



**INFRASTRUCTURE & EMERGENCY MANAGEMENT  
COMMITTEE HYBRID MEETING  
MONDAY, FEBRUARY 2<sup>ND</sup>, 2026 AT 9:30 A.M.  
AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/84349041316?pwd=mdkf6M2k0J9uapMJcKwFZVzaPWMG14.1>

Meeting ID: 843 4904 1316

Passcode: 547252

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1. Call to Order

***Welcome to all in Attendance and note to the Public – this Committee meeting is being recorded and will be available on the Township website under the Boards and Committee (Infrastructure and Emergency Management Committee) section within 5 business days of the Committee meeting.***

2. Land Acknowledgement

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. Additions/Deletions/Approval of Agenda

**Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_** be it resolved that the agenda be approved as \_\_\_\_\_.

4. Declaration of Pecuniary Interest or Conflict of Interest

5. Acceptance of Draft Minutes – January 12<sup>th</sup>, 2026

**Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_** be it resolved that the minutes of the Infrastructure and Emergency Management Committee Meeting held on January 12<sup>th</sup>, 2026, be approved as circulated.

6. Business Arising from Minutes

7. Correspondence Items

8. General Business

1. Update from Public Works Superintendent
2. Horning's Mills Sidewalk Technical Memo from RJ Burnsides & Associates
3. Beautification of the Village & Hamlets
4. Discussion on Park Structures and Infrastructure Needs
5. Discussion on Horning's Mills Hall Infrastructure Needs
6. Report from Kaitlin Dinnick, Deputy Clerk/Planning Coordinator - Debrief on Call for Volunteers to Open Warming Centre/Emergency Shelter at the Horning's Mills Hall on January 22<sup>nd</sup>-25<sup>th</sup>, 2026
7. Report from Kaitlin Dinnick, Deputy Clerk/Planning Coordinator – Road Conversion Policy
  1. Draft Road Conversion Policy
8. Living Snow Fence Discussion
  1. County of Dufferin Report & Pamphlet
9. Email from Steve Murphy, CEMC regarding attending an Infrastructure & Emergency Management Committee Meeting
10. Email from Scott Burns, Director of Public Works and County Engineer regarding the Township Placing the Black Cat Radar on County Roads
11. County of Dufferin Road Rationalization Study Update
  1. Bridge 8-336 Assessment completed by RJ Burnsides & Associates  
<https://www.dropbox.com/scl/fi/wasp92j041z0v1z0hllda/RJ-Burnside-Associate-Melancthon-Bridge-8-336-Assessment.pdf?rlkey=dh10ejcz45jjcbm5bc1eliba0&st=tmamqfhm&dl=0>
12. Other/Additions
13. Unfinished Business

1. 2026 Black Cat Report & Updated Schedule
2. Recycling Pickup on Narrow Township Roads

9. Recommendations to Council

10. Public Question Period

11. Confirmation Motion

**Moved by** \_\_\_\_\_ **Seconded by** \_\_\_\_\_ be it resolved 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.

12. Adjournment and Date of Next Meeting

**Moved by** \_\_\_\_\_ **Seconded by** \_\_\_\_\_ be it resolved that we adjourn this Infrastructure and Emergency Management Committee meeting to meet again on March 2<sup>nd</sup>, 2026, at 9:30 a.m. or at the call of the Chair.



# 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).

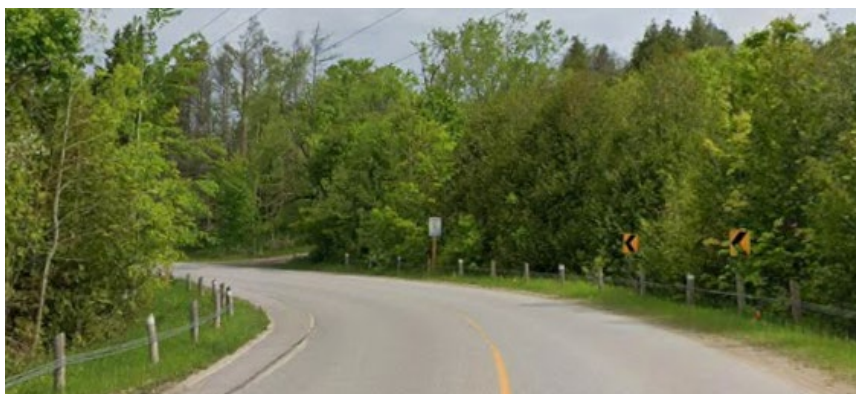
The scope of work for this assignment includes:

- 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)

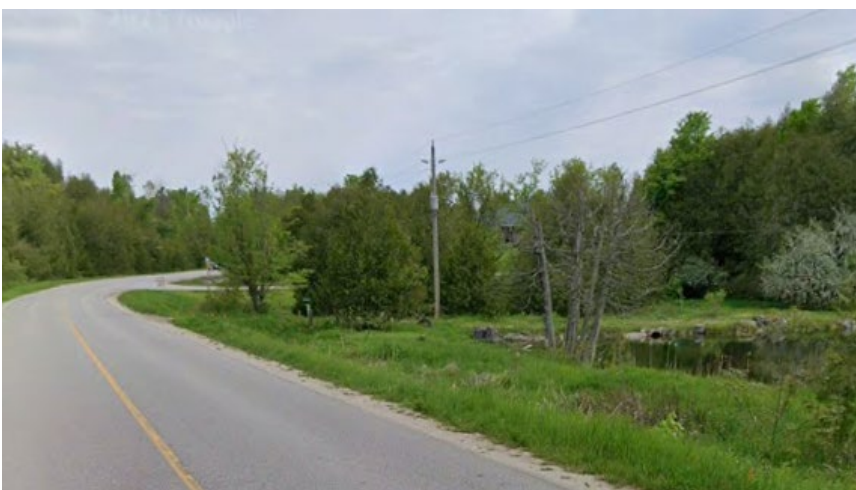
The following subsections will provide an overview of the existing site conditions, evaluation of the proposed design alternatives to be considered including high-level costing, as well as identifying the recommended design alternative.

## 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:

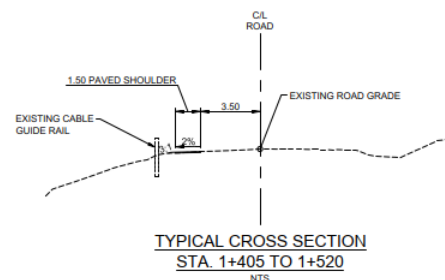
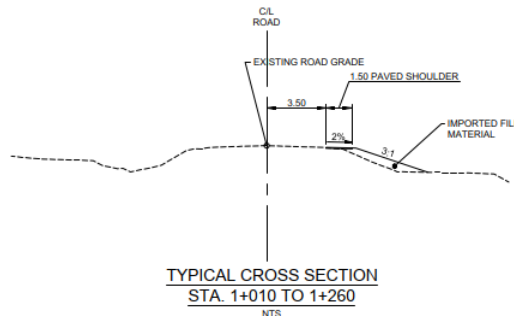
- An extension of the walkway on the western side of the road from its existing terminus to north of Fieldway Court, where an unsignalized crossing is provided to the eastern side of the road, continuing to Oldfield Court

- 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.

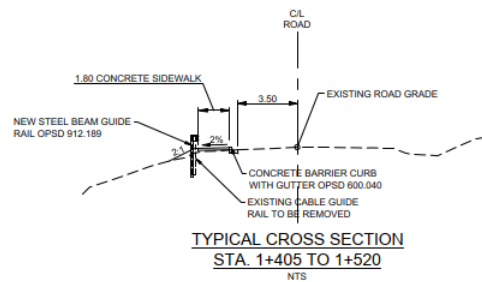
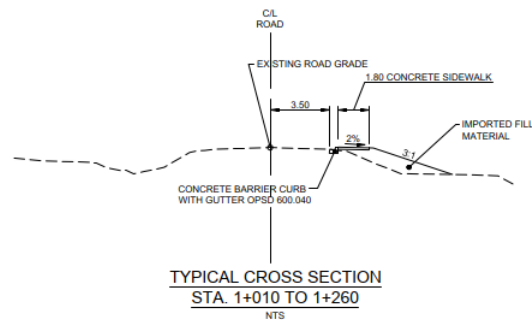
High-level opinion of probable cost: \$110,110.00 (+HST).



### 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.

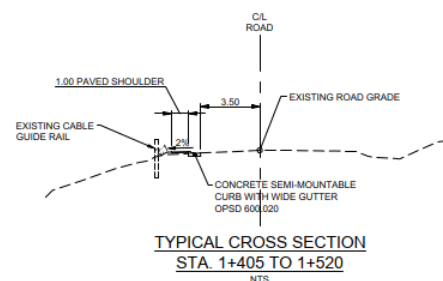
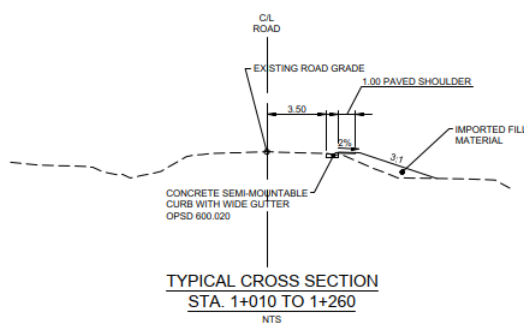
High-level opinion of probable cost: \$310,800.00 (+HST)



### 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).



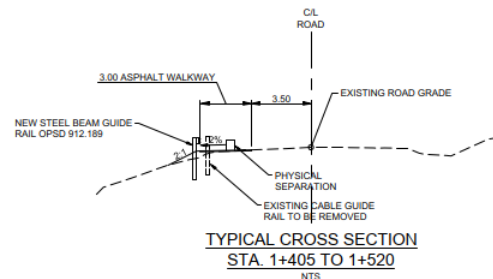
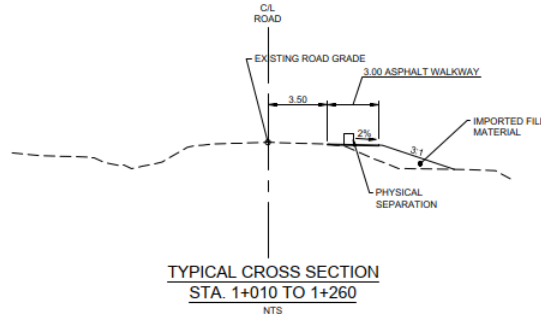
### 3.4 Alternative 4 – Paved Shoulder with Physical Separation

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

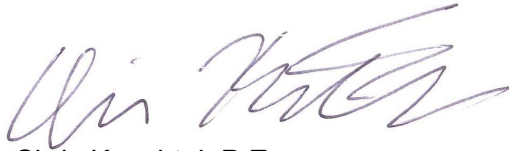
The above recommendation did not take Township budget into consideration, as it was unknown at the time of preparing this memorandum. Once the Township decides on a preferred option, Burnside will then proceed to detailed design and will provide the Township with an updated construction cost estimate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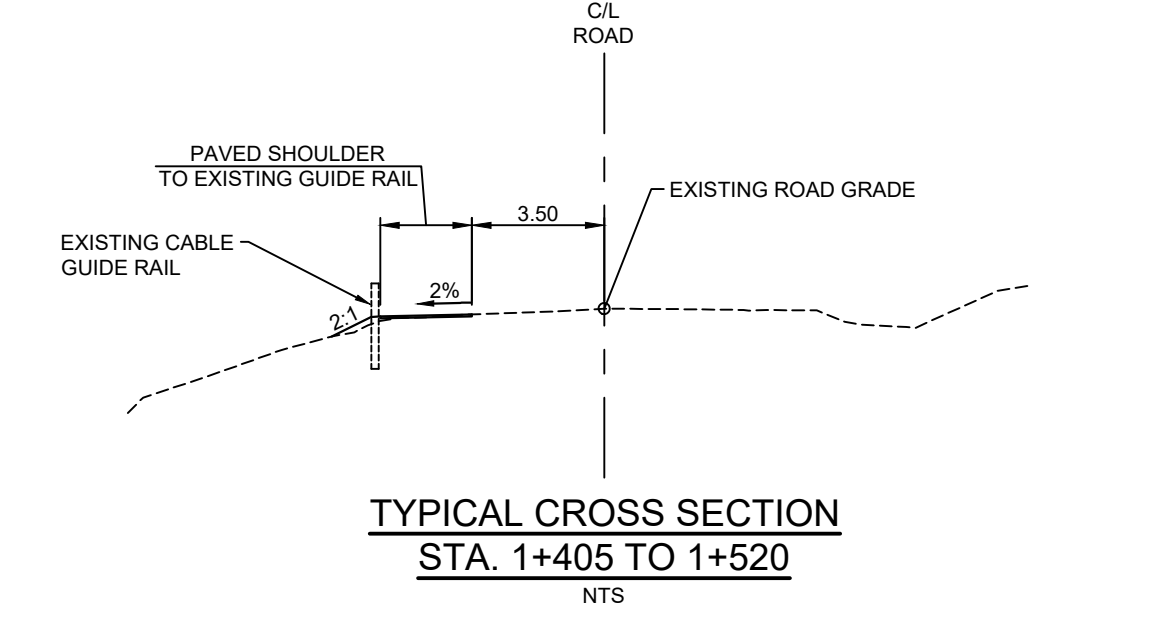
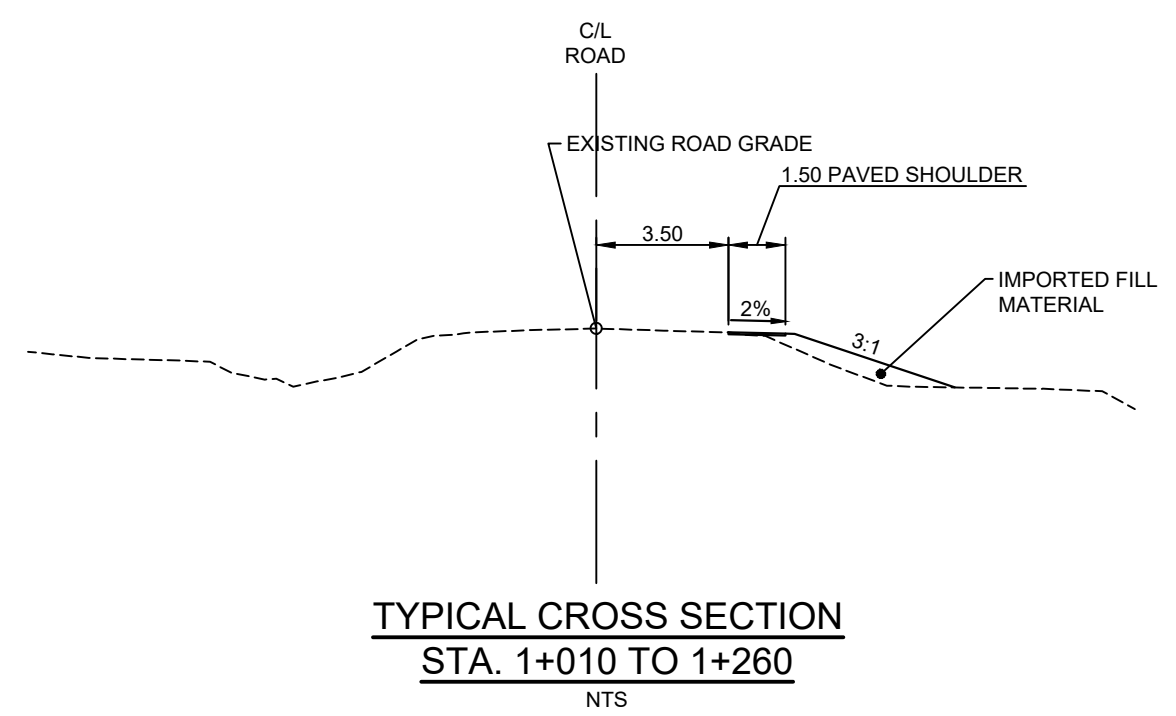
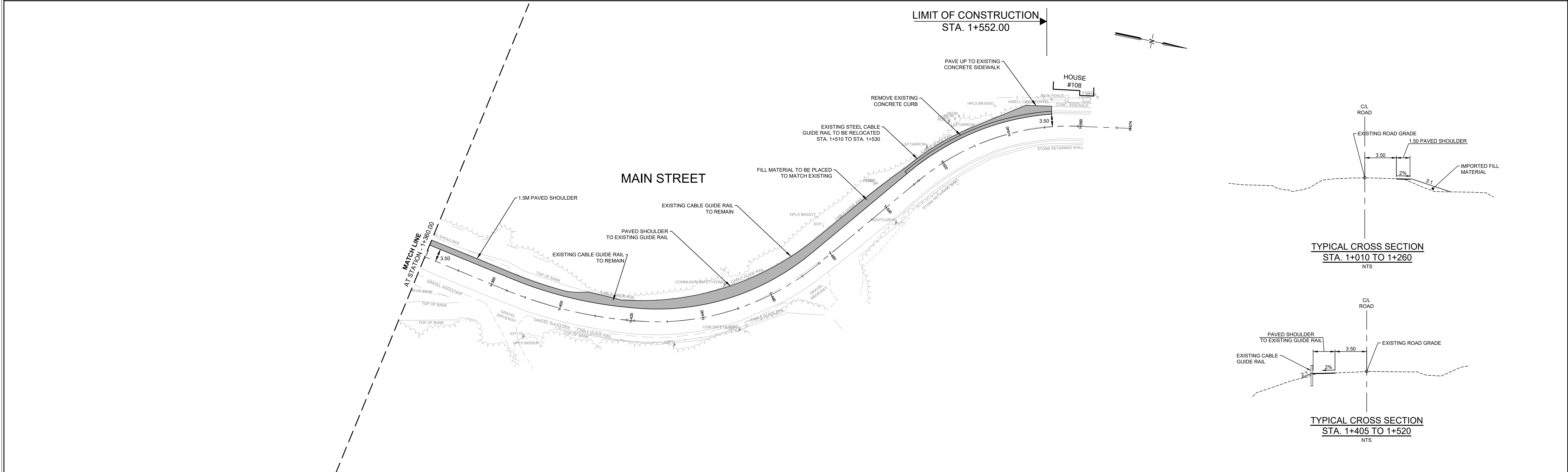
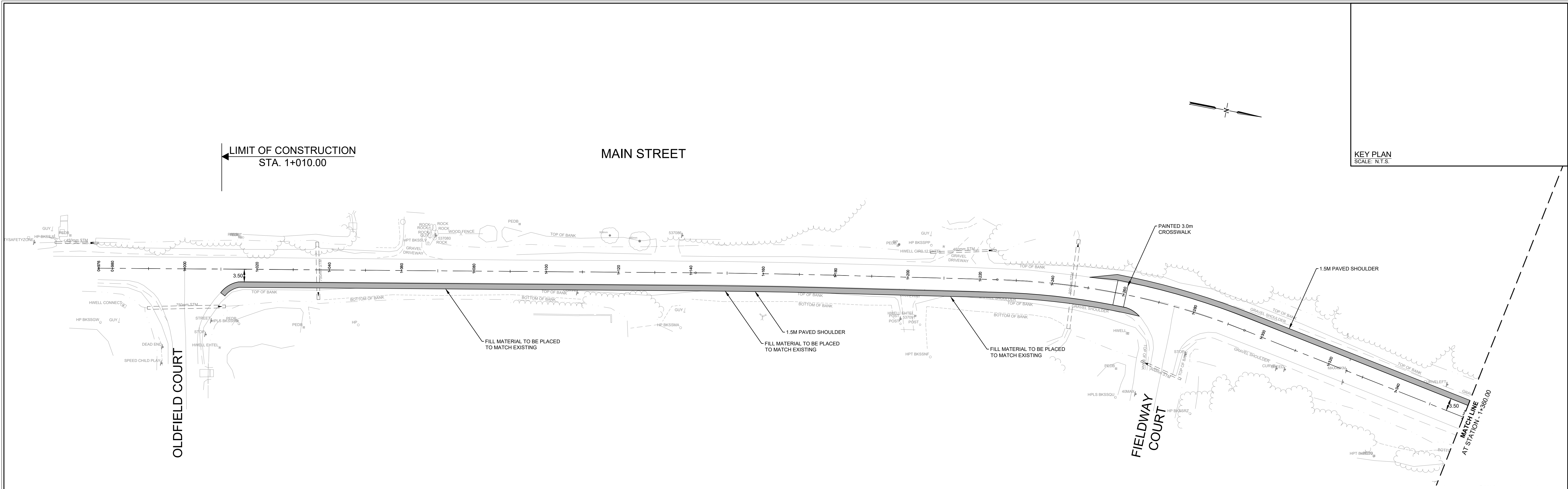
BURNSIDE

[ THE DIFFERENCE IS OUR PEOPLE ]

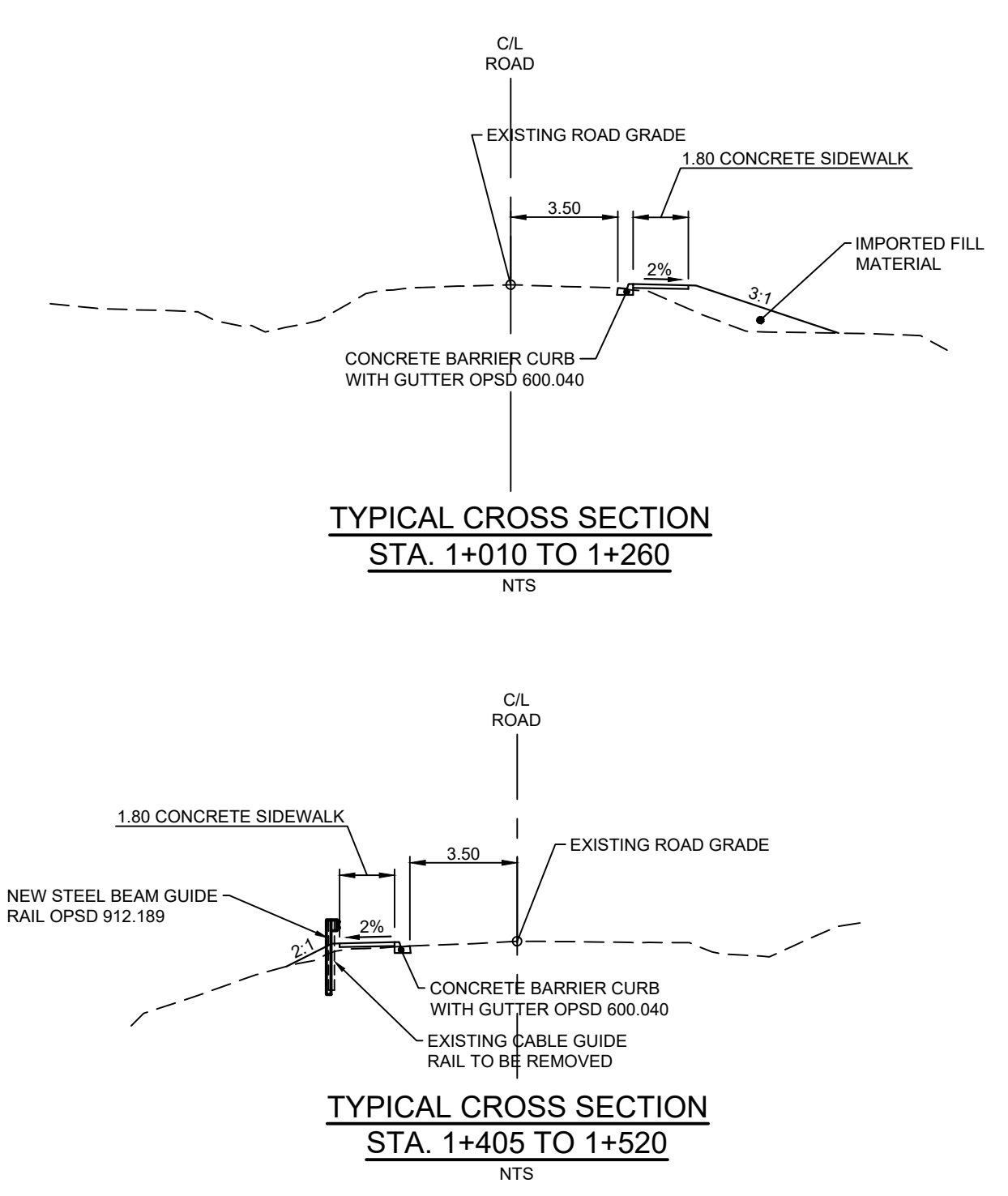
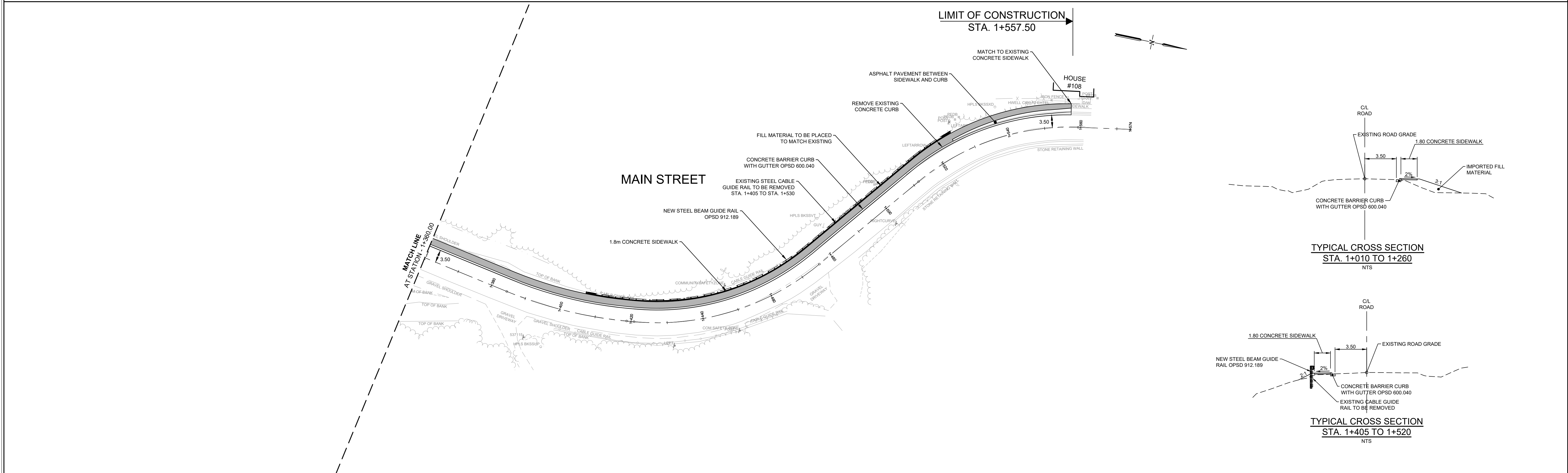
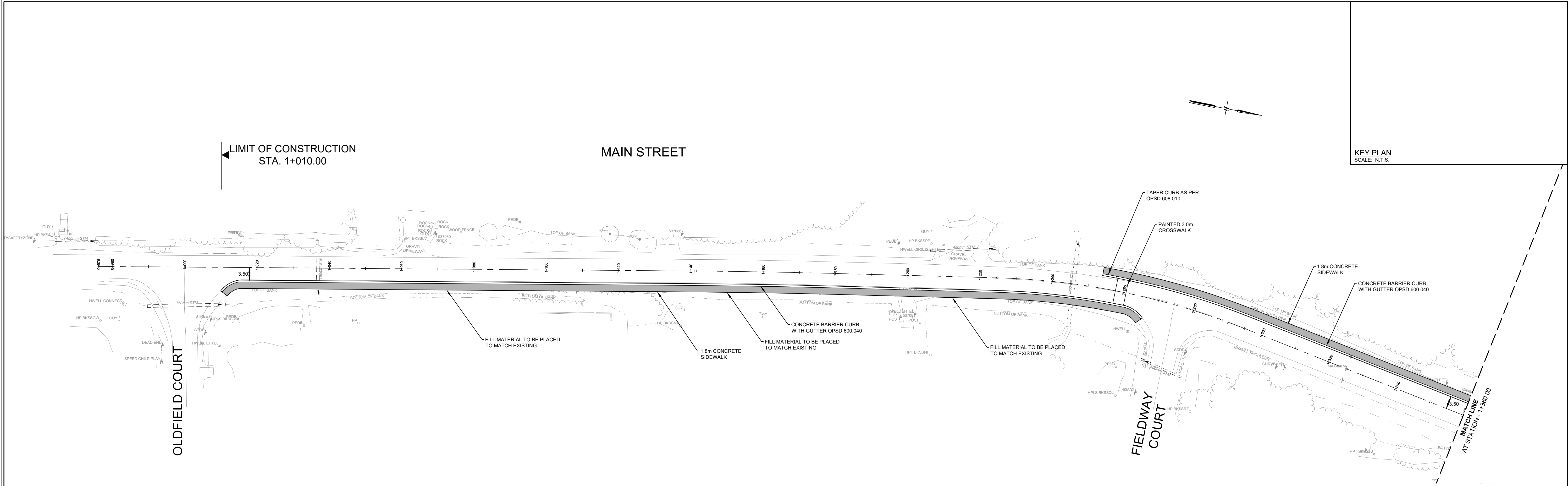
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## Attachment A

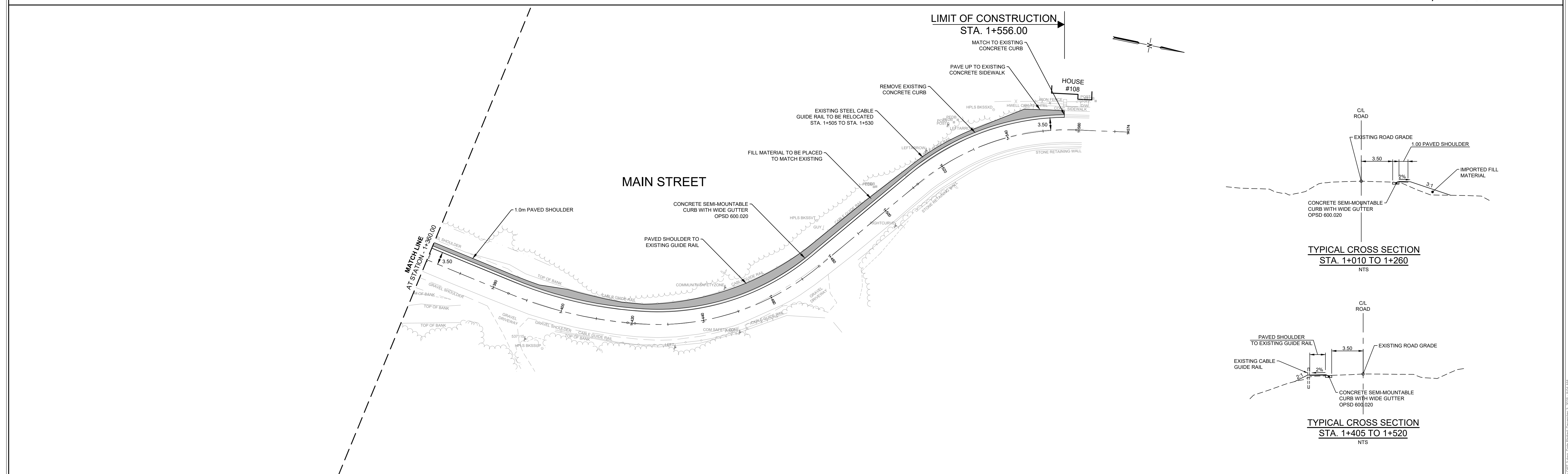
### Proposed Design Alternatives

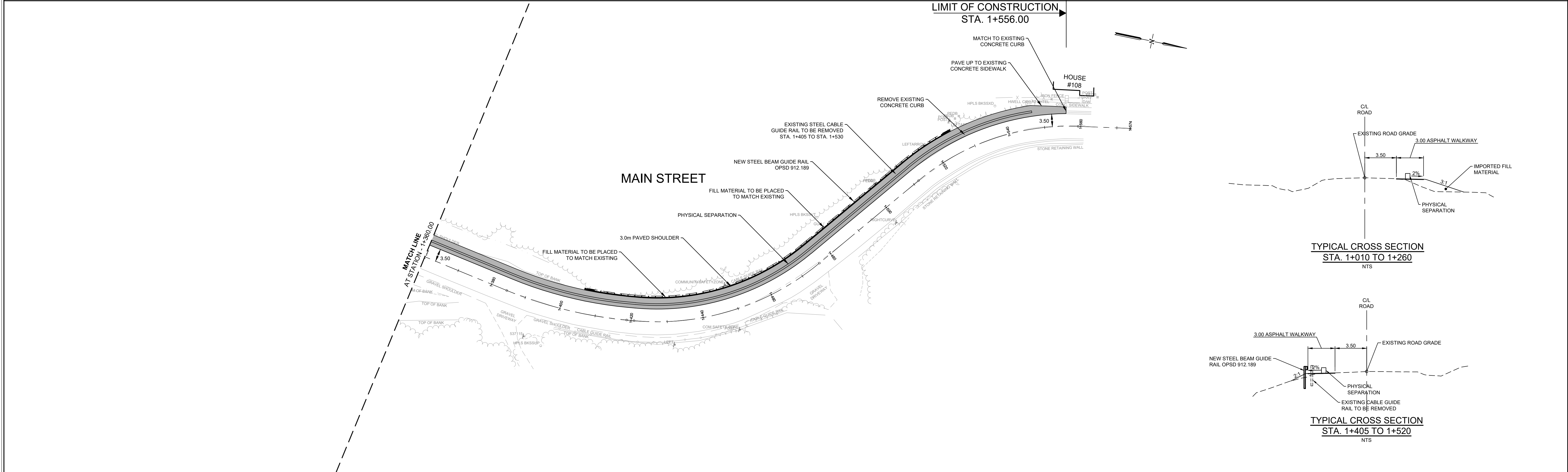
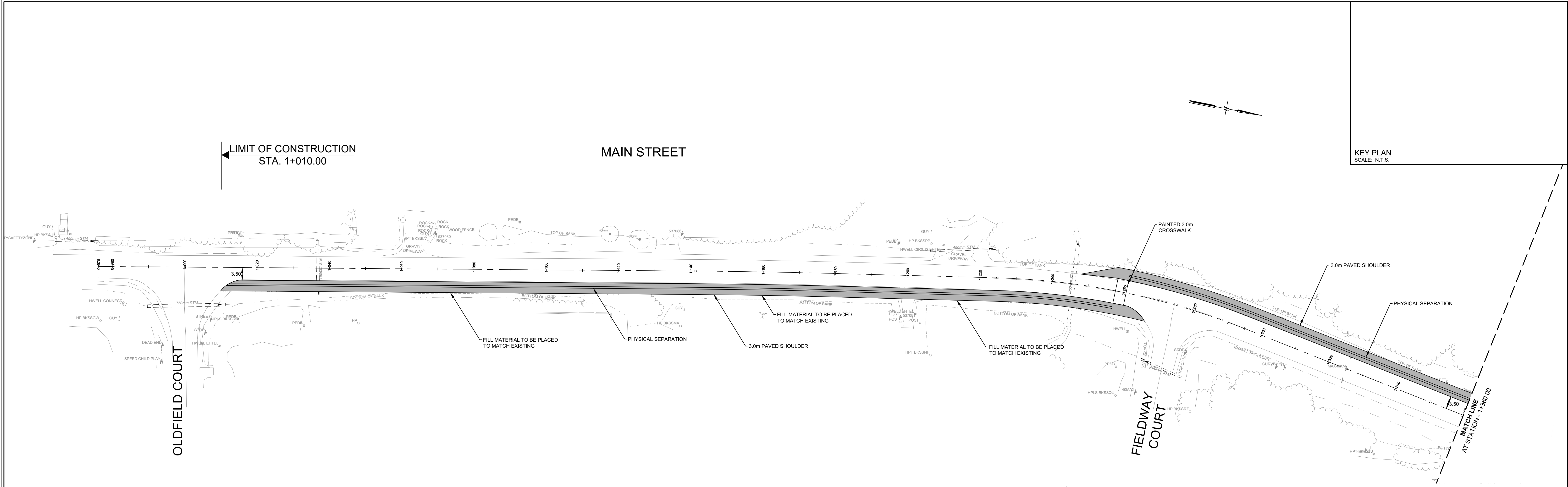


<div>Notes</div> <div>1. This drawing is the exclusive property of R. J. Burnside &amp; Associates Limited. The reproduction of any part without prior written consent of this office is strictly prohibited.</div> <div>2. The contractor shall verify all dimensions, levels, and datums on site and report 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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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**

NOT FOR CONSTRUCTION



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.



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

**Corporation of the Township of Melancthon  
Memorandum**

**TO: Chair McLean and Members of the Infrastructure & Emergency Management Committee**

**FROM: Kaitlin Dinnick – Deputy Clerk/Planning Coordinator**

**SUBJECT: Debrief on Call for Volunteers to Open Warming Centre/Emergency Shelter at the Horning's Mills Hall on January 22<sup>nd</sup>-25<sup>th</sup>, 2026**

**DATE: February 2<sup>nd</sup>, 2026**

---

**Recommendation**

THAT Committee receive the Report of Kaitlin Dinnick, Deputy Clerk/ Planning Coordinator dated February 2<sup>nd</sup>, 2026, entitled Debrief on Call for Volunteers to Open Warming Centre at the Horning's Mills Hall on January 22<sup>nd</sup>-25<sup>th</sup>, 2026;

AND THAT Committee support staff in hosting a meeting with all the volunteers to discuss ways for improvement and efficiencies when activating the Warming Centre/Emergency Shelter.

**Purpose**

This report provides an overview of the January 22<sup>nd</sup> – 25<sup>th</sup>, 2026 call for volunteers related to the potential opening of Horning's Mills Hall as a Warming Centre/Emergency Shelter. It identifies positive outcomes, areas for improvement, and how we will proceed going forward.

**Background/Executive Summary**

Between January 22<sup>nd</sup> and January 25<sup>th</sup>, 2026, Township staff issued communications to volunteers requesting availability should the Horning's Mills Hall need to be opened as a Warming Centre/Emergency Shelter in response to severe winter weather conditions. Although the Warming Centre/Emergency Shelter was not ultimately required to open,

the process served as a valuable test of volunteer coordination and emergency communication procedures.

#### Positives Identified

- Provided a good exercise to work out operational kinks and identify areas for improvement in advance of an actual emergency.
- Gave staff (Sarah and Kaitlin) hands-on experience with the warming centre volunteer activation process.
- A few volunteers indicated they were available immediately to assist if the warming centre was required to open.
- Good guidance and support were received from Steve Murphy, Community Emergency Management Coordinator (CEMC).

#### Areas for Improvement

- Communication methods: Further discussion is required to determine the most effective communication method, as a number of volunteers did not respond. There is also a need to verify continued interest from volunteers wishing to remain on the volunteer list.
- Role clarification: Clearer distinction is needed between the roles of municipal staff and volunteers, particularly where staff responsibilities are limited to unlocking and securing the facility (Only when necessary), while volunteers manage shelter operations.
- Training and preparedness: There may be a need for annual refresher training or a mock exercise with volunteers to ensure readiness and familiarity with procedures.

#### How We Will Proceed Going Forward

- Organize either a virtual or in-person meeting with all volunteers to discuss preferred communication methods, availability, training opportunities, and to address any concerns with the current process.
- Issue an annual call for volunteers to confirm interest and maintain an up-to-date and active volunteer list.
- Explore and implement volunteer recognition opportunities to acknowledge and thank individuals for their willingness to assist.

**Financial Impact**

There are no financial impacts associated with this report.

Respectfully Submitted:

Kaitlin Dinnick, Deputy Clerk/Planning Coordinator



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

## **Corporation of the Township of Melancthon Memorandum**

**TO: Chair McLean and Members of the Infrastructure & Emergency Management Committee**

**FROM: Kaitlin Dinnick – Deputy Clerk/Planning Coordinator**

**SUBJECT: Road Surface Conversion Policy**

**DATE: February 2<sup>nd</sup>, 2026**

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### **Recommendation**

THAT Committee receive the Report of Kaitlin Dinnick, Deputy Clerk/ Planning Coordinator dated February 2<sup>nd</sup>, 2026, entitled Road Surface Conversion Policy;

AND THAT Committee Recommend to Council the Implementation of the Road Surface Conversion Policy.

### **Purpose**

The purpose of this report is to present the Road Surface Conversion Policy for the Township of Melancthon, as directed previously by the Infrastructure & Emergency Management Committee.

### **Background/ Executive Summary**

The Township of Melancthon maintains an extensive rural road network that is vital to the safety, mobility, and economic activity of the community. The Township's roads serve a wide range of users, including residents, agricultural operations, commercial traffic, emergency services, and school transportation. Road surface types within the Township currently include gravel, and asphalt roads, each requiring different maintenance approaches, service levels, and long-term funding commitments.

As a predominantly rural municipality, Melancthon has historically relied on gravel and asphalt roads due to their lower initial construction costs and suitability for lower traffic volumes. However, changes in traffic patterns, increased use of certain road segments,

development pressures, and resident concerns related to dust, road condition, and maintenance frequency have resulted in periodic requests for road surface conversions, particularly from gravel to hard-surfaced roads.

To date, road surface conversion decisions within the Township of Melancthon have generally been considered on a case-by-case basis, often in response to resident requests or operational needs. In the absence of a formal policy, this approach can lead to inconsistent decision-making, uncertainty for residents, and challenges in prioritizing capital projects within the Township's limited financial resources.

The purpose of establishing a Road Surface Conversion Policy is to provide a clear, consistent, and transparent framework for evaluating road surface conversion requests. The policy will assist Council and staff in assessing technical feasibility, traffic volumes, safety considerations, lifecycle costs, funding impacts, and alignment with the Township's Asset Management Plan and long-term capital planning. Implementing a formal policy will support fair and equitable decision-making, ensure responsible stewardship of municipal infrastructure, and help balance service level expectations with the Township's fiscal sustainability.

### **Financial Impact**

There are no financial impacts associated with this report.

Respectfully Submitted:

Kaitlin Dinnick, Deputy Clerk/Planning Coordinator





The Corporation of the  
TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

## **Township of Melancthon Road Surface Conversion Policy**

### **Purpose**

The purpose of this Policy is to provide Council, Municipal Staff and Residents with a consistent process in identifying gravel roads for consideration for upgrades to asphalt; and a consistent process in identifying asphalt roads for consideration to be returned to a gravel surface.

### **Scope**

This policy applies to all roads owned and maintained by the Corporation of the Township of Melancthon unless otherwise specified.

### **Definitions**

**Average Annual Daily Traffic (AADT):** The average twenty-four-hour, two-way traffic under normal conditions.

**Council:** The elected Council of the Township of Melancthon.

**Gravel Road:** A road surface that is not paved or surface treated.

**Highway Classification:** The class in accordance with the Minimum Maintenance Standards for Municipal Highways (239/02), as amended under the Municipal Act, 2001, as amended.

**Local Improvement:** The improvement of a roadway in accordance with the Local Improvement Act (R.S.O. 1990, C. L.26).

**Municipality:** Refers to the Corporation of the Township of Melancthon.

**Paved Surface:** A surface with a layer or layers of asphalt.

**Platform Surface Width:** The horizontal distance measured from top of ditch slope of one side of the road to the top of ditch slope on the opposite side.

**Primary Route:** A Municipal Road that has an AADT greater than 500 or more vehicles per day.

**Right-of-Way (ROW):** In a municipal context, a Right of Way (ROW) refers to a designated strip of land owned and maintained by the municipality for public use and infrastructure. This area typically includes the roadway used for vehicular traffic, and roadside ditches that serve drainage and stormwater management functions. The ROW may also contain underground or overhead utilities such as electricity, and telecommunications infrastructure. Municipalities hold legal authority over the ROW, allowing them to regulate its use, perform maintenance, and grant access for public services and development projects.

**Road Section:** A section of road between two other roads or as defined in the roads management plan.

**Road Segment:** A portion of a section of road.

**Seasonal Roads:** A road that does not receive winter maintenance, not applicable in this policy.

**Unmaintained Road:** A road that is not open by By-law nor receives any municipal maintenance.

## **Policy**

### **4.1. Evaluation for Modifying the Road Surface Type**

From time to time, the municipality may find it necessary to modify the surface of a road. This section of the policy outlines the Road Scoring Criteria, a Scoring Rubric, and Assessment Recommendations for both upgrading to hard surface, and returning a hard surface road to gravel.

**Road Scoring Criteria:** The Municipality will evaluate the following factors when assessing roads:

**Traffic Volume:** Primary consideration Roads with an AADT of 500 or more vehicles per day. Secondary consideration Roads with an AADT between 400-499 vehicles per day.

**Truck Traffic Volume:** Primary consideration on roads with greater than 15% of Truck Traffic. Secondary consideration on roads with greater than 10% of Truck Traffic.

**Connectivity:** Roads that connect to major Highways, or County Roads, or

serve as a primary route between communities.

**Safety Considerations:** Roads with a history of accidents or safety concerns related to their gravel surface. Roads where dust control is a significant safety issue.

**Density:** Roads that are a part of a plan of subdivision, hamlet or residential settlement area or will be given priority consideration to maintain hard surface. With the density of driveways per km given secondary consideration.

**Maintenance Costs:** Roads where the long-term maintenance costs of the existing or proposed gravel road is projected to be higher than the average gravel road section.

**Additional Factors:** The Municipality considers the following additional factors when scoring the roads in consideration for potential upgrades:

**Financial:** Where an analysis of the capital costs, operation costs and life cycle costs indicate savings to the Municipality or where there is significant savings to the Municipality by combining/splitting the upgrading of adjacent roads.

**Condition, Structure and Drainage:** Where the road has been determined to have sufficient structure and adequate drainage to support the increased traffic flow.

**Risk Management:** Where the non-standard condition of the road is correctable by upgrading to a surface treated road or paved surface and upgrading is determined to reduce liability issues.

**Operational Benefits:** Where there is a benefit by the reduction of operational and seasonal maintenance activities. Examples of operation benefits include but not limited to; gravel roads located in isolation requiring significant travel time, roads that experience consistent erosion or are washed out frequently.

**A petition:** Where a petition is received from residents under Ontario Regulation 586/06 (Local Improvements) and subsequently approved by Council in accordance with the regulation.

**Assessment Recommendations to Upgrade:** The Municipality may upgrade a gravel road to asphalt based on following 3 Priority levels taking into consideration additional factors:

**High Priority –** Where the gravel road scores between 80-100 points on the Road Scoring Criteria and is recommended to be upgraded. Where the gravel

road has been allotted as high priority, as determined in accordance with Section 4.1 of this Policy, that road segment will be included in the next annual budget discussion.

**Low Priority** – Where the gravel road scores between 60-79 points on the Road Scoring Criteria and is recommended to be upgraded in the future based on overall budget capacity. Where the gravel road has been allotted as low priority, as determined in accordance with Section 4.1 of this Policy, that road segment may be included in the next annual budget discussion, as budget capacity permits.

**No Recommendation** – Where the gravel road scores between 0-59 points on the Road Scoring Criteria and is not recommended for upgrades.

Through the annual budget process, Council may approve, defer, or reject requests based on strategic priorities and funding availability. If the annual budget request is deferred, the request will be added to the 5 year capital plan for future budget discussions.

**Assessment Recommendations to Downgrade:** The Municipality may downgrade hard surface roads based on following 3 Priority levels taking into consideration additional factors:

**No Recommendation** – Where the hard surface road scores between 70- 100 points on the Road Scoring Criteria and is recommended to remain hard surface.

**Maintain Surface in Longterm** – Where the hard surface road scores between 51-69 points on the Road Scoring Criteria and is recommended to be maintained as a hard surface road. However, if the current condition is severely deteriorated, it may be temporarily maintained as a gravel road and be placed in the 5 year capital plan for consideration.

**Downgrade Recommendation** – Where the hard surface road scores between 0-59 points on the Road Scoring Criteria and is recommended to be downgraded to a gravel road when the hard surface life cycle ends.

**Scoring Rubrics:** The Municipality will use the rubrics for evaluation purposes as per Schedule A for Road Surface upgrades and Schedule B for Road surface downgrades.

#### 4.2. Process to Initiate Upgrade Consideration

##### **Identification Method 1 - Resident Petition to Upgrade Gravel Road to Asphalt**

This policy section outlines the process by which residents may formally petition the Municipality to upgrade a municipally maintained gravel road segment to asphalt. This includes roads that are not currently designated for upgrade under capital plans or exempted by municipal criteria (e.g., seasonal roads, low-use access routes). It ensures community involvement, infrastructure planning, and alignment with the Road Surface Conversion Policy.

Resident petitions will only be accepted once every 5 years per road segment. A new petition for a specific road cannot be accepted for 5 years after the last one was submitted.

**Eligibility Criteria:** To be considered for an asphalt upgrade, the petition must meet the following criteria:

**Road Type:** The road segment must be an open and municipally maintained gravel road. This policy does not apply to seasonal, private, or unopened road allowances.

**Defined Road Segment:** The petition must clearly identify the road segment proposed for upgrade, including start and end points.

**Resident Support Threshold:** At least two-thirds (2/3) of properties abutting the defined road segment must sign the petition in support.

**Connectivity Requirement:** One end of the proposed road segment must connect directly to an existing hardtop road to ensure continuity of the transportation network.

**Feasibility:** The road must be suitable for asphalt upgrade based on grading, drainage, and environmental considerations.

## **Identification Method 2 - Staff Review for Upgrading Gravel Roads to Asphalt**

To ensure consistent, transparent, and data-driven decision-making in the upgrade of gravel roads to asphalt, this policy outlines the criteria and process by which the municipality may consider such upgrades. The goal is to prioritize upgrades that deliver measurable public benefit while maintaining fiscal and environmental responsibility.

This policy section applies to all municipally maintained gravel roads that are not currently designated for upgrade under capital plans or exempted by municipal criteria (e.g., seasonal roads, low-use access routes).

Gravel roads may be considered for upgrade to asphalt only when supported by documented issues such as traffic studies, safety reports, maintenance logs, community petitions and when they meet established criteria. This process is designed to limit discretionary decision-making and ensure upgrades are justified by objective data and community needs.

## **Review Process**

The Public Works Department will compile and assess all relevant data using criteria found in Section 4 of this policy.

A standardized scoring matrix found in Schedule A and Schedule B of this policy will be used to evaluate each criterion and determine eligibility.

Staff Recommendations will be submitted to the Infrastructure & Emergency Management Committee for the Committee to put forth Recommendations to Council for Final Approval.

## **Limitations on Staff Discretion**

Staff may not initiate upgrades based solely on observations or informal requests. All upgrade considerations must be based on documented evidence and evaluated through the standardized process outlined within the policy.

### **4.3. Returning Hard Surface Roads to Gravel**

This policy section applies to all asphalt roads within the municipality that are scheduled for replacement due to age, deterioration, or structural failure. When roads have been identified as being in poor condition through inspections. This review will promote sustainable infrastructure management and ensure efficient allocation of municipal resources by evaluating each identified road section for potential downgrade.

All qualifying asphalt roads shall be reviewed for downgrade consideration to gravel.

## **Review Process:**

The Public Works Department shall initiate the review upon identification of a qualifying road.

Staff will conduct the evaluation and prepare a recommendation report.

Staff Recommendations will be presented to the Infrastructure and Emergency Management Committee which will make recommendations to Council.

The Municipality will review the capital costs associated with improving the gravel roads to a desired minimum surface width with appropriate drainage and road geometry required to support the conversion to hard surface. The life cycle costs of each proposed upgrade will also be reviewed.

Capital and maintenance costs for asphalt surface compared to returning to gravel will be calculated by staff on a case-by-case basis for each individual road section.

With the conversion of hard surface road to gravel, it is important to note that there is the possibility of undesirable impacts arising from the conversion such as:

- Increase in the maintenance gravel program.
- Increase in dust.
- Increase in grader hours based on the level of service in the Minimum Maintenance Standards for gravel roads.
- Complaints from local residents and road users due to the change in surface type.

#### 4.4. Council Approval for Road Surface Changes

To ensure consistent and accountable decision-making, this section confirms that all road surface change recommendations—whether upgrades or downgrades—require final approval by Council.

All recommendations to upgrade gravel roads to asphalt or downgrade asphalt roads to alternative surfaces must be presented to the Infrastructure and Emergency Management Committee for the Committee to put forth recommendations to Council for final approval. This applies to proposals initiated by Municipal Staff or submitted through formal resident petitions.

#### **Authority and Process:**

- Municipal staff will evaluate roads and prepare recommendations based on the criteria outlined in this policy.
- All recommendations must be supported by documented evidence and submitted by staff to the Infrastructure and Emergency Management Committee for consideration.

- Only Resident petitions that attain the high priority or low priority scoring will be brought to the Infrastructure and Emergency Management Committee for consideration.
- Council holds sole authority to approve, modify, or reject any road surface change.

### **Limitation of Staff Authority:**

- No road surface change may be implemented without a formal resolution of Council.
- If Council defers a road surface upgrade, the road section will be added to the 5-year capital plan.
- If downgrade recommendations are not supported by council, replacement of the road section will be included in the 5-year capital plan.

### 5. References

Township of Melancthon Road Management Plan, 2019

O.Reg 239/2 Minimum Maintenance Standards for Municipal Highways

Local Improvement Act, R.S.O 1990, C L.26

### 6. Appendices

Schedule A - Scoring Rubric for Upgrading Gravel Roads to Hard Surface

Schedule B - Scoring Rubric for Downgrading Hard Surface Roads to Gravel

Schedule C - Resident Petition Form for Gravel-to-Asphalt Road Upgrade



# SCHEDULE A

Criteria	Score Range	Scoring Details
Traffic Volume	0–35 points	35 pts: AADT ≥ 500 25 pts: AADT 400–499 15 pts: AADT 300–399 5 pts: AADT 200–299 0 pts: AADT < 200
Truck Traffic Volume	0–5 points	5 pts: > 15% 3 pts: > 10% 0 pts: < 10%
Connectivity	0–20 points	20 pts: Connects to major highway/county road AND is a primary route 10-15 pts: Connects to major highway/county road OR is a primary route 5 pts: Moderate connectivity 0 pts: Low connectivity
Safety Consideration	0–20 points	20 pts: High accident history related to gravel surface AND significant dust control issues 10-15 pts: Moderate accident history related to gravel surface OR significant dust control issues 5 pts: Minor concerns related to gravel surfaces 0 pts: No significant issues related to gravels surfaces
Maintenance Costs	0–20 points	20 pts: Projected maintenance costs significantly higher than average gravel maintenance 10-15 pts: Projected maintenance costs moderately higher than average gravel maintenance. 5 pts: Projected asphalt maintenance costs slightly higher than average gravel maintenance. 0 pts: Projected asphalt maintenance costs equal to lowerthan-average gravel maintenance.
<p>High Priority – Where the gravel road scores between 80-100 points on the Road Scoring Criteria and is recommended to be upgraded.</p> <p>Low Priority – Where the gravel road scores between 60-79 points on the Road Scoring Criteria and is recommended to be upgraded in the future based on overall budget capacity.</p> <p>No Recommendation – Where the gravel road scores between 0-59 points on the Road Scoring Criteria and is not recommended for upgrades.</p>		

## SCHEDULE B

Criteria	Score Range	Scoring Details
Traffic Volume	0–30 points	<b>30 pts:</b> AADT $\geq$ 500 <b>20 pts:</b> AADT 400–499 <b>10 pts:</b> AADT 300–399 <b>5 pts:</b> AADT 200–299 <b>0 pts:</b> AADT < 200
Truck Traffic Volume	0–10 points	<b>10 pts:</b> > 15% <b>5 pts:</b> > 10% <b>3 pts:</b> > 5% < 10% <b>0 pts:</b> >5%
Connectivity	0–20 points	<b>20 pts:</b> Connects to major highway/county road AND is a primary route between communities <b>10-15 pts:</b> Connects to major highway/county road OR is a primary route <b>5 pts:</b> Secondary route with moderate connectivity importance <b>0 pts:</b> Low connectivity
Density	0–20 points	<b>20 pts:</b> Part of a Plan of Subdivision, Hamlet or residential settlement area <b>15 pts:</b> 10+ driveways per km <b>8 pts:</b> Between 4-9 driveways per km <b>0 pts:</b> less than 3 driveways per km
Maintenance Costs	0–20 points	<b>20 pts:</b> Projected maintenance costs significantly higher than average gravel maintenance <b>10 pts:</b> Projected maintenance costs moderately higher than average gravel maintenance. <b>7 pts:</b> Projected asphalt maintenance costs slightly higher than average gravel maintenance. <b>0 pts:</b> Projected asphalt maintenance costs equal to lowerthan-average gravel maintenance.
<p><b>No Recommendation</b> – Where the hard surface road scores between <b>70- 100 points</b> on the Road Scoring Criteria and is recommended to be remain hard surface.</p> <p><b>Maintain Surface in Longterm</b> – Where the hard surface road scores between <b>51-69</b> points on the Road Scoring Criteria and is recommended to be maintained as a hard surface road. However, if the current condition is severely deteriorated, it may be temporarily maintained as a gravel road and be placed in the 2-5 year capital budget for consideration.</p> <p><b>Downgrade Recommendation</b> – Where the hard surface road scores between <b>0-59</b> points on the Road Scoring Criteria and is recommended to be downgraded to a gravel road when the hard surface life cycle ends.</p>		



## SCHEDULE C

### **Township of Melancthon Resident Petition Form for Gravel to Asphalt Road Upgrades**

#### Application Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

#### Road Segment Details

Starting Point of Road Segment: \_\_\_\_\_

Ending Point of Road Segment: \_\_\_\_\_

Approximate Length of Road Segment (in meters): \_\_\_\_\_

#### Connectivity Confirmation:

Does one end of the proposed road segment connect to an existing asphalt road? ☐

#### Eligibility Checklist:

The Road is an open and municipally maintained gravel road? ☐

The Road segment is clearly defined with start and end points? ☐

At least two-thirds (2/3) of abutting property owners have signed this petition? ☐

The Road segment connects to an existing asphalt road? ☐

#### Supporting Property Owners:

(Name, Address, Phone Number and signature is required for all Supporting Property Owners)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

### Submission Instructions

Submit the Completed Petition form to the Township Office (157101 Highway 10, Melancthon Ontario L9V 2E6). Please ensure that all required fields are completed and eligibility criteria are met. The Municipality will verify ownership, signatures, and road connectivity before proceeding with evaluation under the Road Surface Conversion Policy.

DRAFT



## **REPORT TO COMMITTEE**

**To:** Chair Currie and Members of Infrastructure and Environmental Services Committee

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

**Meeting Date:** Thursday, January 24, 2019

**Subject:** Living Snow Fence Program Update

**In Support of Strategic Plan Priorities and Objectives:**

Service Excellence 4.0: Enhance value for money 4.3 and Investigate opportunities to partner and share resources/services 4.3.5

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### **Purpose**

The purpose of this report is to provide Committee and Council with an update on the County's ongoing efforts related to the Living Snow Fence Program.

### **Background & Discussion**

For several years, the County has held a Memorandum of Understanding with both the Grand River Conservation Authority and the Nottawasaga Valley Conservation Authority for a Living Snow Fence Program. The program supports the effort of tree planting along Dufferin Roads to help mitigate the effects of blowing snow. The MOU speaks to requirements for determining priority areas for planting, as well as program marketing. Each of these items have been ongoing and program promotion continues in the form of informational packages, visits to residents, and a public YouTube video developed by the Grand River Conservation Authority [https://www.youtube.com/watch?v=GqM\\_m5pTogc](https://www.youtube.com/watch?v=GqM_m5pTogc). One of the main challenges for this program has been sourcing willing hosts.

To compliment efforts of the above noted program, several plantings have been preformed to fill gap areas in existing tree lines where road allowance widths permit. This work is also ongoing where opportunities arise and has a similar affect in mitigating drifting snow.

Since spring 2013, through each of the programs discussed above, nearly 12,000 trees have been planted along Dufferin County roads. This equates to approximately 17, 500 metres of Living Snow Fence.

### **Local Municipal Impact**

No immediate local impact.

### **Financial, Staffing, Legal, or IT Considerations**

Public Works includes \$50,000 annually within the Budget.

#### **Trees and Planting:**

- Trees and planting are provided to the landowner for free. In some cases, the landowner may be asked to assist with site preparation if it involves tillage.
- Tree cost depends on species and size. Using the buying power of the Conservation Authorities will continue to ensure the best possible price for the selected trees.

#### **Performance Incentive:**

- \$ 450/acre/year for the first 3 years
- \$ 200/acre/year for the following 7 years

For example, for each strip (1 row of trees 4m wide) that is 1 km long, approximately 1 acre would be required and taken out of production.

- For every 1 km strip of living snow fence:
  - LSFP \$ 450/acre x 1 acre = \$ 250/yr. for 3 years
  - LSFP \$ 200/acre x 1 acre = \$ 100/yr. for 7 years
  - Total after 10 years = \$ 2,750

### **Strategic Direction and County of Dufferin Principles**

Pursuing the LSFP adheres to the County of Dufferin Principles is Service Excellence as it enhances value of money by partnering with Conservation Authorities to reduce costs while improving roadway safety, which directly addresses the strategic objective of investigating opportunities to partner and share resources/services. The County of Dufferin principles are adhered to as follows:

1. We Manage Change – implementing long-term and sustainable programs that aid in combating the effects of extreme weather on roadway safety;
2. We Deliver Quality Service – collaborating with partners to strengthen our ability to implement the Living Snow Fence Program;
3. We Communicate – exploring different means of informing the general public and land owners about County programs;
4. We Make Good Decisions – using local knowledge to focus efforts related to enhancing roadway safety.

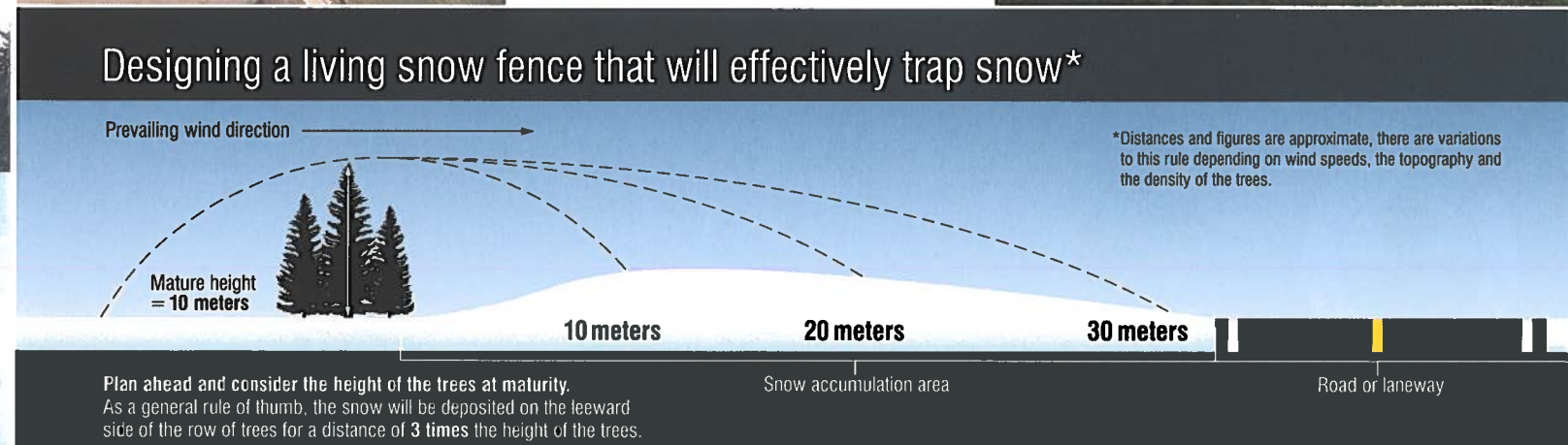
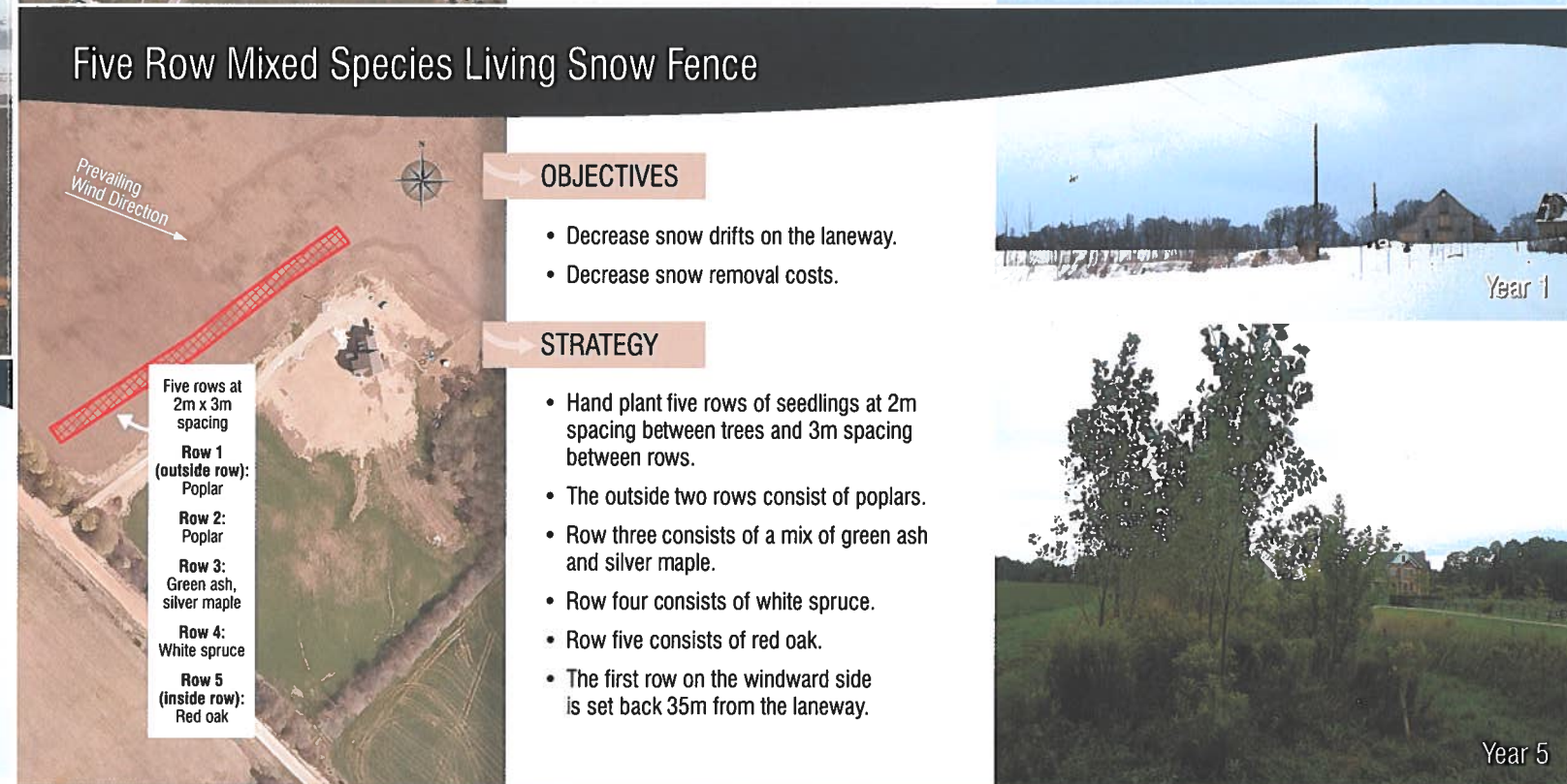
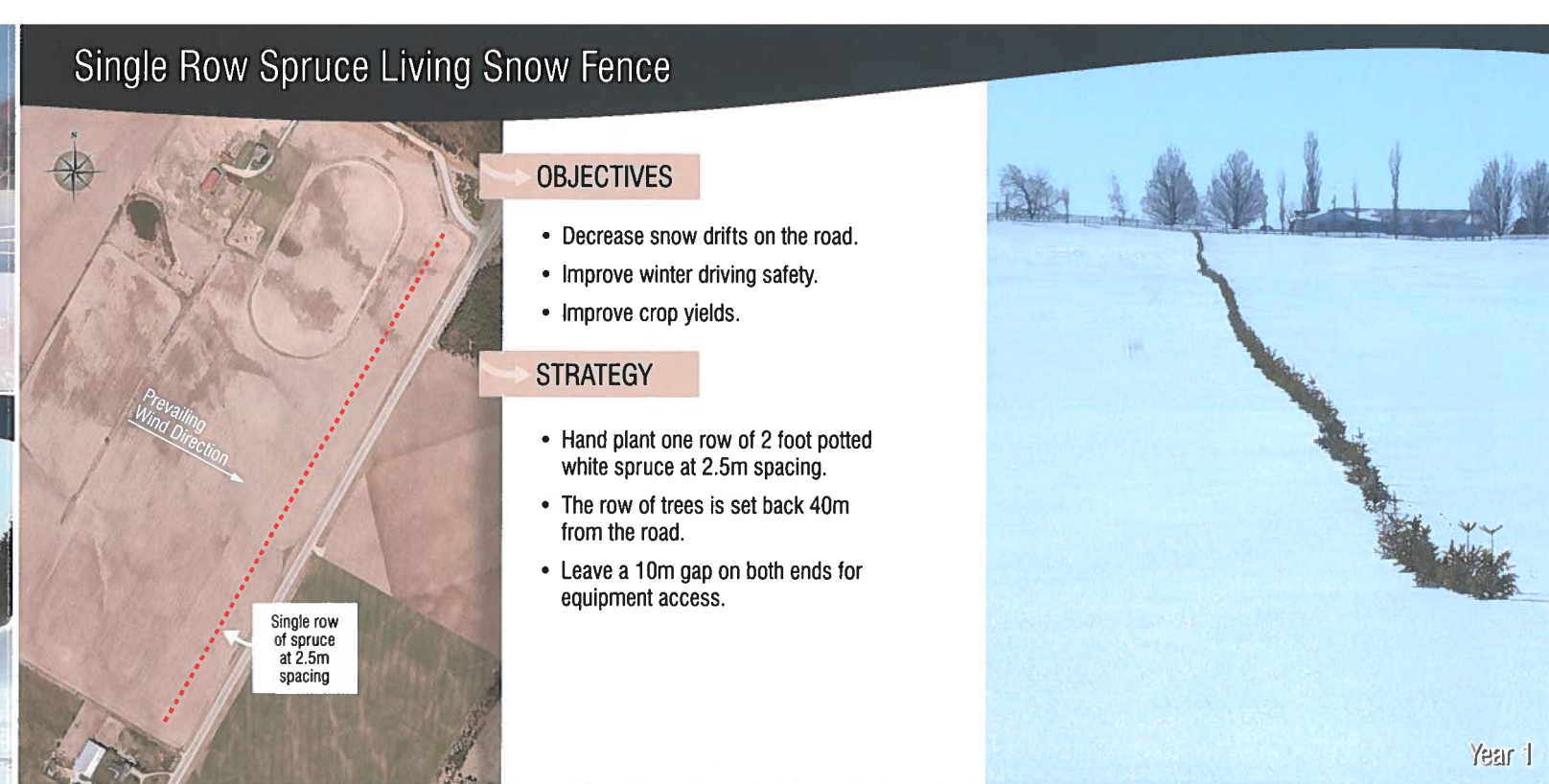
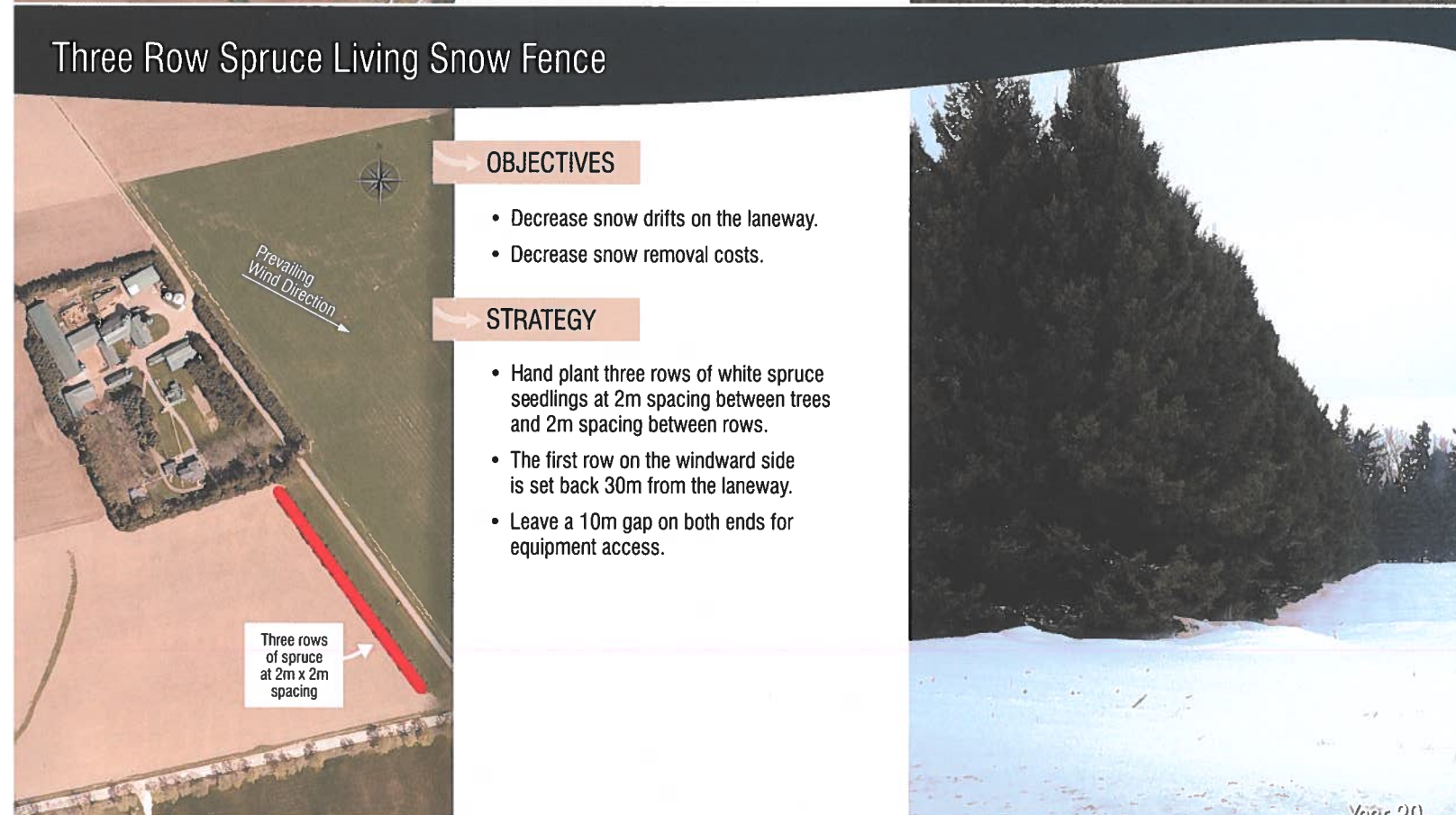
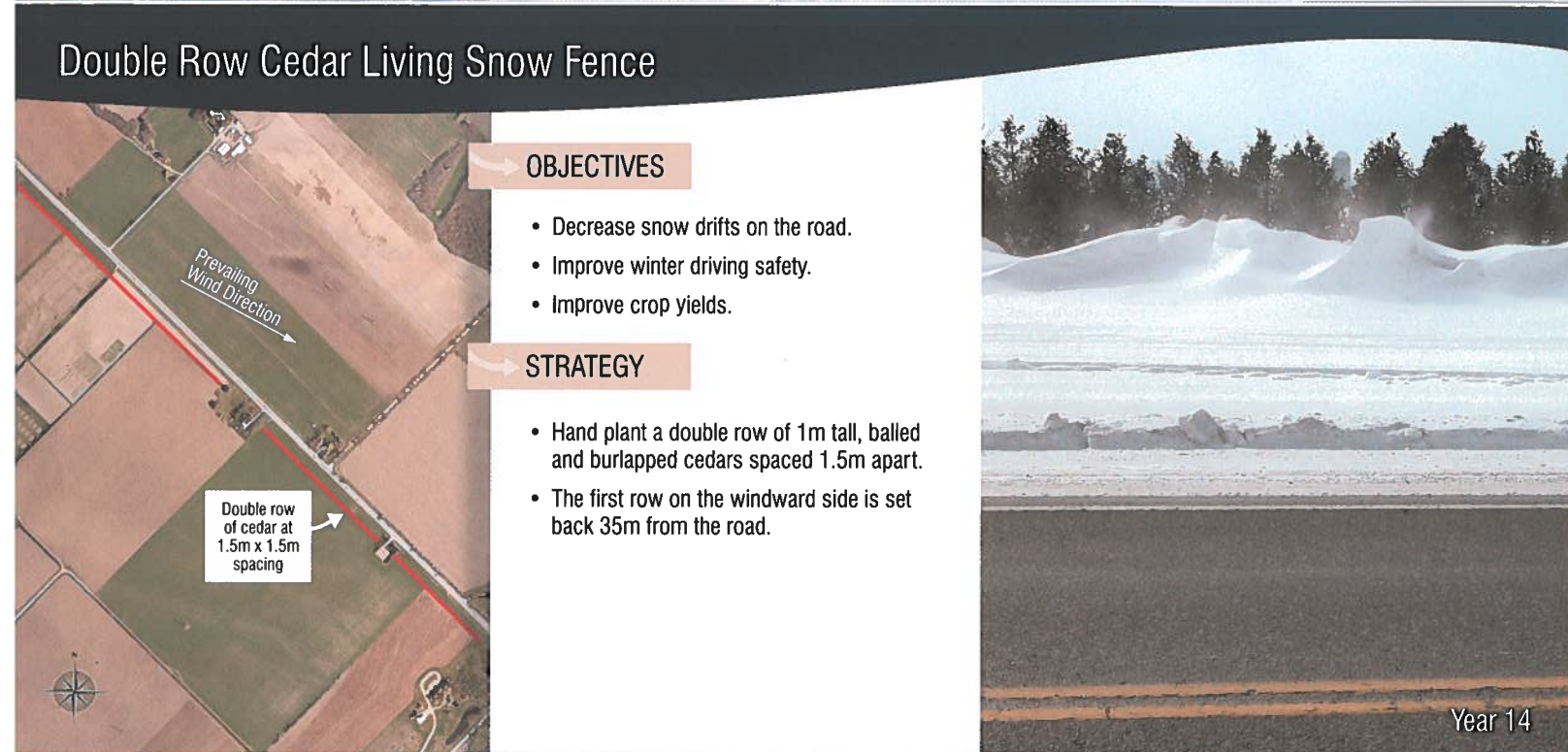
**Recommendation**

**THAT Report, Living Snow Fence Program Update, dated January 24, 2019, from the Director of Public Works/County Engineer be received.**

Respectfully Submitted By:

Scott C. Burns, P.Eng., C.E.T.  
Director of Public Works/County Engineer









# Windbreak

FACTSHEET SERIES: Field Windbreaks, Farmstead Shelterbelts & Living Snow Fences



Field Windbreaks



Farmstead Shelterbelts



Living Snow Fences

## Living Snow Fences

Since 1954, the GRCA has worked with private landowners to achieve their environmental goals and enhance their property by planting trees. The GRCA has helped thousands of landowners plant more than 26 million trees.

Landowners in the watershed with more than one hectare (2.5 acres) of land exclusive of buildings are eligible to participate in the tree planting program. The trees are grown for their naturalization qualities and not their looks. They are available in a variety of sizes, ranging from seedlings through to bare root tall stock.

A Forestry Specialist from the Grand River Conservation Authority is available to help plan your tree planting project.

### Our forestry extension service includes:

- A site visit for consultation and an assessment of the site characteristics.
- A planting plan outlining site preparation, species composition, design/layout, and future tending requirements.
- Assistance in accessing grant programs.
- Coordinating the planting of trees during the spring planting season.
- Follow up technical advice as needed.



For more information or to arrange a site visit contact one of the GRCA forestry specialists:

1-866-900-4722 (519) 621-2761  
ruralwater@grandriver.ca



# Windbreak

FACTSHEET SERIES: Field Windbreaks, Farmstead Shelterbelts & Living Snow Fences

## Living Snow Fences



## Denise Holmes

---

**From:** Steven Murphy <smurphy@dufferincounty.ca>  
**Sent:** Thursday, January 15, 2026 3:57 PM  
**To:** Denise Holmes  
**Cc:** Kaitlin Dinnick; Sonya Pritchard  
**Subject:** RE: Infrastructure and Emergency Management Meeting

Hi Denise,

Thank you very much for the invitation to attend the Infrastructure and Emergency Management Committee meeting on February 2nd. I truly appreciate Deputy Mayor McLean's interest in continuing the conversation around last March's ice storm and how we work together during emergencies. Unfortunately, I won't be able to attend this meeting, but I'm happy to offer clarification and support where I can.

As a reference point, the After-Action Report for the March 2025 event was presented to Council on October 23, 2025. Here is a link to that [meeting](#).

The coordination calls that take place during an incident are designed to give senior municipal officials and emergency service leads a shared picture of the situation and an opportunity to align resources at a strategic level. Because of that, these discussions intentionally stay focused on broader direction-setting rather than operational or frontline decision-making.

For that reason, I would gently caution against having operations-level staff or volunteers participate in these calls. Each municipality is best positioned to run its own operational-level discussions, where the Senior Municipal Official (SMO) can share updates from the County coordination meeting and guide frontline actions. This structure is built into the emergency plan and helps ensure clear roles, strong communication, and an efficient flow of information during a response.

If the Committee has specific questions or would like additional context outside the meeting, I'm more than happy to assist. Please don't hesitate to reach out.

Steve

---

**From:** Denise Holmes <dholmes@melancthontownship.ca>  
**Sent:** Tuesday, January 13, 2026 2:15 PM  
**To:** Steven Murphy <smurphy@dufferincounty.ca>  
**Cc:** Kaitlin Dinnick <kdinnick@melancthontownship.ca>  
**Subject:** Infrastructure and Emergency Management Meeting

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Hi Steve,

Would you be able to attend the next I&EM meeting on February 2<sup>nd</sup> at 10:00 a.m. (virtually or in person). Deputy Mayor McLean, who is also the Chair, has asked me to invite you as he would like to have a discussion on emergencies (i.e. last March's Ice Storm) and how information is communicated/shared, as well as our CEMC group meetings and who can be present during these meetings (i.e. – he would like to see others invited who are in charge of the shelters/warming centres) to also hear the information being shared.

Should you have any questions, regarding the above, please contact me.

Thank you.

Kind regards,  
Denise Holmes



**Denise B. Holmes, AMCT | Chief Administrative Officer/Clerk | Township of Melancthon | [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca) | PH: 519-925-5525 ext 101 | FX: 519-925-1110 | [www.melancthontownship.ca](http://www.melancthontownship.ca) |**

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**From:** [Scott Burns](#)  
**To:** [Kaitlin Dinnick](#)  
**Cc:** [Denise Holmes](#); [James McLean](#); [Ruth Plowright](#); [Darren White](#)  
**Subject:** Re: County Road Counter Data for Melancthon Township Infrastructure & Emergency Management Committee  
**Date:** Wednesday, January 21, 2026 12:26:32 PM

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We'd be glad to look at that on a case by case basis. Our process requires a Road Occupancy Permit that is site and time period specific.

Scott

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**From:** Kaitlin Dinnick <[kdinnick@melancthontownship.ca](mailto:kdinnick@melancthontownship.ca)>  
**Sent:** Wednesday, January 21, 2026 12:24 PM  
**To:** Scott Burns <[sburns@dufferincounty.ca](mailto:sburns@dufferincounty.ca)>  
**Cc:** Denise Holmes <[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)>; James McLean <[jmclean@melancthontownship.ca](mailto:jmclean@melancthontownship.ca)>; Ruth Plowright <[rplowright@melancthontownship.ca](mailto:rplowright@melancthontownship.ca)>; Darren White (External) <[dwhite@melancthontownship.ca](mailto:dwhite@melancthontownship.ca)>  
**Subject:** RE: County Road Counter Data for Melancthon Township Infrastructure & Emergency Management Committee

Hi Scott,

Thank you for the quick response. Can you please clarify if the Township is permitted to place its black cat on County Roads if the Committee would like to collect its own data?

Thank you.

Kaitlin Dinnick



**Kaitlin Dinnick | Deputy Clerk/Planning Coordinator | Township of Melancthon | [kdinnick@melancthontownship.ca](mailto:kdinnick@melancthontownship.ca) | PH: 519-925-5525 ext 103 | FX: 519-925-1110 | [www.melancthontownship.ca](http://www.melancthontownship.ca) |**  
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**From:** Scott Burns <[sburns@dufferincounty.ca](mailto:sburns@dufferincounty.ca)>  
**Sent:** Wednesday, January 21, 2026 12:14 PM  
**To:** Kaitlin Dinnick <[kdinnick@melancthontownship.ca](mailto:kdinnick@melancthontownship.ca)>

**Cc:** Denise Holmes <dholmes@melancthontownship.ca>; James McLean <jmclean@melancthontownship.ca>; Ruth Plowright <rplowright@melancthontownship.ca>; Darren White <dwhite@melancthontownship.ca>

**Subject:** RE: County Road Counter Data for Melancthon Township Infrastructure & Emergency Management Committee

Afternoon, Kaitlin

We'd be glad to update our data in the Spring and share what we collect.

Feel free to reach out for any reason.

Scott

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**From:** Kaitlin Dinnick <[kdinnick@melancthontownship.ca](mailto:kdinnick@melancthontownship.ca)>

**Sent:** Wednesday, January 21, 2026 11:45 AM

**To:** Scott Burns <[sburns@dufferincounty.ca](mailto:sburns@dufferincounty.ca)>

**Cc:** Denise Holmes <[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)>; James McLean <[jmclean@melancthontownship.ca](mailto:jmclean@melancthontownship.ca)>; Ruth Plowright <[rplowright@melancthontownship.ca](mailto:rplowright@melancthontownship.ca)>; Darren White (External) <[dwhite@melancthontownship.ca](mailto:dwhite@melancthontownship.ca)>

**Subject:** County Road Counter Data for Melancthon Township Infrastructure & Emergency Management Committee

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Hi Scott,

I was directed by the Infrastructure and Emergency Management Committee to reach out regarding the collection of updated road counter data on County Roads 17, 21, and 124. The Committee noted that the existing data provided to the Township is outdated and has asked whether the Township could deploy its Black Cat unit on these roads to obtain current counts.

If the County is planning to install its own road counters on these roads this spring and would be willing to share the data with the Township in a timely manner, the Township would not need to deploy its Black Cat unit. Please advise on the County's plans and how you would like us to proceed.

Thank you.

Kaitlin Dinnick



Kaitlin Dinnick | Deputy Clerk/Planning Coordinator | Township of Melancthon | [kdinnick@melancthontownship.ca](mailto:kdinnick@melancthontownship.ca) | PH: 519-925-5525 ext 103 | FX: 519-925-1110 | [www.melancthontownship.ca](http://www.melancthontownship.ca) |

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## Kaitlin Dinnick

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**From:** Denise Holmes  
**Sent:** Tuesday, January 13, 2026 10:28 AM  
**To:** Kaitlin Dinnick  
**Subject:** FW: Dufferin County Road Network Rationalization Plan- Implementation  
**Attachments:** 2026-01-09 Dufferin Notice to Melancthon.pdf; Road Transfer.pdf; Updated Road Rat Struture Transfers 1\_8\_2026.pdf

*Kind regards,*

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

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

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**From:** Michelle Dunne <mdunne@dufferincounty.ca>  
**Sent:** Friday, January 9, 2026 11:06 AM  
**To:** Roads Department <roads@melancthontownship.ca>; Denise Holmes <dholmes@melancthontownship.ca>  
**Cc:** Scott Burns <sburns@dufferincounty.ca>  
**Subject:** Dufferin County Road Network Rationalization Plan- Implementation

Good morning ,

Please find attached a letter regarding a transfer of responsibilities for selected roads and large structures with the jurisdiction of Dufferin County.

Should you have any questions, please contact Scott Burns, Director of Public Works/County Engineer directly.

Kindest regards,

**Michelle Dunne, Dipl.M.M.[Clerk] Office of the CAO**  
**County of Dufferin**|Phone: 519-941-2816 Ext. 2504  
[mdunne@dufferincounty.ca](mailto:mdunne@dufferincounty.ca) |55 Zina Street, Orangeville, ON L9W 1E5

A Community That Grows Together.  
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Dufferin County administrative staff are moving to a new office space! As of September 2, 2025, Council and Clerk services can be accessed at 55 Zina Street on the second floor. Please note that building access is temporarily restricted to the doors at 10 Louisa Street (Orangeville Court House). For more details please visit [www.dufferincounty.ca](http://www.dufferincounty.ca).



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January 9, 2026

Denise Holmes, Chief Administrative Officer  
Craig Micks, Public Works Superintendent  
Township of Melancthon  
157101 Highway 10,  
Melancthon, ON L9V 2E6

Via email: roads@melancthontownship.ca, and dholmes@melancthontownship.ca

Re: Dufferin County Road Network Rationalization Plan - Implementation  
Road and Large Structures Infrastructure Transfers

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At its September 11<sup>th</sup>, 2025 regular meeting, Dufferin County Council approved **June 1<sup>st</sup>, 2026**, as the effective date for the transfer of certain roads (including structures thereon) and structures (including all those located on non-County Roads) between the County and affected local municipalities as outlined in the attached report, *Road Network Rationalization Plan – Infrastructure Transfer Date* (Report #PW-2025-008). The report provides background information on the rationale, timing, and coordination necessary to support this transition.

The objective of the Road Network Rationalization Plan is to ensure that the ownership and maintenance responsibilities for roads and structures are properly aligned with their primary function and jurisdictional use.

This correspondence constitutes formal notice of the upcoming transfer of infrastructure from the County of Dufferin to the Township of Melancthon, including those identified below:

Infrastructure	Location	Transferred Ownership
Structure 004-0017	260 Sideroad, Melancthon	Township of Melancthon
Structure 008-0336 (structure closed) Structure BR017341 (road closed)	Melancthon-Proton Townline	Township of Melancthon
Structure 004-0027	Mulmur-Melancthon Townline	Township of Melancthon
Structure 004-0123	Melancthon-Nottawasaga Townline	Township of Melancthon



Maps illustrating the locations of roads and structures scheduled for transfer are attached to this email. These are further detailed in the Road Network Rationalization Plan document, which can be made available upon request.

Please be advised that any existing agreements or arrangements with Dufferin County related to the infrastructure being transferred will cease to be in effect as of the transfer date June 1<sup>st</sup>, 2026. Where applicable, new agreements may be required with the listed associated jurisdictional partners for the following infrastructure:

Infrastructure	Location	Associated Jurisdictional Partner
Structure 008-0336 (structure closed)  Structure BR017341 (road closed)	Melancthon-Proton Townline	County of Grey
Structure 004-0027	Mulmur-Melancthon Townline	Township of Mulmur
Structure 004-0123	Melancthon-Nottawasaga Townline	County of Simcoe

In addition to the transfer of the identified infrastructure in this notice, Dufferin County Council approved, at its July 10<sup>th</sup>, 2025 regular meeting, that a total concession amount of \$169,880 to be paid to the Township of Melancthon. Following the transfer of all infrastructure, the total concession payment is to be paid in even, annual installments over a 10-year period, adjusted by the construction price index annually. Existing documentation surrounding concession payments, detailed infrastructure inventories, other technical or administrative materials will be provided by the County of Dufferin to aid in the transfer of this infrastructure.

Thank you for your continued partnership and cooperation. We are committed to working collaboratively to ensure a smooth and coordinated transition. Should you have any questions or require additional information, please do not hesitate to contact me directly.

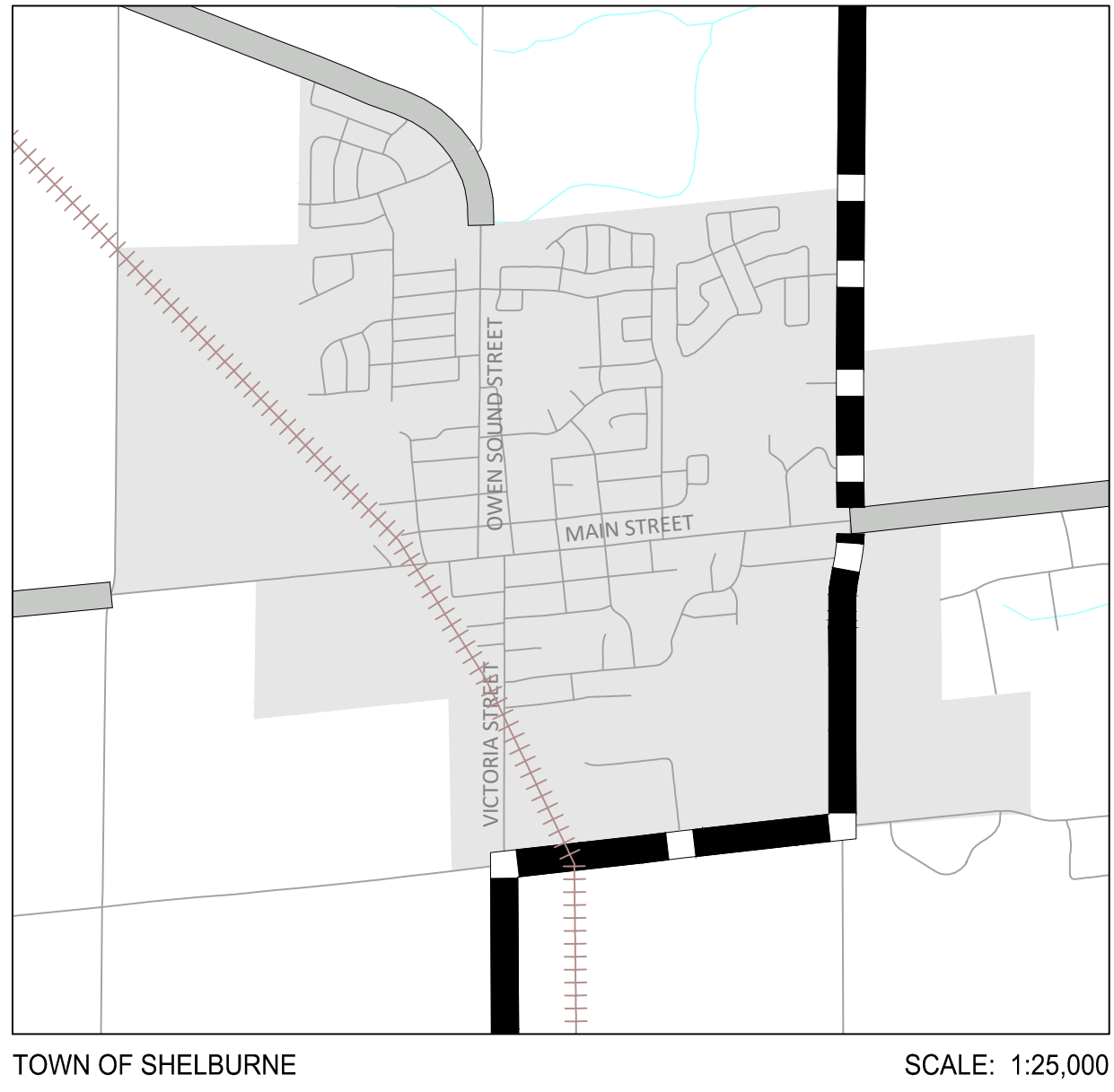
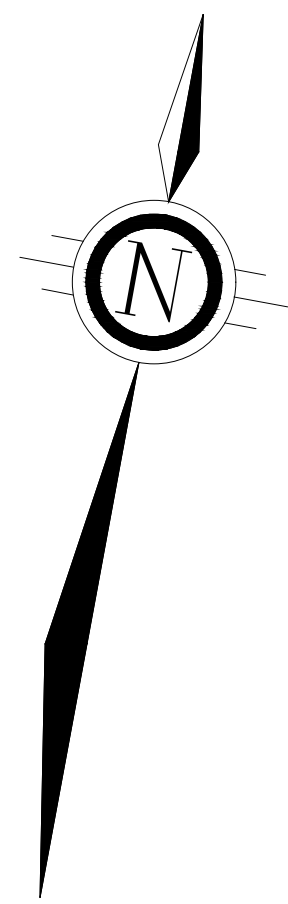
Sincerely,

A handwritten signature in blue ink, appearing to be 'S. Burns', written over a light blue horizontal line.

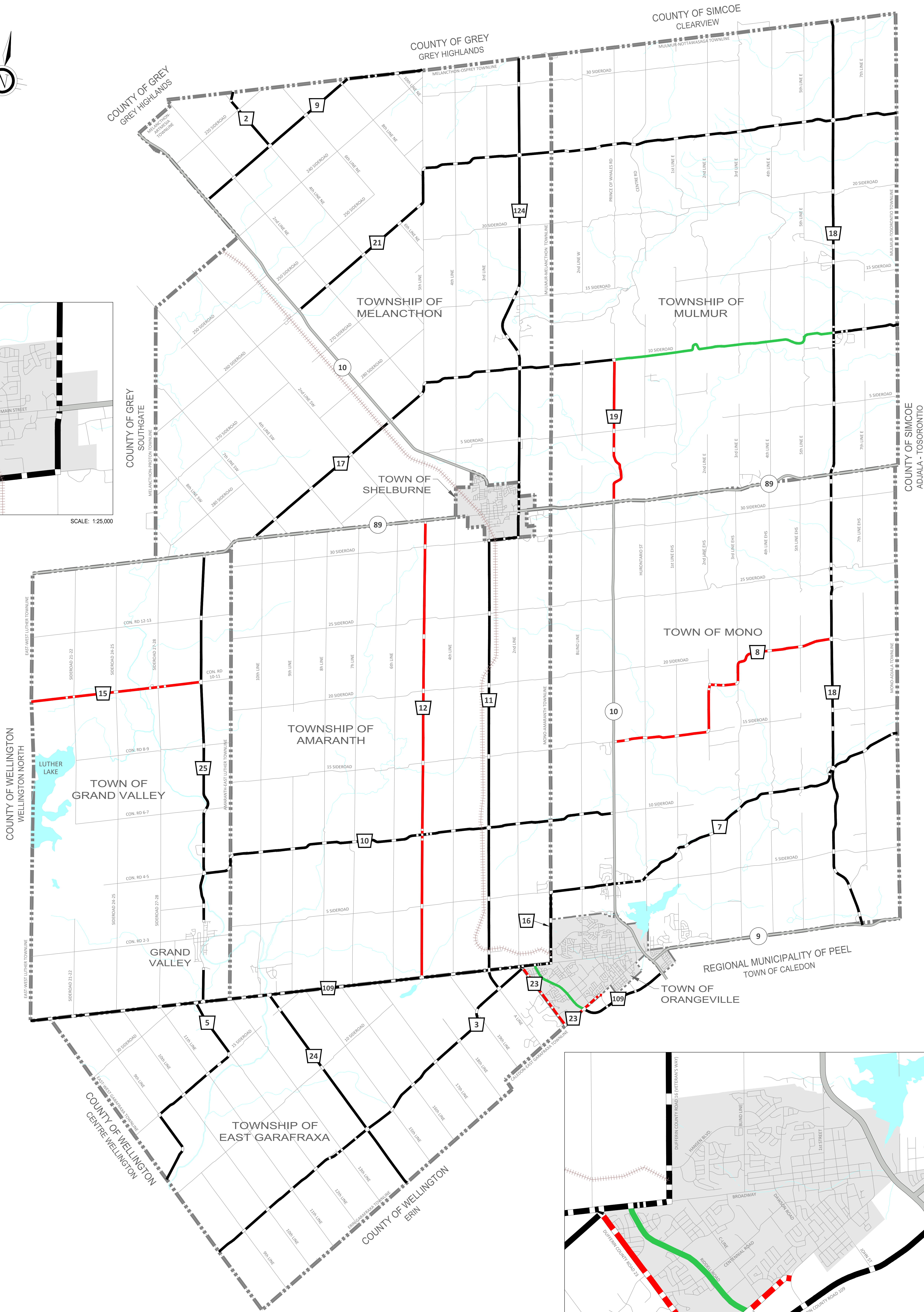
**Scott Burns, C.E.T., P.Eng.**

Director of Public Works / County Engineer  
County of Dufferin

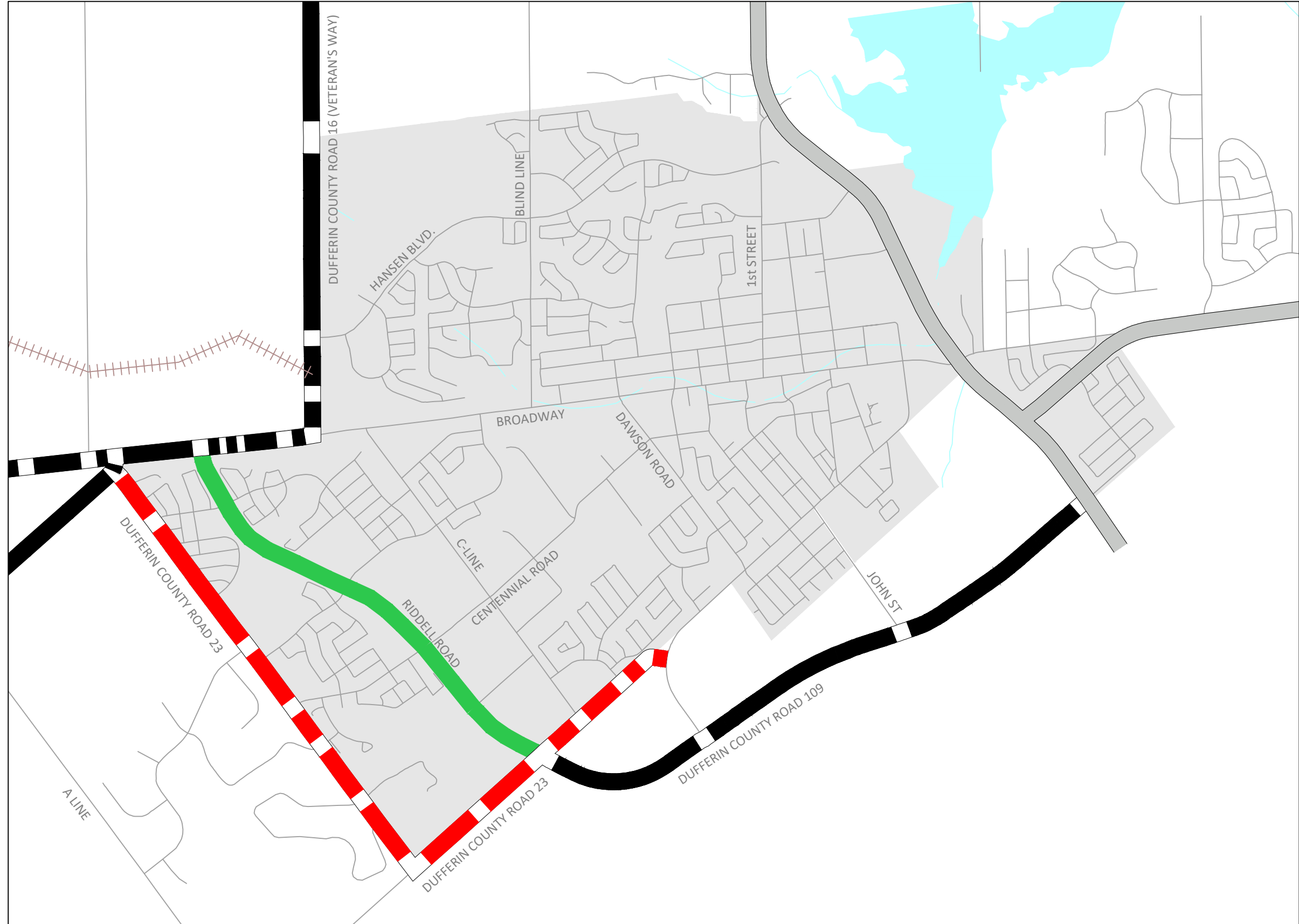




TOWN OF SHELBURNE SCALE: 1:25,000



LEGEND	
<span style="color: red;">—</span>	ROAD SECTIONS IDENTIFIED FOR TRANSFER TO THE LOCAL MUNICIPALITY
<span style="color: green;">—</span>	ROAD SECTIONS IDENTIFIED FOR TRANSFER FROM THE LOCAL MUNICIPALITY
<span style="border-bottom: 1px dashed black;"> </span>	MUNICIPAL BOUNDARY
<span style="border-bottom: 1px solid black;"> </span>	TOWN/TOWNSHIP ROAD
<span style="border-bottom: 3px double black;"> </span>	PROVINCIAL HIGHWAY
<span style="border-bottom: 1px dashed gray;"> </span>	FORMER RAIL CORRIDOR



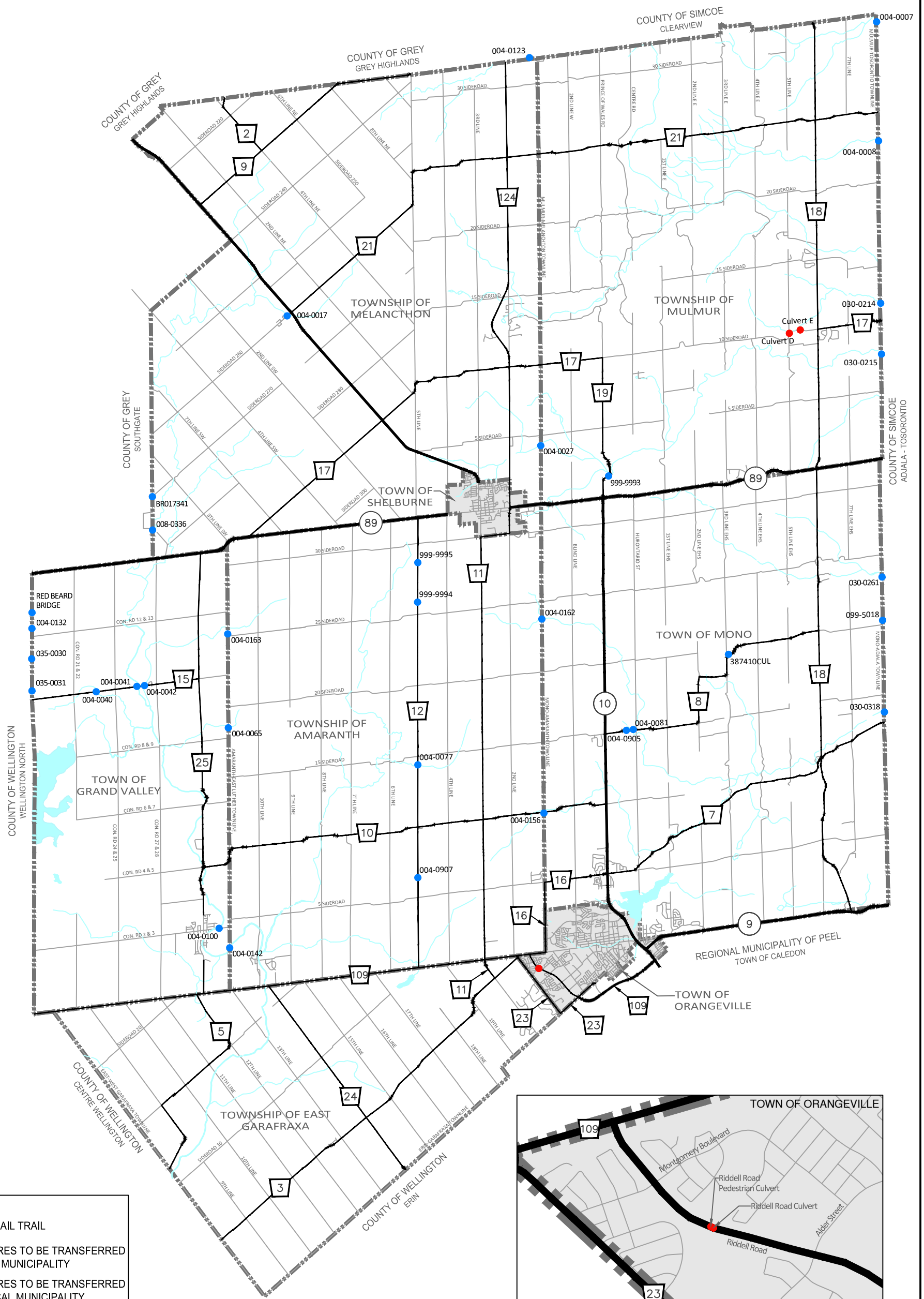
TOWN OF ORANGEVILLE SCALE: 1:25,000



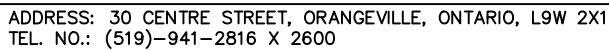
DUFFERIN COUNTY ROAD NETWORK RATIONALIZATION PLAN  
ROAD RATIONALIZATION RECOMMENDATIONS

DRAWN BY: B.G.	DESIGNED BY: B.G.
REVIEWED BY: M.H.	CONTRACT NO.: N/A
DATE: FEBRUARY 2024	DRAWING NO.
SCALE: 1:60,000	1





VACANT RAIL TRAIL  
 004-0100 STRUCTURES TO BE TRANSFERRED TO LOCAL MUNICIPALITY  
 Culvert D STRUCTURES TO BE TRANSFERRED FROM LOCAL MUNICIPALITY  
 PROVINCIAL HIGHWAY  
 COUNTY ROADWAY  
 TOWNSHIP ROADWAY  
 MUNICIPAL BOUNDARY



REVISIONS	DWG 1 OF 1	SCALE 1:170,000	DRAWING NO. 1
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The Corporation of  
**THE TOWNSHIP OF MELANCTHON**  
157101 Hwy. 10, Melancthon, Ontario, L9V 2E6

**Corporation of the Township of Melancthon  
Memorandum**

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

**FROM: Kaitlin Dinnick – Deputy Clerk/Planning Coordinator**

**SUBJECT: 2026 Black Cat Schedule**

**DATE: February 2<sup>nd</sup>, 2026**

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**Background/Executive Summary**

This Report will outline the changes made to the 2026 Black Cat Schedule as directed by the Committee at the previous meeting

**Options/Analysis**

After reviewing the 2026 Black Cat Schedule at its meeting held on January 12, 2026, the Committee directed staff to revise the schedule to ensure that data collection occurs on identified problem roads during long weekends, as well as in the Corbetton and Riverview areas during the Spring Planting season.

The following revisions have been made:

- Data collection in Riverview and Corbetton will occur during the weeks of May 22 to May 28 and May 29 to June 4, capturing the anticipated Spring Planting period.
- Data will be collected on 2nd Line SW between County Road 17 and 300 Sideroad over the May 24 Long Weekend, with equipment placement from May 15 to May 21.
- Data will be collected on 5th Line OS between County Road 17 and 4th Line NE over the Canada Day Long Weekend, from July 3 to July 9.

- Data will be collected on 3rd Line OS between 5 Sideroad and County Road 17 over the Civic Long Weekend, from July 31 to August 7.
- Data will be collected on River Road between Main Street and the Mulmur–Melancthon Townline over the Labour Day Weekend, from August 25 to September 8.

Respectfully Submitted:

Kaitlin Dinnick, Deputy Clerk/Planning Coordinator

## 2026 Blackcat Schedule

	Road Name	Road Section	Date to be Placed	Date to be Removed	Initial that it has been installed	Notes
1	2nd Line SW	300 Sideroad to County Road 17	Friday May 15th, 2026	Thursday May 21st, 2026		May 24 Long Weekend
2	260 Sideroad	Riverview	Friday May 22nd, 2026	Thursday May 28th, 2026		
3	260 Sideroad	Corbetton	Friday May 29th, 2026	Thursday June 4th, 2026		
4	2nd Line SW	260 Sideroad to 270 Sideroad	Friday June 5th, 2026	Thursday June 11th, 2026		
5	7th Line SW	Highway 89 to County Road 17	Friday June 12th, 2026	Thursday June 18th, 2026		
6	7th Line SW	County Road 17 to 280 Sideroad	Friday June 19th, 2026	Thursday June 25th, 2026		
7	4th Line NE	County Road 21 to 5th Line OS	Friday June 26th, 2026	Thursday July 2nd, 2026		
8	5th Line OS	County Road 17 to 4th Line NE	Friday July 3rd, 2026	Thursday July 9th, 2026		Canada Day Weekend
9	4th Line OS	5 Sideroad to County Road 17	Friday July 10th, 2026	Thursday July 16th, 2026		
10	3rd Line OS	Highway 10 to 5 Sideroad	Friday July 17th, 2026	Thursday July 23rd, 2026		
11	3rd Line OS	County Road 17 to 15 Sideroad	Friday July 24th, 2026	Thursday July 30th, 2026		
12	3rd Line OS	5 Sideroad to County Road 17	Friday July 31st, 2026	Thursday August 7th, 2026		Civic Long Weekend
13	Main Street	Horning's Mills South of Riverroad	Monday August 10, 2026	Monday August 17th, 2026		
14	Main Street	Horning's Mills North of Riverroad	Tuesday August 18th, 2026	Monday August 24th, 2026		
15	Riverroad	Main Street to Mul-Mel Townline	Tuesday August 25th, 2026	Tuesday September 8th, 2026		Labour Day Weekend
16	5th Line OS	County Road 21 to 10th Line NE	Wednesday September 9th, 2026	Thursday September 17th, 2026		
17	10th Line NE	5th Line OS to 240 Sideroad	Friday September 18th, 2026	Thursday September 24th, 2026		
18	8th Line NE	County Road 21 to 240 Sideroad	Friday September 25th, 2026	Thursday October 1st, 2026		