denise Holmes, CAO/Clerk and Kaitlin Dinnick, Infrastructure and Emergency Management Committee Secretary.

### **Call to Order**

Chair McLean called the meeting to order at 9:35 a.m.

### **Land Acknowledgement**

Chair McLean shared the Land Acknowledgement Statement.

### **Additions/Deletions/Approval of Agenda**

#### Addition

Downloading of 2 Bridges by County of Dufferin through the Road Rationalization Study (Deferred from Council on Oct 2<sup>nd</sup>)

**Moved by Plowright, Seconded by White**, that the agenda be approved as amended. Carried.

### **Declaration of Pecuniary Interest or Conflict of Interest**

None.

### **Approval of Draft Minutes**

**Moved by Plowright, Seconded by McLean**, that the minutes of the Infrastructure and Emergency Management Committee Meeting held on September 11<sup>th</sup>, 2025, be approved as circulated. Carried.

### **Business Arising from Minutes**

None.

### **Correspondence Items**

None.

### **General Business**

## **1. Update from Public Works Superintendent**

Craig Micks, Public Works Superintendent advised that they have been working at grading roads again before winter and that the winter sand was delivered last week and roadside brushing work has resumed. He advised that a few trees need to be removed from the 260 Sideroad ditch before pulverizing and paving take place by Cox Construction. Posts for the new stop signs at 260 Sideroad and 2nd Line SW have been installed, and the signs will be put up today. Craig is also obtaining pricing for flashing lights to be installed on top of the stop signs.

## **2. Update on Capital Project (260 Sideroad)**

Craig advised that Cox Construction would be pulverizing the road this week and grading it and then back to pave it next week. He advised that Cox Construction will do the Bretton Estates paving once the 260 Sideroad work has been completed.

## **3. Update on Proposed Riverview Park**

Councillor Plowright advised that she is trying to set up a meeting with Louie Kay, from Louie Kay Excavation, to meet at the Riverview park to go over a few ideas and bring some ideas back to the Committee for review.

## **4. Discussion on Park Structures and Infrastructure Needs**

The Committee discussed the grant opportunities that Sarah Culshaw, Treasurer has brought forward at the last meeting, and it was decided that ideas would need to be put together prior to a grant being applied for. Councillor Plowright advised that she would work together with Member Plowright from the Parks and Recreation Board to bring back some proposals to the park board for recommendation to Council. Staff were directed to see if they could get park costing from the Town of Shelburne and Township of Mulmur on the new parks they have both recently installed. Councillor Plowright advised that she is working on getting a price to replace the sign in the Horning's Mills Park and it was discussed that this cost would be paid for by the Township not the Park Board as it is an infrastructure item.

## **5. Discussion on Horning's Mills Hall Infrastructure Needs**

Councillor Plowright advised that Arthurs Fuel had been in to service the furnace and then they were having issues with the furnace. She also thanked the Public Works Department for the great job they did cleaning up behind the hall for the Halloween event. Chair McLean asked for an update on the eaves cleaning and heat cables. Craig advised that the contractor is going to be ordering the cables and reach out to him once a date has been set for install. He also asked about staff doing the monthly inspections at the Hall and Craig advised that Ian Wallace is doing these inspections. Craig also

mentioned that they are going to get a door repair company to fix the gap at the front door of the Hall.

## **6. Email from Dufferin OPP Regarding the Dufferin Detachment – CMV Initiative with the MTO**

Chair McLean advised that he just put this item on for information purposes.

## **7. Other/Additions**

Downloading of 2 Bridges by County of Dufferin through the Road Rationalization Study (Deferred from Council on Oct 2<sup>nd</sup>)

Member White advised that he and Chair McLean spoke with Scott Burns, from the County of Dufferin regarding him sending us the previous bridge inspection reports for the two bridges being downloaded to Melancthon Township. Staff was directed to bring back at report for the next meeting with 2026 Capital Budget Recommendation as well as a future projects list for future planning.

## **Recommendations to Council**

None.

## **Public Question Period**

None.

## **Confirmation Motion**

**Moved by Plowright, Seconded by McLean,** that all actions of the Members and Officers of the Infrastructure and Emergency Management Committee with respect to every matter addressed and/or adopted by the Board on the above date be hereby adopted, ratified, and confirmed; and each motion, resolution and other actions taken by the Board members and Officers at the meeting held on the above date are hereby adopted, ratified, and confirmed. Carried.

## **Adjournment**

10:00 a.m. - **Moved by Plowright, Seconded by McLean,** that we adjourn this Infrastructure and Emergency Management Committee meeting to meet again on Tuesday November 18<sup>th</sup>, 2025, at 9:30 a.m. or at the call of the Chair. Carried.

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CHAIR

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SECRETARY

## CORPORATION OF THE TOWNSHIP OF MELANCTHON

### MINUTES OF THE HERITAGE ADVISORY COMMITTEE- OCTOBER 8, 2025

The Township of Melancthon heritage Advisory committee held an electronic meeting on October 8, 2025 at 6:30 pm. The following members were present: Chair Kristine Pedicone, Members Todd McIntosh, James Mclean, Dennis Scace and David Thwaites.

1. **Call to Order-** Chair Pedicone called the meeting to order and confirmed that the meeting was being recorded and would be posted to the Township website.
  2. **Land Acknowledgement-** Chair Pedicone shared the Land Acknowledgement Statement.
  3. **Agenda-**Moved by James Mclean, seconded by Todd McIntosh, be it resolved that the Agenda be approved as circulated. Carried.
  4. **Minutes of September 8, 2025-** Moved by James Mclean, seconded by Todd McIntosh, be it resolved that the Minutes of the Heritage Advisory Committee meeting held on September 8, 2025 be approved as circulated. Carried.
  5. **Business Arising from the Minutes-** none
  6. **Declaration of pecuniary interest or conflict of Interest** – none
  7. **General Business-** none
    - (1) **New/other/Addition-**none
    - (2) **Unfinished Business**
1. **Township website- Heritage-** Member Thwaites reported that the Heritage “Tab” on the Township website is almost ready to post subject to direction from the Township web advisor. He will advise when he received notice that it is up and running.
    2. **One room Schoolhouse project update-** Members Mclean and McIntosh provided an update. Editing is ongoing of the materials but it is proposed that the Project be posted/published in parts, four schools at a time, to the Township website. With each posting the Committee would take the opportunity to post an update of the posting for the information of Melancthon residents. It is intended that the first posting will be provided to Township staff by mid-October.
    3. **School Photos-** Chair Pedicone confirmed that the School Photos have been hung at the Township Office. She has circulated a photo of the School photos as hung to all members of the Committee. She will inquire and obtain a “plaque’ to title the Collection. Approved.
    4. **Military War Veterans Project-** Member Thwaites reported that the project submission for those Melancthon Veterans who had paid the Ultimate Sacrifice in WW1 and WW2 is ready for posting to the Township website as soon as the Heritage “Tab” is in place. He reported that Township staff will be making some further directional assist to help persons reading the project but that such changes may not occur until into December, 2025. Member Thwaites reported further that he continues to work on the research for Melancthon WW1 veterans. He will keep the Committee apprised. Approved.
    5. **Cenotaph/memorial/posters-** Member Mclean confirmed tha the had previously

circulated to all members drafts of four proposed posters that shared the brief story of four war veterans from Melancthon. The Posters would be posted at the Remembrance Day service and otherwise hung in the Hornings Mills Hall. It is further proposed that each year four more posters would be added to the Collection using the stories compiled in the Ultimate Sacrifice project as the source. He reported that the cost of each poster would be approximately \$75-80. The money is in the budget for 2025.

Approved. Member Mclean reported with reference to the Cenotaph/memorial Project discussed at the previous heritage Committee meeting that the Melancthon Parks Board will be considering the heritage Committee request. Update to be provided.

6. **Future projects-** As a followup to the discussions at the previous heritage meeting there was further discussion about two possible projects. Member Thwaites reported on some preliminary information on a project that would share the stories of the Reeves who served Melancthon from 1853, there being over 43. Chair Pedicone shared the interest in telling the story of “headwaters” in Melancthon. She and Member Burke will seek out further information and resource material that would be used in this project. Further discussion to be had at the next meeting.
7. **2026 Budget-** Chair Pedicone shared the need to submit the Committee budget request for 2026. There was discussion on the budget which would include the Bursary (\$500), the Posters (\$400) together with an unknown addressing the possible Cenotaph project. It was resolved that the Budget request would be the same as 2025 namely \$2,500.
- 8 **Recommendations to Council –** The 2026 Budget request of the Heritage Committee is \$2,500.
- 9 **Public Question period-** none
- 10 **Confirmation Motion –** Moved by Member Scace, seconded by Member Mclean be it resolved that all actions of the member and officers of the Heritage Advisory Committee with respect to every matter addressed and or adopted by the Board on the above date be hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board members and officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.
- 11 **Adjournment-** Moved by Member McIntosh, seconded by Member Scace that the Meeting be adjourned to the next meeting scheduled for November 10, 2025 at 6:30 pm. Carried. Meeting concluded at 7:05 pm



## Corporation of the TOWN OF GRAND VALLEY

5 MAIN STREET NORTH  
GRAND VALLEY ON L9W 5S6  
Phone: 1-519-928-5652  
[www.townofgrandvalley.ca](http://www.townofgrandvalley.ca)

**DATE OF PASSING: November 4, 2025**  
**DATE OF NOTICE: November 13, 2025**  
**Town Initiated Conformity Exercise**

### NOTICE OF THE ADOPTION OF OFFICIAL PLAN AMENDMENT No. 8

**TAKE NOTICE** that the Council of the Corporation of the Town of Grand Valley, having held a Special Council Meeting on February 13, 2024, under Section 26(3) of the *Planning Act*, an Open House on October 29, 2024, and a Public Meeting May 13, 2025, under Sections 17 (15)(16) of the *Planning Act*, has passed **By-law 2025-57 to adopt Official Plan Amendment No. 8** which is the Town's Official Plan Conformity Exercise, known as ***Vision Grand Valley***, on the 4<sup>th</sup> day of November 2025.

Official Plan Amendment No. 8 will affect all of the lands within the municipality; therefore, no location map is required.

#### THE PURPOSE AND EFFECT of the AMENDMENT

The purpose of Official Plan Amendment No. 8 is to implement the recommendations of the Vision Grand Valley Project, which was the Town's conformity review exercise to update Council and Community priorities with respect to growth and development in the Town, bring the Town's Official Plan into conformity with the Provincial Planning Statement 2024, and Dufferin County's Municipal Comprehensive (MCR) Project, resulting in County Official Plan Amendments #2, #3 and #4. Oral and written comments received prior to Council's adoption have been incorporated within Official Plan Amendment No. 8.

**ADDITIONAL INFORMATION** regarding Official Plan Amendment No. 8 and its proposed changes to the Grand Valley Official Plan is available to the public for inspection at the Town Municipal Office located at 5 Main Street North, GRAND VALLEY, ON L9W 5S6, Monday to Friday between 8:30 AM and 4:30 PM and on the Town's website: <https://www.townofgrandvalley.ca/business-development/building-planning-and-development/official-plan-zoning-and-planning-documents/vision-grand-valley-official-plan-and-zoning-by-law-review/>.

**BE ADVISED THAT** the Town of Grand Valley will be forwarding Official Plan Amendment No. 8 to the County of Dufferin (as the approval authority) for its review, and if deemed appropriate, to approve Official Plan Amendment No. 8. Supporting materials and copies of the written submissions received regarding the Official Plan Update and Amendment before its adoption will also be forwarded to the County. Any person or public body will be entitled to receive notice of the decision of the approval authority if a written request to be notified of its decision (including the person's or public body's address) is made to the approval authority at:

**Michelle Dunne, Clerk**  
**County of Dufferin**  
[mdunne@dufferincounty.ca](mailto:mdunne@dufferincounty.ca) |  
55 Zina Street, Orangeville, ON L9W 1E5

**Meghan Townsend, CAO/Clerk**  
**Dated at the Town of Grand Valley**  
**This 13<sup>th</sup> day of November, 2025.**

INFO 1  
DEC 11 2025

234-2025-4857

November 12, 2025

Dear Head of Council,

On October 23, 2025, our government introduced the *Fighting Delays, Building Faster Act, 2025* ([Bill 60](#)). Through this legislation and other changes, we are protecting Ontario's economy and keeping workers on the job by cutting red tape, getting shovels in the ground faster and supporting the construction of homes, roads and infrastructure.

The bill contains bold actions, creating the conditions for building housing and transportation infrastructure faster to support families, attract investments, create good jobs and keep Ontario competitive.

You are invited to review the [Environmental Registry of Ontario](#) and [Regulatory Registry of Ontario](#) posting links provided with this letter and share any feedback you may have.

If you have any questions, please reach out to my Director of Stakeholder and Caucus Relations, Tanner Zelenko, at [Tanner.Zelenko@ontario.ca](mailto:Tanner.Zelenko@ontario.ca).

In the face of economic uncertainty, we must protect Ontario. I look forward to continued collaboration with you, our municipal partners, to build the more prosperous, resilient and competitive economy that Ontario needs today, tomorrow, and in the decades to come.

Sincerely,



Hon. Robert J. Flack  
Minister of Municipal Affairs and Housing

- c. Prabmeet Sarkaria, Minister of Transportation  
Doug Downey, Attorney General of Ontario  
Todd McCarthy, Minister of the Environment, Conservation and Parks & Acting Minister of Infrastructure  
Graydon Smith, Associate Minister of Municipal Affairs and Housing  
Robert Dodd, Chief of Staff, Minister's Office  
Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing  
Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing  
Brian Saunderson, Parliamentary Assistant, Municipal Affairs and Housing  
Martha Greenberg, Deputy Minister, Municipal Affairs and Housing  
David McLean, Assistant Deputy Minister, Municipal Affairs and Housing  
Caspar Hall, Assistant Deputy Minister, Municipal Affairs and Housing  
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing  
Municipal Chief Administrative Officers

INFO 2  
DEC 11 2025

## **Development Charges Act – Ministry of Municipal Affairs and Housing**

Schedule 3 of the Bill would make amendments to the *Development Charges Act, 1997*.

### Land Acquisition Costs

A new subsection 7 (3.1) of the *Development Charges Act, 1997* would require development charge-eligible land acquisition costs to be part of a class in a development charge by-law consisting only of those costs. Land acquisition costs would, pursuant to a new section 5.3, be exempted from the historic service level cap, and these costs, for certain services, would be limited to those that relate to the ten-year period after the background study.

A new subsection 35 (1.1) of the Act would provide that money in an existing reserve fund established to pay for growth-related capital costs of eligible services can continue to be used for growth-related land acquisition costs of the applicable service, so long as those costs are not being paid from the reserve fund for the land acquisition class.

### Requiring Local Service Policies

A new subsection 59 (2.2) of the Act would require municipalities that levy development charges to establish local service policies for each service to which the by-law relates and for which a part of the service would be provided as a local service.

The local service policy must identify the works or classes of works that are intended to be for the provision of local services. It could also identify works or classes of works that are not intended to be for the provision of local services (e.g. works that would be funded through development charges) or works or classes of works that would only partially be intended to be for the provision of local services.

A municipality could not require a work for the provision of local service to be paid for or constructed as a condition of land division if it is not identified as being intended to be so provided in the local service policy. This rule applies on the earlier of 18 months after Royal Assent or the day on which the local service policy is established.

The municipality would need to send a copy of the local service policy to the Minister of Municipal Affairs and Housing on request, by the date specified in the request.

If a local service policy has been established, it must be reviewed and a resolution passed by council at the same time as a development charge by-law is passed, indicating whether revisions would be needed.

### Requiring Treasurer's Statements to be Submitted by a Specific Date

Subsection 43 (1) of the Act is amended to require the municipal treasurer to give council a development charges financial statement (commonly referred to as the treasurer's statement) on or before June 30 annually. Subsection 43 (3) of the Act is amended to require the treasurer to give a copy of the financial statement to the Minister of Municipal Affairs and Housing no later than July 15 of the year in which the statement is provided to council.



### Requiring Municipal Documents to be Submitted to the Ministry on Request

A new subsection 10 (5) of the Act would require municipal councils to give a copy of the development charge background study to the Minister of Municipal Affairs and Housing on request, by the deadline specified in the request

A new subsection 13 (5) of the Act, requires municipal councils to give a copy of the development charge by-law passed by the municipality to the Minister on request, by the deadline specified in the request.

You may provide your comments on the proposed changes to the *Development Charges Act, 1997* through the Ontario Regulatory Registry ([25-MMAH018](#)) from October 23, 2025 to November 22, 2025.

### **Municipal Act – Ministry of Municipal Affairs and Housing**

Schedule 7 of the Bill propose changes to the *Municipal Act, 2001*, to transfer jurisdiction over water and wastewater (sewage) services from Peel Region to the lower-tier municipalities of Mississauga and Brampton, and Caledon, effective January 1, 2029, or a different date as prescribed by the Minister. The proposed amendments prevent the transfer of jurisdiction over water and wastewater back from the lower-tier municipalities to Peel Region using existing authority to transfer services in the *Municipal Act, 2001*.

You may provide your comments on the proposed changes to the *Municipal Act, 2001*. through the Environmental Registry of Ontario (ERO) notice and the Ontario Regulatory Registry ([025-1098](#)) from October 23, 2025 to November 22, 2025.

### **Planning Act – Ministry of Municipal Affairs and Housing**

Schedule 10 of the Bill proposes the following amendments to the *Planning Act* that would help create the conditions necessary to support housing and community development. If passed, the proposed changes would:

- Provide authority for the Minister to make regulations that would remove the need for certain minor variances,
- Allow certain official plan amendments modifying the authorized uses of land within a Protected Major Transit Station Areas (PMTSA) to be exempt from Minister's approval,
- Make provincial policy statements inapplicable with respect to all Minister's decisions under the *Planning Act* outside the Greenbelt Area. A transparent and accountable oversight framework would be developed to support implementation,
- Enable all upper-tier municipalities to establish regional Community Improvement Plans (CIPs) without being prescribed, allow municipalities to fund the CIPs of their respective upper- or lower-tier municipalities, and, for upper-tier municipalities without planning responsibilities, to revive CIPs that were in effect on the day before the municipality lost its planning responsibilities, and
- Enable Minister's zoning orders (MZO) to be made by non-regulatory orders and require them to be published on a Government of Ontario website.

We are interested in receiving your comments on these proposed measures. Comments can be made through the Environmental Registry of Ontario and the Ontario Regulatory Registry from October 23, 2025, to November 22, 2025:

- [ERO 025-1097](#) Proposed Planning Act Changes (Schedule 10 of Bill 60 - *Fighting Delays, Building Faster Act*, 2025).

We are also interested in receiving any comments you may have on associated consultation postings:

- [ERO 025-1099](#): Consultation on simplifying and standardizing official plans.
- [ERO 025-1100](#): Consultation to better understand the linkage between minimum lot sizes on urban residential lands and increased housing options and affordability.
- [ERO 025-1101](#): Consultation to understand current municipal practices with respect to green development standards at the lot level (outside of building) in order to assess whether future changes are needed to prohibit mandatory green development standards in order to improve consistency and clarity across Ontario.

The Environmental Registry postings provide additional details regarding the proposed changes.

### **City of Toronto Act, 2006 – Ministry of Municipal Affairs and Housing**

The proposed change would, through a proclamation order, remove the City of Toronto's authority, under the *City of Toronto Act, 2006*, to require green roofs or other alternative roof surfaces on buildings, effective November 3, 2025.

### **Residential Tenancies Act – Ministry of Municipal Affairs and Housing / Ministry of the Attorney General**

Schedule 12 of the Bill amends the *Residential Tenancies Act, 2006* (RTA) to help address delays and support backlog reduction efforts at the Landlord and Tenant Board (LTB) and adjust the balance of landlord and tenant rights and responsibilities. If passed, the proposed changes would:

- Remove the requirement for a landlord to provide compensation to a tenant when evicting for personal use of the rental unit, if the landlord gives at least 120 days' notice of termination, instead of the required 60 days' notice;
- Shorten the notice period a landlord must provide to a fixed-term or month-to-month tenant to evict them for rent arrears from 14 days to 7 days;
- Remove a tenant's ability to raise issues that could otherwise be the subject of a tenant application to the LTB as part of a rent arrears hearing, if the tenant has not paid at least half of the rent arrears claimed in the application filed by the landlord;
- Remove a tenant's ability to raise issues that could otherwise be the subject of a tenant application to the LTB on the day of a rent arrears hearing, if the tenant has not given prior notice in accordance with LTB timelines;
- Specify a 15-day period for a landlord or tenant to request internal review of a final order or decision of the LTB; and

- Create new regulation-making authorities for the government to prescribe:
  - The form of a notice given by a landlord or tenant to terminate a tenancy.
  - Rules and guidelines for determining what qualifies as a “persistent” failure to pay rent / monthly housing charges, when they are due, by a tenant / member of non-profit housing co-operative.
  - Limitations on the LTB’s ability to postpone the enforcement of an eviction order and/or factors the LTB must consider before postponing enforcement.
  - Limitations, conditions, or tests related to a tenant / member of non-profit housing co-operative making a motion to set aside an eviction order that has been issued, without a hearing, when the tenant/member has given notice of termination to a landlord/co-op, or the parties have entered into an agreement to end a tenancy.
  - Limits or conditions on the power of the LTB to review its final decisions and orders.

The proposed amendments would come into force on a day to be named by order of the Lieutenant Governor in Council.

You may provide your comments on the proposed change through the Ontario Regulatory Registry from October 23, 2025, to November 22, 2025 at the links below:

- [RR 25-MMAH019](#): Seeking Feedback on Proposed Amendments to the Rules Related to Tenants Raising New Issues at a Landlord and Tenant Board (LTB) Rent Arrears Hearing
- [RR 25-MMAH024](#): Seeking Feedback on Proposed Amendments to Shorten the Rent Arrears Eviction Notice Period
- [RR 25-MMAH025](#): Seeking Feedback on Proposed Amendments to the Compensation Requirements for Landlord's Own Use Evictions
- [RR 25-MAG017](#): Seeking Feedback on Proposed Amendment to the Residential Tenancies Act, 2006 (RTA) to Shorten the Period of Time Available to Request a Review of an LTB order

## **Water and Wastewater Public Corporations Act – Ministry of Municipal Affairs and Housing**

Schedule 16 of the Bill proposes a new Act which sets out a framework for a new delivery model for water and wastewater services. The new framework will include legislative authority for the Minister to:

- Designate corporations as water and wastewater public corporations by regulation.
- Require prescribed municipalities to deliver water and wastewater exclusively through a water and wastewater public corporation beginning on a date as prescribed.

Under the new framework, the Minister will have regulation-making authority, including the ability to:

- Prescribe duties and responsibilities for the water and wastewater public corporation.
- Govern the transfer, issuance, redemption and purchase of shares and dividends of a water and wastewater public corporation.
- Govern requirements related to the nomination, appointment, election, resignation or removal of members of the board of directors of the corporation.
- Govern powers for the water and wastewater public corporation to impose and collect fees and charges. If required by LGIC regulation, the Minister of Municipal Affairs and Housing would have oversight powers over rate plans (and additional plans that may be prescribed in regulations).
- Provide for additional transitional matters.

Subject to future regulations setting out the share allocation, the first corporation would provide water and wastewater services in Peel Region and would be jointly owned by Mississauga, Brampton and Caledon. A corporation would be incorporated under the *Ontario Business Corporations Act* at the direction of the Minister that the Minister would designate as a water and wastewater public corporation.

The council of a municipality prescribed by the regulations shall, by the date specified in the regulations, make by-laws transferring employees, assets, liabilities, rights and obligations of the municipality to a water and wastewater public corporation for the purpose of providing water and wastewater services.

You may provide your comments on the proposed changes to the *Municipal Act, 2001* through the Environmental Registry of Ontario (ERO) notice and the Ontario Regulatory Registry ([025-1098](#)) from October 23, 2025 to November 22, 2025.

### **GO Transit Station Funding Act – Ministry of Infrastructure**

Schedule 4 of the Bill proposes changes the *GO Transit Station Funding Act, 2023*, to enable Municipalities the flexibility to specify payment of a transit station charge, in respect of any part of a development that consists of residential development, upon occupancy and require financial security to secure the payment of any transit station charge that is required to be paid upon occupancy of residential development.

Additional amendments will provide for the determination of a transit station charge that is payable upon occupancy of residential development.

You may provide your comments on the proposed change to the *GO Transit Station Funding Act, 2023* through the Environmental Registry of Ontario (ERO) notice [025-1182](#) from October 23, 2025 to November 22, 2025.

## **Toronto Waterfront Revitalization Corporation Act – Ministry of Infrastructure**

The proposed amendments to the *Toronto Waterfront Revitalization Corporation Act, 2002* would extend the mandate of Waterfront Toronto from 2028 to 2035, and allow for a further extension up to 2040.

The amendments also include provisions relating to a strategic review of Waterfront Toronto in 2031-32 that may inform the extension, a provision requiring the provincial government to consult with the federal government and City of Toronto prior to winding-up the corporation, and the repeal of provisions in the Act that are no longer applicable.

You may provide your comments on the proposed change to the *Toronto Waterfront Revitalization Corporation Act, 2002* through the Environmental Registry of Ontario (ERO) notice [025-1182](#) from October 23, 2025 to November 22, 2025.

## **Transit-Oriented Communities Act – Ministry of Infrastructure**

Schedule 15 of the Bill proposes to amend the *Transit-Oriented Communities Act, 2020*, which may allow the Minister to establish a Transit-Oriented Communities Advisory Panel. The Minister may appoint up to four individuals to this Advisory Panel and appoint a Chair from among them.

The Transit-Oriented Communities Advisory Panel would advise and make recommendations to the Minister, in respect of such matters as the Minister directs, related to infrastructure, transit-oriented community projects, land designated as transit-oriented community land under the Act, and other related matters.

The amendments will also enable the Minister to make an order requiring an owner of land designated as transit-oriented community land to enter into an agreement with a municipality addressing any matters that the Minister considers necessary for the appropriate development of the transit-oriented community land.

Municipalities will also be required to designate a municipal officer or employee to give to the Minister such information as the Minister requests with respect to the implementation of transit-oriented community projects that are located within that municipality.

You may provide your comments on the proposed change to the *Transit-Oriented Communities Act, 2020* through the Environmental Registry of Ontario (ERO) notice [025-1182](#) from October 23, 2025 to November 22, 2025.

## **Construction Act - Ministry of the Attorney General**

Schedule 2 of the bill proposes the following amendments to the *Construction Act* that would, if passed, refine the new annual release of holdback system that was enacted in 2024 but that is not yet in force:

Section 30 is re-enacted in order to apply with respect to the abandonment or termination of a contract or subcontract, rather than to a circumstance in which a contractor or subcontractor defaults in the performance of a contract or subcontract.

Not-yet-in-force amendments to section 31 that would have been made by section 27 of Schedule 4 to the *Building Ontario For You Act (Budget Measures), 2024* – providing for annual lien expiry – are repealed. Section 31 is amended to retain the provisions of those amendments dealing with notice of termination and its effects. The not-yet-in-force re-enacted version of section 26 (payment of basic holdback) is consequently amended to require the annual release of holdback without the expiry of liens.

Section 87.4 is amended by adding a separate transition rule for alternative financing and procurement arrangements (otherwise known as “public-private partnerships”) and to adjust the transition rules respecting amendments made to section 31.

Transitional regulation-making authority in section 88 is made more generally applicable and is transferred from the Lieutenant Governor in Council to the Minister.

The amendments are to come into force at the same time as related amendments to the Act made by the *Building Ontario For You Act (Budget Measures), 2024*, except for the transitional regulation-making authority which comes into force on Royal Assent.

## **Ontario Water Resources Act - Ministry of the Environment, Conservation and Parks**

Schedule 8 of the bill proposes amendments to the *Ontario Water Resources Act* (OWRA) that would, if enacted, would reduce the time and costs with providing on-site sewage treatment to on-farm worker housing by allowing larger systems (comprised of multiple systems with design capacities no greater than 10,000 L/d each and up to 50,000 L/d total per lot or parcel of land) to be regulated under the Ontario’s Building Code and exempting these systems from existing *Ontario Water Resources Act* requirements for environmental compliance approvals.

You may provide your comments on the proposed change to the *Ontario Water Resources Act* through the Environmental Registry of Ontario (ERO) notice [ERO 025-0900](#) from October 23, 2025 to November 22, 2025. In parallel, the government is also consulting on a policy proposal on how the Ontario Building Code will continue to provide protection to human health, the environment, and neighbouring properties in relation to these on-farm systems. You may provide comments on this supporting policy proposal to the Ontario Building Code through Environmental Registry of Ontario notice [ERO 025-0899](#) from October 24, 2025 to December 7, 2025.



### ***Building Transit Faster Act, 2020 – Ministry of Transportation***

Schedule 1 of the bill proposes amendments to the *Building Transit Faster Act, 2020* (BTFA) that, if passed, would remove barriers and streamline processes that may otherwise result in delays to the timely completion of provincial transit projects by:

- Reducing the notice period to property owners from 30 to 15 days for Metrolinx to conduct due diligence work (e.g., carrying out inspections, removing obstructions), extending access to municipal right-of-way and third-party lands to the operation and maintenance of projects, and expanding the application of Minister's access orders to additional infrastructure (e.g., tunnels, life safety systems, buildings, bridges). Amendments will also create Minister's regulation-making authorities to name additional infrastructure and to delegate powers for access orders to Metrolinx or to an MTO official.

You may provide your comments on the proposed change to the BTFA through the Environmental Registry of Ontario notice [ERO 025-1035](#).

### ***Highway Traffic Act – Ministry of Transportation***

Schedule 5 of the bill amends the *Highway Traffic Act* (HTA) to require applicants for a Driver's Licence, Photo Card and Registrant Identification Number demonstrate that the person is a resident of Ontario, that the person has legal status in Canada and, with respect to an application for a commercial class driver's licence, that the person is lawfully able to work in Canada.

The Schedule also makes amendments to Part II.1 of the HTA to address concerns about the impact of vehicle lane reductions on traffic flow, congestion, and transportation efficiency. Amendments to s.195.3 would prohibit all municipalities from reducing the number of motor vehicle lanes when installing new bicycle lanes. Regulation-making authority is also proposed that would allow the Minister to expand the prohibition to include other municipal activities or provide exemptions to the prohibition altogether.

Finally, amendments to s. 195.9 would streamline the process for reimbursement regarding the existing bicycle lane provisions.

You may provide your comments on the proposed changes through Environmental Registry of Ontario notice [ERO 025-1071](#) and Regulatory Registry notice [RR 25-MTO019](#).

### ***Local Roads Boards Act – Ministry of Transportation***

Schedule 6 of the bill amends the *Local Roads Boards Act* to allow owners of certain tax-exempt lands to make voluntary payments to their local roads boards. If approved by the Minister, the voluntary payments would be eligible for matching provincial government funding. The Minister is provided regulation-making authority to prescribe lands for this purpose, as well as to establish an approvals process for such payments. Other related amendments are made regarding record-keeping.

### ***Photo Card Act, 2008* – Ministry of Transportation**

Schedule 9 of the bill amends the *Photo Card Act, 2008*, to require that an applicant for a photo card establish that they are a resident of Ontario, and that they are in Canada lawfully.

### ***Public Transportation and Highway Improvement Act* – Ministry of Transportation**

Schedule 11 of the bill adds a new section to the *Public Transportation and Highway Improvement Act* (PTHIA), stating that various things under the Act do not constitute an expropriation or injurious affection.

This Schedule also repeals and replaces s. 117 of the Act. The Minister of Transportation has existing authority under this section to set mandatory standards for highways, including for municipal roads; however, there is no such regulation currently in place. Proposed amendments would support implementation of common road construction standards across the province by creating new regulation-making authorities to allow the province to prescribe requirements for road construction contracts, establish an exemption process, and set reporting requirements pertaining to road standards. Amendments also allow the Minister to require input from stakeholders regarding standards upon request.

You may provide your comments on the proposed change to the PTHIA related to road construction standards through the Environmental Registry of Ontario notice [ERO 025-1140](#).

### ***Towing and Storage Safety and Enforcement Act, 2021* – Ministry of Transportation**

Schedule 14 of the bill amends the *Towing and Storage Safety and Enforcement Act, 2021*, such that tow operators and vehicle storage operators are not required to submit their rates to the ministry for a service where a maximum amount for that service has been set by regulation.

You may provide your comments on the proposed changes through Regulatory Registry notice [RR 25-MTO017](#).





**DATE:** November 18, 2025

**MEMORANDUM TO:** Ontario Corps Partners and Community Emergency Management Coordinators

**SUBJECT:** FPT Meeting on Emergency Management

Dear partners,

Last week I had the honour of co-chairing the Federal-Provincial-Territorial ministers meeting responsible for emergency management in Toronto. I am writing to highlight the collaborative efforts underway among leaders across Canada to protect Ontario and all of Canada. The meeting served as a platform to advance coordinated approaches to emergency management, engaging government and Indigenous leadership in meaningful dialogue and shared action.

Throughout our discussions, we addressed challenging topics with purpose – lessons learned from this summer's significant wildland fire season, civilian response capabilities, communications infrastructure and our approach to the renewal of our national emergency management strategy. Many of us also highlighted our own volunteer-based initiatives, such as Ontario Corps, to build opportunities for a pan-Canadian approach to civilian involvement through work with volunteers and partner organizations.

We also launched the call for nominations for the [Emergency Management Exemplary Service Award](#), which will run until April 30, 2026. This prestigious award recognizes individuals and groups for their work to prevent, prepare for, respond to and recover from emergencies. If you have someone in Ontario that you would like to nominate, visit [Ontario.ca/EMESA](https://Ontario.ca/EMESA).

These discussions reinforced that emergency management is a national priority, reflecting a shared commitment among all partners to protect communities and strengthen resilience across Canada.

As this work progresses, we remain committed to keeping all partners informed and engaged, ensuring transparency and continued collaboration across all levels of government and Indigenous leadership. I look forward to continuing this important work together in the months ahead.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Jill Q'.

The Honourable Jill Dunlop  
Minister of Emergency Preparedness and Response



RECEIVED

NOV 18 2025

Enbridge Gas Inc.  
50 Keil Drive North  
Chatham, Ontario, Canada  
N7M 5M1

November 17, 2025

Denise Holmes  
Chief Administrative Officer / Clerk  
Township of Melancthon  
157101 Highway 10  
Melancthon, ON L9V 2E6

Dear Ms. Holmes:

**Re: Enbridge Gas Inc.  
Certificate of Public Convenience and Necessity - Township of Melancthon  
Ontario Energy Board File No. EB-2025-0246**

In accordance with instructions set out by the Ontario Energy Board's Letter of Direction dated November 13, 2025, Enbridge Gas now serves upon you a copy of the Decision and Order approving the new Certificate of Public Convenience and Necessity that Enbridge Gas holds for the Township of Melancthon.

Please contact me directly if you have any questions about the application that resulted in this Decision and Order.

Yours truly,

Patrick McMahon  
Technical Manager  
Regulatory Research and Records  
[patrick.mcmahon@enbridge.com](mailto:patrick.mcmahon@enbridge.com)  
(519) 436-5325

Encl.

INFO 4  
DEC 11 2025



Ontario  
Energy  
Board | Commission  
de l'énergie  
de l'Ontario

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# **DECISION AND ORDER**

**EB-2025-0246**

**ENBRIDGE GAS INC.**

**Application for a Certificate of Public Convenience and  
Necessity for the Township of Melancthon**

**By Delegation, before:**      **Lindsay Wright**  
   **Manager**  
   **Natural Gas**

---

**November 13, 2025**

## 1 OVERVIEW

This Decision and Order of the Ontario Energy Board (OEB) approves an application filed by Enbridge Gas Inc. (Enbridge Gas) for a certificate of public convenience and necessity (certificate) for the Township of Melancthon. This new certificate is required to reflect changes to the municipal boundaries of the Township of Melancthon.

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## 2 CONTEXT AND PROCESS

Enbridge Gas filed an application with the OEB on August 8, 2025, under section 8 of the *Municipal Franchises Act*. The application is for an order approving a new certificate of public convenience and necessity to construct works to supply natural gas in the Township of Melancthon.

This Decision and Order is being issued under delegated authority pursuant to section 6 of the *Ontario Energy Board Act, 1998* (OEB Act). Because this is an administrative matter and no new rights are being granted to Enbridge Gas, the OEB has considered the application without holding a hearing pursuant to section 6(4) of the OEB Act.

### 3 APPLICATION

Enbridge Gas is a corporation incorporated under the laws of the Province of Ontario, with its offices in the City of Toronto and the Municipality of Chatham-Kent.

The Township of Melancthon is a municipal corporation incorporated under the laws of the Province of Ontario. It is a lower-tier municipality located in the County of Dufferin.

The Township of Melancthon was founded in 1853. The boundaries of the Township have changed as the result of municipal reorganizations in 1976, 1997 and 2002 whereby portions of the Township were annexed to the Town of Shelburne.<sup>1</sup>

Enbridge Gas holds a certificate dated July 19, 1967, for the Township of Melancthon.<sup>2</sup> Enbridge Gas submits it is still authorized to serve the entire geographic area of the Township of Melancthon, as it is currently constituted, through E.B.C. 57, as the current Township is geographically smaller than it was when E.B.C. 57 was issued.

Enbridge Gas requests an order of the OEB cancelling its existing certificate that includes areas that are no longer within the Township of Melancthon, and granting it a new certificate to construct works to supply natural gas in the Township of Melancthon as it is currently constituted.

Enbridge Gas states that it is not aware of any other natural gas distributor within the Township of Melancthon or any area adjacent to it.

Enbridge Gas has a 20-year franchise agreement with the Township of Melancthon effective January 22, 2009.<sup>3</sup> Enbridge Gas also has franchise agreements with, and certificates for, the Town of Shelburne, the Township of Amaranth, the Town of Mono, the Township of Southgate, the Municipality of Grey Highlands, and the Town of Grand Valley, each of which is immediately adjacent to the Township of Melancthon.

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<sup>1</sup> The Town of Shelburne Certificate Decision and Order (EB-2008-0266), issued on September 16, 2008, replaces those parts of Certificate E.B.C. 57 relating to the former Township of Melancthon annexed to the Town of Shelburne.

<sup>2</sup> E.B.C. 57

<sup>3</sup> EB-2008-0344

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## 4 FINDINGS

The OEB finds that it is in the public interest to approve Enbridge Gas's application for a certificate for the Township of Melancthon.

The issuance of a new certificate for the Township of Melancthon that is geographically aligned with its municipal borders is consistent with the intent of the OEB that certificate holders update service areas if boundaries of their existing certificate(s) are affected by municipal amalgamations, annexations, or name changes.<sup>4</sup> No other person's certificate rights are affected as a result of this decision. This is a housekeeping change that merely reflects the current and smaller boundaries of the municipality.

A new certificate, attached as Schedule A to this Decision and Order, is granted to Enbridge Gas for the Township of Melancthon. The new certificate cancels and supersedes Enbridge Gas's prior certificate authorization for the Township of Melancthon.

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<sup>4</sup> EB-2022-0081, *Natural Gas Facilities Handbook*, Section 3.6.2 - Municipal Changes that do not affect another Person's Certificate Rights, March 31, 2022

## 5 ORDER

### IT IS ORDERED THAT:

1. A certificate of public convenience and necessity, attached as Schedule A, is granted to Enbridge Gas Inc. to construct works to supply natural gas in the Township of Melancthon. A current map of the Township of Melancthon is attached as Schedule B.
2. This certificate of public convenience and necessity cancels and supersedes E.B.C. 57.
3. Enbridge Gas Inc. shall pay the OEB's costs of and incidental to this proceeding upon receipt of the OEB's invoice.

**DATED** at Toronto, November 13, 2025

### ONTARIO ENERGY BOARD

Lindsay  
Wright

Digitally signed by  
Lindsay Wright  
Date: 2025.11.13  
11:54:41 -05'00'

**Lindsay Wright**  
Manager  
Natural Gas



**SCHEDULE A**  
**CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY**  
**ENBRIDGE GAS INC.**  
**EB-2025-0246**  
**NOVEMBER 13, 2025**

**EB-2025-0246**

## **Certificate of Public Convenience and Necessity**

The Ontario Energy Board grants

### **Enbridge Gas Inc.**

approval under section 8 of the *Municipal Franchises Act*, R.S.O. 1990, c. M.55, as amended, to construct works to supply natural gas in the

### **Township of Melancthon**

as it is constituted on the date of this Decision and Order.

This certificate of public convenience and necessity cancels and supersedes E.B.C. 57 for the Township of Melancthon.

**DATED** November 13, 2025

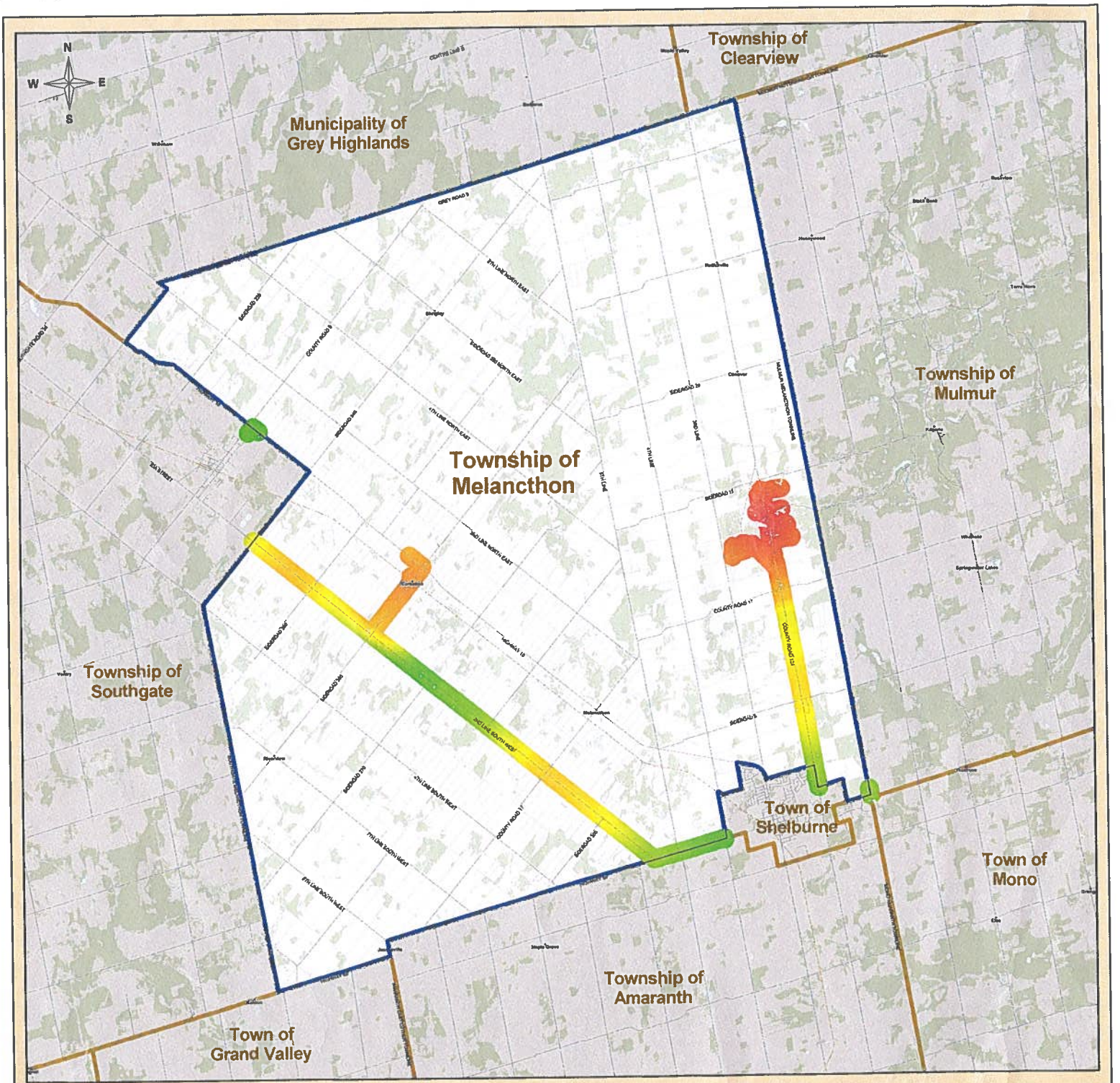
#### **ONTARIO ENERGY BOARD**

Lindsay  
Wright

Digitally signed by  
Lindsay Wright  
Date: 2025.11.13  
11:55:39 -05'00'

**Lindsay Wright**  
Manager  
Natural Gas

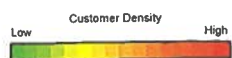
**SCHEDULE B**  
**MAP OF THE TOWNSHIP OF MELANCTHON**  
**ENBRIDGE GAS INC.**  
**EB-2025-0246**  
**NOVEMBER 13, 2025**



## Township of Melancthon

### Legend

- Enbridge Gas pipeline Coverage Area
- Township of Melancthon
- Roads
- Railways
- Municipal and Township Boundaries
- Indigenous Lands



**Disclaimer:**  
The map is provided with no warranty express or implied and is subject to change at any time. Any Person using the Density Map shall do so at its own Risk and the Density Map is not intended in any way As a tool to locate underground infrastructure for the purposes of excavation







November 20, 2025

Circular Materials Ontario  
700-1 St. Clair Ave W  
Toronto ON M4V 1K6

Dear Circular Materials Team:

**RE: Advocacy for Accessible and Size-Appropriate Recycling Cart Options**

Dufferin County Council would like to share their concerns from residents regarding the rollout of the new blue recycling carts under the Province's producer-led recycling program.

While we recognize and appreciate the intent of this program - to streamline recycling services, reduce litter, and improve worker safety - a 'one-bin-fits-all' approach simply doesn't work for every household or community. Many residents, particularly those with limited mobility, seniors, or those living in smaller homes, townhouses, or multi-residential units with constrained storage space, have expressed concerns about the size and accessibility of the new bins - particularly as it relates to the maneuverability and storage of the new carts.

We respectfully request that Circular Materials consider offering alternative bin sizes and more accessible options for residents who require accommodations. A more flexible, resident-focused approach would better reflect the diversity of communities across Dufferin County and Ontario as a whole. A one-bin-fits-all-approach is not the solution.

We also encourage Circular Materials to include municipalities in future planning and consultation processes. Municipal governments are the level of government most directly connected to residents and can provide valuable insights into local needs and logistical considerations. A collaborative approach would help ensure smoother transitions, greater public understanding, and improved accessibility outcomes.

Our municipalities remain committed partners in supporting effective waste diversion and communication with residents. We would welcome the opportunity to meet with your team to discuss how we can work together to ensure this program rollout is both equitable and accessible for all.

Thank you for your attention to this matter and for your ongoing work to advance recycling and environmental sustainability in Ontario.



Thank you,

A handwritten signature in black ink that reads 'Janet M Horner'.

Janet Horner  
Warden

Cc Dufferin Municipalities



**From:** MNR Fish and Wildlife Policy Branch <MNR-FishandWildlifePolicyBranch@ontario.ca>  
**Sent:** Friday, November 21, 2025 2:43 PM  
**Cc:** Wildlife Policy (MNR)  
**Subject:** Black Bear Harvest Management in Ontario



**Ministry of Natural  
Resources**

Stephen Casselman  
A/Director

Fish and Wildlife  
Policy Branch  
300 Water Street  
5<sup>th</sup> Floor N  
Peterborough ON K9J 3C7

**ministère des Richesses  
naturelles**

Stephen Casselman  
Directeur par intérim

Direction des politiques relatives au  
poisson et à la faune  
300, rue Water  
5<sup>e</sup> étage Nord  
Peterborough (Ontario) K9J 3C7

November 21, 2025

**SUBJECT:** Black Bear Harvest Management in Ontario

Greetings,

I am writing to inform you that the Ministry of Natural Resources (MNR) is seeking feedback on proposed policy and regulatory changes to black bear management. The proposal has been posted to the Environmental and Regulatory Registries for 45 days for public review and comment, closing on January 5, 2026. You can access the proposal and submit feedback here:

**English:** [Proposal to update the province's black bear management approach | Environmental Registry of Ontario](#)

**French:** [Proposition visant à mettre à jour l'approche de gestion de l'ours noir de la province | Registre e...](#)

**Summary of Proposed Changes**

1. **Black Bear Population Objectives:** Population objectives, described as ranges with defined upper and lower limits, will guide management decisions. Preliminary Population Objective Ranges (PORs) are proposed, based primarily on ecological data. We are seeking public input to help incorporate social, cultural, and economic considerations to refine the final objectives.
2. **Harvest Management Guidelines:** Final PORs will serve as benchmarks for assessing the status of black bear populations and guide harvest management decisions. New adaptive management tools are proposed (e.g., a resident draw to be used in areas of concern), alongside harvest sustainability indicators to support sustainable management. A defined

allocation process will improve transparency and equitability in allocation between harvest sectors.

3. **Regulatory Amendments:** Proposed regulatory changes will extend protections for cubs and females with cubs into the fall and clarify the prohibition on the possession of bear bile to further promote long-term sustainable black bear management.

If the guidelines and final Population Objective Ranges are approved, the ministry has proposed a 5-year province-wide transition plan. During this transition period, harvest management decisions will not be applied based on the final Population Objective Ranges, except as a pilot on the Saugeen Bruce Peninsula, where unique concerns about the small, isolated population require immediate attention. The transition plan will allow the ministry to complete necessary preparations for implementation of the new guidance.

Black bears are an important part of Ontario's ecosystem and natural heritage. These proposed changes aim to support responsible black bear management, taking into account ecological considerations, public interests, and the diverse perspectives of all Ontarians. We encourage all interested individuals and organizations to review the proposal and share your perspectives. Your feedback will help inform decisions and ensure that a wide range of views are considered in the development of black bear management approaches.

We look forward to hearing from you. If you have any questions, or would like to discuss the proposed changes further, please contact [wildlifepolicy@ontario.ca](mailto:wildlifepolicy@ontario.ca).

Thank you,

Stephen Casselman  
A/Director, Fish and Wildlife Policy Branch  
Ontario Ministry of Natural Resources

**Please note:** As part of providing [accessible customer service](#), please let me know if you have any accommodation needs or require communication supports or alternate formats.



*Taking pride in strengthening Ontario, its places and its people*



**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél.: 416 585-7000



234-2025-4982

November 25, 2025

Dear Head of Council:

Through the *Protect Ontario by Building Faster and Smarter Act, 2025* ([Bill 17](#)), which received Royal Assent on June 5, 2025, changes were made to the *Planning Act* that will help streamline and standardize municipal development processes.

This includes changes that enable the Minister of Municipal Affairs and Housing, by regulation, to permit variation from a zoning by-law “as of right” if a proposal is within a prescribed percentage of the required setback (the minimum distance a building or structure must be from a property line) on specified lands. This new authority was intended to reduce planning applications for minor variances.

Today, our government announced further action to streamline planning approvals by exercising my authority established under Bill 17 to amend Ontario Regulation 545/06 ([Zoning By-laws, Holding By-laws and Interim Control By-laws](#)) to allow variations to be permitted “as-of-right” if a proposal is within 10% of setback requirements applicable to specified lands. Specified lands include any parcel of urban residential lands outside of the Greenbelt Area, and exclude areas such as hazardous lands, and lands near shorelines and railways. These changes in [Ontario Regulation 257/25](#) were filed on November 21, 2025 and took effect upon filing.

Any variances sought beyond the prescribed percentage of the setback requirement would be subject to the usual minor variance or rezoning approval process and other zoning standards (e.g., height limits, etc.) would continue to apply, helping to mitigate potential land use compatibility issues.

This “as-of-right” permission is intended to remove the need for certain variances that are the most minor in nature, resulting in fewer applications submitted and fewer hearings for minor variances before a municipal committee of adjustment for these proposals.

The proposed regulation works with the [Additional Residential Units regulation](#) (Ontario Regulation 299/19) to help create additional residential units, such as basement suites, by eliminating additional barriers related to setbacks.

... /2

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DEC 11 2025

We look forward to continued collaboration with our municipal partners as we work together to achieve our goal of building the homes that Ontarians need.

Sincerely,

A handwritten signature in blue ink that reads "Robert J. Flack". The signature is fluid and cursive, with a long horizontal stroke at the end.

Hon. Robert J. Flack  
Minister of Municipal Affairs and Housing

- c. Robert Dodd, Chief of Staff, Municipal Affairs and Housing (MMAH)  
Martha Greenberg, Deputy Minister, MMAH  
David McLean, Assistant Deputy Minister, Housing Planning and Policy Division,  
MMAH  
Municipal Chief Administrative Officer

## Denise Holmes

---

**From:** Denise Holmes  
**Sent:** Wednesday, November 26, 2025 11:58 AM  
**To:** Denise Holmes  
**Subject:** FW: Resolution of Support: Harmonization of Fire By-laws in Dufferin County  
**Attachments:** Motion to Harmonize all Fire By-laws in Dufferin County.pdf

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**From:** Roseann Knechtel <rknechtel@mulmur.ca>  
**Sent:** Wednesday, November 26, 2025 11:36 AM  
**To:** Denise Holmes <dholmes@melancthontownship.ca>  
**Subject:** Resolution of Support: Harmonization of Fire By-laws in Dufferin County

Good Morning,

At the meeting on November 5, 2025, the Council of the Corporation of the Township of Mulmur passed the following resolution in support of the Township of Melancthon's Harmonized Fire By-law Resolution.

**Moved by Lyon and Seconded by Clark**

That Council receives the information items as copied;

And that the following items be endorsed: 12.21 - Township of Melancthon: Harmonized Fire By-laws.

**Carried.**

Thank you.

Have a great day,

**Roseann Knechtel, BA | Clerk / Planning Coordinator**

*Township of Mulmur | 758070 2<sup>nd</sup> Line East | Mulmur, Ontario L9V 0G8*

*Phone 705-466-3341 ext. 223 | Direct 705-980-1192 | [rknechtel@mulmur.ca](mailto:rknechtel@mulmur.ca)*

[Receive our Newsletter](#) | [Survey: How are we doing?](#) | [Donate to the Honeywood Arena Renovation Fund](#)



BURNSIDE

[ THE DIFFERENCE IS OUR PEOPLE ]

December 1, 2025

**Via: Email**

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

Dear Sarah:

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

As we are now into the last quarter of the business year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from July 1, 2025, through September 25, 2025.

The work undertaken during this period includes the following:

**July 2025**

- Attended an onsite meeting with Contractor, Demmans Excavating Inc., to review two upcoming drain maintenance projects on the Hicks Drainage Works and the Fraser-Lee Drainage Works. Reviewed the work required, anticipated timeline and estimated cost to assist with the preparation of the drain maintenance recommendation letters to Council.
- Continued correspondence with Dave Cowen regarding the status of trapping on the McNabb Drainage Works.
- Received, reviewed and forwarded an invoice from Demmans Excavating Inc. for the removal of a beaver dam and feed bed on the Stinson Drainage Works to Township staff.
- Received, reviewed and forwarded an invoice from Blydorp Farms Ltd. for the removal of beaver dams on the Gray Municipal Drain to Township staff. Further advised that this cost will be included in the overall costs for the pending drain maintenance work.
- Received an inquiry from Martin Drainage Ltd. regarding systematic tile drainage being installed in Lot 14 & 15, Concession 6 N.E., and the need for a minor cleanout of a portion of the receiving Stinson Drainage Works to provide adequate freeboard for the tile outlets.
- Requested and received the ownership information from Township staff for the downstream property owner where work on the drain is required. Prepared and distributed a letter and accompanying plan outlining the proposed work.

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- Correspondence with the downstream property owner to confirm they had no objections and to note their request that excavated material be placed away from their trail system. Additional discussions with the Tile Drainage Contractor to ensure the property owner's request was accommodated, followed by correspondence with both the property owner and the Contractor upon completion of the work.
- Requested and received updated ownership information for the entire watershed of the Gray Municipal Drain from Township staff. Updated watershed plan with the current lot fabric and ownership information.
- Prepared and distributed a notification package which included a letter outlining the pending work, a location plan and a Municipal Drain Fact Sheet to all properties within the watershed area of the Gray Municipal Drain. Forwarded the notification package and distribution list to Township staff for their files.
- Correspondence with Contractor Demmans Excavating Inc., throughout cleanout and levelling operations on the Stewart Drainage Works.

#### **August 2025**

- Received, reviewed and forwarded an invoice from Demmans Excavating Inc. for the cleanout and levelling on the Stewart Drainage Works, upstream of the 2nd Line S.W.
- Provided a compiled list of all tile outlets that required replacement subsequent to the cleanout of the Stewart Drainage Works
- Continued correspondence with the Contractor, Demmans Excavating Inc., and property owner, Leo Blydorp, regarding the ongoing maintenance work on the Stewart Drainage Works and the timing of the crop harvest to allow for the tile outlet repair work to be completed.

#### **September 2025**

- Completion of a minor survey of the Gray Municipal Drain from it's confluence with the Stewart Drainage Works upstream to the 270 Sideroad culvert crossing, to determine the required gradeline for the pending maintenance work.
- Received, reviewed and forwarded an invoice from Demmans Excavating Inc. for the completion of the remaining levelling work on the Stewart Drainage Works.
- Received a request from property owners Alvin and Sarah Bauman (Lot 214-216, Concession 2 N.E.) to enclose a section of the Levi Allen Drainage Works between their two laneways. Attended an onsite meeting with the property owners to review the proposed work. Discussions with SVCA representative regarding no concerns with the minor work proposed.
- Attended an onsite meeting with Bill Neilson, owner of Lot 20, Concession 5 N.E., Greg Graham, D.L.G. Farm Drainage and Craig Micks, Township Public Works Superintendent regarding the proposal to tile a portion of Lot 19, Concession 5 N.E. into the upper end of the Christie Johnson Extension Drainage Works.
- Preparation and attendance at a Municipal Drain status meeting with Burnside and Township staff to review ongoing engineer's reports, pending maintenance projects, maintenance projects currently underway and other drainage issues in the Township.

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

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

Yours truly,

**R.J. Burnside & Associates Limited**

Drainage Superintendent



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

Enclosure(s)      Invoice No. MSO019743.2025-3

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

019743.2025 SCulshaw Drainage Sup Services Q3 251201  
01/12/2025 4:47 PM



# BURNSIDE

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

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

14 October 2025  
Invoice No: MSO019743.2025 - 3

ap@melancthontownship.ca

Project MSO019743.2025 D-ME-SUP-2025  
**Professional Services through 25 September 2025**

	Hours	Amount	
Senior Engineer II			
Pridham, Thomas	14.50		
Tech VI			
Douglas, Myles	41.40		
Hilditch, Corey	2.00		
Project Support II			
Olmstead, Amanda	1.70		
Totals	59.60		
<b>Total Labour</b>			<b>9,291.50</b>
Travel - Mileage		63.61	
Misc Reimbursable Expense		196.23	
<b>Total Reimbursables</b>		<b>259.84</b>	<b>259.84</b>
HST #885871228	13.00 % of 9,551.34	1,241.67	
<b>Total Tax</b>		<b>1,241.67</b>	<b>1,241.67</b>
<b>Total Amount Due in CDN Funds</b>			<b><u>\$10,793.01</u></b>

#### Billings to Date

	Current	Previously	Billed to Date
Labor	9,291.50	21,888.00	31,179.50
Expense	259.84	191.41	451.25
Tax	1,241.67	2,870.32	4,111.99
<b>Totals</b>	<b>10,793.01</b>	<b>24,949.73</b>	<b>35,742.74</b>

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

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Project	MSO019743.2025	D-ME-SUP-2025	Invoice	3
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Project Manager: Thomas Pridham

**Client Number: 3187**

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

**To pay via e-Transfer please use [etransfers@rjburnside.com](mailto:etransfers@rjburnside.com) as payee.**

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





December 2, 2025

Clerks' Office and Members of Municipal Council  
Township of Melancthon  
157101 Highway #10  
Melancthon ON L9V 2E6

**Re: Bill 68: *Plan to Protect Ontario Act (Budget Measures), 2025 (No. 2)* and the Proposed consolidating the 36 Conservation Authorities**

Dear Grand River watershed Municipal Councils,

On October 31, 2025, the Province of Ontario announced its intention to create a new provincial agency, the Ontario Provincial Conservation Agency (OPCA) to provide leadership and coordination across Ontario's 36 Conservation Authorities. These changes have now been enacted through Bill 68: *Plan to Protect Ontario Act (Budget Measures), 2025 (No. 2)*, which has received Royal Assent. As a result, the Conservation Authorities Act has been amended to formally establish the OPCA. Under this new framework, the OPCA will oversee governance, strategic planning, performance standards, and centralized permitting for all Conservation Authorities, led by a provincially appointed board.

On November 7, the Province also proposed consolidating the 36 Conservation Authorities into seven large regional authorities. While this proposal aims to address capacity gaps and improve consistency, it also poses several risks, including the potential loss of local priorities, watershed-specific expertise, and meaningful municipal input. Larger regional structures will distance decision-making from the local context, partnerships, and on-the-ground knowledge that have long supported effective watershed management. Their scale also raises concerns that diverse watershed needs may be overshadowed, local priorities diluted, and long-standing municipal relationships weakened. The Grand River Conservation Authority (GRCA) encourages municipalities to submit comments to the Environmental Registry of Ontario (ERO) before the December 22, 2025 deadline.

The Province has indicated that these reforms aim to address long-standing challenges in the current system, including inconsistent capacity, outdated processes, and variability in permitting and service delivery. The GRCA acknowledges these challenges and supports efforts to improve consistency, efficiency, and technical capacity across Ontario.

On Friday, November 28, the GRCA Board of Directors met to formalize the organization's comments to the Province regarding both the creation of the new provincial agency and the proposed consolidation of the 36 Conservation Authorities into regional bodies. These comments reflect the GRCA's key concerns and recommended path forward.

The GRCA has identified several critical considerations to support a successful transition:

**1. Scale of the Proposed Regional Model**

The proposed regions are significantly larger than current watershed-based frameworks. This expansion of the proposed size could create new challenges, such as distance from local

issues, slower decision-making, and difficulty maintaining local relationships; therefore, finding a balanced approach is essential. Smaller, regionally focused watershed models, such as the current Source Protection Regions, are proven regional models that demonstrate how a balanced governance structure can achieve consistency and efficiency without sacrificing local responsiveness. By operating within manageable geographic areas, such as the Source Protection Regions, CAs can ensure that services are tailored to the unique environmental, social and economic characteristics of each watershed, while still benefiting from shared resources and standardized processes

**2. Protection of Local Knowledge, Assets, and Investments**

The GRCA maintains significant watershed-specific infrastructure, reserves, and land assets built through decades of watershed investment. Key concerns include the potential redistribution of well-developed GRCA reserves to support capital needs in other watersheds that have not made comparable investments, and the risk that the GRCA's mature and efficient infrastructure maintenance program could be weakened if resources become centralized or redirected. Clear assurances are required to ensure these resources remain dedicated to the watershed communities they were intended to serve.

**3. Governance, Accountability, and Municipal Representation**

The GRCA Board has significant concerns about the governance structure of the OPCA. The agency will report to a provincial ministry and be governed entirely by provincially appointed board members. At the same time, conservation authorities, and therefore municipalities, will be required to fund all or a portion of the agency's operations through the existing levy/apportionment process. This means that municipalities may ultimately contribute all or a significant share of OPCA's budget without having any meaningful role in shaping its governance, priorities, or strategic direction.

Additional clarity is also needed regarding the governance responsibilities of the new Regional Conservation Authority Boards. A strong Regional Conservation Authority Board must balance local accountability, fair representation, and operational efficiencies.

The GRCA supports modernization of the Conservation Authorities system but recommends a right-sized regional model more closely aligned with existing Source Protection Regions. This approach would advance provincial objectives for consistency and efficiency while preserving the strengths of watershed-based decision-making, municipal collaboration, and local responsiveness.

The GRCA Board has requested that this background information be shared with watershed municipalities along with a request for your support for the GRCA's concerns and proposed alternate model. A sample resolution for your consideration for submission is as follows:

*"WHEREAS the Government of Ontario recently approved Bill 68, which establishes the Ontario Provincial Conservation Agency;*

*AND WHEREAS the Government of Ontario is proposing the consolidation of the province's 36 conservation authorities into seven regional conservation authorities, including the Grand River Conservation Authority (GRCA), which will be amalgamated amongst eight current authorities to become part of the Lake Erie Regional Conservation Authority (LERCA);*

*AND WHEREAS the 38 municipalities within the GRCA watershed boundaries today and the 81 municipalities that are proposed to make up the LERCA in 2027 will be levied to fund both the regional conservation authority as well as the provincial conservation agency;*

*AND WHEREAS the new organizations will result in the degradation of local governance, local fiscal accountability, local service delivery, local environmental focus and unprecedented funding by local municipalities of both a large regional authority and a provincial agency;*

*AND WHEREAS the GRCA Board of Directors has responded to Bill 68 and the proposal for Conservation Authorities consolidation with a constructive and thoughtful alternative that retains local governance, local service delivery, local environmental focus and local fiscal accountability while responding constructively to the Government of Ontario's concerns about accountability, planning and responsiveness;*

*NOW THEREFORE BE IT RESOLVED THAT the Minister of Environment, Conservation and Parks and the Chief Conservation Executive meet GRCA representatives to review the GRCA alternative proposal to Conservation Authorities consolidation;*

*AND THAT the Minister and the Chief Conservation Executive seriously consider the GRCA proposal for conservation authorities as it enunciates a path forward that will address the Government's concerns most democratically and productively;*

*AND THAT this motion be circulated to the Premier of Ontario, Minister of Environment, Conservation & Parks, Chief Conservation Executive and local Members of Provincial Parliament for their information and action, where appropriate."*

The GRCA will continue to monitor the implementation of Bill 68 and the ERO proposal and will keep municipalities informed as additional details become available. The GRCA has already submitted its formal comments to the Province based on the Board-approved positions summarized above. A copy of the GRCA's comprehensive response to the ERO posting is attached for your reference.

If you have questions or would like a presentation to Council, please reach out to Samantha Lawson, CAO, at any time.

Sincerely,

A handwritten signature in black ink, appearing to read "John Challinor II", with a stylized flourish at the end.

John Challinor II, Chair  
Grand River Conservation Authority



**Nottawasaga Valley**  
Conservation Authority

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4 December 2025

By EMAIL

Hon. Todd McCarthy MPP  
Minister of the Environment, Conservation and Parks  
College Park, 5th Floor, 777 Bay Street  
Toronto, ON M7A 2J3

Re: NVCA Board Submission on the Proposed Regional Consolidation of Ontario's  
Conservation Authorities

Dear Minister McCarthy,

On behalf of the Board of Directors of the Nottawasaga Valley Conservation Authority (NVCA), I am writing to provide our formal comments regarding the Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities pursuant to the enclosed resolution (see attachment 1), which our Board passed unanimously. Our staff will also be making a detailed submission through the Environmental Registry of Ontario.

As you know, conservation authorities were created by municipalities under provincial statute to deliver watershed-based resource management, hazard protection and local environmental stewardship. They are funded and governed locally because their work is most effective when aligned with the distinct conditions, needs and local priorities of the watersheds they serve. Today, municipalities provide between 25% and 50% of the operating funds that make conservation authority services possible, while the province contributes approximately 3%. The authority-municipality partnership is, therefore, both operational and financial, and inherently grounded in local accountability.

The NVCA Board supports the Province's goals of efficiency, service modernization, digitization and fiscal prudence. In fact, NVCA has already implemented many of these improvements, including: digital permitting; shared-service models; external service and cost-recovery reviews; and strengthened transparency and communication practices, which our past correspondence (see attachment 2) to you and your officials has outlined in greater detail. These changes demonstrate that meaningful modernization is already achievable within the existing watershed-based framework.

Our Board is not in favour of amalgamation. As you may know, earlier this year we carefully explored an amalgamation proposal to merge our authority with a neighbouring one. This proposal was opposed by our Board, as well as opposed by the overwhelming majority of our shared member municipalities.

We specifically have concerns with the proposed "Huron-Superior Regional Conservation Authority", which would merge NVCA with six other conservation authorities across a geographic span of over 1,400 kilometres and 78+ municipalities — from Thunder Bay through Northern Lake Huron and into fast-growing regions of Southern Ontario in the Greater Toronto Area. This configuration would combine watersheds and communities with little shared hydrology, climate, infrastructure reality or economic alignment. It would also impose transitional costs for governance restructuring, IT integration, human resources amalgamation and policy harmonization. These transitional costs could divert resources from frontline permitting, hazard management and restoration work that municipalities and residents rely on.

In addition, the proposed consolidation risks weakening the very local accountability and municipal partnership that underpin conservation authority effectiveness. Decisions about permitting, floodplain management and watershed planning are best made by those who understand local site conditions, municipal growth patterns and community needs. A distant, mega-regional structure merging the GTA, the North and rural regions may make it more difficult for builders, farmers and municipalities to receive timely advice, resolve issues early and keep critical housing and infrastructure projects on schedule. We are also worried about the possible loss of the municipal voice, given the lack of clarity around how future board governance would be conducted.

The Board also notes that two of the proposed consolidated authorities — the Lake Simcoe Region Conservation Authority and the Lakehead Region Conservation Authority — operate in distinct contexts. Lake Simcoe functions under its own statute and the Lake Simcoe Protection Plan, while Lakehead serves Northern Ontario communities with vastly different watershed and infrastructure challenges than our region. We believe a single administrative structure cannot reasonably or efficiently meet all of these unique requirements.

For these reasons, the NVCA Board does not support the proposed "Huron-Superior" configuration as presented. Instead, we request further provincial consultation directly with all affected municipalities and conservation authorities before finalizing any boundary decisions or legislative amendments.

Should the Province continue to explore consolidation, the NVCA Board believes there are more geographically coherent and fiscally responsible alternatives. For example, a model focusing only on merging conservation authorities with contiguous Georgian Bay-area watersheds may better achieve alignment, reduce transition costs and would preserve local accountability while maintaining Lake Simcoe Region and Lakehead Region as distinct entities appropriate to their unique legislative or geographic contexts. There may well be benefits to having consolidation across Georgian Bay from a service-delivery perspective and in accessing federal grants. We wish to be clear that consolidation is not our

preference, but if the province proceeds with consolidation, this approach is our recommendation.

We appreciate the opportunity to comment and would welcome direct dialogue with your Ministry as this important file proceeds. Our aim is to work to achieve the goals you are seeking, but in a manner we consider more likely to be effective. Protecting people, property, and our shared natural environment requires solutions that are efficient, fiscally responsible and firmly grounded in the realities of Ontario's diverse watersheds. We believe such outcomes are achievable, and we stand ready to contribute constructively to that work.

Sincerely,

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

Jonathan Scott  
Chair, Board of Directors  
Nottawasaga Valley Conservation Authority

cc:

Hon. Sylvia Jones, MPP for Dufferin—Caledon  
Hon. Caroline Mulroney, MPP for York—Simcoe  
Hon. Doug Downey, MPP for Barrie—Springwater—Oro-Medonte  
Hon. Lisa Thompson, MPP for Huron—Bruce  
Hon. Jill Dunlop, MPP for Simcoe North  
Hon. Andrea Khanjin, MPP for Barrie—Innisfil  
Brian Saunderson, MPP for Simcoe—Grey  
Paul Vickers, MPP for Bruce—Grey—Owen Sound  
Conservation Ontario  
Association of Municipalities of Ontario  
Member Municipalities in the Proposed Region  
Grey Sauble Conservation Authority  
Saugeen Valley Conservation Authority  
Maitland Valley Conservation Authority  
Ausable Bayfield Conservation Authority  
Lake Simcoe Region Conservation Authority  
Lakehead Region Conservation Authority

Attachment 1: NVCA Board Resolution

Attachment 2: Letter - NVCA's progress in modernisation, efficiency and accountability



Attachment 1 of 2: NVCA Board Resolution

**Discussion on NVCA Boards position on Provincial Conservation Authority changes**

Recommendation:

*RES: 83-25*

Moved by: Cllr. Ralph Manktelow

Seconded by: Cllr. Joel Loughhead

**WHEREAS:** the Conservation Authorities Act (1946) enables municipalities to establish local conservation authorities (CA), and when municipalities choose to form such authorities, they assume responsibility for governance and funding through the appointment of a Board of Directors and the provision of an annual levy to cover expenses; and

**WHEREAS:** local municipalities collectively currently provide between 25% and 50% of total conservation authority funding, while the Province of Ontario provides approximately 3%; and

**WHEREAS:** conservation authorities collectively own and manage thousands of hectares of land, much of which was donated by local residents and entrusted to conservation authorities as a personal legacy for long-term protection, stewardship, and the public good, with the expectation that such lands would be cared for by locally governed conservation authorities; and

**WHEREAS:** the Ministry of the Environment, Conservation and Parks has posted Environmental Registry Notice No. 025-1257 ("Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities"), proposing to reduce Ontario's 36 conservation authorities to 7 regional entities as part of a broader restructuring that would create an Ontario Provincial Conservation Agency to provide centralized oversight and direction under the *Conservation Authorities Act*, with a municipal cost apportionment yet to be defined; and

**WHEREAS:** under this proposal, the Nottawasaga Valley Conservation Authority (NVCA) would be merged into a new "Huron-Superior Regional Conservation Authority" together with the:

1. Ausable Bayfield CA;
2. Maitland Valley CA;
3. Saugeen Valley CA;
4. Grey Sauble CA;
5. Lake Simcoe Region CA; and
6. Lakehead Region CA



forming a single organization stretching from Thunder Bay and Lake Superior through northern Lake Huron, Simcoe, Dufferin, Bruce, and Grey counties, York Region, Kawartha Lakes, and Durham regions; and

**WHEREAS:** the Board acknowledges and supports the Province's goals of improved efficiency, consistency and fiscal prudence in conservation delivery, but finds that the proposed "Huron-Superior" configuration would:

1. Create a geographically vast and administratively complex entity of 78+ different municipalities joining Northern, rural and fast-growing southern municipalities in the Greater Toronto Area with little shared watershed connection or economic alignment;
2. Dilute local accountability and municipal partnership, contrary to the principle that decisions are best made closest to the communities they affect;
3. Generate substantial transition costs — including human-resources integration, governance restructuring, IT migration and policy harmonization — that would divert resources from front-line service delivery and delay measurable outcomes, contrary to the Province's own business-planning principles of value for money, cost containment and service continuity; and
4. Risk greater uncertainty and delay for builders, developers and farmers, as local permitting offices and staff familiar with site conditions are replaced by distant regional structures, making it harder for applicants to obtain timely advice, resolve issues or expedite housing and infrastructure approvals that support the Province's "Get It Done" agenda; and

**WHEREAS:** the NVCA has already undertaken significant modernization work aligned with provincial objectives that demonstrates meaningful modernization can occur within the current watershed-based governance framework, including:

- implementation of a digital permitting and inspection system that has reduced turnaround times;
- adoption of shared-service arrangements in Corporate Services;
- independent service reviews identifying opportunities for cost recovery and efficiency; and
- measurable improvements in transparency and client communication; and

**WHEREAS:** the Board notes that the Lake Simcoe Region Conservation Authority operates under the *Lake Simcoe Protection Act* and Lake Simcoe Protection Plan, a unique legislative framework requiring distinct governance and reporting; and

**WHEREAS:** the Board further recognizes that the Lakehead Region Conservation Authority serves Northern Ontario communities facing vastly different climatic, hydrological and infrastructure realities, which would be ill-served by a single administrative structure extending to the Greater Toronto Area and physically based over 1,400 km away: and

**WHEREAS:** if the Province proceeds with reducing the number of conservation authorities, the Board believes a more geographically coherent and fiscally responsible alternative would be to consolidate only those conservation authorities with contiguous watersheds draining to Georgian Bay while maintaining the Lake Simcoe Region CA as distinct entity in recognition of its unique legislative

framework and having Lakehead Region CA form the Northwestern Ontario Regional Conservation Authority reflecting its unique regional context;

**THEREFORE BE IT RESOLVED THAT:**

1. The Board of Directors does not believe that the amalgamation is required and does not support the proposed "Huron-Superior Regional Conservation Authority" boundary configuration outlined in Environmental Registry Notice 025-1257; and
2. The Board instead endorses further provincial evaluation of a more focused specific model that is a more geographically coherent, cost-effective, and locally accountable alternative to advance the government's priorities of efficiency, red-tape reduction and timely housing delivery; and
3. The Board requests that the Ministry engage directly with the 78+ affected municipalities and conservation authorities across Simcoe, York, Durham, Kawartha Lakes, Bruce, Huron, Dufferin, Grey, Lambton, and Northern Ontario before finalizing any consolidation boundaries or legislative amendments; and
4. That this resolution, with a letter from the Chair, be forwarded to the Environmental Registry of Ontario consultations and to:
  - the Minister of the Environment, Conservation and Parks and his Opposition critics;
  - local Members of Provincial Parliament;
  - the Association of Municipalities of Ontario and Conservation Ontario; and
  - the Boards of the Grey Sauble, Saugeen Valley, Maitland Valley, Ausable Bayfield, Lake Simcoe Region and Lakehead Region Conservation Authorities.
5. Staff be directed to prepare NVCA's formal response to Environmental Registry Notice No. 025-1257.
  - The response shall reflect NVCA's position on maintaining effective watershed-based management, local accountability, and service continuity for member municipalities and stakeholders.
  - Staff shall submit the finalized response to the Environmental Registry of Ontario by the stated deadline and circulate a copy to the Board for information.

**Carried;**



Attachment 2 of 2: Letter - NVCA's progress in modernisation, efficiency and accountability

29 October 2025

By EMAIL

Mr. Hassaan Basit  
Chief Conservation Executive  
2nd Floor, 200-6733 Mississauga Rd  
Mississauga, ON L5N 6J5

RE: NVCA's progress in modernisation, efficiency and accountability

Dear Mr. Basit:

On behalf of the Nottawasaga Valley Conservation Authority (NVCA), we extend our congratulations on your appointment as Ontario's first Chief Conservation Executive. Your leadership comes at a pivotal moment as conservation authorities work to deliver faster, more transparent and more consistent service while supporting the province's goals for housing, infrastructure and climate resilience.

Over the past several months, the NVCA has undergone a deliberate, comprehensive transformation. Guided by our Board and new Chief Administrative Officer, we have modernised our systems, streamlined operations and instilled a culture of continuous improvement.

Key achievements include:

- Faster, more predictable permitting. We have cleared a backlog of more than 100 files, introduced e-permitting and digital workflows that save staff an average of 45 minutes per application, and as of September 2025 have achieved 95 per cent compliance with provincial review timelines, with a new average permit delivery timeframe of just 16 days.
- A new triage system allows straightforward applications to move quickly so staff can focus on complex, higher-risk files.

- A 90 per cent customer-satisfaction rating, up from 68 per cent in 2022, reflects our stronger focus on service, communication and problem-solving.
- A leaner, more transparent budget. Following a line-by-line review, 21 of 27 expense categories were reduced or held flat with our operating budget declining by some \$9000 with no service reductions. Category 3 charges were reduced by 31 per cent through proper reclassification of core hazard-mitigation work.
- Partnership with industry and municipalities. Our working group with the Building Industry and Land Development Association (BILD) fosters earlier collaboration and shared solutions, while regular municipal briefings enhance transparency and trust.

These reforms reflect a clear shift in culture. Our role is to apply science and local insight to help communities grow safely and sustainably. We are proving that conservation authorities can deliver both protection and progress.

We would welcome the opportunity to meet with you to discuss how our modernisation work aligns with your mandate to create a more effective, consistent and outcomes-driven conservation-authority sector.

Thank you for your attention and for your leadership in this important portfolio.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan Scott', with a stylized, flowing script.

Jonathan Scott

Chair, Nottawasaga Valley Conservation Authority

cc:

All MPPs representing the Nottawasaga Watershed; Dufferin County Council; Simcoe County Council; Grey County Council.



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

**Corporation of the Township of Melancthon  
Memorandum**

**TO: Mayor White and Members of Council**  
**FROM: Kaitlin Dinnick – Deputy Clerk/Planning Coordinator**  
**SUBJECT: Record Retention Policy & By-law**  
**DATE: December 11<sup>th</sup>, 2025**

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**Recommendation**

THAT Council receive the Report of Kaitlin Dinnick, Deputy Clerk/ Planning Coordinator dated December 11<sup>th</sup>, 2025, entitled Record Retention Policy & By-law;

AND THAT Council adopt the proposed Record Retention Policy and By-law.

**Background/Executive Summary**

This report provides an overview of the Township's new Records Retention Policy and its accompanying Records Retention By-law. The purpose of the new policy and by-law is to ensure consistent, compliant, and transparent management of municipal records in accordance with legislative requirements and best practices.

**Options/Analysis**

The new retention framework was developed to:

- Establish clear, legally compliant retention periods for all municipal records.
- Support accountability, transparency, and efficient access to information.
- Ensure records of long-term value are preserved and protected.
- Standardize record-keeping practices across all Township departments.
- Reduce storage costs and risks associated with holding records longer than required.

The Township's new Records Retention Policy and accompanying By-law create a comprehensive and modern framework for managing municipal records. By adopting standardized retention schedules, clear procedures, and strong compliance measures, the Township is better equipped to meet legislative requirements, serve the community effectively, and preserve records of historical importance.

**Financial Impact**

There will be no financial implications in approving the Record Retention Policy and By-law.

Respectfully Submitted:

Kaitlin Dinnick, Deputy Clerk/Planning Coordinator

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
BY-LAW NO. - 2025

BEING A BY-LAW TO ESTABLISH A RECORDS RETENTION POLICY AND RETENTION PERIODS FOR THE KEEPING OF RECORDS FOR THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

**WHEREAS** Section 254 of the Municipal Act, 2001, S.O., 2001, as amended, requires a municipality to retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

**AND WHEREAS** Section 255 (3) of the Municipal Act, 2001, as amended, permits municipalities to establish retention periods, during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254;

**AND WHEREAS** Section 255 (2) of the Municipal Act, 2001, as amended, permits municipalities and its local boards to destroy records if a retention period for the record has been established under this section and the retention period has expired or the record is a copy of the original record;

**AND WHEREAS** all records generated or received by staff and elected officials of the Corporation of the Township of Melancthon in connection with the transaction of public business are the express property of the Corporation of the Township of Melancthon;

**AND WHEREAS** the Council of the Corporation of the Township of Melancthon deems it desirable to establish a records retention policy and retention periods for the keeping of records for the Corporation of the Township of Melancthon;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MELANCTHON HEREBY ENACTS AS FOLLOWS:**

1. THAT this By-law be referred to as the "Records Retention By-law".
2. THAT Council does hereby adopt the Records Retention Policy attached substantially in the form hereto as Schedule "A" and forming part of this By-law.
3. THAT all corporate records for the Township of Melancthon shall be preserved in accordance with the retention periods indicated in the Records Retention Policy attached hereto as Schedule "A" and forming part of this By-law and may then be destroyed.
4. THAT the Clerk and/or designate for the Corporation of the Township of Melancthon be designated the authority to:
  - a. Develop and administer the policies and procedures for the Township's Records Management; and
  - b. To amend Schedule "A" as required, by obtaining approval of the changes from the Chief Administrative Officer and reporting any amendments to Council.
5. THAT this By-law shall come into force and effect immediately upon the final passing thereof.

By-law read a first and second time this                      date of                      , 2025.

By-law read a third time and passed this                      date of                      , 2025.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



The Corporation of the  
TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

## **1. PURPOSE**

1.1 The purpose of this policy is to:

- a) Establish a policy and schedule of retention for the corporate records of the Township of Melancthon, pursuant to Sections 254 and 255 of the Municipal Act, 2001, S.O. 2001, as amended; and
- b) Enhance the municipality's ability to efficiently organize, manage, and retain its official records.

## **2. SCOPE**

- 2.1 This policy shall apply to all employees and elected officials acting on behalf of the Township of Melancthon.
- 2.2 The basis of the Township's records classification scheme is that all like documents in a calendar year or for a specific case or project are maintained together under the appropriate classification category within each work unit. Generally, the retention periods contained in the schedule refer to the entire body of documents maintained as a file.

## **3. CONFLICT**

- 3.1 The provisions of this policy are based on the most accurate information available. In the event the provisions of this policy are inconsistent with the provisions of the Municipal Act, 2001, its Regulations or any other Act or statute, the provisions of the Act, Regulations or statute shall prevail.
- 3.2 As new records are created that are not provided for in this schedule, records cannot legally be disposed of until the appropriate amendments are made to the policy.
- 3.3 Retention periods prescribed in this schedule may be altered due to changes in legislation or functional requirements. Once such changes become known, no disposal may take place until the appropriate amendments are made to the policy.



#### 4. DEFINITIONS

**Archival Review** means review of the Record is required prior to destruction to determine if it shall be kept longer than the assigned Retention Period.

**Clerk** means the Clerk and/or designate of the Township.

**Department Head** means the head of a department for the Township.

**Destruction** means the process of eliminating or deleting data, documents and Records so that the recorded information no longer exists. Physical Records are to be destroyed by shredding.

**Elected Official** means any person duly elected or appointed to serve on Council.

**FOI Designation** means the designation of a record in accordance with the Municipal Freedom of Information and Protection of Privacy Act and includes the following:

- a) Open Access means there are no restrictions on access to records contained within this series.
- b) Review Access means there may be some restrictions on records contained within this series. Review is required before access is granted.

**Information Management** means applying common management principles (planning, directing, controlling, evaluating) to information and data assets. It involves establishing disciplined and consistent practices related to the planning, creation, capture or collection, organization, use, accessibility, dissemination, storage, protection and disposition of information assets.

**Municipal Act** means the *Municipal Act, 2001*, S.O. 2001, c 25, as amended.

**Official Records** means recorded information in any format or medium that documents the Township's business activities, rights, obligation or responsibilities or recorded information that was created, received, distributed or maintained by the Township in compliance with a legal obligation.

**Originating** means the departmental division that has primary responsibility and control of a particular group or type of records, typically being the division where records were initially created or received.

**Personal Information** means recorded information about an identifiable individual, as defined by the Freedom of Information and Protection of Privacy Act, 1990.

**Publication** means information that is created, collected, produced, or reproduced for public distribution or with the intention to make this information widely available.

**Record** means a record which is within the Township's custody and control and includes any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

- a) Correspondence, memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, videotape, machine-readable record, any other documentary material, regardless of physical form or characteristics, and includes Official, Permanent and Transitory Records; and
- b) Subject to the regulations, any record that is capable of being produced from a machine-readable record, under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution.

**Retention Period** means the period of time during which Records must be kept by the Township.

**Retention Schedule** means a control document that indicates the length of time that each Record shall be retained and provides for the transfer, disposal or permanent retention of all corporate Records.

**Staff** means all employees who perform work for or deliver services on behalf of the Township but excludes Council.

**Superseded** means records or items that have been updated and replaced by a new version.

**TOMRMS** means The Ontario Municipal Records Management System, a system which is the Township's standard classification system.

**Township** means the Corporation of the Township of Melancthon.

**Transitory Records** means records of a temporary nature regardless of format, typically required for a short time to ensure the completion of a routine action.

**Vital** means a record that is vital to the continued operations of the municipality or has archival importance.

## **5. RESPONSIBILITIES OF STAFF AND ELECTED OFFICIALS**

- 5.1 Departments and divisions are free to develop unique organizational systems for paper or electronic filing based on operational needs.

## **6. DESTRUCTION OF RECORDS**

- 6.1 The following principles govern the destruction of official records:

- a) When there are no further business or legal reasons for retaining official records, they shall be destroyed or expunged as appropriate;
- b) Official records pertaining to pending or actual investigation or litigation shall not be destroyed; and
- c) Official records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain.

- 7.2 Official records in the custody or control of the Township shall not be destroyed until such records are older than the retention period set out in this policy and have been identified in a disposition notice prepared pursuant to this policy.

- 7.3 Copies of official records may be destroyed at any time if the original records are being retained.

- 7.4 The Clerk and/or designate shall retain written confirmation of all records that have been destroyed in accordance with the Records Retention By-law and this policy. Department Heads, in conjunction with the Clerk's Office, will annually identify records scheduled for disposition and prepare a notice of disposition list.

- 7.5 For records that need to be retained beyond the disposition date, Department Head's will provide notice in writing to the Clerk's Office identifying the records to be retained, reason for retention and a new date for disposition.

- 7.6 Unless file components have been specifically listed with different retention periods, or specific components have been selected to be maintained for archival purposes, related files and documents should be maintained and disposed of together.

## 8 RETENTION SCHEDULE GENERAL

- 8.1 This retention schedule describes the length of time municipal records are to be kept until their destruction or transfer to the Township Archives.
- 8.2 The schedule reflects the functions documented by the records, rather than the divisions creating them. It is divided according to the primary functions and secondary categories identified in the Township's records classification scheme, plus a special section for transitory records. The primary functions are not arranged by the names of the divisions/offices creating or receiving the records.
- 8.3 The schedule does not generally specify the physical format of the records. Instead, it indicates the period for which the information contained in the records needs to be maintained. Records should be organized and retained according to their subject matter and not the format they are stored in.
- 8.4 Schedule entries are identified by the secondary categories (records series) from the Township's classification scheme. Each file has a category, file plan reference number, a title and columns entitled Description, Responsible Department, Retention, and Remarks. All numbers in retention columns refer to years unless otherwise specified.
- 8.5 The following abbreviations are used to indicate retention information:
  - **A = Archival:** The archivist must be notified before these records are moved out of the division. These records have been identified as archival and will be stored in the Archives.
  - **C = Current Year:** Retention period indicated begins at the end of the current calendar year. (e.g., C + 2 = Current Year plus the previous 2 calendar years).
  - **E = Event:** Refers to records for which a specific retention period cannot be predetermined as they must be kept until after the termination of a defined activity, event, or function. In some cases, "E" has been defined to guide the decision.
  - **P = Permanent:** A file with this retention limit is never destroyed. It has permanent value and is to be properly stored in the department or records centre.
  - **SR = Selective Retention:** Indicates that some of the records may have enduring value and are to be reviewed by the Clerk prior to disposal. Those records subsequently identified as being of enduring value are to be preserved in the Township Archives once the retention period has ended. Records will be selected based on recognized archival practices such as weeding (all files kept but some contents destroyed), sampling (only some files kept based on specified criteria, the others destroyed), or a combination of the two.

## **9. TRANSITORY RECORDS RETENTION SCHEDULE**

- 9.1 Transitory documents are those kept solely for convenience of reference and of limited value in recording the planning or implementation of Township policy or programs.
- 9.2 Unless otherwise specified in the schedule, or unless required for legal or legislated purposes, these records may be destroyed when their value ceases as determined by the Department Head.
- 9.3 The Transitory Records Retention Schedule is as follows:

Record Series Description	Retention
Additional Duplicate Copies: includes those created for ease of reference or for distribution at meetings, training sessions, etc. Examples include multiple copies of project or committee materials such as minutes, reports, agendas etc. as sent to various committee members and staff. Duplicate copies of documents retained only for distribution or convenience.	SR
Telephone Messages: includes personal telephone messages and simple telephone messages recorded on post-it notes, message pads, logbooks, and in voicemail which do not record official business decisions, or have future business, financial, operational, administrative, legal, vital or archival value.	SR
Working Papers: includes rough notes, work preparation materials and instructions, calculations, preliminary drafts, rough research notes and similar materials used in the preparation of correspondence, statistical tables, reports or other records. Preliminary drafts of letters, memoranda, reports etc. which do not form significant stages in the preparation of a final document and do not record official business decisions or have future business, financial, operational, administrative, legal, vital or archival value.	SR
Miscellaneous Notice or Memoranda: includes all staff emails, messages on upcoming special events, or memos on minor administrative details.	SR
External Publications: includes administrative manuals, directions, catalogues, newsletters, pamphlets and periodicals produced by organizations external to the municipality. Also includes unsolicited advertising, brochures and flyers.	SR

## 10. CORPORATE RECORDS RETENTION SCHEDULE

### RECORD DISPOSTION AND RETENTION – CONSENT FORM

Pursuant to the Township of Melancthon's Records Retention By-law and Policy, the appropriate Department Head shall notify the Clerk in writing of the scheduled destruction of a records.

Complete Section A if record(s) are to be destroyed.

Section A: Records to be Destroyed			
No.	Reference Number	Record Name / Description	Retention Expiration Date
1			
2			
3			
4			
5			
6			

\_\_\_\_\_  
**Department Head**

\_\_\_\_\_  
**Date**

By signing below, I hereby give my consent to the destruction of the records listed in Section A of this form. Thereby agreeing to the permanent destruction of the records.

**DATE OF DESTRUCTION OCCURRED ON:** \_\_\_\_\_

\_\_\_\_\_  
**Clerk**

\_\_\_\_\_  
**Date**

## RECORD DISPOSTION AND RETENTION – CONSENT FORM

Complete Section B if record(s) are to be retained past the scheduled retention period.

Section B: Records to be Further Retained			
No.	Reference Number	Record Name / Description	Reason for Further Retention
1			
2			
3			
4			
5			
6			

\_\_\_\_\_  
**Department Head**

\_\_\_\_\_  
**Date**

By signing below, I hereby give my consent to the further retain the records listed in Section B of this form.

**NEW RETENTION DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Clerk**

\_\_\_\_\_  
**Date**

# TOWNSHIP OF MELANCTHON

## RECORD RETENTION SCHEDULE

### ADMINSTRATION - A

Class Code	Secondary Heading	Department Responsible	Total Retention Term/Years	FOI Designation	Remarks
A00	ADMINISTRATION - GENERAL	Originating	C+7	Open Access	
A01	ASSOCIATION AND ORGANIZATIONS	Originating	C+7	Open Access	
A02	STAFF COMMITTEES AND MEETINGS	Originating	C+7	Review Access	Archival Review
A03	COMPUTER AND ARCHITECTURE INFORMATION SYSTEMS	IT	SR	Review Access	
A04	CONFERENCES AND SEMINARS	Originating	C+7	Review Access	
A05	CONSULTANTS	Originating	C+7	Review Access	
A07	OFFICE EQUIPMENT AND FURNITURE	Originating	C+7	Review Access	
A09	POLICIES, PROCEDURES AND TEMPLATES	Originating	SR	Open Access	Until Superseded Archival Review
A10	RECORDS MANAGEMENT	Clerk's	P	Open Access	Physical Copy Retention Required. Archival Review
A11	RECORDS DISPOSITION	Clerk's	SR	Open Access	
A12	TELECOMMUNICATIONS SYSTEMS	Originating	SR	Review Access	Until Superseded Archival Review
A13	TRAVEL AND ACCOMODATION	Originating	C+7		
A14	UNIFORMS AND CLOTHING	Originating	C+7		
A15	VENDORS AND SUPPLIES	Originating	C+7		
A16	INTERGOVERNMENTAL RELATIONS	Originating	C+7	Review Access	Archival Review
A17	ACCESSIBILITY OF RECORDS (FOI)	Clerk's	C+7	Review Access	
A18	SECURITY	Originating	C+7		



# TOWNSHIP OF MELANCTHON

## RECORD RETENTION SCHEDULE

### ADMINSTRATION - A

Class Code	Secondary Heading	Department Responsible	Total Retention Term/Years	FOI Designation	Remarks
A19	FACILITIES CONSTRUCTION AND RENOVATIONS	Originating	C+7		
A20	BUILDING AND PROPERTY MAINTENANCE	Originating	P	Review Access	
A22	ACCESSIBILITY OF SERVICES	Clerk's	C+7		
A23	INFORMATION SYSTEM PRODUCTION ACTIVITY AND CONTROL	Treasury	C+7		
A24	ACCESS CONTROL AND PASSWORDS	Treasury	C+7		
A25	PERFORMANCE MANAGEMENT QUALITY ASSURANCE	CAO	C+7		
A26	FORMS	Originating			
A27	CEMETERY RECORDS	Clerk's	P	Review Access	

**TOWNSHIP OF MELANCTHON  
RECORD RETENTION SCHEDULE  
COUNCIL, BOARDS AND BY-LAWS – C**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Department Responsible</b>	<b>Total Retention Term/Years</b>	<b>FOI Designation</b>	<b>Remarks</b>
<b>C00</b>	<b>COUNCIL - GENERAL</b>	Originating	SR	Open Access	
<b>C01</b>	<b>BY-LAWS</b>	Clerk's	P	Open Access	Physical Copy Retention Required. Archival Review
<b>C02</b>	<b>BY-LAWS - OTHER MUNICIPALITIES</b>	Clerk's	SR	Open Access	
<b>C03</b>	<b>COUNCIL AGENDA</b>	Clerk's	P	Review Access	
<b>C04</b>	<b>COUNCIL MINUTES</b>	Clerk's	P	Review Access	Physical Copy Retention Required. Archival Review
<b>C05</b>	<b>COUNCIL COMMITTEE AGENDA</b>	Clerk's	SR	Review Access	Archival Review
<b>C06</b>	<b>COUNCIL COMMITTEE MINUTES</b>	Clerk's	SR	Review Access	Archival Review
<b>C07</b>	<b>ELECTIONS</b>	Clerk's	SR	Review Access	Final Results are Permanent. Physical Copy Retention Required.
<b>C08</b>	<b>GOALS AND OBJECTIVES</b>	Originating	P	Open Access	Archival Review
<b>C09</b>	<b>MOTIONS AND RESOLUTIONS</b>	Clerk's	P	Open Access	
<b>C10</b>	<b>MOTIONS AND RESOLUTIONS – OTHER MUNICIPALITIES</b>	Clerk's	C+7		
<b>C11</b>	<b>REPORTS TO COUNCIL</b>	Clerk's	C+7	Review Access	Archival Review
<b>C12</b>	<b>APPOINTMENTS TO BOARDS AND COMMITTEES</b>	Clerk's	C+7		
<b>C13</b>	<b>ACCOUNTABILITY, TRANSPARENCY &amp; GOVERNANCE</b>	Clerk's	P	Review Access	Physical Copy Retention Required. Archival Review
<b>C14</b>	<b>COUNCIL, BOARD AND COMMITTEE MEETING RECORDINGS</b>	Clerk's	P		

**TOWNSHIP OF MELANCTHON  
RECORD RETENTION SCHEDULE  
DEVELOPMENT AND PLANNING - D**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Department Responsible</b>	<b>Total Retention Term/Years</b>	<b>FOI Designation</b>	<b>Remarks</b>
<b>D00</b>	<b>DEVELOPMENT AND PLANNING - GENERAL</b>	Originating	SR	Open Access	
<b>D02</b>	<b>ECONOMIC DEVELOPMENT</b>	Planning			
<b>D08</b>	<b>OFFICIAL PLANS</b>	Clerk's	P	Open Access	Physical Copy Retention Required. Archival Review
<b>D09</b>	<b>OFFICIAL PLAN AMENDMENT APPLICATIONS</b>	Planning	P	Review Access	Upon final approval all records shall be filed in the applicable roll file for permanent retention.
<b>D10</b>	<b>CONSENTS</b>	Planning	P	Review Access	Upon final approval all records shall be filed in the applicable roll file for permanent retention.
<b>D11</b>	<b>SITE PLAN CONTROL</b>	Planning	P		
<b>D12</b>	<b>SUBVISION PLANS</b>	Planning	P		
<b>D13</b>	<b>VARIANCES</b>	Planning	P		
<b>D14</b>	<b>ZONING</b>	Planning	P	Open Access	Archival Review
<b>D15</b>	<b>EASEMENTS</b>	Planning	P		
<b>D16</b>	<b>ENCROACHMENTS</b>	Planning	P		
<b>D17</b>	<b>ANNEXATION/AMALGAMATION</b>	Clerk's	P		
<b>D18</b>	<b>COMMUNITY IMPROVEMENT PROJECTS</b>	Planning	P		
<b>D19</b>	<b>MUNICIPAL ADDRESSING</b>	Planning	P		
<b>D23</b>	<b>AGRICULTURAL DEVELOPMENT</b>	Planning	C+7	Review Access	Archival Review
<b>D25</b>	<b>DEEMING PROCESS</b>	Planning	P		

**TOWNSHIP OF MELANCTHON  
RECORD RETENTION SCHEDULE  
ENVIRONMENTAL SERVICES - E**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Department Responsible</b>	<b>Total Retention Term/Years</b>	<b>FOI Designation</b>	<b>Remarks</b>
<b>E00</b>	<b>ENVIRONMENTAL SERVICES - GENERAL</b>	Originating	C+7	Open Access	
<b>E04</b>	<b>TREE PROGRAM</b>	Public Works	C+7	Open Access	
<b>E06</b>	<b>UTILITIES</b>	Public Works	C+7	Review Access	Archival Review
<b>E07</b>	<b>WASTE MANAGEMENT</b>	Public Works	C+7	Review Access	Archival Review
<b>E09</b>	<b>DRAINS</b>	Public Works	P	Review Access	E= submission of the written report required by clause (c) or for such longer period as the Superintendent notifies the licensee in writing Specifications Permanently
<b>E11</b>	<b>NUTRIENT MANAGEMENT</b>	Public Works	E+7	Review Access	
<b>E14</b>	<b>WATER SAMPLING</b>	Engineering	C + 7	Review Access	
<b>E17</b>	<b>ENERGY MANAGEMENT</b>		C+7		
<b>E19</b>	<b>RENEWABLE ENERGY</b>		C+7		
<b>E20</b>	<b>SOURCE WATER PROTECTION</b>		C+7		
<b>E21</b>	<b>MINISTRY OF THE ENVIRONMENT (MOE) ENVIRONMENTAL COMPLIANCE APPROVALS</b>	Engineering	C+7		

**TOWNSHIP OF MELANCTHON  
RECORD RETENTION SCHEDULE  
FINANCE AND ACCOUNTING – F**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Department Responsible</b>	<b>Total Retention Term/Years</b>	<b>FOI Designation</b>	<b>Remarks</b>
<b>F00</b>	<b>FINANCE AND ACCOUNTING – GENERAL</b>	Originating	C+7	Review Access	Do not file accounting records required for tax purposes
<b>F01</b>	<b>ACCOUNTS PAYABLE</b>	Treasury	C+7	Review Access	An information or complaint under the Provincial Offences Act, in respect of an offence under the Act may be laid or made on or before the day that is eight years after the day on which the subject-matter of the information or complaint arose
<b>F02</b>	<b>ACCOUNTS RECEIVABLE</b>	Treasury	C+7	Review Access	
<b>F03</b>	<b>AUDITS</b>	Treasury	C+7	Review Access	
<b>F04</b>	<b>BANKING (LETTERS OF CREDIT)</b>	Treasury	C+7	Review Access	
<b>F05</b>	<b>BUDGETS AND ESTIMATES</b>	Treasury	C+7	Review Access	Archival Review
<b>F06</b>	<b>ASSETS</b>	Treasury	E+7	Review Access	E = Disposal of Asset Archival Review
<b>F08</b>	<b>DEBENTURES AND BONDS</b>	Treasury	E+7	Review Access	E = Debentures surrendered for exchange/cancellation
<b>F09</b>	<b>EMPLOYEE AND COUNCIL EXPENSES</b>	Treasury	C+7	Review Access	
<b>F10</b>	<b>FINANCIAL STATEMENTS</b>	Treasury	P	Review Access	Physical Copy Retention Required. Archival Review
<b>F11</b>	<b>GRANTS AND LOANS</b>	Treasury	E+7	Review Access	E = Completion of Grant
<b>F12</b>	<b>INVESTMENTS</b>	Treasury	E+7	Review Access	E = Closure of account
<b>F13</b>	<b>JOURNAL VOUCHERS</b>	Treasury	C+7		
<b>F14</b>	<b>SUBSIDIARY LEDGERS, REGISTERS AND JOURNALS</b>	Treasury	P		

**TOWNSHIP OF MELANCTHON  
RECORD RETENTION SCHEDULE  
FINANCE AND ACCOUNTING – F**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Department Responsible</b>	<b>Total Retention Term/Years</b>	<b>FOI Designation</b>	<b>Remarks</b>
<b>F16</b>	<b>PAYROLL</b>	Treasury	C+7	Review Access	Permission to destroy records related to the Employer Health Tax must be obtain from the Minister of Finance. Permission to destroy C.P.P. and Employment Insurance records prior to the expiration of their retention periods must be obtained from the Minister of Revenue
<b>F17</b>	<b>PURCHASE ORDERS AND REQUISITIONS</b>	Treasury	C+7	Review Access	
<b>F18</b>	<b>QUOTATIONS AND TENDERS</b>	Treasury	C+7	Review Access	Archival Review
<b>F19</b>	<b>RECEIPTS</b>	Treasury	C+7		
<b>F20</b>	<b>RESERVE FUNDS</b>	Treasury	C+7	Review Access	
<b>F22</b>	<b>TAX ROLLS AND RECORDS</b>	Treasury	P	Review Access	The sections of the education act related to protestant and roman catholic School Board Index Books have been repealed
<b>F23</b>	<b>WRITE OFFS</b>	Treasury	C+7	Review Access	
<b>F25</b>	<b>SECURITY DEPOSITS</b>	Treasury	E+7	Review Access	E = Closure of account
<b>F26</b>	<b>WORKING PAPERS</b>	Treasury	C+7		
<b>F27</b>	<b>PROCUREMENT</b>	Treasury	C+7		
<b>F28</b>	<b>DEVELOPMENT CHARGES STUDY</b>	Treasury	C+7		
<b>F29</b>	<b>KEYSTONE</b>	Treasury	C+7		
<b>F30</b>	<b>PRE-AUTHORIZED DEBIT PROGRAM</b>				

**TOWNSHIP OF MELANCTHON  
RECORD RETENTION SCHEDULE  
HUMAN RESOURCES – H**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Department Responsible</b>	<b>Total Retention Term/Years</b>	<b>FOI Designation</b>	<b>Remarks</b>
<b>H00</b>	<b>HUMAN RESOURCES - GENERAL</b>	Originating	C+7	Review Access	
<b>H02</b>	<b>BENEFITS</b>	Human Resources	SR	Review Access	
<b>H03</b>	<b>EMPLOYEE RECORDS</b>	Human Resources	E+7	Review Access	E=Date Employee Ceases to be Employed  Physical Copy Retention Required.
<b>H04</b>	<b>HEALTH AND SAFETY</b>	Human Resources	SR	Review Access	Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of (a) 40 years from the time such records were first made with respect to the worker, or (b) 20 years from the time the last of such records were made with respect to the worker
<b>H05</b>	<b>HUMAN RESOURCE PLANNING</b>	Human Resources	P	Review Access	Physical Copy Retention Required. Archival Review
<b>H06</b>	<b>JOB DESCRIPTIONS</b>	Human Resources	SR	Review Access	Until Superseded. Archival Review
<b>H08</b>	<b>ORGANIZATION</b>	Human Resources	SR	Review Access	Until Superseded. Archival Review
<b>H09</b>	<b>SALARY PLANNING</b>	Human Resources	C+7		
<b>H10</b>	<b>PENSION RECORDS</b>	Human Resources	C+7		
<b>H11</b>	<b>RECRUITMENT</b>	Human Resources	C+7	Review Access	Archival Review

**TOWNSHIP OF MELANCTHON  
RECORD RETENTION SCHEDULE  
HUMAN RESOURCES – H**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Department Responsible</b>	<b>Total Retention Term/Years</b>	<b>FOI Designation</b>	<b>Remarks</b>
<b>H12</b>	<b>TRAINING AND DEVELOPMENT</b>	Human Resources	C+7	Review Access	Only courses developed and presented by the municipality are subject to archival review.
<b>H13</b>	<b>CLAIMS</b>	Human Resources	E+7	Review Access	E=Resolution of claim Records related to exposure to airborne Acrylonitrile, benzene, lead, mercury, silica, vinyl chloride, arsenic, ethylene oxide or asbestos must be kept the longer of (a) 40 years from the time such records were first made with respect to the worker, or (b) 20 years from the time the last of such records were made with respect to the worker
<b>H14</b>	<b>GRIEVANCES</b>	Human Resources	C+7		
<b>H15</b>	<b>HARASSMENT AND VIOLENCE</b>	Human Resources	C+7		
<b>H16</b>	<b>CRIMINAL BACKGROUND CHECKS</b>	Human Resources	C+7		



**TOWNSHIP OF MELANCTHON  
RECORD RETENTION SCHEDULE  
LEGAL AFFAIRS - L**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Department Responsible</b>	<b>Total Retention Term/Years</b>	<b>FOI Designation</b>	<b>Remarks</b>
<b>L00</b>	<b>LEGAL AFFAIRS - GENERAL</b>	Originating	C+7	Review Access	
<b>L01</b>	<b>APPEALS AND HEARINGS</b>	Clerk's	P	Review Access	Physical Copy Retention Required. 7 years for application if withdrawn
<b>L02</b>	<b>CLAIMS AGAINST THE MUNICIPALITY</b>	Clerk's	E+7	Review Access	E = Resolution of claim and all appeals
<b>L03</b>	<b>CLAIMS BY THE MUNICIPALITY</b>	Clerk's	E+7	Review Access	E = Resolution of claims and all appeals
<b>L04</b>	<b>CONTRACTS AND AGREEMENTS – UNDER BY-LAW</b>	Clerk's	P	Review Access	Physical Copy Retention Required.
<b>L05</b>	<b>INSURANCE APPRAISALS</b>	Clerk's	C+7		
<b>L06</b>	<b>INSURANCE POLICIES &amp; APPLICATIONS</b>	Clerk's	E+15 SR	Review Access	E = Expiry of policy Archival Review
<b>L07</b>	<b>LAND ACQUISITION AND SALE</b>	Clerk's	P	Review Access	Physical Copy Retention Required in applicable Roll File.
<b>L08</b>	<b>OPINIONS AND BRIEFS</b>	Clerk's	SR	Review Access	Archival Review
<b>L09</b>	<b>PRECEDENTS</b>	Clerk's	C+7		
<b>L12</b>	<b>VITAL STATISTICS</b>	Clerk's	P	Review Access	Physical Copy Retention Required.
<b>L14</b>	<b>CONTRACTS AND AGREEMENTS - SIMPLE</b>	Clerk's	C+7		

**TOWNSHIP OF MELANCTHON  
RECORD RETENTION SCHEDULE  
MEDIA AND PUBLIC RELATIONS - M**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Department Responsible</b>	<b>Total Retention Term/Years</b>	<b>FOI Designation</b>	<b>Remarks</b>
<b>M00</b>	<b>MEDIA AND PUBLIC RELATIONS - GENERAL</b>	Originating	C+7	Open Access	
<b>M02</b>	<b>CEREMONIES AND EVENTS</b>	Originating	C+7	Review Access	Archival Review
<b>M03</b>	<b>CHARITABLE CAMPAIGNS/FUND RAISING</b>	Originating	C+7	Open Access	
<b>M04</b>	<b>COMPLAINTS, COMMENDATIONS AND INQUIRIES</b>	Originating	C+7		
<b>M05</b>	<b>NEWS CLIPPINGS</b>	Originating	P		
<b>M06</b>	<b>NEWS RELEASES &amp; NEWSLETTERS</b>	Originating	C+7	Open Access	Archival Review
<b>M07</b>	<b>PUBLICATIONS</b>	Originating	SR	Review Access	Archival Review
<b>M10</b>	<b>WEBSITE AND SOCIAL MEDIA CONTENT</b>	Originating	SR	Open Access	

**TOWNSHIP OF MELANCTHON  
RECORD RETENTION SCHEDULE  
PROTECTION AND ENVIRONMENT SERVICES - P**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Department Responsible</b>	<b>Total Retention Term/Years</b>		<b>FOI Designation</b>	<b>Remarks</b>
<b>P00</b>	<b>PROTECTION AND ENFORCEMENT SERVICES - GENERAL</b>	Originating	C+7		Review Access	
<b>P01</b>	<b>BY-LAW ENFORCEMENT</b>	Originating	E+7		Review Access	E=Date enforcement file is closed
<b>P03</b>	<b>EMERGENCY PLANNING</b>	Originating	P		Review Access	
<b>P05</b>	<b>INCIDENT ACCIDENT REPORTS</b>	Originating	SR		Review Access	Archival Review
<b>P06</b>	<b>BUILDING AND STRUCTURAL INSPECTIONS</b>	Originating	SR		Review Access	
<b>P09</b>	<b>LICENCES</b>	Originating	C+7		Review Access	
<b>P11</b>	<b>PERMITS - OTHERS</b>	Originating	C+7		Review Access	
<b>P14</b>	<b>ANIMAL CONTROL</b>	Originating	C+7			
<b>P16</b>	<b>EMERGENCY SERVICES</b>	Originating	C+7			

**TOWNSHIP OF MELANCTHON  
RECORD RETENTION SCHEDULE  
RECREATION AND CULTURE - R**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Department Responsible</b>	<b>Total Retention Term/Years</b>	<b>FOI Designation</b>	<b>Remarks</b>
<b>R00</b>	<b>RECREATION AND CULTURE - GENERAL</b>	Originating	C+7	Open Access	
<b>R02</b>	<b>LIBRARY SERVICES</b>	Clerk's	C+7		
<b>R03</b>	<b>MUSEUM AND ARCHIVAL SERVICES</b>	Clerk's	C+7	Review Access	Archival Review
<b>R04</b>	<b>PARK MANAGEMENT</b>	Clerk's	C+7		
<b>R05</b>	<b>RECREATIONAL FACILITIES</b>	Public Works	C+7	Review Access	
<b>R06</b>	<b>RECREATIONAL PROGRAMMING</b>	Public Works	C+7	Review Access	Archival Review

**TOWNSHIP OF MELANCTHON  
RECORD RETENTION SCHEDULE  
TRANSPORTATION SERVICES - T**

<b>Class Code</b>	<b>Secondary Heading</b>	<b>Department Responsible</b>	<b>Total Retention Term/Years</b>	<b>FOI Designation</b>	<b>Remarks</b>
<b>T00</b>	<b>TRANSPORTATION SERVICES – GENERAL</b>	Public Works	1		
<b>T02</b>	<b>PARKING</b>	Public Works	E+6		
<b>T04</b>	<b>ROAD CONSTRUCTION</b>	Public Works	E+1		
<b>T05</b>	<b>ROAD DESIGN AND PLANNING</b>	Public Works	E+1		
<b>T06</b>	<b>ROAD MAINTENANCE</b>	Public Works	E+1		
<b>T07</b>	<b>SIGNS AND SIGNALS</b>	Public Works	E+1		
<b>T08</b>	<b>TRAFFIC</b>	Public Works	E+1		
<b>T09</b>	<b>ROADS AND LANES OPENING/CLOSURES</b>	Public Works	E+1		
<b>T10</b>	<b>FIELD SURVEY/ROAD SURVEY BOOKS</b>	Public Works	E+1		
<b>T11</b>	<b>BRIDGES</b>	Public Works	E+1		
<b>T12</b>	<b>ROAD PHOTOS</b>	Public Works	E+1		
<b>T13</b>	<b>GPS REPORTS</b>	Public Works	E+1		
<b>T14</b>	<b>UNIFORMS &amp; CLOTHING</b>	Public Works	E+1		

# TOWNSHIP OF MELANCTHON

## RECORD RETENTION SCHEDULE

### VEHICLE AND EQUIPMENT - V

Class Code	Secondary Heading	Department Responsible	Total Retention Term/Years	FOI Designation	Remarks
V00	VEHICLES AND EQUIPMENT - GENERAL	Originating	C+7	Open Access	
V01	FLEET MANAGEMENT	Public Works	P	Open Access	E = Removal of designation Archival Review
V02	MOBILE EQUIPMENT	Public Works	C+7		
V03	TRANSPORTATION EQUIPMENT	Public Works	C+7	Review Access	Archival Review
V04	PROTECTIVE EQUIPMENT	Public Works	C+7		

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

By-law No. \_\_\_\_\_

A By-law to appoint officials from January 1, 2026 to November 14, 2026.

WHEREAS it is deemed expedient and necessary to pass a By-law to appoint Municipal Officials from January 1, 2026 to November 14, 2026.

THEREFORE this Municipal Council of the Corporation of the Township of Melancthon, here assembled, hereby enacts that the following persons shall be appointed to the office set opposite their respective names with the salary affixed as follows:

Livestock Investigator \_\_\_\_\_ \$75.00/call plus CRA Mileage rate/km

Fence viewers \_\_\_\_\_ \$75.00/view plus CRA Mileage rate/km

\_\_\_\_\_ \$75.00/view plus CRA Mileage rate/km

\_\_\_\_\_ \$75.00/view plus CRA Mileage rate/km

\_\_\_\_\_ \$75.00/view plus CRA Mileage rate/km

\_\_\_\_\_ \$75.00/view plus CRA Mileage rate/km

Tile Drain Inspector \_\_\_\_\_ \$200.00/inspection plus CRA Mileage rate/km

Representatives to Centre Dufferin Recreation Complex Board of Management

\_\_\_\_\_ \$75.00/meeting plus CRA Mileage rate/km

\_\_\_\_\_ \$75.00/meeting plus CRA Mileage rate/km

Representatives to Shelburne & District Fire Department Board of Management

\_\_\_\_\_ \$75.00/meeting plus CRA Mileage rate/km

\_\_\_\_\_ \$75.00/meeting plus CRA Mileage rate/km

Representatives to Mulmur-Melancthon Fire Department Board of Management

\_\_\_\_\_ \$75.00/meeting plus CRA Mileage rate/km

\_\_\_\_\_ \$75.00/meeting plus CRA Mileage rate/km

Representative to Shelburne Public Library Board

\_\_\_\_\_ \$75.00/meeting plus CRA Mileage rate/km

Representative to the Dufferin OPP Detachment Board - Melancthon, Mono, Mulmur

\_\_\_\_\_ \$75.00/meeting plus CRA Mileage rate/km

Community Emergency Management Coordinator \_\_\_\_\_

Solicitors \_\_\_\_\_

Auditors \_\_\_\_\_

By-law Enforcement Officer \_\_\_\_\_

Dog Control Officer/Pound \_\_\_\_\_

Any By-law inconsistent with this By-law is hereby repealed.

By-law read a first and second time this 11<sup>th</sup> day of December, 2025.

By-law read a third time and passed this 11<sup>th</sup> day of December, 2025.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

By-law No. \_\_\_\_\_-2025

BEING A BY-LAW TO CONSTITUTE AND APPOINT A COMMITTEE OF ADJUSTMENT

WHEREAS, Subsection 44 (3) of the Planning Act, R.S.O. 1990, c. P. 13 as amended provides that Council may by By-law constitute and appoint a Committee of Adjustment composed of such persons, not fewer than three, as Council consider desirable.

AND WHEREAS, the Council of the Corporation of the Township of Melancthon considers it desirable to establish a Committee of Adjustment;

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

- 1. A Committee of Adjustment is constituted consisting of the following persons:  

Mayor:                      Darren White  
  
Deputy Mayor:            James McLean  
  
Councillor:                Ralph Moore  
  
Councillor:                Bill Neilson  
  
Councillor:                Ruth Plowright

who shall hold office until November 14, 2026.
- 2. That provisions of this By-law shall come into force and take effect on the passing thereof.
- 3. By-law 47-2024 is hereby repealed.

By-law read a first, and a second time this 11<sup>th</sup> day of December, 2025.

By-law read a third time and finally passed this 11<sup>th</sup> day of December, 2025.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK





*The Corporation of*

***THE TOWNSHIP OF MELANCTHON***

*157101 Highway 10, Melancthon, Ontario, L9V 2E6*

**REPORT TO COUNCIL**

**TO: MAYOR WHITE AND MEMBERS OF COUNCIL**

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

**SUBJECT: COUNCIL MEETING SCHEDULE 2026**

**MEETING DATE: DECEMBER 11, 2025**

---

**RECOMMENDATION**

Be it resolved that Council confirm the 2026 Council meeting dates as outlined in the *Melancthon Council Meeting Schedule – 2026*.

And further, that Council may add additional Committee of the Whole, Special, Public, and/or Emergency meetings throughout the year as required, and may amend the 2026 schedule as necessary.

**PURPOSE**

The purpose of this Report is to confirm the Council meeting dates for 2026.

**BACKGROUND AND DISCUSSION**

Section 14 of the Township's Procedural By-law No. 4-2024 states that during the regular December Council meeting, the Clerk will prepare and present the tentative meeting schedule for the following year for Council's review and confirmation. Establishing the schedule well in advance ensures that all members are aware of the meeting dates and can plan accordingly.

Regular Council meetings are typically held on the first and third Thursdays of each month at 5:00 p.m. These dates have been included in the 2026 Council Meeting Schedule, with the exception of January, July, August and December.

Since 2019, Council has followed the practice of holding only one meeting in January due to the Christmas Holiday Office Closure; one meeting in July and one in August due to staff vacations; and one meeting in December due to increased year-end workload and the Christmas Holiday Office Closure. In 2025, Council elected not to hold an August meeting, and this did not result in any issues. The adjusted meeting frequency in these months has worked well for both Council and Staff.

GB 17.3.1

DEC 11 2025

For 2026, the January Council meeting is scheduled for January 15<sup>th</sup> at 5:00 p.m. This date is consistent with last year's meeting, and Staff needed to set it early to meet the planning circulation notice requirements under the Planning Act, as two Statutory Public Planning meetings are scheduled for that day.

The recommended meeting date for July is July 16<sup>th</sup>. An August meeting has not been included in the draft schedule; however, should Council wish to add one, staff request Council's direction regarding the preferred date.

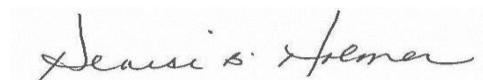
As 2026 is an election year, the current Council term will end on November 14, 2026. The Procedural By-law provides that the Inaugural Meeting of Council following the election shall be held on the first Thursday following November 15<sup>th</sup> at 9:00 a.m. In 2026, this date will be November 19<sup>th</sup>.

With respect to the December meeting, Council has traditionally held one meeting on the second Thursday of the month at 9:00 a.m. to avoid conflict with the County Council meeting. Consistent with this practice, I recommend that the December 2026 meeting be scheduled for December 10<sup>th</sup> at 9:00 a.m.

#### FINANCIAL

There is no direct budget impact. Council meeting costs are included within each Council member's annual remuneration, and any required staff overtime will be incorporated into the 2026 Budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Denise B. Holmes", is written over a light blue rectangular background.

---

Denise B. Holmes, AMCT, CAO/Clerk



*The Corporation of*

***THE TOWNSHIP OF MELANCTHON***

*157101 Highway 10, Melancthon, Ontario, L9V 2E6*

*Telephone - (519) 925-5525*

*Fax No. - (519) 925-1110*

*Website: [www.melancthontownship.ca](http://www.melancthontownship.ca)*

*Email: [info@melancthontownship.ca](mailto:info@melancthontownship.ca)*

**MELANCTHON COUNCIL MEETING SCHEDULE 2026**

January 15<sup>th</sup> – 5:00 p.m.

February 5<sup>th</sup> and February 19<sup>th</sup> – 5:00 p.m.

March 5<sup>th</sup> and March 19<sup>th</sup> – 5:00 p.m.

April 2<sup>nd</sup> and April 16<sup>th</sup> – 5:00 p.m.

May 7<sup>th</sup> and May 21<sup>st</sup> – 5:00 p.m.

June 4<sup>th</sup> and June 18<sup>th</sup> – 5:00 p.m.

July 16<sup>th</sup> – 5:00 p.m.

September 3<sup>rd</sup> and September 17<sup>th</sup> – 5:00 p.m.

October 1<sup>st</sup> and October 15<sup>th</sup> – 5:00 p.m.

November 5<sup>th</sup> – 5:00 p.m.

November 19<sup>th</sup> – Inaugural Meeting – 9:00 a.m.

December 10<sup>th</sup> – 9:00 a.m.



**The Corporation of the**

**TOWNSHIP OF MELANCTHON**

**157101 Highway 10, Melancthon, Ontario, L9V 2E6**

## **STAFF REPORT**

**TO: Council**

**FROM: Sarah Culshaw, Treasurer**

**DATE: December 11, 2026**

**SUBJECT: COLA Salary Report**

---

## **Recommendation**

That the Report of Sarah Culshaw, Treasurer be received, and that Council approve the Employee and Council COLA increase of 1.9% effective January 1, 2026.

## **Discussion**

This report is to provide information to Council regarding the 2026 COLA Salary increase, based on comparisons with the County of Dufferin and neighboring Municipalities.

Below please find the increases from the other Dufferin County Municipalities.

<b>Township</b>	<b>2026 Rate Increase</b>	
<b>Amaranth</b>	3.19%	Approved
<b>East Garafraxa</b>	2.65%	Waiting on approval (last yrs CPI)
<b>Grand Valley</b>	1.9%	Approx. Waiting on approval
<b>Melancthon</b>	1.9%	Waiting on approval
<b>Mono</b>	1.9%	Budgeted
<b>Mulmur</b>	2.0%	Budgeted
<b>Shelburne</b>	2.5%	Budget approval Nov 11, 2025
<b>Dufferin County</b>	1.94%	Doing a wage market review

The 1.9 % suggested increase is to stay competitive with the other municipalities in Dufferin, and to be consistent with the CPI increase.

**Respectfully Submitted,**

Sarah Culshaw, Treasurer

**Reviewed By:**

Denise Holmes, CAO/Clerk

GB 17.3.3

DEC 11 2025



BURNSIDE

[ THE DIFFERENCE IS OUR PEOPLE ]

## Technical Memorandum – Bridge 7 Rehabilitation

---

**Date:** November 5, 2025

**Project No.:** 300054808.1000

**Project Name:** Bridge 7 Rehabilitation

**Client Name:** Township of Melancthon

**Submitted To:** Denise Holmes, AMCT, CAO/Clerk

**Submitted By:** Mack Chiasson, P.Eng.

**Reviewed By:** Matt Brooks, P.Eng.

---

R.J. Burnside & Associates Limited (Burnside) has been retained by the Township of Melancthon (Township) to complete the preliminary design for the rehabilitation of Bridge 7, which crosses a tributary of the Mud Creek on 7<sup>th</sup> Line SW, approximately 1.65 km southeast of Sideroad 270.

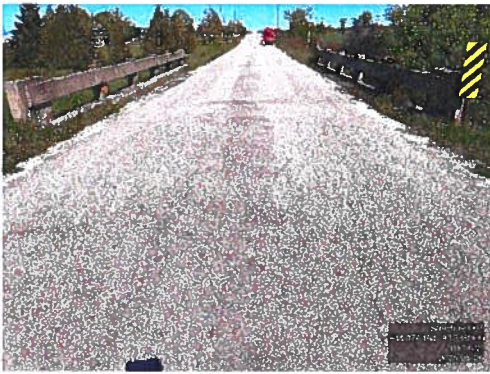
The following items were completed as part of the preliminary design to identify the scope of work for the rehabilitation:

- Topographic Survey
- Utility Locates
- Detailed Deck Condition Survey

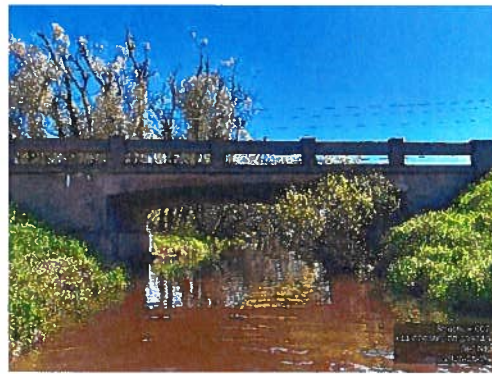
### 1.0 Existing Structure

The existing structure is a 9.75 m span, cast-in-place concrete rigid frame, with an overall structure width of 8.5 m and driving platform width of 7.5 m, between concrete curbs. The structure was built circa 1960 and is in fair condition, with a Bridge Condition Index of 65.9 based on the 2025 OSIM Inspection.

This two-lane structure services an AADT of less than 400. The asphalt over the structure has deteriorated to the point where it is allowing water to migrate through to the deck top. As confirmed through the Detailed Deck Condition Survey (DDCS), existing waterproofing was not present and the water migration has resulted in deterioration of the deck top. Furthermore, based on the core samples taken during the DDCS, there is approximately 200 mm avg. of granular material over the deck top which would hold salt laden water and contribute to the deterioration of the superstructure. The report for the DDCS can be found in attachment A.



**Photo 1: Driving Platform.**



**Photo 2: Elevation View.**

## **2.0 Proposed Rehabilitation Scope**

We acknowledge the importance of finding a cost-effective solution that will maximize service life and minimize future maintenance.

Based on the DDCS results, it is recommended to remove the existing asphalt and granular over the structure to complete deck top repairs. Given the presence of granular material over the deck top, the soil strip adjacent to the curb, and the corrosion potential values at the core locations noted in the DDCS, it is recommended to complete partial depth concrete removals to the top layer of reinforcing in areas adjacent to the curb as well as pour a concrete overlay over the entire deck top. After deck top repairs and overlay are completed, the deck top will be waterproofed and paved over. There are several spalls and delaminations throughout the barriers and curbs. Repairing these defects will be cost effective as no temporary work platforms or in-water works are required.

The proposed concrete deck overlay will provide 0.5% slope longitudinally along the centreline of road and 2% crossfall to provide adequate drainage and eliminate surface ponding on the deck. Spillways will be constructed at the west end to direct this water off the roadway.

The footings of the structure are partially exposed. Burnside recommends placing large waterbody material along both footings and rip-rap at the spillway outlets to provide scour/erosion protection. Hydraulic analysis will be completed during the detailed design to determine appropriate stone sizing.

The defects noted for the substructure (abutment and wingwalls) are minor in nature and do not warrant the additional costs associated with access, waterway control and dewatering required to complete the work.

Concrete structures are generally considered to have an estimated service life of 75 years with maintenance. Based on the current BCI it is estimated the structure has 16 years of service life remaining. If the above-mentioned repairs are completed it is estimated the service life can be extended by 15 years, bringing the total remaining service life to approximately 30 years. It is anticipated that construction will take 5-6 weeks to complete.

## **2.1 Proposed Road Design**

The pavement structure will consist of 40 mm HL3 asphalt and 50 mm HL8 asphalt. Granular A will be placed as required to construct the proposed road cross-section. The proposed asphalt will extend to the curb face over the structure, to protect the proposed deck waterproofing, and extend to face of guide rail on the approaches, to minimize maintenance. It is understood the Township plans to pave 7<sup>th</sup> Line SW in the near future. As such, Burnside recommends paving base course asphalt only for this project. Paving top course as part of the future road reconstruction will be more economical as the asphalt unit rates will be lower, due to the larger quantities. This will also help ensure there are no joints and the asphalt is continuous over the structure.

### **2.1.1 Proposed Guide Rail**

The existing roadway has an unposted, assumed speed limit of 80 km/h, with an Average Annual Daily Traffic (AADT) volume of <400. As noted above, the proposed asphalt will extend to the curb face to provide a two-lane 7.5 m wide driving platform over the structure. The MTO Design Supplement for TAC Geometric Design Guide for Canadian Roads, notes that a roadway with a design speed of 80 km/h and AADT of less than 400 vehicles per day should have a minimum lane width of 3.25 m and a shoulder with of 1.0 m.

Based on the information provided above, the recommended road platform would provide a total platform width of 8.5 m with the following components:

- Two 3.25 m lanes
- 1.0 m wide shoulders (to top of slope break line, or inside face of guide rail)

The preliminary design maintains the existing curbs and barrier system, flaring the guide rail on the approaches to provide 8.5 m between the guide rails. The 30% design drawings can be found in Attachment B.

## **2.2 Construction Cost Estimate**

Burnside estimates that the proposed rehabilitation of Bridge 7 will cost approximately \$360,000.00, including a 10% contingency, and excluding Harmonized Sales Tax (HST). A detailed breakdown of the items can be found in Attachment C.

As noted above, the quantities for asphalt assume placement of base course only. Asphalt quantities will significantly increase if top course is to be placed as part of this project.

A provisional cost has been provided to replace the curb and barriers and provide an 8.5 m driving platform over the structure, if the Township has experienced snowplow operation issues due to the sub-standard platform width.



## 2.3 Summary

Burnside believes the proposed scope of work for the rehabilitation of Bridge 7 provides a cost-effective solution that will maximize service life and minimize future maintenance.

If the Township has any questions or comments regarding the information provided above, please contact the undersigned.

### R.J. Burnside & Associates Limited



Mack Chiasson, P.Eng.  
Project Engineer  
MC:ao



Matt Brooks, P.Eng.  
Senior Vice President, Municipal Services and Structures

Enclosure(s)      Attachment A - Detailed Deck Condition Survey  
                         Attachment B - 30% Design Drawings  
                         Attachment C - Preliminary Cost Estimate and Quantities

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054808.1\_Bridge 7 Rehabilitation\_30% Design Memo\_251105  
11/5/2025 10:19 AM





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

**Corporation of the Township of Melancthon  
Memorandum**

**TO: Members of the Infrastructure & Emergency Management Committee**

**FROM: Craig Micks – Public Works Superintendent & Kaitlin Dinnick – Deputy Clerk/Planning Coordinator**

**SUBJECT: 2026 Public Works Capital Expenditure Recommendations**

**DATE: November 18<sup>th</sup>, 2025**

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**Background/Executive Summary**

This Report will identify Capital Expenditures for the 2026 budget. These recommendations are based on the Road Management Plan and 2025 Bridge Study and on the needs identified through patrolling the Township Road Network.

**Options, Analysis and Financial Impact**

**Below are two options for 2026 Road Projects:**

**Option 1:**

<b>Road Section</b>	<b>Approx KMs</b>	<b>Approx Cost</b>
260 Sideroad – 2 <sup>nd</sup> Line SW to Highway 10 (2 <sup>nd</sup> Lift – paved in 2021) includes lift on paved shoulder	2.3 kms	\$325,000
7 <sup>th</sup> Line SW – 2kms South of 077572 7 <sup>th</sup> Line SW	2 kms	\$400,000
<b>Total Cost</b>		<b>\$725,000</b>

**Option 2:**

<b>Road Section</b>	<b>Approx KMs</b>	<b>Approx Cost</b>
260 Sideroad – 2 <sup>nd</sup> Line SW to Highway 10 (2 <sup>nd</sup> Lift – paved in 2021) includes lift on paved shoulder	2.3kms	\$325,000
<b>Total Cost</b>		<b>\$325,000</b>

260 Sideroad between 2<sup>nd</sup> Line SW and Highway 10 was paved in 2021 and requires the 2<sup>nd</sup> lift to be added to ensure the life expectancy of the pavement. As it has been 5 years since the original paving was completed, Township Staff feel this should be made a priority for 2026 to preserve the life of the pavement. 7<sup>th</sup> Line SW is in rough shape with the worst section being the approximately 2kms south from 077572 7<sup>th</sup> Line SW. Staff would recommend based on the road conditions that Council proceed with Option 1, however if Council would like to only proceed with one road project in 2026 Staff recommend Option 2.

This is what the Road Management Plan proposes for 2026 which includes the 4<sup>th</sup> Line OS and Hunter Parkway projects that were not completed in 2025. Township Staff feel that these roads are not more of a priority than the recommended roads above and should be reevaluated in 2027.

<b>Road Management Suggestions for 2026</b>					
5 Sideroad	3rd Line OS to County Rd 124	1.3km	\$275,000	<b>\$1,695,000</b>	
3rd Line OS	County Rd 17 to 15 Sideroad	3km	\$600,000		
3rd Line OS	5 Sideroad to County Rd 17	3km	\$600,000		
4 <sup>th</sup> Line OS	County Road 17 S to Lot 9 & 10	750m	\$150,000		
Hunter Parkway	5 Sideroad to County Road 124	300m	\$70,000		

Below is a chart of the road projects identified already for the 2027 budget that should be kept in mind which includes the projects that Township Staff are proposing postponing:

<b>Road Management Suggestions for 2027 (including 2026 postponed projects)</b>					
7 <sup>th</sup> Line SW	280 Sideroad 2kms North	2km	\$400,000	<b>\$2,895,000</b>	
2 <sup>nd</sup> Line SW	260 Sideroad to 270 Sideroad	2km	\$400,000		
2 <sup>nd</sup> Line SW	260 Sideroad to 250 Sideroad	2km	\$400,000		
5 Sideroad	3rd Line OS to County Rd 124	1.3km	\$275,000		
3rd Line OS	County Rd 17 to 15 Sideroad	3km	\$600,000		
3rd Line OS	5 Sideroad to County Rd 17	3km	\$600,000		
4 <sup>th</sup> Line OS	County Road 17 S to Lot 9 & 10	750m	\$150,000		
Hunter Parkway	5 Sideroad to County Road 124	300m	\$70,000		

**Below are the 2026 Capital Assets:**

<b>Equipment</b>	<b>Cost</b>
Tractor with Brusher & Snowblower Attachment	\$500,000 Approx
Backhoe	\$300,000 Approx

Purchasing a tractor with a brusher attachment and snow blower would eliminate these recurring budget items going forward once the equipment is received. This purchase

can be funded up to \$500,000 through Development Charges. Public Works is also hoping to demo an ILF Kommunal this fall, which may be considered as an alternative to the tractor if Staff determine that it is a better fit for the Township's needs. It is recommended that once quotes are obtained for either the tractor and attachments or the ILF Kommunal — including all required specifications — Council consider suspending the Procedural By-law to allow acceptance of one of the quotes without proceeding through the full tender process. This approach would save both money and staff time and would also allow the Township to obtain quotes from nearby dealerships, which is beneficial for servicing. This item was originally budgeted to purchase in 2025 and Township Staff are still hopefully this will be able to be purchased and delivered in 2025 however if it is not, we would recommend that it be put back into the budget for 2026, as the cost will be funded primarily, if not entirely, through Development Charges, the budget implications will be minimal. The Township backhoe is currently 26 years old and is starting to break down. Staff would recommend that we budget to purchase a backhoe in the 2026 budget.

**Below are the 2026 Bridge Recommendations:**

Bridge Work	Cost
Bridge 7 – 7 <sup>th</sup> Line SW Rehabilitation (Engineering completed in 2025.	Approx \$405,000

The engineering work for Bridge 7 was completed in 2025 and is scheduled to be rehabilitated in 2026, Staff recommend that this project be completed in 2026 as scheduled.

**Recommendation**

THAT the Infrastructure and Emergency Management Committee receive the Report of Craig Micks, Public Works Superintendent and Kaitlin Dinnick, Deputy Clerk/ Planning Coordinator dated November 18<sup>th</sup>, 2026 entitled 2026 Public Works Capital Expenditure Recommendations;

AND THAT the Committee recommend to Council that they review and apply this information during 2026 budget discussions.

Respectfully Submitted:

Craig Micks, Public Works Superintendent

Kaitlin Dinnick, Deputy Clerk/Planning Coordinator



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**THE TOWNSHIP OF MELANCTHON**  
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**Corporation of the Township of Melancthon  
Memorandum**

**TO:           Members of the Infrastructure & Emergency Management Committee**

**FROM:       Craig Micks – Public Works Superintendent & Kaitlin Dinnick – Deputy Clerk/Planning Coordinator**

**SUBJECT:   Five (5) Year Capital Plan Summary**

**DATE:       November 18<sup>th</sup>, 2025**

**Background/Executive Summary**

This Report will identify Capital Road, Bridge and Equipment Upgrades over the next 5 years. These recommendations are based on the Road Management Plan, Bridge Study and on the needs identified by the Public Works Department.

**Options, Analysis and Financial Impact**

**5 Year Capital Road Projects 2026-2030**

5 YEAR CAPTIAL PLAN - ROADS				
Road	Road Section	Approximate Distance	Approximate Costing	Annual Total
2026				
260 Sideroad	2 <sup>nd</sup> Line SW to Highway 10 (2 <sup>nd</sup> Lift)	2km	\$325,000	\$725,000
7th Line SW	2kms South of 077572 7th Line SW	2km	\$400,000	
2027				
7th Line SW	280 Sideroad 2kms North	2km	\$400,000	\$620,000
Hunter Parkway	5 Sideroad to County Rd 124	300m	\$70,000	
4th Line OS	County Rd 17 S to Lot 9 & 10	750m	\$150,000	
2028				
2nd Line SW	300 Sideroad to County Rd 17	2km	\$400,000	\$1,475,000
2nd Line SW	County Rd 17 to 270 Sideroad	4km	\$800,000	
5 Sideroad	3rd Line OS to County Rd 124	1.3km	\$275,000	
2029				
3rd Line OS	County Rd 17 to 15 Sideroad	3km	\$600,000	\$2,000,000
3rd Line OS	5 Sideroad to County Rd 17	3km	\$600,000	
2nd Line SW	270 Sideroad to 250 Sideroad	4km	\$800,000	
2030				
3rd Line OS	15 Sideroad 1km North	1km	\$200,000	\$1,150,000
3rd Line OS	20 Sideroad to County Rd 21	3km	\$600,000	
20 Sideroad	County Rd 124 to 3rd Line OS	1.25km	\$350,000	
			5 Year Total	\$5,970,000

5 Year Capital Bridge Projects 2026-2030

5 YEAR CAPTIAL PLAN - BRIDGES				
Structure No./Name	Road Name	Recommended Work	Estimated Cost	Annual Costing
2025				
7	7th Line SW	Engineering – Design (Rehabilitation)	\$35,000	\$35,000
2026				
2033	7th Line SW	Engineering – Design (Embankment Stabilization)	\$12,500	\$282,500
6	4th Line SW	Engineering – Design (Waterproof & Pave)	\$10,000	
2007	15 Sideroad	Engineering – Design (Waterproof & Pave)	\$10,000	
2033	7th Line SW	Construction – Rehabilitation (Embankment Stabilization)	\$60,000	
6	4th Line SW	Construction – Waterproof and Pave	\$50,000	
2007	15 Sideroad	Construction - Waterproof and Pave	\$40,000	
16	250 Sideroad	Construction – Rock Protection along Abutment Walls	\$15,000	
2030	240 Sideroad	Construction - Rehabilitation	\$60,000	
18	2nd Line NE	Engineering – Design (Rehabilitation)	\$25,000	
2027				
7	7th Line SW	Construction - Rehabilitation	\$370,000	\$600,000
18	2nd Line NE	Construction – Rehabilitation (keeping existing barrier)	\$230,000	
2028				
14	4th Line SW	Engineering – Design (Scoped Rehabilitation)	\$25,000	\$50,000
9	8th Line SW	Engineering – Design (Scoped Rehabilitation)	\$25,000	
2029				
14	4th Line SW	Construction – Scoped Rehabilitation	\$200,000	\$450,000
9	8th Line SW	Construction – Scoped Rehabilitation	\$250,000	
			5 Year Total	\$1,417,500

5 Year Capital Equipment 2026-2030

5 YEAR CAPTIAL PLAN - EQUIPMENT		
Equipment	Approximate Costing	Comments
2026		
Backhoe	\$300,000	Would replace current backhoe
2027		
Plow Truck	\$450,000	Would replace a plow truck
2028		
Pick-up Truck	\$110,000	Would replace a Truck
2029		
Grader	\$1,000,000	Would replace a Grader
2030		
Plow Truck	\$450,000	Would replace a plow truck
5 Year Total	\$2,310,000	

Below is a chart of the Township’s existing equipment, make & model and the age of each piece of equipment:

CURRENT EQUIPMENT IN PUBLIC WORKS				
#	Equipment	Model	Year	Age
#1	Pick-up Truck	Ford F150	2016	9
#2	Plow Truck	Western Star	2004	21
#3	Water Truck	Western Star	2002	23
#4	Plow Truck	Volvo	2007	18
#5	Plow Truck	Volvo	2010	15
#6	Plow Truck	International	2014	11
#7	Pick-up Truck	GMC Sierra	2011	14
#8	Plow Truck	Western Star	2022	3
#9	Dually Truck	Ford 550	2023	2
#10	Pick-up Truck	Ford F150	2025	0
#11	Plow Truck	Freightliner	2025	0
GR #2	Grader	John Deere	2011	14
GR #1	Grader	CAT	2005	20
GR #3	Grader	John Deere	2015	10
	Loader	CAT	1986	39
	Backhoe	JCB	1999	26

**Recommendation**

THAT the Infrastructure and Emergency Management Committee receive the Report of Craig Micks, Public Works Superintendent and Kaitlin Dinnick, Deputy Clerk/ Planning Coordinator dated November 18<sup>th</sup>, 2025, entitled Five (5) Year Capital Plan Summary;

AND THAT the Committee recommended to Council that they review and apply this information during 2026 budget discussions.

Respectfully Submitted:

Craig Micks, Public Works Superintendent

Kaitlin Dinnick, Deputy Clerk/Planning Coordinator