



**TOWNSHIP OF MELANCTHON
HYBRID COUNCIL MEETING
THURSDAY, OCTOBER 1ST, 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/85378687402?pwd=Varys7aLjVia1bwdvjY3Qr8KbBnAzz.1>

Meeting ID: 853 7868 7402

Passcode: 872173

One tap mobile

+17806660144,,85378687402#,,,,*872173# Canada

+12042727920,,85378687402#,,,,*872173# Canada

AGENDA

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

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

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

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

- 3. Announcements**
- 4. Additions/Deletions/Approval of Agenda**
- 5. Declaration of Pecuniary Interest and the General Nature Thereof**
- 6. Approval of Draft Minutes – September 17th, 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)

10. Public Works

1. Accounts
2. Other

11. Planning

1. Applications to Permit
2. Ontario Land Tribunal – Letter of Acknowledgement for Appeal by Duivenvoorden Haulage Ltd.
3. Request for Comments – NEC – Walker Duntroon Quarry (Councillor Neilson)
4. Other

12. Strategic Plan

13. Climate Change Initiatives

14. Dufferin OPP Detachment Board – Melancthon, Mono, Mulmur

15. County Council Update

16. Committee/Board Reports & Recommendations

1. Recommendations from Parks & Recreation Board Meeting held September 21st, 2026

17. Correspondence

Board, Committee & Working Group Minutes

1. Shelburne Public Library Board – June 23, 2026
2. Infrastructure & Emergency Management – August 12, 2026
3. Parks & Recreation Board – August 31, 2026
4. Centre Dufferin Recreation Complex Board – June 24, 2026

Items for Information Purposes

1. Town of Shelburne Resolutions regarding the Centre Dufferin Recreation Complex and the Board of Management
2. Ministry of Municipal Affairs and Housing – Supporting Ontario and Canadian Suppliers Through Municipal Procurement
3. Ministry of the Environment, Conservation and Parks – Correspondence Regarding Strada Aggregates Inc. Permit to Take Water.
4. County of Dufferin Resolution Supporting the Town of Shelburne's Resolution Regarding Shelburne Lifelabs Location
5. Township of Puslinch – Resolution in Support of TAPMO's Newsletter Call for Policy Clarification for the Aggregates Resources Act
6. Ministry of Municipal Affairs and Housing – Regulations under the *Municipal Accountability Act, 2026*

18. General Business

1. Accounts
2. Notice of Intent to Pass By-law
 1. By-law to Delegate Certificate of Cancellation Approval Authority to Staff
 2. By-law to Restrict the Weight of Vehicles Passing Over a Bridge
3. New/Other Business/Additions
 1. Report from Sarah Culshaw, Treasurer – 2026 Budget Summary
4. Unfinished Business

1. Town of Shelburne – Resolution regarding the Shelburne and Public Library Board (Councillor Plowright)
5. Reports/Updates from Members of Council & Administrative Staff

19. Delegations

1. 5:30 p.m. – Public Meeting for a Zoning By-law Amendment File No. Z26-04 Part of Lot 28, Concession 4 SW – 098268 4th Line SW (Grand Flow Inc. – Ivan Martin)
2. 5:45 p.m. – Debbie Vandenakker and Jillian Macpherson, Planscape – invited at the request of Council to speak on strengthening the aggregate resources, water quality and air quality as part of the Official Plan Conformity Exercise
3. 6:15 p.m. – Heather Hill, Commercial Advisor - Navacord Ontario South West and Colin Smith, Intact Public Entities – to review the Township's 2026-2027 Insurance Program

20. Closed Session

There is no Closed Session for this meeting.

21. Third Reading of By-laws

22. Notice of Motion

23. Confirmation By-law

24. Adjournment and Date of Next Meeting – Thursday, October 15th, 2026 at 5:00 p.m.

APPLICATIONS TO PERMIT FOR APPROVAL
October 1, 2026 COUNCIL MEETING

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS
Ivan Martin Agent: Aaron Bauman	Pt Lot 28, Con 5 SW 098268 4th Line SW	37.53m2 (403.96sqft)	Barn Addition for Feedroom	Agricultural	\$20,000	No	With Planner for Review

Ontario Land Tribunal

655 Bay Street, Suite 1500
Toronto ON M5G 1E5
Telephone: (416) 212-6349
Toll Free: 1-866-448-2248
Website: olt.gov.on.ca

**Tribunal ontarien de
l'aménagement du territoire**

655 rue Bay, suite 1500
Toronto ON M5G 1E5
Téléphone: (416) 212-6349
Sans Frais: 1-866-448-2248
Site Web: olt.gov.on.ca



September 10, 2026

Rajbir Sian

rsian@dufferincounty.ca

Re:

OLT Case Number: OLT-26-000859
OLT Related Case Number(s): OLT-26-000860
Municipality/Upper Tier: Melancthon, Dufferin
Subject Property Address: 437202 & 437138 4th Line

Appeal(s):

13673 &
13674 Duivenvoorden Haulage Ltd

The Ontario Land Tribunal (OLT) acknowledges receipt of the above referenced case(s)/appeal(s).

The assigned Tribunal Case Coordinator/Planner is Jessica Hampton. For specific questions about this proceeding, you may contact the Case Coordinator/Planner at +1 (437) 228-8893 or Jessica.Hampton@ontario.ca. When communicating with the Tribunal please quote the Tribunal's case number and your appeal number(s).

A hearing event will be scheduled according to the next available date on the Tribunal's calendar. Parties should be prepared to proceed at any time. For more information on the general conduct of the Tribunal, please see the [OLT Rules of Practice and Procedure](#).

Once hearing event dates are set, adjournments are not granted except where compelling circumstances exist and with the consent of all parties and/or the approval of the Tribunal. Please see [Rule 17](#) of the Rules with respect to adjournments.

We are committed to providing accessible services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible by emailing olt.coordinator@ontario.ca. If you require documents in formats other than conventional print, or if you have specific accommodation needs, please let us know so we can make arrangements in advance.

Pour recevoir des services en français, veuillez communiquer avec la Tribunal au 1-866-448-2248/(416) 212-6349 ou olt.coordinator@ontario.ca.

For general information concerning the Tribunal, visit our website at <https://olt.gov.on.ca> or you may contact the Tribunal's offices at 1-866-448-2248 or local (416) 212-6349.

Yours truly,

“Arwin Rahi”

Case Management Administrative Assistant
Ontario Land Tribunal
Arwin.Rahi@ontario.ca

c.c.

Aaron Platt, aplatt@LN.law

The Clerk (Dufferin), clerk@dufferincounty.ca

The Clerk (Melancthon), dholmes@melancthontownship.ca

**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
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No de tel. 905-877-5191

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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



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: Becky Cunnington, Secretary, Parks & Recreation Board

Subject: Recommendations from Parks & Recreation Board Meeting Held September 21st, 2026

Date: October 1st, 2026

8.2.1.i Horning's Mills Park; Multi-Use Pad

At its recent meeting, the Parks and Recreation Board discussed future improvements to the Horning's Mills Community Park.

Recommendation

As a result of the discussion the Board recommends that Council consider allocating funds through the 2027 budget process for the future development and improvement of Horning's Mills Community Park, including a multi-use pad, pump track and other park amenities.



Minutes of Shelburne Public Library Board

Tuesday, June 23, 2026, 7 p.m.

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

Members Present: Councillor M. Davie (Mono)
J. Hodder
Councillor L. Wegener (Shelburne)
Councillor P. Clark (Mulmur)
Councillor V. Paan (Amaranth)
Councillor R. Plowright (Melanchthon)

Members Absent: G. Dunlop
T. Field

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

1. Call to Order

Vice Chair, Councillor L. Wegener called the meeting to order at 7:02p.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 45-26

Moved by Councillor R. Plowright

Seconded by Councillor P. Clark

Be it resolved that we approve the Agenda for the June 23, 2026, meeting.

Carried

5. Adoption of Minutes of Previous Meeting

Motion 46-26

Moved by Councillor P. Clark

Seconded by Councillor R. Plowright

Be it resolved that we approve the minutes of the Board meeting dated May 26, 2026.

Carried

6. Information Item – CEO Report

Motion 47-26

Moved by Councillor R. Plowright

Seconded by Councillor P. Clark

That the Board receive the CEO Report dated June 23, 2026.

Carried

7. Staff Reports

7.1 Financial Report

Motion 48-26

Moved by J. Hodder

Seconded by Councillor V. Paan

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

Be it resolved the Profit and Loss Statement for May, 2026 be approved.

Carried

7.2 Policy Review - Circulation

Motion 49-26

Moved by Councillor V. Paan

Seconded by Councillor P. Clark

That Report –Policy Review: Accessibility in the Library be received; and

That the Board approve the Accessibility in the Library (OP-14) policy as presented.

Carried

7.3 Policy Review – Intellectual Freedom

Motion 50-26

Moved by J. Hodder

Seconded by Councillor M. Davie

That Report – Policy Review: Intellectual Freedom be received; and,

That the Board approve the Intellectual Freedom Policy as presented.

Carried

8. New Business

8.1 Presentation to Shelburne Town Council on August 24

9. Correspondence

10. Announcements

11. Date of Next Meeting

Tuesday, September 22, 2026, at 7 p.m

12. Adjournment

Motion 51-26

Moved by J. Hodder

Seconded by Councillor V. Paan

That we now adjourn at 8:32 p.m. to meet again on September 22, 2026, at 7 p.m. or at call of the Chair.

Carried

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Infrastructure and Emergency Management Committee held a virtual meeting on August 12th, 2026, at 9:00 a.m. The following members were present: James McLean, Ruth Plowright and Darren White. Also present were: Craig Micks, Public Works Superintendent, Kaitlin Dinnick, Deputy Clerk/Planning Coordinator and Denise Holmes, CAO/Clerk.

Call to Order

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

Land Acknowledgement

Chair McLean shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

Moved by Plowright, 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 Plowright , Seconded by White that the Minutes of the May 4th and June 10th Meeting 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 Calcium and roadside mowing has been completed. Public Works have been working on doing some spot grading which has amounted to more than usual this year and completing roadside brushing.

Public Works have been changing signs that need done and installed the new gate at the Horning's Mills Park.

Chair McLean asked about the culvert replacement on 3rd line and County Road 17, Craig advised the culvert has been ordered and it will be completed by fall.

2. Update on the Beautification of the Village & Hamlets

Member Plowright thanked Public Works for watering the plants in the Hamlets and Village as they look amazing and Council members have been receiving compliments.

Chair McLean requested that planters be placed on the 7th Line SW bridge in Riverview next year and Staff were directed to see if we have enough money in the budget to replace five of the existing planters for next year.

Mayor White asked about getting Canadian Flags in the Village and Hamlets and having them with the banners for next year.

3. Discussion on Park Structures and Infrastructure Needs

Nothing for this matter.

4. Discussion on Township Infrastructure Needs

Nothing for this matter.

5. 2026 Road Counter Data

This was accepted as information.

6. 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. Staff were directed to communicate with the public about the different phases of the project. Staff provided the Committee with an update on the 7th Line SW paving project.

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.

7. 2026 Capital Roads Projects Update

This item was discussed above.

8. Road Sign Replacement Process

Craig advised the Committee that he has met with a company who will be providing a quote to go around and identify what signs the Township needs to replace and ensure that our signage is up to standard. This will provide the Public Works Department with an inventory and help with budgeting for sign replacement. Chair McLean would like Public Works to be taking an inventory every spring and suggested a sign replacement spreadsheet tablet.

9. 2027 Capital Road and Bridge Projects

The Committee requested that Five-year Capital Plans be prepared for the next meeting to discuss.

10. Update on Paid Duty Officer Program

The Committee reviewed the Paid Duty Officer Report provided by the OPP. The Committee would like to see the time left on Thanksgiving weekend and at back to school time.

11. Other/Addition

Nothing for this matter.

12. Unfinished Business

1. Fire Service Boundary Mapping Update

Denise Holmes advised that the mentioned this issue to the new County of Dufferin CAO, and no further updates were available.

2. Current Equipment List and 5 Year Capital Equipment Plan

This is a standing item. Nothing for this item.

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

The Committee discussed the precedence setting by paying this invoice. Staff were directed to create a policy that will outline what criteria would need to be met in order for the Township to pay invoices such as this.

Staff were advised to advise Ms. Mildner that we will be creating a policy and will review her quote in comparison to the policy once it is in place.

Recommendations to Council

Recommendation was outlined above.

Public Question Period

None.

Confirmation Motion

Moved by Plowright, 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

9:35 a.m. - **Moved by McLean, Seconded by White,** that we adjourn this Infrastructure and Emergency Management Committee meeting to meet again on Monday September 14th, 2026 at 9:00 a.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Parks and Recreation Board held a meeting on August 31, 2026, at 7:00 p.m. The following members were present: Chair Bill Neilson, Vice-Chair Ruth Plowright, Members Jessica Plowright, Lynn Hodgson, Doug Read, and Darren White, also present was Becky Cunningham, Parks and Recreation Board Secretary. The meeting was called to order at 7:00 p.m.

Land Acknowledgement

Chair Neilson shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Amended Agenda

Additions

None.

Deletions

None.

Approval of Agenda

Moved by Read, Seconded by Hodgson that the agenda be approved as presented. Carried.

Approval of Minutes

Moved by R. Plowright, Seconded by J. Plowright that the minutes of the Parks and Recreation Board Meeting held on July 20, 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) Unfinished Business

1. Horning's Mills Park

i. Multi-Use Pad

The Board discussed reaching out to the Town of Shelburne to request information for the multi-use pad that was installed at Fiddle Park, Chair Neilson will follow up.

Vice-Chair Plowright suggested reaching out to the Town of Orangeville to inquire about the cost of their pump track.

Vice-Chair Plowright indicated that grant funding could be used and requested information about whether development charge funds could also help finance the project.

Staff were directed to find out if there were Development Charge Funds that could be used and report back to the Board.

ii. Sign

The Board discussed the two options provided by Dunwood Signs. The group unanimously agreed on a design and direction was given to order two signs.

2. Corbetton Park

i. Shade Covers/Sails

The Board discussed concerns about the durability of the shade sails with the significant winds experienced at Corbetton Park and a lack of windbreak. It was determined that this project would be put on hold for now but members would continue to keep an eye on other parks for ideas that could be implemented in the future.

ii. Community Message Board

Member White advised that the project was still in the works.

iii. Little Libraries for Corbetton Park and Horning's Mills Hall

This item was deferred.

3. Melancthon Day

i. Updated Financials

The Board received the updated financials as information.

4. Touch a Truck Event – Post Event Discussion

The Board discussed the Touch a Truck event. The event was well attended and considered successful. The Board briefly considered combining it with Melancthon Day but agreed that it should remain a separate event. Further discussion is required regarding whether to retain or change the event date.

Chair Neilson suggested sending a thank you letter to the participants for attending. Staff were directed to compose a letter to be distributed.

5. Fitness Day Corbetton Park/Rail Trail

The Board discussed the following for the upcoming event:

Start Time – A start time of 10:00 a.m. was discussed.

Signage – Signs or trail markers will be posted along the trail to indicate distances. Additionally, signs will be posted at 250 Sideroad and 270 Sideroad to indicate there is an event taking place on the trail ahead.

Advertisement Sign – Vice-Chair Plowright asked Member J. Plowright to create an event sign/advertisement.

Snacks – A variety of healthy snack options were discussed. Chair Neilson will get the snacks for the event.

Water - Water was secured from Ice River Springs that can be used for the event.

Lemonade – Board Members suggested that they could reach out to the lemonade vendor from Melancthon Day to see if they are interested in attending. Chair Neilson will follow up.

2) Brainstorming

1. Budget

Staff reminded the Board that it must discuss and prepare a budget for submission to the Treasurer by November for consideration in the following year

Recommendation to Council

None.

Public Question Period

None.

Confirmation Motion

Moved by R. Plowright, Seconded by Hodgson 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

7:57 p.m. - Moved by Read, Seconded by J. Plowright that we adjourn this Parks and Recreation Board meeting to meet again on September 21, 2026, at 7:00 p.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY

CENTRE DUFFERIN RECREATION COMPLEX
BOARD OF MANAGEMENT

Minutes of the Regular meeting held June 24, 2026 at 5:30pm held Virtually

Attendance:	Len Guchardi	Shelburne	Victor Paan	Amaranth
	Dan Sample	Shelburne	Ruth Plowright	Melancthon
	Robb Stinson	Shelburne	Melinda Davie	Mono
	Lindsay Wegener	Shelburne		
Staff:	Kim Fraser	Facility Administration Manager		
	Josh Oatman	Facility Maintenance Manager		
	Emily Francis	Recreation Program Coordinator		
	Ashton MacDonald	Recreation Administration & Customer Service Assistant		

Absent: Chris Gerrits

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

Land Acknowledgement:

Board Chair, Melinda Davie read the land acknowledgement.

Declaration of Pecuniary Interests:

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

Agenda:

MOTION #1 – Moved by R. Plowright seconded by V. Paan. Be it resolved we approve the agenda dated June 24, 2026 as circulated and presented. Carried

Discussion & Approval of Minutes of Previous Meeting held May 27, 2026:

MOTION #2 – Moved by L. Guchardi seconded by R. Stinson. That the minutes of the CDRC Board of Management regular meeting held on May 27, 2026 be approved as circulated and presented. Carried

Correspondence:

- Township of Melancthon: Advising Councillor Moore has resigned his Council seat effective June 1, 2026.

Financial Report:

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

MOTION #3 – Moved by V. Paan seconded by R. Plowright. That the CDRC Board of Management receive the financial reports and paid accounts in the amount of \$90,448.98 as presented by the Facility Administration Manager. Carried

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #4 – Moved by L. Gurchardi seconded by D. Sample. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator. Carried

Facility Maintenance Manager's Report:

See Schedule C

MOTION #5 - Moved by D. Sample seconded by V. Paan. That we receive the report from the Facility Maintenance Manager. Carried

Confirmation by By-law:

MOTION #6 – Moved by R. Stinson seconded by V. Paan. Be it resolved that leave be given for the reading and enacting of by-law #07-2026 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held virtually on June 24, 2026. Carried

Adjournment:

MOTION #7- Moved by D. Sample seconded by R. Plowright. That we now adjourn at 6:00pm to meet again virtually on Wednesday, August 26, 2026 at 5:30pm or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – June 24, 2026**General Overview/Information:**

- Oversee daily administrative operations, including managing phone and in-person inquiries
- Monitor and update the facility rental schedule
- Support facility rental requests by assisting customers, reviewing rental agreements, and ensuring compliance with insurance requirements.
- Processing accounts receivable invoices and collections, administering payables and disbursements, completing bank deposits, perform monthly account reconciliations, administer payroll and remit source deductions.
- Onboarding seasonal and operations staff.
- Maintain and review facility rental activity, below is a snapshot of facility rentals:

Week	Floor Rental Hrs	Event/Room Oth Rentals
Week: May 25-31	16.5	1
Week: June 1-7	15.5	2
Week: June 8-14	23.5	-
Week: June 15-21	12.5	4

- Continue communication with Maintenance Manager to discuss program and rental needs
- Staff hiring:
 - o Scheduled and attended operations and administration assistant interviews
 - o Prepared four (4) offer of employment
 - o New Administration Assistant hired to start June 29th
- Shelburne Minor Ball hockey (SMBH) season is winding down
 - o The regular house league wraps up Sunday June 28th
 - o SMBH is fielding two (2) Provincial ball hockey teams, a U10 and U12 team to play in the tournament July 17-19. Additional practice time has been scheduled.
- Attended a virtual Customer Service Advocacy call with Active Net on May 28th.
 - o To expanded on any topics we wanted support with
- Joint Health and Safety Committee (JHSC) met June 1st and continued facility tour.
 - o Notes are posted in staff room
- Shred It purged old files on June 4th
- Attended short Health and Safety Excellence program information session on June 9th
 - o The program is a flexible, voluntary, non-punitive rebate program offered by WSIB for improving the CDRC health and safety program
 - o Eligible rebate \$2,000 per topic completed
 - o CDRC has a good WSIB report. Premiums rates have continually reduced \$0.39/\$100 since 2021, from \$1.25/\$100 to \$0.86/\$100
- Canada Summer Jobs (CSJ)
 - o Working at getting the fifteen (15) Employer and Employee Declaration forms completed and uploaded to the GCOS portal by early July
- Town of Shelburne may use the CDRC parking lot for Canada Day event parking

Kim Fraser, Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday June 24, 2026

Subject: Recreation Program Coordinator Report

June Overview

- Continue with day to day asks including responding to phone and email inquiries, assisting with registrations, updating social media and completing program refunds.
- The CDRC Outdoor Pool opened for the season on Monday June 15, 2026 following some delays from the completion of the pool tiling. We are well underway with swimming lessons, daily public swim, adult swim, lane swim and family swim.
 - Assisted the Maintenance Manager with preparation for our Public Health Inspection.
 - Preparing the guard office and pool for opening day.
- The CDRC is partnering with Trainer Games Fitness to provide Aquafit again this summer. This is a 6-week session taught by an instructor from Trainer Games. Participants are invited to register for the 6-week session or pay per session attended.
- **Staff Trainings** for the Outdoor Pool and Summer Day Camp are well underway.
 - The CDRC Summer Day Camp Staff travelled to Orillia via bus on Saturday May 30th to attend a multi camp training day. This day was incredibly successful with great learning opportunities for all. Our Camp Supervisors utilized the bus ride there and back to train staff on bus procedures so they are prepared ahead of our bus trip this summer.
 - Thursday June 25 and Friday June 26, all camp staff will be on site training for the upcoming season on our day camp operations, emergency procedures etc.
 - Last summer we incorporated a half day "Camp Try It" day where campers who are registered for camp this summer are invited to visit the CDRC for a half day of camp. This is provided the opportunity for our staff to train our new staff in the operations of day camp with campers on site. This day was incredibly successful and our new staff felt ready to take on a summer of camp. We are excited to offer this opportunity again this Friday.
- **CDRC Summer Day Camp Parents Night**
 - New this summer, the CDRC Camp Supervisors lead a Camp Parents Night. With a lot of new campers joining our camp this summer, we were finding there are lots of questions on how camp operations. The camp parents night gave parents the opportunity to tour the facility with our Assistant Supervisor Staff, ask questions and list to a presentation about how the CDRC Summer Day Camp Operations. We were fortunate to receive great feedback, parents are feeling great about what is ahead this summer.
- Visited Rounds Ranch to tour the location prior to the camp bus trip this summer. Touring the location of new bus trips has helped to ease the transition when staff arrive and provide familiarity when you are travelling with 20-60 campers.
- Scheduling staff according to our summer day camp schedule and outdoor pool schedule.

Mileage:

CDRC – May 14, 2026: Orillia Recreation Centre and Return – 103km each way

- Purpose: Camp Supervisor Staff Training Date, I was the driver for all staff

CDRC – May 13, 2026: Carville Community Centre and Return – 98.2km each way

- Purpose: Aquatic Spring Thing Training day

CDRC – June 3, 2026: Elmvale Rounds Ranch and Return – 72.4km each way

- Camp Trip site location visit with Camp Supervisors

SCHEDULE 'C'

Facility Maintenance Report - June 24, 2026

HVAC

-Don's Heating performed necessary repair on RTU 2 and preventative repairs on RTU 1, 3, and 4 Friday Jun 19.

Pool update

- Tile and Marbellite repairs were completed on June 6.
- Pool filling and balancing were started June 6 and completed June 10.
- Pool was inspected and approved by Public Health June 12
- Pool changeroom showers have been repainted with epoxy paint, women's and family changerooms were completely repainted in new brighter, nicer colours.

Sound System update

- Sound system is now completed with the additional speaker added.

Arena Maintenance

- working on updating our training and procedures.
- working on improving our cleaning regimen.
- continuing to work on existing issues as well as new issues as they appear.
- Air Cadets have been working on cleaning puck marks from rink boards
- prepping for camp, getting picnic tables ready, coordinating cleaning schedules and requirements etc.

Summer Maintenance staffing

- We hired a new operator, starting as summer help with intention to transition to operator in the fall.

Refrigeration Room Update

- Kore mechanical replaced the leaking seal, changed oil, and performed seasonal maintenance on compressors.
- Ammonia alarm will be installed this week

Denise Holmes

From: Alice Byl <abyl@shelburne.ca>
Sent: Monday, September 21, 2026 2:54 PM
To: Holly Boardman; Nicole Martin; Jessica Kennedy; Fred Simpson; Denise Holmes; Kaitlin Dinnick
Cc: Kim Fraser
Subject: Resolutions passed by the Town of Shelburne pertaining to the CDRC and the CDRC Board
Attachments: 2026-160 - CAO 2026-05 - Recreation.pdf; 2026- 161 - CDRC Board of Management.pdf

Good Afternoon,

At their regular meeting of Council held Monday, September 14, 2026 Council of the Town of Shelburne received Report CAO 2026-05 – Request for New Indoor Recreation Infrastructure and Health Services in the Town of Shelburne and passed the attached two resolutions. The report presented to Council can be reviewed at the following link:

<https://pub-shelburne.escribemeetings.com/Meeting.aspx?Id=4683d486-36e2-4213-84b4-da7f7c1a5ea2&Agenda=Agenda&lang=English>

Thank you

Alice Byl, Dipl.M.A.

Deputy Clerk, Committee Coordinator

Phone: 519-925-2600 ext 232 | Fax: 519-925-6134 | abyl@shelburne.ca

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

www.shelburne.ca



 **Municipal Election – Monday 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://www.shelburne.ca/town-hall/2026-municipal-election/>



TOWN OF SHELBURNE
COUNCIL RESOLUTION

No.

Date:

Moved:

Seconded by:

**Requested Vote to be
Recorded**

Yes

No

Yea

Nay

Mayor Mills

Deputy Mayor Hall

Councillor Benotto

Councillor Fegan

Councillor Guchardi

Councillor Sample

Councillor Wegener



TOWN OF SHELburne
COUNCIL RESOLUTION

No. 2026-160

Date: September 14, 2026

Moved by: Councillor Sample

Seconded by: Councillor Fegan

BE IT RESOLVED THAT Council receives Report CAO2026-05 for information;

AND THAT staff be directed to include up to \$150,000 in the draft 2027 budget for consideration by the next Council for the Town of Shelburne to issue an RFP to hire a consultant, oversee the project, to complete a facility condition audit and services feasibility review of the Centre Dufferin Recreation Centre (CDRC);

AND THAT the up to \$150,000 cost of the facility condition audit and services feasibility review of the CDRC be based on showing the cost as a 2027 special purpose levy and listed separately;

AND THAT THE facility condition audit and indoor recreation services feasibility review of the CDRC include but not be limited to, the building current and future capital needs, estimated capital costs for a building renovation or expansion on the existing property to potentially incorporate new indoor recreation services and the estimated operating costs;

AND THAT the Town of Shelburne support in principle the Non-Resident Framework for Core Recreation Programs of the Town of Orangeville to establish access to a range of recreation services at the resident rate, including indoor aquatics, for Shelburne residents;

AND THAT the potential to establish formal partnerships with the Town of New Tecumseth be initiated and explored including contributions from the Town of Shelburne to capital costs, and annual operating costs related to their planned new recreation centre which includes an indoor pool and other indoor

recreation services to allow the use of indoor aquatic programs and other indoor recreation services by Shelburne residents at the resident rate.

CARRIED, W. Mills

Requested Vote to be recorded [☐] Yes [☒] No

	Yea	Nay	Absent
Mayor Mills	[☐]	[☐]	
Deputy Mayor Hall*	[☐]	[☐]	
Councillor Benotto	[☐]	[☐]	
Councillor Fegan	[☐]	[☐]	
Councillor Guchardi	[☐]	[☐]	
Councillor Sample	[☐]	[☐]	
Councillor Wegener	[☐]	[☐]	



242-2026-2

September 17, 2026

**SUBJECT: Supporting Ontario and Canadian Suppliers Through Municipal
Procurement**

Dear Chief Administrative Officer,

I am writing to share information on Ontario's ongoing efforts to strengthen domestic supply chains and to ensure our expectations are aligned regarding municipal public sector procurement.

Ontario has introduced several procurement measures, including the Buy Ontario Act (Public Sector Procurement), 2025, and the Municipal Buy Ontario Procurement Directive, to increase participation by Ontario and Canadian suppliers in public sector purchasing. Looking ahead, the government is also considering additional actions that would strengthen these policies to expand domestic procurement, protect jobs, and maximize the economic benefits of public sector spending, such as extending the Building Ontario Business Initiative (BOBI) to municipalities for the procurement of goods and services.

Municipal Heads of Council have also received letters outlining these measures and the government's expectations regarding compliance with Buy Ontario procurement policies.

Municipalities play an important role in supporting Ontario's economy, strengthening supply chain resilience and ensuring that public spending delivers maximum economic benefit for Ontario businesses and workers. While municipal procurement decisions are made independently and within local governance frameworks, municipalities are expected to ensure that applicable Ontario legislation, directives and policies are understood and appropriately reflected in procurement practices.

Given the current economic environment and ongoing trade uncertainties, municipalities should review upcoming procurement activities, sourcing practices and supply chains to identify every opportunity to increase consideration of Ontario and Canadian goods, services and suppliers.

.../2

To align with the Directive, please remind all those involved at the municipal level about their responsibilities and obligations under Ontario's domestic procurement framework and ensure that these requirements are incorporated into procurement planning and decision-making

Thank you for your continued collaboration and leadership. By ensuring that procurement obligations are understood and consistently applied, municipalities and the province can work together to support Ontario businesses and build a more resilient and competitive Ontario economy.

Sincerely,

A handwritten signature in black ink, appearing to read 'Martha Greenberg', followed by a long horizontal line extending to the right.

Martha Greenberg
Deputy Minister, Ministry of Municipal Affairs and Housing

c: Samantha Poisson, Deputy Minister, Ministry of Public and Business Service
Delivery and Procurement

Denise Holmes

From: Salih, Halla (MECP) <Halla.Salih@ontario.ca>
Sent: Friday, September 11, 2026 3:28 PM
To: dgermain@trlaw.com; Denise Holmes; Information
Cc: Persaud, Ajay (He/Him) (MECP)
Subject: RE: Acknowledgement of Township of Melancthon Correspondence (June 22 and 23, 2026) and Ministry Compliance Review – Strada Aggregates Inc.
Attachments: MECP Response to Township of Melancthon Compliance Concerns – Strada Aggregates Inc. – September 11, 2026.pdf

Hello,

Further to my email below, please find attached the Ministry's response letter regarding the compliance concerns raised in your correspondence. The attached letter outlines the outcome of the Guelph District Office's compliance review of the matters identified.

Should you have any questions regarding the attached letter, please do not hesitate to contact me.

Regards,
HS.

Halla Salih, P.Eng. | Provincial Officer (**Badge #2069**)

Ministry of the Environment, Conservation and Parks
Guelph District Office
1 Stone Road West, 4th Floor | Guelph, ON N1G 4Y2

T: 519-766-7587 | **E:** halla.salih@ontario.ca



Please consider the environment before printing this email

From: Salih, Halla (MECP)
Sent: July 13, 2026 6:05 PM
To: 'dgermain@trlaw.com' <dgermain@trlaw.com>; Denise Holmes <dholmes@melancthontownship.ca>; 'info@melancthontownship.ca' <info@melancthontownship.ca>
Cc: Persaud, Ajay (He/Him) (MECP) <Ajay.Persaud@ontario.ca>
Subject: Acknowledgement of Township of Melancthon Correspondence (June 22 and 23, 2026) and Ministry Compliance Review – Strada Aggregates Inc.

Hello,

Thank you for your correspondence. The Ministry of the Environment, Conservation and Parks have received the letters sent on June 22, 2026, and June 23, 2026. The Township has raised several concerns regarding potential non-compliance at Strada Aggregates Inc., located on Lots 11 and 12, Concession 3, Geographic Township of Melancthon, County of Dufferin, in relation to Permit to Take Water (PTTW) No. 3210-AKRL9C, dated May 8, 2017.

Please be advised that the Ministry's Guelph District Office is currently reviewing the site's compliance with its existing permit and approval requirements, including the matters identified in your correspondence. We appreciate the information provided by the Township and will provide an update once the compliance review has been completed and any necessary follow-up actions have been determined.

Sincerely,
Halla Salih

Halla Salih, P.Eng. | Provincial Officer (Badge #2069)

Ministry of the Environment, Conservation and Parks
Guelph District Office
1 Stone Road West, 4th Floor | Guelph, ON N1G 4Y2

T: 519-766-7587 | **E:** halla.salih@ontario.ca



Please consider the environment before printing this email

West Central Region

Direction régionale du Centre-Ouest

Guelph District Office

1 Stone Road West
4th Floor
Guelph, ON N1G 4Y2
Tel.: 519 826-4256
Fax: 519 826-4286

Bureau de district de Guelph

1, chemin Stone ouest
4^e étage
Guelph, ON N1G 4Y2
Tél.: 519 826-4256
Télé.: 519 826-4286

September 11, 2026

Attention: Denise Holmes & Thomson Rogers LLP

Re: Township of Melancthon Correspondence Regarding Strada Aggregates Inc. ("Strada") Permit to Take Water ("PTTW") No. 3210-AKRL9C

I am an Environmental Compliance Officer with the Guelph District Office of the Ministry of the Environment, Conservation and Parks (the "Ministry") and am writing to provide an update with regards to the compliance concerns identified in the following letters from the Township of Melancthon (the "Township") to the Permit to Take Water Unit in the Ministry's Environmental Permissions Branch:

- Letter from the Township dated June 22, 2026 and titled "Strada Aggregates Inc. PTTW No. 3210-AKRL9C and ARA Licence No. 129167, 625155 and 626199"; and
- Letter from legal counsel David N. Germain sent on behalf of the Township dated June 23, 2026 and titled "Township of Melancthon re Permit to Take Water amendment application (ERO 025-1082) Our File No. 501050."

Both of these letters identify the Township's concerns regarding Strada's compliance with PTTW No. 3210-AKRL9C (the "PTTW") for the Shelburne South Pit located at Lot 11 and 12, Concession 3, Geographic Township of Melancton, Melancton County of Dufferin (the "Site"). In particular, the letters raise concerns with the implementation of the monitoring program at the Site required under the PTTW. Since the letters identified a potential compliance issue, the Guelph District Office is leading the response on behalf of the Ministry.

As part of the Guelph District Office's review of the compliance concerns identified by the Township, I have conducted a site inspection to verify site conditions and assess compliance with the requirements of the PTTW and associated monitoring program. Ministry technical staff have also conducted a thorough review of available hydrogeological and surface water information, including Strada's 2025 Annual Monitoring Report. In addition, Ministry staff met with the Ministry of Natural Resources to obtain additional information regarding Site operations and compliance oversight under the *Aggregate Resources Act*.

Through this review, it was confirmed that several monitoring wells referenced in the existing permit are no longer available, however, the current monitoring network continues to provide groundwater level and groundwater quality information from both overburden and bedrock monitoring locations across the Site. From a surface water perspective, the Ministry's review of the 2025 Annual Monitoring Report did not identify any data gaps for the established surface water monitoring locations.

I have shared the outcome of the Guelph District Office's compliance inspection and technical review with the Permit to Take Water Unit for consideration as part of the review of Strada's PTTW amendment application. Any concerns regarding Strada's application to amend the PTTW will be considered as part of the amendment application process.

Thank you for sharing the Township's concerns with the Ministry. If you have any questions regarding compliance with the existing PTTW, do not hesitate to contact me at 519-766-7587 or by email to halla.salih@ontario.ca. Any questions regarding the PTTW amendment application may be directed to Ajay Persaud, Permit to Take Water Unit, at 289-200-0589 or by email to ajay.persaud@ontario.ca.

Regards,

Halla Salih, P.Eng.
Provincial Officer (Badge #2069)
Ministry of the Environment, Conservation and Parks
Guelph District Office

September 11, 2026

Life Labs Medical Laboratory Services
100 International Blvd
Etobicoke ON M9W 6J6
Attn: Claudia Giammarino, Supervisor – Client Services

Sent by email

At its regular meeting on September 10, 2026, Dufferin County passed the following resolution in response to the Town of Shelburne motion regarding LifeLabs operating hours and services:

THAT the resolution from the Town of Shelburne regarding a request to expand the operating hours of the Shelburne LifeLabs location be supported.

Yours truly,

Michelle Dunne

Michelle Dunne
Clerk, Dufferin County

Attachment: Town of Shelburne Resolution

CC The Honourable Syliva Jones, MPP Dufferin-Caledon
Kyle Seeback, MP Dufferin-Caledon
Dufferin Clerks



TOWN OF SHELburne
COUNCIL RESOLUTION

No. 2026-153

Date: August 24, 2026

Moved by: Councillor Wegener

Seconded by: Councillor Guchardi

WHEREAS the Town of Shelburne was named the fastest-growing town in Ontario and the second-fastest-growing municipality in all of Canada between 2011 and 2016, population surged by 39.1%; and,

WHEREAS the Town of Shelburne is expected to grow to a population of over 15,100 by 2051;

WHEREAS demand for accessible healthcare services, including laboratory and diagnostic testing, has increased with this population growth;

WHEREAS a new diagnostic office is opening in Shelburne to better serve the community;

WHEREAS current LifeLabs operational hours and facility capacity are insufficient to meet the needs of residents, often requiring travel to neighbouring communities for required testing;

THEREFORE BE IT RESOLVED THAT the Council of the Town of Shelburne respectfully requests that LifeLabs:

1. Review and extend operational hours at the Shelburne location to better accommodate working families, seniors, and students; and
2. Explore opportunities to expand its location or service capacity in Shelburne to align with the town's growth and the opening of the new diagnostic office:

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to LifeLabs Regional Management, the County of Dufferin, local municipalities, our local MPP and MP for their support.

CARRIED, W. Mills

Requested Vote to be recorded [] Yes [X] No



Hon. Mike Harris Jr.
Ministry of Natural
Resources
438 University Avenue,
Suite 1802, Toronto, ON
M7A 1Y6
VIA EMAIL:
mike.harrisco@pc.ola.org
Joseph Racinsky
Constituency office
2nd Floor
181 St. Andrew St. E
Fergus, ON N1M 1P9
VIA EMAIL:
joseph.racinsky@pc.ola.org

Hon. Rob Flack
Ministry of Municipal Affairs
and Housing
17th Floor
777 Bay St.
VIA EMAIL:
rob.flack@pc.ola.org

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

September 10, 2026

RE: 6.17 TAPMO Newsletter July 2026

Please be advised that Township of Puslinch Council, at its meeting held on August 26, 2026 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2026-255:

**Moved by Councillor Sepulis and
Seconded by Councillor Bailey**

That the Consent Agenda item 6.17 be received for information; and

Whereas the Aggregate Resources Act, R.S.O. (ARA) governs the licensing and regulation of aggregate pits and quarries in Ontario;

And Whereas the Planning Act and the Provincial Planning Statement establish the policy framework for land use planning in Ontario and recognize aggregate extraction as an interim land use, with defined expectations for progressive rehabilitation and ultimate transition to an appropriate end use;



And Whereas the Ministry of Natural Resources (MNR) has provided written clarification confirming that where a licensed site's site plan expressly permits the importation of aggregate material from other licensed sites in Ontario:

- such imported material may be brought to the site;
- such imported material does not count toward the site's annual licensed tonnage limit; and
- where processing and blending are permitted in the site plan, imported material may be processed or blended for the duration of the licence;

And Whereas under the Ministry's current interpretation, imported aggregate material that is processed or blended is not currently subject to annual licensed tonnage limits or associated TOARC levy payments;

And Whereas this interpretation may enable a licensed site to function as an ongoing industrial processing and blending facility, including in circumstances where on-site extraction has ceased or is winding down;

And Whereas municipalities may experience increased truck traffic, road deterioration, noise, and dust impacts where processing and blending continue independent of extraction;

And Whereas such an outcome may not align with the planning principle that aggregate operations are intended to be interim land uses and may have implications for municipal land use planning, infrastructure management, environmental oversight, and long-term rehabilitation objectives;

And Whereas clarity and consistency between the implementation of the ARA and the provincial land use planning framework are essential to maintaining policy coherence and municipal planning certainty;

Now Therefore Be It Resolved That the Council of Township of Puslinch respectfully requests that the MNR reconsider its current interpretation respecting the importation, processing, and blending of aggregate material under the ARA, particularly where such interpretation:

- permits unlimited importation of aggregate material from other licensed sites;



- excludes imported and processed materials from annual licensed tonnage limits; and
- allows processing and blending activities to continue for the duration of the licence without regard to the interim nature of aggregate extraction contemplated under provincial planning policy; and,

That the Province clarify how the interpretation and administration of the ARA will be aligned with the *Planning Act* and Provincial Planning Statement, including the recognition of aggregate extraction as an interim land use with defined rehabilitation and transition objectives;

That the Province provide guidance on how imported and processed aggregate materials are to be considered in relation to licensed tonnage limits, rehabilitation timelines, and the interim land use intent of aggregate operations;

That the Province consult with municipalities prior to finalizing any policy, regulatory, or interpretive direction related to importation, processing, blending, and tonnage calculations under the ARA and importantly any TOARC regulatory reform;

Further be it resolved that the Council of the Township of Puslinch supports TAPMO's call for policy clarification regarding importation, processing and blending under the Aggregate Resources Act; and

Be It Further Resolved That a copy of this resolution be forwarded to the Minister of Natural Resources, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Top Aggregate Producing Municipalities of Ontario (TAPMO), MPP Joseph Racinsky and all Ontario Municipalities.

CARRIED



As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston
Municipal Clerk

cc: Association of Municipalities of Ontario (AMO)
Top Aggregate Producing Municipalities of Ontario (TAPMO)

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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



234-2026-3320

September 10, 2026

Dear Head of Council,

I am writing to advise that the content of proposed regulations under the [Municipal Accountability Act, 2026](#), which received Royal Assent on June 2, 2026, is now posted on Ontario's regulatory registry for public comment.

The Act represents a significant step toward strengthening accountability and public confidence in local government. If the changes made by this Act are brought into force, the Ministry of Municipal Affairs and Housing is proposing regulations that would:

1. Establish a standardized municipal code of conduct for members of council and certain local boards;
2. Establish standardized municipal integrity commissioner inquiry processes; and
3. Establish education and training requirements for municipal integrity commissioners and for members of councils and certain local boards.

I value your perspective as Head of Council and encourage you to provide comments through the Regulatory Registry on behalf of your municipality, including any views or feedback from members of council: [Proposal for Regulations to Establish a Standardized Municipal Code of Conduct; Municipal Integrity Commissioner Processes and Education and Training Requirements | regulatoryregistry.gov.on.ca](#)

The proposal is open for public comment until October 2, 2026. Feedback will help inform the development of these regulations and support their effective implementation for the start of the new municipal council term on November 15, 2026.

If you have any questions regarding the proposal, please contact Robert Dodd, Chief of Staff, Minister's Office, Ministry of Municipal Affairs and Housing
Robert.Dodd@ontario.ca.

I look forward to receiving your input.

Sincerely,

A handwritten signature in blue ink that reads "Robert J. Flack".

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

cc : Robert Dodd, Chief of Staff, Minister's Office, Ministry of Municipal Affairs and Housing
Martha Greenberg, Deputy Minister of Municipal Affairs and Housing
Laurie Miller, Assistant Deputy Minister, Local Government Division
Sean Fraser, Assistant Deputy Minister, Municipal and Housing Operations Division
Municipal Chief Administrative Officer
Municipal Clerk

INFO 6
OCT 1 2026

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. ____ - 2026

**BEING A BY-LAW TO DELEGATE CERTIFICATE OF CANCELLATION APPROVAL
AUTHORITY TO STAFF**

WHEREAS subsection 54(2) of the *Planning Act, 1990, R.S.O. 1990, C. P13*, provides that Council may, by by-law, delegate authority for consents, or any part of such authority, to a committee of council, to an appointed officer identified in the by-law by name or position occupied or to a committee of adjustment;

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

1. That the Planner of the Township of Melancthon is hereby delegated authority to approve any and all certificates of cancellation.
2. That the Chief Administrative Officer or Clerk (or the Clerk's Designate) is hereby delegated authority to approve any and all certificates of cancellation.
3. That this By-law shall take effect from the date of passage by Council.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 17th day
of September 2026.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. ____ - 2026

A BY-LAW TO RESTRICT THE WEIGHT OF VEHICLES PASSING OVER A BRIDGE

WHEREAS Section 123(2) of the *Highway Traffic Act, R.S.O. 1990, Ch. H.8* as amended from time to time provides that the municipal corporation or other authority having jurisdiction over a bridge may by By-law limit the gross vehicle weight of any vehicle or any class thereof passing over the bridge, and the requirements of subsection (1) with respect to the posting up of notice apply thereto.

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

To limit the weight of vehicles passing over the bridge on 280 Sideroad, located approximately 900 m Southwest of the 8th Line SW:

1. No vehicle or combination of vehicles or any class thereof, whether empty or loaded, shall be operated over this structure with a gross vehicle weight in excess of five (5) tonnes.
2. Any person violating the provisions of this By-law shall be subject to the penalties provided in Section 125 of the Highway Traffic Act, as amended.
- 3 This By-law shall become effective on the date that the notice of the limit of weight permitted has been posted in a conspicuous place at each end of the bridge.
- 4.

BY-LAW READ A FIRST AND SECOND TIME THIS 1ST DAY OF OCTOBER, 2026.

BY-LAW READ A THIRD TIME AND FINALLY PASSED THIS 1ST DAY OF OCTOBER, 2026.

MAYOR

CLERK



**The Corporation of the
TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

STAFF REPORT

TO: Council

FROM: Sarah Culshaw, Treasurer

DATE: October 1, 2026

SUBJECT: Budget Summary

Recommendation

That Council receive this Mid-Year Budget Summary for information.

Purpose

The purpose of this report is to present the Mid-Year Budget Summary to Council for review.

Discussion

The Budget Summary provided with this report outlines the 2025 Budget, the 2026 Approved Budget, and the 2026 Actuals as of September 23, 2026. Please note that most capital projects and purchases are not reflected in this Budget Summary. Based on the attached schedule and my review of the current figures, I have no significant concerns at this time.

Respectfully submitted,

Sarah Culshaw
Treasurer



TOWNSHIP OF MELANCTHON INTERIM BUDGET SEPT 2026

BUDGET PAGE	DEPARTMENT EXPENDITURES	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
GENERAL GOVERNMENT SERVICES					
4	COUNCIL	\$ 150,764.00	\$ 146,060.00	\$ 139,405.00	\$ 79,146.00
5	ADMINISTRATION	\$ 798,080.00	\$ 766,366.00	\$ 842,532.00	\$ 611,803.80
5	TAXATION WRITE OFFS	\$ 30,000.00	\$ 25,000.00	\$ 20,000.00	\$ 22,997.00
		\$ 978,844.00	\$ 937,426.00	\$ 1,001,937.00	\$ 713,946.80
PROTECTION TO PERSONAL & PROPERTY					
6	FIRE SERVICES	\$ 450,985.00	\$ 452,220.00	\$ 471,265.00	\$ 293,375.00
6	POLICING	\$ 527,573.00	\$ 521,538.00	\$ 582,362.00	\$ 365,124.00
6	BYLAW ENFORCEMENT	\$ 40,000.00	\$ 78,000.00	\$ 60,000.00	\$ 97,177.49
6	CONSERVATION AUTHORITY	\$ 40,460.00	\$ 40,460.00	\$ 41,565.00	\$ 37,058.00
6	ANIMAL CONTROL	\$ 11,500.00	\$ 6,500.00	\$ 9,500.00	\$ 22,642.00
6	STREET LIGHTS	\$ 7,100.00	\$ 6,600.00	\$ 6,800.00	\$ 3,886.00
		\$ 1,077,618.00	\$ 1,105,318.00	\$ 1,171,492.00	
TRANSPORTATION SERVICES					
7	SALARIES & ADMINISTRATION	\$ 731,518.00	\$ 758,655.00	\$ 768,274.00	\$ 529,828.40
7	ROAD DEPARTMENT BUILDING & MISC.	\$ 277,280.00	\$ 282,250.00	\$ 267,050.00	\$ 69,828.14
8	ROAD EQUIPMENT	\$ 344,500.00	\$ 362,500.00	\$ 392,500.00	\$ 299,789.00
8	NEW EQUIPMENT	\$ 954,615.00	\$ 454,615.00	\$ 500,000.00	\$ -
9	BRIDGES, CULVERTS, DRAINS	\$ 145,907.00	\$ 79,907.00	\$ 110,907.00	\$ 12,784.00
9	ROADSIDE	\$ 68,500.00	\$ 34,510.00	\$ 197,500.00	\$ 55,617.00
9	HARDTOP	\$ 49,500.00	\$ 21,900.00	\$ 47,000.00	\$ 18,370.00
9	LOOSETOP	\$ 642,000.00	\$ 703,070.00	\$ 698,000.00	\$ 628,210.00
10	WINTER CONTROL	\$ 71,000.00	\$ 57,000.00	\$ 77,500.00	\$ 17,238.00
10	ROAD IMPROVEMENTS	\$ 750,000.00	\$ 670,000.00	\$ 430,000.00	\$ -
10	RESERVES	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -
		\$ 4,084,820.00	\$ 3,474,407.00	\$ 3,538,731.00	\$ 1,631,664.54
BUDGET PAGE	DEPARTMENT EXPENDITURES	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
11	ENVIRONMENTAL SERVICES	\$ 26,998.00	\$ 26,898.00	\$ 27,100.00	\$ 8,449.00
		\$ 26,998.00	\$ 26,898.00	\$ 27,100.00	\$ 8,449.00
11	RECREATION	\$ 333,200.00	\$ 175,172.00	\$ 213,662.00	\$ 152,071.00
		\$ 333,200.00	\$ 175,172.00	\$ 213,662.00	\$ 152,071.00
11	HEALTH & SOCIAL SERVICES (CEMETERY)	\$ 5,000.00	\$ -	\$ -	\$ 142.30
		\$ 5,000.00	\$ -	\$ -	\$ 142.30
11	LIBRARY	\$ 72,888.00	\$ 72,468.00	\$ 76,520.00	\$ 75,785.00
		\$ 72,888.00	\$ 72,468.00	\$ 76,520.00	\$ 75,785.00
12	PLANNING	\$ 125,000.00	\$ 60,000.00	\$ 360,000.00	\$ 123,332.00
		\$ 125,000.00	\$ 60,000.00	\$ 360,000.00	\$ 123,332.00
12	DRAINAGE	\$ 65,000.00	\$ 47,253.00	\$ 65,000.00	\$ 17,385.00
		\$ 65,000.00	\$ 47,253.00	\$ 65,000.00	\$ 17,385.00
12	RESERVES	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
12	SUBTOTAL EXPENSES	\$ 6,769,368.00	\$ 5,898,942.00	\$ 6,454,442.00	\$ 2,722,775.64

BUDGET PAGE	DEPARTMENT REVENUE SUMMARY	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
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13	TAXATION				
	SUPPLEMENTALS	\$ 100,000.00	\$ 67,840.00	\$ 80,000.00	\$ 76,343.00
	GRANT IN LIEU	\$ 2,050.00	\$ 2,120.00	\$ 2,150.00	\$ 544.00
		\$ 102,050.00	\$ 69,960.00	\$ 82,150.00	\$ 76,887.00

13	GRANTS	\$ 443,313.00	\$ 423,852.00	\$ 472,952.00	\$ 278,926.00
		\$ 443,313.00	\$ 423,852.00	\$ 472,952.00	\$ 278,926.00

13	ADMINISTRATION	\$ 24,720.00	\$ 23,390.00	\$ 22,790.00	\$ 25,353.00
		\$ 24,720.00	\$ 23,390.00	\$ 22,790.00	\$ 25,353.00

14	PROTECTIONS TO PERSONS & PROPERTY	\$ 5,500.00	\$ 18,591.00	\$ 7,500.00	\$ 22,285.00
		\$ 5,500.00	\$ 18,591.00	\$ 7,500.00	\$ 22,285.00

14	ROADS	\$ 1,605,409.00	\$ 858,834.00	\$ 874,435.00	\$ 10,600.00
		\$ 1,605,409.00	\$ 858,834.00	\$ 874,435.00	\$ 10,600.00

14	PLANNING	\$ 30,250.00	\$ 64,500.00	\$ 26,500.00	\$ 25,220.00
		\$ 30,250.00	\$ 64,500.00	\$ 26,500.00	\$ 25,220.00

15	OTHER	\$ 1,058,890.00	\$ 1,085,444.00	\$ 1,263,455.00	\$ 312,922.90
		\$ 1,058,890.00	\$ 1,085,444.00	\$ 1,263,455.00	\$ 312,922.90

15	SUBTOTAL REVENUE	\$ 3,270,132.00	\$ 2,544,571.00	\$ 2,749,782.00	\$ 752,193.90
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GL ACCT # 5001	COUNCIL EXPENDITURES EXPENDITURES	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
1010	SALARIES, MEETINGS	\$ 102,520.00	\$ 103,000.00	\$ 115,500.00	\$ 66,460.00
1025	RECEIVER GENERAL	\$ 5,145.00	\$ 5,100.00	\$ 5,305.00	\$ 3,308.00
1030	EHT	\$ 1,999.00	\$ 2,010.00	\$ 2,300.00	\$ 1,296.00
1070	MILEAGE	\$ 1,000.00	\$ 1,100.00	\$ 1,200.00	\$ 190.00
1080	CONFERENCES/CONVENTIONS/SEMINARS/TRAINING	\$ 9,500.00	\$ 6,500.00	\$ 6,500.00	\$ 6,392.00
1090	MEALS	\$ 600.00	\$ 350.00	\$ 600.00	\$ 500.00
2190	MISCELLANEOUS/HYBRID COUNCIL	\$ 30,000.00	\$ 28,000.00	\$ 8,000.00	\$ 1,000.00
	TOTAL COUNCIL EXPENDITURES	\$ 150,764.00	\$ 146,060.00	\$ 139,405.00	\$ 79,146.00

GL ACCT # 5002	ADMINISTRATION EXPENDITURES EXPENDITURES	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
1010	WAGES, VACATION PAY, UNUSED SICK PAY	\$ 425,148.00	\$ 410,000.00	\$ 445,950.00	\$ 326,455.00
1020	BENEFITS	\$ 36,000.00	\$ 35,500.00	\$ 40,000.00	\$ 30,265.00
1022	TRAINING	\$ 2,000.00	\$ 1,400.00	\$ 4,000.00	\$ 2,721.00
1025	RECEIVER GENERAL (CPP & EI)	\$ 21,984.00	\$ 22,000.00	\$ 24,000.00	\$ 20,578.00
1026	MEETINGS	\$ 1,000.00	\$ -		\$ 42.87
1030	EHT	\$ 9,196.00	\$ 9,200.00	\$ 10,100.00	\$ 6,409.00
1040	WSIB	\$ 12,862.00	\$ 13,000.00	\$ 14,000.00	\$ 10,588.00
1065	OMERS TOWNSHIP	\$ 46,408.00	\$ 46,000.00	\$ 49,000.00	\$ 34,776.00
1070	MILEAGE	\$ 1,500.00	\$ 1,200.00	\$ 1,500.00	\$ 466.00
1080	CONFERENCES	\$ 4,000.00	\$ -	\$ 2,000.00	
2025	OFFICE FURNITURE	\$ 4,000.00	\$ 2,500.00	\$ 2,000.00	\$ 1,237.00
2010	OFFICE SUPPLIES	\$ 8,500.00	\$ 8,500.00	\$ 9,000.00	\$ 8,188.00
2020	POSTAGE	\$ 7,000.00	\$ 6,000.00	\$ 7,000.00	\$ 6,002.00
2030	OFFICE EQUIPMENT	\$ 4,500.00	\$ 4,000.00	\$ 4,500.00	\$ 2,212.00
2035	COMPUTER PROGRAM UPDATES & IT SERVICES	\$ 40,000.00	\$ 41,000.00	\$ 42,000.00	\$ 20,060.00
2060	COMPUTERS & SERVER	\$ -		\$ -	\$ -
2037	ESRI LICENSE AGREEMENT	\$ 3,100.00	\$ 3,100.00	\$ 3,100.00	\$ 2,760.00
2040	ADVERTISING	\$ 1,000.00	\$ 300.00	\$ 1,000.00	\$ 244.00
2050	AUDIT	\$ 26,000.00	\$ 28,210.00	\$ 30,000.00	\$ 20,884.00
2060	MEMBERSHIPS	\$ 4,000.00	\$ 4,364.00	\$ 4,500.00	\$ 3,242.00
2070	HEATING	\$ 3,700.00	\$ 4,000.00	\$ 4,000.00	\$ 3,242.00

GL ACCT # 5002	ADMINISTRATION EXPENDITURES EXPENDITURES (CONTINUED)	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
2080	HYDRO	\$ 5,500.00	\$ 5,500.00	\$ 5,800.00	\$ 3,603.00
2090	TELEPHONE	\$ 3,100.00	\$ 3,100.00	\$ 3,000.00	\$ 1,416.00
2094	INTERNET	\$ 2,500.00	\$ 2,500.00	\$ 2,700.00	\$ 1,025.00
2095	WEBSITE MAINTENANCE	\$ 500.00	\$ 200.00	\$ 500.00	\$ 704.00
2100	PROFESSIONAL FEES - LEGAL	\$ 15,000.00	\$ 14,000.00	\$ 15,000.00	\$ 15,197.00
2102	INTEGRITY COMMISSIONER SERVICES	\$ 1,500.00	\$ 500.00	\$ 1,500.00	\$ -
2103	HEALTH AND SAFETY SERVICES	\$ 6,100.00	\$ 6,100.00	\$ 6,100.00	\$ 2,193.00
	ASSET MANAGEMENT PLAN & FINANCIAL REPORTING	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -
2109	EMPLOYEE TOWNSHIP COMPENSATION PLAN	\$ -	\$ -	\$ 500.00	\$ -
2110	INSURANCE	\$ 42,000.00	\$ 42,010.00	\$ 45,000.00	\$ -
2120	ELECTION	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 10,723.93
2162	BLDG MAINTENANCE	\$ 6,000.00	\$ 2,000.00	\$ 3,000.00	\$ 2,492.00
2163	OFFICE CLEANING	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 1,425.00
2164	LANDSCAPING & GRASS CUTTING	\$ 300.00	\$ -	\$ 300.00	
2165	WATER SAMPLING	\$ 125.00	\$ 125.00	\$ 125.00	\$ 36.00
2190	OTHER/MISCELLANEOUS	\$ 4,000.00	\$ 5,000.00	\$ 4,500.00	\$ 2,987.00
2200	PETTY CASH	\$ 500.00	\$ 200.00	\$ 500.00	
4030	BANK CHARGES	\$ 2,000.00	\$ 1,800.00	\$ 2,000.00	\$ 1,086.00
6135	GRANT TO OTHERS	\$ 5,000.00	\$ 1,000.00	\$ 2,000.00	\$ 750.00
	REMEMBRANCE DAY EXPENSIS			\$ 300.00	
6133	DONATION TO MARKDALE HOSPITAL (5YRS)	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
6136	ERSKINE CLINIC (2018-2027)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7011	LOAN FOR MUNICIPAL EXPANSION	\$ 13,057.00	\$ 13,057.00	\$ 13,057.00	\$ 6,528.00
	TOTAL	\$ 798,080.00	\$ 766,366.00	\$ 842,532.00	\$ 611,803.80

4010	TOTAL TAX WRITE OFF EXPENDITURES	\$ 30,000.00	\$ 19,000.00	\$ 20,000.00	\$ 22,997.00
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TOTAL ADMINISTRATION EXPENDITURES	\$ 978,844.00	\$ 931,426.00	\$ 1,001,937.00	\$ 713,946.80
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GL ACCT #	PROTECTION TO PERSONS/PROPERTY EXPENDITURES	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
	FIRE SERVICES				
3 6010	MULMUR MELANCTHON FD	\$ 166,535.00	\$ 160,000.00	\$ 161,370.00	\$ 123,511.00
3 6020	SHELBURNE AND DISTRICT FD	\$ 204,450.00	\$ 212,220.00	\$ 224,895.00	\$ 119,864.00
3 6030	TOWNSHIP OF SOUTHGATE FD - OPER/CAP	\$ 80,000.00	\$ 80,000.00	\$ 85,000.00	\$ 50,000.00
	SUB TOTAL	\$ 450,985.00	\$ 452,220.00	\$ 471,265.00	\$ 293,375.00

	POLICING				
4 3050	POLICING	\$ 492,038.00	\$ 492,038.00	\$ 552,862.00	\$ 365,124.00
4 3055	POLICING - ESO	\$ 6,035.00		\$ -	
4 3052	POLICING - RIDE	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	
4 3053	POLICE SERVICES BOARD	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
4 2310	TASK FORCE				
	SUB TOTAL	\$ 527,573.00	\$ 521,538.00	\$ 582,362.00	\$ 365,124.00

	BY LAW ENFORCEMENT				
4 6155	BY LAW ENFORCEMENT	\$ 40,000.00	\$ 78,000.00	\$ 60,000.00	\$ 97,177.49

	CONSERVATION AREA				
4 6040	NOTTAWASAGA VALLEY CA	\$ 18,010.00	\$ 18,010.00	\$ 18,355.00	\$ 13,848.00
4 6050	GRAND RIVER CA	\$ 22,450.00	\$ 22,450.00	\$ 23,210.00	\$ 23,210.00
	SUB TOTAL	\$ 40,460.00	\$ 40,460.00	\$ 41,565.00	\$ 37,058.00

	ANIMAL CONTROL				
13 6140	LIVESTOCK CLAIMS	\$ 4,000.00	\$ 500.00	\$ 2,000.00	\$ 16,980.00
4 6150	ANIMAL CONTROL	\$ 7,500.00	\$ 6,000.00	\$ 7,500.00	\$ 5,662.00
	SUB TOTAL	\$ 11,500.00	\$ 6,500.00	\$ 9,500.00	\$ 22,642.00

	STREET LIGHTS				
6 3025	STREET LIGHTS LED	\$ 5,600.00	\$ 5,600.00	\$ 5,800.00	\$ 3,179.00
6 3026	STREET LIGHT REPAIR	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 707.00
	SUB TOTAL	\$ 7,100.00	\$ 6,600.00	\$ 6,800.00	\$ 3,886.00

TOTAL PROTECTION TO PERSONS/PROPERTY	\$ 1,077,618.00	\$ 1,105,318.00	\$ 1,171,492.00	\$ 819,262.49
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GL ACCT # 5005	ROADWAYS EXPENDITURES	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
	SALARIES & ADMINISTRATION				
1010	SALARIES AND WAGES	\$ 549,295.00	\$ 567,885.00	\$ 578,674.00	\$ 394,676.00
1025	RECEIVER GENERAL, EHT & WSIB	\$ 65,115.00	\$ 65,200.00	\$ 71,000.00	\$ 46,301.00
1020	BENEFITS	\$ 36,000.00	\$ 36,000.00	\$ 38,000.00	\$ 38,360.00
1065	OMERS TOWNSHIP CONTRIBUTION	\$ 43,508.00	\$ 42,300.00	\$ 45,000.00	\$ 31,007.00
1070	MILEAGE	\$ 100.00	\$ 100.00	\$ 100.00	\$ 58.40
1022	STAFF TRAINING AND SEMINARS	\$ 7,500.00	\$ 8,800.00	\$ 15,000.00	\$ 7,332.00
2010	OFFICE SUPPLIES/COMPUTOR	\$ 2,000.00	\$ 1,900.00	\$ 2,000.00	\$ 1,925.00
2036	GPS MONTHLY TRACKING EXPENSE	\$ 5,000.00	\$ 6,470.00	\$ 6,500.00	\$ 3,555.00
2112	ASSET MANAGEMENT PLAN SUPPORT	\$ 5,000.00	\$ 12,000.00	\$ 12,000.00	\$ 6,614.00
3105	BRIDGE STUDY/INSPECTIONS	\$ 18,000.00	\$ 18,000.00	\$ -	
	TOTAL	\$ 731,518.00	\$ 758,655.00	\$ 768,274.00	\$ 529,828.40

	ROAD DEPARTMENT BUILDING MISC.				
2070	UTILITIES - HEAT	\$ 15,000.00	\$ 22,000.00	\$ 22,000.00	\$ 15,909.00
2080	UTILITIES - HYDRO	\$ 8,000.00	\$ 8,000.00	\$ 8,500.00	\$ 5,007.00
2090	TELEPHONE	\$ 1,300.00	\$ 1,200.00	\$ 1,000.00	\$ 519.00
2091	MOBILE PHONE	\$ 780.00	\$ 780.00	\$ 800.00	\$ 840.00
2040	ADVERTISING	\$ 750.00	\$ -	\$ 750.00	
2041	SIGNS	\$ 15,000.00	\$ 15,000.00	\$ 14,000.00	\$ 94.14
2110	INSURANCE	\$ 110,000.00	\$ 122,000.00	\$ 128,000.00	
2100	LEGAL FEES	\$ 10,000.00	\$ 7,000.00	\$ 10,000.00	\$ 9,892.00
2050	AUDIT	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2060	MEMBERSHIPS	\$ 150.00	\$ 170.00	\$ 200.00	\$ -
2165	MATERIALS AND SUPPLIES/STOCK	\$ 9,000.00	\$ 8,000.00	\$ 9,000.00	\$ 9,095.00
2166	COVERALLS	\$ 1,000.00	\$ 1,200.00	\$ 3,000.00	
3000	SERVICES AND RENTS/MISC	\$ 12,500.00	\$ 7,500.00	\$ 10,000.00	\$ 2,074.00
2103	HEALTH & SAFETY SERVICES	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ 2,193.00
2104	HEALTH & SAFETY SERVICES/SUPPLIES	\$ 2,500.00	\$ 500.00	\$ 2,500.00	\$ 420.00
2162	BUILDING MAINTENANCE	\$ 62,000.00	\$ 30,000.00	\$ 30,000.00	\$ 10,651.00
2185	OIL SEPARATER	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	
2192	SHOP TOOLS	\$ 5,000.00	\$ 2,000.00	\$ 5,000.00	\$ 2,440.00
2190	MISCELLANEOUS	\$ 4,000.00	\$ 1,000.00	\$ 2,000.00	\$ 694.00
2105	EMERGENCY EXPENSES (ICE STORM)		\$ 36,600.00		
3800	CONTRACT WORK	\$ 1,000.00	\$ -	\$ 1,000.00	
	TOTAL	\$ 277,280.00	\$ 282,250.00	\$ 267,050.00	\$ 69,828.14

GL ACCT # 5005	ROADWAYS EXPENDITURES	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
	ROAD EQUIPMENT				
2150	FUEL - CLEAR	\$ 72,000.00	\$ 72,000.00	\$ 74,000.00	\$ 62,853.00
2155	FUEL - DYED	\$ 65,000.00	\$ 57,000.00	\$ 65,000.00	\$ 47,794.00
1/3072/3062	FUEL - PATROL TRUCKS	\$ 20,000.00	\$ 18,000.00	\$ 20,000.00	\$ 8,882.00
	COLVEY RENT TO PAY		\$ 12,500.00		\$ -
2180	OIL - TRUCKS AND GRADER	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 5,341.00
3071	TR # 1 - REPAIRS	\$ 5,000.00	\$ 5,000.00	\$ 8,000.00	\$ 6,018.00
3073	TR # 2 - REPAIRS	\$ 15,000.00	\$ 12,000.00	\$ 15,000.00	\$ 17,398.00
3074	TR # 3 - REPAIRS	\$ 15,000.00	\$ 8,000.00	\$ 15,000.00	\$ 6,410.00
3075	TR # 4 - REPAIRS	\$ 15,000.00	\$ 20,000.00	\$ 25,000.00	\$ 14,492.00
3076	TR # 5 - REPAIRS	\$ 15,000.00	\$ 29,000.00	\$ 15,000.00	\$ 10,233.00
3077	TR # 6 - REPAIRS	\$ 15,000.00	\$ 36,000.00	\$ 15,000.00	\$ 10,552.00
3069	TR # 7 - REPAIRS	\$ 5,000.00	\$ 3,000.00	\$ 5,000.00	\$ 324.00
3068	TR # 8 - REPAIRS	\$ 5,000.00	\$ 9,000.00	\$ 5,000.00	\$ 10,163.00
3067	TR # 9 - REPAIRS	\$ 5,000.00	\$ 3,000.00	\$ 5,000.00	\$ 292.00
3066	TR # 10 - REPAIRS				\$ 1,893.00
3064	TR # 11 - REPAIRS				\$ 9,915.00
3079	GR#1 - CAT - REPAIRS	\$ 15,000.00	\$ 7,000.00	\$ 20,000.00	\$ -
3080	GR#2 - REPAIRS	\$ 10,000.00	\$ 18,500.00	\$ 30,000.00	\$ 37,243.00
3065	GR#3 - REPAIRS	\$ 15,000.00	\$ -	\$ 20,000.00	\$ 27,693.00
3081	BACKHOE REPAIRS	\$ 3,000.00	\$ 7,500.00	\$ 3,000.00	\$ -
3082	LOADER	\$ 2,500.00	\$ 9,000.00	\$ 2,500.00	\$ 7,025.00
3083	JOHN DEERE MOWER	\$ 1,000.00	\$ 3,400.00	\$ 1,500.00	\$ 332.00
3084	POWER WASHER	\$ 3,000.00	\$ 1,500.00	\$ 3,000.00	\$ -
3085	CHAIN SAW	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 97.00
3086	ROADSIDE MOWER	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -
3500	WINTER CONTROL-PLOW & WING PARTS	\$ 20,000.00	\$ 10,000.00	\$ 20,000.00	\$ 760.00
2191	RADIO AND TRUCK LICENSES	\$ 12,500.00	\$ 14,600.00	\$ 15,000.00	\$ 14,079.00
2195	RADIO MAINTENANCE & REPAIR	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -
	TOTAL	\$ 344,500.00	\$ 362,500.00	\$ 392,500.00	\$ 299,789.00

NEW EQUIPMENT (CAPITAL)					
7010	VEHICLES - TRUCK	\$ 65,000.00	\$ 65,000.00		
7005	MOWER				
	TRACTOR WITH BLOWER BRUSHER	\$ 500,000.00	\$ -	\$ 500,000.00	\$ -
	SNOW PLOW	\$ 389,615.00	\$ 389,615.00		
	TOTAL	\$ 954,615.00	\$ 454,615.00	\$ 500,000.00	\$ -

GL ACCT # 5005	ROADWAYS EXPENDITURES		2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
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BRIDGES, CULVERTS, DRAINS					
3100	BRIDGE & CULVERT MTCE	\$ 15,000.00	\$ 5,000.00	\$ 15,000.00	\$ 607.00
3102	BRIDGE # 7 (ENG. 2025 - CONST. 2026)	\$ 35,000.00	\$ 28,000.00		\$ 6,939.00
3118	BRIDGE # 2033, 2007, 6 - ENGINEERING DESIGN		\$ 6,000.00		
3851	ROAD CROSSINGS DUE TO DRAIN MTCE	\$ 55,000.00	\$ -	\$ 55,000.00	\$ 5,238.00
7021	CULVERT 2027 LOAN PAYMENT	\$ 40,907.00	\$ 40,907.00	\$ 40,907.00	
	TOTAL	\$ 145,907.00	\$ 79,907.00	\$ 110,907.00	\$ 12,784.00

ROADSIDE					
3215	GRASS MOWING & WEED SPRAYING	\$ 7,000.00	\$ 6,510.00	\$ 7,000.00	\$ 8,246.00
3212	PARK MAINTENANCE	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -
3205	BRUSHING - TREE TRIM AND REMOVAL	\$ -		\$ 20,000.00	\$ 23,792.00
3206	DITCHING	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 4,884.00
3322	CATCH BASINS	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -
3610	GUIDE POSTS & HARDWARE	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 305.00
3315	SHOULDER MAINTENANCE	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -
	SIDEWALK- HORNING'S MILLS LOAN			\$ 14,000.00	\$ -
3316	SIDEWALK- HORNING'S MILLS	\$ 25,000.00	\$ 28,000.00	\$ 120,000.00	\$ 18,390.00
	TOTAL	\$ 68,500.00	\$ 34,510.00	\$ 197,500.00	\$ 55,617.00

HARDTOP					
3304	PREVENTATIVE MAINTENANCE	\$ 20,000.00	\$ 5,000.00	\$ 20,000.00	\$ -
3310	COLD MIX, PATCHING, ROUTINE MTCE	\$ 6,000.00	\$ 1,550.00	\$ 6,000.00	\$ 2,072.00
3320	SWEEPING, FLUSHING, CLEANING	\$ 5,500.00	\$ 5,100.00	\$ 6,000.00	\$ 5,851.00
3321	LINE PAINTING	\$ 18,000.00	\$ 10,250.00	\$ 15,000.00	\$ 10,447.00
	TOTAL	\$ 49,500.00	\$ 21,900.00	\$ 47,000.00	\$ 18,370.00

LOOSETOP					
3750	TOWNLINES	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 336.00
3200	ROADSIDE MAINTENANCE	\$ 1,000.00	\$ 250.00	\$ 1,000.00	\$ -
3210	GRAVEL RESURFACING	\$ 440,000.00	\$ 475,700.00	\$ 480,000.00	\$ 456,510.00
3211	GRAVEL MAINTENANCE	\$ 30,000.00	\$ 46,000.00	\$ 36,000.00	\$ 38,241.00
3410	DUST LAYER (CALCIUM CHLORIDE)	\$ 170,000.00	\$ 180,620.00	\$ 180,000.00	\$ 133,123.00
	TOTAL	\$ 642,000.00	\$ 703,070.00	\$ 698,000.00	\$ 628,210.00

GL ACCT # 5005	ROADWAYS EXPENDITURES	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
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WINTER CONTROL					
3510	SAND & SALT	\$ 65,000.00	\$ 57,000.00	\$ 70,000.00	\$ -
3505	SNOW REMOVAL/BLOWING	\$ 6,000.00		\$ 7,500.00	\$ 17,238.00
	TOTAL	\$ 71,000.00	\$ 57,000.00	\$ 77,500.00	\$ 17,238.00

ROAD IMPROVEMENT					
	CORBETTON LANEWAY	\$ -		\$ 80,000.00	\$ -
	7TH LINE SW - 2KM SOUTH OF 077572 7TH LINE	\$ -		\$ 350,000.00	\$ -
	260 SIDEROAD - 2ND LINE NE TO RIVERVIEW	\$ 750,000.00	\$ 670,000.00		\$ -
	TOTAL	\$ 750,000.00	\$ 670,000.00	\$ 430,000.00	\$ -

RESERVE					
5030	REPLACEMENT EQUIPMENT RESERVE	\$ -	\$ -	\$ -	\$ -
	TRANSFER TO RESERVES FOR INSURANCE SUPRLUS	\$ -	\$ -	\$ -	\$ -
	ROAD CAPITAL RESERVES	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	
	TOTAL	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ -

TOTAL ROAD EXPENDITURES	\$ 4,084,820.00	\$ 3,474,407.00	\$ 3,538,731.00	\$ 1,631,664.54
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GL ACCT # 5007	ENVIRONMENTAL SERVICES EXPENDITURES	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
2171	LEVELLING				
2105	LANDFILL STUDY/MONITORING	\$ 16,898.00	\$ 16,898.00	\$ 17,000.00	\$ 8,449.00
2190	MISCELLANEOUS	\$ 100.00	\$ -	\$ 100.00	\$ -
7001	REHABILITATION RESERVE	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
	TOTAL	\$ 26,998.00	\$ 26,898.00	\$ 27,100.00	\$ 8,449.00

GL ACCT # 5010	RECREATION SERVICES EXPENDITURES	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
5055	CORBETTON PARK	\$ 6,500.00	\$ 3,600.00	\$ 37,500.00	\$ 32,428.00
5057	RIVERVIEW PARK (Beautification)	\$ 10,000.00	\$ -	\$ 5,000.00	\$ 1,385.00
6060	HORNING'S MILLS PARK	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 7,939.00
	HORNING'S MILLS PARK UPGRADES (TWP PORTION)	\$ 150,000.00	\$ -	\$ -	\$ -
6065	HORNING'S MILLS COMMUNITY HALL	\$ 22,500.00	\$ 26,000.00	\$ 15,000.00	\$ 5,108.00
6066	HORNING'S MILLS HERITAGE PROJECT	\$ 500.00	\$ 372.00	\$ 500.00	\$ -
6070	CENTRE DUFFERIN RECREATION COMPLEX	\$ 84,000.00	\$ 84,000.00	\$ 90,612.00	\$ 67,959.00
6080	DUNDALK COMMUNITY CENTRE	\$ 16,700.00	\$ 16,700.00	\$ 18,000.00	\$ 7,428.00
6100	NORTH DUFFERIN COMMUNITY CENTRE	\$ 29,000.00	\$ 31,000.00	\$ 32,550.00	\$ 29,824.00
6200	HERITAGE COMMITTEE	\$ 2,000.00	\$ 1,500.00	\$ 2,500.00	\$ -
	TOTAL	\$ 333,200.00	\$ 175,172.00	\$ 213,662.00	\$ 152,071.00

GL ACCT # 5016	CEMETARY EXPENDITURES	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
8902	HORNING'S MILLS CEMETERY	\$ 5,000.00		\$ -	\$ 142.30
8904	ST. PAUL'S CEMETERY				
	TOTAL	\$ 5,000.00	\$ -	\$ -	\$ 142.30

GL ACCT # 5011	LIBRARY EXPENDITURES	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
6110	SHELBURNE LIBRARY	\$ 62,968.00	\$ 62,968.00	\$ 66,120.00	\$ 66,120.00
6120	DUNDALK LIBRARY	\$ 9,920.00	\$ 9,500.00	\$ 10,400.00	\$ 9,665.00
	TOTAL	\$ 72,888.00	\$ 72,468.00	\$ 76,520.00	\$ 75,785.00

GL ACCT # 5012	PLANNING SERVICES EXPENDITURES	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
2100	PROFESSIONAL/LEGAL FEES	\$ 25,000.00	\$ 15,000.00	\$ 10,000.00	\$ 3,758.00
2111	BUILDING PERMIT REVIEW				\$ 2,537.00
2307	LEGALS/PROFESSIONAL FEES STRADA		\$ 25,000.00	\$ 100,000.00	\$ 58,343.00
2108	OFFICIAL PLAN	\$ 100,000.00	\$ 20,000.00	\$ 100,000.00	\$ 58,694.00
2109	NEW ZONING BY-LAW		\$ -	\$ -	
2101	LPAT/OLT APPEALS		\$ -	\$ -	
2102	LPAT/OLT APPEALS RESERVES	\$ -	\$ -	\$ 150,000.00	
2304	STRADA OPA/ZBA		\$ -	\$ -	
	TOTAL	\$ 125,000.00	\$ 60,000.00	\$ 360,000.00	\$ 123,332.00

GL ACCT # 5009	DRAINAGE EXPENDITURES	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
3060	DRAINAGE SUPERINTENDENT	\$ 60,000.00	\$ 42,253.00	\$ 60,000.00	\$ 13,793.00
3070	NUISANCE BEAVER & BEAVER DAM REMOVAL	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 3,592.00
	TOTAL	\$ 65,000.00	\$ 47,253.00	\$ 65,000.00	\$ 17,385.00

TOTAL EXPENITURER		\$ 6,769,368.00	\$ 5,892,942.00	\$ 6,454,442.00	\$ 3,542,038.13
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GL ACCT #	TAXATION REVENUE	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
4001 0700	SUPPLEMENTAL TAXES	\$ 100,000.00	\$ 67,840.00	\$ 80,000.00	\$ 76,343.00
4003 0100	PAYMENT IN LIEU	\$ 2,050.00	\$ 2,120.00	\$ 2,150.00	\$ 544.00
	TOTAL TAXATION REVENUE	\$ 102,050.00	\$ 69,960.00	\$ 82,150.00	\$ 76,887.00

GL ACCT # 4004	GRANT REVENUE	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
150	OMPF	\$ 193,300.00	\$ 193,300.00	\$ 206,700.00	\$ 103,350.00
300	RIDE GRANT	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	
172	COURT SECURITY & PRISONER TRANSPORT	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	
500	LIBRARY GRANT	\$ 4,452.00	\$ 4,452.00	\$ 4,552.00	
156	OCIF FUNDING (FORMULA COMPONENT)	\$ 110,361.00	\$ 110,361.00	\$ 125,000.00	\$ 125,000.00
	MUNICIPAL EMERGENCY REDINESS FUNDS	\$ 12,500.00	\$ 12,500.00	\$ -	
700	ONTARIO AGGREGATE LIC. FEE	\$ 85,000.00	\$ 64,412.00	\$ 65,000.00	
	POTHOLE GRANT			\$ 5,000.00	\$ 38,000.00
	ICE STORM GRANT		\$ 10,000.00	\$ 29,000.00	\$ 12,576.00
100	DRAINAGE SUPERINTENDENT	\$ 30,000.00	\$ 21,127.00	\$ 30,000.00	
	TOTAL COUNCIL REVENUE	\$ 443,313.00	\$ 423,852.00	\$ 472,952.00	\$ 278,926.00

GL ACCT # 4010	ADMINISTRATION REVENUE	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
100	TAX CERTIFICATES	\$ 2,800.00	\$ 3,000.00	\$ 2,500.00	\$ 1,200.00
110	TAX STATEMENT/DUPPLICATE TAX BILLS	\$ 500.00	\$ 600.00	\$ 500.00	\$ 450.00
115	REMINDER/OVERDUE NOTICE FEE	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 2,368.00
200	BUILDING PERMIT APPROVAL	\$ 5,300.00	\$ 4,500.00	\$ 4,500.00	\$ 3,450.00
250	SITE ALTERATION PERMIT APPROVAL	\$ 500.00	\$ 1,500.00	\$ 500.00	
300	NSF CHEQUE CHARGE	\$ 100.00	\$ 70.00	\$ 70.00	\$ 35.00
4015 0100	DOG LICENCES	\$ 9,500.00	\$ 9,700.00	\$ 9,700.00	\$ 8,825.00
4066 0000	LOTTERY LICENSES	\$ 20.00	\$ 20.00	\$ 20.00	\$ 40.00
4040 0100	LIVESTOCK CLAIM GRANTS	\$ 3,000.00	\$ 1,000.00	\$ 2,000.00	\$ 8,985.00
	TOTAL ADMINISTRATION REVENUE	\$ 24,720.00	\$ 23,390.00	\$ 22,790.00	\$ 25,353.00

GL ACCT # 4012	FIRE REVENUE	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
100	FIRE REVENUE	\$ 2,000.00	\$ 13,566.00	\$ 4,000.00	\$ 18,235.00
300	FIRE PERMIT	\$ 3,500.00	\$ 5,025.00	\$ 3,500.00	\$ 4,050.00
	TOTAL FIRE REVENUE	\$ 5,500.00	\$ 18,591.00	\$ 7,500.00	\$ 22,285.00

GL ACCT # 4020	ROAD REVENUE	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
110	ROADS MISC REVENUE	\$ 1,000.00	\$ 1,400.00	\$ 1,000.00	\$ 5,800.00
115	ROAD OCCUPANCY PERMITS	\$ 8,000.00	\$ 9,125.00	\$ 8,000.00	\$ 3,000.00
125	ENTRANCE PERMITS	\$ 3,000.00	\$ 5,400.00	\$ 3,000.00	\$ 1,400.00
130	WIDE LOAD PERMITS	\$ 200.00	\$ 200.00	\$ 200.00	\$ 400.00
200	CULVERTS				
500	SHELBURNE ROAD AGREEMENT	\$ 7,094.00	\$ 7,094.00	\$ 7,235.00	
	TRANSFER FROM RESERVES				
703	TRFR FROM GAS TAX (CORBETTON)	\$ 100,000.00	\$ 100,000.00	\$ 80,000.00	
	TRFR FROM GAS TAX (7TH LINE)			\$ 25,000.00	
702	TRFR FROM EQUIPMENT RESERVE - TRUCK	\$ 514,615.00	\$ 514,615.00	\$ -	
	TRFR FROM WORKING TO FUND LPAT (NOT USED IN 2025 FOR PARKS)			\$ 150,000.00	
	TRFR DEV CHG (DC STUDY)(BRIDGE STUDY)	\$ 9,000.00	\$ 8,500.00		
	TRFR DEV CHG (ZONING BY-LAW)	\$ 67,500.00	\$ -	\$ 67,500.00	
	TRFR WORKING (HM PARK UPGRADES-GRANT)	\$ 150,000.00	\$ -	\$ -	
	TRFR DEV CHG (SNOW BLOWER)	\$ 500,000.00	\$ -	\$ 500,000.00	
	TRFR MMAH (HYBRID COUNCIL CHAMBERS)	\$ 12,500.00	\$ 12,500.00		
	TRFR WORKING (ROAD PROJECTS)	\$ 200,000.00	\$ 200,000.00		
	TRFR WORKING (ZONING BY-LAW)	\$ 32,500.00	\$ -	\$ 32,500.00	
	TOTAL ROADS REVENUE	\$ 1,605,409.00	\$ 858,834.00	\$ 874,435.00	\$ 10,600.00

GL ACCT # 4035	PLANNING REVENUE	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
100	OFFICIAL PLAN APPLICATION	\$ 1,000.00	\$ 13,000.00	\$ 1,000.00	
310	SITE PLAN APPLICATION FEES	\$ 750.00	\$ 5,000.00	\$ 500.00	\$ 10,000.00
350	ZONING BY-LAW AMENDMENT	\$ 6,000.00	\$ 21,000.00	\$ 6,000.00	\$ 5,000.00
300	CONSENT APPLICATIONS	\$ 2,000.00	\$ 6,000.00	\$ 2,000.00	
325	MINOR VARIANCE	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	\$ 6,000.00
200	ZONING REQUESTS	\$ 2,000.00	\$ 2,500.00	\$ 2,000.00	\$ 1,100.00
360	CHANGE OF USE CERTIFICATE APPLICATION	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00	
375	PRE-APPLICATION CONSULTATION	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00
	TRAILER LICENSES				\$ 120.00
500	PROFESSIONAL SERVICES REIMBURSEMENT	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
320	SUBDIVISION AGREEMENT	\$ -			
TOTAL PLANNING REVENUE		\$ 30,250.00	\$ 64,500.00	\$ 26,500.00	\$ 25,220.00

GL ACCT # 4050	OTHER REVENUE	2025 BUDGET	2025 PROPOSED	2026 BUDGET	2026 INTERIM BUDGET Sep-26
100	MISCELLANEOUS REVENUE	\$ 1,000.00	\$ 1,100.00	\$ 1,000.00	\$ 3,700.00
125	CHD COMMUNITY CONTRIBUTION	\$ 309,000.00	\$ 309,000.00	\$ 309,000.00	\$ 45,000.00
130	PLATEAU COMMUNITY CONTRIBUTION	\$ 38,000.00	\$ 38,000.00	\$ 38,000.00	\$ 39,447.00
135	DWP COMMUNITY CONTRIBUTION	\$ 291,000.00	\$ 291,000.00	\$ 291,000.00	
4015 0400	BY-LAW INFRACTION TO TAXES	\$ 10,000.00	\$ 26,478.00	\$ 20,000.00	\$ 54,883.00
200	PENALTIES AND INTEREST ON TAXES	\$ 105,000.00	\$ 132,000.00	\$ 120,000.00	\$ 108,304.78
300	INTEREST ON DEPOSITS	\$ 130,000.00	\$ 95,000.00	\$ 85,000.00	\$ 36,252.12
400	POA	\$ 50,000.00	\$ 68,404.00	\$ 35,000.00	\$ 25,336.00
4077 0000	LAND RENTAL	\$ 5,775.00	\$ 5,347.00	\$ 5,455.00	
	TRFR FROM EMERGENCY RELIEF FUND	\$ 9,115.00	\$ 9,115.00		
	TRFR FROM PARKS ACCOUNT/DC's for Park	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	
	TRFR FROM WORKING FOR ELECTION/ipads			\$ 19,000.00	
	LOAN FOR SIDEWALK			\$ 90,000.00	
	TRFR FROM DC SIDE WALK (25%)			\$ 30,000.00	
	HORNINGS MILLS OTF PROJECT				
	Equipment Reserves (for 7th Line Road Project			\$ 200,000.00	
	2024 SURPLUS TO ASSIST IN ROADS CAPITAL PROJECT	\$ 100,000.00	\$ 100,000.00		
TOTAL OTHER REVENUE		\$ 1,058,890.00	\$ 1,085,444.00	\$ 1,263,455.00	\$ 312,922.90
TOTAL REVENUE		\$ 3,270,132.00	\$ 2,544,571.00	\$ 2,749,782.00	\$ 752,193.90
TOTAL EXPENDITURES		\$ 6,769,368.00	\$ 5,892,942.00	\$ 6,454,442.00	\$ 3,542,038.13



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

**NOTICE OF STATUTORY PUBLIC MEETING
ZONING BY-LAW AMENDMENT
File No. Z26-04**

RECEIPT OF COMPLETE APPLICATION

TAKE NOTICE that the Township of Melancthon has received a complete application for a Zoning By-law Amendment for the lands legally described as Part Lot 28, Concession 5 SW, and municipally referred to as 098268 4th Line SW.

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, October 1, 2026, at 5:30 p.m.
Location Council Chambers – 157101 Highway 10 or Virtual via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/85378687402?pwd=Varys7aLjVia1bwdvjY3Qr8KbBnAzz.1>

Meeting ID: 853 7868 7402

Passcode: 872173

One tap mobile

+17806660144,,85378687402#,,,,*872173# Canada

+12042727920,,85378687402#,,,,*872173# Canada

THE PURPOSE of the application is to seek a site-specific amendment to Zoning By-law 12-1979, as amended, to rezone a portion of the lands from *Open Space Conservation (OS2)* to *General Agricultural (A1)* to permit farm buildings and an on-farm diversified use.

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.



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THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

If a person or public body does not make oral submissions at a public meeting or make written submissions to Council before the proposed amendments are approved, the person or public body 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: September 11th, 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: October 1, 2026
To: Mayor White and Members of Council
From: Liam Morgan, Manager of Planning
Report: P2026-10
Re: Z26-04 – 098268 4th Line SW – Application to Amend the Township Zoning By-law 12-1979

Recommendation(s)

Be it resolved that Township of Melancthon Council receive Report P2026-10 as information;

And be it resolved that Township of Melancthon Council **approve** zoning by-law amendment application (Z26-01) for the property municipally known as 098268 4th Line SW, Melancthon and legally described as Part Lot 28, Concession 5 SW.

Background

On July 27th, 2026, the Township of Melancthon received an application from Solomon Martin ('Applicant') on behalf of Grand Flow Inc. ('Owner') seeking an amendment to zoning by-law 12-1979, as amended. In reviewing the technical materials submitted, planning staff determined that additional materials were required and, as such, on August 20th, 2026, deemed the application as incomplete. Following the application being deemed incomplete, planning staff received a second submission on August 22nd, 2026, which included all of the requested materials. Given that, planning staff deemed the application complete on August 25th, 2026.

What the zoning by-law amendment application seeks to achieve is a zoning structure that will more accurately reflect on-site conditions and updates that have been made to the conservation authority regulation limits. In particular, the amendment will adjust the current boundary of the *Open Space Conservation (OS2)* zone and rezone that area as *General Agricultural (A1)*. This zone restructuring will permit the development of proposed farm buildings and a home industry.

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 098268 4th Line, Melancthon and legally described as Part Lot 28, Concession 5 SW.

The lands are approximately 47.95 hectares (118.50 acres) in total size, with a lot frontage of around 343 m (1,125 ft) onto 4th Line SW. Currently the subject lands contain two (2) farm buildings, a large agricultural operation, and a dense woodlot at the rear of the property.

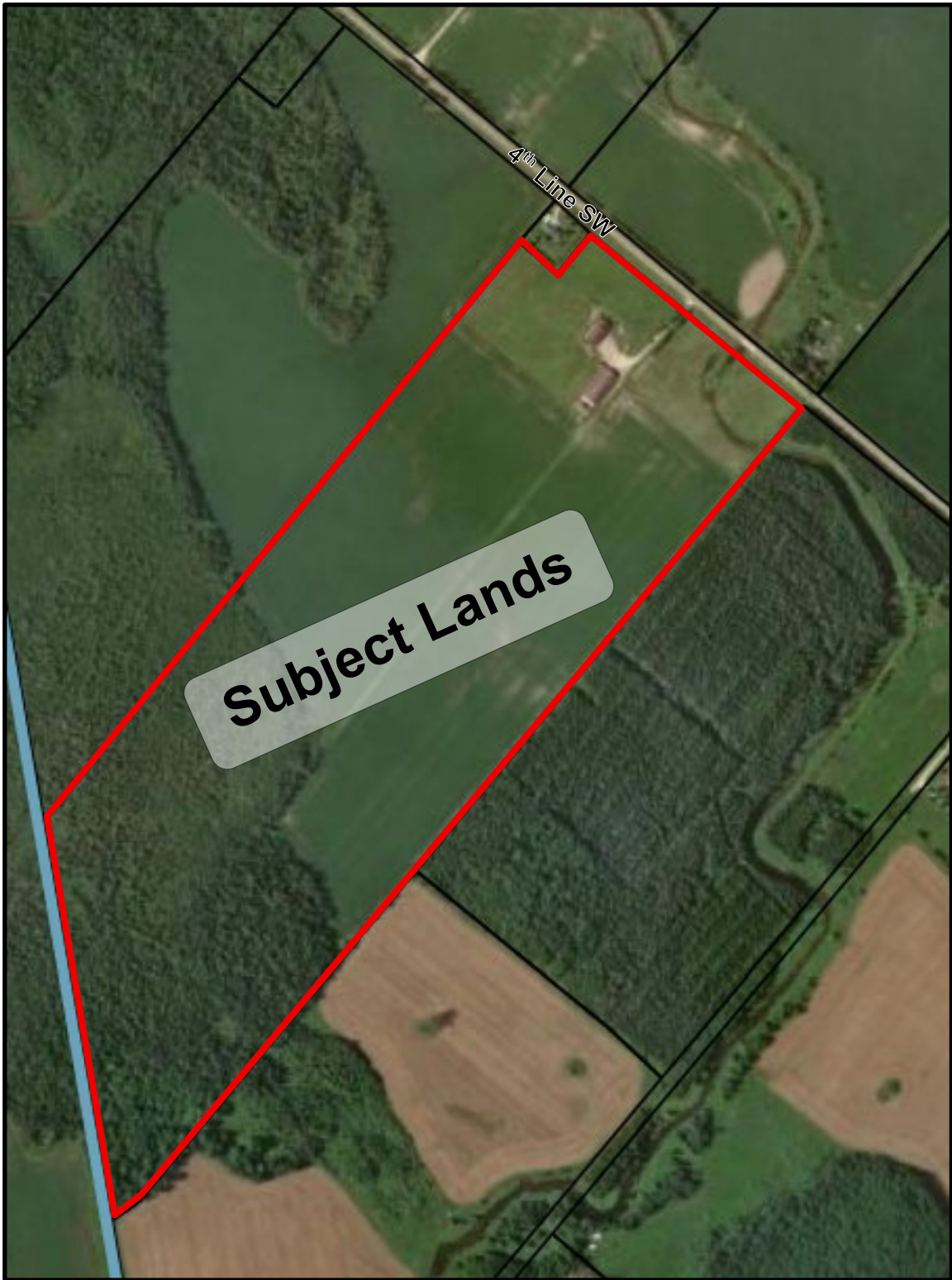
Surrounding land uses include agricultural lands, mature vegetative areas, and rural residential properties.

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



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Figure 1: Aerial of Subject Lands



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 lands as *prime agricultural area*. Permitted uses, as outlined under section 4.3.2, include agricultural uses, agricultural-related uses, on-farm diversified uses, and residential dwellings.



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THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Further to that, the subject lands also entail several natural heritage features – *woodland*, *watercourses*, and an *unevaluated wetland*. Section 4.1.5 of the PPS, 2024 provides explicit directive on how to approach lands that entail natural heritage features in that it states the following:

Development and site alteration shall not be permitted in:

- a) *Significant wetlands in the Canadian Shield north of Ecoregions 5E, 6E and 7E¹;*
- b) *Significant woodlands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River)¹;*
- c) *Significant valleylands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River)¹;*
- 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.

The presence of the *watercourse* natural heritage feature on the subject lands leads to a situation whereby the lands are located in a natural hazard area. The PPS, 2024, provides directive on how *development and site alteration* should occur in areas where natural hazards are present under section 5.2. In particular, section 5.2.2 states the following:

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.*

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. What must be noted is that given the submission timing of the current application, Official Plan Amendment #4 of the MCR process is not applicable being that the application as submitted prior to Ministerial approval. Official Plan Amendment's #2 and #3 are in force and effect based on their Ministerial approval date of October 2024.

Similar to that of the PPS, 2024, the DCOP, 2025 designates both parcels as *prime agricultural*. Permitted uses in *prime agricultural* areas, as per section 4.2.2, include agricultural uses, agricultural-related 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.

The DCOP, 2025 draws further comparison to the PPS, 2024 in that it also identifies natural heritage features – *woodland*, *unevaluated wetland*, and *watercourses* – as being present on the subject lands. Section 5.2 of the DCOP, 2025, includes policies for natural heritage features, with those relating to the aforementioned features being described under subsections 5.3.4., 5.3.6., and 5.3.8. Those



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THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

policies are further described below:

Subsection 5.3.4. (Woodlands) – 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).

Subsection 5.3.6. (Unevaluated Wetlands) – Development and site alteration will not be permitted within any unevaluated wetland or locally or regionally significant wetland or adjacent land 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 EIS.

Subsection 5.3.8. (Watercourses) – It is the intent of this Plan to protect natural watercourses from incompatible development to minimize the impacts of such development on their function.

Given the presence of the *watercourse* feature, the subject lands are also likely prone to flooding, as evidenced by a portion of the lands being within the regulation limit of the Grand River Conservation Authority (GRCA). This, in turn, means that the lands would be within a natural hazard area, which is discussed under section 6.2 of the DCOP, 2025. In particular, subsection 6.2.1 includes the following policies that are applicable to the subject application.

- 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.*
- f) Uses prohibited from locating in hazardous lands including the flood plain or on lands that may be susceptible to a flooding hazard, or erosion hazard include:*
 - a. An essential emergency service such as that provided by fire, police and ambulance stations, telecommunications and electrical substations;*
 - b. Uses associated with the disposal, manufacture, treatment or storage of hazardous substances;*
 - c. Uses associated with the administration of government, justice, or corrections; and,*
 - d. Additional residential units.*

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 *agricultural* and *environmental conservation*. Permitted uses under the *agricultural* designation include agricultural uses, agriculture-related uses, on-farm diversified uses, farm-related tourism, single-detached dwelling, wayside pit, and infrastructure. The *environmental conservation* designation permits legally existing uses, low impact and passive recreation uses, forest, wildlife, and fisheries management, essential public watershed management and flood or erosion control works, essential transportation and utility facilities, existing public and private parks, fairgrounds, sport fields, and campgrounds, and agricultural uses.

Remaining consistent with the PPS, 2024 and DCOP, 2025, the Township Official Plan also identifies the lands as having several natural heritage features – *woodlands*, *watercourse*, and *unevaluated wetlands*. The Township Official Plan provides further directive on those natural heritage under section 5.5.2, with the most notable policies being the following:

- j) ... Environmental impact documentation may also be required for any development on adjacent*



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

lands to significant woodlands. Generally, the construction of a dwelling or accessory buildings to a dwelling on such adjacent lands may not require an assessment of environmental impact.

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

The presence of the *watercourse* on the subject lands leads to a portion of the lands being located in a *floodplain*. Those policies are provided in sections 3.5.1 and 5.5.3, with the most notable to the application being the following:

Section 3.5.1

- a) It is a policy of this Plan that development and site alteration will generally be directed to areas outside of hazardous lands and sites.*
- e) ...Although not encouraged, other forms of development, including the construction of a dwelling on an existing vacant lot, may be permitted on hazardous lands and sites such as those within the flooding hazard in the floodplain areas shown on Schedule F only if:*
 - a. the existing zoning permits the proposed use;*
 - b. any required permit has been obtained from the conservation authority having jurisdiction;*
 - c. the hazards can safely be addressed;*
 - d. new hazards are not created, and existing hazards are not aggravated;*
 - e. no adverse environmental impacts will result;*
 - f. vehicles and people can safely enter and exit the area at times of flooding, erosion or other emergencies;*
 - g. there is compliance with the requirements of all agencies having jurisdiction; and*
 - h. the proposed development does not include institutional uses, essential emergency services or any use involving hazardous substances.*

Section 5.5.3

- 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.*
- d) Where the extent of the floodplain has been confirmed by the Conservation Authority, development and site alteration shall not be permitted within the floodplain.*

Township of Melancthon Zoning By-law 12-1979

The subject lands are currently zoned as both *General Agricultural (A1)* and *Open Space Conservation (OS2)*. Permitted uses under the A1 zone include a farm, kennel, riding stable, nursery or commercial



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

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

The zoning amendment does not seek to remove either designation from the subject lands, but instead, restructure where each zone is present on the subject lands to more accurately reflect existing on-site conditions and updates to conservation authority regulation limits. This, in turn, will allow for the proposed farm buildings and home industry to be present on the subject lands.

To assist in facilitating Township planning’s review, a zoning comparison chart has been provided below in *Table 1*. This chart outlines the required zoning regulations in both the A1 and OS2 zone and compares those to what is currently existing on the subject lands.

Table 1: Zoning Comparison Chart			
A1 Zone Regulations			
Regulation	Required	Existing	Conformity?
Min. Lot Area	18 ha	47.95 ha	✓
Min. Lot Frontage	150 m	343 m	✓
Min. GFA (1-storey)	65 m	190.6 m	✓
Min. distance from any building to the nearest lot line	6 m	56 m	✓
Max. Building Height	15 m	8.8 m	✓
OS2 Zone Regulations			
Min. Lot Area	4 ha	47.95 ha	✓
Min. Lot Frontage	100 m	343 m	✓
Min. distance from any building to the nearest lot line	10 m	56 m	✓

Summary of Comments Received

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

County of Dufferin

Dufferin County circulated comments on September 23rd, 2026. The comment package received by staff include comments from three (3) internal divisions – Building Services, Information Technology – Corporate Services, and Planning. The planning and information technology – corporate services divisions indicated no concerns with the application. The building division did not have any notable concerns, but did mention that separate building permits were required and that any on-site sewage system with a capacity greater than 10,000 litres per day would require an Environmental Compliance Approval from the Ministry of Environment, Conservation and Parks (‘MECP’).

Dufferin-Peel Catholic District School Board (DBCDSB)

Comments were issued to the Township on September 11th, 2026. In their comments the agency indicated no objections to the proposed application.

Enbridge Gas

Comments were issued to the Township on September 17th, 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.



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Municipal Property Assessment Corporation (MPAC)

Comments were issued to the Township on September 16th, 2026. In their comments the agency indicated no concerns or comments.

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, Township planning staff were able to determine that the proposed application remains consistent with all applicable policies. The application continues to propose an agriculturally focused use, with the final development including farm buildings and a home industry, which are all permitted uses under the *prime agricultural area* designation of the PPS, 2024. The PPS, 2024 also indicates that natural heritage features are located on the subject lands, with the PPS, 2024 mainly providing policy directive on the *woodland* feature. Though the natural heritage policies of the PPS, 2024 request an evaluation be completed where development and/or site alteration is proposed, the area in which the *woodland* is located on the subject lands is approximately 540 metres away from the developmental area. Given the distance between the developmental area and natural heritage feature, planning staff have no concerns regarding impacts to those natural heritage features. Similar to that, planning staff have no concerns with the presence of a hazardous area as a result of the watercourse because there is no development being proposed in the floodplain area. Based on the above, planning staff are satisfied that the application is consistent with the PPS, 2024.

Township planning staff, similar to that of the PPS, 2024, identified no consistency issues between the application and the DCOP, 2025. The DCOP, 2025 echoes the PPS, 2024 land use designation for the subject properties in that it designates them as *prime agricultural*, with agricultural uses and home industries being permitted uses under this designation. Given those uses are what is proposed for development on the subject lands, planning staff believe that the application upheld consistency with this section of the DCOP, 2025. The DCOP, 2025 also identifies the lands as containing natural heritage features – *woodland*, *unevaluated wetlands*, and *watercourses*. Though the DCOP, 2025 offers more detail pertaining to the type of study that is required when development and/or site alteration is proposed, it only requires this if the development and/or site alteration is proposed to occur within or adjacent to the natural heritage feature. The development being proposed is not to occur within those features and, as noted previously, is located approximately 540 metres away from the *woodland* and *unevaluated wetland* features. This distance is well beyond the 'adjacent' land distance defined in the DCOP, 2025 for each feature (120 metres), which would normally trigger the need for an EIS. The DCOP, 2025 also requires, under section 6.2, development to occur outside of hazardous lands adjacent to a watercourse, which, as previously noted, is being achieved as part of the proposed development for this application. Planning staff, therefore, believe that the DCOP, 2025 has been conformed with.

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 lands are designated both *prime agricultural* and *open space conservation*, the area in which the development is proposed to occur is solely within the *prime agricultural* area. The uses proposed as part of this application are permitted under the *prime agricultural* designation and, as such, planning staff have no concerns from this perspective. Similar to the DCOP, 2025, the subject lands are also identified in the Township Official Plan as containing those three (3) natural heritage features and being located within a hazardous land. As noted previously, the development is not proposed to occur within any of the natural heritage features and, in fact, is located 540 metres away from both the *woodlands* and *unevaluated wetlands*. This distance is well beyond the 'adjacent' lands distance of 120 metres, which would trigger the need



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

for an environmental assessment. Where the Township Official Plan provides additional directive is with respect to floodplains, which are present on the subject lands. In reviewing those policies, specifically that of subsection e) of section 3.5.1, planning staff have no concerns with the proposed development and the presence of the floodplain in large part because there is no construction set to occur within that area. Given the above, planning staff are of the belief that the Township Official Plan has been conformed with through this application.

In reviewing Zoning By-law 12-1979, the application was determined to be consistent with all regulations of both the A1 and OS2 zones. Though the amendment proposes to adjust the boundaries of the A1 and OS2 zones, the regulations of each zone are still to be upheld as part of that amendment, which, in the opinion of planning staff, reflects 'good planning'. While the amendment does adjust the boundaries of each zone, this is to solely permit the establishment of farm buildings and a home industry, which are not permitted in the OS2 zone but are still critical to the overall agricultural function of the site. The proposed adjustment, in fact, will allow for the two zones to more accurately align with the overarching Township Official Plan designations, in addition to that of the regulation limits of the Grand River Conservation Authority (GRCA), which had been reduced as a result of legislative updates. With all regulations of the A1 and OS2 zones being maintained, combined with the fact that the amendment results in a more consistent policy alignment, planning staff have no concerns with the proposed applications general conformity to Zoning By-law 12-1979.

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.

Prepared by:

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

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157101 Highway 10, Melancthon, Ontario, L9V 2E6

Appendix #1 – Draft Zoning By-law Amendment

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
BY-LAW NO. - 2026

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 098268 4th Line SW and legally described as Part Lot 28, Concession 5 SW, as shown on attached Schedule “A”.

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

AND WHEREAS the Council of the Corporation of the Township of Melancthon deems it advisable to amend By-Law 12-79, 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 adjusting the zoning boundaries of the *General Agricultural (A1)* zone and *Open Space Conservation (OS2)* zone on Part Lot 28, Concession 5 SW to reflect that of Schedule ‘A’ of this By-law.

- 2. In all other respects, the provision of By-law 12-79, as amended, shall apply.

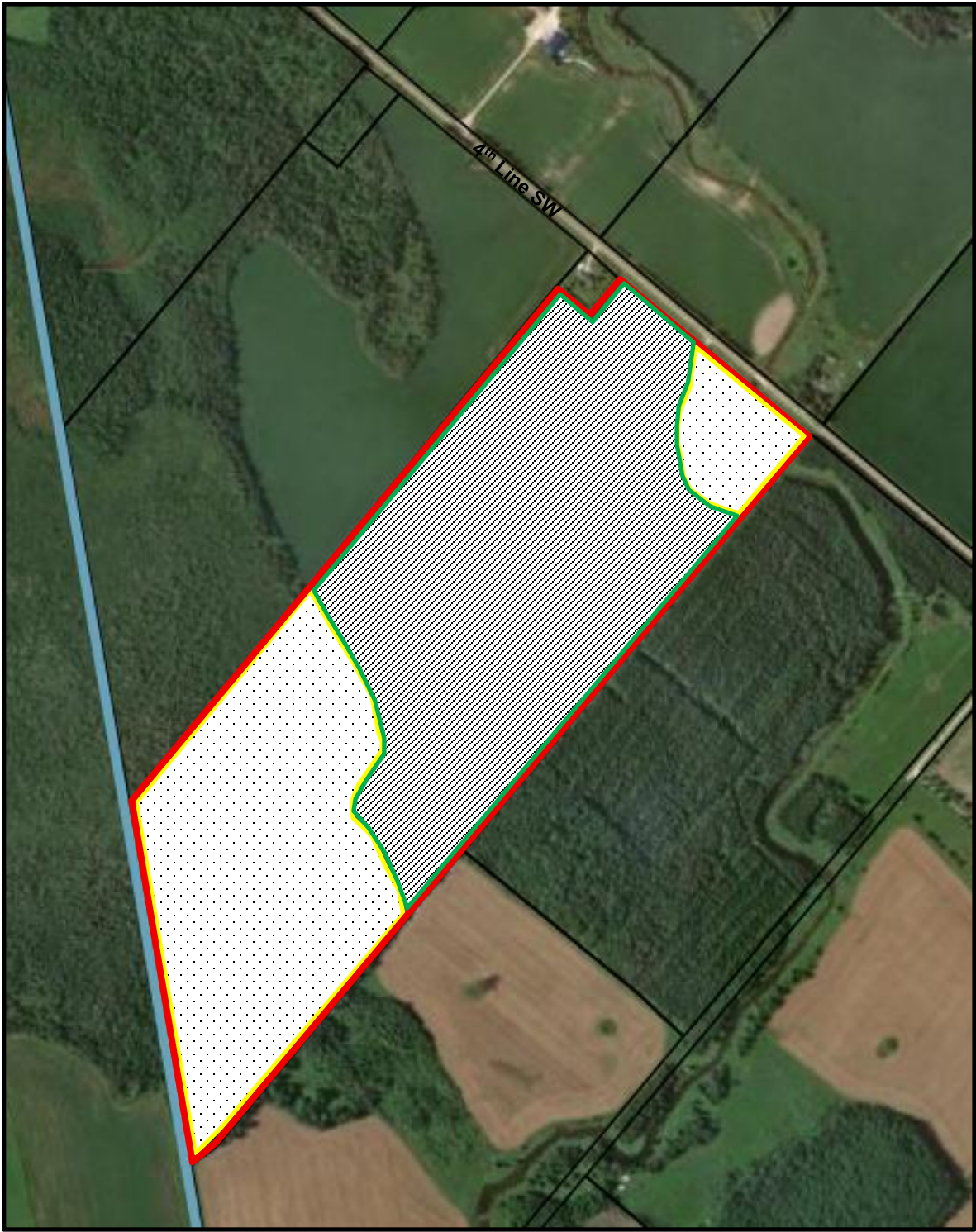
This By-law shall come into effect upon the date of passage hereof, subject to the provisions of Section 34 (30) and (31) of the *Planning Act, 1990*, as amended.

PASSED this ____ day of _____, 2026.

MAYOR

CLERK

SCHEDULE A – LANDS AFFECTED



-  Subject Lands
-  Lands to be zoned as *Open Space Conservation (OS2)*
-  Lands to be zoned as *General Agricultural (A1)*



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Appendix #2 – Agency Comments



Date: September 23, 2026

To: Township of Melancthon

Re: Zoning By-law Amendment – Z26-04 – 098268 4th Line

The County of Dufferin is in receipt of the Request for Comments for the above noted application, dated 2026-09-11. The request for comments was circulated to the following department(s):

1. [Building Division](#)
2. [Information Technology – Corporate Services](#)
3. [Planning 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,

AS

Aneil Sihota, RPP Candidate Member

Junior Planner

Phone 519-941-2816 Ext. 2517

asihota@dufferincounty.ca



Date: September 23, 2026

From: Building Division

Building Services has reviewed this application and have the following comments:

- Onsite sewage disposal works with a design capacity greater than 10,000 litres per day (L/d) require an Environmental Compliance Approval (ECA) from the Ministry of the Environment, Conservation and Parks (MECP)
- Separate building permit applications are required for review

Regards,

A handwritten signature in black ink, appearing to read 'Km', is positioned above the typed name.

Kristina Millar, Plans Examiner, CBCO,
Development and Tourism, County of Dufferin

Phone: 519.941.2816 x 2710
kmillar@dufferincounty.ca



Date: September 16, 2026

From: Information Technology – Corporate Services

We have no concerns or comments regarding this application.

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: September 16, 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

From: [Pathak, Jahnvi](#)
To: [Kaitlin Dinnick](#); [Liam Morgan](#)
Subject: Re: Notice of Public Meeting - ZBA 098268 4th Line SW
Date: Friday, September 11, 2026 3:26:50 PM
Attachments: [image.png](#)
[image.png](#)

Good afternoon Kaitlin and Liam,

Thank you for circulating the above-noted application. DPCDSB 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: Friday, September 11, 2026 2:07 PM

To: Howard, Dellarue (MMAH) <dellarue.howard@ontario.ca>; Planner <planner@dufferincounty.ca>; lpuconsents@mpac.ca <lpuconsents@mpac.ca>; Planning <planning@grandriver.ca>; Six Nations of the Grand River <lonnybomberry@sixnations.ca>; Tayler Hill <tayler.hill@sixnations.ca>; planninganddevelopment <planninganddevelopment@bell.ca>; Consultations <consultations@metisnation.org>; contactus <contactus@metisnation.org>; Chief Sherri-Lyn Hill <sngr.chief@sixnations.ca>; Haudenosaunee <info@hdi.land>; Amber Debassige <execassist.ri@saugeenojibwaynation.ca>; sfn@saugeen.org <sfn@saugeen.org>; manager.ri@saugeenojibwaynation.ca <manager.ri@saugeenojibwaynation.ca>; DOCA <doca@mncfn.ca>; Abby LaForme <abby.laforme@mncfn.ca>; Fire Chief <firechief@southgate.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>; - DFA
<sherri.dfa@hotmail.com>

Cc: Denise Holmes <dholmes@melancthontownship.ca>; Liam Morgan
<lmorgan@melancthontownship.ca>

Subject: [EXTERNAL] Notice of Public Meeting - ZBA 098268 4th Line SW



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Good Afternoon,

Please see the attached Notice of Public Meeting for a ZBA for 098268 4th Line SW. Please provide comments by **Monday, September 28th, 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.



Municipal Election – October 26, 2026

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-<https://melancthontownship.ca/council/election/>

From: [Municipal Planning](#)
To: [Kaitlin Dinnick](#); [Liam Morgan](#)
Subject: RE: Notice of Public Meeting - ZBA 098268 4th Line SW
Date: Thursday, September 17, 2026 4:35:47 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
Safety. Integrity. Respect. Inclusion.

From: Kaitlin Dinnick <kdinnick@melancthontownship.ca>
Sent: Friday, September 11, 2026 2:07 PM
To: Howard, Dellarue (MMAH) <ddellarue.howard@ontario.ca>; Planner <planner@dufferincounty.ca>; lpuconsents@mpac.ca; Planning <planning@grandriver.ca>; Six Nations of the Grand River <lonnybomberry@sixnations.ca>; Tayler Hill <tayler.hill@sixnations.ca>; planninganddevelopment <planninganddevelopment@bell.ca>; Consultations <consultations@metisnation.org>; contactus <contactus@metisnation.org>; Chief Sherri-Lyn Hill <sngr.chief@sixnations.ca>; Haudenosaunee <info@hdi.land>; Amber Debassige <execassist.ri@saugeenoyibwaynation.ca>; sfn@saugeen.org; manager.ri@saugeenoyibwaynation.ca; DOCA <doca@mncfn.ca>; Abby LaForme <abby.laforme@mncfn.ca>; Fire Chief <firechief@southgate.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>; - DFA <sherri.dfa@hotmail.com>

Cc: Denise Holmes <dholmes@melancthontownship.ca>; Liam Morgan <lmorgan@melancthontownship.ca>

Subject: [External] Notice of Public Meeting - ZBA 098268 4th Line SW

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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.



Municipal Election – October 26, 2026

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-<https://melancthontownship.ca/council/election/>

From: [Stubbs, Matthew](#)
To: [Kaitlin Dinnick](#); [Liam Morgan](#)
Subject: 2219 000 004 04500 - Notice of Public Meeting
Date: Wednesday, September 16, 2026 9:04:08 AM

Classification: Private

Good morning,

I have made the following notes on the property:

Notice of Statutory Public Meeting Oct. 1, 2026. The township has received a complete application for a Zoning By-Law Amendment. The purpose of the application is to seek a site-specific amendment to Zoning By-Law 12-1979, as amended, to rezone a portion of the lands from Open Space Conservation (OS2) to General Agriculture (A1) to permit farm buildings and an on-farm diversified use.

Have a good day.

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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THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
BY-LAW NO. - 2026

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 098268 4th Line SW and legally described as Part Lot 28, Concession 5 SW, as shown on attached Schedule “A”.

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

AND WHEREAS the Council of the Corporation of the Township of Melancthon deems it advisable to amend By-Law 12-79, 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 adjusting the zoning boundaries of the *General Agricultural (A1)* zone and *Open Space Conservation (OS2)* zone on Part Lot 28, Concession 5 SW to reflect that of Schedule ‘A’ of this By-law.

- 2. In all other respects, the provision of By-law 12-79, as amended, shall apply.

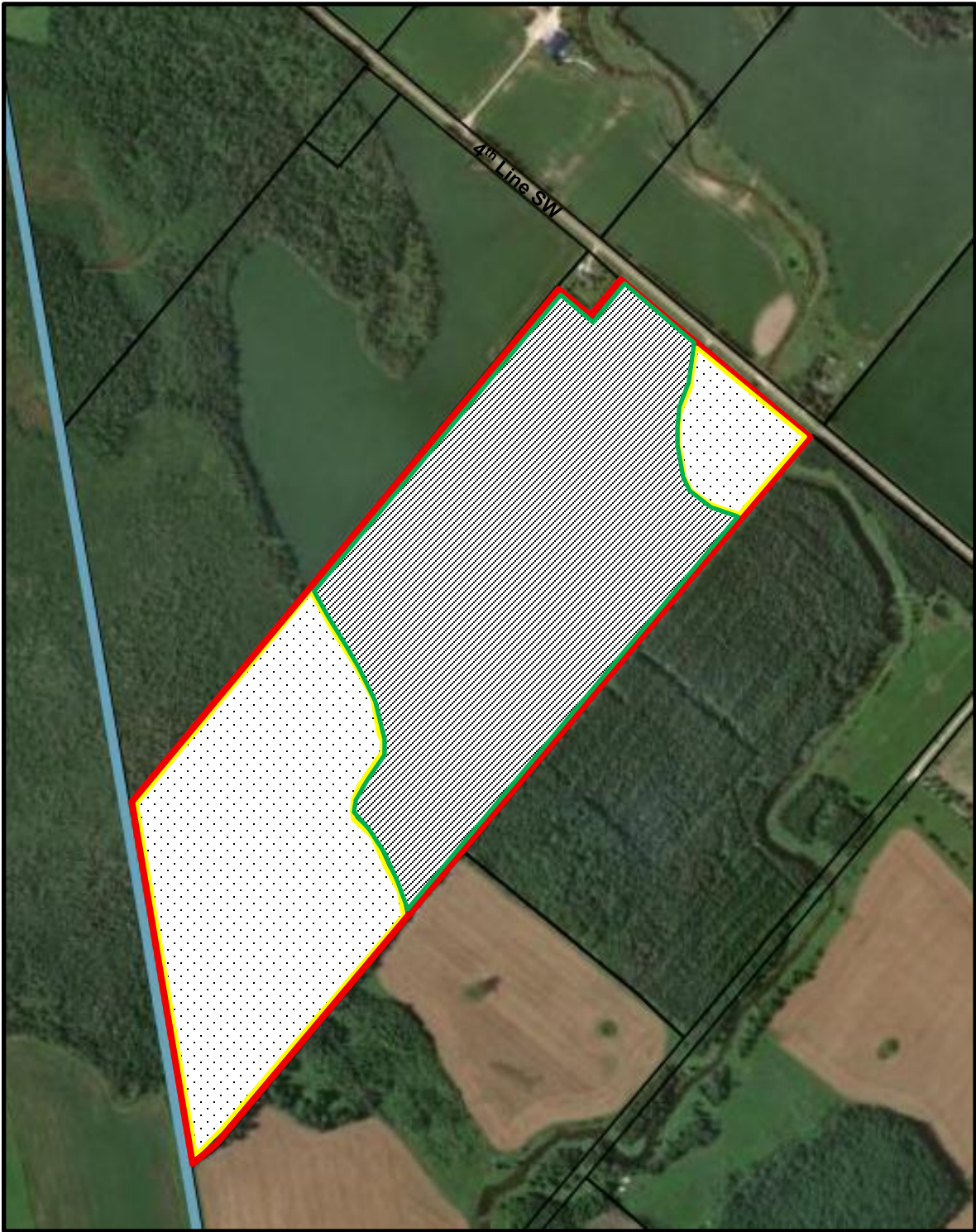
This By-law shall come into effect upon the date of passage hereof, subject to the provisions of Section 34 (30) and (31) of the *Planning Act, 1990*, as amended.

PASSED this ____ day of _____, 2026.

MAYOR

CLERK

SCHEDULE A – LANDS AFFECTED



-  Subject Lands
-  Lands to be zoned as *Open Space Conservation (OS2)*
-  Lands to be zoned as *General Agricultural (A1)*