



**TOWNSHIP OF MELANCTHON
HYBRID COUNCIL MEETING
THURSDAY, SEPTEMBER 3, 2026 - 5:00 P.M.**
Council meetings are recorded and will be available on the Township website under Quick Links – Council Agendas and Minutes within 5 business days of the Council meeting.

Join Zoom Meeting
[https://us02web.zoom.us/j/84411250923?pwd=BRyVPMbG32aP2XOtXLMFEtx9GuxKwa.
1](https://us02web.zoom.us/j/84411250923?pwd=BRyVPMbG32aP2XOtXLMFEtx9GuxKwa.1)
Meeting ID: 844 1125 0923
Passcode: 481730
One tap mobile
+14388097799,,84411250923#,,,,*481730# Canada
+15873281099,,84411250923#,,,,*481730# Canada

AGENDA

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

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

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

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

- 3. Announcements**
- 4. Additions/Deletions/Approval of Agenda**
- 5. Declaration of Pecuniary Interest and the General Nature Thereof**
- 6. Approval of Draft Minutes – July 16th, 2026**
- 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)
1. Report from Denise B. Holmes, CAO/Clerk - Front Counter Suggestion Box
- 10. Public Works**
1. Accounts – July & August
 2. Recommendation from Infrastructure and Emergency Management Committee Meeting Held August 12th, 2026
 3. Other
- 11. Planning**
1. Applications to Permit
 2. Township of Melancthon – DHL Pit Expansion ARA Commenting Letter License # 626722
 3. Email from the Ministry of Natural Resources – Duivenvoorden Haulage Limited (DHL) ERO 326-0536
 4. Notice of Appeal from Duivenvoorden Haulage Ltd. For non-decision of the Official Plan Amendment and Zoning By-law Amendment Application
 5. Other
- 12. Strategic Plan**
- 13. Climate Change Initiatives**
- 14. Dufferin OPP Detachment Board – Melancthon, Mono, Mulmur**
1. Community Watch Group – Al Blundell
 2. OPP Community Watch Program Guidelines
 3. Office of Solicitor General – Update on OPP Municipal Policing Costs for 2027
- 15. County Council Update**
1. Dufferin County Council Highlights – August 13th, 2026 Meeting
- 16. Committee/Board Reports & Recommendations**
- 17. Correspondence**

Board, Committee & Working Group Minutes

1. Shelburne Public Library Board – May 26th, 2026
2. Parks and Recreation Committee – June 15th, 2026
3. Infrastructure & Emergency Management Committee – June 16th, 2026
4. Infrastructure & Emergency Management Committee – May 4th, 2026

Items for Information Purposes

1. Town of Grand Valley – Notice of the Passing of a Zoning By-law
2. Grand River Conservation Authority – 2027 Grand River Conservation Authority Draft Budget for Consultation
3. Grand River Conservation Authority – Notification of Grand River CA By-law 1-2026
4. Grand River Conservation Authority – Appointment of the Project Executive for the Conservation Authorities Transition Committee
5. Town of Shelburne – Application for Zoning By-law Amendment at 712 Main Street East
6. Ministry of Environment, Conservation and Parks – New Regulation to Focus Municipal Environmental Assessment Requirements
7. Niagara Escarpment Commission – Request for Comments – Niagara Escarpment Plan Amendment PS 229 25 – Walker Duntroon Quarry
8. Town of Orangeville – Resolution regarding Regional Water Resources and Infrastructure

9. RJ Burnside and Associates – Drainage Superintendent Services – March 2026 to June 2026

Items for Council Action

1. Nottawasaga Valley Conservation Authority – 2027 Budget Timeline Adjustment and Draft Operation Levy Communication
2. Nottawasaga Valley Conservation Authority – 2027 Asset Management Letter and Revised Asset Management Plan
3. Notice of Request for Drain Maintenance and/or Repair – Broster “A” Drain by John Lindsay Keating and Amos LM Martin

18. General Business

1. Accounts – July & August
2. Notice of Intent to Pass By-law
 1. By-law to Amend By-law 44-2025, to Appoint Municipal Officials from January 1, 2026 to November 14th, 2026
3. New/Other Business/Additions
 1. Notice of Motion – Delegation regarding data centres and large-load facilities (Deputy Mayor McLean)
 2. Town of Orangeville – Non-Resident Fee Framework – Core Recreation Programs
 3. Ministry of Natural Resources – Strada ARA Site Inspections Letter
 4. Melancthon Township – Student Volunteer Award
 5. Town of Shelburne -Resolution regarding Shelburne Public Library (Councillor Plowright)
4. Unfinished Business
 1. Holmes Agro – Facility 517641 County Road 124 – Request that the Groundwater Monitoring Program be changed to every two years, instead of annually
5. Reports/Updates from Members of Council & Administrative Staff
 1. AMO Conference 2026 – Debrief (Deputy Mayor McLean)

19. Delegations

1. 5:30 p.m. – Public Meeting for a Zoning By-law Amendment Z26-03 – West Part of Lot 4, Concession 1 OS, 516423 County Road 124
2. 5:45 p.m. – Shannon McGrady, CEO, Shelburne Public Library – to give an update on the Shelburne Public Library’s success in 2025 and goals for 2027
3. 6:00 p.m. – Chris Johnston, By-law Enforcement Officer – By-law Complaint Update – (this Delegation will be held in Closed Session under Section 239(2)(b))
4. 6:30 p.m. – David Germain, Rogers Thomson, Carley Dixon, RJ Burnside and Associates and Liam Morgan, Township Planner regarding Chipwoods Park Servicing Options (this Delegation will be held in Closed Session under Section 239(2)(f))
5. 7:00 p.m. – David Germain, Rogers Thomson and David Donnelly, Donnelly Law regarding the Strada Aggregates Applications (this Delegation will be held in Closed Session under Section 239(2)(f))

20. Closed Session

1. Items for Discussion:
 1. Delegation # 3 - Chris Johnston, By-law Enforcement Officer – By-law Complaint Update – Section 239(2)(b)
 2. Delegation # 4 – Chipwoods Park Servicing Options – Section 239(2)(f)
 3. Delegation # 5 – Strada Aggregates Applications – Section 239(2)(f)
2. Approval of Draft Minutes – July 16, 2026
3. Business Arising from Minutes

4. Rise With or Without Report from Closed Session

21. Third Reading of By-laws

22. Notice of Motion

23. Confirmation By-law

24. Adjournment and Date of Next Meeting – Thursday, September 17, 2026 – 5:00 p.m.



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: SUGGESTION BOX FRONT COUNTER

MEETING DATE: SEPTEMBER 3, 2026

Recommendation:

That Council receive the Suggestion Box – Summary of Comments Received report for information.

Background

A suggestion box was placed on the front counter at the Municipal Office to provide residents with an additional opportunity to submit comments, suggestions and ideas to the Township.

Staff have opened the suggestion box and received the following comments. The comments have been grouped by general subject matter for Council's information.

Comments Received

Quarry / Water Protection

- In the event the Township is unsuccessful in stopping the Quarry, what safeguards will be put in place to protect our water and residents if issues arise? Should the Township be preparing or planning for this possibility?
- Stop the blasting quarry.

Traffic / Road Safety

- Install traffic lights at 260 Sideroad and Highway 10 before someone is killed.
- Consider installing traffic lights at 260 Sideroad and Highway 10 due to increased development and concerns regarding vehicle speeds.

- Build roundabouts at intersections that are, or could become, problematic for collisions.
- Paint lines on the 3rd Line.

Road Maintenance

- Bring back asphalt to the 5th Line.

Community Events / Recreation

- Consider having a music festival at Horning's Mills Park.

Animal By-law / Agriculture

- Allow chickens and ducks.

Taxation

- No interest at month-end, as this is when residents receive their pension and when the month-end payment date may fall on a weekend.

Positive Feedback

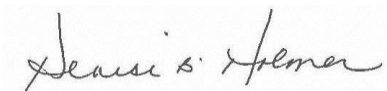
- "Keep up the good work."

Next Steps

The comments are provided to Council for information, consideration and to provide answers where applicable.

Staff will continue to monitor the suggestion box and provide Council with a summary of additional comments received, as appropriate.

Respectfully submitted,



Denise B. Holmes, AMCT
CAO/Clerk



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, Secretary Infrastructure & Emergency Management Committee

Subject: Recommendation from Infrastructure and Emergency Management Committee Meeting Held August 12th, 2026

Date: September 3rd, 2026

8.6 General Business; Horning's Mills Paved Shoulder Quote from Cox Construction Limited

The Committee discussed the quote from Cox Construction Limited for the Horning's Mills Paved Shoulder, and discussion proceeded about whether Public Works will install the bollards or Cox Construction.

Recommendation

The Infrastructure and Emergency Management Committee recommends that Council accept the quote from Cox Construction Limited for the Horning's Mills Paved Shoulder for \$80,089.39 inclusive of HST with the Township supplying the bollards.

Denise Holmes

From: Denise Holmes
Sent: Wednesday, August 5, 2026 2:07 PM
To: Denise Holmes
Subject: Horning's Mills Paved Shoulder
Attachments: Hornings Mills Walkway Extension Quotation1.1.pdf

From: Chris Knechtel <Chris.Knechtel@rjburnside.com>
Sent: Wednesday, August 5, 2026 10:17 AM
To: Denise Holmes <dholmes@melancthontownship.ca>
Cc: Roads Department <roads@melancthontownship.ca>; Sarah Culshaw <sculshaw@melancthontownship.ca>; 060983 Horning's Mills Proposed Walkway Extension <060983Horning'sMillsProposedWalkwayExtension@rjburnside.com>; Kaitlin Dinnick <kdinnick@melancthontownship.ca>; Patrick Venables <Patrick.Venables@rjburnside.com>
Subject: RE: Horning's Mills Paved Shoulder

Morning Denise,

As discussed, please find attached Cox Construction's quotation to complete the paved shoulder work in Horning's Mills. This work can be added to your resurfacing contract with them as a Change Order.

The base price is \$70,875.57 (+HST), and we also had them include a number of provisional items, just in case we run into some unknowns on site during construction. We don't anticipate they will use these additional items, however, to be safe, maybe plan on budgeting an additional \$10k to \$15k as a contingency on top of the \$70k (plus the cost of the flexible bollards that the Township will need to order).

We find this quotation to be reasonable, and **recommend the Township proceed with Cox Construction for this work.**

As previously discussed, their quote does not include ordering/supplying the flexible bollards, it just includes installing them. Once the Township approves moving forward with this work, we recommend you place the order for the bollards ASAP to ensure they arrive in time for construction (estimated the need for 54 bollards, but would be good to order a few extra just in case).

Currently, Cox is planning to complete this work in mid to late September, but will confirm their schedule once we send over the formal approval to proceed.

Thanks and let us know if you need anything else from our end, once awarded we can work with the Township and Cox to meet on site to go over the scope, and provide part-time inspection during construction.

Chris



Chris Knechtel, P.Eng.

Senior Vice President, Municipal Services and Structures

R.J. Burnside & Associates Limited
15 Townline, Orangeville, Ontario, L9W 3R4
Direct: +1 519-938-3012 **Mobile:** +1 519-939-1397
Office: +1 800-265-9662
www.rjburnside.com

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**P.O. Box 427, 965 York Road
Guelph, Ontario, N1H 6K5
Phone 519-824-6570 Fax 519-824-6579
email bjcrampton@coxconstruction.ca**

To:	Township Of Melancthon	Contact:	
Address:	157101 ON-10 Melancthon, ON L9V 2E6 CANADA	Phone:	
		Fax:	
Project Name:	Horning's Mills Proposed Walkway Extension	Bid Number:	
Project Location:	Horning Mills, ON	Bid Date:	7/16/2026

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
A01	Mobilization And Demobilization - SP1	1.00	LS	\$2,748.00	\$2,748.00
A02	Traffic Control And Signing - SP2	1.00	LS	\$8,722.98	\$8,722.98
A03	Construction Layout - SP3	1.00	LS	\$1,849.41	\$1,849.41
B01	Earth Grading, Existing Shoulder To Accept New Asphalt , No Disposal	1.00	LS	\$7,108.21	\$7,108.21
B03	Saw Cut To Provide Asphalt Butt Joint - SP6	550.00	m	\$9.18	\$5,049.00
B04	Remove Existing Asphalt And Concrete - SP7	216.00	m2	\$13.38	\$2,890.08
B05A	Supply And Place Hot Mix Asphalt - SP8 60 Mm HL4 - Asphalt Shoulder Incl. Hand Placement	140.00	MT	\$154.58	\$21,641.20
B05B	Supply And Place Hot Mix Asphalt -SP8 50 Mm HL4 - Roadway	27.00	MT	\$154.58	\$4,173.66
B05C	Supply And Place Hot Mix Asphalt -SP8 40 Mm HL4 - Roadway	22.00	MT	\$154.58	\$3,400.76
B06	Paint Lines - White Solid And Yellow Center - SP9	1.00	LS	\$7,482.95	\$7,482.95
B07	Installation Of Flex Bollards - SP10 All Hardware And Materials Supplies To Install Supplied By Twp	54.00	EACH	\$107.58	\$5,809.32

Base Bid Price Subtotal: \$70,875.57

Total HST 13.00%: \$9,213.82

Total Bid Price: \$80,089.39

PROV

B02A	Supply And Place Granular - SP5 A) Granular A 150mm	350.00	MT	\$41.68	\$14,588.00
B02B	Supply And Place Granular B) Granular B - Fill	100.00	MT	\$38.34	\$3,834.00
B08	Supply And Place Top Soil - 100 Mm - SP11	1,590.00	m2	\$12.98	\$20,638.20
B09	Supply And Place Hydroseed & Mulch - BFM SP12	1,590.00	m2	\$3.89	\$6,185.10
B10	Supply And Install Light Duty Silt Fence - SP13	550.00	m	\$14.18	\$7,799.00
B11	Excavate For Unsuitable Road Base (Provisional)	100.00	m3	\$31.84	\$3,184.00

Notes:

- We are pleased to provide a quotation for Hornings Mills Proposed Walkway Extension project . Please see below terms and conditions.
- Tack Coat Included for Joints Only
- Contingent on placing the entire quantity of asphalt
- Payment as per weigh scale tickets or field measurements
- Cox Construction Limited to be compensated should there be any increase in the MTO Asphalt Cement Index , Accordingly all asphalt must be indexed in accordance to the OHMPA guideline with a \$15/tonne float . This project indexed using the June 2026 index
- Please notify within 7 days of award for scheduling purposes
- Based on Standard OPSS mix designs

- Any asphalt placed after Oct 31 of any year will be subject to a \$6.00/tonne winter heat charge. Asphalt plant tentatively closing November 20/2026, pricing void after this date
- **Traffic Control included** in the item
- Cox Construction Limited operations must be able to proceed independently and unimpeded by other operations on site
- One mobilization included for work, additional mobilizations \$5,500/each
- Pricing valid for 10 days
- 12 month Limited warranty on workmanship and materials. Warranty commences after the asphalt is placed on roadway. Warranty void if paved out of OPSS temperature restrictions or if granular base is frozen
- Pricing **Does Not Include** warm mix, DENT or EXBBR specification asphalt cement ,any AC grades other than PG58-28 unless noted by item, shuttle buggy, joint heater, echelon paving,tack coat other than for joint construction, line painting, waterproofing,rubberized crack sealant,fine grading of underlying granular material, asphalt ramping or padding,sweeping,saw cutting,milling, asphalt removals, iron adjustments to base or surface elevations, temporary asphalt, or asphalt curb, curb or curb repairs, landscape remediation, asphalt remediations for sewer or watermain connections, traffic control
- HST additional

Payment Terms:

Net 30 days from Invoice, or 2 days after payment certificate received from owner. 2% interest charged per month on overdue accounts

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

Cox Construction Limited

Authorized Signature: _____

Estimator: Brad Crampton

519-824-6570 bjcrampton@coxconstruction.ca

APPLICATIONS TO PERMIT FOR APPROVAL
September 3, 2026 COUNCIL MEETING

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS/APPROVED OR NOT APPROVED
Isaac Martin Agent: Aaron Bauman	Pt Lot 25, Con 9 NE RP 7R5406 Part 2 318247 8th Line NE	557.42m2 (6000sqft)	Farm Shed	Agricultural	\$100,000	No	Approved
Tony Maugeri Agent:Matthew Bourne	Pt Lot 14, Con 3 NE 197521 2nd Line NE	9.60m2 (103.33sqft)	Bunkie	Residential	\$15,000	No	Approved
Corbet Industries Inc - John Martin Agent: Eli Sherk - EMS Construction Inc	W Pt Lot 17, Con 4 NE 683123 County Road 21	74.5m2 (802sqft)	Power Room	Agricultural	\$35,000	No	Approved
Corbet Industries Inc - John Martin Agent: Eli Sherk - EMS Construction Inc	W Pt Lot 17, Con 4 NE 683123 County Road 21	357m2 (3842.8sqft)	Relocate Farm Shed	Agricultural	\$50,000	No	Approved
Corbet Industries Inc - John Martin Agent: Eli Sherk - EMS Construction Inc	W Pt Lot 17, Con 4 NE 683123 County Road 21	301m2 (3240sqft)	Buggy Shed	Agricultural	\$150,000	No	Approved
14219201 Canada Inc - Akash Pabbi Agent: Josiah Guevarra - AM Engineering	Pt Lot 230, Con 2 NE 782111 County Road 9	134.7m2 (1450sqft)	Dwelling Addition	Residential	\$220,000	No	With Planner for Review
Joyce & Jurrene Liburd & Khalid Abdel-Gabar	Pt Lot 11, Con 3 OS RP 7R4120 Part 1 585189 County Road 17	37.16m2 (400sqft)	Storage Building	Residential	\$15,000	No	Failed
Stephan & Sydney Faber Agent: Ed Groen - 1842686 Ontario Ltd	Plan 54 Lot 12 & Pt Lot 9 681162 260 Sideroad	138.5m2 (1489.18sqft)	Dwelling	Residential	\$490,000	No	Approved
Marie-Helene Maheux Agent: Gaye Edobor - Solar X	W Pt Lot 8, Con 4 OS RP 7R4549 Part 1 436451 4th Line	53.28m2 (573.5sqft)	Solar Panels on Dwelling Roof	Residential	\$45,528	No	Approved
Sherri & Barry Webster	Plan 34A Lots 7 to 9 200 Main Street	19.23m2 (207sqft)	Deck	Residential	\$43,000	No	With Planner for Review

Denise Holmes

From: Liam Morgan
Sent: Wednesday, August 5, 2026 3:24 PM
To: Ray Budiwarman; Darren Vella; Sonya.Zuber@ontario.ca
Cc: Kaitlin Dinnick; Denise Holmes; Alfiya Kakal
Subject: Township of Melancthon Commenting Letter - DHL Pit Expansion - ARA License Application # 626722 - ERO # 026-0536
Attachments: Duivenvoorden Haulage Limited_ERO 026-0536_Township of Melancthon Letter.pdf
Importance: High

Hi Ray, Darren, and Sonya,

Please find attached the Township of Melancthon commenting letter pertaining to the ARA License Application # 626722. For reference, we have also submitted these comments to the ERO # 026-0536 portal for the application as of today.

Best regards,



Liam Morgan, MCIP, RPP | Manager of Planning | Township of Melancthon
| lmorgan@melancthontownship.ca | Phone: 519-941-2816 Ext.
2511 | www.melancthontownship.ca |

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TOWNSHIP OF Melancthon

August 5, 2026

Hon. Mike Harris
Minister of Natural Resources
438 University Avenue, Suite 1802
Toronto, ON M5G 2K8

Minister Harris

Re. Township of Melancthon Response to the *Aggregate Resources Act* ('ARA') application submitted to the Ministry of Natural Resources by Duivenvoorden Haulage Limited for the lands municipally known as 437138 and 437202 4th Line in the Township of Melancthon.

On behalf of the Township of Melancthon, staff is pleased to provide written comments to the Environmental Registry of Ontario ('ERO') No. 026-0536 portal for the lands municipally known as 437138 and 437202 4th Line in the Township of Melancthon. It is our understanding that the ERO posting is for an application made by Duivenvoorden Haulage Limited under the *Aggregate Resources Act* ('ARA') for a Class A licence, Pit above Water, to excavate aggregate from a pit 45 hectares in size with an extraction area of 34.5 hectares. The application aims to expand an existing pit (Licence No. 3726), which will result in a total annual removal tonnage of 500,000 tonnes.

The Township of Melancthon has engaged in an initial review of the technical materials submitted under the ARA application. This review also included several peer reviewers to which the Township of Melancthon retained to assist in analyzing and commenting on critical elements, such as natural heritage, civil engineering, and hydrogeology. All comments regarding the application made under the ARA have been provided in the sections below.

General – Concerns/Comments

1. The Operational Plan (Drawing 2 of 4) references the Stage 1 and 2 Archaeological Assessment. With the Stage 3 and Stage 4 completed, there should be consideration to the later stages being referenced on the plan.
2. Amendments to the Township Official Plan and Zoning By-law are required prior to the Licence being issued. The Township of Melancthon has been working alongside the applicant in progressing both applications; however, there are still outstanding issues that must be



TOWNSHIP OF Melancthon

resolved by the applicant prior to any recommendation on the *Planning Act* applications being brought forth to Council.

3. The Township would like to note our concern and dissatisfaction with the consultation process that occurred as part of this application process. For one, Township of Melancthon staff were not circulated any Notice of Public Meeting prior to the meeting, which did not allow for the appropriate correspondence with Council and the public on this matter to occur. Additionally, the newspaper in which the public notice was published is not the local newspaper for the citizens of Melancthon and, therefore, any ability for residents to attend the public meeting was likely severely hindered. Lastly, the sole utilization of the Microsoft Teams, a not commonly used digital meeting platform for residents in Melancthon, would have severely impacted the public's ability to attend the meeting.

Given the above, the Township of Melancthon would request the Ministry investigate the public meeting process that occurred and, further to that, schedule another public meeting that will allow for the proper public engagement with Melancthon residents to occur.

Planning – Concerns and Comments

Planning Justification Report – Updated March 2026

1. The Report states that in the EF site plan “*The existing woodlands are identified with a green overlay, including a grey 15 metre buffer*” (p. 10). This should be corrected to a 30 m buffer.
2. The Report refers to the 2020 Provincial Policy Statement in Section 6.2. This should be updated to the 2024 Provincial Planning Statement.

Natural Heritage – Concerns/Comments

02-017-2018 TechMemo_RE Growth Plan_Nov 30, 2021

1. The technical memorandum recommends compensation for habitat lost due to the pit expansion but does not provide further details on plans for compensation and restoration. It is not clear where woodland compensation would occur, what offsetting ratio is being recommended, how compensation would be implemented (e.g., composition, density etc. of plantings), nor how it would be monitored. A detailed compensation plan should be developed to demonstrate that loss of significant woodland will be appropriately offset through woodland restoration.



TOWNSHIP OF Melancthon

2. The technical memorandum states that 2.3 ha of woodland will be lost and 2.5 ha retained. However, it specifies that the 2.5 ha retained portion includes *“the portions that are within the 30-m feature setback”* (p. 7). The portions of the woodland in the setback should not be considered retained woodland, since they become edge habitat due to the loss of adjacent woodland, and are meant to act as a buffer shielding the woodland beyond the 30-m setback from the pit expansion. Furthermore, it is not clear from the ARA application whether or to what extent the existing woodland within the setback will remain, and/or be restored. Thus, the calculation of woodland lost should include the woodland habitat within the 30-m setback, as well as the woodland directly replaced by the pit expansion.
3. The Summary states *“For Section 4.2.8.4 b) the health diversity and size of the key natural heritage features discussed will be retained and no mineral aggregate extraction will be required in those features”* (p. 7). For reference, Section 4.2.8.4 b) of the Growth Plan referred to key natural heritage features or key hydrologic features on the site, including significant woodlands. Since the application proposes removal of at least 2.3 ha of significant woodland we do not agree that *“no mineral aggregate extraction will be required in those features”*.

ARA Site Plans – 10 February 2026

1. The EF and OP site plans only show a portion of the 30-m setback on the east side as woodland, and none of the 30-m setback on the north side as woodland. The RP site plan does not appear to label the retained woodland or 30-m setback as woodland, as its colour differs from the woodland offsite (and is the same colour as the proposed pit expansion area). As previously stated (Comment #2), the application should clearly explain (with supporting figures) whether woodland is being completely retained, partially retained, or not retained at all in the 30-m setback and provide accompanying rationale to demonstrate that this will support no negative impact to the significant woodland feature.
2. The OP site plan shows a silt fence along the east side of the woodland, but not along the north side. The application should explain why no silt fencing is required along the north side.
4. The Species at Risk (SAR) recommendations listed under 1.2.27 Technical Recommendations on the OP site plan refer to the need for *“Updated habitat assessments for the Species at Risk including Barn Swallow, Bobolink and Eastern Meadowlark prior to site alteration”*. Given that three endangered bat species were recorded on the property, these recommendations should include the requirement to provide updated habitat assessments for SAR bats also prior to any pit expansion activity. Furthermore, information in the Species at Risk section referring to requirements under the *Endangered Species Act* should be updated to reflect current requirements under the *Species Conservation Act*.

5. The SAR recommendations listed under 1.2.27 Technical Recommendations on the Operational Plan state that “Vegetation clearing activities shall occur outside of the bird nesting period April 15 – August 15. Tree clearing activities shall be undertaken outside the bat active season (April 30 – September 1) or as determined by the MECP.” These timing windows differ from the tree cutting mitigation measures recommended in the Level 2 report, which are that “Tree cutting should be timed to occur during the calendar months of November 1 to March 31 and no cutting activity in forested areas should occur outside that period. This will ensure that no bats actively roosting in trees will be killed or harmed as a result of clearing activities and is outside of the breeding bird season” (p. 18 Level 2 Report). We recommend that the more conservative timing window for tree clearing be adopted (i.e., only from November 1 to March 31). Similarly, the main bird nesting period for the Melancthon area extends from early April to late August. Thus, we recommend that vegetation clearing activities be restricted to September 1 to March 31.
6. The OP site plan lists several monitoring programs that should be developed and implemented before and during extraction operations, including monitoring amphibian breeding within the retained wetland, inspecting woodland buffers to ensure no disturbances are occurring during pit operation, and inspecting the health and survival of buffer plantings. More information on these monitoring programs is required, including when and how frequently they will occur, what methodology will be followed, and how findings will be analyzed, reported, and acted upon for adaptive management purposes.
7. The RP site plan outlines several general recommendations for the Rehabilitation and Compensation Plan, however, detailed information on rehabilitation and compensation is lacking. For example, while the RP site plan mentions that buffers to the woodland will be allowed to renaturalize and will be supplemented with targeted native species plantings, no details are provided on how renaturalization will occur, or the composition and density of native species plantings. Further, the RP site plan refers to both the buffer and the setback, and it is not clear if the entire 30-m setback will serve as a naturally self-sustaining vegetated buffer, or if the intent is for some of the setback to be cleared. Will the setback be initially cleared during pit expansion and then left to renaturalize, or will it be left as woodland? A standalone detailed Rehabilitation and Compensation Plan needs to be prepared and followed which includes guidance on the establishment and protection of the buffer, and monitoring of buffer effectiveness.
8. The RP site plan states that the Rehabilitation and Compensation Plan should “*Identify any Future Offset proposed in the progressive rehabilitation for Woodland Habitat removed*”. As stated in Comment #1, the Plan should clarify where woodland compensation will occur,



TOWNSHIP OF Melancthon

what offsetting ratio is being recommended, how compensation will be implemented (e.g., composition, density etc. of plantings) and how it will be monitored. Further, the offsetting ratio should be based on the total amount of woodland removed and disturbed, including woodland within the 30-m setback. A standalone detailed Rehabilitation and Compensation Plan needs to be prepared and followed which includes guidance on habitat compensation to offset woodland removal. We recommend that the following resources be consulted to design and implement a compensation plan for the loss of woodland habitat:

- Credit Valley Conservation. 2020. Ecosystem Offsetting Guidelines.
- Toronto and Region Conservation Authority. 2023. Guideline for Determining Ecosystem Compensation.

Civil Engineering – Concerns/Comments

1. **Fill Importation** – Burnside has been involved in recent aggregate files that have significant fill importation. It is our understanding that fill importation remains to be very limited on the site and may only be required for 3:1 sloping located near the perimeter of the property as identified on the plans. All importation will be done in full compliance with O.Reg. 406/19.

Traffic Engineering (County of Dufferin Peer Review) – Concerns/Comments

1. The road network mistakenly lists the intersection of 4th Line with Dufferin Road 117. This should be adjusted to Dufferin Road 17.
2. It is acknowledged that this report is now over five years old, but the improvements recommended for the Strada Pit expansion on 4th Line appear to have been completed.
3. The study traffic count is almost seven years old and the photos illustrating the existing conditions of the roadway are outdated as noted above. Updated counts and field review should be undertaken to confirm the existing volumes and conditions of the road network and intersections. An updated analysis should be undertaken for the anticipated approval year and ten-year horizon period.
4. The distribution of trucks travelling north and south on Dufferin Road 124 should be provided. The report should confirm if any trucks are anticipated to travel west on Dufferin Road 17 toward Highway 10.
5. The assumptions used to estimate existing and future truck traffic should be confirmed using available weigh-scale, production and dispatch records. The study shall clearly identify the

maximum daily and hourly truck volumes associated with the proposed operation and reconcile any inconsistencies contained within the current report.

6. Strada Pit has also recently applied to increase extraction. This review should consider the cumulative effects of both pit expansions together and demonstrate that the County road network can safely accommodate the combined aggregate traffic during peak season and peak hour operating conditions.
7. The analysis focuses primarily on operational metrics (LOS, v/c ratio, and queue lengths). Given the high proportion of heavy vehicle traffic associated with quarry operations, the study should also assess potential safety implications at key intersections, particularly Dufferin Road 17 at 4th Line and Dufferin Road 17 at County Road 124. This analysis should confirm that the turning movements of heavy vehicles at the intersection of 4th Line and County Road 17 have been reviewed to ensure that the available turning radii and lane widths are adequate for the expected truck types. The review should address operating speeds, sight distance, truck acceleration and deceleration, turning movements, and queuing.

The study should confirm the resulting heavy vehicle percentages on the haul route and at the intersections of 4th Line/CR17 and CR17/CR124 under future scenarios, as high heavy vehicle percentages can influence operations, gap acceptance, and safety performance.

The study acknowledges that the existing westbound right turn lane on Dufferin Road 17 at the 4th Line intersection does not meet MTO guidelines. Additional engineering justification should be provided to demonstrate whether the existing configuration remains appropriate under the proposed increased truck traffic.

The revised submission shall consider the potential long-term impacts of increased heavy truck traffic on Dufferin Road 17, including pavement, shoulder and intersection deterioration.

The Township of Melancthon appreciates the opportunity to provide comments to ERO No. 026-0536 regarding an application made by Duivenvoorden Haulage Limited under the *ARA* for a Class A licence. The Township is committed to working alongside the applicant and Ministry of Natural Resources ('MNR') on the *ARA* application, as well as the applicant on the current ongoing Official Plan and Zoning By-law amendment application process under the *Planning Act*. We also want to note that the Township of Melancthon reserves the right to identify further concerns, to provide more detail and to provide additional recommendations for the resolution of any concerns identified as the review of this application continues.



TOWNSHIP OF
Melancthon

Respectfully submitted,

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

Denise Holmes

From: Larochelle, Mahnaz (MNR) <Mahnaz.Larochelle@ontario.ca>
Sent: Thursday, August 20, 2026 8:42 AM
To: Denise Holmes
Cc: Zuber, Sonya (MNR); Gilkinson, Kimberly (MNR)
Subject: FW: Duivenvoorden Haulage Limited (DHL) ERO #026-0536

Hi Denise,

Thank you so much for your patience.

We have identified to the operator that we had concerns with how they managed consultation and have asked them to restart the consultation process. We've also flagged your concerns around the use of Microsoft Teams as the only option to participate in the public meeting and suggested that they consider additional ways to allow participation in the meeting. We are awaiting more info from the operator on their plans for re-starting consultation so don't have a lot of detail at the moment, but wanted to share this info with you in the meantime.

A couple of questions for you... When DHL posted to the newspaper, I understand they used one that covered the area but there were concerns that it wasn't the local paper. Is there a paper that you could suggest that would be more visible to the local community? Additionally, when they circulate to the municipality, who would be the best contact for them to send it to, to help ensure it gets to the right staff person?

Again, appreciate your patience and hope you find this helpful. Happy to chat if you have further questions.

Thanks Denise,

Mahnaz

From: Denise Holmes <dholmes@melancthontownship.ca>
Sent: August 6, 2026 11:50 AM
To: Larochelle, Mahnaz (MNR) <Mahnaz.Larochelle@ontario.ca>
Cc: Kaitlin Dinnick <kdinnick@melancthontownship.ca>
Subject: Duivenvoorden Haulage Limited (DHL) ERO #026-0536

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Good Morning,

At the Council meeting held on June 18, 2026, Council discussed the above-noted matter and expressed several concerns regarding the public consultation process undertaken by the consultants acting on behalf of DHL. As a result of that discussion, the following resolution was passed:

Moved by McLean, Seconded by Neilson:

That Council is concerned by the public consultation process undertaken by DHL's consultants, including the lack of public awareness of the public meeting, the use of the Microsoft Teams platform as the sole means of participation, and the lack of statutory notice provided to the Township of the public meeting. Council does not believe that the process undertaken constitutes meaningful public consultation and requests that the Ministry investigate these concerns and take any necessary corrective action.

Carried.

Following the meeting, I forwarded Council's resolution to the ARA Approvals email address. A response was subsequently received from Sonya Zuber, Aggregates Specialist (attached), which was presented to and discussed by Council at its July 16, 2026 meeting.

After reviewing the Ministry's response, Council remains dissatisfied, as it believes the concerns raised in its resolution were not addressed. Accordingly, Council has directed staff to request a meeting with a Ministry representative at the Director level to discuss these concerns further.

I found your name in the INFO-GO Organizational Directory and am reaching out in the hope that you are the appropriate contact to facilitate this request. If you are not the correct person, I would appreciate it if you could advise who would be the appropriate Director to contact regarding this matter.

Thank you for your time and consideration. I look forward to your response.

Kind regards,
Denise Holmes



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

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**Register
to Vote**



Municipal Election – October 26, 2026



Are you registered to vote? It's easy! Make sure your information is up to date so you're ready to participate.



[Check your registration](#)

Stay up to date! Visit our Election webpage for important information -
<https://melancthontownship.ca/council/election/>

From: [Denise Holmes](#)
To: [Kaitlin Dinnick](#); [Liam Morgan](#)
Subject: Fwd: Notice of Appeal - Duivenvoorden Haulage Ltd. - August 26, 2026
Date: Wednesday, August 26, 2026 6:55:43 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[Notice of Appeal - Duivenvoorden Haulage Ltd - August 25, 2026.pdf](#)

From: Katryna Vergis-Mayo <kvergismayo@ln.law>
Date: August 26, 2026 at 5:07:10 PM EDT
To: clerk@dufferincounty.ca, Denise Holmes <dholmes@melancthontownship.ca>
Cc: Aaron Platt <aplatt@ln.law>
Subject: Notice of Appeal - Duivenvoorden Haulage Ltd. - August 26, 2026

Good afternoon,

On behalf of our client, Duivenvoorden Haulage Ltd., please see the attached Notice of Appeal, appealing the non-decision of the Official Plan Amendment and Zoning By-Law Amendment Applications pursuant to subsections 22(7) and 34(11) of the *Planning Act*.

Please note that payment of the filing fee for the appeal will be made via the Ontario Land Tribunal e-file service.

Kindly confirm receipt of this email.

Thank you,

Katryna Vergis-Mayo, Senior Associate

Municipal, Land Use Planning & Development
T. [416.769.1264](tel:416.769.1264) | F. [416.746.8319](tel:416.746.8319) | kvergismayo@LN.Law

130 Adelaide Street West, Suite 2800, Toronto, Ontario M5H 3P5 | www.LN.Law
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Loopstra Nixon LLP

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***Aaron Platt**
Direct Line: 289-904-2370
Email: aplatt@LN.Law
*Aaron Platt Professional Corporation
File No.: 39540-0001

**BY E-FILE & EMAIL TO: clerk@dufferincounty.ca and
dholmes@melancthontownship.ca**

August 26, 2026

County of Dufferin
55 Zina Street
Orangeville, ON L9W 1E5

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

Attn: Michelle Dunne, County Clerk
Denise B. Holmes, Municipal Clerk

Dear Ms. Dunne and Ms. Holmes,

RE: Notice of Appeal
Pursuant to subsections 22(7) and 34(11) of the *Planning Act* (the "Act")
437202 and 437138 4th Line, Township of Melancthon

We are counsel for Duivenvoorden Haulage Ltd. (the "**Owner**"), the registered owner of the lands municipally known as 437202 and 437138 4th Line in the Township of Melancthon (the "**Subject Lands**").

Background

The Subject Lands are located along the west side of 4th Line, approximately 1.2 kilometers north of County Road 17, and approximately 600 metres south of Side Road 15 in the Township of Melancthon (the "**Township**") in Dufferin County (the "**County**").

The Owner currently operates an aggregate pit at 437138 4th Line, licensed as a Class 'A' pit (Category 3 – Above Water Table) under the *Aggregate Resources Act*. The current operations hold an authorized area of 28.35 hectares (70 acres) for extraction and a maximum annual tonnage of 199,550. 437138 4th Line is approximately 39 hectares (96.40 acres) and was licensed in the early 1990's. The life expectancy of that pit is nearing the end of its life.

On August 4, 2021, Innovative Planning Solutions, on behalf of the Owner submitted an Official Plan Amendment Application to redesignate the Subject Lands from 'Agricultural' and 'Environmental Conservation' to 'Extractive Industrial' (the "**OP Application**") and a Zoning By-Law Amendment Application to rezone the Subject Lands from 'General Agriculture (A1)'



zone to the 'Extractive Industrial Exception (M2-XX)' and 'Open Space Conservation (OS2)' zones (the "**Zoning Application**") and herein collectively the "**Applications**".

The Owner has also submitted an Aggregate Resources Act application for a Class 'A' License, Category 3 application, for a pit above the water table (the "**ARA Application**"). The ARA Application would permit extraction of 500,000 tonnes annually between the existing and proposed operations.

More specifically, the ARA Application would permit the expansion of the existing aggregate operation north onto a portion of the lands municipally known as 431738 4th Line, as well as onto the lands municipally known as 43702 4th Line which is not currently included within the existing licensed area. The proposed expansion would add approximately 45 hectares (111.1 acres) to the licensed area, including a proposed extraction area of 34.5 hectares (85.2 acres). The existing licensed pit on 437138 4th Line is already designated and utilized for extractive industrial purposes.

The Applications were initially submitted to the Township on August 4, 2021. Following circulation and review by Township staff, agencies and technical peer reviewers, the Applications were deemed complete by the Township on February 3, 2022, with the Township issuing a Notice of Complete Application on February 16, 2022.

Pursuant to the requirements of the *Planning Act*, statutory public meetings were held on March 16, 2023 with a further meeting held on January 15, 2026.

Since that time, the Owner and its consultants have participated in an extensive review process with Township staff, commenting agencies, and technical peer reviewers. In response to comments received, revised application materials and supporting technical studies were submitted on July 4, 2024, November 19, 2024 and July 8, 2025.

On January 15, 2026, Township Council considered Staff Report P2025-01 respecting the Applications. The report recommended that consideration of the Application be deferred.

Following the Council Meeting, the Owner continued to participate in the review process and provide updated materials and technical studies in support of the Applications.

The Applications are supported by numerous technical reports prepared by qualified professionals, including a Planning Justification Report, Agricultural Impact Assessment, Hydrological Assessment, Natural Environment Level 1 and 2 Evaluation, Traffic Review, Noise Impact Study, Archaeological Assessments, and a Stormwater Management Brief. Collectively, these studies conclude that the proposed expansion of the aggregate operation can occur while protecting groundwater resources, natural heritage features, surrounding land uses, and agricultural interests, while providing for progressive and final rehabilitation of the Subject Lands.

The Subject Lands are located within an area identified by both the County Official Plan and the Township Official Plan as a Sand and Gravel Resource Area. The existing licensed pit and the proposed expansion lands form part of a contiguous aggregate resource area identified for long-term protection and extraction.



The Subject Lands are further identified within Aggregate Resource Inventory Paper 163, published by the Ontario Geological Survey, a branch of the Ministry of Energy and Mines, as a Selected Sand and Gravel Resource Area of Primary Significance, reflecting the importance of the aggregate resource located on the Subject Lands.

Despite nearly four years elapsing since the Applications were initially submitted, Council of Dufferin County and the Council of the Township of Melancthon has not made a decision on the proposed Applications.

This letter, together with its constituent enclosures serve as our client's Notice of Appeal of the Applications to the Ontario Land Tribunal pursuant to ss. 22(7) and 34(11) of the *Planning Act*.

Reasons

The Owner hereby appeals the failure of the Council of Dufferin County and the Council of the Township of Melancthon to make a decision in respect of the Applications within the requisite timeframe to the Ontario Land Tribunal pursuant to subsections 22(7) and 34(11) of the *Planning Act*.

The reasons for the appeal include, but are not limited to, the following:

1. The County failed to adopt the Official Plan Amendment Application within 120 days of the day the complete official Plan Amendment Application was submitted;
2. The Township failed to make a decision regarding the complete Zoning By-Law Amendment Application within 90 days of the date it was submitted;
3. The Applications are consistent with the policies of the *Provincial Planning Statement, 2024*;
4. The Applications conform to the applicable policies of the County Official Plan;
5. The Applications conform to the applicable policies of the Township's Official Plan, including but not limited to, those policies pertaining to mineral aggregate resources, the protection and conservation of identified sand and gravel resource areas, extractive industrial uses, rehabilitation, environmental protection, the management of potential impacts on surrounding land uses, and the long-term availability of aggregate resources;
6. The Applications are supported by comprehensive technical studies prepared by qualified professionals and facilitate the protection and long-term use of a significant mineral aggregate resource in a manner that is consistent with and conforms to the applicable planning framework.
7. The Applications represent good land use planning, are appropriate for the Subject Lands and are in the public interest;



8. Such further and other reasons as counsel may provide and the Tribunal permit.

Enclosed with the delivered copy of this Notice of Appeal, please find the following:

- The appeal fees of \$1,100 each, representing the filing fee, shall be paid online through e-file; and
- One (1) completed Tribunal Appellant Form (A1).

At this time, it is our client's intention to schedule a hearing of the herein described appeals at the *first Case Management Conference* to be scheduled for said appeals. Prior to that Case Management Conference, we expect to circulate the draft Procedural Order for the Township's review. In addition, we are putting the County and Township on notice that it should be prepared to deliver any draft Issues for insertion in that Procedural Order at least one (1) week prior to the Case Management Conference.

We would appreciate confirmation of receipt of this Notice of Appeal. Should you have any questions, do not hesitate to contact us.

Yours truly,
LOOPSTRA NIXON LLP

**Per: Aaron I. Platt
AIP**

Encls.: as above

CC: Darren Vella, *Innovative Planning Solutions*
 Client



Ontario Land Tribunal

655 Bay Street, Suite 1500, Toronto, ON M5G 1E5

Tel: 416-212-6349 | 1-866-448-2248

Web Site: olt.gov.on.ca

Appeal Form (A1)

Municipal/Approval Authority Date Stamp	Receipt Number (OLT Office Use Only)	Date Stamp – Appeal Received by OLT
	OLT Case Number (OLT Office Use Only)	

You may be able to submit your appeal online using our new e-file service if:

- the approval authority you are submitting your appeal to is registered on e-file; or
- you are appealing directly to the Ontario Land Tribunal

Please visit our [e-file page](#) to learn more.

Please complete this Appeal Form by following the instructions in the companion document titled “Appeal Form Instructions”. Please read **both** documents carefully to ensure you submit the correct information and complete this form correctly.

There are guides available for review on the Tribunal’s [website](#) for different appeal types to assist you in filing an appeal.

Please review the notice of the decision you are appealing to determine the appeal deadline and the specific official with whom the appeal should be filed (e.g. Secretary-Treasurer, Clerk, Minister, Ontario Land Tribunal) prior to completing this Appeal Form. Relevant portions of the applicable legislation should also be reviewed before submitting this form. Your appeal must be filed with the appropriate authority within the appeal period as set out in the notice of the decision and applicable legislation.

Section 1 – Contact Information (Mandatory)

Applicant/Appellant/Objector/Claimant Information	
Last Name:	First Name:
Company Name or Association Name (Association must be incorporated – include copy of letter of incorporation):	
Duivenvoorden Haulage Ltd.	
Email Address:	

Daytime Telephone Number:			Alternative Telephone Number:	
	ext.			
Mailing Address				
Unit Number:	Street Number:	Street Name:		P.O. Box:
City/Town:	Province:	Country:	Postal Code:	

Representative Information				
X I hereby authorize the named company and/or individual(s) to represent me				
Last Name:			First Name:	
Platt			Aaron	
Company Name or Association Name (Association must be incorporated – include copy of letter of incorporation):				
Loopstra Nixon LLP				
Email Address:				
aplatt@LN.Law				
Daytime Telephone Number:			Alternative Telephone Number:	
289-904-2370	ext.			
Mailing Address				
Unit Number:	Street Number:	Street Name:		P.O. Box:
2800	130	Adelaide Street West		
City/Town:	Province:	Country:	Postal Code:	
Toronto	ON	Canada	M5H 3P5	
Note: If your representative is not licensed under the <i>Law Society Act</i> , please confirm that they have your written authorization, as required by the <i>OLT Rules of Practice and Procedure</i> , to act on your behalf and that they are also exempt under the Law Society's by-laws to provide legal services. Please confirm this by checking the box below.				
☐ I certify that I understand that my representative is not licensed under the <i>Law Society Act</i> and I have provided my written authorization to my representative to act on my behalf with respect to this matter. I understand that my representative may be asked to produce this authorization at any time along with confirmation of their exemption under the Law Society's by-laws to provide legal services.				

Location Information	
Are you the current owner of the subject property? X Yes ☐ No	
Address and/or Legal Description of property subject to the appeal:	
437202 and 437138 4 th Line	
Municipality:	
Township of Melancthon	
Upper Tier (Example: county, district, region):	
Dufferin County	

Language Requirements		
Do you require services in French?	☐ Yes	☒ No

To file an appeal, please complete the section below. Complete one line for each appeal type			
Subject of Appeal		Type of Appeal (Act/Legislation Name)	Reference (Section Number)
Example	Minor Variance	<i>Planning Act</i>	45(12)
1	Official Plan Amendment	<i>Planning Act</i>	22(7)
2	Zoning By-Law Amendment	<i>Planning Act</i>	34(11)
3			
4			
5			

Section 2 – Appeal Type (Mandatory)

Please select the applicable type of matter		
Select	Legislation associated with your matter	Complete Only the Section(s) Below
☒	Appeal of <i>Planning Act</i> matters for Official Plans and amendments, Zoning By-Laws and amendments and Plans of Subdivision, Interim Control By-laws, Site Plans, Minor Variances, Consents and Severances	3A
☐	Appeal of <i>Development Charges Act</i> , <i>Education Act</i> , <i>Aggregate Resources Act</i> , <i>Municipal Act</i> matters	3A
☐	Appeal of or objection to <i>Ontario Heritage Act</i> matters under subsections 29, 30.1, 31, 32, 33, 40.1 and 41	3A
☐	Appeal of <i>Planning Act</i> (subsections 33(4), 33(10), 33(15), 36(3)), <i>Municipal Act</i> (subsection 223(4)), <i>City of Toronto Act</i> (subsection 129(4)) and <i>Ontario Heritage Act</i> (subsections 34.1(1), 42(6)) matters	3A & 3B
☐	Appeal of <i>Clean Water Act</i> , <i>Environmental Protection Act</i> , <i>Nutrient Management Act</i> , <i>Ontario Water Resources Act</i> , <i>Pesticides Act</i> , <i>Resource Recovery and Circular Economy Act</i> , <i>Safe Drinking Water Act</i> , <i>Toxics Reduction Act</i> , and <i>Waste Diversion Transition Act</i> matters	4A
☐	Application for Leave to Appeal under the <i>Environmental Bill of Rights, 1993</i>	4B
☐	Appeal under the <i>Niagara Escarpment Planning and Development Act (NEPDA)</i>	5

☐	Appeal of <i>Conservation Authorities Act, Mining Act, Lakes and Rivers Improvement Act, Assessment Act, and Oil, Gas and Salt Resources Act</i> matters	6
☐	Legislation not listed above	Contact OLT before filing your appeal

Section 3A – Planning Matters

Appeal Reasons and Specific Information

Number of new residential units proposed:

N/A

Municipal Reference Number(s):

N/A

List the reasons for your appeal:

Please see enclosed letter.

Has a public meeting been held by the municipality? ☒ Yes ☐ No

For appeals of Official Plans, Official Plan Amendments, Zoning By-laws and Zoning By-law Amendments, please indicate if you will rely on one or more of the following grounds:

A: A decision of a Council or Approval Authority is:

- ☐ Inconsistent with the Provincial Policy Statement issued under subsection 3(1) of the *Planning Act*
- ☐ Fails to conform with or conflicts with a provincial plan
- ☐ Fails to conform with an applicable Official Plan

And

B: For a non-decision or decision to refuse by council:

- ☒ Consistency with the provincial policy statement, issued under subsection 3(1) of the *Planning Act*

X	Conformity with a provincial plan
X	Conformity with the upper-tier municipality's Official Plan or an applicable Official Plan
If it is your intention to argue one or more of the above grounds, please explain your reasons:	
Please see enclosed letter.	

Oral/Written Submissions to Council	
Did you make your opinions regarding this matter known to council?	
☐	Oral submissions at a public meeting of council
☐	Written submissions to council
X	Not applicable

Related Matters	
Are there other appeals not yet filed with the Municipality?	
☐	Yes X No
Are there other matters related to this appeal? (For example: A consent application connected to a variance application).	
☐	Yes X No
If yes, please provide the Ontario Land Tribunal Case Number(s) and/or Municipal File Number(s) for the related matters:	

Section 3B – Other Planning Matters

Appeal Specific Information (Continued)	
Date application submitted to municipality if known (yyyy/mm/dd):	
Date municipality deemed the application complete if known (yyyy/mm/dd):	
Please briefly explain the proposal and describe the lands under appeal:	

There are required documents and materials to be submitted to the Ontario Land Tribunal (OLT) based on the type of legislation and section you are filing under. Please see the [Section 3B Checklist\(s\)](#) located [here](#) and submit all documents listed.

Section 4A – Appeals under Environmental Legislation

Appeal Specific Information

Outline the grounds for the appeal and the relief requested:

Reference Number of the decision under appeal:

Portions of the decision in dispute:

Date of receipt of Decision or Director's Order (yyyy/mm/dd):

Applying for Stay? ☐ Yes ☐ No

If Yes, outline the reasons for requesting a stay:

There are required documents and materials to be submitted to the Ontario Land Tribunal (OLT) based on the type of legislation and section you are filing under. Please see the [Section 4A Checklist\(s\)](#) located [here](#) and submit all documents listed on the checklist.

Section 4B – Environmental Application for Leave to Appeal

Are you filing an Application for Leave to Appeal under the *Environmental Bill of Rights, 1993*? ☐ Yes ☐ No

Identify the portions of the instrument you are seeking to appeal:

Identify the grounds you are relying on for leave to appeal. Your grounds should include reasons why there is good reason to believe that no reasonable person, having regard to the relevant law and to any government policies developed to guide decisions of that kind could have made the decision; and why the decision could result in significant harm to the environment:

Outline the relief requested:

There are required documents and materials to be submitted to the Ontario Land Tribunal (OLT) based on the type of legislation and section you are filing under. Please see the [Section 4B Checklist\(s\)](#) located [here](#) and submit all documents listed on the checklist.

Section 5 – Appeal regarding Development Permit Application under the *Niagara Escarpment Planning and Development Act*

Appeal Specific Information

Development Permit Application File No:

Address or legal description of the subject property:

Reasons for Appeal: Outline the nature and reasons for your appeal. Specific planning, environmental and/or other reasons are required. (The Niagara Escarpment Plan is available on the Niagara Escarpment Commission's website (www.escarpment.org))

Section 6 – Mining Claim and Conservation Matters

Appeal Specific Information

List the subject Mining Claim Number(s) (for unpatented mining claims) and accompanying Townships, Areas and Mining Division(s) where mining claims are situated. List all "Filed Only" Mining Claims, if appropriate: (This is to be completed for *Mining Act* appeals only.)

List the Parcel and the Property Identifier Numbers (PIN), if rents or taxes apply to mining lands, if appropriate (mining claims only):

Provide the date of the Decision of the Conservation Authority or the Provincial Mining Recorder, as appropriate:

Provide a brief outline of the reasons for your application/appeal/review. If other lands/owners are affected, please include that information in the outline being provided below:

Respondent Information

Conservation Authority:

Contact Person:			
Email Address:			
Daytime Telephone Number:		Alternative Telephone Number:	
	ext.		
Mailing Address or statement of last known address/general area they were living and name of local newspaper if address is not available			
Unit Number:	Street Number:	Street Name:	P.O. Box:
City/Town:	Province:	Country:	Postal Code:
There are required documents and materials to be submitted to the Ontario Land Tribunal (OLT) based on the type of legislation and section you are filing under. Please see the Section 6 Checklist(s) located here and submit all documents listed on the checklist.			

Section 7 – Filing Fee

Required Fee			
Please see the attached link to view the OLT Fee Chart .			
Total Fee Submitted: \$2,200			
Payment Method	☐	Certified Cheque	☐
		Money Order	☐
		Lawyer's general or trust account cheque	
	☒	Credit Card	
If you wish to pay the appeal fee(s) by credit card, please check the box above and OLT staff will contact you by telephone to complete the payment process upon receipt of the appeal form. DO NOT INCLUDE YOUR CREDIT CARD INFORMATION ON THIS FORM. YOU WILL BE CONTACTED TO COMPLETE YOUR PAYMENT OVER THE PHONE.			
If a request for a fee reduction is being requested, please pay the minimum filing fee for each appeal and complete/submit the Fee Reduction request form .			
☐ Request for Fee Reduction form is attached (if applicable – see Appeal Form Guide for more information)			

Section 8 – Declaration (Mandatory)

Declaration

I solemnly declare that all the statements and the information provided, as well as any supporting documents, are true, correct and complete.

By signing this appeal form below, I consent to the collection of my personal information.

Name of Appellant/Representative	Signature of Appellant/Representative	Date (yyyy/mm/dd)
Aaron Platt		2026/08/26

Personal information or documentation requested on this form is collected under the authority of the *Ontario Land Tribunal Act* and the legislation under which the proceeding is commenced. All information collected is included in the Ontario Land Tribunal (OLT) case file and the public record in this proceeding. In accordance with the *Freedom of Information and Protection of Privacy Act* and section 9 of the *Statutory Powers Procedure Act*, all information collected is available to the public subject to limited exceptions.

We are committed to providing services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator at OLT.Coordinator@ontario.ca or toll free at 1-866-448-2248 as soon as possible.

Section 9 – Filing Checklists (Mandatory)

Filing/Submitting your form and documentation

You must file your Appeal Form with the appropriate authority(s) by the filing deadline.

If the completed Section is:	Refer to the relevant checklist and submit all documents listed on the checklist when filing your Appeal Form.
Section 3B	Review the Section 3B Checklist(s) and attach all listed documents.
Section 4A	Review the Section 4A Checklist(s) and attach all listed documents.
Section 4B	Review the Section 4B Checklist(s) and attach all listed documents.

If the completed Section is:	You must file with the following:
Section 3A	Municipality or the Approval Authority/School Board *If you are filing under the <i>Ontario Heritage Act</i>, including under s. 34.1(1), please carefully review the specific section of that legislation to determine if your appeal needs to be filed with the Tribunal in addition to the Municipality or Approval Authority.

Section 3A & 3B or Section 4A or Section 4B or Section 6	Ontario Land Tribunal 655 Bay Street, Suite 1500 Toronto, ON M5G 1E5	Phone: 416-212-6349 1-866-448-2248 Website: www.olt.gov.on.ca
Section 5	For the Areas of: Dufferin County (Mono) Region of Halton Region of Peel Region of Niagara City of Hamilton	For the Areas of: Bruce County Grey County Simcoe County Dufferin County (Mulmur, Melancthon)
	File with: NIAGARA ESCARPMENT COMMISSION 232 Guelph Street, 3 rd Floor Georgetown, ON L7G 4B1 Phone: 905-877-5191 Fax: 905-873-7452 Website: www.escarpment.org Email: necgeorgetown@ontario.ca	File with: NIAGARA ESCARPMENT COMMISSION 1450 7 th Avenue Owen Sound, ON N4K 2Z1 Phone: 519-371-1001 Fax: 519-371-1009 Website: www.escarpment.org Email: necowensound@ontario.ca

NOTE: Please review the notice of the decision you are appealing to determine the appeal deadline and the specific official with whom the appeal should be filed (e.g. Secretary-Treasurer, Clerk, Minister, Ontario Land Tribunal).

NOTE: Relevant portions of the applicable legislation should be reviewed before submitting this form. Please ensure that a copy of this Appeal Form is served in accordance with the requirements of the applicable legislation.



PROGRAM GUIDELINES

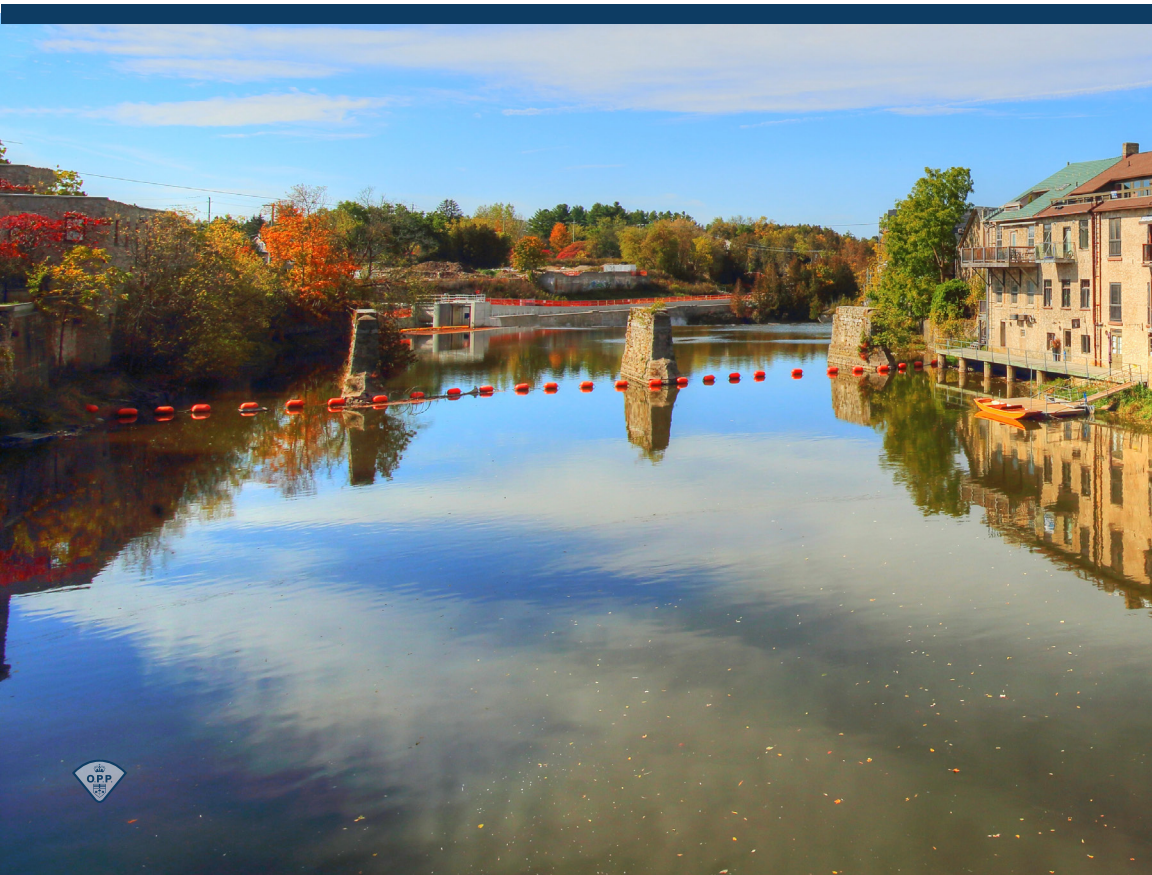
www.opp.ca

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Community Watch Program Guidelines



Community Watch programs, often known as “Neighbourhood Watch” or “Cottage Watch”, are community-led and police-supported programs that encourage members of the public to keep an eye out for suspicious activity within their neighbourhood. The Community Watch program supports the Community Mobilization and Engagement Model of Community Policing by encouraging members of the public to participate in activities that increase safety and security within their communities. The goal of the Community Watch program is to reduce the opportunity for crime to occur, ideally resulting in fewer instances of harm and victimization. The program is not about vigilante justice or getting involved in your neighbour’s business. Community Watch programs can be implemented where there is opportunity for crime and the need to reduce it, and where there are an adequate number of community volunteers that agree to form a Community Watch Committee.

There are three key factors required to create an effective Community Watch program: Community, Police and Municipality.

3 KEY FACTORS OF AN EFFECTIVE COMMUNITY WATCH PROGRAM



Implementing a Community Watch Program:

There are many Community Watch programs operating successfully within Ontario using various resources and structures. This allows each program to be adapted to the area in which it will be operated. The core and essential component of a successful program is “community commitment”. Community volunteers run their own Community Watch program with the support of the local police service and municipality. A successful program requires 51% community participation to function and once up and running, the community watch signage can be posted at key locations.

The community is the driving force behind the successful implementation and maintenance of a Community Watch program. The following information outlines some generally agreed upon minimum requirements when implementing a new Community Watch program:

Designated Roles and Processes:

It is important to ensure your watch program has some form of defined roles and processes to ensure everyone involved understands the expectations of how the program will function. Many existing watch programs have implemented leadership teams, which may include a Chair, Co-Chairs, Team Captains and Coordinators. It is up to you to determine what type of structure you would like to implement, but it is important to establish some formal roles and responsibilities.

Implementing formalized processes, such as Standard Operating Procedures (SOPs), is also an important consideration. These SOPs will provide the foundation of your watch program and ensure consistency in how your program operates. These SOPs may include communication processes, watch structure, roles and responsibilities, training requirements, meeting schedules, or any other aspects of your program that need to be communicated to your members. This will make the process of onboarding new members more efficient, as well as assist with succession planning.

Training:

It is important to train new members on the processes involved with the watch program. It will also be beneficial for members to understand local crime trends, things to look out for within your watch area, what to do if a crime has taken place, as well as an awareness of crime prevention programs available in your area. While it is not the responsibility of the police to provide formalized training, they can certainly provide guidance relating to the types of crime that are prevalent in your area, as well as information on existing resources and programs (i.e. CAMSafe or SafeGuard).

Developing some form of welcome package or instructional document for new members is suggested. This could include your SOPs, contact lists, meeting dates, information regarding existing local programs, and anything else that would benefit a new member.

Resources:

To maintain a successful Community Watch program, certain resources will be required. In order to cover costs associated with any required materials, some Community Watch programs charge a fee for those who wish to participate in the program, while others engage in fundraising opportunities or seek donations from the community.

One of the main costs associated with the program will be the Community Watch sign. A standardized Community Watch logo is available for use on signage, but it is the responsibility of the watch team to purchase and install the sign. The cost may be paid for by the municipality or the watch team. Once you have enough community support to implement a program, you can contact the municipality to request signage be installed.

Obtaining resources such as flyers, newsletters, stickers, pamphlets, etc. will be the responsibility of the watch team. Leveraging partnerships with the police, municipality or other community partners to utilize existing resources may assist with keeping costs low, as well as ensuring consistency among the information being shared, such as auto theft prevention tips.



Communication

There are a number of ways to establish communication within your Community Watch team, including, but not limited to, the following:

- Text messaging
- Email
- Telephone
- In-person meetings
- Social media

It is likely that your watch team will use a combination of the above, but ultimately the method you choose to implement is up to the team. It is important to note that if utilizing social media, you are not posting any personal information of individuals who are potentially involved in criminal or suspicious activity to avoid any risk of civil liability. Establishing clear communication processes with both your local police service and municipality is recommended.



Roles and Responsibilities:



Community:

A successful Community Watch program requires cooperation and engagement between the community, police and municipality. The ultimate success of the program lies with the community. It is the responsibility of the community to lead all aspects of the watch program, not only as it relates to the implementation of the program, but also its day-to-day operation.

As mentioned previously, establishing roles within your watch team will ensure everyone involved understands what is expected of them and how the program will function. Determining what these roles will be and who will fill them is up to your team to decide, but it is recommended to establish some form of governance to help ensure the success of the program long term.



Police:

Police engagement in a Community Watch program will vary between detachments. In general, you can expect the following support from your local police department:

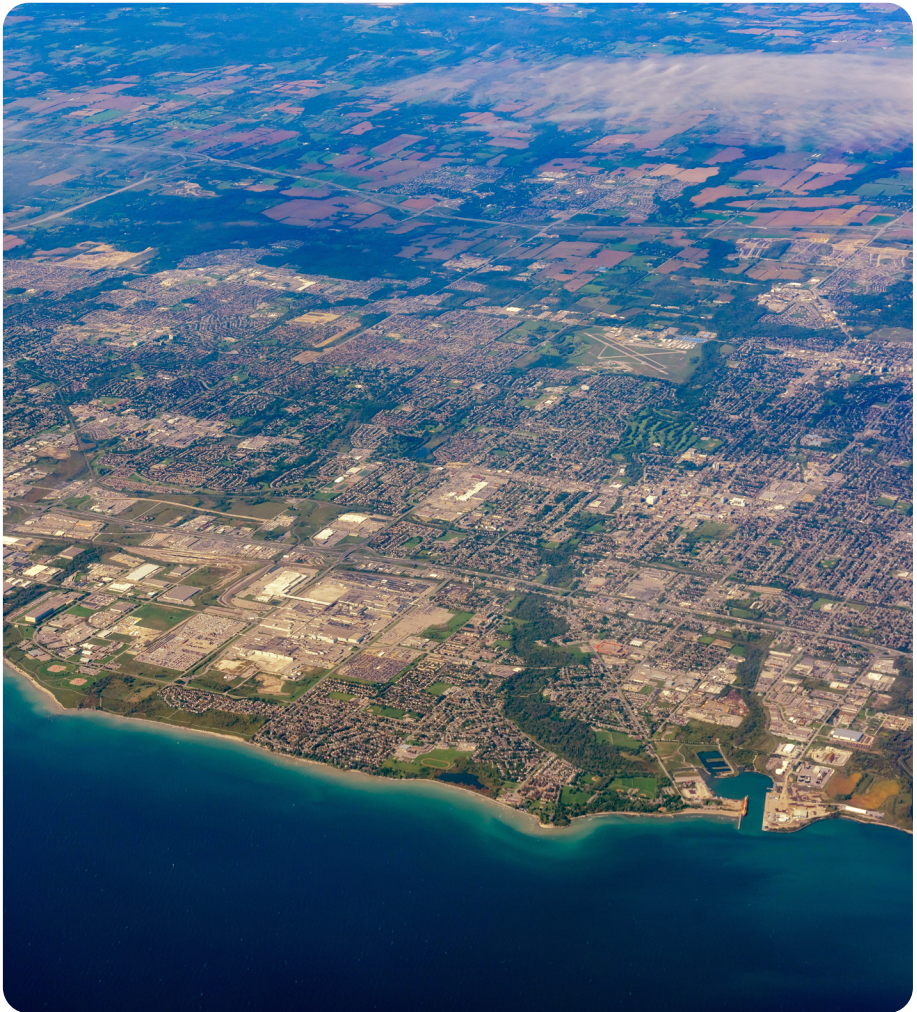
- Supporting the program with proactive presentations and community engagement activities.
- Responding to identified crimes as per police policy.
- Maintaining open lines of communication with the Community Watch program to address any concerns and provide guidance.
- Community Watch members are encouraged to take general crime concerns to their local Police Service Board so they can be raised at the regular meetings with detachment command representatives.

It is up to each detachment to determine who will act as the police liaison to the program. Liaisons could be a Community Safety Officer, Auxiliary member, Detachment Commander, or a combination of all three.



Municipality:

Prior to implementing your Community Watch program, it is important to make sure you reach out to your municipality. Some municipalities may have bylaws in place prohibiting or governing how Community Watch programs are operated, so it is important to make sure they are aware of your intentions from the start. The municipality may also assist with funding/supporting the community watch through marketing, signage or other connections.





Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
Toronto ON M7A 1Y6
Tel: 416 326-5000
Toll Free: 1 866 517-0571
Minister.SOLGEN@ontario.ca

Solliciteur général

Bureau du solliciteur général

25, rue Grosvenor, 18^e étage
Toronto ON M7A 1Y6
Tél. : 416 326-5000
Sans frais : 1 866 517-0571
Minister.SOLGEN@ontario.ca



132-2026-3665

By email

August 14, 2026

Dear Heads of Council, Chief Administrative Officers and Clerks of OPP-Policed Municipalities:

I am writing to provide you with an update on OPP municipal policing costs for 2027.

Our government recognizes the importance of providing municipalities with predictability as you plan your budgets, while ensuring the OPP has the resources it requires to continue delivering high-quality policing services and keeping communities safe.

With that in mind, we are taking action to limit increases in OPP policing costs for municipalities in 2027.

For the 2027 calendar year, no OPP-policed municipality will see its total amount owed for OPP policing increase by more than 11 per cent compared to 2026, excluding costs associated with any additional policing services a municipality has chosen to receive through a separate agreement with the OPP.

This is a time-limited measure for the 2027 OPP billing cycle, intended to provide municipalities with cost certainty to support local budget planning.

To implement this change, an amendment has been made to Ontario Regulation 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police, made under the *Community Safety and Policing Act, 2019* (CSPA). The amendment is being filed with the Registrar of Regulations and will be publicly available through the [e-Laws](#) page in the coming days.

The OPP is currently preparing 2027 annual billing statements, which are expected to be provided to municipalities this fall.

We value the important partnership between the province, municipalities and the OPP in keeping Ontario communities safe. We also recognize the importance of ensuring policing costs are sustainable and predictable for municipalities, and we will continue working with our municipal partners on these shared priorities.

.../2

DUFF OPP 14.3
SEPT 3 2026

Should you have any questions about the regulatory updates, please reach out to solgeninput@ontario.ca. Questions regarding your municipality's annual OPP billing statement can be directed to OPP Municipal Policing at opp.municipalpolicing@opp.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael S. Kerzner", with a long horizontal flourish extending to the right.

The Honourable Michael S. Kerzner
Solicitor General

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Thomas Carrique, C.O.M.
Commissioner, Ontario Provincial Police



Council Highlights

County of Dufferin
55 Zina Street, Orangeville, Ontario

For Immediate Release: August 20, 2026

Dufferin County Council met on Thursday, August 13, 2026, for a Special Council meeting. For the full Council meeting agenda and minutes, please see the County's [Meeting Agendas and Minutes page](#).

Here are the highlights of the August 13 meeting:

- **County Council acknowledged the completion of the Municipal Program Review and approved the Chief Administrative Officer's recommendations and identified implementation timelines**

County Council acknowledged the completion of the Municipal Program Review and approved the Chief Administrative Officer's recommendations and identified implementation timelines

Dufferin County Council received the Chief Administrative Officer's report "[Municipal Program Review: Path Forward](#)" and acknowledged the completion of the Municipal Program Review.

The Municipal Program Review looked at County programs, services, staffing, costs, and ways to improve how work is done. It generated important discussions about service levels, staffing, risk, modernization, organizational capacity, and Council priorities. It also identified opportunities to strengthen planning, budgeting, performance measurement, resource allocation, and decision-making.

At the meeting, County Council approved 12 additional items that were under review and approved all implementation timelines identified by the CAO.

The County will now incorporate lessons learned through the Municipal Program Review into future budget planning, service level planning, Strategic Plan development, Council onboarding, and continuous improvement initiatives. Staff will regularly report to Council on approved Review recommendations and all outstanding items.

About Dufferin County Council

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

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

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MEDIA CONTACT:

Megan Ball, Manager of Communications
mball@dufferincounty.ca

CCU 15.1
SEPT 3 2026



Minutes of Shelburne Public Library Board

Tuesday, May 26, 2026, 7 p.m.

KTH Room, 201 Owen Sound St, Shelburne, ON L9V 3L2

Members Present: G. Dunlop
T. Field
J. Hodder
Councillor L. Wegener (Shelburne)
Councillor P. Clark (Mulmur)
Councillor V. Paan (Amaranth)
Councillor R. Plowright (Melanchthon)

Members Absent: Councillor M. Davie (Mono)

Staff Present: S. McGrady, CEO
D. Lange, Treasurer

1. Call to Order

Chair G. Dunlop called the meeting to order at 7:03p.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Land Acknowledgment

The Chair acknowledged 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.

4. Approval of the Agenda

Motion 37-26

Moved by Councillor V. Paan

Seconded by J. Hodder

Be it resolved that we approve the Agenda for the May 26, 2026, meeting.

Carried

5. Adoption of Minutes of Previous Meeting

Motion 38-26

Moved by J. Hodder

Seconded by T. Field

Be it resolved that we approve the amended minutes of the Board meeting dated April 28, 2026.

Carried

6. Information Item – CEO Report

Motion 39-26

Moved by T. Field

Seconded by Councillor R. Plowright

That the Board receive the CEO Report dated May 26, 2026.

Carried

7. Staff Reports

7.1 Financial Report

Motion 40-26

Moved by Councillor R. Plowright

Seconded by Councillor P. Clark

Be it resolved that the Financial Report of April, 2026, be received; and,

Be it resolved the Profit and Loss Statement for April, 2026 be approved as amended.

Carried

Motion 41-26

Moved by Councillor P. Clark

Seconded by Councillor V. Paan

Be it resolved that the Audited Draft Financial Statements for the Year Ended December 31, 2025, be approved as amended.

Carried

7.2 Policy Review - Circulation

Motion 42-26

Moved by J. Hodder

Seconded by T. Field

That the Report – Circulation Policy be received; and,

That the Board establish a non-resident fee; and,

That the Board approve the Circulation Policy (OP-12) as presented.

Carried

7.2 Town of Shelburne Request for Audit 2027

Motion 43-26

Moved by T. Field

Seconded by Councillor R. Plowright

That the Report – Town of Shelburne Request for Audit 2027, be received.

Carried

8. Correspondence

9. Announcements

10. Date of Next Meeting

The next meeting of the Board is scheduled for Tuesday, June 23, 2026

11. Adjournment

Motion: 44-26

Moved by Councillor R. Plowright

Seconded by Councillor P. Clark

That we now adjourn at 9:07 p.m. to meet again on June 23, 2026, at 7 p.m. or at call of the Chair.

Carried

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Parks and Recreation Board held a meeting on June 15, 2026, at 7:00 p.m. The following members were present: Chair Bill Neilson, Vice-Chair R. Plowright, Members Jessica Plowright, Lynn Hodgson, Darren White and Doug Read, also present was Becky Cunnington, Parks and Recreation Board Secretary. The meeting was called to order at 6:55 p.m.

Land Acknowledgement

Chair Neilson shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Amended Agenda

Additions

Resignation of Vice-Chair D. Thwaites – Chair Neilson

Deletions

None

Approval of Agenda

Moved by Read, Seconded by J. Plowright that the agenda be approved as ammended. Carried.

Approval of Minutes

Moved by Hodgson, Seconded by R. Plowright that the minutes of the Parks and Recreation Board Meeting held on May 25, 2026, be approved as circulated. Carried.

Business Arising from Minutes

None

Declaration of Pecuniary Interest or Conflict of Interest

No declarations of conflict of interest were made.

General Business

1) Additions

1. Resignation of Vice-Chair D. Thwaites

Chair Neilson advised the Board that Vice-Chair D. Thwaites had submitted his resignation from the Parks and Recreation Board. Chair Neilson noted that Mr. Thwaites would be missed and thanked him for

his passion and dedication to the Board. As a result of the vacancy, the following motion was presented:

Moved by Neilson, Seconded by Read that Member Ruth Plowright be appointed as Vice-Chair of the Parks and Recreation Board for the remainder of the term. Carried.

2) Unfinished Business

1. Horning's Mills Park Sign

This item was deferred

2. Corbetton Park Slide

Township Staff advised that the slide installation would be completed the next day, June 16, 2026.

3. Melancthon Day

The Board discussed plans for the upcoming Melancthon Day/Weekend events, including event logistics and volunteer responsibilities. A list of items requiring Public Works assistance was put together and Township Staff were directed to forward it to Public Works.

4. Touch a Truck Event – August 8th, 2026

Member Read advised that there would be no cost for the "Tow Mater" look-alike truck.

Chair Neilson confirmed that Blitzful Treats, the Shelburne & District Fire Department, and the Mulmur-Melancthon Fire Department would be participating in the event. He also advised that a derby car participant had expressed interest in attending.

Member Hodgson advised that a letter had been dropped off at Premier John Deere in Alliston and, although a response had not yet been received, it appeared promising that they would participate.

The Board discussed reaching out to additional participants, including the Dufferin County OPP and paramedics, with Member White volunteering to make those inquiries. Chair Neilson also volunteered to contact local farmers regarding displaying farm equipment at the event.

The Board discussed including Township vehicles as part of the event, and Member White suggested a children's activity where a plow blade could be painted.

Vice-Chair Plowright suggested several children's activities, including potato painting and a possible hayride. It was suggested that a local potato farmer be approached regarding a donation of potatoes and that Lennox Farms be contacted to determine their interest in providing a hayride.

Member J. Plowright suggested reaching out to Nathan Prince regarding bringing equipment and an additional derby car, and Member Read volunteered to contact him.

3) Brainstorming

1. Community Garage Sale Next Year

Vice-Chair Plowright advised that the community garage sale organized by the residents of Horning's Mills went well. Member Read expressed interest in holding a similar event in Corbetton, and the Board discussed the idea of organizing a multi-hamlet community garage sale next year.

Recommendation to Council

None.

Public Question Period

None.

Confirmation Motion

Moved by White, Seconded by J. Plowright that all actions of the Members and Officers of the Parks and Recreation Board 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 at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

Adjournment

7:48 p.m. - Moved by Hodgson, Seconded by Read that we adjourn this Parks and Recreation Board meeting to meet again on Monday July 20, 2026, at 7:00 p.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Infrastructure and Emergency Management Committee held a virtual meeting on June 16th, 2026, at 9:00 a.m. The following members were present: James McLean, and Darren White. Also present were: Craig Micks, Public Works Superintendent, Sarah Culshaw, Treasurer and Denise Holmes, CAO/Clerk. Member Plowright was absent.

Call to Order

Chair McLean called the meeting to order at 9:01 a.m.

Land Acknowledgement

Chair McLean shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

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

Declaration of Pecuniary Interest or Conflict of Interest

None.

Business Arising from Minutes

None.

Correspondence Items

None.

General Business

1. Update from Public Works Superintendent

Craig Micks, Public Works Superintendent advised they have been working at grading, graveling and adding calcium to the roads. Chair McLean asked what the Public Works Department will be working on in July. Craig advised they have a list of projects such as the replacement of the culvert on the 3rd Line, 2 culverts on the 280 Sideroad and Cox Construction is going to be back in fixing ditching on the 260 Sideroad from last year and sealing the cracked pavement on 260 Sideroad.

2. Update on the Beautification of the Village & Hamlets

The garden buckets and bridge baskets have been placed in the Hamlets and Public Works have a watering schedule.

3. Discussion on Park Structures and Infrastructure Needs

Craig advised that the Corbetton Park slide has been installed and they are just waiting for the wood chips to be delivered.

Chair McLean asked Sarah Culshaw, Treasurer, if there are any grants currently available and she advised that there is nothing available at this time.

Member White suggested that we could put flag poles on the Corbetton Pavillion and Horning's Mills Pavillion with Canada and Melancthon Flags for Canada Day.

4. Discussion on Township Infrastructure Needs

Nothing for this matter.

5. 2026 Capital Roads Project Update

Denise Holmes, CAO/Clerk advised that we have had our Solicitor review the draft Tender for the 7th Line SW paving and will be sending it out in the next week or two.

6. Current Equipment List and 5 Year Capital Equipment Plan

Nothing for this matter. Move this item to Unfinished Business going forward.

7. Paid Duty Officer – Identification of Problem Locations Across the Township

Denise advised that Sarah Culshaw, Treasurer, has been speaking to Dufferin OPP regarding the Paid Duty Officer, and they have asked that we send them a listing of problem areas. The Committee would like to see them monitor 2nd Line SW, Main Street (Horning's Mills), 260 Sideroad entering Corbetton and Riverview and River Road. The Committee spoke about speeding on County Road 124, County Road 17 and Highway 10, however feel the County of Dufferin should be responsible for their roads.

8. Others/Additions

Nothing for this matter.

9. Unfinished Business

1. Recycling Pickup on Narrow Township Roads

Nothing further for this matter. Staff were directed to remove this item from future Agendas.

2. Cooling Stations in the Summer

Denise spoke to the Draft Cooling Station Policy that was provided to the Committee. Staff were directed to add this to the Council Agenda for June 18th.

3. Update on Sidewalk Construction in Horning's Mills

Denise advised that following this meeting, Staff would be meeting with RJ Burnside and Associates on site.

4. Fire Service Boundary Mapping Update

Discussion took place on this item. Member White and Deputy Mayor McLean will bring this up during the workshops for the program review at the County and request for more GIS resources to the local tier municipalities. Deputy Mayor McLean will also reach out to Fire Chief Pratt about this mapping.

Recommendations to Council

None.

Public Question Period

None.

Confirmation Motion

Moved by McLean, Seconded by White, 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

9:32 a.m. - **Moved by White, Seconded by White,** that we adjourn this Infrastructure and Emergency Management Committee meeting to meet again at the call of the Chair. Carried.

CHAIR

SECRETARY

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Infrastructure and Emergency Management Committee held a virtual meeting on May 4th, 2026, at 9:30 a.m. The following members were present: James McLean, and Darren White. Also present were: Craig Micks, Public Works Superintendent, Denise Holmes, CAO/Clerk, and Kaitlin Dinnick, Infrastructure and Emergency Management Committee Secretary. Member Plowright was absent with prior notice given.

Call to Order

Chair McLean called the meeting to order at 9:33 a.m.

Land Acknowledgement

Chair McLean shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

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

Declaration of Pecuniary Interest or Conflict of Interest

None.

Approval of Draft Minutes

Moved by McLean, Seconded by White, that the minutes of the Infrastructure and Emergency Management Committee Meeting held on April 13th, 2026, 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 out grading roads and hauling gravel to the 260 Sideroad to reopen to portion between 7th Line SW and the Melancthon-Southgate Townline. Public Works has been fixing culverts, and Craig advised that they met with Cox Construction to look at the ditch on 260 Sideroad which has been having drainage issues since the paving was completed in 2025 project. Craig advised that they have started grass cutting at the parks and cemetery. Craig advised that the street sweeping would be starting tomorrow weather permitting.

2. Beautification of the Village & Hamlets

Craig advised that Member Plowright was going to get pictures of the baskets for the bridges so that they can build them. Staff were directed to look online for the design for the baskets for the bridge.

3. Discussion on Park Structures and Infrastructure Needs

Member White advised that he and Craig met with the company installing the slide at the Corbetton Park and have mapped out a location and what work is required to be completed by Public Works prior to the slide being delivered. Member White advised that the picnic tables for the parks have been ordered.

4. Discussion on Township Infrastructure Needs

Nothing for this matter.

5. 2026 Capital Roads Project Update

Staff advised that the tender will go out before the end of May.

6. Fire Service Boundary Mapping Update (Chair McLean)

Member White is writing a letter to the Warden of the County of Dufferin.

7. Email from Katerina Mildner regarding Car Damage on 260 Sideroad North of 7th Line SW

Member White spoke to this and due to the fact the Township closed this portion of road the next day, we need to see the estimate in order to provide compensation. Staff were directed to ask Ms. Mildner for the estimate and breakdown for the next meeting.

8. Township of Southgate Request to use 2nd Line SW to run Gravel for Main Street Rehabilitation from Strada Aggregates on 4th Line OS (Craig Micks)

Craig advised that the Township of Southgate has asked if the construction company for the main street Dundalk project want to run down the 2nd Line SW as Ida Street is currently under construction as well. Craig was directed to let them know we would not be allowing this.

9. Current Equipment List and 5 Year Capital Equipment Plan

Nothing for this matter.

10. Others/Additions

Nothing for this matter.

11. Unfinished Business

1. Recycling Pickup on Narrow Township Roads

Nothing further for this matter.

2. Cooling Stations in the Summer

Denise advised that there is nothing in the emergency plan regarding cooling station requirements. Denise advised that she looked into other Townships who have policies and can put a brief policy together however this would need to operate the same as the emergency shelter and be dependent on volunteers being available to run the cooling station.

3. Update on Sidewalk Construction in Horning's Mills

Staff advised that they are meeting with RJ Burnsides this afternoon to discuss.

Recommendations to Council

None.

Public Question Period

None.

Confirmation Motion

Moved by McLean, Seconded by White, 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

9:56 a.m. - **Moved by White, Seconded by McLean**, that we adjourn this Infrastructure and Emergency Management Committee meeting to meet again on June 1st, 2026, at 9:30 a.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY



Corporation of the TOWN OF GRAND VALLEY

5 MAIN STREET NORTH
GRAND VALLEY ON L9W 5S6
Phone: 1-519-928-5652
www.townofgrandvalley.ca

DATE OF PASSING: July 21, 2026
DATE OF NOTICE: July 30, 2026
LAST DAY TO APPEAL: August 20, 2026
By-law No. 2026-45

Notice of the Passing of a Zoning By-law

TAKE NOTICE that pursuant to Section 34 of the *Planning Act*, R.S.O. 1990, as amended, the Council of the Town of Grand Valley passed **By-law 2026-45** on July 21, 2026, being a By-law to amend Zoning By-law No. 2009-10, as amended.

THE PURPOSE AND EFFECT OF THE AMENDMENT

The purpose and effect of **By-law 2026-45** is to implement the policies of the Town of Grand Valley Official Plan, the Dufferin County Official Plan, and to provide new and updated zoning and development standards that reflect policy and regulatory initiatives at the provincial and local level. The Zoning By-law is the Town's primary tool to regulate the use of land in the Town.

Council held a Statutory Public Meeting, pursuant to Section 34 of the *Planning Act*, on May 13, 2025. Written and oral submissions were considered by Town Council as part of the deliberations and final decision on the Zoning By-law. As a result, minor changes to the by-law were made to include a Natural Heritage System overlay on the zoning schedules which triggers consultation with Indigenous communities, which may trigger additional technical review.

ADDITIONAL INFORMATION regarding By-law 2026-45 and its proposed changes to the Grand Valley Zoning By-law 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/>.

For more information regarding the zoning amendment, contact the Manager of Planning, Mark H. Kluge at 519-928-5652 extension 225, email at mkluge@townofgrandvalley.ca or in person at Grand Valley Town Hall. (8:30 AM to 4:30 PM Monday to Friday).

Only the applicant, specified persons and public bodies as defined in the Planning Act, and registered owners of lands to which the By-law will apply and who made oral submissions at the public meeting or who have made written submissions to the Town before the By-law is passed, will be able to appeal the decision of the Town of Grand Valley to the Ontario Land Tribunal.

TAKE NOTICE that an appeal to the Ontario Land Tribunal in respect to all or part of this Zoning By-law may be made by filing a notice of appeal with the Town Clerk either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service> by selecting **Grand Valley (Town)** as the Approval Authority, or by mail to Town of Grand Valley, 5 Main Street North, Grand Valley, **no later than 4: 30 PM on Thursday, August 20, 2026**. The filing of an appeal after 4:30 PM, in person or electronically, will be deemed to have been received the next business day. **The appeal fee of \$1,100 can be paid online through e-file or by credit card/certified cheque/money order** to the Minister of Finance, Province of Ontario. If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at www.olt.gov.on.ca. If the e-file portal is down, you can submit your appeal to mail@townofgrandvalley.ca.

INFO 1
SEPT 3 2026

No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

Any and all written submissions relating to this application that were made to Town Council before its decision and any and all oral submissions related to this application that were made at a public meeting, held under the Planning Act, have been, on balance, taken into consideration by Town Council as part of its deliberations and final decision on this matter.

DATED at the Town of Grand Valley July 30, 2026.

Meghan Townsend
CAO/Clerk
Town of Grand Valley
5 Main Street North
Grand Valley, ON L9W 5S6
mtownsend@townofgrandvalley.ca
519-928-5652 extension 222

Denise Holmes

From: Eowyn Spencer <espencer@grandriver.ca>
Sent: Monday, July 27, 2026 1:14 PM
To: Denise Holmes
Subject: 2027 Grand River Conservation Authority Draft Budget for Consultation

Office of the Municipal Clerk
Township of Melancthon
157101 Highway #10
Melancthon ON L9V 2E6

By email: dholmes@melancthontownship.ca

Dear Township of Melancthon,

Re: 2027 Grand River Conservation Authority Draft Budget for Consultation

Please be advised that on July 27, 2026, the General Membership of the Grand River Conservation Authority (GRCA) approved the GRCA's Budget 2027 Draft #1 for consultation purposes. The approved motion is as follows:

THAT Report Number GM-07-26-69 – Budget 2027 – Draft #1 be approved for consultation purposes, circulated to all participating municipalities, posted to the GRCA website, and written notice provided to the Ministry of Environment, Conservation and Parks and the Ontario Provincial Conservation Agency.

This consultation circulation is required under [Ontario Regulation 402/22: Budget and Apportionment](#), which came into effect July 1, 2023, and sets out requirements for Conservation Authority budgets and municipal apportionment.

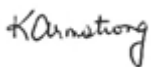
The [GRCA staff report and draft 2027 budget](#) outline the programs and services of the GRCA and how those programs are expected to be funded in 2027. The municipal apportionment information is attached for ease of reference.

This draft budget includes a total municipal apportionment amount of \$14,736,000, which represents a 3.5% increase over 2026. Municipal apportionment of General Operating Expenses, Category 1 Operating Expenses, and Category 2 Operating Expenses have been allocated to participating municipalities using Modified Current Value Assessment (MCVA) information in the watershed, which was provided by the Ministry of Natural Resources (MNR).

Under O.Reg.402/22, municipal apportionment and the budget must be approved at separate meetings. Further to our correspondence on July 6, 2026, the GRCA's budget process timing for 2027 is occurring earlier in the year due to the upcoming municipal election and the proposed conservation authority amalgamation process. The 2027 Municipal Apportionment vote is scheduled to occur at the GRCA General Membership meeting on September 25, 2026, and the Final 2027 Budget vote is scheduled for the meeting on October 23, 2026.

GRCA staff are available to present and discuss the draft budget with municipal staff and/or councils upon request. Should you have any questions or feedback, please contact the undersigned.

Sincerely,
On behalf of



Karen Armstrong,
Deputy CAO/ Secretary-Treasurer

INFO 2
SEPT 3 2026

How did we do? Please complete our customer satisfaction survey: [Click here to complete the survey](#)

Denise Holmes

From: Eowyn Spencer <espencer@grandriver.ca>
Sent: Thursday, July 9, 2026 1:48 PM
To: clerks@brantford.ca; clerks@guelph.ca; clerk@hamilton.ca; clerks@brant.ca; clerksoffice@oxfordcounty.ca; clerk; clerks@northperth.ca; clerks@norfolkcounty.ca; clerks@halton.ca; regionalclerk@regionofwaterloo.ca; clerks@erin.ca; Meghan Townsend; Nicole Martin; kokane@centrewellington.ca; pavgoustis@eastgarafraxa.ca; aknight@get.on.ca; lwheeler@mapleton.ca; Denise Holmes; acarter@pertheast.ca; admin@puslinch.ca; lgreen@southgate.ca; 'minister.mecp@ontario.ca'; kwallace@wellington-north.com
Cc: Angela Coleman; Karen Armstrong
Subject: Notification of Grand River CA By-Law 1-2026

To: Minister of Environment, Conservation and Parks and Grand River watershed participating municipalities:

Please be advised that on June 26, 2025, the General Membership of the Grand River Conservation Authority adopted [GRCA Administrative By-law 1-2026](#) and has received the applicable authorization from the Ontario Provincial Conservation Agency. Our by-law is made available to members of the public on our [Governance webpage](#).

Kind regards,

Eowyn Spencer

Supervisor of Administrative Services
Grand River Conservation Authority

400 Clyde Road, PO Box 729
Cambridge, ON N1R 5W6
Office: 519-621-2763 ext. 2200
Toll-free: 1-866-900-4722

www.grandriver.ca | [Connect with us on social](#)

How did we do? Please complete our customer satisfaction survey: [Click here to complete the survey](#)



July 17, 2026

Subject: ELERCA Transition – Project Executive Appointed

We are writing to provide an update on the amalgamation of the Catfish Creek Conservation Authority (CCCA), Grand River Conservation Authority (GRCA), Kettle Creek Conservation Authority (KCCA), and Long Point Region Conservation Authority (LPRCA) into the future Eastern Lake Erie Regional Conservation Authority (ELERCA).

As you know, Ontario's 36 conservation authorities are preparing to amalgamate into nine regional conservation authorities on February 1, 2027. As part of this process, each conservation authority was required to appoint two representatives, its General Manager/CAO and one elected board member, to a Transition Committee by June 30, 2026.

The Ontario Provincial Conservation Agency (OPCA) is overseeing the transition, including the recruitment and appointment of a Project Executive for each new regional conservation authority. The Project Executive will chair the regional Transition Committee and serve as the inaugural CAO of the new organization. On July 15, 2026, the OPCA announced that Samantha Lawson, CAO of the Grand River Conservation Authority, has been appointed to this role for ELERCA. Samantha has been with the GRCA for 21 years, serving in a variety of positions before becoming CAO seven years ago.

The Chairs, Vice Chairs, and General Managers/CAOs of the four conservation authorities have already issued a [Joint Statement](#) on the amalgamation and approved the [Guiding Principles for Transition](#). These principles will help guide the work ahead and reflect a shared commitment to building the Eastern Lake Erie Regional Conservation Authority in a manner that is grounded in science, informed by local knowledge, and strengthened through collaboration and partnerships.

We recognize that organizational change may raise questions and concerns. Throughout this process, we are committed to maintaining open, transparent, and ongoing communication with our municipal partners and stakeholders. Our priority is to ensure a seamless transition while continuing to deliver the programs and services that municipalities, residents, and watershed communities rely on.

Following OPCA approval, the Transition Committee is expected to begin meeting later this summer. We remain committed to keeping municipalities informed and engaged as the transition progresses and will continue to share updates as key milestones are reached. In the interim, questions regarding the transition may be directed to Samantha Lawson at slawson@grandriver.ca.

Morgaine Griffin
CCCA Chair

John Challinor II
GRCA Chair

Todd Noble
KCCA Chair

Doug Brunton
LPRCA Chair

INFO 4
SEPT 3 2026



TOWN OF SHELburnE

Planning & Development Department

July 24th, 2026

CIRCULATED BY E-MAIL TO:

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

APPLICATION FOR ZONING BY-LAW AMENDMENT

FILE NO: Z26/02
PROJECT: 712 MAIN STREET EAST

Please take notice that an application has been submitted to the Town of Shelburne for the approval of a Zoning By-law Amendment for the purpose of adding a Private School as a permitted use to the Service Commercial (C3) Zone for the land municipally known as 712 Main Street East in the Town of Shelburne. A copy of the Notice of Public Meeting, the application, and the site plan submitted by the applicant are attached. Please contact me should you require additional information to complete your review.

I would appreciate any comments, concerns or conditions you may have by:

Friday, August 14th, 2026.

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

Sincerely,

Steve Wever, MCIP, RPP
Town Planner

Attachment(s)



THE CORPORATION OF THE TOWN OF SHELburne NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING

UNDER SECTION 34 OF THE PLANNING ACT

Take notice that the Council of the Corporation of the Town of Shelburne has received a complete application for a Zoning By-law Amendment (File No. Z26/02) and will hold a public meeting on:

MONDAY, AUGUST 24, 2026

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

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

The subject property is municipally known as 712 Main Street East and is legally described as Part of Lot 1, Concession 2, being Parts 1, 2, 3 and 4 on Reference Plan 7R-4051, Town of Shelburne, County of Dufferin. The property is designated as Arterial Commercial in the Town of Shelburne Official Plan and is zoned Service Commercial (C3) in the Zoning By-law. The accompanying map illustrates the location of the land subject to the proposed zoning amendment.

The purpose and effect of the Amendment is to add a site-specific provision to permit a Private School on the subject property whereas the Zoning By-law does not permit this use in the C3 Zone.

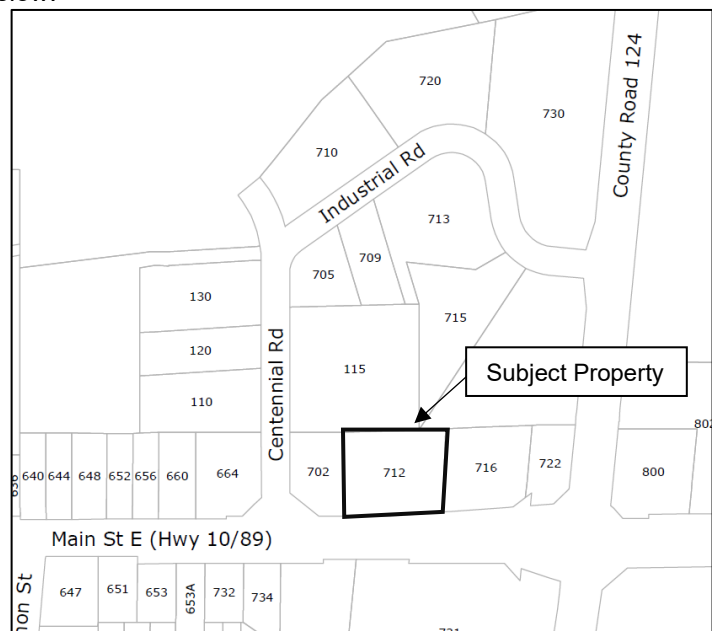
At the meeting you will be given the opportunity to ask questions and indicate whether you support or oppose the Zoning By-law Amendment. Written submissions will be accepted by the Clerk up to 4pm on the day of the Public Meeting.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Town of Shelburne to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Clerk of the Town of Shelburne before the by-law is passed, the person or public body is not entitled to appeal the decision and may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

The information submitted with the application is available upon request by contacting planning@shelburne.ca. A copy of the staff report and the proposed Zoning By-law Amendment will be available on the Town's website (www.shelburne.ca) prior to the meeting, in the Council agenda package. If you wish to be notified of the passing of the proposed Zoning By-law Amendment, you must make a written request to the Town at the address below.

Dated at the Town of Shelburne on
the 24th day of July, 2026.

Jennifer Willoughby, Clerk
Town of Shelburne
203 Main Street East
Shelburne, Ontario L9V 3K7
Phone: 519-925-2600
Email: clerk@shelburne.ca



203 Main Street East
Box 69
Shelburne, Ontario
L0N 1S0
Tel: (519) 925-2600
Fax: (519) 925-6134
www.townofshelburne.on.ca



For Office Use Only

File #: Z26/02
Date Received: July 20 2026
Date Accepted: July 21 2026
Application Fees:
\$4,330.00

**TOWN OF SHELBURNE
APPLICATION FORM FOR AN ZONING BY-LAW AMENDMENT**

Date Received: _____

1. APPLICATION INFORMATION

Name of Applicant: D+H Architects Inc. - Architect- Wesley Gowing

Mailing Address: 45 Mill Street, Orangeville, ON L9W 2M4

Telephone Number (Home): _____ Fax Number: _____

Telephone Number (Business): 519-941-0912 x226 Email Address: wgowing@dharchitects.ca

2. OWNER

If the Applicant is not the Owner of the subject lands, than authorization from the Owner is required, as well as the following information:

Name: 1000880192 Ontario Inc. (Satish Copra)

Mailing Address: 6 Viewmount Cresc, Brampton, ON L6Z 4P4

Telephone Number: 905-301-8378 Fax Number: EMAIL: chopsonic@hotmail.com

3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES

Name: _____

Mailing Address: _____

Name: _____

Mailing Address: _____

04/04/2013

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

4. SUBJECT LANDS

Lot: 7 to 9 Concession: 2

Reference Plan: 13A Part/Block/Lot: 32

Street Name and Number: 712 Main Street East, Shelburne
(if corner lot please include both street names)

Area of subject lands: 4,493.8 m2 Frontage: 76 m

Depth: 60 m

What is the current use of the subject land? Business & Personal Services (Offices)

What is the proposed use of the subject lands? School, Private

When were the subject lands acquired by the current owner? 2024

How long have the existing uses continued on the subject lands? Since 1993 (original building)

5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation of the subject lands? Commercial

What is the present zoning? C3 Service Commercial

What is the purpose of the proposed Zoning By-law Amendment? _____

To permit 'School, Private' use on the property.

6. PROPOSED DEVELOPMENT

Please describe any proposed development on the subject lands (include buildings, floor area, height, parking spaces, etc. and attached plans with site and development statistics):

No development proposed.



04/04/2013

7. ACCESS

Is the subject land accessible by:

- ☒ Provincial highway
☐ Municipal road (maintained year round)
☐ Right of way
☐ Other, describe _____

8. SERVICING

	<u>Municipal</u>	<u>Private</u>	<u>Other</u>
Water Supply	☒	☐	☐
Sewage Disposal	☒	☐	☐
Frontage on Road	☒	☐	☐

Is storm drainage provided by:

☐ Storm Sewer	☐ Ditch	☒ Swale
☐ Other, describe _____		

9. STATUS OF OTHER APPLICATION

Are the subject lands the subject of any other applications under the Planning Act?

☐ Yes ☒ No ☐ Unknown

If yes, describe the application(s)? _____

10. DRAWINGS

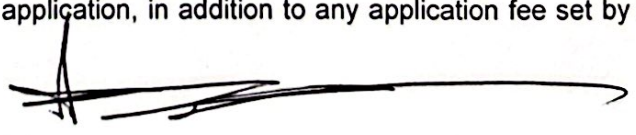
Drawings shall be provided as required in the Official Plan Amendment Process sheet.

11. PAYMENT OF FEES

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

July 20, 2026

Date



Signature of Owner/Applicant

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested. **Owner**

04/04/2013

12. AUTHORIZATION

I/We 1000880192 Ontario Inc. (Satish Copra) am/are the owner(s) of the subject lands for which this application is to apply. I/We 1000880192 Ontario Inc. (Satish Copra) do hereby grant authorization to D+H Architects Inc. to act on my/our behalf in regard to this application.

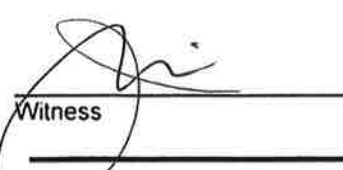
July 20, 2026
Date


Signature of Registered Owner(s)

13. AFFIDAVIT

I, Wesley Gowing of the Town of Orangeville in the County Dufferin solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under other, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME AT Town of Shelburne
in the County of the Dufferin
this 26 day of JULY 2026.


Witness


Signature of Registered Owner (s) or Agent

14. PERMISSION TO ENTER

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

July 20, 2026
Date


Signature of Registered Owner (s) or Agent

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council agenda. The agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-2600.

04/04/2013



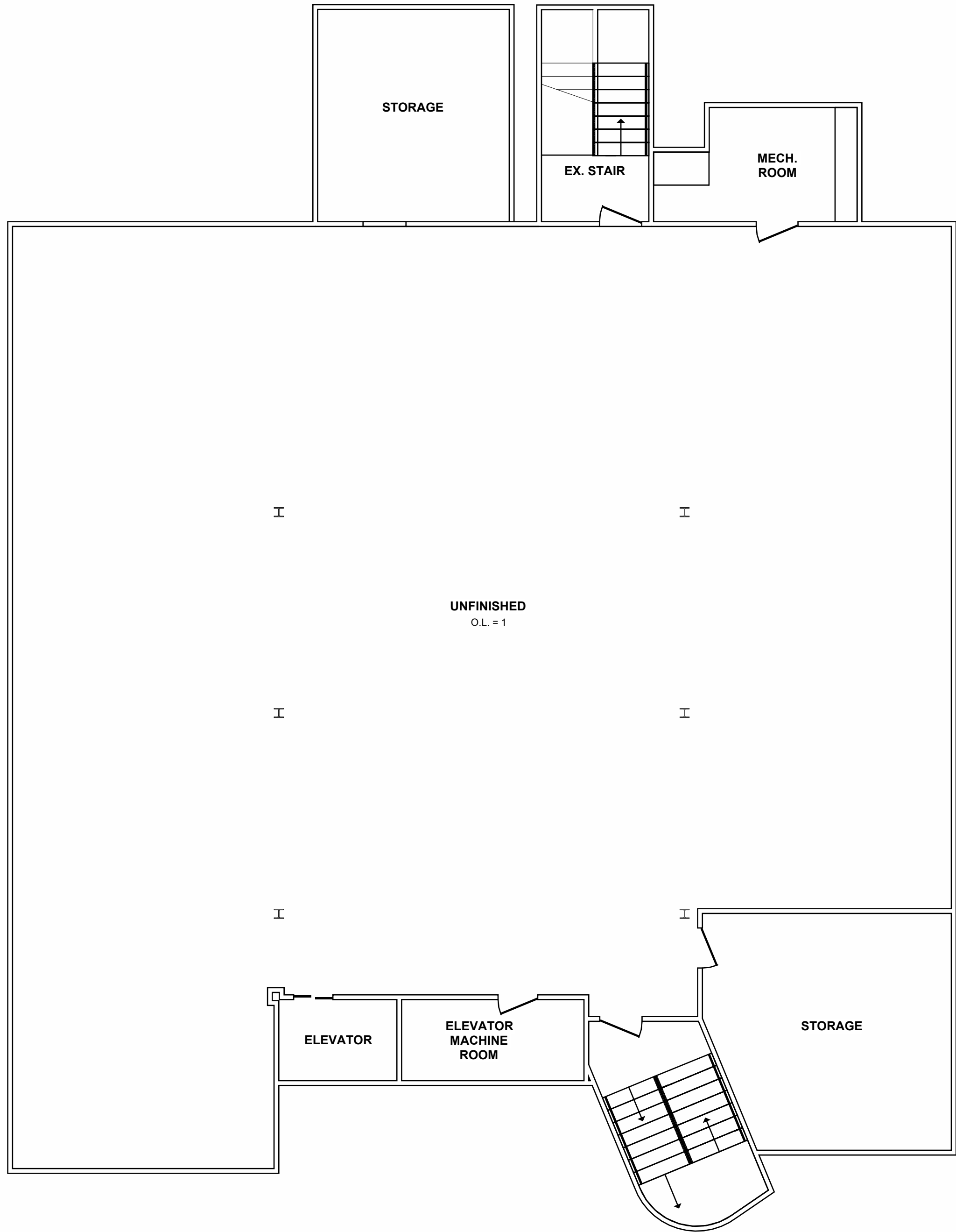
45 MILL STREET
ORANGEVILLE, ONTARIO, L9W 2M4
PH# 519-941-0912
FAX# 519-941-5142
E-MAIL: mail@d+harchitects.ca

Name of Project:
BY DESIGN LEARNING CENTRE

LOCATION:
SHELBURNE, ONTARIO

Item	Ontario Building Code Data Matrix - Part 10 - Change of Use				OBC Reference ¹	
10.00	Building Code Version:	O. Reg. 163/24		Last Amendment:	O. Reg. 447/24	
10.01	Project Type:	■ Change of Use: Description: CHANGE FROM CLINIC TO PRIVATE SCHOOL				[A] 1.1.2
10.02	Major Occupancy Classification:	Occupancy ASSEMBLY (A2) - -	Use PRIVATE SCHOOL - -			3.1.2.1(1)
10.03	Superimposed Major Occupancies:	■ No ☐ Yes Description: -				3.2.2.7
10.04	Building Height:	2 Storey's above grade 1 Storey's below grade		9.4 (m) Above grade	[A]1.4.1.2 & 3.2.1.1	
10.05	Number of Streets/ Firefighter Access:	1 Street(s)		3.2.2.10 & 3.2.5		
10.06	Building Size:	☐ Small ☒ Medium ☐ Large ☐ >Large				T.11.2.1.1B to N
10.07	Existing Building Classification:	Change in Major Occupancy: ☒ Yes ☐ Not Applicable (no change in major occupancy) Construction Index: 5 Hazard Index: 4 Importance Category: ☐ Low ☒ Normal ☐ High ☐ Post-disaster				11.2.1.1 T11.2.1.1A T11.2.1.1B to N 4.2.1(3), 5.2.2.1(2)
10.08	Occupant Load:	Floor Level/Area	Occupancy Type	Based On	Occupant Load (Persons)	3.1.17
		SECOND FLOOR	ASSEMBLY (SCHOOL)	TABLE 3.1.17.1	37	
		MAIN FLOOR	ASSEMBLY (SCHOOL)	TABLE 3.1.17.1	65	
		BASEMENT	ASSEMBLY (SCHOOL)	TABLE 3.1.17.1	1	
		-	-	-	-	
10.09	Reduction in Performance Level:	Structural floor framing system: ☒ No ☐ Yes Structural roof framing system: ☒ No ☐ Yes Early warning and evacuation system: ☐ No ☒ Yes Change in use/major occupancy: ☒ No ☐ Yes NOTE #1 Hazard Index : Construction Index: ☒ No ☐ Yes Change to residential occupancy: ☒ No ☐ Yes Multiple occupancy fire separations: ☒ No ☐ Yes Non-compliance with 3.1.3.2 or 9.10.9.12: ☒ No ☐ Yes Change to sanitary flow/discharge: ☒ No ☐ Yes Use changed to retirement home: ☒ No ☐ Yes Other: ☒ No ☐ Yes				10.3.2.2(1) 10.3.2.2(1) 10.3.2.2(3) 10.3.2.2(4) 10.3.2.2(5) 10.3.2.2(7) 10.3.2.2(9) 10.3.2.2(10) 10.3.2.2(11) 10.3.2.2(12)
10.10	Compliance Alternatives Proposed:	■ No ☐ Yes (give number(s)) - - -				11.5.1
10.11	Notes:	NOTE #1 - EXCEPTION APPLIES SINCE THE CI IS GREATER THAN THE HI OF THE NEW OCCUPANCY -				11.5.1

¹ All references are to Division B of the OBC unless preceded by [A] for Division A and [C] for Division C.



DIMENSIONS & SCALE NOTICE:
CHECK AND VERIFY ALL DIMENSIONS BEFORE PROCEEDING WITH THE WORK. DO NOT SCALE THIS DRAWING. ANY DISCREPANCY OBSERVED SHOULD BE REPORTED IMMEDIATELY TO D+H ARCHITECTS INC.

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No.	Description	Date
2	ZONING AMENDMENT	2026.07.20
1	SITE PLAN FOR OWNER REVIEW	2026.07.16

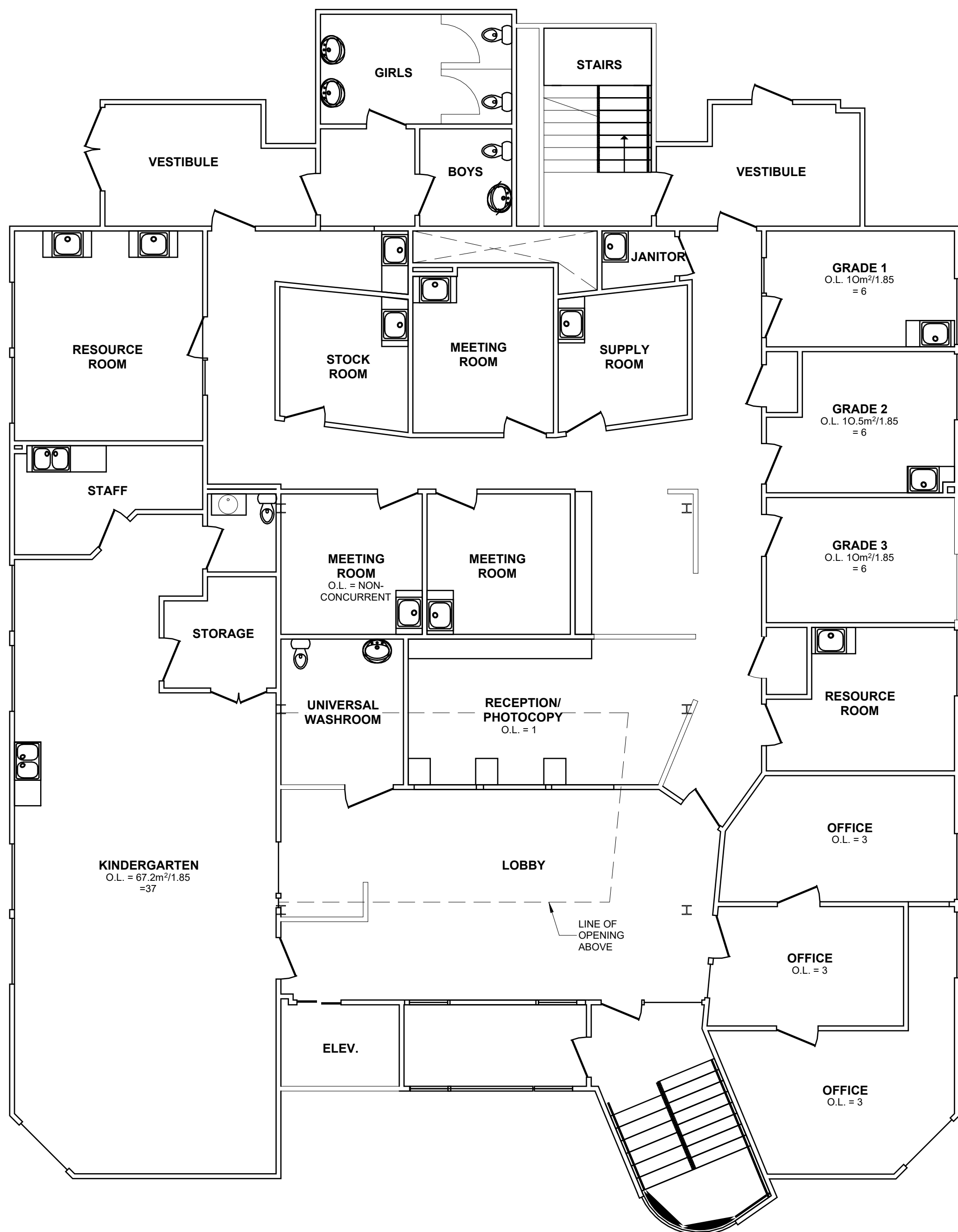


45 MILL ST, ORANGEVILLE, ON, L9W 2M4 519-941-0912

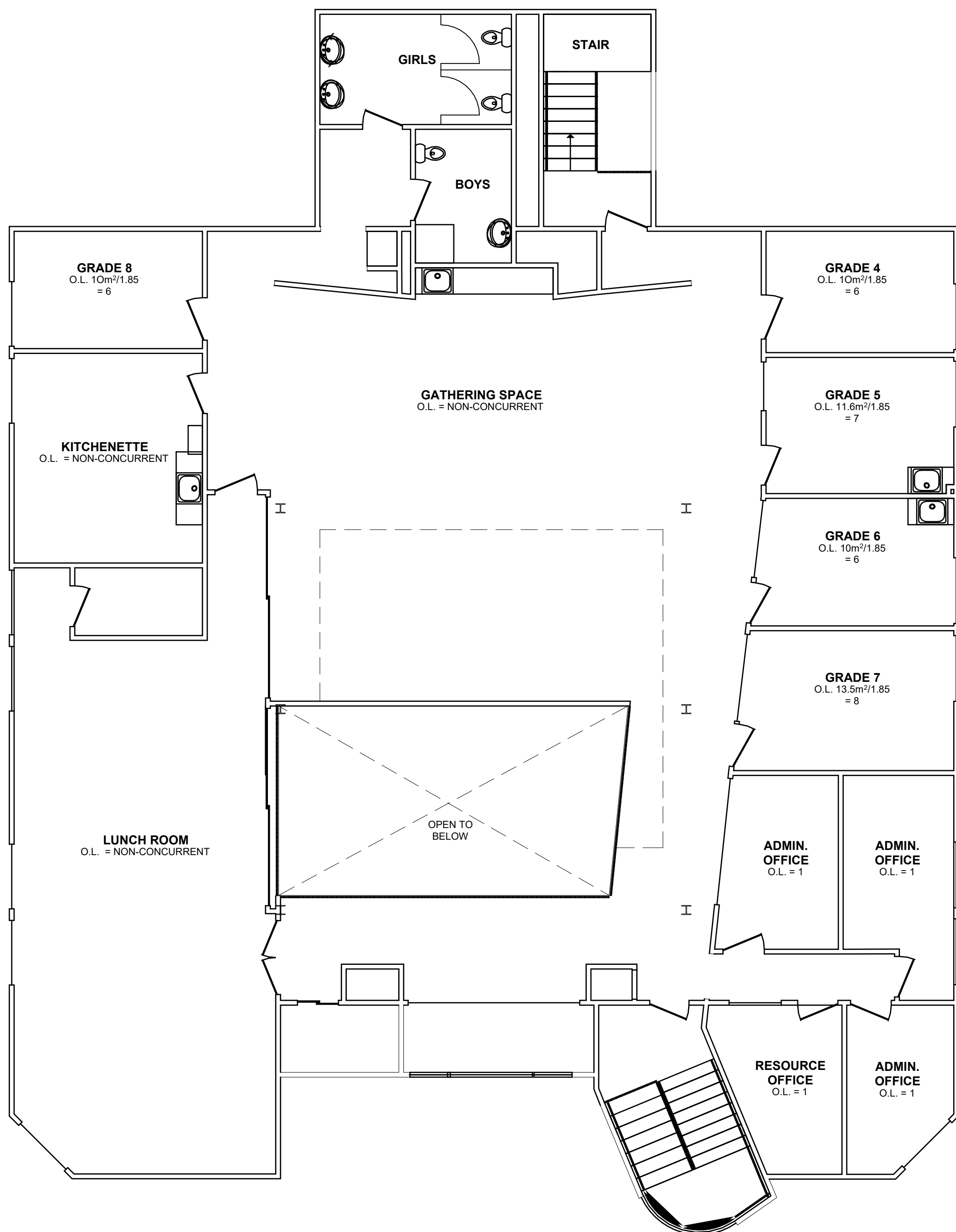
CONSULTANT

PROJECT CHANGE OF USE FOR:
BY DESIGN LEARNING CENTRE
SHELBURNE 712 MAIN STREET E ONTARIO
SHEET TITLE
BASEMENT

	PROJ. NO.	24-136
	DATE	JULY 2026
	DRAWN BY	WG
	CHECKED	WG
	SCALE	As indicated
	DATE PLOTTED	2026-07-20 2:14:14 PM
DRAWING NO.		A2.0



1 MAIN FLOOR
A2.1 1 : 75



2 SECOND FLOOR
A2.1 1 : 75

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No.	Description	Date
2	ZONING AMENDMENT	2026.07.20
1	SITE PLAN FOR OWNER REVIEW	2026.07.16



45 MILL ST, ORANGEVILLE, ON, L9W 2M4 519-941-0912

CONSULTANT

PROJECT CHANGE OF USE FOR:
BY DESIGN LEARNING CENTRE
SHELBURNE 712 MAIN STREET E ONTARIO
SHEET TITLE
MAIN & SECOND FLOOR PLANS



PROJ. NO.	24-136
DATE	JULY 2026
DRAWN BY	-
CHECKED	-
SCALE	1 : 75
DATE PLOTTED	2026-07-20 2:14:16 PM
DRAWING NO.	A2.1



D+H
ARCHITECTS INC.

July 22, 2026

To: Town Of Shelburne Planning Department
203 Main Street E
Shelburne ON, L9V 3K7
Attention: Jenna Wenzel, CPT, Planning Coordinator
planning@shelburne.ca

RE: Zoning By-law Amendment Application, 712 Main Street East, Shelburne — Compiled Supporting Information and Justification

Dear Jenna,

We have reviewed and are in support of the attached letter provided by: By Design Learning Centre. Should you have any further questions, please feel free to contact me by phoning the office.

Sincerely,



Wesley Gowing, Architect
D+H Architects Inc.
M.Arch., OAA

Encl: Letter from Owner-By Design Learning Centre.

Cc: Owner – Sarah Mailhot, By Design Learning Centre.



**By Design
Learning
Centre**

Address 207321 ON-9, Mono, ON L7K 2A2

Phone 519-943-5475

Email sarah@bydesignlearning.ca

Web www.bydesignlearning.ca

July 22, 2026

Jenna Wenzel, CPT, Planning Coordinator
Town of Shelburne
203 Main Street East
Shelburne, ON L9V 3K7

Re: Zoning By-law Amendment Application, 712 Main Street East, Shelburne — Compiled Supporting Information and Justification

Dear Ms. Wenzel,

Thank you for your emails of July 21, 2026. As requested, this letter compiles the information previously provided together with the further justification and operational details requested, so that it may be circulated with the application. It addresses: the nature of the proposal, justification and demand for this size and type of use, why this location and building meet the needs of the school, and transportation including school trips and outings.

1 The Proposal: An Established School Relocating in Full

By Design Learning Centre (BDLC) is an established independent elementary school currently operating in Orangeville. This application is for the relocation of the existing school in its entirety to 712 Main Street East. It is not a second location and not a new or untested operation. The school has outgrown its current premises and has actively searched for a suitable new home for the past two years without success.

Buildings appropriate for an independent school are genuinely scarce. They must satisfy Ontario Building Code requirements for a school occupancy, provide appropriately sized instructional rooms, and allow safe parent drop off within a community context families can reach easily. Very few properties in the region meet these tests. The property at 712 Main Street East is the first building identified in that two year search that meets the functional needs of the school while also fitting the scale and character of the surrounding community.

2 **Justification and Demand for this Size and Type of Use**

Provincial demand. Demand for independent education in Ontario is strong and growing. Enrolment in Ontario independent schools grew 4.6 percent from 2021-22 to 2022-23 and a further 5.8 percent the following year, reaching 167,802 students (Statistics Canada, as analyzed by Cardus). The number of independent schools grew almost 52 percent between 2013-14 and 2019-20, the largest growth of any Canadian province, and approximately seven percent of young Ontarians now attend an independent school. Most newly established independent schools enrol fewer than forty students and operate with small staff teams, consistent with the scale proposed here and with the Town's decision to request a letter rather than a full Planning Justification Report.

Local growth and demographics. Shelburne is among the fastest growing communities in Canada. The 2016 Census identified Shelburne as the fastest growing small town in Ontario and second fastest in Canada, with 39 percent growth from 2011 to 2016. The 2021 Census recorded a population of 8,994, a further 10.7 percent increase, nearly double the provincial average, with a median age of 36.8, average household size of 2.9, one third of households with four or more people, and a median household income of \$99,000. Cardus research has consistently found that Ontario independent school families are drawn from across the income spectrum, and BDLC's sustained enrolment demonstrates this demand exists locally. Dufferin County is forecast to grow to approximately 95,000 residents by 2051 under the provincial Growth Plan.

Pressure on existing schools. The UGDSB's Primrose ES Boundary Review Final Report (January 2024, available on the Town of Shelburne website) documents that Hyland Heights ES, Glenbrook ES, and Centre Dufferin District High School are all at or over capacity, and that Primrose ES was operating 23 classes in 17 classrooms with six portables on site. Board wide, the UGDSB projects roughly 5,000 additional students by 2030, with 31 elementary and six secondary schools potentially over capacity. A small independent school responds to demonstrated local demand while relieving, rather than adding to, pressure on the public system at no cost to public school boards.

3 **Why this Location and this Building Meet the Needs of the School**

There is currently no independent school located in the Town of Shelburne. The private schools serving Dufferin County (Hillcrest Private School, Orangeville Christian School, and The Maples Academy) are all located in the surrounding area, as noted on the Town's own Schools webpage, and as staff have observed, this is the first application of its type the Town has received. Shelburne families seeking an independent option currently travel to Orangeville or beyond. Relocating BDLC to 712 Main Street East closes that service gap, reduces daily vehicle trips out of the community, and keeps education related activity and spending within Shelburne.

The building itself offers a larger facility better suited to the school's programming than its current premises, with appropriately scaled instructional spaces and on site parking and drop off. The proposal reuses an existing building within the built up area of the Town rather than consuming greenfield land, consistent with intensification and efficient land use objectives of the Provincial Planning Statement, the Dufferin County Official Plan, and the Town's Official Plan. A small school is a low intensity, daytime, community serving use compatible with the Main Street East corridor, contributing to a complete community in which residents can live, work, and learn locally.

4 Transportation, Including School Trips and Outings

BDLC does not operate school bussing. All students are dropped off and picked up by parents or guardians using the on site parking and circulation area, so no bus loading zone is required and parking is not impacted by bus operations. Parking supply and layout are addressed on the site plan.

With respect to trips and outings: these are infrequent, occurring only a few times per year, and transportation for most outings is arranged through parent volunteer carpools using ordinary passenger vehicles, functioning identically to daily drop off. On the rare occasion a chartered coach is used, boarding and pickup are arranged curbside at a suitable location within a short walking distance of the school, so no bus enters or maneuvers within the site. The proposed use therefore generates no bus traffic on the property and requires no site design provisions for large vehicles.

No outdoor play area is planned at this time.

Closing

We trust this letter, together with the application materials, provides staff with what is needed for the report and for circulation. The commissioned portion of the application form will follow by Monday, July 27, 2026. Please contact the undersigned with any questions.

Sincerely,



Sarah Mailhot

Founder, By Design Learning Centre
519-943-5475
sarah@bydesignlearning.ca

Prepared with support of:

Wesley Gowing

Architect (Partner), DH Architects
519-941-0912 x.226
wgowing@dharchitects.ca

LEGAL DESCRIPTION

EAST HALF LOT 1 CONCESSION 2, OLD SURVEY (FORMERLY IN THE TOWNSHIP OF MELANCTHON NOW IN THE TOWN OF SHELBURNE, COUNTY OF DUFFERIN)

SITE INFORMATION WAS BASED ON SURVEY PREPARED BY PJ WILLIAMS O.L.S. 1992

PROPERTY LINE	---
BUILDING SETBACKS	---
LANDSCAPING SETBACKS	---
CONC. CURB	---
CONC. CURB & GUTTER	---
WATER MAIN	---
SANITARY SEWER	---
STORM SEWER	---
WEAVING TILE	---
MANHOLE	○ MH# 1
CATCH BASIN	■ CB# 1
CATCH BASIN/MANHOLE	○ CB-MH# 1
FIRE HYDRANT	⊕ FH
EXISTING ELEVATION	111.111
NEW ELEVATION	111.111
SWALE	---
SLOPE	---
HYDRO POLE	○ HP
WALL-PACK LIGHT FIXTURE	⊞
LIGHT STANDARD	○ LS
OVERHEAD HYDRO	---
BELL TELEPHONE	---
GAS LINE	---
RELOCATED DRIVE WAY LIGHTS	⊙ R
NEW DRIVE WAY LIGHTS	⊙ N
BOREHOLE	⊕ BH# 1
TESTPIT	⊕ TP# 1
BARRIER FREE PARKING SPACE	⊕

SITE DESCRIPTION

PROPERTY IDENTIFICATION NUMBER (PIN) -
OFFICIAL PLAN DESIGNATION (CURRENT): COMMERCIAL
ZONING (CURRENT): C3 SERVICE COMMERCIAL

BUILDING CLASSIFICATION

OCCUPANCY: SCHOOL, PRIVATE
CLASSIFICATION: 3.2.2.27. GROUP A, DIV
2, UP TO 2 STOREYS,
SPRINKLERED

BUILDING STATISTICS

GROSS FLOOR AREA (m2)	BASEMENT	MAIN	SECOND	TOTAL
EXISTING	478.6	491.85	431.60	1402.05
PROPOSED	-	-	-	-
GFA - TOTAL	478.6	491.85	431.60	1402.05

NUMBER OF PARKING SPACES REQUIRED

PARKING CALCULATION: 1.5 SPACES PER CLASSROOM FOR ELEMENTARY SCHOOLS x 15 CLASSROOMS = 22.5 OR 23 SPACES REQUIRED
BARRIER FREE PARKING CALCULATION: 1 REQUIRED FOR EVERY 20 TO 99 SPACES PROVIDED = 1 SPACE REQUIRED

TOTAL PARKING SPACES PROVIDED: 38 SPACES
TOTAL BARRIER-FREE PROVIDED (INCLUDED ABOVE): 2 SPACES

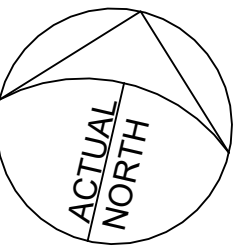
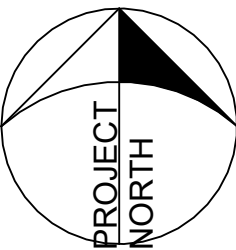
TYPICAL PARKING SPACE: 2.75 m x 5.5 m
TYPICAL BARRIER-FREE PARKING SPACE: 4.5 m x 6.0 m
AISLE WIDTH (min.): 6.0 m (min.)
LOADING SPACE REQUIREMENT: N/A PER 3.10.6

SITE STATISTICS

	REQUIRED	PROVIDED
LOT AREA (MIN.):	750 m²	4493.8 m²
LOT FRONTAGE (MIN.):	25 m	76 m
LANDSCAPED OPEN SPACE (MIN.):	15 %	44 %
LOT COVERAGE (MAXIMUM):	30%	11 %
FRONT YARD SETBACK (MIN.):	6.0 m	18.6 m
INTERIOR SIDEYARD SETBACK (MIN.):	3.0 m	23.8 m
EXTERIOR SIDEYARD SETBACK (MIN.):	6.0 m	N/A
REARYARD SETBACK (MIN.):	4.5 m	13.7 m
LANDSCAPE BUFFER:	1.5 m	1.6 m
LOT DEPTH:	- m	- m
BUILDING HEIGHT (MAX):	10 m	9.4 m

DIMENSIONS & SCALE NOTICE:
CHECK AND VERIFY ALL DIMENSIONS BEFORE PROCEEDING WITH THE WORK.
DO NOT SCALE THIS DRAWING. ANY DISCREPANCY OBSERVED SHOULD BE REPORTED IMMEDIATELY TO D+H ARCHITECTS INC.

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No.	Description	Date
2	ZONING AMENDMENT	2026.07.20
1	SITE PLAN FOR OWNER REVIEW	2026.07.16



45 MILL ST, ORANGEVILLE, ON, L9W 2M4 519-941-0912

CONSULTANT

PROJECT CHANGE OF USE FOR:

BY DESIGN LEARNING CENTRE

SHELBURNE 712 MAIN STREET E ONTARIO

SHEET TITLE

EXISTING SITE PLAN

	PROJ. NO.	24-136
	DATE	JULY 2026
	DRAWN BY	WG
	CHECKED	WG
	SCALE	As indicated
	DATE PLOTTED	2026-07-20 2:14:10 PM
DRAWING NO.		A1.0



TOWN OF SHELBURNE

PLANNING & DEVELOPMENT

Zoning By-law Amendment

Circulation Response Form

Files: **Z26/02**

Project: **Application for Zoning By-law Amendment**
 712 Main Street East
 Part of Lot 1, Concession 2, being Parts 1, 2, 3 and 4 on Reference Plan
 7R-4051, Town of Shelburne, County of Dufferin

If you have no comments or objection to the approval of the above noted application please complete this form and email it to the **Town Planner** at the Town of Shelburne by **Friday, August 14th, 2026**.

Email: **planning@shelburne.ca**

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

Agency Name
(Please Print)

Representative Name
(Please Print)

Representative Title
(Please Print)

Signature

Date

Denise Holmes

From: EA Modernization (MECP) <EAModernization.MECP@ontario.ca>
Sent: Thursday, August 6, 2026 3:47 PM
To: EA Modernization (MECP)
Subject: New regulation to focus municipal environmental assessment requirements

This email was detected with some suspicious properties. Are you sure it is legitimate?

Good afternoon,

The Ministry of the Environment, Conservation and Parks (MECP) is continuing to modernize the environmental assessment framework by creating a [streamlined environmental assessment regulation for municipal infrastructure projects](#) that will help municipalities deliver critical infrastructure faster while protecting the environment.

Effective January 1, 2027, the new regulation will replace the Municipal Class Environmental Assessment (EA) with the Municipal Project Assessment Process (MPAP) for more complex municipal infrastructure projects. The new approach maintains strong environmental oversight while streamlining requirements and providing a clearer, more predictable process. For designated projects, public review and consultation can be completed in as little as five months.

The regulation also introduces an Archaeological Assessment Process (AAP) for certain other projects to identify potential impacts to archaeological resources and maintain opportunities for input from Indigenous communities.

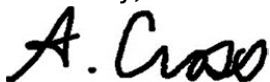
Over the coming months, the ministry will develop guidance and work with Ontario municipalities and the municipal development sector to support implementation of the new framework and a smooth transition ahead of the January 1, 2027, effective date.

As part of our ongoing efforts to modernize the environmental assessment program, the ministry will be reviewing the remaining Class EA processes and will consult on any proposed changes before they are made. Streamlining approvals while maintaining strong environmental protections is part of the government's plan to protect Ontario by supporting housing, accelerating infrastructure delivery and driving economic growth across the province.

More information about these changes, including which projects will be subject to the new requirements, process details and transition provisions, is available on the [Environmental Registry of Ontario](#). Until the new regulation comes into force, the Municipal Class EA process will continue to apply.

If you have questions, please contact the EA Modernization team at:
EAmmodernization.mecp@ontario.ca.

Sincerely,



Annamaria Cross
Director, Environmental Assessment and Permissions Modernization Branch
Ministry of the Environment, Conservation and Parks

**Niagara Escarpment
Commission**
232 Guelph Street
Georgetown, ON L7G 4B1
Tel. No.: 905-877-5191

1450 7th Avenue East
Owen Sound, ON N4K 2Z1
Tel. No. (519) 371-1001

nec@ontario.ca
<https://escarpment.org>

**Commission de l'escarpement du
Niagara**
232, rue Guelph
Georgetown ON L7G 4B1
No de tel. 905-877-5191

1450 7^e avenue Est
Owen Sound, ON N4K 2Z1
No de tel. (519) 371-1001

nec@ontario.ca
<https://escarpment.org>



Date: 08/21/2026

Request for Comments

Under the Niagara Escarpment Planning and Development Act

To:

All Escarpment municipalities
Grey Sauble Conservation Authority
Nottawasaga Valley Conservation Authority
Bruce Trail Conservancy
Ministry of Natural Resources
Ministry of Environment, Conservation and Parks

FROM:

Suzanne Robinson
Senior Strategic Advisor, Niagara Escarpment Commission

Re: Niagara Escarpment Plan Amendment PS 229 25 – Walker Duntroon Quarry

Location:

9861 & 9828 County Road 91
Lot 24& 25 Concession 12, Township of Clearview, Simcoe County

Proposal:

An application to amend Part 1.9.3.18 of the Niagara Escarpment Plan (NEP) has been submitted by Walker Aggregates Incorporated for a property located at 9861 Clearview Township Rd 91, Duntroon, Lot 24, Concession 12, Township of Clearview, Simcoe County, Duntroon. The amendment proposes to remove language from the site-specific permissions provided by Part 1.9.3.18 that requires relocation of the processing facilities to an adjacent quarry on Lot 25, Concession 12.

The Niagara Escarpment Commission, at its meeting of March 26, 2026, decided to initiate and circulate for comments, the proposed amendment noted above.

Pursuant to Sections 7 and 10 (1) of the *Niagara Escarpment Planning and Development Act*, the Commission invites your comments on this proposed Niagara Escarpment Plan Amendment. The Initial Staff Report and Amendment documents can be found on the NEC website at: <https://escarpment.org/planning/niagara-escarpment-plan-active-plan-amendments/>. Please submit comments to the Niagara Escarpment Commission **nec@ontario.ca** by **October 20, 2026**. Should comments not be received by this date, the Commission will assume that you have no objection or comments on the proposed amendment.

If you wish to receive further notice of the status of this application, you must submit a written request to the Commission.

Yours truly,



Suzanne Robinson
Senior Strategic Advisor

Resolution Number 2026-093
Title: Councillor Prendergast; Re: Regional Water Resources and Infrastructure
Date: August 10, 2026

Moved by Councillor Prendergast

Seconded by Councillor Andrews

Whereas emerging forms of critical infrastructure, including data centres, may have implications for groundwater resources, electricity demand, municipal servicing, land-use planning and regional infrastructure; and

Whereas data centres may also provide economic investment, employment, assessment growth, energy-sector opportunities, enhanced digital infrastructure, data sovereignty and cybersecurity benefits; and

Whereas the Town of Orangeville relies entirely on groundwater for its municipal drinking-water supply; and

Whereas planning decisions made within neighbouring municipalities may have cross-boundary impacts on drinking-water resources, infrastructure and municipal services; and

Whereas the County of Dufferin has an important role in coordinating regional planning matters that extend beyond municipal boundaries and affect more than one municipality;

Now therefore be it resolved:

That Council request that the County of Dufferin, in its regional planning role, undertake a comprehensive and balanced review of the potential advantages and disadvantages of new data centre development proposals within Dufferin County, including economic development, employment, assessment growth, electricity demand and capacity, digital infrastructure, data sovereignty and cybersecurity, groundwater resources, municipal servicing, land-use planning, regional infrastructure and cross-boundary impacts, to inform future planning decisions; and

That the County of Dufferin be requested to share the findings of the regional review with its local municipalities; and

That this resolution be circulated to the County of Dufferin, all local municipalities within Dufferin County and the Member of Provincial Parliament for Dufferin—Caledon for their information and consideration.



August 21, 2026

Via: Email

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

Dear Sarah:

Re: Drainage Superintendent Services
File No.: D-ME-SUP
Project No.: MSO019743.2026

As we are now into the third quarter of the business year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from March 27, 2026, through June 25, 2026.

The work undertaken during this period includes the following:

April 2026

- Telephone discussion with the Public Works Superintendent regarding replacement of a cross culvert on the 3rd Line, immediately north of Dufferin County Road 17. Provided specifications for two replacement culvert options for his consideration.
- Correspondence with property owner, Amos Martin (Pt. Lot 30, Concession 7 N.E.) regarding continued beaver activity in the Broster Drainage Works. Discussion with trapper, Dave Cowen, who was originally dispatched in fall 2025 prior to suspension of trapping operations for the winter, regarding the progress of trapping and the timeline for the dam removal.
- Received notice from property representative, Paulo Carrera (Pt. W1/2 Lot 285, Concession 2 S.W.) of beaver activity in the McCue Drainage Works. Dispatched trapper, Dave Cowen, and subsequent correspondence with both Dave and Paulo regarding the progress of trapping and timeline for the dam removal.
- Forwarded assessed property owner, Leo Blydorp a link to the March 5, 2026, Township of Melancthon Council Agenda, at which the Stewart Drainage Works Maintenance Levying By-law was adopted. Also provided a copy of the levying assessment schedule which formed Schedule A to the By-law.
- Provided a response to assessed property representative, Raj Atwal (Lot 264 & 265, Concession 2 S.W.) detailing the nature of the work, how assessments were calculated by prorating the maintenance costs over the assessment schedule contained in the governing

Engineer's report and forwarded a link to the March 5, 2026, Township of Melancthon Council Agenda, at which the Stewart Drainage Works Maintenance Levying By-law was adopted.

- Discussion with tenant farmer, Leo Blydorp (Pt. Lot 17, Concession 6 S.W.) and Contractor, Jeff Demmans (Demmans Excavating Inc.) regarding the timeline for levelling of the excavated material from the Gray Municipal Drain cleanout.
- Completed and submitted the 2025 municipal drain maintenance grant application for work completed on the Stewart Drainage Works. Uploaded the completed application along with supporting documentation to the Transfer Payment Ontario (TPON) website.

May 2026

- Reviewed and forwarded an invoice from Demmans Excavating Inc. for the minor cleanout on the Hicks Drainage Works downstream of Dufferin County Road 17.
- Submitted the Broster Drainage Works and McCue Drainage Works trapping assignments, for which the trapper was previously dispatched in April, through the Dufferin County Nuisance Beaver Program online application.
- Correspondence with property owner, Jesse Martin (Lot 15, Concession 4 N.E.) regarding continued beaver activity in the McNabb Drainage Works. Completed the Dufferin County Nuisance Beaver Program online application. Subsequently received notice from Dufferin County staff of another beaver dam downstream of Dufferin County Road 9 requiring immediate attention. Correspondence with the trapper regarding the progress of trapping and the timeline for the removal of the dams. Completed a site visit to investigate access for the excavator and coordinated with the Contractor the removal of the dam at Dufferin County Road 9.
- Received notice from property owner, Dale Rutledge (Lot 294 & 295, Concession 3 S.W.), of beaver activity in the Henry Drainage Works. Completed the Dufferin County Nuisance Beaver Program online application. Correspondence with trapper, Dave Cowen regarding the progress of trapping and timeline for the dam removal.
- Received notice from Public Works Superintendent of beaver activity in the McManaman Drainage Works. Completed the Dufferin County Nuisance Beaver Program online application. Correspondence with trapper, Dave Cowen regarding the progress of trapping and timeline for the dam removal.
- Received notice from trapper, Dave Cowen of beaver activity in the Day Drainage Works in Lot 276, Concession 3 S.W. Completed the Dufferin County Nuisance Beaver Program online application. Subsequent correspondence with the trapper regarding the progress of trapping and timeline for the dam removal.
- Received notice from Township staff of beaver activity on the Fraser-Lee Drainage Works. Discussion with property owner, Owen Hoover (Lot 225-227, Concession 2 N.E.) who advised that a neighbouring property owner had removed the dam and that, should the beavers return, he would contact us to arrange for the dispatch of a trapper.
- Received notice from tenant farmer, Ion Bauman (Pt. Lot 242-244, Concession 2 S.W.), of beaver activity in the Doyle Drainage Works. Completed the Dufferin County Nuisance Beaver Program online application. Correspondence with trapper, Dave Cowen regarding the progress of trapping and timeline for the dam removal.
- Received notice from property owner, Chuck Forndron (Lot 268, Concession 1 S.W.) of beaver activity in the Shier Drainage Works. Completed the Dufferin County Nuisance Beaver

Program online application. Onsite investigation to locate the dam and correspondence with trapper, Dave Cowen regarding the progress of trapping and timeline for the dam removal.

- Coordinated the levelling of excavated material on the Gray Municipal Drain, Brausam Drainage Works and Hicks Drainage Works with Contractor, Jeff Demmans (Demmans Excavating Inc.). Correspondence with affected property owners and onsite inspection at each site to review the completed work.
- Correspondence with property owner Leo Blydorp (Lot 15, Concession 5 S.W.) regarding inspection of private agricultural tile outlets on his property downstream of 4th Line S.W. Completed a site inspection and documented 12 private agricultural tile outlets discharging into the Stewart Drainage Works using the Fulcrum app. Subsequently forwarded the inspection reports for all 12 tile outlets to the property owner for review.
- Received notice from Public Works Superintendent of beaver activity in the Amos Drainage Works. Completed the Dufferin County Nuisance Beaver Program online application. Correspondence with trapper, Dave Cowen regarding the location of the dam.
- Provided Township staff with a detailed summary of the ongoing trapping sites within the Township.
- Attended a site meeting with property owner, Ion Bauman (Pt. Lot 244, Concession 3 S.W.) to review minor washouts on the James Foley Municipal Drain. Provided the applicable DFO timing window for completion of the minor repair work.
- Attended an onsite meeting with property owner, Ion Bauman (Lot 16, Concession 4 N.E.) to review the proposed access culvert installation on the McNabb Drainage Works. Provided the recommended culvert size and subsequently discussed the proposed installation with the Contractor completing the work, Dan Frey (AWF Contractors Ltd.).

June 2026

- Correspondence with the trapper and affected property owners regarding the various ongoing trapping assignments. Coordinated and onsite attendance during the removal of beaver dams, lodges and feed beds on the Broster Drainage Works (two locations), McNabb Drainage Works (two locations), McCue Drainage Works, Henry Drainage Works, Day Drainage Works, Doyle Drainage Works and Shier Drainage Works.
- Received and reviewed an email from Township staff regarding drainage issues on the McCue Drainage Works affecting the property of Kerina Halbert (Pt. Lot 282, Concession 4 S.W.). Follow up telephone discussion with Township staff to further discuss the nature of the drainage issues.
- Received and reviewed an email from Dufferin County staff regarding the upcoming reconstruction of Dufferin County Road 17 and the status of the three impacted drain crossings. Attendance at a site meeting to review the surface culvert in-line with the Hicks Drainage Works and discuss the potential for lowering the culvert. Received confirmation from County representatives that lowering the culvert would not be a part of the current road reconstruction.
- Received, reviewed and forwarded three separate invoices from Demmans Excavating Inc. for the levelling of excavated material from the Gray Municipal Drain, Brausam Drainage Works and the Hicks Drainage Works maintenance projects.

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. MSO019743.2026-2

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

019743.2026 SCulshaw Drainage Sup Services Q2 260821
21/08/2026 1:22 PM



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

06 July 2026
Invoice No: MSO019743.2026 - 2

ap@melancthontownship.ca

Project MSO019743.2026 D-ME-SUP-2026
Professional Services through 25 June 2026

	Hours	Amount	
Senior Engineer II			
Pridham, Thomas	7.00		
Tech VI			
Douglas, Myles	50.30		
Totals	57.30		
Total Labour			8,450.80
Travel - Mileage		64.23	
Misc Reimbursable Expense		10.10	
Total Reimbursables		74.33	74.33
HST #885871228	13.00 % of 8,525.13	1,108.27	
Total Tax		1,108.27	1,108.27
Total Amount Due in CDN Funds			<u><u>\$9,633.40</u></u>

Billings to Date

	Current	Previously	Billed to Date
Labor	8,450.80	5,007.80	13,458.60
Expense	74.33	21.76	96.09
Tax	1,108.27	653.84	1,762.11
Totals	9,633.40	5,683.40	15,316.80

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

Project	MSO019743.2026	D-ME-SUP-2026	Invoice	2
Project Manager:	Thomas Pridham			

Client Number: 61

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

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

CYBERCRIME ALERT: Due to a significant increase in cyber fraud, specifically affecting email accounts and bank account details, you must not change the bank account transmittal information for our firm without speaking with us in person using our existing phone details. Please note that our bank account details will always remain the same during the course of a transaction. If there are any changes, we will notify you directly either over the phone or a videochat. Please check our account details with us by telephone if you are in doubt before transferring funds. We will not be held responsible if you transfer money to an incorrect account.



Nottawasaga Valley Conservation Authority

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

July 13, 2026

Subject: 2027 Budget Timeline Adjustment and Draft Operational Levy Communication

Dear Mayor and Council,

On behalf of the Nottawasaga Valley Conservation Authority (NVCA), I am writing to advise of an adjustment to the Authority's 2027 budget timeline and to provide information regarding the draft levy for your consideration.

The timeline for NVCA's 2027 budget and business plan development is proceeding differently than previously due to recent Ministerial direction (attached) and the timing of the 2026 municipal election. Typically, in an election year the NVCA budget and business plan approval is delayed from November to April following the election. The direction received from the Minister requires NVCA's 2027 budget to be approved no later than February 1, 2027. Given these realities, the Authority's final 2027 Budget and Business Plan will be presented to the Board of Directors for approval on September 25, 2026.

On June 24, 2026, the Board passed the following resolution:

RESOLVED THAT: Staff Report No. 25-06-26-BOD regarding the NVCA's 2027 Draft Levy increase of \$129,055.12 for the Budget be approved; and
FURTHER THAT: staff be directed to finalize the 2027 budget and business plan and return for approval at the September 2026 Board meeting; and
FURTHER THAT: staff be directed to distribute the 2027 Draft Levy to municipalities for the consultation period.

In accordance with this direction, we are formally advising that the NVCA is requesting an increase of \$129,055.12 to the operational levy for 2027, for a total of \$3,815,644 total operational levy. Below is how it is broken down between Category 1 and Category 3:

Category 1 – increase of \$93,707, total of \$3,536,864
Category 3 - increase of \$35,348, total of \$278,780

We recognize the importance of municipal input in the budget process. Accordingly, the distribution of the draft levy is intended to support the required consultation period with our partner municipalities. A detailed breakdown of the 2027 Budget and Business Plan, including the partner municipalities apportionments, will be provided as part of the final approval process and shared as part of the Board's September meeting.

The 2027 NVCA budget is intended to maintain status quo service levels in recognition of the uncertainties related to conservation authority amalgamation. The 2027 levy increase is driven by staffing-related cost commitments, representing approximately 80% of the NVCA budget, and increased insurance premiums. Increased employment costs are due to increases to CPP, pension, employee benefit program, and planned salary progression.

Should you have any questions or wish to discuss the draft levy further during the consultation period, please do not hesitate to request a deputation to your Council or contact me at jvincent@nvca.on.ca.

This 2027 investment allows NVCA to continue to meet legislative obligations, address local environmental priorities, and uphold municipal and public service standards during transition.

Thank you for your continued partnership and support.

Yours truly,

Jennifer Vincent
Chief Administration Officer

Attachment: Direction letter from Minister of the Environment, Conservation and Parks, Todd McCarthy

Copies: Denise Holmes, Clerk
Mayor Darren White, NVCA Board Member
Sarah Culshaw, Treasurer Finance



357-2026-1745

June 26, 2026

TO: Conservation Authorities Chairs, GMs/CAOs, and municipalities

SUBJECT: Minister's direction under section 1.14 of the *Conservation Authorities Act* with respect to budget and apportionment matters

I am writing with regards to the transition of Ontario's conservation authority system to a consolidated regional model. Pursuant to my authority under section 1.14 of the *Conservation Authorities Act* (CAA), I am issuing a direction ("Direction") to conservation authorities on budget and apportionment matters leading up to the transition date – please see attached Direction.

The purpose of this Direction, effective from June 26, 2026 to the transition date under the CAA (i.e., February 1, 2027, or such later date as may be prescribed by the regulations), is to require conservation authorities to complete the budgetary process for the 2027 calendar year budget before the transition date, and in accordance with the CAA and applicable budget and apportionment regulations.

This Direction establishes deadlines for key budget process milestones, including the holding of meetings to approve apportionment amounts and final budgets, and the sending of notices of apportionment to participating municipalities. Conservation authorities are also required to notify the Ministry of the Environment, Conservation and Parks and the Ontario Provincial Conservation Agency (OPCA) as certain steps of the budget process are completed. This Direction applies to all conservation authorities listed in Appendix A, with additional guidance set out in Appendix B of the attachment.

The Direction is intended to ensure that the transition to consolidation is successful with minimal disruptions to conservation authorities' governance, programs and services.

If you have any questions regarding this Direction, please contact the Conservation Authorities Section of the Ministry of the Environment, Conservation and Parks at ca.office@ontario.ca.

Conservation Authorities Chairs, GMs/CAOs, and municipalities
Page 2.

Sincerely,

A handwritten signature in blue ink, appearing to read "Todd McCarthy". The signature is fluid and cursive, with a long horizontal flourish extending to the left.

Todd McCarthy
Minister of the Environment, Conservation and Parks

Enclosures

c: The Honorable Rob Flack, Minister of Municipal Affairs and Housing

ATTACHMENT A

Minister's Direction Issued Pursuant to Section 1.14 of the *Conservation Authorities Act* (this "Direction")

Section 1.14 of the *Conservation Authorities Act* (CAA) provides the Minister with the authority to issue a direction to a conservation authority in relation to various matters for the purpose of facilitating the transition to a regional watershed-based framework for conservation authorities. The types of directions that can be issued by the Minister are set out in clauses 1.14(1)(a) to (d):

- (a) prohibiting the authority from making a decision in relation to its exercise of any of its powers under this Act or any other Act in the circumstances specified in the direction and subject to any specified conditions;
- (b) requiring the authority to give notice, in accordance with the direction, of a decision that it has made;
- (c) requiring the authority to send notices under subsection 25 (2), 27 (3) or 27.2 (3) by the date specified in the direction;
- (d) governing budgetary and apportionment matters relating to the authority that are otherwise addressed in a regulation made under clause 40 (1) (c), (e) or (f) or clause 40 (3) (k).

Section 1.14 further provides that an authority that receives such a direction shall comply with the direction within the time specified in the direction.

Pursuant to the authority of the Minister of the Environment, Conservation and Parks under clauses 1.14(1)(c) and (d), the conservation authorities set out under Appendix "A" of this Direction (the "**authorities**" or each, an "**authority**") are hereby directed as follows:

1. Each authority shall take all necessary steps to develop and approve its budget for the 2027 calendar year, in accordance with the CAA, to ensure that the authority complies with paragraphs 2 and 3 of this Direction.
2. No later than thirty (30) calendar days prior to the transition date, each authority shall:
 - i. Hold a meeting to approve apportionment amounts for its participating and specified municipalities as required by section 16 of O. Reg. 402/22.
 - ii. Hold a meeting to approve a final budget as required by section 22 of O. Reg. 402/22.
3. Prior to the transition date, each authority shall:
 - i. Provide a copy of its final budget to the Minister and each of its participating and specified municipalities in accordance with section 24 of O. Reg. 402/22, and in addition, provide a copy of the approved final budget to the Ontario Provincial Conservation Agency (OPCA).
 - ii. Send notices to the authority's participating and specified municipalities in accordance with subsections 25(2) (notices of apportionment of capital

costs), 27(3) (notices of apportionment of operating expenses) and 27.2(3) (notices of amounts owed by specified municipalities) of the CAA.

4. Upon completion of each of the following steps, each authority shall provide written notice of the completion of the step to the Ministry of the Environment, Conservation, and Parks and the OPCA:
 - i. Approval of a draft budget for consultation purposes in accordance with section 14 of O. Reg. 402/22.
 - ii. Approval of apportionment amounts for participating and specified municipalities in accordance with section 18 of O. Reg. 402/22.
 - iii. Approval of a final budget in accordance with section 23 of O. Reg. 402/22.
 - iv. Sending of notices to participating and specified municipalities in accordance with subsections 25 (2), 27(3) and 27.2(3) of the CAA.

General

5. This Direction applies to the authorities listed in Appendix “A” to this Direction.
6. This Direction is effective from the date of its issuance to the transition date, within the meaning of the CAA (i.e., February 1, 2027 or such later date as may be prescribed by the regulations).
7. This Direction may be amended in writing from time to time at the sole discretion of the Minister.



Todd McCarthy
Minister of the Environment, Conservation and Parks
[June 26, 2026]

APPENDIX A

LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

Ausable Bayfield CA	Lower Trent Region CA
Cataraqui Region CA	Maitland Valley CA
Catfish Creek CA	Mattagami Region CA
Central Lake Ontario CA	Mississippi Valley CA
Credit Valley CA	Niagara Peninsula CA
Crowe Valley CA	Nickel District CA
Essex Region CA	North Bay-Mattawa CA
Ganaraska Region CA	Nottawasaga Valley CA
Grand River CA	Otonabee Region CA
Grey Sauble CA	Quinte Region CA
Halton Region CA	Raisin Region CA
Hamilton Region CA	Rideau Valley CA
Kawartha Region CA	Saugeen Valley CA
Kettle Creek CA	Sault Ste. Marie Region CA
Lake Simcoe Region CA	South Nation River CA
Long Point Region CA	St. Clair Region CA
Lower Thames Valley CA	Toronto and Region CA
	Upper Thames River CA

APPENDIX B

Guidance document for the Minister's Direction issued under section 1.14 of the CAA with respect to budget and apportionment matters

The Minister's Direction issued June 26, 2026 under s.1.14 of the CAA aims to preserve operational and budget process continuity through the transition to a regional governance model for conservation authorities.

While Ontario Regulation 402/22 (Budget and Apportionment) does not set out specific dates or deadlines for the completion of the various phases of the budget and apportionment process, this Direction sets the following timing requirements and additional notification requirements:

Item/Task	Deadline
i. Holding of meeting to approve apportionment amounts for participating and specified municipalities (s. 16 of O. Reg. 402/22)	No later than 30 calendar days before the transition date
ii. Holding of meeting to approve final budget (s. 22 of O. Reg. 402/22)	
i. Providing copies of the approved final budget (s. 24 of O. Reg. 402/22)	Prior to the transition date
ii. Sending of notices to participating and specified municipalities (s. 25(2), 27(3), and 27.2(3) of the CAA)	
i. Providing a notice to the Ministry of the Environment Conservation and Parks (MECP) and Ontario Provincial Conservation Agency (OPCA) when each of the following steps is completed: a. Approval of a draft budget for consultation purposes b. Approval of apportionment amounts c. Approval of the final budget d. Sending of notices to participating and specified municipalities	Upon completion of each step

With respect to any documents and notice required to be given to the MECP and OPCA (e.g., approved final budget and notice of completion of various steps), please send those documents and notices to MECP at ca.office@ontario.ca and OPCA at CCEO@ontario.ca.

2027 Annual Budget

Conservation authorities will carry out the 2027 calendar year budget process in accordance with Ministers Directions, the CAA and its regulations. The determination of revenue, expenses and costs under Section 5 of O. Reg. 402/22 and determination of reduced amounts to be apportioned under Section 6 of O. Reg. 402/22 should reflect continuity of normal operations of an authority according to current organization's

governance, financial structures, and programs and services. Any anticipated impacts from regional consolidation should not be considered or incorporated into the preparation of the budget for the 2027 calendar year under this direction.

Municipal Consultation

Current participating and specified municipalities are to be consulted on the draft budget for the 2027 calendar year, in accordance with existing legislative/regulatory requirements.

Voting

Budget-related votes are conducted using current authority membership and existing governance rules and in accordance with regulations, where that is set out.

Final Approval and Posting

Authorities approve, post, and provide copies of the final budget for the 2027 calendar year in accordance with existing requirements and the Minister's Direction.

Municipal Apportionment

The approach to municipal apportionment will not change for 2027 calendar year budgets and will follow the existing methods set out in O. Reg. 402/22 and O. Reg. 401/22 (Determination of Amounts Under Subsection 27.2 (2) of the Act) and apply to the current participating and specified municipalities of each authority per the apportionment percentages distributed by the Ministry of the Environment Conservation and Parks.

Once apportioned amounts are determined and approved by authorities, notices of apportionment are sent to each participating municipality and notices setting out amounts owing are sent to each specified municipality. Each municipality shall be required to pay the amount apportioned to it even after the transition date under the CAA, at which point the payment will be due to the regional conservation authority.

Future Annual Budget

Budget alignment across regional conservation authorities will occur following the transition date.

The ministry will assess whether any changes need to be made to the budgeting process as set out in the budget and apportionment regulations as a result of the regional consolidation of authorities and will consider amendments to those regulations in Fall 2026, where appropriate.

Denise Holmes

From: Kerry Jenkins <kjenkins@nvca.on.ca>
Sent: Wednesday, July 22, 2026 11:34 AM
To: Denise Holmes
Cc: Sheryl Flannagan; Darren White; Sarah Culshaw
Subject: NVCA's 2027 Asset Management Letter
Attachments: Asset Management Letter Melancthon.pdf; Attachment #1 - NVCA Asset Management Plan (revised June 2026).pdf

Good morning Denise,

Please find attached NVCA's 2027 Asset Management Letter and the revised Asset Management Plan (June 2026).

Thank you,

Kerry

Kerry Jenkins (she/her/hers)
Corporate Services Clerk

Nottawasaga Valley Conservation Authority
8195 8th Line, Utopia, ON L0M 1T0
T 705-424-1479 ext. 272
kjenkins@nvca.on.ca | nvca.on.ca

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Nottawasaga Valley Conservation Authority

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

July 22, 2026

Subject: 2027 Asset Management Levy Increase

Dear Mayor and Council,

At its June 26, 2026 meeting, the Nottawasaga Valley Conservation Authority (NVCA) Board of Directors approved the 2027 Asset Management Plan and the associated asset management levies required to support the long-term maintenance, repair, and replacement of NVCA infrastructure and assets. This decision reflects the Board's commitment to proactive asset stewardship, risk-informed planning, and ensuring that critical infrastructure remains safe and reliable over the long term.

NVCA has maintained a comprehensive Asset Management Plan since 2017 to support responsible asset stewardship, financial sustainability, and long-term infrastructure planning. The plan identifies the Authority's existing assets, assesses their condition, evaluates risks, and forecasts future capital requirements to ensure that critical infrastructure remains safe, reliable, and operational.

The increase in the Category 1 Asset Levy is primarily driven by findings from recent flood infrastructure safety reviews. These technical assessments identified significant repair and rehabilitation requirements that were not fully reflected in previous asset management plans. Over the next 10 years, NVCA anticipates more than \$4 million in flood infrastructure-related repairs and rehabilitation work. Deferring this investment could increase public safety, environmental, operational, and financial risks and result in higher costs over time.

The Board carefully considered alternative funding approaches however, it determined that increasing the Asset Levy is the most responsible long-term solution, as using other reserves would compromise their intended purposes and reduce the Authority's overall financial resilience.

As part of this approval, the Board approved a 2027 Category 1 Asset Levy of \$612,870, an increase from \$194,290 in 2026, and a 2027 Category 3 Asset Levy of \$35,405, a small decrease from \$39,715 in 2026. Your municipality's share for 2027 is as follows:

Category 1: \$2,904.30

Category 3: \$166.06

Staff recognize the financial pressures facing municipalities and remain committed to minimizing impacts wherever possible. NVCA will continue to prioritize projects based on risk, urgency, and available funding opportunities and will actively pursue grants and other external funding sources to reduce costs borne by member municipalities.

Should Council require additional information regarding the Asset Management Plan, levy calculations, or capital infrastructure requirements, please do not hesitate to contact me at jvincent@nvca.on.ca.

Thank you for your continued support of NVCA's programs, services, and infrastructure stewardship responsibilities. NVCA remains committed to managing levy dollars responsibly by aligning asset management needs with long-term financial planning, prioritizing investments based on risk and service needs, and pursuing other available sources of funds wherever possible to support infrastructure maintenance and reduce pressure on member municipalities.

Sincerely,

**Jennifer
Vincent**

Digitally signed by
Jennifer Vincent
Date: 2026.07.22 09:45:59
-04'00'

Jennifer Vincent
Chief Administration Officer

Copies: Denise Holmes, Clerk
Mayor Darren White, NVCA Board Member
Sarah Culshaw, Treasurer Finance



Asset Management Plan

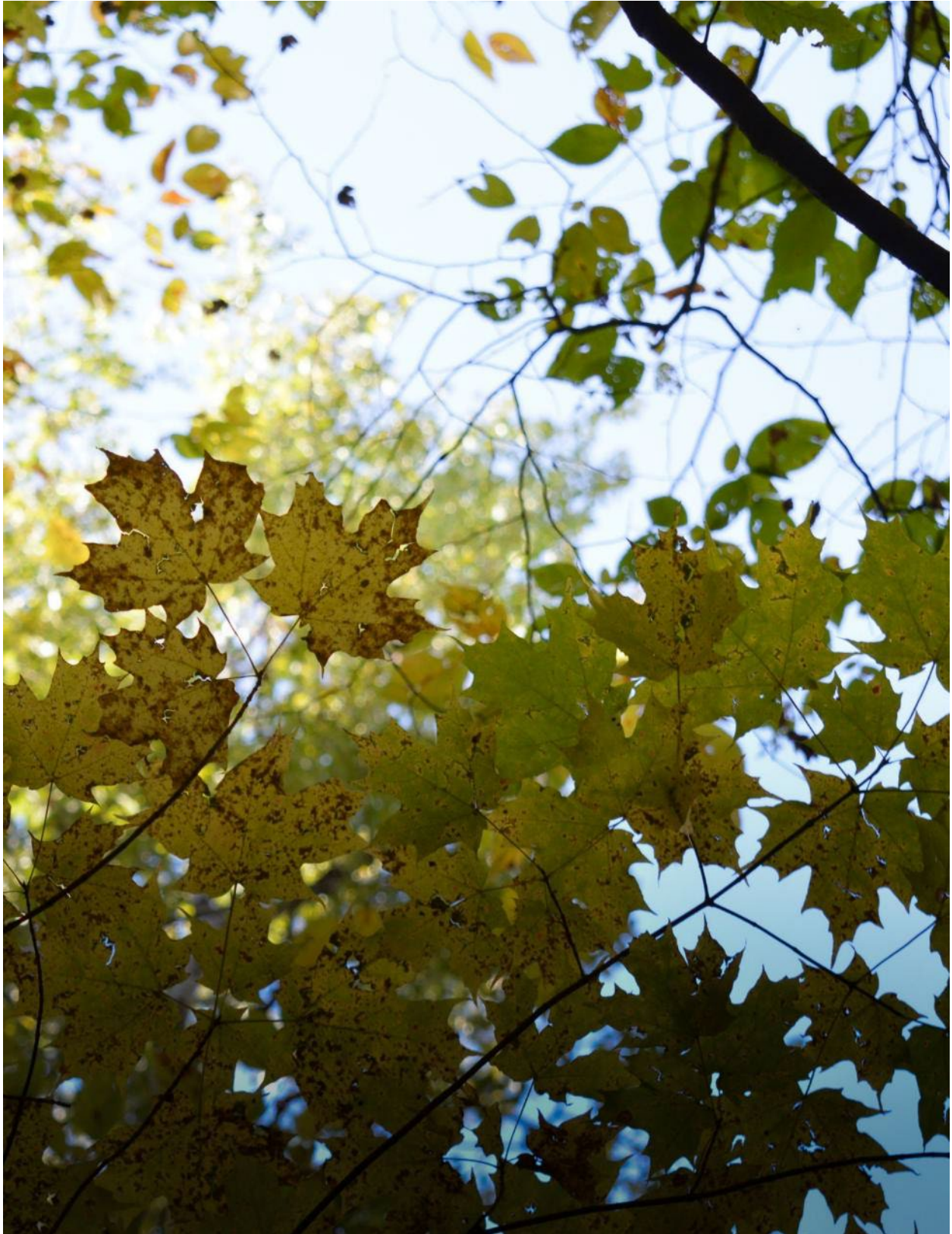
Nottawasaga Valley Conservation Authority

Date Approved: August 2016

Date of last Revision: June 2026

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Introduction

Conservation Authorities are watershed-based, non-profit organizations, that are often located across multiple Municipalities. In Ontario there are 36 Conservation Authorities all of whom adhere to the *Conservation Authorities Act*. This includes the Nottawasaga Valley Conservation Authority (NVCA) who manages natural hazards through planning comments, development permits, and flood forecasting as well as the management of natural resources that are essential to sustaining water quality and quantity through watershed planning, stewardship, environmental monitoring and research, and the management of conservation and natural areas.

The NVCA owns a variety of infrastructure assets that are used to support the services delivered. The development of an asset management plan (AMP) is an essential part of NVCA's ongoing liability and fiscal responsibility framework, guiding the purchase, use, maintenance, and disposal of every asset NVCA required to conduct business and reduce the NVCA's liability. The goal of the capital asset management plan is to define the use of assets in order to streamline productivity and delivery with minimal loss of capital.

With the development of this AMP, NVCA has met the requirements of Section 21.1 of the Conservation Authorities Act and the supporting O. Reg. 402/22 Budget and Apportionment. While not legislatively required for the NVCA, this AMP also meets, to the greatest extent reasonably possible, the reporting requirements of O. Reg. 588/17 Asset Management Planning for Municipal Infrastructure, Ontario's most rigorous legislative reporting requirement for Asset Management Planning and Reporting. By working to meet such requirements, the NVCA's asset management program aligns with best practices.

Background - Asset Management at NVCA

NVCA's infrastructure is aging while demand for better public services is growing in response to higher standards of safety, health, environmental protection, and growth.

Due to changes to **Public Sector Accounting Board (PSAB)** standards that came into effect in 2009, Conservation Authorities are required to report on their tangible capital assets in their audited Financial Statements.

Under these standards, the full cost of acquisition or construction of an asset is no longer recognized as expenditure in the year in which it occurs. Instead, the cost of the asset is spread over the asset's estimated useful life as an amortization expense.

The information required to be PSAB compliant considers historical costs (or a reasonable estimate where necessary), annual amortization, accumulated amortization, and the resultant current netbook value of assets. As a result of the review, an excel spreadsheet tracked over 600 current assets. In 2019, an online database was added, improving NVCA's asset management practices.

The Asset Management Plan (AMP) identifies liability situations and supports NVCA's budgeting, planning, and forecasting processes. This continues to bring efficiencies in the budgeting process, improve collaboration between user groups, and enhance data quality and reliability. The Plan identifies NVCA assets, what condition they

are in, and what the anticipated needs are to maintain infrastructure going forward. It also estimates future needs both from the perspective of preserving existing infrastructure and anticipated future new asset acquisitions and capacity enhancements.

The Asset Management Plan is coordinated with the departments of the Authority as each department is accountable for the assets it controls.

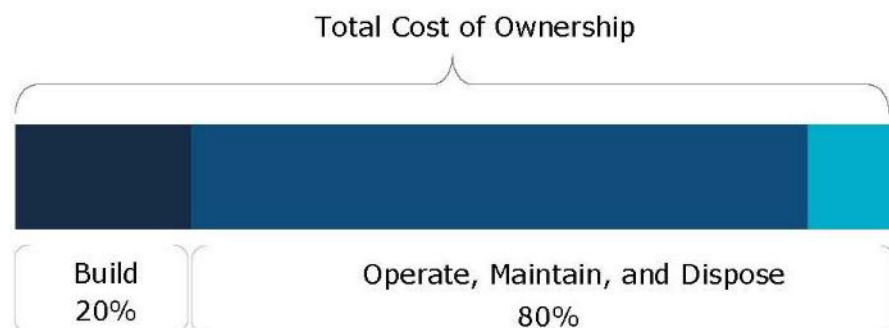
A register of current assets is given to each department in June of each year. A determination was made of which assets need to be managed and/or replaced based on a 10-year cycle.

The Plan is then divided into subsections for each type of asset held. Financial implications for the next 10 years to maintain, repair and/or replace the current assets are summarized at the end of each section. The Plan does not address the need for new assets or the financial implications of new assets.

An Overview of Asset Management

Many of the services provided by Conservation Authorities are supported by an underlying infrastructure. To deliver these services, the infrastructure used must be effectively managed and maintained, including identification of near- and short-term capital costs, asset risks, and asset performance. The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value received from the asset portfolio.

Typically, the acquisition of capital assets accounts for only about 10-20% of their total cost of ownership. The remaining 80-90% derives from operations and maintenance. This AMP focuses its analysis on the capital costs only to maintain, rehabilitate, and replace existing assets under ownership.



These costs can span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. An AMP is critical to this planning, and an essential element of broader asset management program.

Key Concepts in Asset Management

Effective asset management integrates several key components, including lifecycle management, risk management, and levels of service. These concepts are applied throughout this AMP and are described below in greater detail.

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history, and environment. Asset deterioration has a negative effect on the ability of an asset to fulfill its intended function, and may be characterized by increased cost, risk, and even service disruption.

To ensure that conservation authority assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

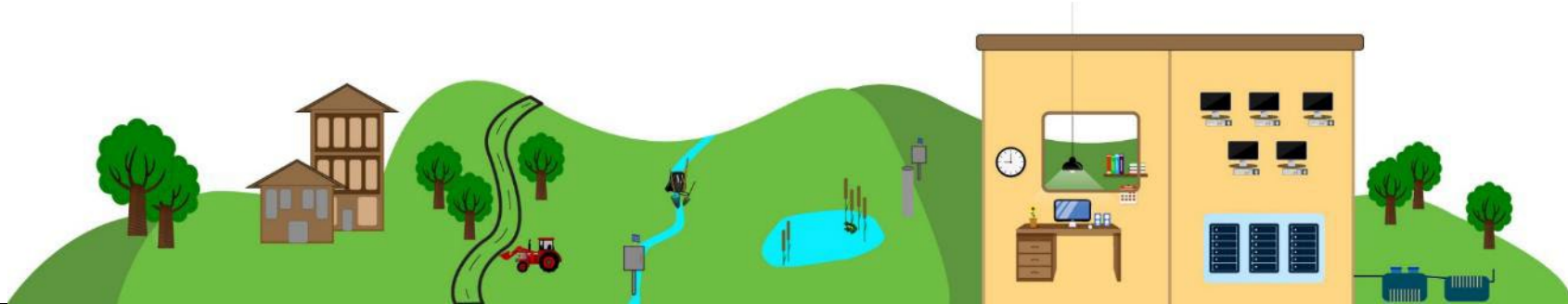
There are several field intervention activities that are available to extend the life of an asset. These activities can be generally placed into one of three categories: maintenance, rehabilitation, and replacement. The following table provides a description of each type of activity and the general difference in cost.

Lifecycle Activity (Typical Funding Source)	Description	Example (Large Equipment)	Cost
Maintenance (Operating)	Activities that prevent defects or deteriorations from occurring	Oil Change	\$
Rehabilitation/ Renewal (Capital)	Activities that rectify defects or deficiencies that are already present and may be affecting asset performance	Engine Rebuild	\$\$
Replacement/ Reconstruction (Capital)	Asset end-of-life activities that often involve the complete replacement of assets	Full Replacement	\$\$\$

NVCA's approach to lifecycle management is described within each asset category outlined in this AMP. Developing and implementing a proactive lifecycle strategy will help staff to determine what and when activities are required to maximize the useful life at the lowest total cost of ownership.

Expenses greater than \$1,000 are typically classified as a capital asset expense. classification. Routine maintenance activities are generally funded through operational budgets. For example, regular maintenance of vehicles, such as oil changes, tire changes, etc., is managed through operational dollars. Items such as roof replacement or building siding refinishing are considered significant expenditures and are funded through the Asset Management Plan, ensuring long-term sustainability and financial planning.

Tangible Capital Assets as of December 31, 2025



Amortization	Land	Buildings	Large Equipment/ Vehicles	Small Equipment	Structures	Furniture/ Fixtures	Computers	Utility	Total
Cost	\$6,547,257	\$1,955,434	\$569,879	\$436,257	\$3,050,263	\$274,381	\$265,869	\$665,205	\$13,764,545
Accumulated Amortization		\$1,017,146	\$463,489	\$303,477	\$2,466,415	\$260,244	\$164,620	\$607,706	\$5,283,097
Net Book Value	\$6,547,257	\$938,288	\$106,390	\$132,780	\$583,848	\$14,137	\$101,249	\$57,499	\$8,481,448
Amortized %		52%	81%	70%	81%	95%	62%	91%	

Tangible Capital Assets are recorded at cost less accumulated amortization.

Cost includes all costs directly attributable to acquisition or construction of tangible capital assets.

Contributed tangible assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue.

Amortization is recorded on a straight-line or percentage declining basis over the estimated life of the tangible capital asset as follows:

Buildings: 50-year straight-line

Large Equipment/Vehicles: 25% declining

Computers: 5-year straight-line

Small Equipment: 20% declining

Utility: 15-year straight-line

Furniture/Fixture: 10-year straight-line

Structures: 50-year straight-line

Capitalization Threshold

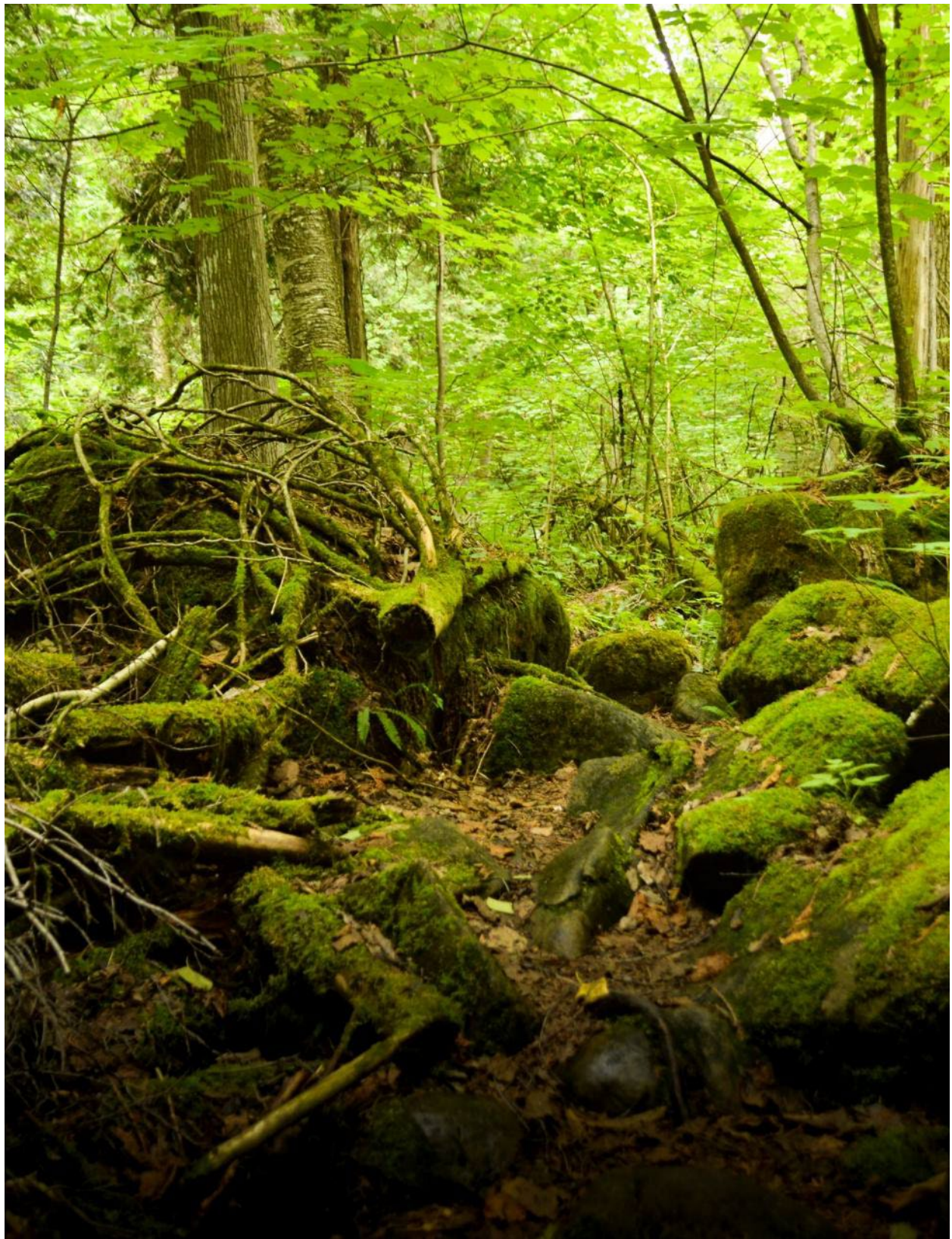
Theoretically, any item that meets the \$1,000 capital threshold would be accounted for as a tangible capital asset. In practical terms, NVCA has established capitalization thresholds or minimum amounts that expenditures must exceed before they are capitalized. Items not meeting that threshold are recorded as expenses in that period.

The AMP will identify liability situations and support NVCA's budgeting, planning, and forecasting processes which brings benefits in the budgeting process, improving collaboration between user groups, and enhancing data quality and reliability.

This plan identifies what NVCA has, what condition it is in, and what the anticipated needs are to maintain infrastructure moving forward. It also discusses estimates regarding future needs both from the perspective of preserving existing infrastructure and anticipating future new asset acquisitions and capacity enhancements.

The AMP was coordinated with departments of the Authority. Each department is accountable for the assets it controls. Using a register of current assets, each department determined which assets need to be managed and/or replaced based on a 10-year cycle.

The NVCA has also categorized assets in either category 1, 2 or 3 as per the *Conservation Authorities Act* and are reflected as part of the included information.



NVCA Lands

Since 1960, NVCA has secured over 13,000 acres of land including: environmentally significant areas (wetlands, woodlands), flood susceptible lands and day use park lands for passive recreation and outdoor education.

The mandate of the NVCA under Section 20 of the *Conservation Authorities Act* is “to establish and undertake, in the area under which it has jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals”.

The risks associated with not maintaining NVCA lands include:

- Disruption of services
- Increased maintenance and repair costs
- Health and safety concern for staff and public
- Liability concern

All lands are a category 1 asset.

Financial Implications

Through PSAB standards, land is not eligible to be amortized as the value of the land does not decrease in value with use. Therefore, the purchase price (or value of land on day of donation) is the current day value in accounting standards.

Despite this, land ownership carries a high risk if safety related repairs are not addressed. This includes such items as signs, parking lots, trails, hazard tree maintenance, etc. This can generally be done through operational budgets.



Buildings

NVCA buildings are 52% amortized, which shows that they are relatively newer and do not require major replacement in the next 10 years, however, some maintenance and rehabilitation will be required.

The risks associated with not upgrading the offices include:

- Disruption of services
- Increased maintenance and repair costs

- Health and safety concern for staff and public

Most of the buildings are a category 1 asset but there are a few category 3 items, such as buildings utilized only for category 3 operations (ex. Maple Syrup Shack) resulting in an unequal investment profile over the 10 years within category 3.

Financial Implications

Category 1

The financial implications (estimated cost per year for the strategy described) are as follows:

2027	2028	2029	2030	2031
\$ -	\$53,000	\$5,500	\$26,000	\$16,000

2032	2033	2034	2035	2036	Total
\$ -	\$ 15,000	\$ -	\$3,000	\$ -	\$118,500

The average capital replacement costs amount to \$11,850 per year over the next 10 years excluding inflation.

Category 3

The financial implications (estimated cost per year for the strategy described) are as follows:

2027	2028	2029	2030	2031
\$ -	\$ -	\$ -	\$ -	\$ -

2032	2033	2034	2035	2036	Total
\$5,000	\$ -	\$ -	\$ -	\$ -	\$5,000

The average capital replacement costs amount to \$500 per year over the next 10 years excluding inflation.



Large Equipment & Vehicles

The NVCA owns and maintains a small fleet of vehicles to enable our work programs.

Ten vehicles (cars & trucks) are provided for staff to use to attend meetings, carry out site inspections and/or investigations and field work including monitoring surface water, groundwater, land work.

During and post pandemic, vehicles noticed a large decline in use causing staff to be able to delay purchases from the average 10-year replacement to upwards of 12-13 years. This has created a situation where 6 vehicles need to be replaced within 2 years (2027 and 2028).

Also, the NVCA has several large equipment including but not limited to tractors, trailers, wood splitter, mower, snowmobile, snow blower/plow and a gator utility vehicle. This equipment is important in the maintenance and upkeep of our lands, specifically the Tiffin Centre where most of our programs take place.

With the management of twelve public Conservation Areas, NVCA makes steady use of large equipment in its inventory for everyday maintenance work.

Our extensive trail systems are maintained with the same equipment as well as utility vehicles and chainsaws for our staff to complete trail maintenance and hazard tree work.

Our hazard trees are cut and split into firewood to fuel our woodstoves/fireplaces within the Tiffin Centre and the maple syrup evaporator.

The risks associated with not replacing large equipment/vehicles include:

- High maintenance and repair costs
- Health and safety concern for staff and public
- Liability concern
- Disruption of service to not only staff but residents and visitors
- Disruption of work/contract to staff and contractors; increased costs

Category 3 has few assets as vehicles and most large equipment is category 1. That results in a extremely small investment over 10 years as shown below.

The NVCA's fleet of vehicles and large equipment is aging and considered to be in fair to poor condition and 81% amortized. Therefore, may be subject to higher maintenance and rehabilitation costs as they get closer to replacement.

Most of the equipment is a category 1 asset but there are a few items used only for category 3 operations, resulting in an unequal investment profile over the 10 years within category 3. .

Financial Implications

Category 1

The financial implications (estimated cost per year for the strategy described) are as follows:

2027	2028	2029	2030	2031
\$115,000	\$377,000	\$72,000	\$16,000	\$ 9,000

2032	2033	2034	2035	2036	Total
\$6,500	\$ -	\$100,000	\$69,000	\$150,000	\$914,500

The average capital replacement costs amount to \$91,450 per year over the next 10 years excluding inflation.

Category 3

The financial implications (estimated cost per year for the strategy described) are as follows:

2027	2028	2029	2030	2031
\$ -	\$8,000	\$ -	\$ -	\$ -

2032	2033	2034	2035	2036	Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$8,000

The average capital replacement costs amount to \$800 per year over the next 10 years excluding inflation.



Information Technology Infrastructure

The NVCA has a heavy operational dependency on Information Technology (IT), including Wide and Local Area Networks (WAN's and LAN's), database servers, intranet, internet and e-mail. The potential loss of operational control of essential services and impact upon stakeholders (e.g., clients or personnel – any person or organization with a *stake* in NVCA), that may occur in the event of an interruption in information technology services necessitates the need for continued preparation, implementation and maintenance.

NVCA's IT suite of software tools (including Virtual Machines, Veeam, and Security platforms) maintains the high availability IT network for its day-to-day operations. NVCA currently has 13 virtual servers running the following applications: NVCA IIS

Applications, MS Exchange, MS SQL Server, Data Centre File Servers, Veeam Backup and Replication, Active Directory, Domain Controllers, Sage 300 ERP. All these servers are critical to host the applications for the day-to-day operations of the Authority and play a vital role in key program areas such as flood forecasting and warning, the planning/development review process, and administration.

The Authority's core servers and storage area network are in good condition while the remainder of its network infrastructure is in fair condition and is at 62% amortized.

All Information Management Infrastructure items are a category 1 asset.

Network Infrastructure Replacement Initiative

In order to maintain the high availability of NVCA's infrastructure, critical components must be replaced within the predicted lifespan of the hardware. The initiative reviews the network infrastructure annually and sets a maintenance schedule to ensure the Authority is on pace to meet the needs of its users and clients. The schedule of replacement ensures a continually sustainable work environment that is free from disruption and failure.

The risks associated with not renewing workstations include:

- Unplanned downtime leading to disruption of Authority business;
- Unplanned expenses related to unexpected server, switch and storage renewal;
- Loss of data;
- Increased negative perception of technology due to aging infrastructure.

Server Room Maintenance Initiative

To maintain the business continuity of our network infrastructure and communication systems the maintenance and repairs of the server room and on-site back-up location are reviewed on an annual basis. The maintenance and repairs include the following:

- Cooling system renewal for server room in main office (through the main HVAC system)
- Backup power systems renewal for both server room and the Jose Building

When server rooms are not maintained correctly, they present risks related to:

- Early failure of equipment due to inadequate cooling
- Disruption of service or loss of data due to power failures for power conditioning

The maintenance of these systems ensures the longevity of the hardware and ensures sustainability and high tolerance

Workstation Replacement Initiative

The Authority has recognized a need to budget for the replacement of workstations to maintain business continuity. The initiative actively plans and executes renewal of workstations on an annual basis. The schedule of renewal ensures a continually sustainable work environment that is free from disruption and failure. The risks associated with not renewing workstations include:

- Unplanned for downtime leading to disruption of Authority business;
- Unplanned expenses related to unexpected computer renewal;
- Loss of data;
- Increased negative perception of technology due to aging infrastructure.

Workstations are budgeted for a five-year replacement cycle.

The workstations required by users at the Authority are dictated by their software and hardware requirements. Several resource intensive client-side

applications in use at the Authority are as follows: ESRI ArcGIS Suite of Software, Graphic software and Adobe InDesign. Users whose primary job function is the intensive use of the above-mentioned products are referred to as "Technical Workstation Usage". Staff members who use the software on a periodic basis are referred to as "Business Standard Usage". The remaining staff is "Structure Task Usage" and do not use resource intensive client-side applications and predominately rely on server-based applications.

Tiered System based on Software requirements (with examples of staff types)

- Technical Workstation Usage
 - ArcGIS Power Users
 - Graphic Design Users
 - Database and Application developer
- Business Standard Usage
 - ArcView Users

- Database/Spreadsheet
- Structure Task Usage
 - Remaining staff

Technical Workstation Usage Replacement: Users receive workstations that are extended core machines, those which have additional CPU's, RAM and dedicated graphic memory.

Business Standard Usage Replacement: Users receive

workstations that are extended core machines, those which have additional CPU's and RAM.

Structure Task Usage Replacement: Users will receive Thin Client machines managed on the Server.

Workstations retired from full-time staff use are set aside for students or employment programs.

Financial Implications

The financial implications (estimated cost per year for the strategy described) are as follows:

2027	2028	2029	2030	2031
\$15,600	\$90,550	\$96,100	\$77,400	\$37,400

2032	2033	2034	2035	2036	Total
\$18,400	\$66,500	\$47,200	\$53,700	\$6,000	\$508,850

The average capital replacement costs amount to \$50,885 per year over the next 10 years excluding inflation.



Small Equipment

NVCA equipment inventory includes but is not limited to, picnic tables, wood stoves and appliances used for the operation of our buildings and conservation areas as well as specific monitoring and flood program equipment.

The amortization rate for NVCA's inventory of machinery and equipment is at 70% and NVCA's inventory of equipment is in fair condition.

Small equipment is a mix of Category 1 and 3.

The risks associated with not replacing equipment include:

- High maintenance and repair costs;
- Health and safety concern for staff and public;
- Liability concern;
- Disruption of service to residents and visitors;
- Disruption of work/contract to staff and contractors; increased costs

Monitoring Equipment

NVCA's monitoring programs examine the biological components of the watershed and include fisheries, wildlife, wetland, and terrestrial monitoring. The monitoring program provides important information used by the NVCA and many watershed stakeholders including municipalities and other government agencies, developers, consultants, academia, ENGO's and residents.

Overall watershed health data and information collected provides point-in-time information and identifies trends and changes over time in watershed health. The work not only informs the NVCA decision but also informs federal and provincial programs. Some of the information collected is submitted to provincial and federal databases in accordance with agreements, collection permits and licenses.

To carry out the various monitoring programs, a variety of equipment is necessary, including highly specialized items.

There are many risks associated with a discontinuous monitoring program created by breaks in monitoring including:

- Inability to fulfill agreements associated with federal and provincial monitoring programs,
- Seriously disrupt continuous monitoring program which enables trend analysis to be conducted,
- Inability to assess relationship of change to land use and climate change impacts,
- Create gap in data, impacting system analysis and reliability of data to make decisions,
- Fragment data contributing to NVCA programs including watershed planning and plan review,
- Impact consistency, reliability and knowledge that is very important in maintaining and improving upon the NVCA's expertise regarding the health and management of our watersheds.

Flood Monitoring Equipment

The current network monitors all aspects of the hydrologic system and environmental parameters including surface water levels and flow in creeks, base flow measurements, precipitation, barometric pressure, air temperature, water temperature and snow accumulation.

NVCA operates 8 stream gauge stations located across our watershed. These gauges provide current information on flood conditions, low flow, and base flows. The actual type of measuring & recording equipment varies between stations but all record water level (stage) and convert to flow (discharge) using rating curves.

NVCA operates 13 weather and stream gauges located across our watershed. Many of these stations provide real-time information on the amount of precipitation (rain and/or snow) falling during an event. The majority of the gauges are tipping bucket rain gauges that accurately record rainfall between April and November. To measure total precipitation (including snow) we operate a weighing type gauge (Geonor).

To complement the rain and stream water level and flow data, NVCA monitors temperature at some of the weather and stream gauges.

The focus of the flood monitoring network has been to monitor and record high flow events as they pass through the NVCA's watershed. This information assists with flood forecasting and warning operations.

Hydrologic information can be used to generate an understanding of low flow and drought conditions, groundwater budgets, aquatic studies, and climate change.

The risks associated with not replacing equipment include:

- Unreliable or lost data
- Disruption of service
- Increased maintenance and repair costs
- Health and safety concern for staff and public
- Liability concern

Financial Implications

Category 1

The financial implications (estimated cost per year for the strategy described) are as follows:

2027	2028	2029	2030	2031
\$70,200	\$52,150	\$3,000	\$10,000	\$10,000

2032	2033	2034	2035	2036	Total
\$95,000	\$2,000	\$3,500	\$ -	\$ -	\$245,850

The average capital replacement costs amount to \$24,585 per year over the next 10 years excluding inflation.

Category 3

The financial implications (estimated cost per year for the strategy described) are as follows:

2027	2028	2029	2030	2031
\$ -	\$133,500	\$35,400	\$7,250	\$23,400

2032	2033	2034	2035	2036	Total
\$7,000	\$72,900	\$17,500	\$22,600	\$ -	\$319,550

The average capital replacement costs amount to \$31,955 per year over the next 10 years excluding inflation.



Utilities

The NVCA utilities are the utilities related to the buildings and lands that we own. These include items like the septic systems, security system, generator backup, parking lots, lighting, campgrounds, etc.

The NVCA's utilities are in fair to poor condition at 91% amortized.

The risks associated with not replacing equipment include:

- High maintenance/repair costs

- Liability concern
- Health and safety concern for staff and public
- Disruption of service to residents and visitors

Most of the utility assets are Category 1 assets; however, a few are Category 3 related to our campgrounds, resulting in an unequal investment profile over the 10 years within category 3.

Financial Implications

Category 1

The financial implications (estimated cost per year for the strategy described) are as follows:

2027	2028	2029	2030	2031
\$10,000	\$48,000	\$19,000	\$39,500	\$15,000

2032	2033	2034	2035	2036	Total
\$10,000	\$ -	\$ -	\$57,000	\$ -	\$198,500

The average capital replacement costs amount to \$19,850 per year over the next 10 years excluding inflation.

Category 3

The financial implications (estimated cost per year for the strategy described) are as follows:

2027	2028	2029	2030	2031
\$2,000	\$3,000	\$1,000	\$3,000	\$ -

2032	2033	2034	2035	2036	Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$9,000

The average capital replacement costs amount to \$900 per year over the next 10 years excluding inflation.



Furniture & Fixtures

The NVCA's furniture and fixtures are considered to be in fair to poor condition and are currently amortized at 95%. The NVCA has a small budget in the operational budget to replace a few furniture items yearly so that is not reflected in the numbers below.

The risks associated with not repairing/replacing furniture & fixtures include:

- High maintenance and repair costs
- Liability concern

- Health and safety concern for staff and public
- Disruption of service to residents and visitors

Most of the furniture assets are Category 1 assets; however, a few are Category 3 related to our events and education, resulting in an unequal investment profile over the 10 years within category 3.

Financial Implications

Category 1

The financial implications (estimated cost per year for the strategy described) are as follows:

2027	2028	2029	2030	2031
\$ -	\$24,500	\$2,000	\$1,500	\$ -

2032	2033	2034	2035	2036	Total
\$15,000	\$7,100	\$6,000	\$ -	\$ -	\$56,100

The average capital replacement costs amount to \$5,610 per year over the next 10 years excluding inflation.

Category 3

The financial implications (estimated cost per year for the strategy described) are as follows:

2027	2028	2029	2030	2031
\$ -	\$7,500	\$ -	\$ -	\$ -

2032	2033	2034	2035	2036	Total
\$5,000	\$ -	\$ -	\$ -	\$ -	\$12,500

The average capital replacement costs amount to \$1,250 per year over the next 10 years excluding inflation.



Structures

The NVCA owns and/or maintains 8 flood control structures/dams and 28 groundwater monitoring wells.

The dams are a part of the flood management program as they help to control the flow of water. Each dam ranges in replacement cost from just over \$900,000 to over \$1,100,000. Therefore, it is crucial to perform regular maintenance to ensure that the dams stay useful over the course of their 50–75-year life.

The groundwater monitoring wells (not drinking water wells) that the NVCA owns have a very long life with little to no maintenance costs. They are not scheduled to have a budgetary impact until 2064.

The NVCA's structures are in fair to poor condition and at 81% amortized. Recent required safety reviews have identified significant capital investments that are required to keep them at a fair condition. These amounts were not previously planned for given we did not have the results of the reviews, and the maintenance schedule with the below financial implications are considered high risk if not completed.

The risks associated with not maintaining the structures include:

- High maintenance and repair costs
- Health and safety concern for staff and public
- Liability concern
- Disruption of service to residents and visitors

All Structures items are a Category 1 asset.

Financial Implication

The financial implications (estimated cost per year for the strategy described) are as follows:

2027	2028	2029	2030	2031
\$305,000	\$1,195,000	\$1,220,000	\$450,000	\$460,000

2032	2033	2034	2035	2036	Total
\$250,000	\$100,000	\$ -	\$150,000	\$20,000	\$4,150,000

The average capital replacement costs amount to \$415,000 per year over the next 10 years excluding inflation.



Conclusion

The development of this plan was an essential part of NVCA's ongoing liability and fiscal responsibility. Timely maintenance, repair and replacement of assets is necessary to ensure our liability and costs are reduced.

It is recognized that this AMP is a "high level" document and has been completed without the benefit of a qualified asset management staff or consultant. In addition, the assessment of risks outlined in Appendix 1 has been completed without the benefit of an operational risk expert.

Category 1

To adequately maintain Category 1 infrastructure over the next ten years, a total investment of \$6,192,300 is required, which equates to \$619,230 per year.

Staff have assessed the capacity to support these costs through operational fund contributions and determined that \$63,600 or \$6,360 per year can be contributed from operational dollars over the ten-year period

The annual funding requirement is \$612,870 and is the amount of the 2027 category 1 asset levy. This reflects an increase from the 2026 value of \$194,290. This increase is attributable to two key factors: inflation and poor condition of the dams.

Continuing from 2025 and for the next 5-10 years, there are increased asset maintenance costs, due to major dam repair work that needs to be completed. Staff are exploring all options including grants and decommissioning; however, this is the

minimum cost should no grants be available.

Category 3

To adequately maintain Category 3 infrastructure over the next 10 years, a total investment of \$354,050 is required which equates to \$35,405 per year and is the amount of the 2027 category 3 asset levy.

This revised annual funding requirement is a decrease from 2026 (\$39,715).

Certain asset replacements will be at higher costs than previously purchased due to inflation and some equipment that can only be acquired in the USA. Staff continue to find efficiency with capital assets and extend their life, along with the ability to find savings wherever possible.

Appendix 1

Insignificant	Minor	Moderate	Major	Catastrophic	
No Injuries/First Aid No Environmental Damage <\$1,000 damage	Some First Aid required Low Environmental Damage <\$10,000 damage	External Medical Medium Environmental Damage < \$100,000 damage	Extensive injuries High Environmental Damage <<\$1,000,000	Death or Major Injuries Toxic Environmental Damage >\$1,000,000	Rate Each as: Low Risk Moderate Risk High Risk Critical Risk
Furniture/Fixtures		Lands			Rare Only in exceptional circumstances (0.01%)
Computers					Unlikely/Occasional Might occur at some time (1-9%)
	Large Equipment/Vehicles Small Equipment				Moderate (10%)
		Utilities			Likely (20%)
			Buildings		Probable (50%)
				Structures	Almost Certain Expected in normal circumstances (100%)



Nottawasaga Valley
Conservation Authority

nvca.on.ca 8195 8th Line
e. admin@nvca.on.ca Utopia ON
t: 705-424-1479 L0M 1T0

 nottawasagaca
 nottawasagaca
 nottawasagaca

If you require this document in an alternative format,
please contact us at 705-424-1479.

**Notice of Request for Drain Maintenance
and/or Repair**

Drainage Act, R.S.O. 1990, c. D.17, subs. 79(1)

To: The Clerk of the Corporation of the Township of Melancthon
Re: BROSTER 'A' Drain
(Name of Drain)

In accordance with section 74 and 79(1) of the *Drainage Act*, take notice that I, as a person affected by the above mentioned drain, request that it be maintained and repaired.

Provide a brief description of how you are affected by the condition of this drain:

not allowing tile drainage to work properly.
over growth of trees and debris.

Property Owners:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Pt Lot 28, Concession 6 N.E.

Ward or Geographic Township

Melancthon Township

Parcel Roll Number

3219 000003 01100

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may request drain maintenance and/or repair.

Select Ownership Type

Enter the mailing address and primary contact information:

Last Name

John Lindsay Keating

First Name

John

Middle Initial

L.

Mailing Address

Unit Number

Street/Road Number

Street/Road Name

PO Box

City/Town

Province

Postal Code

Telephone Number

Cell Phone Number (Optional)

Email Address (Optional)

ACT 3
SEPT 3 2026

To be completed by recipient municipality:

Notice filed this _____ day of _____ 20____

Name of Clerk (Last Name, First Name)

Signature of Clerk

**Notice of Request for Drain Maintenance
and/or Repair**

Drainage Act, R.S.O. 1990, c. D.17, subs. 79(1)

To: The Clerk of the Corporation of the Township of Melancthon
Re: BROSTER 'A' Drain
(Name of Drain)

In accordance with section 74 and 79(1) of the *Drainage Act*, take notice that I, as a person affected by the above mentioned drain, request that it be maintained and repaired.

Provide a brief description of how you are affected by the condition of this drain:

not properly draining land-
overgrowth of trees and debris.

Property Owners:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Pt. Lot 25, Concession 6 N.E.

Ward or Geographic Township

Melancthon Township

Parcel Roll Number

2219 000 003 00800

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may request drain maintenance and/or repair.

Select Ownership Type

Enter the mailing address and primary contact information:

Last Name

KEATING

First Name

John

Middle Initial

L.

Mailing Address

Unit Number

Street/Road Number

Street/Road Name

PO Box

City/Town

Province

Postal Code

Telephone Number

Cell Phone Number (Optional)

Email Address (Optional)

To be completed by recipient municipality:

Notice filed this _____ day of _____ 20 _____

Name of Clerk (Last Name, First Name)

Signature of Clerk

**Notice of Request for Drain Maintenance
and/or Repair**

Drainage Act, R.S.O. 1990, c. D.17, subs. 79(1)

To: The Clerk of the Corporation of the Township of Melancthon
Re: Broster 'A' Drain
(Name of Drain)

In accordance with section 74 and 79(1) of the *Drainage Act*, take notice that I, as a person affected by the above mentioned drain, request that it be maintained and repaired.

Provide a brief description of how you are affected by the condition of this drain:

Beavers making dams so land can't drain
right, also weeds and grass should be cleaned
out as well

Property Owners:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Ward or Geographic Township <u>Melancthon Township</u>	Parcel Roll Number
---	--------------------

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may request drain maintenance and/or repair.

Select Ownership Type

Enter the mailing address and primary contact information:

Last Name <u>Martin</u>		First Name <u>Amos</u>		Middle Initial <u>LM</u>
Mailing Address				
Unit Number	Street/Road Number	Street/Road Name		PO Box
City/Town		Province		Postal Code
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)		

To be completed by recipient municipality:

Notice filed this _____ day of _____ 20 _____

Name of Clerk (Last Name, First Name)	Signature of Clerk
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THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
BY-LAW NO. -2026

Being a By-law to amend By-law No. 44-2025 passed in open Council on December 11, 2025.

WHEREAS the Council of the Corporation of the Township of Melancthon deems it expedient to amend By-law No. 44-2025, a By-law to appoint Municipal Officials from January 1, 2026 to November 14, 2026.

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

That Mayor Darren White be appointed to the Centre Dufferin Recreation Complex Board of Management and Deputy Mayor James McLean be appointed to the Mulmur-Melancthon Fire Department Board of Management until November 14th, 2026.

This By-law shall take effect and come into force on the passing thereof.

By-law read a first and second time this 3rd day of September, 2026.

By-law read a third time and passed this 3rd day of September, 2026.

MAYOR

CLERK



The Corporation of

The Township of Melancthon

157101 Highway 10, Melancthon, Ontario, L9V 2E6

NOTICE OF MOTION – SEPTEMBER 3, 2026 COUNCIL MEETING

Moved by Deputy Mayor McLean,

BE IT RESOLVED THAT Melancthon Council receive the delegation regarding data centres and large-load facilities;

AND THAT Melancthon Council request that Dufferin County include data centres and large-load facilities in a 2026 readiness or scoping review;

AND THAT the review include lower-tier zoning, source water and recharge, rural land-use compatibility, prime agriculture, farm operations, roads, fire and emergency response, noise, generators, private servicing, electricity demand, long-term land-use risks, and provincial override risks;

AND THAT Dufferin County conduct a jurisdictional scan of policies, planning frameworks, and regulatory approaches related to data centres and large-load facilities, including jurisdictions across Ontario, Canada, and the United States, to identify best practices and inform the development of a comprehensive planning framework;

AND THAT lower-tier municipalities be actively engaged throughout the review process through a committee or other appropriate collaborative forum.

AND THAT long-term land-use risks include adaptability, reuse, decommissioning, and financial security if a facility must be repurposed or removed; AND THAT this resolution be forwarded to Dufferin County Council.

Denise Holmes

From: Heather Savage <hsavage@orangeville.ca>
Sent: Wednesday, August 5, 2026 2:54 PM
To: Denise Holmes; Denyse Morrissey; Meghan Townsend; Michael Dunmore; Nicole Martin; Peter Avgoustis; Tracey Atkinson
Cc: David Smith; Antonietta Minichillo; Corinne Nielsen; Laura Bradley
Subject: Non-Resident Fee Framework - Core Recreation Programs

Hello Dufferin CAO's.

On Monday August 10, Staff will present the Non-Resident Fee Framework to Orangeville Council.

The formula for the framework is based on usage (90%) and population (10%) for each municipality in the County and helps off-set both operating and capital costs to deliver swimming, ice and camp programs - all of which had the highest non-resident participation rates.

If approved, Laura Bradley will follow-up with each of you to schedule a meeting to discuss next steps. Please include those that should be a part of the implementation process in the meeting invite. If you have questions in the meantime, please do not hesitate to reach out.

Heather Savage | General Manager, Community Services

Town of Orangeville | 87 Broadway | Orangeville, ON L9W 1K1

519-940-9092 Ext. 4102 | Toll Free 1-866-941-0440 Ext. 4102 | Cell: 519-278-6895

hsavage@orangeville.ca | www.orangeville.ca

Report to Council

<u>Subject</u>	Non-Resident Fee Framework for Core Recreation Programs
<u>Department</u>	Community Services
<u>Division</u>	Recreation
<u>Report #</u>	CMS-2026-019
<u>Meeting date</u>	August 10, 2026

Recommendations

That report CMS-2026-019, Non-Resident Fee Framework for Core Recreation Programs be received; and

That Council approve the proposed Non-Resident Fee Framework, as outlined in the report, as the basis for discussion with municipalities in Dufferin County; and

That staff be authorized to proceed with municipal discussions to determine each Dufferin municipalities' contribution by using the framework; and

That staff report back to Council with the outcomes of those discussions, including any proposed agreements, financial implications, and recommended implementation approach, prior to entering into any agreement.

Overview

This report seeks Council's approval of a proposed Non-Resident Fee Framework for core recreation programming delivered by the Town of Orangeville.

The framework would establish a transparent and defensible methodology for allocating a portion of levy-supported recreation operating and capital costs to Dufferin County municipalities whose residents use Town of Orangeville recreation programs. The proposed allocation would be based on program usage and municipal population, subject to established thresholds.

Staff will engage Dufferin County municipalities on the framework. After discussions, final approval of the framework will come back to Council for final approval.

Background

The Town of Orangeville has historically managed non-resident participation in recreation programs through a 25% non-resident surcharge and a three-day delayed registration period under the Town's Fees and Charges By-law. This approach has provided a simple and consistent mechanism to recognize non-resident use of Town recreation services that reflect a portion of operating and capital cost.

As a regional service centre within Dufferin County, Orangeville offers several core recreation programs that serve both Town residents and residents of neighbouring

municipalities. This regional use reflects the important role Orangeville's recreation facilities and programs play in supporting quality of life, active living, and community wellbeing across Dufferin County. These programs also provide a cost avoidance benefit to neighbouring municipalities by reducing the need for each municipality to independently develop, operate, staff and maintain comparable recreation facilities and program capacity. At the same time, the cost of delivering these services is primarily supported by Orangeville taxpayers.

In early 2026, Orangeville staff introduced the concept of regional recreation access to the Dufferin CAO's Group on January 8, 2026, followed by municipal discussions and review of potential framework options through the winter and early spring. Updated information and key considerations were reviewed with municipalities in late March 2026, and a county-wide recreation inventory was compiled in May 2026.

Following the municipal engagement and inventory review, Orangeville staff completed a more detailed assessment of non-resident participation, program demand, available recreation services across Dufferin municipalities, and the cost impacts associated with delivering programs to users from outside Orangeville. Based on this review, staff developed a proposed non-resident fee framework intended to support a more balanced recovery of costs while maintaining regional access to key recreation services.

The framework focuses on high-demand core programs, specifically swimming, skating lessons, and camps. Based on the current inventory of recreation facilities and program offerings across Dufferin municipalities, these programs were identified as areas where Orangeville provides access to services that typically are not available elsewhere in the County.

Analysis/current situation

The intent of the proposed framework is to establish a more transparent, data-informed, and supportable basis for discussing cost sharing with municipal partners. The framework uses levy-supported recreation costs, program usage, and population as key allocation factors. This approach is intended to better reflect both the operating and capital costs associated with non-resident use, while also recognizing the shared benefits these programs provide to families and communities across Dufferin County.

The analysis used the 2026 operating budget, the 2026–2035 capital program, 2023 registration and waitlist data, and municipal population data to test a more evidence-based allocation approach. Only the levy-supported share of costs was included, with user fees, recoveries, grants, and development charge funding removed where applicable.

The work was guided by principles of financial sustainability, equity and affordability, administrative efficiency, access and service quality. It also recognizes that core recreation programming depends on both direct operational elements such as instructors, equipment and marketing and the supporting facility costs required to make participation possible including hydro, washrooms and building upgrades.

It is important to recognize that maintaining recreation services and facilities involves significant costs, whether an individual uses them or not. Orangeville taxpayers currently shoulder most of these costs to ensure facilities remain open, maintained and opportunities for participation are available. Non-residents should contribute fairly to both operating and capital expenses and, in turn, have equal access.

Framework Formula

Staff retrieved participant usage data from the department's registration software. The analysis was based on 2023 program registration data, as non-residents and residents had the same registration date that year and therefore had an equal opportunity to register for programs. In 2024, a delayed registration period was introduced for non-residents, which limited access to spots in core programs and made that year less suitable as a baseline.

The population of each Dufferin municipality was established using Financial Information Return (FIR) data. To inform the framework, both participation usage rates and municipal population figures were ranked and weighted. Greater emphasis was placed on actual program usage, which was assigned a 90% weighting, while population was assigned a 10% weighting. This approach ensured that the framework primarily reflected demonstrated demand for Orangeville's recreation programs, while also recognizing the relative size of each surrounding municipality.

While the 90/10 usage-to-population weighting is the preferred approach, the framework has been developed with flexibility to allow for further refinement through municipal discussions. Staff may consider alternative weighting options, such as 95/5 or 80/20, where appropriate. This flexibility is intended to support a model that is data-informed, reasonable, and implementable across municipalities with different levels of usage, population size, and financial capacity.

The analysis also supports threshold-based adjustments for the lower-usage municipalities to improve proportionality and affordability within the model. Under the proposed framework, capped contributions would apply to municipalities below the defined usage threshold, with the highest amount remaining with Orangeville as host municipality and primary service provider.

Under the proposed framework, participating Dufferin County municipalities would contribute approximately between 15% to 20% of the eligible net cost associated with the identified core recreation programs. This provides a reasonable range of potential cost recovery while recognizing that Orangeville would continue to absorb most costs as the host municipality and primary service provider.

For comparison, the annual non-resident fee to access Orangeville Public Library services is currently \$210 per household. The proposed non-resident fee for core recreation programs would be lower than the existing library fee, with annual fees ranging from approximately \$3.00 to \$127 per household.

Each municipality will be requested to enter a four-year agreement with the Town of Orangeville and would be required to remit payment annually. In return, the non-residents would pay the same base program fee as Orangeville residents and register at the same time and no longer be required to pay the non-resident fee per registration providing equal access for all Dufferin residents.

If a Dufferin County municipality chooses not to participate in the Non-Resident Fee Framework, the residents of that municipality will be charged a fee of 100% to 150%

(currently 25%) above the base program fee and would remain subject to delayed registration, significantly limiting access to core recreation programs.

A separate approach may be considered for residents of Caledon, Erin and other non-Dufferin municipalities, recognizing that a different model may be more appropriate for municipalities outside Dufferin County.

Staff intend to work with each municipality to develop an implementation plan that works for all parties. This may include a phased-in payment plan. The annual fee will be subjected to a 2% inflationary increase over the initial term of the agreement.

Corporate implications

Subject to Council endorsement, staff will continue discussions with Dufferin County municipalities with the objective of obtaining Council approvals and entering into agreements throughout 2027, for incorporation into the 2028 Budgets. The impact to municipal budgets will be determined by the results of these discussions and the related agreements. For context, the levy supported funding for recreation costs included in the framework is approximately \$4.5 million annually with potential estimated recoveries in the range of 15% to 20% pending the level of adoption of the proposed framework.

Conclusion

The recommended framework is intended to provide a more consistent, data-driven approach that reflects levy-supported costs, program usage, and population, while also recognizing Orangeville's role as the host municipality.

If approved, the next steps will include continued discussions with Dufferin County area municipalities, incorporation in the Town's Rates and Fees By-Law, ongoing maintenance of the framework, and annual calculation, billing and data administration. Any future actions requiring formal Council approval, will be brought forward in a subsequent report.

Strategic alignment

Strategic Plan (working document)

Strategic goal: [Corporate Capacity](#)

Objective: Collaboration – Lead and support regional and subject-matter alliances

Sustainable Neighbourhood Action Plan (working document)

Theme: Corporate and Fiscal

Strategy: encouraging and supporting collaboration to implement sustainability initiatives between municipal and community organizations, local indigenous groups, conservation authorities and surrounding communities and the County.

Notice provisions

No public notice is required at this time, as this report does not amend the Town's Fees and Charges By-law. If Council considers a future amendment to the Fees and Charges

By-law for non-resident recreation fees, notice will be provided in accordance with the Town's Public Notice Policy provisions related to fees and charges affecting the general public.

Respectfully submitted,

Heather Savage
General Manager, Community Services

Reviewed by:

Shane Fedy
Deputy Treasurer, Corporate Services

Sharon Doherty-Gaudin
Manager, Recreation & Events, Community Services

Prepared by:

Shauna Lehtimaki
Advisor, Special Projects, Corporate Services

Heather Savage
General Manager, Community Services

Attachment(s):

Not applicable

Denise Holmes

From: Shirley, Brent (MNR) <brent.shirley@ontario.ca>
Sent: Friday, July 24, 2026 10:17 AM
To: Denise Holmes
Cc: Parsons, Jennifer (MNR)
Subject: Strada ARA Site Inspections
Attachments: 2026_07_24_ResponseToMelancthon_StradaARASites.pdf; 129167_InspectionRpt_2026_07_13_1.pdf; 625155_InspectionRpt_2026_07_13_1.pdf; 626199_InspectionRpt_2026_07_13_1.pdf

Good morning Denise,

Please find attached a letter to respond to your townships concerns about water monitoring at some Strada ARA sites in Melancthon Township. I have also included a copy of the three inspections performed by MNR on July 13th, 2026.

Please let me know if you have any further questions or concerns?

Best Regards,

Brent Shirley (he/him)
District Supervisor | Aurora Midhurst Owen Sound District
Ontario Ministry of Natural Resources | Ontario Public Service
705-718-3145
brent.shirley@ontario.ca



Taking pride in strengthening Ontario, its places and its people

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

**Ministry of Natural
Resources**

Aurora Midhurst Owen Sound
District

**Ministère des Richesses
naturelles**

district d'Aurora, de Midhurst et
d'Owen Sound



July 24, 2026

Denise B. Holmes, AMCT
CAO/Clerk
Township of Melancthon
157101 Highway 10
Melancthon, ON L9V 2E6

Dear Ms. Holmes,

Re: Strada Aggregates Inc. – ARA Licences 129167, 625155 and 626199

Thank you for your letter dated June 22, 2026 regarding Strada Aggregates Inc. and concerns related to groundwater and surface water monitoring requirements.

In response to the concerns raised by Council, Ministry of Natural Resources (MNR) staff conducted inspections of ARA Licences 129167, 625155 and 626199 on July 13, 2026. I have attached a copy for your reference. The inspections included a review of the approved site plans, monitoring requirements, and monitoring infrastructure, and were attended by Strada Aggregates representatives and their consultant from Tatham Engineering.

The inspection confirmed that the three licences operate under a consolidated groundwater and surface water monitoring program that was implemented in 2018 to reduce redundancy in the monitoring network. Ministry staff reviewed the current monitoring well network and confirmed that monitoring data for active wells are reported in the 2025 Monitoring Report. Water level monitoring and annual water quality sampling requirements were found to be ongoing, with manual measurements recorded throughout 2025 in addition to continuous data logging.

Ministry staff observed multiple monitoring wells during the inspection and confirmed that monitoring data are available for active monitoring locations. As extraction has progressed, some wells have been removed, replaced, relocated, or renamed within the consolidated monitoring program. MNR staff have recommended that monitoring well locations and nomenclature be clearly reflected in the proposed amalgamated Site Plan application to improve consistency between the approved plans and annual monitoring reports.

With respect to compliance under the Aggregate Resources Act, Licence 625155 was found to be compliant at the time of inspection. Licence 129167 was found to be compliant with monitoring requirements and had minor site plan compliance issues unrelated to groundwater monitoring. Licence 626199 had several minor compliance matters identified, including signage and fuel storage requirements, for which remedial actions were directed. No non-compliance related to groundwater monitoring requirements was identified during the inspections.

The Ministry will continue to review submissions associated with the proposed licence amendments and will ensure that monitoring requirements remain appropriate to support regulatory oversight and protection of groundwater and surface water resources.

Thank you for bringing these concerns to our attention.

Sincerely,

Brent Shirley

Brent Shirley (he/him)

District Supervisor | Aurora Midhurst Owen Sound District

Ontario Ministry of Natural Resources | Ontario Public Service

705-718-3145

brent.shirley@ontario.ca





Ontario Inspection Report under the Aggregate Resource Act

Site Description

Date of Inspection:	July 13, 2026	Licence/Permit Number:	129167
Licensee/Permittee Name:	Strada Aggregates Inc.		
Site Name:	Melancthon Pit #1		
Address:	30 Floral Parkway , Concord		E-Mail Address: ghoran@strada-aggregates.com
Lot(s):	West 1/2 13	Conc.(s):	3 O.S.
Local Municipality:	MELANCTHON TP	Township:	MELANCTHON
County/Region:	DUFFERIN CO	Mining Claim #:	
Licence/Permit Area (ha):	40.7	UTM# (NAD 83):	
Inspection Category:	Initial	Extraction Area (ha):	35.6
Operation Type:	Pit	Authority Type:	Class A Licence
Above Water:	Yes	Operating Status:	Operating

Critical Inspection Items

Inspection Results: ✓ Compliance X Non Compliance n/a Not applicable n/i Not Inspected

A. General

- | | | |
|--------------------------|------------|---------------------|
| 1. ✓ Identification Sign | 2. ✓ Gates | 3. ✓ Entrance/Exit: |
|--------------------------|------------|---------------------|

B. Operational

- | | | |
|----------------------------|----------------------|--------------------------|
| 1. ✓ Berms | 2. ✓ Setbacks | 3. ✓ Stockpile Location |
| 4. ✓ Face Heights | 5. ✓ Trees within 5m | 6. ✓ Extraction Depth |
| 7. ✓ Buildings | 8. ✓ Stripping | 9. n/i Progressive Rehab |
| 10. n/i Inert Fill | 11. ✓ Undercutting | 12. n/a GPS Corners |
| 13. ✓ Boundary Demarcation | | |

C. Equipment

- | | | |
|--------------------------|-----------------------|-----------------------|
| 1. n/a Asphalt Plant | 2. n/a Concrete Plant | 3. ✓ Portable Crusher |
| 4. n/a Permanent Crusher | 5. n/a Wash Plant | 6. ✓ Screening Plant |

D. Environmental

- | | | |
|-----------------------------|--------------------------|-----------------|
| 1. n/a Pumping | 2. n/a Discharging (ECA) | 3. n/a Ditching |
| 4. n/a Permit to take Water | 5. n/a ECA 2 | 6. ✓ Scrap |
| 7. ✓ Dust | 8. ✓ Fuel Storage | 9. n/i ESA |
| 10. n/a PSW | 11. ✓ Woodlands | 12. n/a ANSI |

E. Recycling

- | | | |
|----------------------|-----------------|-------------------------|
| 1. n/a Asphalt (RAP) | 2. n/a Concrete | 3. n/a Glass |
| 4. n/a Bricks | 5. n/a Slag | 6. n/a Asphalt Shingles |

F. Monitoring Reports

- | | | |
|-----------------------|-------------------------|-------------------------|
| 1. ✓ Water Monitoring | 2. n/i Noise Monitoring | 3. n/a Blast Monitoring |
| 4. n/a AMP | | |

G. Other / Notes

On July 13, 2026 an inspection was conducted on behalf of the Ministry of Natural Resources (MNR). Midhurst Work Centre staff Jennifer Parsons (Aggregate Officer) was accompanied by Strada Aggregates Inc. Licensees Wayne Publicover and Greg Richards, and consultant Alicia Kimberley (Tatham Engineering) at the above noted property (the Site). On this date, inspections were also completed on the adjacent Strada Licences 625155 and 626199. The Site Plan was reviewed and it was noted the Licensee is applying for approval to change the Licence from a pit to a pit + quarry that amalgamates the 3 Licences into one. The Licence sign was present at the entrance/exit. The gates were open at the time of inspection and trucks were observed entering/departing. This Site does not have a scale, although the SP permits one. The scale is located at the main entrance/exit on Licence 626199 located to the south and serves all three Licences. The Licence sign will likely be relocated to this main entrance to support the new Licence application. The office building shown on the SP remains at this entrance and is expected to remain until surrender. At the time of inspection, a water truck was active on the haul roads controlling dust. Berms along the 4th Line road are well maintained/mowed with required grass and planted trees. Fencing is established as required on the west boundary and in satisfactory repair. Fencing relief exists on the north, east and south boundaries. Historically the east boundary was mined to a zero-setback and this extraction is complete. An intention to build a berm on the east boundary under the new application was discussed. MNR recommends amending the existing SP to add a berm if construction commences prior to approval of the new application. The Licence is stripped to the limit of extraction. The Site is near the depth of extraction limit near the east boundary: moving west there is more aggregate remaining but of lesser quality. Very little aggregate in this Licence remains. The Site is used primarily for stockpiles and haul roads to access Licences to the north and south. One crushing plant was present and active, primarily located on adjacent Licence 626199 along the shared north boundary. The number of loaders did not exceed the max allowable of three. The three adjacent Licences use a single consolidated ground and surface water monitoring plan that was implemented in 2018 under MNR request to remove redundancy in the monitoring network. The approved Site Plan (SP) shows there are 6 well locations (MW1-6). Over time, wells have been removed/added/renamed as extraction progressed and the 3 Licences collectively switched to the consolidated monitoring plan. MNR recommends well location/names on the new SP application align with location/names provided in the Monitoring Report. This Licence is currently monitored by 6 wells with the following names: OW13, OW14, OW16, OW18, OW19 and OW20. During this inspection, Wells 13, 18, 19 and 20 were observed. Wells 14 and 16 are active but were not inspected. Data from all 6 wells are available in the 2025 Monitoring Report. The SP requires quarterly monitoring of water levels at these wells: MNR notes manual measurements were recorded 7-8 times during 2025 in addition to the continuous data logging (2025 Monitoring Report Appendix D). The SP requires annual testing for water quality and the results were provided in the 2025 Monitoring Report Appendix E. The 2025 Production Report and Fees have been submitted/paid to The Ontario Aggregates Resources Corporation (TOARC). Thank you. The 2026 Compliance Assessment Report is due no later than September 30. Submission to MNR can be made online through the Natural Resources Information Portal (NRIP), mail to the Midhurst District Work Centre or email (midhurstinfo@ontario.ca) . At the time of inspection, the Site was compliant with the Aggregate Resources Act (ARA).

Inspection Results

Satisfactory (Site in Compliance): Yes

Delivery/Attachments/Referral

Delivered By: Mail: ☐ EMail: ☒ Personal: ☐
Discussed/Accompanied by: Wayne Publicover (Licensee), Greg Richards (Licensee), Alicia Kimberley (Consultant)
Referred To: Ministry of the Environment and Climate Change: ☐
Ministry of Labour: ☐
Fisheries and Oceans Canada: ☐
Ministry of Northern Development and Mines: ☐
Other:
Reason for referral:

Aggregate Inspector Information

Badge #: midhurst **Name:** Jennifer (Loevenmark) Parsons **Phone:** 705-717-0203 **Fax:**
Address: 2284 Nursery Road, Midhurst, ON, L9X 1N8
E-Mail: jennifer.parsons@ontario.ca **MNR District:** Aurora/Midhurst/Owen Sound

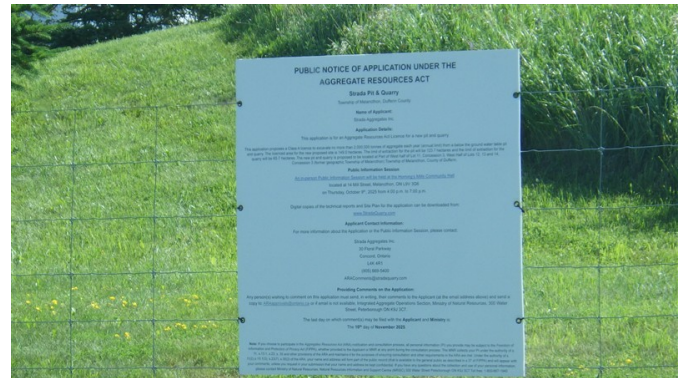
Inspection Photos



July 15, 2026 12:29 PM

WG-90; 126_0867.JPG

Taken By: Jennifer (Loevenmark) Parsons
Licence sign at entrance/exit.



July 15, 2026 12:29 PM

WG-90; 126_0868.JPG

Taken By: Jennifer (Loevenmark) Parsons
Notification of new application posted near entrance/exit of a new pit/quarry.



July 15, 2026 12:29 PM

Pentax WG-90; 126_0866.JPG

Taken By: Jennifer (Loevenmark) Parsons

No trespass sign posted at regular intervals on fence of the west boundary adjacent to 4th Line road.



July 15, 2026 12:29 PM

Pentax WG-90; 126_0894.JPG

Taken By: Jennifer (Loevenmark) Parsons

Well #OW20 located near north-east boundary between Licence 129167 and 626199.



Ontario Inspection Report under the Aggregate Resource Act

Site Description

Date of Inspection:	Monday, July 13, 2026	Licence/Permit Number:	625155
Licensee/Permittee Name:	Strada Aggregates Inc.		
Site Name:	Melancthon Pit #2		
Address:	30 Floral Parkway , Concord, ON, L4K 4R1	E-Mail Address:	ghoran@strada-aggregates.com
Lot(s):	Part lot 11 & 12	Conc.(s):	3 OS
Local Municipality:	MELANCTHON TP	Township:	MELANCTHON
County/Region:	DUFFERIN CO	Mining Claim #:	
Licence/Permit Area (ha):	47.6	UTM# (NAD 83):	
Inspection Category:	Complaint	Extraction Area (ha):	37.2
Operation Type:	Pit	Authority Type:	Class A Licence
Above Water:	Yes	Operating Status:	Operating

Critical Inspection Items

Inspection Results: ✓ Compliance X Non Compliance n/a Not applicable n/i Not Inspected

A. General

1. ✓ Identification Sign 2. ✓ Gates 3. ✓ Entrance/Exit:

B. Operational

1. ✓ Berms 2. ✓ Setbacks 3. ✓ Stockpile Location
4. ✓ Face Heights 5. ✓ Trees within 5m 6. ✓ Extraction Depth
7. ✓ Buildings 8. ✓ Stripping 9. n/i Progressive Rehab
10. n/i Inert Fill 11. ✓ Undercutting 12. n/a GPS Corners
13. ✓ Boundary Demarcation

C. Equipment

1. n/a Asphalt Plant 2. n/a Concrete Plant 3. ✓ Portable Crusher
4. n/a Permanent Crusher 5. ✓ Wash Plant 6. ✓ Screening Plant

D. Environmental

1. n/i Pumping 2. n/a Discharging (ECA) 3. n/a Ditching
4. ✓ Permit to take Water 5. n/i ECA 3 6. n/i Scrap
7. ✓ Dust 8. n/i Fuel Storage 9. n/i ESA
10. n/a PSW 11. ✓ Woodlands 12. n/a ANSI

E. Recycling

1. n/a Asphalt (RAP) 2. n/a Concrete 3. n/a Glass
4. n/a Bricks 5. n/a Slag 6. n/a Asphalt Shingles

F. Monitoring Reports

1. ✓ Water Monitoring 2. n/i Noise Monitoring 3. n/a Blast Monitoring
4. n/a AMP

G. Other / Notes

On July 13, 2026, an inspection was conducted on behalf of the Ministry of Natural Resources (MNR) at the above noted property (the Site) in response to a complaint regarding well monitoring requirements. Midhurst Work Centre staff Jennifer Parsons (Aggregate Inspector) was accompanied by Strada Aggregates Inc. Licensees Wayne Publicover (Project Manager) and Greg Richards (Aggregate Resources Manager), and consultant Alicia Kimberley (Tatham Engineering- Manager). On this date, inspections were also completed on the adjacent Strada Licences 625155 and 129167. The Site Plan (SP) was reviewed and it was noted the Licensee is applying for approval to change the Licence from a pit to a pit + quarry that amalgamates the 3 Licences into one. The three adjacent Licences use a single consolidated ground and surface water monitoring plan that was implemented in 2018 (under MNR request to remove redundancy in the monitoring network when the third Licence 626199 was approved). Over time, wells have been removed/added/renamed as extraction progressed and the 3 Licences collectively switched to the consolidated monitoring plan. MNR recommends well location/names transition on the new SP application to align with location/names provided in the Monitoring Report. The approved SP shows there are 10 well locations. The Site is currently monitored by 9 wells. Well OW1-07 was removed when the common boundary was extracted. Well OW2-07 exists on the berm but is non-functioning. There was a new well (#26) nearby on adjacent Licence 626199 at the base of the berm. Seven wells were observed during the inspection (OW3-07, OW4—07, OW5-07, OW6-07, OW10-08, new well OW30 and a new well at the scale). Wells OW7-08, W8-08 and OW9-08 were active but not inspected. Data from all wells are available in the 2025 Monitoring Report. The SP requires quarterly monitoring of water levels at these wells: MNR notes manual measurements were recorded 7-8 times during 2025 in addition to the continuous data logging (2025 Monitoring Report Appendix D). The SP requires annual testing for water quality and the results were provided in the 2025 Monitoring Report (Appendix E). The Site is satisfactorily meeting well monitoring requirements. The main entrance/exit was located off the 4th Line. The gates were open at the time of inspection with trucks arriving/departing. This entrance sign was in poor repair and unreadable. The Licensee completed the installation of a new sign at this entrance (listing all three Licences) on Friday, July 17. There was a scale at this entrance/exit which serves all three Licences. Immediately north of the entrance, there was a house that will remain after surrender. There was a second residence located just outside the south-east corner boundary. There were vegetated berms with tree screening around the property as required on the SP. Fencing was satisfactory along 4th Line and County Road 17 with regularly posted NO TRESSPASSING signs. Fencing along the east woodlot/wetland was marked regularly with posts and occasionally with silt screening. Extraction was mostly complete to the SP limits. Rehabilitation on the slopes and pit floor was minimal due to the pending new application. Processing was active and ongoing at the time of inspection. There is a valid Permit To Take Water (PTTW) for wash ponds. Washing was active at the time of inspection. The southern pond was the intake source and the most northern pond was the first of three settling ponds. Materials cleaned from the settling ponds was either sold as product or used as fill on the Site.*NOTE: although fuel was not inspected, SP page 2, note 1.2.13 states fuel storage will only be at the scale house. The 2025 Production Report and Fees have been submitted/paid to The Ontario Aggregates Resources Corporation (TOARC). Thank you. The 2026 Compliance Assessment Report is due no later than September 30. Submission to MNR can be made online through the Natural Resources Information Portal (NRIP), OR mailed to the Midhurst District Work Centre, OR email to midhurstinfo@ontario.ca . At the time of inspection, the Site was COMPLIANT with the Aggregate Resources Act (ARA) .

Inspection Results

Satisfactory (Site in Compliance): Yes

Remedial Action Required by Licensee/Permittee: No

Delivery/Attachments/Referral

Delivered By: Mail: ☐ EMail: ☒ Personal: ☐
Discussed/Accompanied by: Wayne Publicover (Licensee), Greg Richards (Licensee), Alicia Kimberley (Consultant-Tatham)
Referred To: Ministry of the Environment and Climate Change: ☐
Ministry of Labour: ☐
Fisheries and Oceans Canada: ☐
Ministry of Northern Development and Mines: ☐
Other:
Reason for referral:

Aggregate Inspector Information

Badge #: Midhurst **Name:** Jennifer (Loevenmark) Parsons **Phone:** 705-717-0203 **Fax:**
Address: 2284 Nursery Road, Midhurst, ON, L9X 1N8
E-Mail: jennifer.parsons@ontario.ca **MNR District:** Midhurst

Inspection Photos



Monday, July 13, 2026 9:54 AM

Pentax WG-90; 126_0866.JPG

Taken By: Jennifer (Loevenmark) Parsons

Fencing on west and south boundary posted with NO TRESSPASS signs.



Monday, July 13, 2026 10:22 AM

Pentax WG-90; 126_0873.JPG

Taken By: Jennifer (Loevenmark) Parsons

Well OW10-08



Monday, July 13, 2026 10:29 AM

Pentax WG-90; 126_0874.JPG

Taken By: Jennifer (Loevenmark) Parsons
Silt Fencing adjacent to North Pond. Pond is behind tree screen and dries up in summer.



Monday, July 13, 2026 10:29 AM

Pentax WG-90; 126_0875.JPG

Taken By: Jennifer (Loevenmark) Parsons
Well OW6-07



Monday, July 13, 2026 10:54 AM

Pentax WG-90; 126_0880.JPG

Taken By: Jennifer (Loevenmark) Parsons
Well OW30



Monday, July 13, 2026 11:10 AM

Pentax WG-90; 126_0890.JPG

Taken By: Jennifer (Loevenmark) Parsons
Well at scale



Monday, July 13, 2026 11:02 AM

Pentax WG-90; 126_0888.JPG

Taken By: Jennifer (Loevenmark) Parsons
View of pit floor to south boundary



Monday, July 13, 2026 10:58 AM

Pentax Wg-90; 126_0884.JPG

Taken By: Jennifer (Loevenmark) Parsons
Metal stake at woodlot/wetland setback.



Monday, July 13, 2026 10:46 AM

Pentax WG-90; 126_0879.JPG

Taken By: Jennifer (Loevenmark) Parsons
Active processing plant and stock piles.



Monday, July 13, 2026 10:45 AM

Pentax WG-90; 126_0876.JPG

Taken By: Jennifer (Loevenmark) Parsons
North settling pond.



Monday, July 13, 2026 10:46 AM

Pentax WG-90; 126_0877.JPG

Taken By: Jennifer (Loevenmark) Parsons
Pipe from north settling pond to second settling pond.



Monday, July 13, 2026 10:55 AM

Pentax WG-90; 126_0882.JPG

Taken By: Jennifer (Loevenmark) Parsons
View to the north of the water intake pond.



Monday, July 13, 2026 9:52 AM

Pentax WG-90; 126_0865.JPG

Taken By: Jennifer (Loevenmark) Parsons
Sign at time of inspection



Friday, July 17, 2026 2:25 PM

samsung; 6327.jpg

Taken By: Wayne Publicover
New sign installed July 17, 2026.



Ontario Inspection Report under the Aggregate Resource Act

Site Description

Date of Inspection:	July 13, 2026	Licence/Permit Number:	626199
Licensee/Permittee Name:	Strada Aggregates Inc.		
Site Name:	Prince/Bonnefield Pits		
Address:	30 Floral Parkway , Concord	E-Mail Address:	ghoran@strada-aggregates.com
Lot(s):	West 1/2 Lots 12 & 14	Conc.(s):	3 O.S.
Local Municipality:	MELANCTHON TP	Township:	MELANCTHON
County/Region:	DUFFERIN CO	Mining Claim #:	
Licence/Permit Area (ha):	60.7	UTM# (NAD 83):	
Inspection Category:	Initial	Extraction Area (ha):	48.4
Operation Type:	Pit	Authority Type:	Class A Licence
Above Water:	Yes	Operating Status:	Operating

Critical Inspection Items

Inspection Results: ✓ Compliance X Non Compliance n/a Not applicable n/i Not Inspected

A. General

1. X Identification Sign 2. n/a Gates 3. X Entrance/Exit:

B. Operational

1. ✓ Berms 2. ✓ Setbacks 3. ✓ Stockpile Location
4. ✓ Face Heights 5. ✓ Trees within 5m 6. ✓ Extraction Depth
7. ✓ Buildings 8. ✓ Stripping 9. n/i Progressive Rehab
10. n/i Inert Fill 11. ✓ Undercutting 12. n/a GPS Corners
13. ✓ Boundary Demarcation

C. Equipment

1. n/a Asphalt Plant 2. n/a Concrete Plant 3. ✓ Portable Crusher
4. n/a Permanent Crusher 5. n/a Wash Plant 6. ✓ Screening Plant

D. Environmental

1. n/a Pumping 2. n/a Discharging (ECA) 3. n/a Ditching
4. n/a Permit to take Water 5. n/a ECA 2 6. ✓ Scrap
7. ✓ Dust 8. X Fuel Storage 9. n/i ESA
10. n/a PSW 11. ✓ Woodlands 12. n/a ANSI

E. Recycling

1. n/a Asphalt (RAP) 2. n/a Concrete 3. n/a Glass
4. n/a Bricks 5. n/a Slag 6. n/a Asphalt Shingles

F. Monitoring Reports

1. ✓ Water Monitoring 2. n/i Noise Monitoring 3. n/a Blast Monitoring
4. n/a AMP

G. Other / Notes

On July 13, 2026 an inspection was conducted on behalf of the Ministry of Natural Resources (MNR) at the above noted property (the Site). Midhurst Work Centre staff Jennifer Parsons (Aggregate Inspector) was accompanied by Strada Aggregates Inc. Licensees Wayne Publicover (Project Manager) and Greg Richards (Aggregate Resources Manager), and consultant Alicia Kimberley (Tatham Engineering- Manager). On this date, inspections were also completed on the adjacent Strada Licences 625155 and 129167. The Site Plan was reviewed and it was noted the Licensee is applying for approval to change the Licence from a pit to a pit + quarry that amalgamates the 3 Licences into one. This Licence is comprised of two properties separated by Licence 129167 (Pit #1): Bonnefield (Phase 4) and Prince (Phases 5-7). There is no haul road entrance/exit directly to this Licence. Access is through common boundaries with Licence 129167 or 625155. The Licence sign was absent and must be installed at either of the main entrances of the adjacent Licences. MNR recommends the main entrance/exit on Licence 625155 - the location of the scale which serves all three Licences. The Site Plan (SP) allows three Field/Residential Access lanes off the 4th Line which are currently closed by berms. There is an active fourth Field Access Lane not shown on the SP at the north-west corner of the Licence (Phase 7). Historically, this lane only accessed the agriculture crop. MNR recommends applying to amend the SP to add this access lane if use is continuing past 2026. At the time of inspection, a water truck was active on the haul roads controlling dust. Phase 4 was stripped to the limit of extraction. The haul road extends from Licence 129167 through Phase 4 to Licence 625155. There were stockpiles but no active processing in Phase 4 in accordance with SP restriction 1.2.20 - as there was a processing plant operating in Licence 625155 . The SP allows for one wash plant between Phase 4 and Licence 625155 (SP note 1.2.20) and it is currently located on Licence 625155. There were some small areas of standing surface water with slow drainage through the pit floor. The berm on the west boundary was well established with vegetation/trees and fencing in satisfactory repair. The Madill site (BaHb-17) cultural heritage site located in the South-west corner of Phase 4 is undisturbed and protected by berms and fencing (whereas the cultural heritage site in Licence 129167 on the west boundary was removed via Stage 4 recording/excavation).Berm construction is underway on the west boundary of Phases 5, 6, and 7 and will extend along the north perimeter. Extraction commenced during 2025 in phase 5 through the common boundary. Crushing plant (1) and screening plants (1 of 2) were operating within allowable SP equipment restrictions.Fuel was stored on Phase 5. SP note 1.2.13 states there will be no fuel storage. MNR requires the fuel to be removed or an application submitted to amend the SP to permit temporary fuel storage.The three adjacent Licences use a single consolidated ground and surface water monitoring plan that was implemented in 2018 (under MNR request to remove redundancy in the monitoring network when the third Licence 626199 was approved). Over time, wells have been removed/added/renamed as extraction progressed and the 3 Licences collectively switched to the consolidated monitoring plan. MNR recommends well location/names transition on the new SP application to align with location/names provided in the Monitoring Report. The approved SP shows there are 3 well locations on Phase 4 (OW15, OW17, OW18). Phase 4 is currently monitored by 3 wells named : OW13, OW18, OW26. During this inspection, all three were observed. The approved SP shows 5 well locations on the Prince property (OW19, OW20, OW21, OW22, OW23). The Prince property is currently monitored by 6 wells named: OW19, OW20, OW21, OW22, OW23 and OW27. During this inspection, wells 19, 20, 23 and 27 were observed. Wells 21 and 22 were active but were not inspected. Data from all wells are available in the 2025 Monitoring Report. The SP requires quarterly monitoring of water levels at these wells: MNR notes manual measurements were recorded 7-8 times during 2025 in addition to the continuous data logging (2025 Monitoring Report Appendix D). The SP requires annual testing for water quality and the results were

provided in the 2025 Monitoring Report Appendix E. The 2025 Production Report and Fees have been submitted/paid to The Ontario Aggregates Resources Corporation (TOARC). Thank you. The 2026 Compliance Assessment Report is due no later than September 30. Submission to MNR can be made online through the Natural Resources Information Portal (NRIP), OR mailed to the Midhurst District Work Centre, OR email to midhurstinfo@ontario.ca . At the time of inspection, the Site was NOT COMPLIANT with the Aggregate Resources Act (ARA) for identification sign, entrance/exit and fuel storage: see remedial actions.

Remedial Action for Non-Compliance Items

Item	Section (Aggregate Resource Act / Provincial Standards)	Remedial Action Required	Remedial Action Date
Identification Sign	ARA, O.Reg. 244/97 sec. 0.13 (3)(b)	Erect a sign of at least 0.5m x 0.5m at the main entrance of adjacent Licence 625155 with wording per the regulation.	September 30, 2026
Entrance Exit	ARA, sec. 15 and approved Site Plan	Apply to amend the Site Plan to add the field entrance/exit existing in the NW corner of Phase 7 if the entrance/exit will be used after 2026.	September 30, 2026
Fuel Storage	ARA Sec. 15 and approved Site Plan page 2 Item 1.2.13	Remove fuel storage or apply to amend the Site Plan to add fuel storage.	September 30, 2026

Inspection Results

Satisfactory (Site in Compliance): No
Remedial Action Required by Licensee/Permittee: Yes

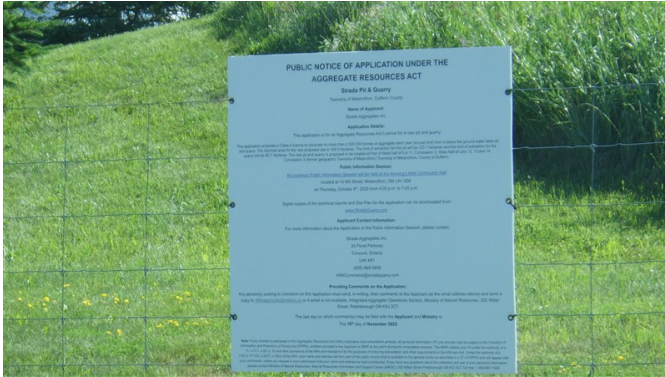
Delivery/Attachments/Referral

Delivered By: Mail: ☐ EMail: ☒ Personal: ☐
Discussed/Accompanied by: Wayne Publicover (Licensee), Greg Richards (Licensee), Alicia Kimberley (Consultant)
Referred To: Ministry of the Environment and Climate Change: ☐
Ministry of Labour: ☐
Fisheries and Oceans Canada: ☐
Ministry of Northern Development and Mines: ☐
Other:

Aggregate Inspector Information

Badge #: Midhurst	Name: Jennifer (Loevenmark) Parsons	Phone: 705-717-0203	Fax:
Address: 2284 Nursery Road, Midhurst, ON, L9X 1N8			
E-Mail: jennifer.parsons@ontario.ca		MNR District: Midhurst	

Inspection Photos



July 13, 2026 9:55 AM

Pentax WG-90; 126_0868.JPG

Taken By: Jennifer (Loevenmark) Parsons
Public NOTICE posting for new application.



July 13, 2026 9:54 AM

Pentax WG-90; 126_0866.JPG

Taken By: Jennifer (Loevenmark) Parsons
No Tresspass sign on west boundary fence.



July 13, 2026 10:14 AM

Pentax WG-90; 126_0869.JPG

Taken By: Jennifer (Loevenmark) Parsons
Well OW26 in Phase 4.



July 13, 2026 10:16 AM

Pentax WG-90; 126_0871.JPG

Taken By: Jennifer (Loevenmark) Parsons
Phase 4 stockpiles



July 13, 2026 10:22 AM

Pentax WG-90; 126_0872.JPG

Taken By: Jennifer (Loevenmark) Parsons
Phase 4 silt-fencing on 10m setback from woodland.



July 13, 2026 10:22 AM

; 126_0873.JPG

Taken By: Jennifer (Loevenmark) Parsons
Well OW18 in Phase 4.



July 13, 2026 11:22 AM

Pentax WG-90; 126_0891.JPG

Taken By: Jennifer (Loevenmark) Parsons
Well OW27 in Phase 7.



July 13, 2026 11:23 AM

; 126_0892.JPG

Taken By: Jennifer (Loevenmark) Parsons
Well OW23 in Phase 7.



July 13, 2026 11:29 AM

Pentax WG-90; 126_0894.JPG

Taken By: Jennifer (Loevenmark) Parsons
Well OW20 in Phase 5.



July 13, 2026 11:23 AM

Pentax WG-90; 126_0893.JPG

Taken By: Jennifer (Loevenmark) Parsons
New berm construction on west boundary of Phase 5,
6, and 7. This is the NW corner of Phase 7.



July 13, 2026 11:32 AM

Pentax WG-90; 126_0897.JPG

Taken By: Jennifer (Loevenmark) Parsons

Active crushing plant and screening plant in Phase 5.



Melancthon Township

Student Volunteer Award

Purpose:

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

Eligibility:

- Must be a current student (elementary, secondary, or post-secondary).
- Must volunteer in the Township of Melancthon.

Criteria:

Nominees will be evaluated on the following:

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

Nomination Process:

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

Deadline for nominations:

The deadline to submit your nomination and supporting paperwork is **12:00 p.m. EST on Wednesday, October 28, 2026.** All materials must be submitted in person at the Township of Melancthon Office or by email to the Clerk at dholmes@melancthontownship.ca.

Award Presentation:

The award will be presented at the **"Christmas In The Mills"** event at the Horning's Mills Community Hall, 14 Mill Street, on Saturday, November 28, 2026. Recipient will receive a certificate of recognition and a gift card, as a token of the Township's appreciation.



TOWN OF SHELburne
COUNCIL RESOLUTION

No. 2026-151

Date: August 24, 2026

Moved by: Councillor Sample

Seconded by: Deputy Mayor Hall

BE IT RESOLVED THAT Council receives Report CAO2026-04 for information;
AND THAT Option 2 whereby residents of the municipalities receiving and financially supporting services from the Shelburne Public Library by agreement or contract be eligible to be appointed to the Shelburne Public Library Board be approved;

AND THAT all representatives serving on the Shelburne Public Library for the next term of Shelburne Public Library Board commencing around January 1, 2027 be directly appointed by the Town of Shelburne Council under the Town of Shelburne's committee and board appointment process.

AND THAT an Establishing By-Law for the Shelburne Public Library Board of the Shelburne Public Library be prepared by Town staff for the consideration and approval of Council by the end of September 2026.

CARRIED, W. Mills

Requested Vote to be recorded [] Yes [X] No



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

Meeting Date: Monday, August 24, 2026

To: Members of Council

From: Denyse Morrissey, CAO and
Jennifer Willoughby, Director of Legislative
Services/Clerk

Report: CAO 2026-04

Subject: Shelburne Library Board Structure and
Governance

Recommendation

BE IT RESOLVED THAT Council receives Report CAO2026-04 for information;

AND THAT Option 2 whereby residents of the municipalities receiving and financially supporting services from the Shelburne Public Library by agreement or contract be eligible to be appointed to the Shelburne Public Library Board be approved;

AND THAT all representatives serving on the Shelburne Public Library for the next term of Shelburne Public Library Board commencing around January 1, 2027 be directly appointed by the Town of Shelburne Council under the Town of Shelburne's committee and board appointment process.

AND THAT an Establishing By-Law for the Shelburne Public Library Board of the Shelburne Public Library be prepared by Town staff for the consideration and approval of Council by the end of September 2026.

Background

The purpose of this report is to provide follow-up to the April 13, 2026, direction of Council related to staff report [CAO 2026-02 Library Board Structure and Governance](#).

That Staff be directed to provide recommendations to Council, by the end of June 2026, regarding and not limited to a Library Board Establishing By-law by the Town of Shelburne to formally constitute the Shelburne Public Library as a Public Library Board, board representation and structure, and the appointing authority of the Town of Shelburne Council for all representatives on the Board.

Under the *Public Libraries Act*, a municipal public library board is established as a corporation once it is formally created by municipal council through an establishing by-law. This by-law provides the legal foundation for the board's existence, including its governance structure and authority to manage and control the library.

Based on the review completed by staff in 2025 and 2026 the Town was not able to locate or confirm the existence of a formal establishing Town of Shelburne by-law or governance agreement constituting the current Library Board structure in accordance with the *Public Libraries Act*. It is the opinion of staff that one does not exist.

From a governance and legislative compliance perspective, the lack of a formalized structure may present several risks, including:

- Administrative continuity risk, particularly during Council transitions, if board composition and appointment processes are not formally constituted
- Legal and legislative risk, where the municipality may not be able to demonstrate full compliance with the requirements of the *Public Libraries Act*
- Governance risk, as the roles and responsibilities between Council and the Library Board may not be clearly defined
- Financial accountability risk, where oversight of public funds and budget approval processes may lack clearly documented authority

Shelburne Public Library Board Composition

The Shelburne Public Library Board* representation, with each having one vote, is comprised of:

Municipality	Number of Representatives	Board Representation Details
Shelburne	5**	One representative is a member of council
Amaranth	1	Member of Council
Melancthon	1	Member of Council
Mono	1	Member of Council
Mulmur	1	Member of Council

*The representatives appointed by other municipalities are chosen directly by that municipality. Town of Shelburne Council is not involved in that process or approves those appointments.

** currently one vacancy

Links to past staff reports are:

Staff report CAO 2026-01: <https://pub-shelburne.escribemeetings.com/filestream.ashx?DocumentId=6154>

Staff report CAO 2025-03 : <https://pub-shelburne.escribemeetings.com/filestream.ashx?DocumentId=5808>

Shelburne Public Library 2026 Operating Budget - Funding Percentages

The Shelburne Public Library 2026 contribution to the operating budget by municipality:

Municipality	Contribution (\$)	Percentage of Budget
Shelburne	\$264,349	56%
Amaranth	\$43,673	9%
Melancthon	\$66,571	14%
Mono	\$32,152	7%
Mulmur	\$65,391	14%
Total	\$472,136	100%

Analysis

In the absence of a formal Town of Shelburne establishing by-law or documented governance agreement, the current board structure would not be properly formalized.

While the library continues to operate and provide services, formalizing the board structure through a Town of Shelburne establishing by-law and governance agreement is needed. It would ensure clarity of authority, legislative compliance, and transparency in the relationship between Town of Shelburne Council and the Library Board. It is staff's opinion, that based on the review completed, that while the Shelburne Public Library due to the board structure has some of the governance elements of a Union Public Library, it is not, nor was it intended to be a Union Public Library.

The Library Act says Council shall appoint at least 5 members of the board and Council shall not appoint more of its own members to a board than one less than a majority of the board.

Many municipalities do not have a library in their municipality. Their residents then need to access the library services of another municipality, and this is generally based on a cost via contract or agreement. For example, the Town of Orangeville provides library services via agreement to a number of municipalities. Their Library Board representation is limited to residents and elected officials with the Town of Orangeville. In the Town of New Tecumseth their library board structure provides eligibility for a resident of a municipality that has an agreement or contract with the Library to be appointed to the Library Board.

Shelburne Public Library Board Composition – Three Options

1. Option 1 – No change

The Shelburne Public Library Board* representation, with each having one vote, is comprised of:

Municipality	Number of Representatives	Board Representation Details
Shelburne	5	One representative is a member of council
Amaranth	1	Member of Council
Melancthon	1	Member of Council
Mono	1	Member of Council
Mulmur	1	Member of Council

*The representatives appointed by other municipalities are chosen directly by that municipality. Town of Shelburne Council is not involved in that process or approves those appointments.

2. Option 2 – Representation Eligibility and Appointing Authority Revised

The Shelburne Public Library Board eligible* representation as of January 1, 2027 with representative appointed by the Town of Shelburne Council base on each representative having one vote, is comprised of:

Municipality	Eligible Representation
Shelburne	3 Resident Representatives 2 Members of Council
Amaranth	1 Resident representative
Melancthon	1 Resident representative
Mono	1 Resident representative
Mulmur	1 Resident representative

*all applicants must apply through the Town of Shelburne’s appointment to boards process. Where no application from another municipality that is allocated representation is received or where an applicant is not approved by Town of Shelburne that representation may be allocated by Council to a Shelburne resident.

Option 2 is recommended.

3. Option 3 – Representation limited to Shelburne Residents and Elected Officials

The Shelburne Public Library Board representation as of January 1, 2027 is limited to Town of Shelburne residents and up to two members of Town Council:

Municipality	Representation
Shelburne	Up to 5 resident representatives; Up to 2 members of Council

Financial Impact

The Town of Shelburne owns the library building and lands. In 2026 most capital costs for the Shelburne Public Library, under a new Memorandum of Understanding, became the exclusive costs of only the Town of Shelburne. The Town of Shelburne also established a new capital library reserve, and is making annual contributions to this reserve, starting in 2026.

The recommendation and Option 2 regarding Library Board structure and representation is based on a municipality which is receiving Library services continuing to financially support the operating costs for library services from the Shelburne Public Library to be eligible to be appointed to the Shelburne Public Library Board by Town of Shelburne Council.

Should a municipality not continue to contribute proportionally to the annual operating budget for library services or provide operating funding via a new agreement or contract with the Shelburne Public Library, that municipality would default, as of around January 1, 2027, to having the non-resident fees apply to all users from that municipality.

Based on the 2026 Library operating budget the combined funding from the other four municipalities is \$207,7876 or 44%. Where and if applicable, non-resident fees would be expected to offset the increased operating costs being absorbed by the Town.

The 2026 Shelburne Public Library non-resident fees are listed:

Membership	Limitations	Rate
Resident	N/A	No fee
Non-resident	Per household (annually) Not eligible to borrow parks passes, museum passes, or the Mansfield Outdoor Centre passes.	\$120
Temporary resident	Up to 3 months. Not eligible to borrow parks passes, museum passes, or the Mansfield Outdoor Centre passes.	\$40
Short term	Situation specific (i.e. no fixed address, shelter, or group home). Limited to five items checked out at a time. Not eligible to borrow parks passes, museum passes, or the Mansfield Outdoor Centre passes.	No fee
Institutional	For community organizations within the library's jurisdiction.	No fee
Replacement card	For lost or damaged library cards.	\$2

Included in the Shelburne Public Library Policy number OP-12, last revised May 2026 under item 3. is "Individuals who reside outside the library's jurisdiction, but who own property, operate a business, work, or attend school in these areas shall be considered residents and therefore eligible for library membership at no cost".

Examples of annual non-resident fees in other municipalities:

Municipality	Non-Resident Fee	Fee Basis
Barrie	\$75	Per person
Caledon	\$50	Per person
Clearview	\$45	Per family
Collingwood	\$120	Per household
Essa	\$50	Per person
New Tecumseth	\$30	Per person
Orangeville	\$210	Per household
Owen Sound	\$500	Per household
Southgate	\$75	Per person
Springwater	\$80	Per person
Wasaga Beach	\$150	Per household

Policies & Implications (if any) Affecting Proposal

N/A

Consultation and Communications

Other Ontario municipalities library board structure and non-resident fees

Council Priorities

Council's Priorities has three Pillars - Sustainable, Engaged and Livable. There are a total of 14 Priorities with the three Pillars.

This report aligns with the Engaged and Sustainable Pillars within the Priorities of:

EP1 Promote effective partnership

SP5 Build responsive organizational capacity

Supporting Documentation

Respectfully Submitted:

Denyse Morrissey, CAO

Jennifer Willoughby, Director of Legislative Services/Clerk



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

MEMO TO COUNCIL

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

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

**SUBJECT: HOLMES AGRO – GROUND WATER SAMPLING – 517641
COUNTY ROAD 124**

MEETING DATE: SEPTEMBER 3, 2026

Background

At the Council meeting held on July 16, 2026, Travis Clarke of Holmes Agro attended Council, on behalf of Jeff Holmes, to request that the groundwater monitoring and sampling frequency for the Holmes Agro facility located at 517641 County Road 124 be changed from annually to once every two years. Mr. Clarke advised Council that the request was based on the stable groundwater chemistry demonstrated in the groundwater monitoring reports over the past several years.

Council directed Staff to forward the request and reports be forwarded to the Township's Hydrogeologist, Mr. Lemieux, for review and to obtain his professional opinion regarding the proposed change in monitoring frequency.

Hydrogeologist's Review

Mr. Lemieux has completed his review of the groundwater monitoring reports provided by Holmes Agro. Following his review, Mr. Lemieux has advised that he does not see any reason why Holmes Agro cannot move to groundwater monitoring and sampling every two years.

Recommendation

Should Council concur with Mr. Lemieux's opinion, the Groundwater Sampling Agreement will need to be amended to reflect the revised monitoring frequency.

GB 18.4.1
SEPT 3 2026



July 15, 2026

Via: Email (kathleen.jose@sollio.coop)

Mr. Jeff Holmes c/o Kathleen Jose
Holmes Agro Ltd.
473088 County Road 124
Orangeville, ON L9W 2Z6

Dear Mr. Holmes:

**Re: Groundwater Sampling Program
517641 County Road 124, Melancthon, Ontario
Project No.: 300051826.2026**

1.0 Introduction

R.J. Burnside & Associates Limited (Burnside) was retained by Holmes Agro Ltd. through coordination with Sollio Group Coopératif (SGC) to complete a Groundwater Sampling Program at 517641 County Road 124 in Melancthon, Ontario (Site). Burnside understands that the groundwater assessment is required as outlined in the Agreement between Holmes Agro Ltd. and the Township of Melancthon.

The Site is an irregular shape with a total area of approximately 2.10 ha (5.19 ac). The property is currently occupied and owned by Holmes Agro Ltd., an agricultural retailer. The Site is surrounded by agricultural lands and residential dwellings.

2.0 Scope of Work

The scope of work was based on the annual sampling program guidelines outlined in the report entitled; Ground Water Sampling Agreement, by the Corporation of the Township of Melancthon dated March 5, 2015. Based on the agreement, the annual sampling program is required for environmental due diligence.

Sampling was conducted as per the previous program and in accordance with the Ministry of Environment, Conservation and Parks (MECP) reference Guidance on Sampling and Analytical Methods at Contaminated Sites in Ontario, (2009), and Burnside Standard Operating Procedures (SOPs).

The following details the scope of work completed for the Groundwater Sampling Program:

- reviewed the sampling and analysis plan;
- reviewed the Health and Safety protocols;
- recorded condition of the casing, surface seal, lock and well pipe;
- measured static groundwater levels;

- replaced dedicated sample tubing in BH10-118, BH10-120, and BH11-122 II;
- purged approximately three well volumes to allow formation water into the well pipe;
- measured and recorded water quality parameters (temperature, pH, oxidation-reduction potential, conductivity, dissolved oxygen, total dissolved solids, and salinity);
- collected groundwater samples from three monitoring wells and one water supply well;
- submitted groundwater samples to ALS Environmental for analysis of nitrate, nitrite, phosphate, total phosphorous, ammonia, and Total Kjeldahl Nitrogen (TKN); and,
- prepared a report summarizing findings.

3.0 Sampling and Analysis Plan

The sampling and analysis plan was designed to evaluate groundwater quality at the Site. Parameters analyzed are outlined in Table 1:

Table 1: Parameters Analyzed

Well ID	Parameters Analyzed
BH10-118	Nitrate (as N), Nitrite (as N), Phosphate (as P), Total Phosphorous, Ammonia (as N), and Total Kjeldahl Nitrogen (TKN)
BH10-120	Nitrate (as N), Nitrite (as N), Phosphate (as P), Total Phosphorous, Ammonia (as N), and Total Kjeldahl Nitrogen (TKN)
BH10-120 (DUP)	Nitrate (as N), Nitrite (as N), Phosphate (as P), Total Phosphorous, Ammonia (as N), and Total Kjeldahl Nitrogen (TKN)
BH11-122 II	Nitrate (as N), Nitrite (as N), Phosphate (as P), Total Phosphorous, Ammonia (as N), and Total Kjeldahl Nitrogen (TKN)
Drinking Water Well (DWW)	Nitrate (as N), Nitrite (as N), Phosphate (as P), Total Phosphorous, Ammonia (as N), and Total Kjeldahl Nitrogen (TKN)

3.1 Applicable Site Condition Standards

Water quality parameters associated with fertilizers such as Nitrate (as N), Nitrite (as N), Phosphate (as P), Total Phosphorous, Ammonia (as N), and Total Kjeldahl Nitrogen (TKN) are not included in the MECP Site Condition Standards (SCS) listed in Soil, Ground Water and Sediment Standards for Use under Part XV.1 of the Environmental Protection Act. Instead, analytical results of nitrate and nitrite were compared to the Ontario Drinking Water Quality Standards (ODWQS) listed in Schedule 2 of Ontario Regulation 169/03.

4.0 Field Program

In addition to collecting groundwater samples, the field program consists of noting the condition of monitoring wells, noting the presence of environmental concerns on the property, and transport of samples to an accredited laboratory.

4.1 Field Screening

Field screening was conducted by examining groundwater samples for any evidence of environmental concerns using visual and olfactory cues and noting any signs of sheen or unusual odours. No environmental concerns were identified by field screening of groundwater samples.

4.2 Groundwater Sampling

Groundwater samples were collected on May 21, 2026, in accordance with the above noted protocols. Prior to sample collection, static water levels were measured and approximately three well volumes were purged from the monitoring wells. During the well purging process, water quality parameters were measured using a Horiba U52 water quality meter. Groundwater quality parameters (temperature, pH, oxidation-reduction potential, conductivity, dissolved oxygen, total dissolved solids, and salinity) were measured on a continuous basis. Groundwater samples were collected once these parameters had stabilized, to ensure representative groundwater samples were collected.

All field findings and water quality readings are recorded and retained by field staff.

4.3 Accredited Laboratory

Groundwater samples were submitted to ALS Environmental in Waterloo, Ontario under their chain of custody procedure and analyzed for Nitrate (as N), Nitrite (as N), Phosphate (as P), Total Phosphorous, Ammonia (as N), and Total Kjeldahl Nitrogen (TKN).

ALS Environmental utilize MECP, EPA, NIOSH, and Standard Methods, as well as other industry methods, in accordance with both federal and provincial legislations. ALS Environmental is accredited to ISO/IEC 17025 by the Canadian Association for Laboratory Accreditation Inc. (CALA) and/or Standards Council of Canada (SCC) for specific tests listed on the scope of accreditation. ALS Environmental (Waterloo) is also accredited by the Canadian Association for Laboratory Accreditation Inc.

4.4 Quality Assurance and Quality Control Measures

The following quality control measures were implemented during the field investigation and collection of groundwater samples to ensure data quality.

4.4.1 Laboratory Supplied Sample Containers

Samples were collected in appropriate sample containers supplied by ALS Environmental. Where applicable, sample containers were pre-charged with preservatives by ALS Environmental prior to shipment to Burnside personnel.

4.4.2 Decontamination Procedures

To minimize cross contamination during the field investigation and collection of samples, the following measures were taken:

- Waterra sampling tubes are dedicated to each individual groundwater monitoring well;
- the water supply well tap is run for a minimum of five minutes before the sample is collected; and,
- new nitrile gloves were worn by Burnside staff for sampling each well.

4.4.3 Laboratory QA/QC

All samples, including field duplicate samples, were submitted to ALS Environmental under the chain of custody procedure. The laboratory quality control activities and quality assurance checks included the analysis of laboratory duplicates, method blanks, method blank spikes, matrix spikes and surrogate recoveries. No tested parameter was present in a detectable concentration in any laboratory method blank. The Relative Percent Difference (RPD) between laboratory duplicates was within acceptable limits for all parameters tested. The Reported Detection Limits (RDL) in the laboratory results are acceptable, as the RDL for each parameter is less than or equal to the guideline/standard. All quality assurance checks were within the laboratory's acceptable ranges for all parameters analyzed. The laboratory results for groundwater samples for this investigation are valid.

5.0 Review and Evaluation

5.1 Shallow Groundwater Flow

Static water levels measured in each monitoring well on May 21, 2026, ranged from 8.05 (503.32 m asl at BH10-120) to 9.73 m bgs (501.93 m asl at BH11-122 II). Regional groundwater flow according to the 2019 report is towards Pine River. Overburden groundwater flow based on measured wells is inferred to be south southeast. Static water level measurements are summarized in **Error! Reference source not found.**

Table 2: Static Water Levels

Monitoring Well ID	Ground Surface Elevation (masl)*	Well Depth (mbgs)**	Static Water Level (mbgs)**	Static Water Elevation (masl)
BH10-118	510.38	12.95	9.01	501.37
BH10-120	511.37	12.78	8.05	503.32
BH11-122 II	511.66	10.46	9.73	501.93

* Ground surface data based on La Coop fédérée Annual Groundwater Sampling Report, 2019

** Measured May 21, 2026.

5.2 Monitoring Well Conditions

All monitoring well surface seals, casings, and well pipes inspected while sampling groundwater on May 21, 2026, were in good working condition. The foot valves were in good condition, but the sample tubing was brittle and cracked due to aging. Therefore, the Waterra sample tubing from groundwater wells BH10-118, BH10-120, and BH11-122 II was replaced during the May 21, 2026, Site visit.

5.3 Groundwater Quality

The results were compared to the ODWQS in Schedule 2 of Ontario Regulation 169/03.

Table 3 summarizes the results of the laboratory analysis of groundwater samples collected on May 21, 2026.

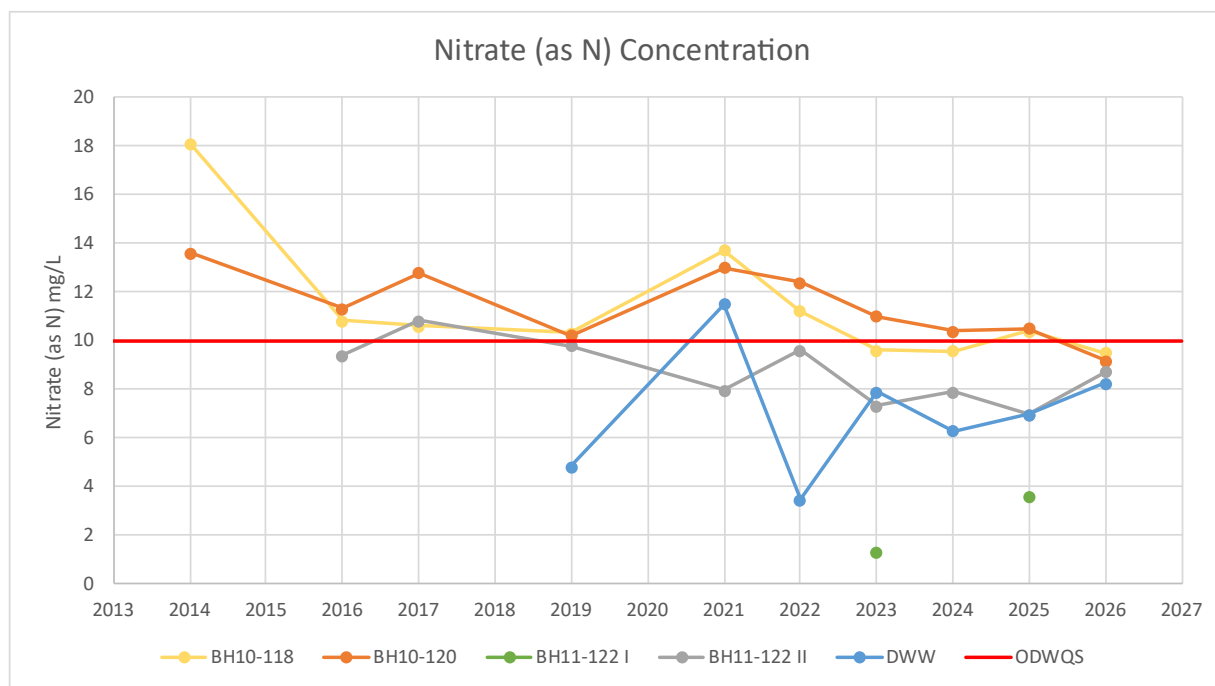
Table 3: Groundwater Quality

	Guideline/ Standard	Guideline/ Standard Concentration	BH10- 118	BH10- 120	BH10-120 DUP	BH11- 122 II	DWW
Nitrate (as N) (mg/L)	ODWQS	10.0	9.50	9.17	9.19	8.71	8.24
Nitrite (as N) (mg/L)	ODWQS	1.0	<0.010	<0.010	<0.010	<0.010	<0.010

The analytical results indicate that all nitrate and nitrite concentrations from the groundwater samples collected on May 21, 2026, were within ODWQS (10.0 mg/L). Historically BH10-118, BH10-120, BH11-122 II, and DWW have exceeded the ODWQS (10.0 mg/L) for nitrate. All monitoring wells had detections of nitrate, phosphate, total phosphorus, and TKN during the May 21, 2026, sampling event. BH10-118 and BH11-122 II had detections of ammonia (0.0248 mg/L and 0.0062 mg/L, respectively) during the May 21, 2026, sampling event. There were no detections of nitrite identified in the groundwater samples.

The Laboratory Certificates of Analysis is provided in Appendix A.

The following graph shows the Nitrate (as N) concentrations at BH10-118 (excluding an abnormality in 2023), BH10-120, BH11-122 I, BH11-122 II, and the water supply well (DWW) over time compared to the ODWQS.



Annual groundwater analytical data from 2014, 2016, 2017, and 2019 was provided in La Coop fédérée Annual Groundwater Sampling Report, 2019.

The values plotted for BH11-122 I were identified during the March 15, 2023, and the June 2, 2025, groundwater sampling programs when BH11-122 II did not have adequate groundwater present at the time of sampling to be considered a representative sample.

Analytical results from the May 21, 2026, sampling event indicate that all sampled monitoring stations from the 2026 Groundwater Sampling Program had nitrate concentrations that met ODWQS (10.0 mg/L).

6.0 Discussion

Over the last 12 years of the Groundwater Sampling Program, nitrate concentrations have exceeded the ODWQS (10.0 mg/L) in BH10-118, BH10-120, BH11-122 II, and the DWW at least once.

Prior to 2023, nitrate concentrations at BH10-118 (downgradient well) and the water supply well (DWW) have shown the most variability. The highest nitrate concentrations for BH10-118 was reported in 2014 (18.1 mg/L). The DWW only exceeded the ODWQS once in 2021 (11.5 mg/L).

Nitrate concentrations at BH10-120 (upgradient background well) are typically reported slightly above the ODWQS, with the highest value reported in 2014 (13.6 mg/L).

Nitrate concentrations at BH11-122II (shallow downgradient well) are typically reported slightly below the ODWQS, only exceeding the ODWQS once in 2017 (10.8 mg/L). Nitrate concentrations at BH11-122 II and the DWW have been below the ODWQS since 2022. In cases where BH11-122 I (downgradient well) was sampled, the nitrate concentrations have been well below the ODWQS.

Nitrate trends over time show a drop between the initial sampling event and the 2016 sampling event. Similarly, nitrate trends show a gradual decline from the 2021 sampling event to present. There does not appear to be a significant difference in the nitrate concentrations and trends between the upgradient and downgradient monitoring wells. The data suggests that the Site is not causing a significant impact to nitrate concentrations in the monitored area.

7.0 Conclusions

The findings of the Groundwater Sampling Program at 517641 County Road 124 in Melancthon, Ontario are as follows:

- Static water levels measured from each monitoring well on May 21, 2026, ranged from 8.05 m bgs (503.32 m asl at BH10-120) to 9.73 m bgs (501.93 m asl at BH11-122 II). Regional groundwater flow according to the 2019 report is towards Pine River. Overburden groundwater flow based on measured wells is inferred to be south southeast.
- The analytical results determined that all groundwater samples collected on May 21, 2026, were within ODWQS for Nitrate (10.0 mg/L).
- There does not appear to be a significant difference in the nitrate concentrations and trends between the upgradient and downgradient monitoring wells. The data suggests that the Site is not causing a significant impact to nitrate concentrations.
- All monitoring well surface seals, casings, and well pipes inspected during the annual groundwater sampling program were in good working condition.

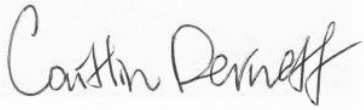
The trend of nitrate concentrations from BH10-118 and BH10-120 (downgradient and upgradient wells) indicates that the groundwater chemistry is stable, and the Site is not causing a significant impact to nitrate concentrations in the monitored area.

8.0 Recommendations

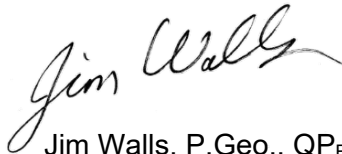
- The Agreement with the Township of Melancthon for Holmes Agro is to carry out an annual groundwater monitoring program. However, based on the stable groundwater chemistry trends to date, a request to the Township of Melancthon could be made to have reporting conducted every two years.
- The groundwater monitoring program should be conducted immediately after the spring melt has occurred to ensure enough groundwater is present in the monitoring wells at the time of sampling.

Yours truly,

R.J. Burnside & Associates Limited



Caitlin Dermott, B.Sc., Class 5 Well Technician
Environmental Scientist
CD/JW:ao

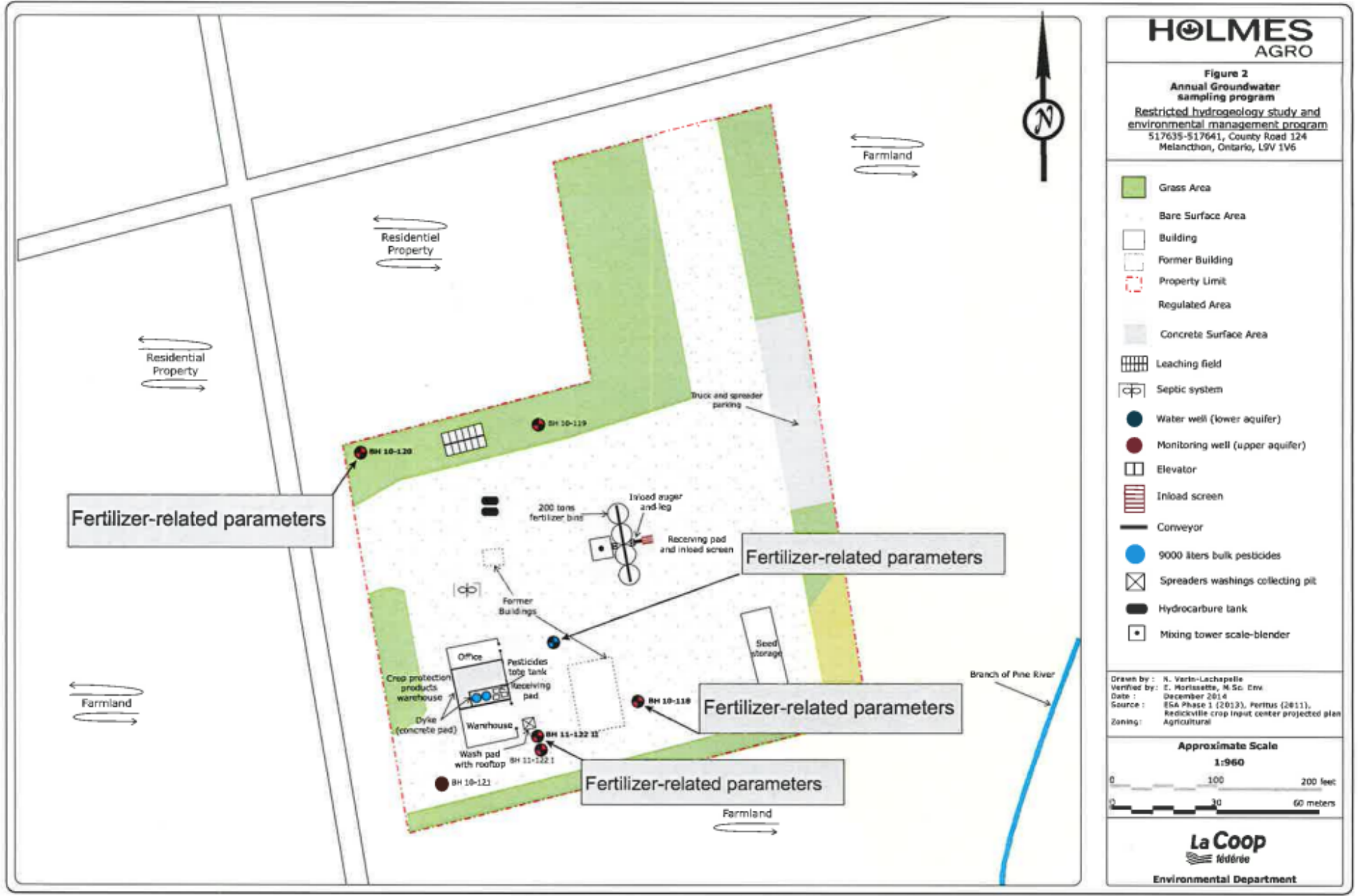


Jim Walls, P.Geo., QP_{ESA}
Senior Geoscientist

Enclosures: Figure 1 – Borehole/Monitoring Well Locations (Figure 2 from La Coop fédérée
Annual Groundwater Sampling Report, 2019)
Appendix A – Laboratory Certificate of Analysis

This document contains proprietary and confidential information. As such, it is for the sole use of the addressee and R.J. Burnside & Associates Limited, and proprietary information shall not be disclosed, in any manner, to a third party except by the express written consent of R.J. Burnside & Associates Limited. This document is deemed to be the intellectual property of R.J. Burnside & Associates Limited in accordance with Canadian copyright law.

051826 Groundwater Assessment Spring 2026
15/07/2026 9:16 AM





CERTIFICATE OF ANALYSIS (GUIDELINE EVALUATION)

Work Order	: WT2613273		
Client	: R.J. Burnside & Associates Limited	Laboratory	: ALS Environmental - Waterloo
Contact	: Caitlin Dermott	Account Manager	: Amanda Overholster
Address	: 15 Townline Road	Address	: 60 Northland Road, Unit 1
	: Orangeville Ontario Canada L9W 3R4		: Waterloo ON Canada N2V 2B8
Telephone	: 519 938 3047	Telephone	: 1 416 817 2944
Project	: 300051826	Date Samples Received	: 22-May-2026 10:00
PO	: ----	Date Analysis Commenced	: 25-May-2026
C-O-C number	: ----	Issue Date	: 29-May-2026 18:24
Sampler	: Client		
Site	: ----		
Quote number	: Q88745 - Solio Coop Group		
No. of samples received	: 5		
No. of samples analysed	: 5		

This report supersedes any previous report(s) with this reference. Results apply to the sample(s) as submitted. This document shall not be reproduced, except in full.

This Certificate of Analysis contains the following information:

- General Comments
- Analytical Results
- Guideline Comparison

Additional information pertinent to this report will be found in the following separate attachments: Quality Control Report, QC Interpretive report to assist with Quality Review and Sample Receipt Notification (SRN).

Signatories

This document has been electronically signed by the authorized signatories below. Electronic signing is conducted in accordance with US FDA 21 CFR Part 11.

<i>Signatories</i>	<i>Position</i>	<i>Laboratory Department</i>
Nik Perkio	Senior Analyst	Inorganics, Waterloo, Ontario

Key:	
ONDWS	Ontario Drinking Water Regulation (JAN, 2020)
MAC	Schedule 1 (Microbiological) and 2 (Chemical) Standards (JAN,2020)



General Comments

The analytical methods used by ALS are developed using internationally recognized reference methods (where available), such as those published by US EPA, APHA Standard Methods, ASTM, ISO, Environment Canada, BC MOE, and Ontario MOE. Refer to the ALS Quality Control Interpretive report (QCI) for applicable references and methodology summaries. Reference methods may incorporate modifications to improve performance.

Where a reported less than (<) result is higher than the LOR, this may be due to primary sample extract/digestate dilution and/or insufficient sample for analysis.

Where the LOR of a reported result differs from standard LOR, this may be due to high moisture content, insufficient sample (reduced weight employed) or matrix interference.

Additional information pertinent to this report will be found in the following separate attachments: Quality Control Report, QA/QC Compliance Assessment to assist with Quality Review and Sample Receipt Notification.

When sampling time information is not provided by the client, sampling dates are shown without a time component. In these instances, the time component has been assumed by the laboratory for processing purposes.

Application of guidelines is provided "as is" without warranty of any kind, either expressed or implied, including, but not limited to fitness for a particular purpose, or non-infringement. ALS assumes no responsibility for errors or omissions in the information. Guidelines are not adjusted for the hardness, pH or temperature of the sample (the most conservative values are used). Measurement uncertainty is not applied to test results prior to comparison with specified criteria values.

Key: CAS Number: Chemical Abstracts Services number is a unique identifier assigned to discrete substances.

LOR: Limit of Reporting (detection limit).

Unit	Description
mg/L	milligrams per litre

>: greater than.

<: less than.

Red shading is applied where the result or the LOR is greater than the Guideline Upper Limit (or lower than the Guideline Lower Limit, if applicable).
For drinking water samples, Red shading is applied where the result for E.coli, fecal or total coliforms is greater than or equal to the Guideline Upper Limit.

Test results reported relate only to the samples as received by the laboratory.

UNLESS OTHERWISE STATED on SRN or QCI Report, ALL SAMPLES WERE RECEIVED IN ACCEPTABLE CONDITION.

Qualifiers

Qualifier	Description
TKNI	TKN result may be biased low due to Nitrate interference. Nitrate -N is > 10x TKN.



Analytical Results

SubMatrix: Groundwater
(Matrix: Water)

					Client sample ID					
					Client sampling date / time					
						BH10-120				

						21-May-2026 09:45				
Analyte	CAS Number	Method/Lab	LOR	Unit		WT2613273-001	ONDWS MAC	----	----	----
Anions and Nutrients										
Ammonia, total (as N)	7664-41-7	E298/WT	0.0050	mg/L		<0.0050	----	----	----	----
Kjeldahl nitrogen, total [TKN]	----	E318/WT	0.050	mg/L		0.520 ^{TKNI}	----	----	----	----
Nitrite (as N)	14797-65-0	E235.NO2/WT	0.010	mg/L		<0.010	1 mg/L	----	----	----
Phosphate, ortho-, dissolved (as P)	14265-44-2	E378-U/WT	0.0010	mg/L		0.0040	----	----	----	----
Phosphorus, total	7723-14-0	E372-U/WT	0.0020	mg/L		0.0764	----	----	----	----
Nitrate (as N)	14797-55-8	E235.NO3/WT	0.020	mg/L		9.17	10 mg/L	----	----	----
Nitrate + Nitrite (as N)	----	EC235.N+N/WT	0.0200	mg/L		9.17	10 mg/L	----	----	----

Please refer to the General Comments section for an explanation of any result qualifiers detected.



SubMatrix: Groundwater
 (Matrix: Water)

					Client sample ID					
					Client sampling date / time	BH11-122II				

						21-May-2026 10:10				
Analyte	CAS Number	Method/Lab	LOR	Unit	WT2613273-002	ONDWS				
						MAC	----	----	----	----
Anions and Nutrients										
Ammonia, total (as N)	7664-41-7	E298/WT	0.0050	mg/L	0.0062	----	----	----	----	----
Kjeldahl nitrogen, total [TKN]	----	E318/WT	0.050	mg/L	0.477 ^{TKNI}	----	----	----	----	----
Nitrite (as N)	14797-65-0	E235.NO2/WT	0.010	mg/L	<0.010	1 mg/L	----	----	----	----
Phosphate, ortho-, dissolved (as P)	14265-44-2	E378-U/WT	0.0010	mg/L	0.0023	----	----	----	----	----
Phosphorus, total	7723-14-0	E372-U/WT	0.0020	mg/L	0.491	----	----	----	----	----
Nitrate (as N)	14797-55-8	E235.NO3/WT	0.020	mg/L	8.71	10 mg/L	----	----	----	----
Nitrate + Nitrite (as N)	----	EC235.N+N/WT	0.0200	mg/L	8.71	10 mg/L	----	----	----	----

Please refer to the General Comments section for an explanation of any result qualifiers detected.



SubMatrix: Groundwater
 (Matrix: Water)

					Client sample ID					
					Client sampling date / time	BH10-118				

						21-May-2026 10:45				
Analyte	CAS Number	Method/Lab	LOR	Unit	WT2613273-003	ONDWS				
						MAC	----	----	----	----
Anions and Nutrients										
Ammonia, total (as N)	7664-41-7	E298/WT	0.0050	mg/L	0.0248	----	----	----	----	----
Kjeldahl nitrogen, total [TKN]	----	E318/WT	0.050	mg/L	0.652 ^{TKNI}	----	----	----	----	----
Nitrite (as N)	14797-65-0	E235.NO2/WT	0.010	mg/L	<0.010	1 mg/L	----	----	----	----
Phosphate, ortho-, dissolved (as P)	14265-44-2	E378-U/WT	0.0010	mg/L	0.0046	----	----	----	----	----
Phosphorus, total	7723-14-0	E372-U/WT	0.0020	mg/L	0.255	----	----	----	----	----
Nitrate (as N)	14797-55-8	E235.NO3/WT	0.020	mg/L	9.50	10 mg/L	----	----	----	----
Nitrate + Nitrite (as N)	----	EC235.N+N/WT	0.0200	mg/L	9.50	10 mg/L	----	----	----	----

Please refer to the General Comments section for an explanation of any result qualifiers detected.



SubMatrix: Groundwater
 (Matrix: Water)

					Client sample ID					
					Client sampling date / time	DWW				
						21-May-2026 11:00				
Analyte	CAS Number	Method/Lab	LOR	Unit	WT2613273-004	ONDWS MAC				
Anions and Nutrients										
Ammonia, total (as N)	7664-41-7	E298/WT	0.0050	mg/L	<0.0050	----	----	----	----	----
Kjeldahl nitrogen, total [TKN]	----	E318/WT	0.050	mg/L	0.332 ^{TKNI}	----	----	----	----	----
Nitrite (as N)	14797-65-0	E235.NO2/WT	0.010	mg/L	<0.010	1 mg/L	----	----	----	----
Phosphate, ortho-, dissolved (as P)	14265-44-2	E378-U/WT	0.0010	mg/L	0.0046	----	----	----	----	----
Phosphorus, total	7723-14-0	E372-U/WT	0.0020	mg/L	0.0053	----	----	----	----	----
Nitrate (as N)	14797-55-8	E235.NO3/WT	0.020	mg/L	8.24	10 mg/L	----	----	----	----
Nitrate + Nitrite (as N)	----	EC235.N+N/WT	0.0200	mg/L	8.24	10 mg/L	----	----	----	----

Please refer to the General Comments section for an explanation of any result qualifiers detected.



SubMatrix: Groundwater
 (Matrix: Water)

					Client sample ID	DUP				
					Client sampling date / time	----				
						21-May-2026 00:00				
Analyte	CAS Number	Method/Lab	LOR	Unit	WT2613273-005	ONDWS MAC	----	----	----	----
Anions and Nutrients										
Ammonia, total (as N)	7664-41-7	E298/WT	0.0050	mg/L	<0.0050	----	----	----	----	----
Kjeldahl nitrogen, total [TKN]	----	E318/WT	0.050	mg/L	0.232 ^{TKNI}	----	----	----	----	----
Nitrite (as N)	14797-65-0	E235.NO2/WT	0.010	mg/L	<0.010	1 mg/L	----	----	----	----
Phosphate, ortho-, dissolved (as P)	14265-44-2	E378-U/WT	0.0010	mg/L	0.0038	----	----	----	----	----
Phosphorus, total	7723-14-0	E372-U/WT	0.0020	mg/L	0.0741	----	----	----	----	----
Nitrate (as N)	14797-55-8	E235.NO3/WT	0.020	mg/L	9.19	10 mg/L	----	----	----	----
Nitrate + Nitrite (as N)	----	EC235.N+N/WT	0.0200	mg/L	9.19	10 mg/L	----	----	----	----

Please refer to the General Comments section for an explanation of any result qualifiers detected.

No Breaches Found

Quality Control Interpretive Report

Work Order : WT2613273

Client : R.J. Burnside & Associates Limited
Contact : Caitlin Dermott
Address : 15 Townline Road
Orangeville ON Canada L9W 3R4
Telephone : 519 938 3047
Project : 300051826
PO : ----
C-O-C number : ----
Sampler : Client
Site : ----
Quote number : Q88745 - Solio Coop Group
No. of samples received : 5
No. of samples analysed : 5

Laboratory : ALS Environmental - Waterloo
Account Manager : Amanda Overholster
Address : 60 Northland Road, Unit 1
Waterloo Ontario Canada N2V 2B8
Telephone : 1 416 817 2944
Date Samples Received : 22-May-2026 10:00
Issue Date : 29-May-2026 18:24

This report is automatically generated by the ALS LIMS (Laboratory Information Management System) through evaluation of Quality Control (QC) results and other QA parameters associated with this submission, and is intended to facilitate rapid data validation by auditors or reviewers. The report highlights any exceptions and outliers to ALS Data Quality Objectives, provides holding time details and exceptions, summarizes QC sample frequencies, and lists applicable methodology references and summaries.

Key

Anonymous: Refers to samples which are not part of this work order, but which formed part of the QC process lot.
CAS Number: Chemical Abstracts Services number is a unique identifier assigned to discrete substances.
DQO: Data Quality Objective.
LOR: Limit of Reporting (detection limit).
RPD: Relative Percent Difference.

Workorder Comments

Holding times are displayed as "---" if no guidance exists from CCME, Canadian provinces, or broadly recognized international references.



Summary of Outliers

Outliers : Quality Control Samples

- No Method Blank value outliers occur.
- No Duplicate outliers occur.
- No Laboratory Control Sample (LCS) outliers occur
- No Laboratory Control Sample Duplicate (LCSD) outliers occur
- No Matrix Spike outliers occur.
- No Matrix Spike Duplicate (MSD) outliers occur.
- No Test sample Surrogate recovery outliers exist.

Outliers: Reference Material (RM) Samples

- No Reference Material (RM) Sample outliers occur.

Outliers : Analysis Holding Time Compliance (Breaches)

- No Analysis Holding Time Outliers exist.

Outliers : Frequency of Quality Control Samples

- No Quality Control Sample Frequency Outliers occur.



Analysis Holding Time Compliance

This report summarizes extraction / preparation and analysis times and compares each with ALS recommended holding times, which are selected to meet known provincial and/or federal requirements. In the absence of regulatory hold times, ALS establishes recommendations based on guidelines published by organizations such as CCME, US EPA, APHA Standard Methods, ASTM, or Environment Canada (where available). Dates and holding times reported below represent the first dates of extraction or analysis. If subsequent tests or dilutions exceeded holding times, qualifiers are added (refer to COA).

If samples are identified below as having been analyzed or extracted outside of recommended holding times, measurement uncertainties may be increased, and this should be taken into consideration when interpreting results.

Where actual sampling date is not provided on the chain of custody, the date of receipt with time at 00:00 is used for calculation purposes.

Where only the sample date without time is provided on the chain of custody, the sampling date at 00:00 is used for calculation purposes.

Matrix: Water

Evaluation: ✖ = Holding time exceedance; ✔ = Within Holding Time

Analyte Group : Analytical Method	ALS Sample ID	QC Lot	Method	Sampling Date	Extraction / Preparation				Analysis			
Container					Preparation Date	Holding Times		Eval	Analysis Date	Holding Times		Eval
Client sample ID						Rec	Actual			Rec	Actual	
Anions and Nutrients : Ammonia by Fluorescence												
Amber glass total (sulfuric acid) [ON MECP]												
BH10-120	001	2609610	E298	21-May-2026	26-May-2026	28 days	5 days	✓	27-May-2026	28 days	6 days	✓
BH11-122II	002	2609610	E298	21-May-2026	26-May-2026	28 days	5 days	✓	27-May-2026	28 days	6 days	✓
BH10-118	003	2609610	E298	21-May-2026	26-May-2026	28 days	5 days	✓	27-May-2026	28 days	6 days	✓
DWW	004	2609610	E298	21-May-2026	26-May-2026	28 days	5 days	✓	27-May-2026	28 days	6 days	✓
DUP	005	2609610	E298	21-May-2026	26-May-2026	28 days	5 days	✓	27-May-2026	28 days	6 days	✓
Anions and Nutrients : Dissolved Orthophosphate by Colourimetry (Ultra Trace Level 0.001 mg/L)												
HDPE [ON MECP]												
BH10-120	001	2608503	E378-U	21-May-2026	25-May-2026	7 days	4 days	✓	26-May-2026	7 days	5 days	✓
BH11-122II	002	2608503	E378-U	21-May-2026	25-May-2026	7 days	4 days	✓	26-May-2026	7 days	5 days	✓
BH10-118	003	2608503	E378-U	21-May-2026	25-May-2026	7 days	4 days	✓	26-May-2026	7 days	5 days	✓
DWW	004	2610383	E378-U	21-May-2026	26-May-2026	7 days	5 days	✓	28-May-2026	7 days	7 days	✓
DUP	005	2610383	E378-U	21-May-2026	26-May-2026	7 days	5 days	✓	28-May-2026	7 days	7 days	✓



Matrix: Water

Evaluation: ✖ = Holding time exceedance; ✔ = Within Holding Time

Analyte Group : Analytical Method		ALS Sample ID	QC Lot	Method	Sampling Date	Extraction / Preparation			Analysis				
Container						Preparation Date	Holding Times		Eval	Analysis Date	Holding Times		Eval
							Rec	Actual			Rec	Actual	
Client sample ID													
Anions and Nutrients : Nitrate in Water by IC													
HDPE [ON MECP]													
BH10-120		001	2608497	E235.NO3	21-May-2026	25-May-2026	7 days	4 days	✓	27-May-2026	7 days	6 days	✓
BH11-122II		002	2608497	E235.NO3	21-May-2026	25-May-2026	7 days	4 days	✓	27-May-2026	7 days	6 days	✓
BH10-118		003	2608497	E235.NO3	21-May-2026	25-May-2026	7 days	4 days	✓	27-May-2026	7 days	6 days	✓
DWW		004	2610373	E235.NO3	21-May-2026	26-May-2026	7 days	5 days	✓	28-May-2026	7 days	7 days	✓
DUP		005	2610373	E235.NO3	21-May-2026	26-May-2026	7 days	5 days	✓	28-May-2026	7 days	7 days	✓
Anions and Nutrients : Nitrite in Water by IC													
HDPE [ON MECP]													
BH10-120		001	2608501	E235.NO2	21-May-2026	25-May-2026	7 days	4 days	✓	27-May-2026	7 days	6 days	✓
BH11-122II		002	2608501	E235.NO2	21-May-2026	25-May-2026	7 days	4 days	✓	27-May-2026	7 days	6 days	✓
BH10-118		003	2608501	E235.NO2	21-May-2026	25-May-2026	7 days	4 days	✓	27-May-2026	7 days	6 days	✓
DWW		004	2610374	E235.NO2	21-May-2026	26-May-2026	7 days	5 days	✓	28-May-2026	7 days	7 days	✓
DUP		005	2610374	E235.NO2	21-May-2026	26-May-2026	7 days	5 days	✓	28-May-2026	7 days	7 days	✓
Anions and Nutrients : Total Kjeldahl Nitrogen by Fluorescence (Low Level)													
Amber glass total (sulfuric acid) [ON MECP]													
BH10-120		001	2609608	E318	21-May-2026	27-May-2026	28 days	6 days	✓	27-May-2026	28 days	6 days	✓
BH11-122II		002	2609608	E318	21-May-2026	27-May-2026	28 days	6 days	✓	27-May-2026	28 days	6 days	✓
BH10-118		003	2609608	E318	21-May-2026	27-May-2026	28 days	6 days	✓	27-May-2026	28 days	6 days	✓
DWW		004	2609608	E318	21-May-2026	27-May-2026	28 days	6 days	✓	27-May-2026	28 days	6 days	✓
DUP		005	2609608	E318	21-May-2026	27-May-2026	28 days	6 days	✓	27-May-2026	28 days	6 days	✓



Matrix: Water

Evaluation: ✖ = Holding time exceedance; ✔ = Within Holding Time

Analyte Group : Analytical Method					Extraction / Preparation				Analysis			
Container					Preparation Date	Holding Times		Eval	Analysis Date	Holding Times		Eval
Client sample ID						Rec	Actual			Rec	Actual	
Anions and Nutrients : Total Phosphorus by Colourimetry (0.002 mg/L)												
Amber glass total (sulfuric acid) [ON MECP]												
BH10-120	001	2609609	E372-U	21-May-2026	27-May-2026	28 days	6 days	✓	28-May-2026	28 days	7 days	✓
BH11-122II	002	2609609	E372-U	21-May-2026	27-May-2026	28 days	6 days	✓	28-May-2026	28 days	7 days	✓
BH10-118	003	2609609	E372-U	21-May-2026	27-May-2026	28 days	6 days	✓	28-May-2026	28 days	7 days	✓
DWW	004	2609609	E372-U	21-May-2026	27-May-2026	28 days	6 days	✓	28-May-2026	28 days	7 days	✓
DUP	005	2609609	E372-U	21-May-2026	27-May-2026	28 days	6 days	✓	28-May-2026	28 days	7 days	✓

Rec. HT: ALS recommended hold time (see units).



Quality Control Parameter Frequency Compliance

The following report summarizes the frequency of laboratory QC samples analyzed within the analytical batches (QC lots) in which the submitted samples were processed. The actual frequency should be greater than or equal to the expected frequency.

Matrix: Water

Evaluation: ✖ = QC frequency outside specification; ✔ = QC frequency within specification

Quality Control Sample Type			Count		Frequency (%)		
Analytical Methods	Method / Lab	QC Lot #	QC	Regular	Actual	Expected	Evaluation
Laboratory Duplicates (DUP)							
Nitrite in Water by IC	E235.NO2 / WT	2608501	2	35	5.7	5.0	✔
Nitrate in Water by IC	E235.NO3 / WT	2608497	2	35	5.7	5.0	✔
Ammonia by Fluorescence	E298 / WT	2609610	1	19	5.3	5.0	✔
Total Kjeldahl Nitrogen by Fluorescence (Low Level)	E318 / WT	2609608	1	19	5.3	5.0	✔
Total Phosphorus by Colourimetry (0.002 mg/L)	E372-U / WT	2609609	1	19	5.3	5.0	✔
Dissolved Orthophosphate by Colourimetry (Ultra Trace Level 0.001 mg/L)	E378-U / WT	2608503	2	36	5.6	5.0	✔
Laboratory Control Samples (LCS)							
Nitrite in Water by IC	E235.NO2 / WT	2608501	2	35	5.7	5.0	✔
Nitrate in Water by IC	E235.NO3 / WT	2608497	2	35	5.7	5.0	✔
Ammonia by Fluorescence	E298 / WT	2609610	1	19	5.3	5.0	✔
Total Kjeldahl Nitrogen by Fluorescence (Low Level)	E318 / WT	2609608	1	19	5.3	5.0	✔
Total Phosphorus by Colourimetry (0.002 mg/L)	E372-U / WT	2609609	1	19	5.3	5.0	✔
Dissolved Orthophosphate by Colourimetry (Ultra Trace Level 0.001 mg/L)	E378-U / WT	2608503	2	36	5.6	5.0	✔
Method Blanks (MB)							
Nitrite in Water by IC	E235.NO2 / WT	2608501	2	35	5.7	5.0	✔
Nitrate in Water by IC	E235.NO3 / WT	2608497	2	35	5.7	5.0	✔
Ammonia by Fluorescence	E298 / WT	2609610	1	19	5.3	5.0	✔
Total Kjeldahl Nitrogen by Fluorescence (Low Level)	E318 / WT	2609608	1	19	5.3	5.0	✔
Total Phosphorus by Colourimetry (0.002 mg/L)	E372-U / WT	2609609	1	19	5.3	5.0	✔
Dissolved Orthophosphate by Colourimetry (Ultra Trace Level 0.001 mg/L)	E378-U / WT	2608503	2	36	5.6	5.0	✔
Matrix Spikes (MS)							
Nitrite in Water by IC	E235.NO2 / WT	2608501	2	35	5.7	5.0	✔
Nitrate in Water by IC	E235.NO3 / WT	2608497	2	35	5.7	5.0	✔
Ammonia by Fluorescence	E298 / WT	2609610	1	19	5.3	5.0	✔
Total Kjeldahl Nitrogen by Fluorescence (Low Level)	E318 / WT	2609608	1	19	5.3	5.0	✔
Total Phosphorus by Colourimetry (0.002 mg/L)	E372-U / WT	2609609	1	19	5.3	5.0	✔
Dissolved Orthophosphate by Colourimetry (Ultra Trace Level 0.001 mg/L)	E378-U / WT	2608503	2	36	5.6	5.0	✔



Methodology References and Summaries

The analytical methods used by ALS are developed using internationally recognized reference methods (where available), such as those published by US EPA, APHA Standard Methods, ASTM, ISO, Environment Canada, BC MOE, and Ontario MOE. Reference methods may incorporate modifications to improve performance (indicated by "mod").

Analytical Methods	Method / Lab	Matrix	Method Reference	Method Descriptions
Ammonia by Fluorescence	E298 ALS Environmental - Waterloo	Water	Method Fialab 100, 2018	Ammonia in water is determined by automated continuous flow analysis with membrane diffusion and fluorescence detection, after reaction with OPA (ortho-phthalaldehyde). This method is approved under US EPA 40 CFR Part 136 (May 2021)
Conductivity Screen (Internal Use Only)	ES100 ALS Environmental - Waterloo	Water	APHA 2510 (mod)	Qualitative analysis of conductivity where required during preparation of other tests - e.g. TDS, metals, etc.
Dissolved Orthophosphate by Colourimetry (Ultra Trace Level 0.001 mg/L)	E378-U ALS Environmental - Waterloo	Water	APHA 4500-P F (mod)	Dissolved Orthophosphate is determined colourimetrically on a sample that has been lab or field filtered through a 0.45 micron membrane filter. Field filtration is recommended to ensure test results represent conditions at time of sampling.
Nitrate and Nitrite (as N) (Calculation)	EC235.N+N ALS Environmental - Waterloo	Water	EPA 300.0	Nitrate and Nitrite (as N) is a calculated parameter. Nitrate and Nitrite (as N) = Nitrite (as N) + Nitrate (as N).
Nitrate in Water by IC	E235.NO3 ALS Environmental - Waterloo	Water	EPA 300.1 (mod)	Inorganic anions are analyzed by Ion Chromatography with conductivity and/or UV detection.
Nitrite in Water by IC	E235.NO2 ALS Environmental - Waterloo	Water	EPA 300.1 (mod)	Inorganic anions are analyzed by Ion Chromatography with conductivity and/or UV detection.
Total Kjeldahl Nitrogen by Fluorescence (Low Level)	E318 ALS Environmental - Waterloo	Water	Method Fialab 100, 2018	TKN in water is determined by automated continuous flow analysis with membrane diffusion and fluorescence detection, after reaction with OPA (ortho-phthalaldehyde). This method is approved under US EPA 40 CFR Part 136 (May 2021).
Total Phosphorus by Colourimetry (0.002 mg/L)	E372-U ALS Environmental - Waterloo	Water	APHA 4500-P E (mod).	Total Phosphorus is determined colourimetrically using a discrete analyzer after heated persulfate digestion of the sample.
Preparation Methods	Method / Lab	Matrix	Method Reference	Method Descriptions
Digestion for TKN in water	EP318 ALS Environmental - Waterloo	Water	APHA 4500-Norg D (mod)	Samples are digested at high temperature using Sulfuric Acid with Copper catalyst, which converts organic nitrogen sources to Ammonia, which is then quantified by the analytical method as TKN. This method is unsuitable for samples containing high levels of nitrate. If nitrate exceeds TKN concentration by ten times or more, results may be biased low.
Digestion for Total Phosphorus in water	EP372 ALS Environmental - Waterloo	Water	APHA 4500-P E (mod).	Samples are heated with a persulfate digestion reagent.
Preparation for Ammonia	EP298 ALS Environmental - Waterloo	Water		Sample preparation for Preserved Nutrients Water Quality Analysis.
Preparation for Ion Chromatography	EP235-IC ALS Environmental - Waterloo	Water		Sample preparation for ion chromatography



Preparation for Orthophosphate	EP378-PO4 ALS Environmental - Waterloo	Water	APHA 4500-P E (mod)	Sample preparation for orthophosphate analysis
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QUALITY CONTROL REPORT

Work Order : WT2613273

Client : R.J. Burnside & Associates Limited
Contact : Caitlin Dermott
Address : 15 Townline Road
Orangeville ON Canada L9W 3R4
Telephone : 519 938 3047
Project : 300051826
PO : ----
C-O-C number : ----
Sampler : Client
Site : ----
Quote number : Q88745 - Solio Coop Group
No. of samples received : 5
No. of samples analysed : 5

Laboratory : ALS Environmental - Waterloo
Account Manager : Amanda Overholster
Address : 60 Northland Road, Unit 1
Waterloo ON Canada N2V 2B8
Telephone : 1 416 817 2944
Date Samples Received : 22-May-2026 10:00
Date Analysis Commenced : 26-May-2026
Issue Date : 29-May-2026 18:24

This report supersedes any previous report(s) with this reference. Results apply to the sample(s) as submitted. This document shall not be reproduced, except in full.

This Quality Control Report contains the following information:

- Laboratory Duplicate (DUP) Report; Relative Percent Difference (RPD) and Data Quality Objectives
- Matrix Spike (MS) Report; Recovery and Data Quality Objectives
- Method Blank (MB) Report; Recovery and Data Quality Objectives
- Laboratory Control Sample (LCS) Report; Recovery and Data Quality Objectives

Signatories

This document has been electronically signed by the authorized signatories below. Electronic signing is conducted in accordance with US FDA 21 CFR Part 11.

Signatories	Position	Laboratory Department
Nik Perkio	Senior Analyst	Waterloo Inorganics, Waterloo, Ontario



General Comments

The ALS Quality Control (QC) report is optionally provided to ALS clients upon request. ALS test methods include comprehensive QC checks with every analysis to ensure our high standards of quality are met. Each QC result has a known or expected target value, which is compared against predetermined Data Quality Objectives (DQOs) to provide confidence in the accuracy of associated test results. This report contains detailed results for all QC results applicable to this sample submission. Please refer to the ALS Quality Control Interpretation report (QCI) for applicable method references and methodology summaries.

Key:

- Anonymous=Refers to samples which are not part of this work order, but which formed part of the QC process lot.
- CAS Number=Chemical Abstracts Service number is a unique identifier assigned to discrete substances.
- DQO=Data Quality Objective.
- LOR=Limit of Reporting (detection limit).
- RPD=Relative Percent Difference
- # =Indicates a QC result that did not meet the ALS DQO.

Workorder Comments

Holding times are displayed as "---" if no guidance exists from CCME, Canadian provinces, or broadly recognized international references.



Laboratory Duplicate (DUP) Report

A Laboratory Duplicate (DUP) is a randomly selected intralaboratory replicate sample. Laboratory Duplicates provide information regarding method precision and sample heterogeneity. ALS DQOs for Laboratory Duplicates are expressed as test-specific limits for Relative Percent Difference (RPD), or as an absolute difference limit of 2 times the LOR for low concentration duplicates within ~ 4-10 times the LOR (cut-off is test specific).

Sub-Matrix: Groundwater

Laboratory Duplicate (DUP) Report

Laboratory sample ID	Client sample ID	Analyte	CAS Number	Method	LOR	Unit	Original Result	Duplicate Result	RPD(%) or Difference	Duplicate Limits	Qualifier
Anions and Nutrients(QC Lot: 2610383)											
WT2613273-004	DWW	Phosphate, ortho-, dissolved (as P)	14265-44-2	E378-U	0.0010	mg/L	0.0046	0.0045	0.0001	Diff <2x LOR	---

Sub-Matrix: Water

Laboratory Duplicate (DUP) Report

Laboratory sample ID	Client sample ID	Analyte	CAS Number	Method	LOR	Unit	Original Result	Duplicate Result	RPD(%) or Difference	Duplicate Limits	Qualifier
Anions and Nutrients(QC Lot: 2608497)											
WT2613149-002	Anonymous	Nitrate (as N)	14797-55-8	E235.NO3	0.020	mg/L	0.591	0.588	0.474 %	20%	---
Anions and Nutrients(QC Lot: 2608501)											
WT2613149-002	Anonymous	Nitrite (as N)	14797-65-0	E235.NO2	0.010	mg/L	<0.010	<0.010	0	Diff <2x LOR	---
Anions and Nutrients(QC Lot: 2608503)											
WT2613093-001	Anonymous	Phosphate, ortho-, dissolved (as P)	14265-44-2	E378-U	0.0010	mg/L	<0.0010	<0.0010	0	Diff <2x LOR	---
Anions and Nutrients(QC Lot: 2609608)											
WT2613163-001	Anonymous	Kjeldahl nitrogen, total [TKN]	----	E318	50.0	mg/L	354	349	4.20	Diff <2x LOR	---
Anions and Nutrients(QC Lot: 2609609)											
WT2613163-002	Anonymous	Phosphorus, total	7723-14-0	E372-U	0.200	mg/L	21.3	21.6	1.25 %	20%	---
Anions and Nutrients(QC Lot: 2609610)											
WT2613164-001	Anonymous	Ammonia, total (as N)	7664-41-7	E298	0.500	mg/L	31.0	30.1	2.87 %	20%	---
Anions and Nutrients(QC Lot: 2610373)											
WT2613361-001	Anonymous	Nitrate (as N)	14797-55-8	E235.NO3	0.020	mg/L	7.24	7.25	0.0601 %	20%	---
Anions and Nutrients(QC Lot: 2610374)											
WT2613361-001	Anonymous	Nitrite (as N)	14797-65-0	E235.NO2	0.010	mg/L	<0.010	<0.010	0	Diff <2x LOR	---



Method Blank (MB) Report

A Method Blank is an analyte-free matrix that undergoes sample processing identical to that carried out for test samples. Method Blank results are used to monitor and control for potential contamination from the laboratory environment and reagents. For most tests, the DQO for Method Blanks is for the result to be < LOR.

Sub-Matrix: Water

Analyte	CAS Number	Method	LOR	Unit	Result	Qualifier
Anions and Nutrients(QC Lot: 2608497)						
Nitrate (as N)	14797-55-8	E235.NO3	0.02	mg/L	<0.020	----
Anions and Nutrients(QC Lot: 2608501)						
Nitrite (as N)	14797-65-0	E235.NO2	0.01	mg/L	<0.010	----
Anions and Nutrients(QC Lot: 2608503)						
Phosphate, ortho-, dissolved (as P)	14265-44-2	E378-U	0.001	mg/L	<0.0010	----
Anions and Nutrients(QC Lot: 2609608)						
Kjeldahl nitrogen, total [TKN]	----	E318	0.05	mg/L	<0.050	----
Anions and Nutrients(QC Lot: 2609609)						
Phosphorus, total	7723-14-0	E372-U	0.002	mg/L	<0.0020	----
Anions and Nutrients(QC Lot: 2609610)						
Ammonia, total (as N)	7664-41-7	E298	0.005	mg/L	<0.0050	----
Anions and Nutrients(QC Lot: 2610373)						
Nitrate (as N)	14797-55-8	E235.NO3	0.02	mg/L	<0.020	----
Anions and Nutrients(QC Lot: 2610374)						
Nitrite (as N)	14797-65-0	E235.NO2	0.01	mg/L	<0.010	----
Anions and Nutrients(QC Lot: 2610383)						
Phosphate, ortho-, dissolved (as P)	14265-44-2	E378-U	0.001	mg/L	<0.0010	----



Laboratory Control Sample (LCS) Report

A Laboratory Control Sample (LCS) is an analyte-free matrix that has been fortified (spiked) with test analytes at known concentration and processed in an identical manner to test samples. LCS results are expressed as percent recovery, and are used to monitor and control test method accuracy and precision, independent of test sample matrix.

Sub-Matrix: Water

					Laboratory Control Sample (LCS) Report				
					Spike	Recovery (%)	Recovery Limits (%)		
Analyte	CAS Number	Method	LOR	Unit	Target Concentration	LCS	Low	High	Qualifier
Anions and Nutrients(QC Lot: 2608497)									
Nitrate (as N)	14797-55-8	E235.NO3	0.02	mg/L	2.5 mg/L	101	90.0	110	----
Anions and Nutrients(QC Lot: 2608501)									
Nitrite (as N)	14797-65-0	E235.NO2	0.01	mg/L	0.5 mg/L	99.1	90.0	110	----
Anions and Nutrients(QC Lot: 2608503)									
Phosphate, ortho-, dissolved (as P)	14265-44-2	E378-U	0.001	mg/L	0.05 mg/L	96.2	80.0	120	----
Anions and Nutrients(QC Lot: 2609608)									
Kjeldahl nitrogen, total [TKN]	----	E318	0.05	mg/L	4 mg/L	100	75.0	125	----
Anions and Nutrients(QC Lot: 2609609)									
Phosphorus, total	7723-14-0	E372-U	0.002	mg/L	0.333 mg/L	104	80.0	120	----
Anions and Nutrients(QC Lot: 2609610)									
Ammonia, total (as N)	7664-41-7	E298	0.005	mg/L	0.2 mg/L	104	85.0	115	----
Anions and Nutrients(QC Lot: 2610373)									
Nitrate (as N)	14797-55-8	E235.NO3	0.02	mg/L	2.5 mg/L	101	90.0	110	----
Anions and Nutrients(QC Lot: 2610374)									
Nitrite (as N)	14797-65-0	E235.NO2	0.01	mg/L	0.5 mg/L	103	90.0	110	----
Anions and Nutrients(QC Lot: 2610383)									
Phosphate, ortho-, dissolved (as P)	14265-44-2	E378-U	0.001	mg/L	0.05 mg/L	94.7	80.0	120	----



Matrix Spike (MS) Report

A Matrix Spike (MS) is a randomly selected intra-laboratory replicate sample that has been fortified (spiked) with test analytes at known concentration, and processed in an identical manner to test samples. Matrix Spikes provide information regarding analyte recovery and potential matrix effects. MS DQO exceedances due to sample matrix may sometimes be unavoidable; in such cases, test results for

Sub-Matrix: Groundwater

					Matrix Spike (MS) Report					
					Spike		Recovery (%)	Recovery (%)		Qualifier
Laboratory sample ID	Client sample ID	Analyte	CAS Number	Method	Concentration	Target	MS	Low	High	
Anions and Nutrients(QC Lot: 2608497)										
WT2613149-002	Anonymous	Nitrate (as N)	14797-55-8	E235.NO3	2.53 mg/L	2.5 mg/L	101	75.0	125	---
Anions and Nutrients(QC Lot: 2608501)										
WT2613149-002	Anonymous	Nitrite (as N)	14797-65-0	E235.NO2	0.521 mg/L	0.5 mg/L	104	75.0	125	---
Anions and Nutrients(QC Lot: 2608503)										
WT2613093-001	Anonymous	Phosphate, ortho-, dissolved (as P)	14265-44-2	E378-U	0.0180 mg/L	0.0196 mg/L	91.8	70.0	130	---
Anions and Nutrients(QC Lot: 2609608)										
WT2613163-001	Anonymous	Kjeldahl nitrogen, total [TKN]	----	E318	3040 mg/L	2500 mg/L	122	70.0	130	---
Anions and Nutrients(QC Lot: 2609609)										
WT2613163-002	Anonymous	Phosphorus, total	7723-14-0	E372-U	ND	----	ND	70.0	130	---
Anions and Nutrients(QC Lot: 2609610)										
WT2613164-001	Anonymous	Ammonia, total (as N)	7664-41-7	E298	ND	----	ND	75.0	125	---
Anions and Nutrients(QC Lot: 2610373)										
WT2613361-001	Anonymous	Nitrate (as N)	14797-55-8	E235.NO3	ND	----	ND	75.0	125	---
Anions and Nutrients(QC Lot: 2610374)										
WT2613361-001	Anonymous	Nitrite (as N)	14797-65-0	E235.NO2	0.517 mg/L	0.5 mg/L	103	75.0	125	---
Anions and Nutrients(QC Lot: 2610383)										
WT2613273-004	DWW	Phosphate, ortho-, dissolved (as P)	14265-44-2	E378-U	0.0196 mg/L	0.0196 mg/L	99.8	70.0	130	---



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Chain of Custody (COC) / Analytical Request Form

COC Number: 22 -

Page of

Environmental Division

Waterloo

Work Order Reference

WT2613273

Canada Toll Free: 1 800 668 9878

Report To		Contact and company name below will appear on the final report		Reports / Recipients		Turnaround Time (TAT) Requested	
Company:	R.J. Burnside & Associates Limited	Select Report Format:	☒ PDF ☒ EXCEL ☐ EDD (DIGITAL)			☒ Routine [R] if received by 3pm M-F - no surcharges apply	
Contact:	Caitlin Dermott	Merge QC/QCI Reports with COA	☒ YES ☐ NO ☐ N/A			☐ 4 day [P4] if received by 3pm M-F - 20% rush surcharge minimum	
Phone:	519-938-3047 519 288 6580	☒ Compare Results to Criteria on Report - provide details below if box checked				☐ 3 day [P3] if received by 3pm M-F - 25% rush surcharge minimum	
Company address below will appear on the final report		Select Distribution:	☒ EMAIL ☐ MAIL ☐ FAX			☐ 2 day [P2] if received by 3pm M-F - 50% rush surcharge minimum	
Street:	15 Townline	Email 1 or Fax	caitlin.dermott@rjburnside.com			☐ 1 day [E] if received by 3pm M-F - 100% rush surcharge minimum	
City/Province:	Orangeville, ON	Email 2				☐ Same day [E2] if received by 10am M-S - 200% rush surcharge.	
Postal Code:	L9W 3R4	Email 3				☐ Additional fees may apply to rush requests on weekends, st	
Invoice To	Same as Report To ☒ YES ☐ NO	Invoice Recipients				Date and Time Required for all E&P TATs:	
	Copy of Invoice with Report ☒ YES ☐ NO	Select Invoice Distribution:	☒ EMAIL ☐ MAIL ☐ FAX			For all tests with rush TATs requested, please contact your AM to confirm availability.	
Company:	R.J. Burnside & Associates Limited	Email 1 or Fax	ap@rjburnside.com			Analysis Request	
Contact:	Accounts Payables	Email 2				Indicate Filtered (F), Preserved (P) or Filtered and Preserved (F/P) below	
Project Information		Oil and Gas Required Fields (client use)					
ALS Account # / Quote #:	RJBU100 / Q88745 - Solio Coop Group	AFE/Cost Center:	PO#				
Job #:	300051826	Major/Minor Code:	Routing Code:				
PO / AFE:		Requisitioner:					
LSD:		Location:					
ALS Lab Work Order # (ALS use only):		ALS Contact:	Amanda Overholster	Sampler:			
ALS Sample # (ALS use only)	Sample Identification and/or Coordinates (This description will appear on the report)	Date (dd-mmm-yy)	Time (hh:mm)	Sample Type	NUMBER OF CONTAINERS		
	BH10-120	21-May-26	09:45	GW	2	NO2/NO3	Total Phosphorous
	BH11-122 II		10:10		2	PO4	NH3
	BH10-118		10:45		2	TKN	
	DNW		11:00		2		
	Dup.				2		
Drinking Water (DW) Samples ¹ (client use)		Notes / Specify Limits for result evaluation by selecting from drop-down below (Excel COC only)		SAMPLE RECEIPT DETAILS (ALS use only)			
Are samples taken from a Regulated DW System? ☐ YES ☒ NO		Please compare to OReg. 169/03 ODWS		Cooling Method: ☐ NONE ☒ ICE ☐ ICE PACKS ☐ FROZEN ☐ COOLING INITIATED			
Are samples for human consumption/ use? ☐ YES ☒ NO				Submission Comments identified on Sample Receipt Notification: ☐ YES ☐ NO			
				Cooler Custody Seals Intact: ☐ YES ☐ N/A Sample Custody Seals Intact: ☐ YES ☐ N/A			
				INITIAL COOLER TEMPERATURES °C: 11.5 FINAL COOLER TEMPERATURES °C: 9.1			
SHIPMENT RELEASE (client use)		INITIAL SHIPMENT RECEPTION (ALS use only)		FINAL SHIPMENT RECEPTION (ALS use only)			
Released by:	Date:	Time:	Received by:	Date:	Time:	Received by:	Date:
Caitlin Dermott	2026/05/21	1300	AM	05/22/26	10:00	BM	22/05/26

REFER TO BACK PAGE FOR ALS LOCATIONS AND SAMPLING INFORMATION

Failure to complete all portions of this form may delay analysis. Please fill in this form LEGIBLY. By the use of this form the user acknowledges and agrees with the Terms and Conditions as specified on the back page of the white - report copy.

1. If any water samples are taken from a Regulated Drinking Water (DW) System, please submit using an Authorized DW COC form.

WHITE - LABORATORY COPY YELLOW - CLIENT COPY

FEB 2022 FRONT

Transmission Letter

To: Township of Melancton

Date: July 15, 2026

Subject: **Transmission of 2026 Groundwater Sampling Program Report (Holmes Agro – Redickville)**

Ref.: SAG-5654

Madam, Sir,

Please find enclosed a copy of the 2026 Groundwater Sampling Program report carried out at Holmes Agro Ltd. - Redickville in 517641 County Road, Melancton, Ontario. The program was conducted by R.J. Burnside & Associates Ltd. last May 21, 2026 as part of the 2015 Township agreement with Holmes Agro.

Criteria and Context

As outlined in document *Groundwater Sampling Agreement* by the Corporation of the Township of Melancton (March 5, 2015), annual sampling program is required for environmental due diligence. A sampling analysis plan was designed to evaluate groundwater quality onsite. Parameters include Nitrate (as N) and nitrite (as N).

Water quality parameters such as nitrate (as N) and nitrite (as N) are not included in the MECP site condition Standards (SCS) listed in Soil, Groundwater and Sediment Standards. Instead, analytical results were compared to the Ontario Drinking Water Quality Standards (ODWQS).

Results

Analytical results from 2026 sampling shows that **all** groundwater samples collected were within ODWQS for nitrate. There were no detections of nitrite in any water sampled.

Conclusion

Nitrate trends over time show a drop between initial sampling event and the 2016 sampling event. Similarly, nitrate trends show a gradual decline from the 2021 sampling event to present. There does not appear to be a significant difference in the nitrate concentrations and trends between the upgradient and downgradient monitoring wells. Burnside concludes that the data suggest the Site is not causing a significant impact to nitrate concentrations in the monitored area.

Recommendations

In summary, Burnside recommends an updated groundwater monitoring frequency from annually to every 2 years, based on the stable groundwater chemistry indicated in the report.

Following Burnside's 2026 recommendation and based on reports since 2015, our department supports the proposed change in monitoring frequency. The available data indicate stable groundwater chemistry trends, nitrate

concentrations that have generally declined over time and no significant difference between upgradient and downgradient monitoring wells, suggesting that the Site is not causing a significant impact to nitrate concentrations in the monitored area.

Based on the recommendations, Holmes Agro would like to respectfully request that the Township of Melancton amend the groundwater sampling schedule from annual to biennial monitoring.

If you have any questions or comments, please do not hesitate to contact Holmes Agro Ltd. and the undersigned.

Best regards,

Prepared by:



Kathleen Jose
Senior Environmental Advisor – Sollio Environmental Department
Email: kathleen.jose@sollio.coop
Cell.: 647.354.7755

Reviewed by:



Christelle Vittet, P.geo (APGO # 3948)
Team Leader – Sollio Environmental Department
Email: chirstelle.vittet@sollio.coop
Cell.: 438.270.4888

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

July 16th, 2026

Subject: Holmes Agro Groundwater Sampling Program

On behalf of Holmes Agro Ltd. – Redickville located at 517641 County Road 124, Melancthon, Ontario I am writing to request a change in the current Groundwater Sampling Program. I have been an employee with Holmes Agro since April 2012 and am currently the operations lead. The current agreement between the Corporation of the Township of Melancthon and Holmes Agro dated March 5th, 2015 requires annual water testing for environmental due diligence.

Holmes Agro has been located at this property since 2015 and have been part of the local community prior to this located at Wilson's potato storage on 20th sideroad. At Holmes Agro we follow best management practices for handling and storing fertilizer, including training of staff as well as rigorous cleaning and containment protocols.

The most recent results from testing conducted on May 21st, 2026 show that all groundwater samples collected were within the Ontario Drinking Water Quality Standards (ODWQS) for nitrate and there were no detections for nitrite. When comparing the 2026 data to historical results, nitrate levels have dropped since the initial sample, and have been declining every year since 2021. In addition, when looking at the sample levels between the upgradient and downgradient monitoring wells, there are no significant differences, indicating that this site is not causing a significant impact to nitrate concentrations in the monitored area.

In conjunction with the sample data and the recommendations from Burnside and the Sollio Environmental Department, Holmes Agro requests that the current ground water sampling program be updated. Based on the stable groundwater chemistry Holmes Agro requests the frequency of groundwater monitoring be updated from annually to every 2 years.

Sincerely



Travis Clarke



NOTICE OF STATUTORY PUBLIC MEETING
ZONING BY-LAW AMENDMENT
File No. Z26-03

RECEIPT OF COMPLETE APPLICATION

TAKE NOTICE that the Township of Melancthon has received a complete application for a Zoning By-law Amendment for the lands legally described as W Part Lot 4, Concession 1 OS, and municipally referred to as 516243 County Road 124.

AND PURSUANT to Section 34 of the *Planning Act*, R.S.O. 1990, C.P.13 as amended, the application file is available for review at the Municipal Office. Please visit the Township's website or contact the Clerk to arrange to review this file.

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

DATE AND LOCATION OF PUBLIC MEETING

Date and Time Thursday, September 3, 2026, at 5:30 p.m.
Location Council Chambers – 157101 Highway 10 or Virtual via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/84411250923?pwd=BRyVPMbG32aP2XOtXLMFEtx9GuxKwa.1>

Meeting ID: 844 1125 0923

Passcode: 481730

One tap mobile

+14388097799,,84411250923#,,,,*481730# Canada

+15873281099,,84411250923#,,,,*481730# Canada

THE PURPOSE of the application is to seek a site-specific amendment to Zoning By-law 12-1979, as amended, to permit an existing additional residential unit on the subject lands.

FURTHER INFORMATION AND MAP OF LAND SUBJECT TO THE APPLICATION

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

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

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

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



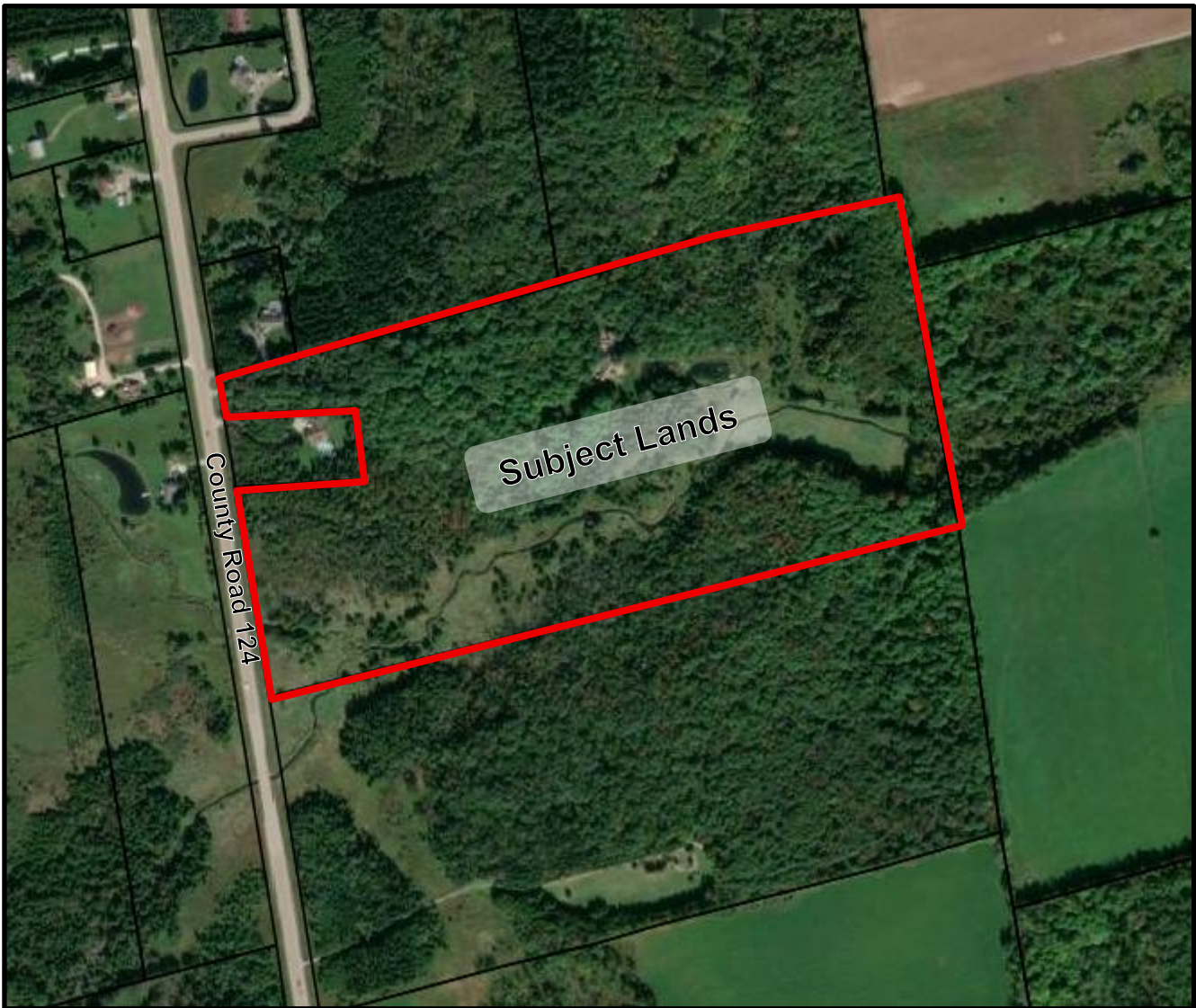
If a person or public body does not make oral submissions at a public meeting or make written submissions to Council before the proposed amendments are approved, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of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

Mailing Date of this Notice: August 5, 2026

A handwritten signature in black ink that reads "Denise B. Holmes".

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

Appendix A – Lands Subject to Zoning By-law Amendment



Subject Lands



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

MEMORANDUM

Date: September 3, 2026
To: Mayor White and Members of Council
From: Liam Morgan, Manager of Planning
Report: P2026-07
Re: Z26-03 – 516243 County Road 124 – Application to Amend the Township Zoning By-law 12-1979

Recommendation(s)

Be it resolved that Township of Melancthon Council receive Report P2026-07 as information;

And be it resolved that Township of Melancthon Council **approve** zoning by-law amendment application (Z26-03) for the properties municipally known as 516243 County Road 124, Melancthon and legally described as W Part Lot 4, Concession 1 OS.

Background

On February 27th, 2026, the Township of Melancthon received an application from Barbara Heuman ('Owner') seeking an amendment to zoning by-law 12-1979, as amended. The initial application, however, was deemed incomplete by Township planning staff on March 17th, 2026 as a result of missing technical materials. While the Owner did resubmit the application to Township staff on June 4th, 2026, planning staff still deemed the application as incomplete, once again, as a result of missing technical materials. On July 10th, 2026, a third submission of the application occurred to which planning staff were satisfied with the materials provided and issued a formal notice of complete application on July 21st, 2026.

What the zoning by-law amendment application seeks to do is amend subsection 3.25 b) of zoning by-law 12-1979, which relates to additional residential units. In particular, the amendment aims to implement site-specific regulations regarding maximum floor area and maximum height, as well as the removal of certain subsections in order to permit an additional residential unit that currently exists on the subject lands.

Intent of Current Report

The purpose of the following report is to provide Council with a recommendation on whether the proposed zoning by-law amendment should be approved, denied, or deferred. It is the aim of this report to provide Council with a detailed overview of the application, an extensive policy analysis, and whether planning staff can recommend supporting the application as it is being presented currently. Using this report Council will be required to conclude whether a decision on the application, as it is currently presented, can be made.

Description of Subject Lands

The lands subject to the planning application are municipally known as 516243 County Road 124, Melancthon and legally described as W Part Lot 4, Concession 1 OS.

The lands are approximately 20 hectares (49.3 acres) in total size, with a lot frontage of around 235 m (770 ft) onto County Road 124. Currently the subject lands contain an existing residential dwelling with a breezeway, detached garage, and an accessory residential unit above the detached garage.

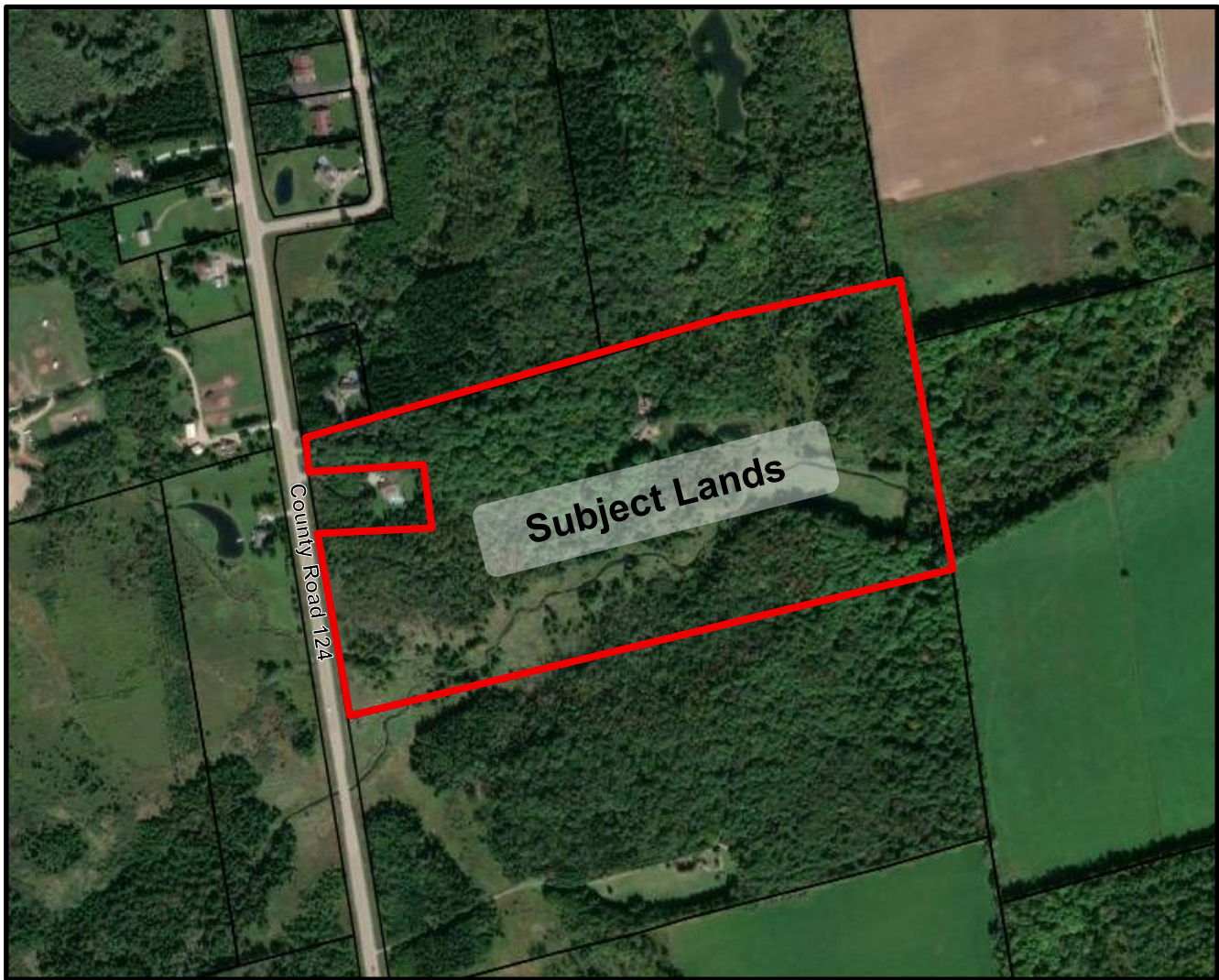
Surrounding land uses include existing rural residential properties, agricultural lands, mature vegetative areas, and the Town of Shelburne.



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

Figure 1: Aerial of Subject Lands



Policy Overview

Provincial Planning Statement, 2024

The *Provincial Planning Statement, 2024* ('PPS, 2024') is the province's guiding document for land use planning and development in Ontario. A revised version of the PPS, 2024 was implemented on October 20th, 2024, and replaced both the *Provincial Policy Statement, 2020* ('PPS, 2020') and *A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019* ('Growth Plan'). All decisions relating to land use planning and development, as such, must be consistent with the policies provided in the PPS, 2024.

The PPS, 2024 designates the subject lands as *prime agricultural area*. Permitted uses, as outlined under section 4.3.2, include agricultural uses, agricultural-related uses, on-farm diversified uses, residential dwellings, and additional residential dwellings. Section 4.3.2 also includes guidance as it relates to additional residential dwellings in *prime agricultural areas* under subsection five (5). This subsection specifically states the following:

Where a residential dwelling is permitted on a lot in a prime agricultural area, up to two additional residential units shall be permitted in accordance with provincial guidance, provided that, where two additional residential units are proposed, at least one of these additional residential units is located within or attached to the principal dwelling, and any additional residential units:

- a) Comply with the minimum distance separation formulae;*
- b) Are compatible with, and would not hinder, surrounding agricultural operations;*
- c) Have appropriate sewage and water services;*



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- d) *Address any public health and safety concerns;*
- e) *Are of limited scale and are located within, attached, or in close proximity to the principal dwelling or farm building cluster; and,*
- f) *Minimize land taken out of agricultural production.*

On the subject lands are also natural heritage features. While present, however, many of the policies of the PPS, 2024 regarding natural heritage features are only applicable when development or site alteration occurs, which is not the case with the current application. Nonetheless, it is planning staff's opinion that a high-level overview of the natural heritage policies should still be provided. The policies of relevance to the application are outlined in section 4.1 of the PPS, 2024, and include the following:

1. *Natural features and areas shall be protected for the long term.*
5. *Development and site alteration shall not be permitted in:*
 - a. *significant wetlands in the Canadian Shield north of Ecoregions 5E, 6E and 7E;*
 - b. *significant woodlands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River);*
 - c. *significant valleylands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River);*
 - d. *significant wildlife habitat;*
 - e. *significant areas of natural and scientific interest; and*
 - f. *coastal wetlands in Ecoregions 5E, 6E and 7E1 that are not subject to policy 4.1.4.b), unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.*
6. *Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.*

The lands are also within an area where natural hazards – floodplain – are present. The PPS, 2024 does provide directive as it pertains to natural hazards under section 5.2; however, once again, many of these are only applicable when development and site alteration are proposed. Even with that being the case, planning staff still believe that applicable policies under section 5.2 should be mentioned and, as such, are provided below:

2. *Development shall generally be directed to areas outside of:*
 - a. *hazardous lands adjacent to the shorelines of the Great Lakes -St. Lawrence River System and large inland lakes which are impacted by flooding hazards, erosion hazards and/or dynamic beach hazards;*
 - b. *hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards; and*
 - c. *hazardous sites.*
3. *Planning authorities shall prepare for the impacts of a changing climate that may increase the risk associated with natural hazards.*

Dufferin County Official Plan, 2025

The Dufferin County Official Plan, 2025 ('DCOP, 2025'), which has been recently updated through a Municipal Comprehensive Review ('MCR'), offers over-arching policy direction for land use and development matters in Dufferin County.

Similar to that of the PPS, 2024, the DCOP, 2025 designates the lands as *prime agricultural*. Permitted uses in *prime agricultural* areas, as per section 4.2.2, include agricultural uses, agricultural-related



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uses, on-farm diversified uses, residential dwellings, home occupations, home industries, forestry, conservation, wildlife and fisheries management, passive recreational uses, watershed management, and flood and erosion control projects. Specific policies under the *prime agricultural* designation that are of relevance to the current application are providing in section 4.2.3 and include the following:

- d) Proposed development in *prime agricultural* areas will be serviced with adequate sewage and water services. Development proposals for non-agricultural uses will demonstrate the suitability of the site for the proposed method of sewage and water services and stormwater management to the satisfaction of the local municipality, and any other required approval agencies.

Directive is also provided by the DCOP, 2025, as it pertains to additional residential units. These policies are provided in subsection 3.7.4 and include the following:

It is the policy of the County that:

- a) *Up to two Additional Residential Units shall be permitted within a single-detached house, semi-detached house, and townhouse; or*
- b) *Up to one Additional Residential Unit shall be permitted within an accessory structure secondary to a single-detached house, semi-detached house or townhouse provided there is no more than one Additional Residential Unit within the primary house;*
- c) *Local municipal official plans and implementing zoning by-laws may contain detailed policies and requirements relating to Additional Residential Units, but must permit them in conformity with this plan;*
- d) *Additional Residential Units shall be subject to all Building Code, Fire Code, and sewer and water servicing requirements;*
- e) *Local municipalities are encouraged to establish policies related to garden suites in their official plans, where appropriate; and,*
- f) *Additional Residential Units shall generally be permitted wherever single-detached dwellings, semi-detached dwellings, and/or townhouse dwellings are permitted.*

The DCOP, 2025 does also provide directive on natural heritage features, which, while not overly significant as the mainly apply when development and/or site alteration is occurring, does require mentioning as a result of natural features being present on the subject lands. Those natural heritage features of relevance include *woodlands* and *watercourses*, with the respective policies for each feature being provided in section 5.3 and discussed below:

Woodlands (section 5.3.4): *...Development and site alteration will not be permitted within or adjacent to significant woodlands unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions through the preparation of an Environmental Impact Study (EIS).*

Watercourses (section 5.3.8): *It is the intent of this Plan to protect natural watercourses from incompatible development to minimize the impacts of such development on their function.*

Policies regarding natural hazards are also provided in the DCOP, 2025 under section 6.2, which are important to note as a result of these lands being located in a floodplain. Those most applicable to the current application are defined under subsection 6.2.1 and include the following:

- a) *Development will be directed to areas outside of flooding hazards, erosions hazards, and hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards.*
- b) *Development and site alteration will not be permitted within:*
 - i. *Areas that would be rendered inaccessible to people and vehicles during times of flood hazards and erosion hazards, unless it has been demonstrated that the site has safe access, as defined by the applicable conservation authority, appropriate for emergency*



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response resources, the nature of the development and the natural hazard; and,

- ii. A floodway regardless of whether the area of inundation contains high points of land not subject to flooding.*

Township of Melancthon Official Plan

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

The Township Official Plan designates the subject lands as a combination of *rural* and *environmental conservation*. Permitted uses under the *rural* designation include all uses permitted in the *agricultural* designation, development pertaining to the use and management of resources, resource based recreational activities, residential development, tourism and economic development, and rural oriented institutional uses (i.e., farm rehabilitation facility). The *environmental conservation* designation permits legally existing uses, low-impact and passive recreation uses, forest, wildlife, and fisheries management, essential public watershed management and floor or erosion control works, essential transportation and utility facilities, existing public and private parks, agricultural uses, and uses permitted in the underlying land use designation provided it has been demonstrated no negative impacts to natural heritage features will occur.

Policies regarding additional residential units are also provided in the Township Official Plan under section 3.12. Those policies include the following:

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

Natural heritage feature policies, which, as noted previously in the PPS, 2024 and DCOP, 2025 sections, are not overly applicable to the application but still require mentioning, are provided in the *environmental conservation* designation section. Specifically, subsection 5.5.2 of the Township Official Plan provides the following policies as it relates to *significant woodland* natural heritage feature present on and adjacent to the subject lands.

- o) The policies of section 3.4.2 with regard to assessing environmental impact shall apply to any development or site alteration within significant woodlands. Environmental impact*



documentation may also be required for any development on adjacent lands to significant woodlands. The construction of a dwelling or accessory buildings to a dwelling on such adjacent lands may not require an assessment of environmental impact.

Policies on *floodplains* and *watercourses*, both of which are applicable to the application, are provided under subsection 5.5.3, and includes the following:

- b) Development, and site alteration, other than that specifically permitted by the policies of this section, section 3.5.1 and section 5.5.1, will be set back from watercourses in order to protect the natural features and functions of the watercourse and related lands, protect fish habitat, provide riparian habitat and minimize the risk to public safety and property.*
- e) In general, development should be set back a minimum of 30 metres from a watercourse regardless of whether or not that watercourse is shown on the schedules to this Plan...*
- h) Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.*

Township of Melancthon Zoning By-law 12-1979

The subject lands are zoned as both *General Agricultural – Exception 85 (A1-85)* and *Open Space Conservation (OS2)*. Permitted uses under the A1 zone include a farm, kennel, riding stable, nursery or commercial greenhouse, animal hospital, forestry or conservation uses, wayside pit, single-family detached dwelling, and a home occupation. Under the OS2 zone, permitted uses include conservation uses, public park, golf course, farm (excluding buildings), horticultural nursery, and buildings or structures used for flood or erosion control purposes. It must be noted, however, that the proposed zoning by-law amendment does not aim to rezone or amend regulations under the overarching A1 and OS2 zones. Instead, what the amendment does seek to implement is changes to section 3.25 (b) of the zoning by-law, which was introduced through By-law 40-2021 (Accessory Dwelling Units).

To assist in Township planning’s review of the application, a zoning comparison chart has been provided below in *Table 1*. This chart outlines the existing regulations under section 3.25 (b), the A1-85 zone policies and whether the existing development subject to this application conforms. What must be noted is that the OS2 zone policies were not reviewed in the context of this application, as the area where the existing development is present is outside the OS2 zone area.

Table 1: Zoning Comparison Chart				
Regulation	By-law	Required	Proposed	Conformity?
Min. Lot Area	3-2004	3.5 ha	4.10 ha	✓
Min. Lot Frontage	12-1979	30 m	235 m	✓
Min. distance from any building to the nearest lot line	12-1979	8 m	61.51 m	✓
Min. Principal Dwelling GFA (1-storey)	12-1979	93 m ²	107 m ²	✓
Max. Lot Coverage	12-1979	15%	0.13%	✓
Max. Building Height	40-2021	7 m	7.86 m	×
Max. GFA of Accessory Dwelling Unit	40-2021	60 m ²	107 m ²	×

Further to the above, the zoning by-law amendment also seeks to remove one (1) subsection under section 3.25 (b). The amendment proposed for removal is the following:

- e) The detached garage shall be located behind the front wall of the principle dwelling.*

Summary of Comments Received

To date, comments have been provided by five (5) agencies. Those agencies, and a high-level summary of their respective comments, are further outlined below.



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County of Dufferin

Comments were received from this agency on August 24th, 2026. The comment package included comments from five (5) divisions – Building, Information Technology, Planning, Engineering, and Waste Services. There were no significant concerns or comments raised by all five (5) divisions.

Dufferin-Peel Catholic District School Board (DPCDSB)

DPCDSB issued comments on August 12th, 2026. There were no comments or objections outlined by the agency.

Enbridge Gas

Comments were issued to the Township on August 13th, 2026. In their comments the agency indicated no objections to the proposed application; however, they did reserve the right to amend or remove development conditions.

Mississaugas of the Credit First Nation

Comments were received on August 6th, 2026. The agencies comments indicated that the subject lands were located outside of their Treaty and Traditional Territory and, as such, no comments on the application specifically were to be provided.

Municipal Property Assessment Corporation (MPAC)

MPAC circulated comments to the Township on August 6th, 2026. No significant comments or concerns were brought forth.

Comprehensive Analysis of All Findings

Township planning staff undertook an extensive review of all overarching planning policies and agency comments provided to determine if the proposed development represented 'good planning'. Through our review it was determined that in fact the proposed development was consistent with all critical land use policies and, in instances where that was not achieved, the proposed amendments addressed those discrepancies. Provided in the paragraphs below is a detailed overview of each overarching planning policy and how the proposed development remained consistent with each policy.

In reviewing the PPS, 2024, planning staff were able to determine that the proposed zoning by-law amendment remains consistent with all applicable policies. The application proposes an additional residential unit, which is a permitted use in the *prime agricultural area*, subject to several criteria being met. Through our review planning staff were satisfied that all criteria outlined in subsection 4.3.2 had been met by the application. While natural heritage and natural hazard policies of the PPS, 2024 were also mentioned by planning staff, this was a result of those features being present on the subject lands and not because of an expected negative impact. The application does not propose any new development and/or site alteration, which could negatively impact existing natural heritage features or create unsafe circumstances as a result of the natural hazards present. Given that, planning staff were satisfied that the application remained consistent with all policies of the PPS, 2024.

Planning staff's review of the DCOP, 2025 resulted in no issues with conformity being identified. The *prime agricultural* designation, which the DCOP, 2025 designates the subject lands as, permits residential dwellings, which is what is proposed as part of the zoning by-law amendment application. Further to that, additional residential units are a land use that is encouraged in the DCOP, 2025, with up to one additional residential unit being permitted within an accessory structure. Given that is what is being proposed as part of the application, planning staff are of the opinion that those policies have been conformed with. Similar to that of the PPS, 2024, the DCOP, 2025 does also identify natural heritage features – *woodlands* and *watercourses* – as present on the subject lands. As noted in the previous paragraph, there is no development or site alteration occurring as part of this application, and,



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as such, no negative impacts are expected to those existing features. While the DCOP, 2025, also provides directive on natural hazards, there, once again, is no concern with conformity to those policies as no development or site alteration is proposed to occur. In our opinion, the proposed application conforms with all policies of the DCOP, 2025.

Our review of the Township Official Plan also brought forth no significant concerns with the proposed developments conformity with that land use policy. Though the subject lands are designated as *rural* and *environmental conservation* under the Township Official Plan, which differs from that of the PPS, 2024 and DCOP, 2025, residential uses are still permitted across both designations. While the *environmental conservation* designation does not explicitly state that residential uses are permitted, it does permit “uses permitted in the underlying land use designation provided it has been demonstrated no negative impacts to natural heritage features will occur”. Given the underlying designation is *rural*, which permits residential dwellings, combined with the fact that there are no environmental concerns, planning staff believe conformity with those policies of the Township Official Plan have been met. The Township Official Plan also permits additional residential units in an ancillary building to the principal dwelling, subject to the criteria of section 3.12 (c) being met. In reviewing those criteria, planning staff did have some reservations with the applications conformity to subsection c), which requires that the site not be located in an area subject to natural hazards such as floodplains. While reservations were present, planning staff did ultimately determine the application addressed this regulation, and all criteria of subsection c). This determination was based on the fact that the additional residential unit currently exists meaning no further development will occur in the floodplain area and, further to that, was approved prior to the establishment of this version of the Township Official Plan. Further, similar to that of the PPS, 2024, and DCOP, 2025, planning staff have no concerns as it pertains to the applications conformity to the natural heritage and natural hazard policies of the Official Plan. This, in large part, can be attributed to the fact that no development or site alteration is proposed as part of the application.

In comparing the proposed amendment with the zoning regulations of the A1-85 zone, the application is consistent with all regulations and setback requirements. Where inconsistencies are present are with the policies of section 3.25 (b) regarding additional residential units, which the proposed amendment seeks to address. The amendments proposed change to the maximum permitted building height is minor in nature resulting in only an increase in the total permissible height by 0.86 metres. This change, in the opinion of planning staff, will have no negative impact on site lines and visuals for surrounding neighbours and, as such, is of no concern for staff. Adjustments are also being proposed to the total gross floor area of the accessory dwelling unit, which, currently, only permits a maximum gross floor area of 60 m². While the amendment to this regulation is notable – increasing to 107 m² – the building is nearly 60 metres from the nearest lot line and, further to that, approximately 277 metres from the nearest dwelling. This proposed amendment poses no impact to surrounding neighbours and, instead, ensures that the existing building remains consistent with all regulations of By-law 12-1979, as amended. The final amendment proposed as part of this application is qualitative in nature because it seeks to remove subsection e) from section 3.25 (b). This portion of the amendment will allow for all zoning provisions to reflect the existing conditions of the additional residential and, in planning staff’s opinion, will remove a regulation that is not applicable to the building as it currently stands.

Conclusion

Township planning staff have undertaken a comprehensive review of the proposed zoning by-law amendment. In reviewing all applicable planning policies, in combination with the comments received from the respective external agencies, Township planning staff have no concerns with the proposed zoning by-law amendment. Given that, Township planning staff will be recommending that the zoning by-law amendment application be approved by Council.



The Corporation of

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157101 Highway 10, Melancthon, Ontario, L9V 2E6

Prepared by:

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

Liam Morgan, MCIP, RPP

Manager of Planning

Phone: 519-941-2816 Ext. 2511

lmorgan@melancthontownship.ca

List of Appendices:

- Appendix #1 – Draft Zoning By-law Amendment
- Appendix #2 – Agency Comments



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Appendix #1 – Draft Zoning By-law Amendment

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. _____

Being a By-law to amend By-law No. 12-79, as amended, the Zoning By-law for the Township of Melancthon as it affects property known municipally as 516243 County Road 124 and legally described as W Part Lot 4, Concession 1 OS, as shown on attached Schedule "A".

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

AND WHEREAS the Council of the Corporation of the Township of Melancthon deems it advisable to amend By-Law 12-79, as amended;

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

1. Schedule 'A' to Zoning By-law No. 12-79, as amended, is further amended by zoning lands in W Part Lot 4, Concession 1 OS, from the *General Agriculture (A1-85)* zone to the *General Agriculture – Exception 155 (A1-155)* zone.
2. Notwithstanding the minimum lot area provisions of section 4.3 (a) of By-law No. 12-79, the minimum lot area for the lands zoned as *A1-155* shall be 3.5 hectares.
3. Notwithstanding any other provision of Zoning By-law No. 12-79, as amended, the following special provisions shall apply to the lands denoted on Schedule 'A':
 - i. Subsection c) of section 3.25 (b) of By-law No. 12-79, as amended, is revised to the following:

The floor area of the accessory dwelling unit is no greater than 50% of the ground floor area of the building to a maximum of 107 m² and is located entirely above grade.
 - ii. Subsection d) of section 3.25 (b) of By-law No. 12-79, as amended is revised to the following:

The maximum height of the detached garage shall be 7.86 metres.
 - iii. Subsection e) of section 3.25 (b) of By-law No. 12-79, as amended, which states that "*the detached garage shall be located behind the front wall of the principle dwelling*", is hereby removed.
4. In all other respects, the provision of By-law 12-79, as amended, shall apply.

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

PASSED this ____ day of _____, 2026.

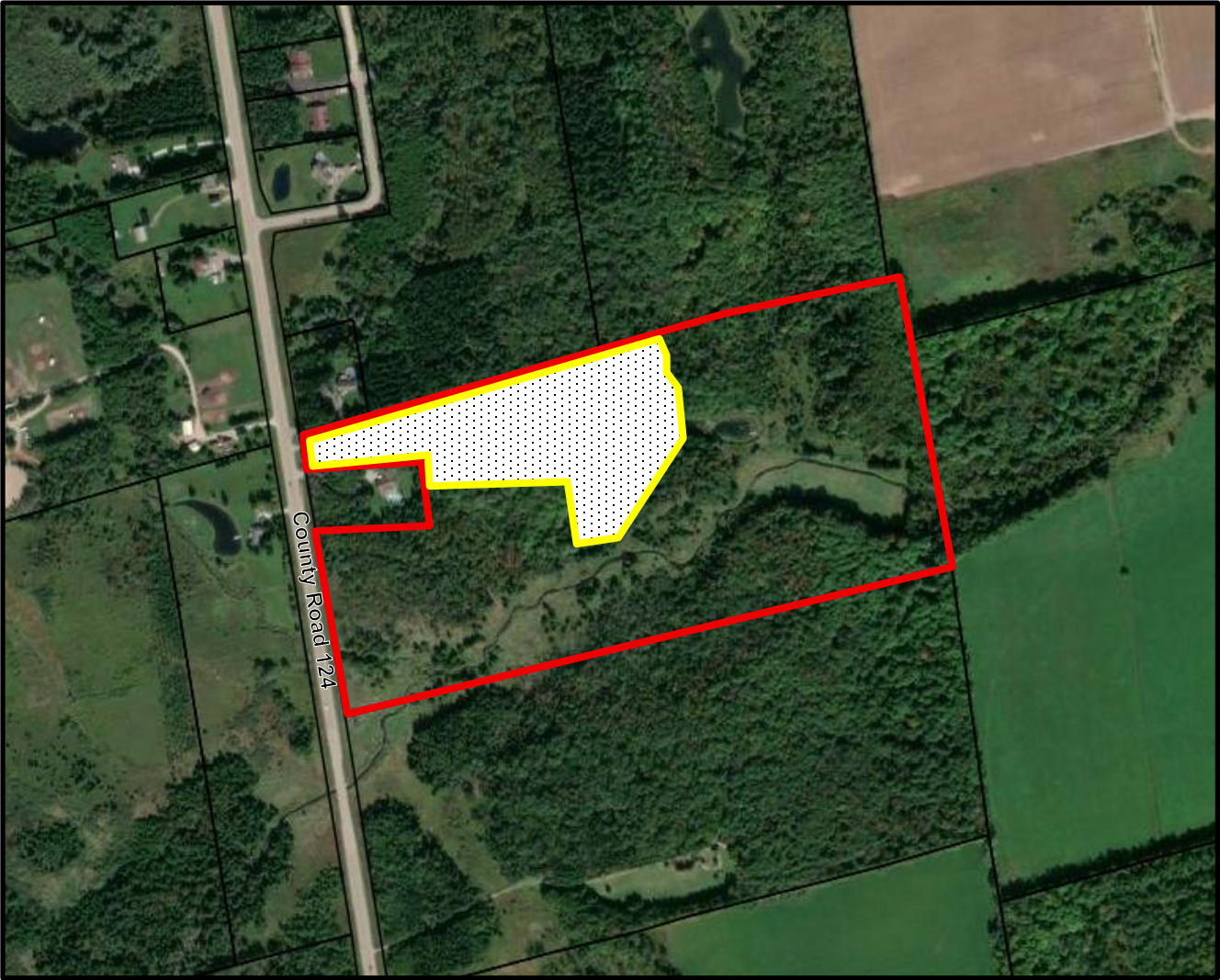
MAYOR

CLERK



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

SCHEDULE A – LANDS AFFECTED



Subject Lands



Lands subject to rezoning of By-law 12-79, as amended



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Appendix #2 – Agency Comments



Date: August 24, 2026

To: Township of Melancthon

Re: Zoning By-law Amendment – Z26-03 – 516243 County Road 124

The County of Dufferin is in receipt of the Request for Comments for the above noted application, dated 2026-08-05. The request for comments was circulated to the following department(s):

1. [Building Division](#)
2. [Information Technology – Corporate Services](#)
3. [Planning Division](#)
4. [Public Works - Engineering Division](#)
5. [Public Works - Waste Services Division](#)

The department(s) have reviewed the documents submitted with the request for comments against the applicable policies. The comments are on the following pages.

Please keep Dufferin County informed with respect to the status of the attached comments and the decision of the Council related to the subject application.

Should you have any questions pertaining to this letter, please do not hesitate to contact the undersigned.

Kind Regards,

A handwritten signature in black ink, appearing to read 'AS'.

Aneil Sihota, RPP Candidate Member
Junior Planner
Phone 519-941-2816 Ext. 2517
asihota@dufferincounty.ca



Date: August 24, 2026

From: Building Division

Building Services has reviewed the zoning by-law amendment application and has no comments or concerns.

Please note that a separate building permit application for the proposed septic system, or a septic system analysis demonstrating the adequacy of the existing system for the proposed use, is required and will be subject to review and approval.

Regards,

A handwritten signature in black ink, appearing to read 'Km', is positioned above the printed name.

Kristina Millar, Plans Examiner, CBCO,
Development and Tourism, County of Dufferin

Phone: 519.941.2816 x 2710
kmillar@dufferincounty.ca



Date: August 6, 2026

From: Information Technology – Corporate Services

We have no concerns or comments regarding this application.

Best regards,

Eric Carr, HBA, GIS-AS, GISP | GIS Technician | Information Technology (Corporate Services)
County of Dufferin | Phone: 519-941-2816 Ext. 8007 | ecarr@dufferincounty.ca



Date: August 6, 2026

From: Planning Division

The planning division has reviewed the zoning by-law amendment application and has **no concerns** with the proposed amendment.

Best regards,

AS

Aneil Sihota, RPP Candidate Member

Junior Planner

Phone 519-941-2816 Ext. 2517

asihota@dufferincounty.ca



Date: August 18, 2026

From: Public Works – Engineering Division

The County Engineering division has reviewed the zoning by-law amendment application and has no concerns with the proposed amendment.

Regards,

A handwritten signature in black ink, appearing to read 'Shophan Daniel', is positioned above the printed name.

Shophan Daniel C.E.T., MPA

Engineering Review Lead | Public Works Department

sdaniel@dufferincounty.ca



Date: August 12, 2026

From: Public Works - Waste Services Division

Waste Services has reviewed this submission and has no comments.

Regards,

**Chris Fast (he/him) | Collections Coordinator, Waste Services | Public Works Department
County of Dufferin | 519.941.2816 x2623 | cfast@dufferincounty.ca | 55 Zina Street, Orangeville,
ON L9W 1E5**

From: [Stubbs, Matthew](#)
To: [Kaitlin Dinnick](#); [Liam Morgan](#)
Subject: FW: 2219 000 006 02700 SUB-00154730 notice of public meeting
Date: Thursday, August 6, 2026 9:47:56 AM

Classification: Private

Good morning,

If the property owner has built additional structures without a permit, please advise.

The current assessment consists of a single family detached house and two detached garages.

Thanks,

Matt Stubbs
MPAC-Valuation & Assessment Operations
Property Valuation Analyst
Mono, Orangeville, Mulmur and Melancthon
(226) 646-7694
matthew.stubbs@mpac.ca
4295 King St E, Suite 402
Kitchener, Ontario. N2P 0C6

From: Stubbs, Matthew
Sent: Thursday, August 6, 2026 9:33 AM
To: Kaitlin Dinnick <kdinnick@melancthontownship.ca>; Liam Morgan <lmorgan@melancthontownship.ca>
Subject: 2219 000 006 02700 SUB-00154730 notice of public meeting

Good morning,

I have noted the following on the subject property comments:

Notice of public meeting Thurs. Sept. 3, 2026. The purpose of the application is to seek a site-specific amendment to Zoning By-law 12-1979, as amended, to permit an existing additional residential unit on the subject lands.

If there are any questions, please advise.

Thanks,

Matt Stubbs

MPAC-Valuation & Assessment Operations

Property Valuation Analyst

Mono, Orangeville, Mulmur and Melancthon

(226) 646-7694

matthew.stubbs@mpac.ca

4295 King St E, Suite 402

Kitchener, Ontario. N2P 0C6



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From: [Shantel Sault](#)
To: [Kaitlin Dinnick](#); [Liam Morgan](#)
Cc: [Daniel King](#)
Subject: Notice of Public Meeting - Z26-03 516243 County Road 124
Date: Thursday, August 6, 2026 1:57:09 PM
Attachments: [image002.png](#)
[image.png](#)

Good Afternoon,

Thank you for sharing the Notice of Public Meeting regarding 516243 County Road 124, Melancthon. Please be advised that this project is located outside of our Treaty and Traditional Territory, therefore we will not be providing comments.

Please see attached a copy of our Treaty Map for your reference.

Thank you,

Shantel Sault
Consultation Assistant
Department of Consultation and Accommodation



Mississaugas of the Credit First Nation

Mailing: 2789 Mississauga Road, Hagersville ON, N0A 1H0

Physical: 4065 Highway 6, Hagersville ON, N0A 1H0

Phone: 905-768-4260

Web: www.mncfn.ca

Disclaimer

The Mississaugas of the Credit First Nation (MCFN) asserts the right to maintain stewardship on our ancestral homelands which includes the right to protect the lands and waters that sustain and support the life and health of all. Historically, and without our consent, MCFN homelands has been industrialized to the point where cumulative effects have already surpassed the point of a questionable future for coming generations. In this era of reconciliation, building a renewed relationship with First Nation peoples based on recognition of rights, respect and partnership, MCFN fully expect legal obligations with the body of the politic to adhere to National interests and engage MCFN in all future development taking place within our ancestral lands.

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From: Kaitlin Dinnick <kdinnick@melancthontownship.ca>

Sent: Wednesday, August 5, 2026 1:40 PM

To: Howard, Dellarue (MMAH) <dellarue.howard@ontario.ca>; Planner <planner@dufferincounty.ca>; lpuconsents@mpac.ca; Planning Dept <planning@nvca.on.ca>; Six Nations of the Grand River <lonnybomberry@sixnations.ca>; Tayler Hill <tayler.hill@sixnations.ca>; LANDUSEPLANNING <landuseplanning@hydroone.com>; planninganddevelopment <planninganddevelopment@bell.ca>; Consultations <consultations@metisnation.org>; contactus <contactus@metisnation.org>; Chief Sherri-Lyn Hill <sngr.chief@sixnations.ca>; Haudenosaunee <info@hdi.land>; Public Works <publicworks@dufferincounty.ca>; Amber Debassige <execassist.ri@saugeenojibwaynation.ca>; sfm@saugeen.org; manager.ri@saugeenojibwaynation.ca; DOCA <DOCA@mncfn.ca>; Abby Lee <Abby.LaForme@mncfn.ca>; dpratt@shelburne.ca; Community Planning <community.planning@wdgpublichealth.ca>; Ontario Power Generation <executivevp.lawanddevelopment@opg.com>; municipal circulations <municipal.circulations@ugdsb.on.ca>; planning@dpcdsb.org; planification@cscmonavenir.ca; planification@csviamonde.ca; Municipal Planning <municipalplanning@enbridge.com>; Lisa Hern <lisa.hern@ofa.on.ca>; Sherri Gray <sherri.dfa@hotmail.com>

Cc: Denise Holmes <dholmes@melancthontownship.ca>; Liam Morgan <lmorgan@melancthontownship.ca>

Subject: Notice of Public Meeting - Z26-03 516243 County Road 124

Good Afternoon,

Please see attached the Notice of Public Meeting for a ZBA Application at 516243 County Road 124, Melancthon.

Please provide comments by **Monday August 24th, 2026** to kdinnick@melancthontownship.ca and lmorgan@melancthontownship.ca

Thank you.

Kaitlin Dinnick



Kaitlin Dinnick | Deputy Clerk/Planning Coordinator | Township of Melancthon | kdinnick@melancthontownship.ca | PH: 519-925-5525 ext 103 | FX: 519-925-1110 | www.melancthontownship.ca | Please consider the environment before printing this e-mail. This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.



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From: [Pathak, Jahnvi](#)
To: [Kaitlin Dinnick](#); [Liam Morgan](#)
Subject: Re: Notice of Public Meeting - Z26-03 516243 County Road 124
Date: Wednesday, August 12, 2026 1:29:27 PM
Attachments: [image.png](#)
[image.png](#)
[image.png](#)

Hello Kaitlin/Liam,

Thank you for circulating the above-noted application. The Dufferin-Peel Catholic District School Board has no comments or objection to the further processing of this application.

Regards,

Jahnvi Pathak

Planner - Planning Department

Dufferin-Peel Catholic District School Board

40 Matheson Boulevard West, Mississauga ON L5R 1C5

Tel: 905-890-0708 ext. 24161 | Email: jahnvi.pathak@dpcdsb.org

Website: www.dpcdsb.org | X: [@DPCDSBSchools](#) | Instagram: [@DPCDSB.Schools](#)

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From: Kaitlin Dinnick <kdinnick@melancthontownship.ca>

Sent: Wednesday, August 5, 2026 1:39 PM

To: Howard, Dellarue (MMAH) <dellarue.howard@ontario.ca>; Planner <planner@dufferincounty.ca>; lpuconsents@mpac.ca <lpuconsents@mpac.ca>; Planning Dept <planning@nvca.on.ca>; Six Nations of the Grand River <lonnybomberry@sixnations.ca>; Tayler Hill <tayler.hill@sixnations.ca>; LANDUSEPLANNING <landuseplanning@hydroone.com>; planninganddevelopment <planninganddevelopment@bell.ca>; Consultations <consultations@metisnation.org>; contactus <contactus@metisnation.org>; Chief Sherri-Lyn Hill <sngr.chief@sixnations.ca>; Haudenosaunee <info@hdi.land>; Public Works <publicworks@dufferincounty.ca>; Amber Debassige <execassist.ri@saugeenogijibwaynation.ca>; sfns@saugeen.org <sfn@saugeen.org>;

manager.ri@saugeenonjibwaynation.ca <manager.ri@saugeenonjibwaynation.ca>; DOCA <doca@mncfn.ca>; Abby LaForme <abby.laforme@mncfn.ca>; dpratt@shelburne.ca <dpratt@shelburne.ca>; Community Planning <community.planning@wdgpublichealth.ca>; Ontario Power Generation <executivevp.lawanddevelopment@opg.com>; municipal circulations <municipal.circulations@ugdsb.on.ca>; Resource - Planning & Operations - Planning <planning@dpcdsb.org>; planification@cscmonavenir.ca <planification@cscmonavenir.ca>; planification@csviamonde.ca <planification@csviamonde.ca>; Municipal Planning <municipalplanning@enbridge.com>; Lisa Hern <lisa.hern@ofa.on.ca>; Sherri Gray <sherri.dfa@hotmail.com>

Cc: Denise Holmes <dholmes@melanctontownship.ca>; Liam Morgan <lmorgan@melanctontownship.ca>

Subject: [EXTERNAL] Notice of Public Meeting - Z26-03 516243 County Road 124



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Good Afternoon,

Please see attached the Notice of Public Meeting for a ZBA Application at 516243 County Road 124, Melancton.

Please provide comments by **Monday August 24th, 2026** to kdinnick@melanctontownship.ca and lmorgan@melanctontownship.ca

Thank you.

Kaitlin Dinnick



Kaitlin Dinnick | Deputy Clerk/Planning Coordinator | Township of Melancton | kdinnick@melanctontownship.ca | PH: 519-925-5525 ext 103 | FX: 519-925-1110 | www.melanctontownship.ca | Please consider the environment before printing this e-mail. This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.



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From: [Municipal Planning](#)
To: [Kaitlin Dinnick](#); [Liam Morgan](#)
Subject: RE: Notice of Public Meeting - Z26-03 516243 County Road 124
Date: Thursday, August 13, 2026 3:25:09 PM
Attachments: [image002.png](#)

Thank you for your circulation.

Enbridge Gas does not object to the proposed application(s) however, we reserve the right to amend or remove development conditions. This response does not signify an approval for the site/development.

Please continue to forward all municipal circulations and clearance letter requests electronically to MunicipalPlanning@Enbridge.com.

Regards,

Willie Cornelio CET (he/him)

Sr Analyst, Municipal Planning
Engineering

ENBRIDGE
TEL: 416-495-6411
500 Consumers Rd, North York, ON M2J1P8
enbridge.com
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From: Kaitlin Dinnick <kdinnick@melancthontownship.ca>
Sent: Wednesday, August 5, 2026 1:40 PM
To: Howard, Dellarue (MMAH) <ddellarue.howard@ontario.ca>; Planner <planner@dufferincounty.ca>; lpuconsents@mpac.ca; Planning Dept <planning@nvca.on.ca>; Six Nations of the Grand River <lonnybomberry@sixnations.ca>; Tayler Hill <tayler.hill@sixnations.ca>; LANDUSEPLANNING <landuseplanning@hydroone.com>; planninganddevelopment <planninganddevelopment@bell.ca>; Consultations <consultations@metisnation.org>; contactus <contactus@metisnation.org>; Chief Sherri-Lyn Hill <sngr.chief@sixnations.ca>; Haudenosaunee <info@hdi.land>; Public Works <publicworks@dufferincounty.ca>; Amber Debassige <execassist.ri@saugeenoyibwaynation.ca>; sfn@saugeen.org; manager.ri@saugeenoyibwaynation.ca; DOCA <doca@mncfn.ca>; Abby LaForme <abby.laforme@mncfn.ca>; dpratt@shelburne.ca; Community Planning <community.planning@wdgpublichealth.ca>; Ontario Power Generation <executivevp.lawanddevelopment@opg.com>; municipal circulations <municipal.circulations@ugdsb.on.ca>; planning@dpcdsb.org; planification@cscmonavenir.ca;

planification@csviamonde.ca; Municipal Planning <MunicipalPlanning@enbridge.com>; Lisa Hern <lisa.hern@ofa.on.ca>; Sherri Gray <sherri.dfa@hotmail.com>

Cc: Denise Holmes <dholmes@melancthontownship.ca>; Liam Morgan <lmorgan@melancthontownship.ca>

Subject: [External] Notice of Public Meeting - Z26-03 516243 County Road 124

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Please see attached the Notice of Public Meeting for a ZBA Application at 516243 County Road 124, Melancthon.

Please provide comments by **Monday August 24th, 2026** to kdinnick@melancthontownship.ca and lmorgan@melancthontownship.ca

Thank you.

Kaitlin Dinnick



Kaitlin Dinnick | Deputy Clerk/Planning Coordinator | Township of Melancthon | kdinnick@melancthontownship.ca | PH: 519-925-5525 ext 103 | FX: 519-925-1110 | www.melancthontownship.ca | Please consider the environment before printing this e-mail. This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.



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TOWNSHIP OF MELANCTHON - DELEGATION REQUEST FORM

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

REQUEST DATE: July 9, 2026

NAME: Shannon McGrady

PHONE: (519) 925-2168

ADDRESS: 201 Owen Sound St.

EMAIL ADDRESS: Smcgrady@shelburnelibrary.ca

SIGNATURE: S. McGrady

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

To give an update to council on the Shelburne Public Library's success in 2025 and our goals for 2027 and give them an opportunity to learn more about our services and ask any questions.

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

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

DEL 19.2
SEPT 3 2026