



**TOWNSHIP OF MELANCTHON
HYBRID COUNCIL MEETING
THURSDAY, NOVEMBER 5TH, 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/84209904494?pwd=IahEQU3UQZwD6b9NokbvvASVLqG6Ih.>

1

Meeting ID: 842 0990 4494

Passcode: 178394

One tap mobile

+17789072071,,84209904494#,,,,*178394# Canada

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AGENDA

1. Call to Order

2. Land Acknowledgement Statement

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

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

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

3. Announcements

4. Additions/Deletions/Approval of Agenda

5. Declaration of Pecuniary Interest and the General Nature Thereof

6. Approval of Draft Minutes – October 15th, 2026 Council Meeting & October 23rd, 2026 Special Council Meeting

7. Business Arising from Minutes

8. Point of Privilege or Personal Privilege

- 9. Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
- 10. Public Works**
 1. Accounts
 2. Other
- 11. Planning**
 1. Applications to Permit
 2. Notice of Ontario Land Tribunal – Duivenvoorden Haulage Ltd. Request to amend the Official Plan and Zoning By-law – Appeal for Non-decision
 3. Strada Aggregates - Virtual Public Information Session regarding Strada's Aggregate Resources Act Application
 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**
- 17. Correspondence**

Board, Committee & Working Group Minutes

1. Shelburne & District Fire Board – September 1st, 2026
2. Infrastructure & Emergency Management – September 14th, 2026
3. Parks & Recreation Board – September 21st, 2026

Items for Action

1. ROMA Conference Delegation Request

18. General Business

1. Accounts
2. Notice of Intent to Pass By-law
 1. Report from Denise B. Holmes, CAO/Clerk – Extending the Term of the Horning's Mills Community Hall Board
 1. By-law to Extend the Term of Appointment for the Members of the Horning's Mills Community Hall Board
 2. Report from Denise B. Holmes, CAO/Clerk – Amendment to Canine By-law 17-2003 & 17-2015
 1. By-law to Amend By-law 17-2003 & By-law 17-2015
 3. Report from Denise Holmes, CAO/Clerk – Open Air Burning By-law
 1. By-law Regulating the Setting of Open-Air Fires, including Establishing the Time during which Open-Air Fires may be Set
 4. Report from Dave Pratt, Fire Chief, Shelburne and District Fire Department & Mat Waterfield, Fire Chief, Mulmur-Melancthon Fire Department – Establish and Regulate a Fire Department
 1. By-law to Establish and Regulate a Fire Department for the Township of Melancthon
3. New/Other Business/Additions
 1. Report from Denise B. Holmes, CAO/Clerk – Accessibility Report 2026 Municipal Election
 2. Family Transition Place – Woman Abuse Prevention Month Proclamation

3. North-South Environmental Inc – Natural Heritage Peer Review – 2025 Amphibian Monitoring Comment Responses for Melancthon Pit #2 and the Bonnefield Property Pit, Strada Aggregates Inc.
4. New/Other/Addition(s)
4. Unfinished Business
 1. Invitation to Marit Stiles, Leader of the Official Opposition, to visit Melancthon/Dufferin County – Update
5. Reports/Updates from Members of Council & Administrative Staff

19. Delegations

1. 5:30 p.m. – Dave Pratt, Fire Chief, Shelburne and District Fire Department Regarding the Open-Air Burning By-law and the By-law to Establish and Regulate a Fire Department in Melancthon Township

20. Closed Session

1. Items for Discussion: Nomination Received for the Township's Student Volunteer Award under Section 239(2)(b) – Personal Matters about an Identifiable Individual
2. Approval of Draft Minutes – October 15th, 2026 & October 23rd, 2026
3. Business Arising from Minutes
4. Rise With or Without Report from Closed Session

21. Third Reading of By-laws

22. Notice of Motion

23. Confirmation By-law

24. Adjournment & Date of Next Meeting – Inaugural Council Meeting Thursday, November 19th, 2026 at 9:00 a.m.

APPLICATIONS TO PERMIT FOR APPROVAL
November 5, 2026 COUNCIL MEETING

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS
Cory Bannerman	Pt Lot 271, Con 1 SW RP 7R4838 Part 2 642362 270 Sideroad	112m2 (1205sqft)	Garage	Residential	\$35,000	No	Approved
Levi Frey Agent: Aaron Bauman	Lot 31, Con 9 NE 318497 8th Line NE	47.19m2 (507.95sqft)	Dwelling Addition	Residential	\$25,000	No	Approved
Solmar Farms - Solomom Martin Agent: Solomom Martin	Pt Lot 26, Con 9 NE RP 7R5406 Part 1 764220 240 Sideroad	237.83m2 (2559.98sqft)	Shed	Agricultural	\$100,000	No	Approved
Jim Revie Agent: Jessica Tait - Post Structures	W Pt Lot 5, Con 4 OS RP 7R4633 Part 1 436273 4th Line	50.17m2 (540sqft)	Garage Addition	Residential	\$55,500	No	With Planner for Review



Aaron I. Platt*

Direct Line: 289-904-2370

Email: aplatt@ln.law

*Aaron Platt Professional Corporation

File No. 39540-0001

October 28, 2026

By E-mail to dholmes@melancthontownship.ca and
clerk@dufferincounty.ca

Township of Melancthon
Clerk's Office
157101 Highway 10
Melancthon, ON L9V 2E6

County of Dufferin
Clerk's Office
55 Zina Street
Orangeville, ON L9W 1E5

Attention: Denise B. Holmes, Township Clerk
Michelle Dunne, County Clerk

Dear Ms. Holmes and Ms. Dunne:

**Re: Notice of Ontario Land Tribunal Case Management Conference
437202 4th Line and 437138 4th Line, Township of Melancthon (collectively, the
"Subject Lands")
Application to Amend the Township of Melancthon Official Plan, 2017 and the
Township of Melancthon Municipal Zoning By-law 12-1979
OLT Case Nos.: OLT-26-000859 and OLT-26-000860 (collectively, the "Appeal")**

We are counsel to Duivenvoorden Haulage Ltd. ("**Duivenvoorden**"), the registered owner of the Subject Lands within the Township of Melancthon. Duivenvoorden is the Applicant/Appellant in respect of the above matter.

We have been directed by the Ontario Land Tribunal (the "**Tribunal**") to circulate a Notice of Case Management Conference. You will find enclosed with this letter:

1. A copy of the Notice of Case Management Conference by Video and applicable extracts of the Tribunal's Rules of Practice and Procedure; and



2. An explanatory note outlining the purpose and effect of the proposed Official Plan Amendment and Zoning By-law Amendment, as well as, a key map illustrating the Subject Lands.

Should you have any questions with respect to this matter, please do not hesitate to contact the undersigned.

If you prefer to direct your questions to the Tribunal, please contact Jessica Hampton, Case Coordinator, Planner at (437)-228-8893.

Yours truly,
LOOPSTRA NIXON LLP

Aaron I. Platt

Encls.

cc. David N. Germain, *Thomson Rogers LLP*
Patrick J. Harrington, *Aird & Berlis LLP*

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



PROCEEDING COMMENCED UNDER subsection 22(7) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Applicant and Appellant:	Duivenvoorden Haulage Ltd.
Subject:	Request to amend the Official Plan – Failure to adopt the requested amendment
Description:	To permit the expansion of an existing aggregate pit northward onto adjacent lands, adding 45 ha to the licensed area, including 34.5 ha of new extraction area.
Reference Number:	437202&437138
Property Address:	437202 4th Line & 437138 4th Line
Municipality/UT:	Dufferin/ Melancthon
OLT Case No.:	OLT-26-000859
OLT Lead Case No.:	OLT-26-000859
OLT Case Name:	Duivenvoorden Haulage Ltd. v. Dufferin (County) et al.

PROCEEDING COMMENCED UNDER subsection 34(11) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Applicant and Appellant:	Duivenvoorden Haulage Ltd.
Subject:	Application to amend the Zoning By-law – Refusal or neglect to make a decision
Description:	To permit the expansion of an existing aggregate pit northward onto adjacent lands, adding 45 ha to the licensed area, including 34.5 ha of new extraction area.
Reference Number:	437202&437138
Property Address:	437202 4th Line & 437138 4th Line
Municipality/UT:	Dufferin/ Melancthon
OLT Case No.:	OLT-26-000860
OLT Lead Case No.:	OLT-26-000859

The Ontario Land Tribunal (the “Tribunal”) will conduct a **Case Management Conference** (the “CMC”) by **Video Conference** for this matter.

The event will be held:

AT: 10:00 AM

ON: November 30, 2026

**AT: <https://global.gotomeeting.com/join/909787981>
Access Code: 909-787-981**

The Tribunal has set aside **0.5 day(s)** for this matter.

The Tribunal's Rules of Practice and Procedure and Artificial Intelligence Practice Direction can be found at: <https://olt.gov.on.ca/legislation-and-rules/>

The purpose of the CMC is set out in Rule 19.1 of the Tribunal's Rules. Parties attending the CMC must be prepared to discuss preliminary issues including but not limited to:

- Identification of parties and/or participants
- Identification of issues.
- Draft Procedural Order – parties are strongly encouraged to meet before the CMC to consider a draft Procedural Order, as per Rule 19.2 (available at <https://olt.gov.on.ca/forms-submissions/>).
- Directions for pre-filing of witness lists, expert witness statements and written evidence.
- Possibility of Settlement and Mediation discussion
- Start date and duration of the hearing.

This event is conducted under Rule 20 of the Tribunal's Rules. Rule 20.2 sets out how a party may object to the Tribunal conducting this event electronically. Any party, or any person who intends to seek party status, may object to the Tribunal holding this event by video by filing an objection with the Tribunal's Case Coordinator. The objection must be received by the Tribunal **at least 20 days before** the date of the Hearing and must be copied to the other parties. All contact information is included in **Schedule A** to this notice.

Event dates are firm – adjournments will not be granted except in the most serious circumstances, and only in accordance with Rule 17 of the Tribunal's Rules.

If you do not attend the CMC, the Tribunal may proceed in your absence, and you will not be entitled to any further notice of these proceedings. The Tribunal may finalize the list of appellants, parties and/or participants at this CMC.

VIDEO CONFERENCING SOFTWARE

The event will be held using **GoTo Meeting**. The appellant(s), applicant, municipality or approval authority, and those persons who intend to request party or participant status, are asked to log into the video hearing through the link provided above **at least 15**

minutes before the start of the event to test their video and audio connections. All persons are expected to access and set-up the application well in advance of the event to avoid unnecessary delay. The desktop application can be downloaded at <https://global.gotomeeting.com/install>. A web application is also available at <https://app.gotomeeting.com/home.html>. A compatible web browser for this service is [Chrome](#).

Persons who experience technical difficulties accessing the GoTo Meeting application or who only wish to listen to the event can connect to the event by calling into an audio-only telephone line: **1-888-455-1389 (Toll Free) or +1 (647) 497-9391. The access code is 909-787-981.**

PARTY OR PARTICIPANT STATUS REQUEST

Persons other than the appellant(s), applicant, municipality or approval authority who wish to participate in the proceeding, either as a party or as a participant, are expected to file a written status request with the Tribunal to outline their interest in the proceeding.

The Party Status Request Form and Participant Status Request and Participant Statement Form are available on the Tribunal's website (<https://olt.gov.on.ca/forms-submissions/>) and are to be used to assist with the preparation of the request. If you are requesting status, this form must be provided **at least 10 days before** the CMC to:

- The assigned Tribunal Case Coordinator **Jessica Hampton** at Jessica.hampton@ontario.ca.
- The municipality and the approval authority on the same day as it is emailed to the Tribunal Case Coordinator.
- The Applicant and the Appellant(s) on the same day as it is emailed to the Tribunal Case Coordinator.

The contact information for the parties is included in **Schedule A** to this notice.

The status request will be reviewed and considered by the presiding Member at the CMC. It will also assist the Tribunal in organizing the hearing event. **Attendance by the requestor, or their representative, at the CMC is required for all status requests.** Where a requestor, or their representative, fails to attend the CMC, the presiding Member may refuse to consider or dismiss the status request in their absence.

Persons who are granted party status shall participate fully in the proceeding (see Rule 8). Persons who are granted participant status may only participate in writing by way of a participant statement (see Rule 7.7). Only persons who are granted party or participant status by the Tribunal are permitted to participate in any further hearing event that is convened by the Tribunal for this appeal.

For more information on requesting status, please review the Tribunal's video "How to request party or participant status" video located at this link: <https://olt.gov.on.ca/guides-videos/>

SUBMISSION REQUIREMENTS

If a person intends to refer to a document at the CMC that is not in the Tribunal's case file, the document is expected to be pre-filed electronically with the Tribunal **at least 10 days before** the date of the CMC. All pre-filed documents shall be served on the other parties electronically. All contact information is included in **Schedule A** to this notice.

The Tribunal's AI Practice Direction requires a party, participant, or witness to include a declaration within each submitted document if generative AI was used to create or generate content. Informing the Tribunal and the other parties of the use of generative AI within any submitted documents, will ensure that documents created using AI receive sufficient scrutiny of their accuracy and will not result in any adverse inference by the Tribunal.

Submissions larger than 30MB must be transferred to the Tribunal's Case Coordinator using an electronic file sharing service. Please see **Schedule B** for further submission requirements.

DUTY TO REVIEW THE TRIBUNAL RULES OF PRACTICE AND PROCEDURE

Parties are expected to familiarize themselves with the Tribunal's AI Practice Direction and Rules, including but not limited to the excerpted Rules included in **Schedule C** to this notice.

FURTHER DIRECTIONS

Tribunal proceedings are open to the public and all documents filed in a proceeding will be included in the Tribunal's public file (except those documents that may be deemed confidential in accordance with the Ontario Land Tribunal's Rule 22).

The Tribunal shall issue a disposition following the CMC that will set out the directions of the Tribunal. A copy of this decision may be obtained from the Tribunal's website (<https://olt.gov.on.ca/decisions/>) by referencing the above case number.

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.

DATED at Toronto, this 14 day of October 2026.

Matthew D.J. Bryan
Registrar

SCHEDULE A

Please provide materials electronically to the assigned Tribunal Case Coordinator **Jessica Hampton** at Jessica.hampton@ontario.ca.

On the same day that documents are submitted to the Tribunal, electronic copies are to be submitted to:

Duivenvoorden Haulage Ltd.	Aaron Platt	aplatt@LN.Law
Corporation of the County of Dufferin	Patrick Harrington	pharrington@airdberlis.com
Corporation of the Township of Melancthon	David Germain	dgermain@trlaw.com

SCHEDULE B

INSTRUCTIONS FOR ELECTRONIC PRE-FILING SUBMISSIONS

Submission requirements to organize the hearing event

If a person intends to refer to a document at the hearing event (for clarity, any document that is not in the Tribunal's case file), it is expected to be pre-filed electronically with the Tribunal at **least ten (10) days before** the date of the hearing event and provided to all parties. The deadline applies unless otherwise specified in the Rules.

Submission emails **under 30MB** in size may be emailed directly to the assigned Tribunal Case Coordinator. Emails **larger than 30MB** must be transferred to the Tribunal's Case Coordinator using an electronic file sharing link/service to avoid sending documents across multiple email parts. Where appropriate, documents are to be submitted in .pdf format.

Naming convention

To assist the Tribunal and the adjudicator during the event, it is important that all submissions are **paginated and labelled appropriately** to clearly identify the content of each document. Where a document contains numerous sections, each section is to be indexed to a table of contents.

Additionally, clearly identify and separately tab the relevant sections that will be relied upon for quicker reference. The entirety of the policy documents (e.g. the PPS, Planning Act, Official Plans, Zoning By-laws, etc.) are not required unless deemed necessary to be presented by the parties or as otherwise directed by the Tribunal.

Parties are asked to adhere to the following naming convention: **case number_party role_ document type_date of hearing event**.

For example: PL123456_Applicant_Notice of Motion_Jan 1, 2020

Please see [Rules 7.1 and 7.2](#) for the standard document submission requirements.

SCHEDULE C

EXTRACTS OF TRIBUNAL RULES OF PRACTICE AND PROCEDURE

RULE 7 - DOCUMENTS, EXHIBITS, FILING, SERVICE

7.1 Form of Documents Unless otherwise directed by the Tribunal, every document filed or introduced by a party or participant in a proceeding before the Tribunal shall be legible and prepared electronically and shall have each page numbered consecutively, throughout the entire text or within tabs, including any graphic content. When a document is directed to be provided as a paper document, the paper document shall be identically numbered as the electronic copy and shall be prepared on letter size paper (8 ½" x 11"), except for large documents such as plans, surveys or maps.

7.2 Other Exhibits Large graphic or other such types of visual evidence should not be glued to foam or other boards. They shall be on paper and be removed from the boards following the hearing event, and folded to 8 ½" x 11". Three-dimensional models must be photographed and the photographs must be introduced with the model. Visual evidence must be reviewed by the other parties before the hearing event or by an earlier date if set out in a procedural order.

7.3 Copies of Documents for Parties and the Municipal Clerk A party who intends to introduce a document as evidence at a hearing event shall provide a copy of the document to all the parties at the beginning of the proceeding or by an earlier date if that is required by the terms of a procedural order or otherwise directed by the Tribunal. If the document is an official plan, those parts of the plan to be referred to at the hearing event should be distributed to the parties, and a copy of the entire plan must be made available to the Tribunal Member(s). If the Tribunal orders that the Municipal Clerk keep copies of documents for public inspection, they do not need to be certified copies, unless a party objects that they are not authentic copies.

7.4 Prefiling of Witness Statements and Reports If the hearing is expected to last more than 5 days, the Tribunal may require that parties calling expert or professional witnesses serve on the other parties any expert witness statements and reports prepared for the hearing, at least 30 days in advance of the commencement of the hearing, unless otherwise directed by the Tribunal. The Tribunal may in its discretion, or at the request of a party, also make this prefiling order for hearings expected to last fewer than 5 days. The expert witness statement must contain:

- a. an executed acknowledgment of expert's duty form (attached to these Rules) and the expert's qualifications;
- b. the issues the expert will address, their opinions on these issues, the reasons that support their opinions and their conclusions; and
- c. a list of the reports or documents, whether prepared by the expert or by someone else, that the expert will refer to at the hearing.

The expert's complete report may be filed instead of this statement if it contains the required information.

An expert may not be permitted to testify if this statement or report is not served on all parties when so directed by the Tribunal.

7.5 Duty of the Expert Witness It is the duty of every expert engaged by or on behalf of a party who is to provide opinion evidence at a proceeding under these Rules to acknowledge, either prior to (by signing the acknowledgment form attached to the Rules) or at the proceeding, that they are to:

- a. provide opinion evidence that is fair, objective and non-partisan;
- b. provide opinion evidence that is related only to the matters that are within the expert's area of expertise;
- c. provide such additional assistance as the Tribunal may reasonably require to determine a matter in issue;
- d. not to seek or receive assistance or communication from any third party, except technical support, while giving oral evidence in examination in chief, while under cross-examination, or while in reply; and
- e. acknowledge that these duties prevail over any obligation owed by the expert to the party by whom or on whose behalf he or she is engaged.

7.6 Other Witnesses The Tribunal may also require that a witness who is not presenting expert evidence provide a witness statement. A witness statement should contain:

- a. a short written outline of the person's background experience and interest in the matter;
- b. a list of the issues that they will discuss; and
- c. a list of reports or materials that they will rely on at the hearing.

The Tribunal may decline to allow the witness to testify if this statement is required by the Tribunal and has not been provided to the other parties.

7.7 Participant Statements A person who wishes to participate in a proceeding as a participant, shall file a written participant statement that sets out their position on the appeal and issues of the proceeding, together with an explanation of their reasons in support of their position. A participant may only make submissions to the Tribunal in writing unless otherwise provided for by an Act or regulation.

7.8 Amendment of Documents Documents filed with the Tribunal can only be amended with the consent of the parties or by order of the Tribunal. The Tribunal may require that the person requesting an amendment do so by way of a motion under Rule 10.

7.9 Copies of Tribunal Documents A person may examine any document, including electronic documents, filed with the Tribunal and copy it after paying the Tribunal's fee, unless a statute, a Court Order, an order of the Tribunal or these Rules provide otherwise.

7.10 Return of Exhibits Exhibits of all types introduced at a hearing will be kept for 180 days after the Tribunal decision issues. The person introducing an exhibit may ask for

its return after this time, and it may be given back if the Tribunal agrees. If no such request is made, the exhibit becomes the property of the Tribunal and may be archived.

7.11 Service by Personal Service or Electronic Service Where any document is required to be served or filed, including the one commencing a proceeding or a motion or providing notice, it shall be served by personal service, registered mail or electronically (unless a statute or the Tribunal requires another method of service) and shall be sent to:

- a. the party's representative, if any;
- b. where the party is an individual and is not represented, to that party directly, where that party has provided an address for service and/or an e-mail address;
- c. where that party is a corporation and is not represented, to the corporation directly, to the attention of an individual with apparent authority to receive the document;
- d. where served on or filed with a local board or commission, or any department, ministry or agency of the federal, provincial or municipal government, to an individual with apparent authority to receive the document; or
- e. where served on or filed with the Tribunal, to the Registrar, or the assigned administrative staff.

Subject to Rule 7.12, if a document is served by e-mail, then service is effective on the date of service.

7.12 If Served Electronically After 4:30 p.m. Any document served electronically after 4:30 p.m. is deemed to have been served on the next business day.

7.13 Proof of Electronic Service A confirmation printout received by the sender is proof of the full transmission and receipt of the electronic service.

RULE 8 - ROLE AND OBLIGATIONS OF A PARTY

8.1 Role and Obligations of a Party Subject to Rule 8.2 below, a person conferred party status to a proceeding before the Tribunal shall participate fully in the proceeding, and by way of example may:

- a. Identify issues arising from a notice(s) of appeal for the approval of the Tribunal;
- b. Bring or respond to any motion in the proceeding;
- c. Receive copies of all documents and supporting information exchanged, relied upon or filed in connection with any hearing event conducted in the proceeding;
- d. Present opening and closing submissions at the hearing;
- e. Present and examine witnesses and cross-examine witnesses not of like interest;
- f. Claim costs or be subject to a costs award when ordered by the Tribunal; and
- g. Request a review of the Tribunal's decision or order as set out in Rule 25.

8.2 Power of Tribunal to Add or Substitute a Party The Tribunal may add a party to a proceeding when that person satisfies applicable legislative tests necessary to be a party and the Tribunal has reasonable grounds to do so, provided that the person's presence is necessary to enable the Tribunal to adjudicate effectively and completely.

The Tribunal may substitute a party and transfer another party's interest to the substituted party when the Tribunal has reasonable grounds to do so.

8.3 Non-Appellant Party A party to a proceeding before the Tribunal which arises under any of subsections 17(24) or (36), 34(19), 37(17), 42(4.9) or 51(39) of the *Planning Act* or section 14 of the *Development Charges Act* who is not an appellant of the municipal decision or enactment may not raise or introduce a new issue in the proceeding. The non-appellant party may only participate in these appeals of municipal decisions by sheltering under an issue raised in an appeal by an appellant party and may participate fully in the proceeding to the extent that the issue remains in dispute.

8.4 Common Interest Class Where the Tribunal is of the opinion that more than one party is of common interest with another party or other parties, the Tribunal may, on its own initiative or on the request of any party, appoint a person of that class of parties to represent the class in the proceeding.

RULE 17 - ADJOURNMENTS

17.1 Hearing Dates Fixed Hearing events will take place on the date set unless the Tribunal agrees to an adjournment. Adjournments will not be allowed that may prevent the Tribunal from completing and disposing of its proceedings within any applicable prescribed time period.

17.2 Requests for Adjournment if All Parties Consent If all of the parties agree, they may make a written request to adjourn a hearing event. The request must include the reasons, a suggested new date, and the written consents of all parties. However, the Tribunal may require that the parties attend in person or convene an electronic hearing to request an adjournment wherein the Tribunal will consider its powers under Rule 17.5, even if all of the parties consent. The consenting parties are expected to present submissions to the Tribunal on the application of any prescribed time period to dispose of the proceeding.

17.3 Requests for Adjournment without Consent If a party objects to an adjournment request, the party requesting the adjournment must bring a motion at least 15 days before the date set for the hearing event. If the reason for an adjournment arises less than 15 days before the date set for the hearing event, the party must give notice of the request to the Tribunal and to the other parties and serve their motion materials as soon as possible. If the Tribunal refuses to consider a late request, any motion for adjournment must be made in person, at the beginning of the hearing event.

17.4 Emergencies Only The Tribunal will grant last minute adjournments only for unavoidable emergencies, such as illnesses so close to the hearing date that another representative or witness cannot be obtained. The Tribunal must be informed of these emergencies as soon as possible.

17.5 Powers of Tribunal upon Adjournment Request The Tribunal may,

- a. grant the request.
- b. grant the request and fix a new date or, where appropriate, the Tribunal will schedule a case management conference on the status of the matter;
- c. grant a shorter adjournment than requested;
- d. deny the request, even if all parties have consented;
- e. direct that the hearing proceed as scheduled but with a different witness, or evidence on another issue;
- f. grant an indefinite adjournment, if the Tribunal finds no substantial prejudice to the other parties or to the Tribunal's schedule and the Tribunal concludes the request is reasonable for the determination of the issues in dispute. In this case, a party must make a request, or the Tribunal on its own initiative may direct, that the hearing be rescheduled or resumed as the case may be;
- g. convert the scheduled date to a mediation or case management conference; and
- h. make any other appropriate order.

RULE 19 - CASE MANAGEMENT CONFERENCES

19.1 Case Management Conference At the request of a party, on its own initiative or as may be required by legislation or regulation, the Tribunal may direct parties to participate in a case management conference conducted by a Member of the Tribunal, which can include settlement conferences, motions or preliminary hearing matters, such as to:

- a) Identify the parties and participants;
- b) Determine the issues raised by the appeal;
- c) Narrow the issues in dispute;
- d) Identify facts or evidence the parties may agree upon or on which the Tribunal may make a binding decision;
- e) Obtain admissions that may simplify the hearing, which may include the examination of persons by the Tribunal as part of the conference;
- f) Provide directions for exchange of witness lists, witness statements, expert witness statements and reports, for meetings of experts including to address the disclosure of information such as the disclosure of the information that was not provided to the municipality before council or the approval authority made its decision that is the subject of the appeal, and for further disclosure where necessary;
- g) Provide directions to the parties to file a hearing plan to outline how the hearing will proceed, the order of witnesses, or the anticipated time for submissions to ensure the Tribunal sets aside sufficient time in its hearing calendar to dispose of the issues;
- h) Discuss opportunities for settlement, including possible use of mediation or other dispute resolution processes;
- i) Fix a date, place and format for the hearing and estimate its length, and encourage the parties to agree upon the dates for any procedural steps;
- j) Discuss issues of confidentiality, including any need to hold a part of the hearing in the absence of the public or to seal documents;
- k) Address the production and cost sharing of joint document books; and
- l) Deal with any other matter that may assist in a fair, just, expeditious and cost-effective resolution of the issues.

19.2 Sample Procedural Order and Meeting Before Case Management Conference Where the parties are known before the case management conference, they are expected to discuss the matters set out in Rule 19.1 and present a draft procedural order to the Tribunal for its approval. Sample procedural orders are listed in the Index to these Rules.

19.3 Serving Notice of a Conference The Tribunal will determine the notice requirements for a Case Management Conference and any directions to serve a Notice of Case Management Conference that provides the time, place and format of the conference. The directions may include a notice to all persons or authorities entitled by legislation or regulation. The person, municipality or approval authority who is issued the direction must serve this notice on those persons entitled to notice of the conference

and provide an affidavit to the Tribunal, at or prior to the conference, to prove service of the notice.

19.4 Tribunal Member Presides The Tribunal's Chair will assign at least one Member of the Tribunal to conduct the conference.

19.5 Public Attendance at a Case Management Conference A case management conference held in person will be open to the public. A case management conference held by electronic hearing will be open to the public where practical. Despite the general principle of public open sessions, where circumstances prevail that may require confidentiality, in the discretion of the presiding Tribunal Member, part or all of the conference may be conducted in *camera*.

19.6 Conversion from One Procedure to Another The Tribunal Member may, at any time, conduct a procedural discussion, initiate a motion, inquire into a preliminary matter, or convert the conference into a hearing. The Tribunal will state in the notice of a case management conference that the parties are expected to arrive prepared for a procedural and settlement conference as well as a preliminary hearing, where evidence or formal statements or submissions may be heard. Even if no settlement is reached, the Tribunal may proceed to make a final decision on any evidence received during the conference.

19.7 Results of Failure to Attend a Conference If a party fails to attend the conference or by authorized representative, the Tribunal may proceed without that party. The non-attending party is not entitled to notice of subsequent hearing events in the proceedings.

19.8 Tribunal Order Following The Tribunal Member conducting the case management conference will issue an order that may decide any of the matters considered at the conference and provide procedural directions for any subsequent hearing event.

19.9 Hearing Member Bound The Tribunal Member conducting the hearing or any subsequent hearing event is bound by the order resulting from the case management conference unless that Member is satisfied that there is good reason to vary the order.

19.10 Methods of Holding Hearing Events The Tribunal may direct in an order following a conference that hearing events in a proceeding be held by a combination of written, electronic or in person hearing events.

RULE 20 - ELECTRONIC HEARINGS

20.1 Hearing Events by Teleconference or Videoconference The Tribunal may hold a hearing event by electronic hearing, such as by teleconference or videoconference, for the determination of any issue in the proceeding. Where the Tribunal directs that a hearing event be held by electronic hearing, the Tribunal may direct a party to make the necessary arrangements and to give notice of those arrangements to the Tribunal and other parties.

20.2 Objection to the Electronic Format A party who objects to a hearing event being held as an electronic hearing shall notify the Tribunal and all other parties of its objection within the time period specified in the notice of the electronic hearing. The objecting party shall set out the reasons why the electronic hearing is likely to cause the objecting party significant prejudice.

20.3 Response to Notice of Objection The Tribunal may request a written response from other parties to the objection of an electronic hearing within a time period set out by the Tribunal.

20.4 Procedure When Objection is Received If the Tribunal receives an objection to hold a hearing event by electronic hearing, it may:

- a) Accept the objection, cancel the electronic hearing, and schedule an in person or written hearing; or
- b) If the Tribunal is satisfied, after considering any responding submissions that no significant prejudice will result to a party, then the Tribunal will reject the objection and proceed with the electronic hearing.

20.5 Directions for the Electronic Hearing The Tribunal may direct the arrangements for the electronic hearing or designate an approved location for videoconference to protect the integrity of the hearing process, including the security and confidentiality of evidence as necessary.

20.6 Videoconferences The Tribunal shall pre-approve all arrangements for conducting a hearing event by videoconference, including the pre-filing and exchange of motion materials, documents, written submissions or any visual and written evidence, and the locations for the conference. Any information, statement or material intended to be filed as an exhibit at a videoconference shall be pre-filed with the Tribunal and provided to all parties in accordance with the Tribunal's directions or procedural order for conducting a hearing event by videoconference.

20.7 The View of the Camera A party's representative or a witness in a videoconference shall be in view of the camera, with minimal visual obstructions, in the course of their presentations or submissions to the Tribunal. Where a witness is being examined or cross-examined, there shall be a view of the witness, counsel protecting the witness, and the person conducting the examination or cross-examination. Any document that may be referred to by parties or their witnesses shall be visible and legible to the Tribunal and all other parties to the conference, either by the camera or by referring to a copy of the document exchanged in accordance with the Tribunal's directions.

ONTARIO LAND TRIBUNAL CASE NO. OLT-26-000859

EXPLANATORY NOTE

437202 and 437138 4th Line
Township of Melancthon
(the “Subject Lands”)

Duivenvoorden Haulage Limited (the “Owner”) has applied for an Official Plan Amendment and Zoning By-Law Amendment (the “Applications”) to permit the issuance of a Class ‘A’ License (Category 3, Above the Water Table) for an aggregate extraction pit on the lands municipally known as 437138 4th Line and the neighbouring lands at 437202 4th Line, in the Township of Melancthon, County of Dufferin. The majority of 437138 4th Line is already subject to a similar Class ‘A’ License.

Location and Description of the Subject Lands

The Subject Lands are located along the west side of 4th Line, approximately 1.2 kilometers north of County Road 17, and approximately 600 metres south of Side Road 15 in the Township of Melancthon (the “Township”) in Dufferin County (the “County”). A key map illustrating the Subject Lands is included with this Explanatory Note.

The Subject Lands total approximately 80.42 ha (198.72 ac) in size and occupy approximately 1,2010 m of frontage along 4th Line.

The Proposal

The Applications will facilitate the development of the Subject Lands for an aggregate extraction pit authorized under the *Aggregate Resources Act* as a Class ‘A’ License, Category 3 - Pit Above Water Table (the “Proposed Development”). As noted above, the majority of 437138 4th Line is already authorized under the *Aggregate Resources Act* for extraction (License No. 3726) and has a licensed area of 28.32 ha (70 acres) which activity the Applications propose to expand over the balance of those lands. The Applications further seek an extraction license over 437202 Line 4.

The proposed development contemplated by the Applications would permit the license of approximately 45 hectares (111.1 acres) and permit extraction of 500,000 tonnes annually.

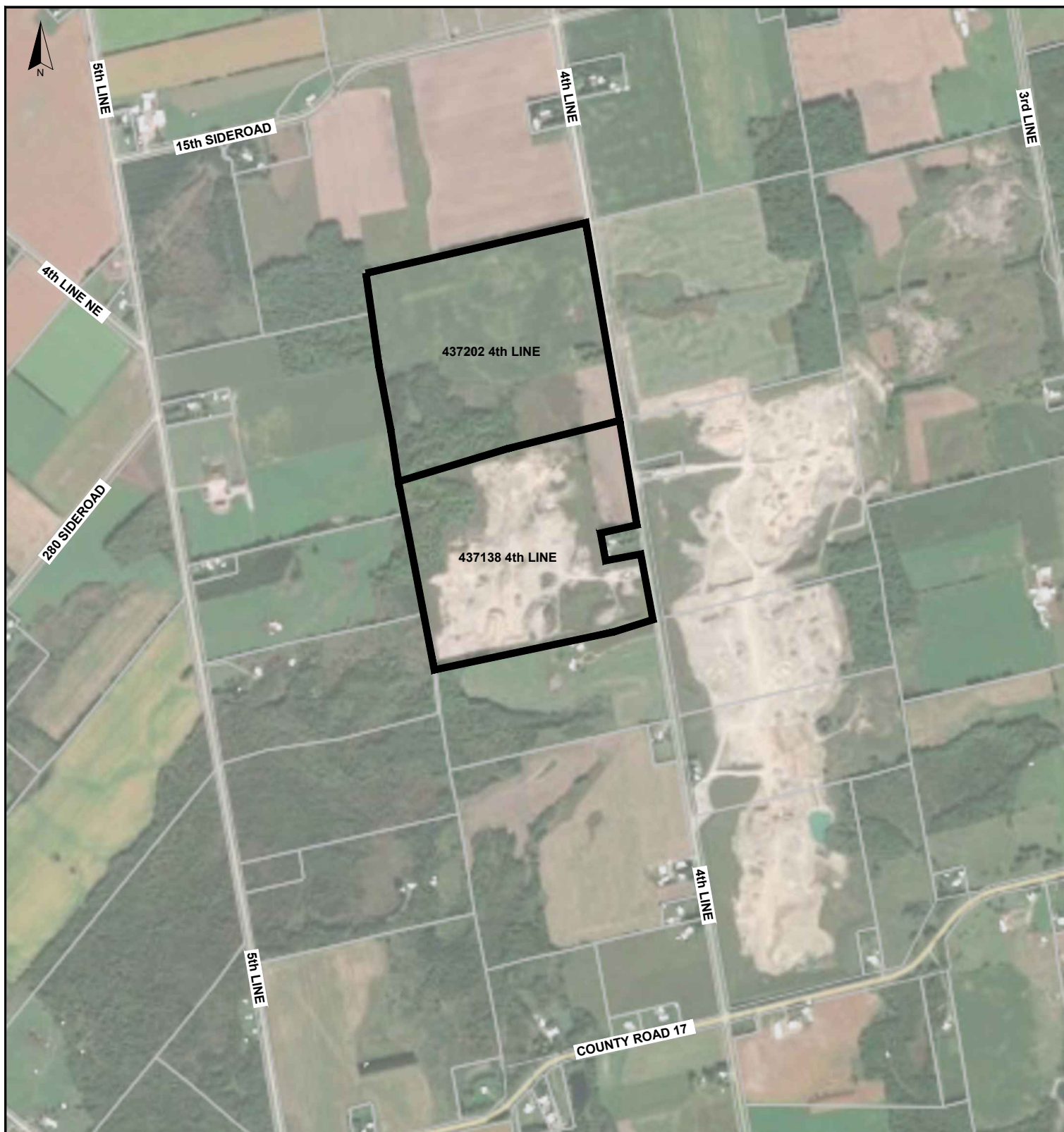
Notwithstanding the new extraction activities, vehicular access to the collective operations will be from the existing pit entrance located at 437138 4th Line.

The Subject Lands are an identified sand and gravel resource. The Proposed Development is intended to permit the Owner to continue supplying aggregate material to the construction industry as the existing pit is substantially depleted and nearing the end of available material.

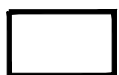
Purpose and Effect of Proposed Official Plan Amendment and Zoning By-law Amendment

The proposed Official Plan Amendment seeks to amend the land use designation of the Subject Lands per Township of Melancthon Official Plan, 2014, Schedule A-1, from *Agricultural* and *Environmental Conservation* to the *Extractive Industrial* land use designation. A portion of the *Environmental Conservation* designation is to remain.

The proposed Zoning By-law Amendment seeks to amend the Township of Melancthon Zoning By-law 12-1979 to re-zone the Subject Lands from the *General Agriculture (A1) Zone* to *Extractive Industrial Exception (M2-XX)* and *Open Space Conservation (OS2)*. The By-law states that no extraction is permitted within 15 m of a property line. A site-specific exception is requested to permit a 0.0 m setback between the existing pit and proposed pit.



LOCATION MAP



Subject Lands

Denise Holmes

From: Sarah Conway <admin@projectadvocacy.ca>
Sent: Thursday, October 29, 2026 9:12 AM
To: Sarah Conway
Subject: Strada Aggregates Public Information Session

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

Dear Neighbour,

Thank you for providing comments on Strada Aggregate Inc's, Aggregate Resources Act application for a Pit and Quarry located within the same footprint as their existing pit operation in the Township of Melancthon.

You are invited to participate in a virtual Public Information Session regarding Strada's Aggregate Resources Act application on:

Wednesday, November 18, 2026
7:00 p.m. – 9:00 p.m.
Online via Zoom

The session is being held as part of the public consultation process under the Aggregate Resources Act and will provide attendees with an update on the proposed project, the Aggregate Resources Act application and the work undertaken to address issues raised through the consultation process.

The session will include a presentation by Strada's technical team followed by a question-and-answer period where attendees will have an opportunity to ask questions and provide comments directly to Strada and members of its technical team.

Join the Public Information Session:
<https://us06web.zoom.us/j/88205476117>

No advance registration or RSVP is required. The meeting link will become active at 7:00 p.m. on November 18.

Project information and materials are available at:
stradaquarry.com

We hope you will join us on November 18.
Strada Aggregates



SHELburne & DISTRICT FIRE BOARD

September 1, 2026

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

Present

As per attendance record.

1. Opening of Meeting

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

1.2 Land Acknowledgement

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

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

2. Additions or Deletions

None.

3. **Approval of Agenda**

3.1 **Resolution # 1**

Moved by F. Nix – Seconded by M. Davie

BE IT RESOLVED THAT:

The Board of Management approves the agenda as presented.

Carried

4. **Approval of Minutes**

4.1 **Resolution # 2**

Moved by B. Neilson – Seconded by B. Metzger

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of June 2, 2026, as circulated.

Carried

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No public present.

7. **Delegations / Deputations**

7.1 None.

8. **Unfinished Business:**

8.1 **Mandatory Certification Report**

The Chief reviewed the report with the Board. The Board inquired about new businesses requiring inspections. The Chief advised that the Town of Shelburne requires an inspection with their business license. The other municipality members may bring this back to their respective municipalities to see if there is any interest in putting the same policy in place.

Resolution # 3

Moved by M. Davie – Seconded by F. Nix

BE IT RESOLVED THAT:

The Shelburne & District Fire Board receives the Chief's Mandatory Certification Report as information.

Carried

9. **New Business**

9.1 **Termination of Automatic Aide Agreement**

Resolution # 4

Moved by B. Neilson – Seconded by M. Davie

BE IT RESOLVED THAT:

The Shelburne & District Fire Board receives the Automatic Aide Termination effective August 1, 2026.

Carried

9.2 **Tanker RFP Report**

The Board expressed to the Chief that they would like to have wording in the RFP to request Canadian made components be used for the build where possible. The Chief will research all municipalities procurement policies and report back to the Board.

Resolution # 5

Moved by M. Davie – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Shelburne & District Fire Board receives the Chief's tanker Replacement RFP report;

AND THAT The Shelburne & District Fire Board approves the commencement of a comprehensive Request for Proposal process for the replacement of Tanker 25;

AND FURTHERMORE THAT the Fire Chief bring back a report with purchase options for the replacement of Tanker 25.

Carried

10. **Chief's Report**

10.1 **Monthly Operations Reports**

The Chief reviewed the reports with the Board.

10.2 **Dufferin County Chief's Meeting Minutes**

10.3 **Update from Fire Chief**

The Chief provided a verbal update to the Board:

- July 2-4 the MLFTU was in Grand Valley, we had approximately 20 staff participate
- All of our recruits were successful at SFA and are now fully certified
- The Chief presented the E&R By-Law to Shelburne Council
- Will possibly be bringing 4 recruits on to be trained in Orangeville's recruit class in the New Year
- We will be bringing a draft budget forward in October

11. **Future Business:**

11.1 2027 Operating and Capital Budgets

12. **Accounts & Payroll – May 2026**

12.1 **Resolution # 6**

Moved by F. Nix – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$150,293.98 for the period of May 30, 2026 to August 28, 2026 as presented and attached be approved for payment.

Carried

13. **Closed Session – Not Required**

14. **Confirming and Adjournment**

14.1 **Resolution # 7**

Moved by B. Neilson – Seconded by M. Davie

BE IT RESOLVED THAT:

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

Carried

14.2 **Resolution # 8**

Moved by F. Nix – Seconded by B. Metzger

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 7:57 pm to meet again on October 6, 2026 at 7:00 pm or at the call of the Chair.

Carried

Respectfully submitted by:

Approved:

Nicole Hill
Secretary-Treasurer

Gail Little
Co-Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of September 1, 2026

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

CORPORATION OF THE TOWNSHIP OF MELANCTHON

The Township of Melancthon Infrastructure and Emergency Management Committee held a virtual meeting on September 14th, 2026, at 9:00 a.m. The following members were present: James McLean (virtual), Ruth Plowright and Darren White. Also present were: Craig Micks, Public Works Superintendent, Kaitlin Dinnick, Deputy Clerk/Planning Coordinator and Sarah Culshaw, Treasurer and Paul Prentice, Public Works Foreperson.

Call to Order

Chair McLean called the meeting to order at 9:02 a.m.

Land Acknowledgement

Chair McLean shared the Land Acknowledgement Statement.

Additions/Deletions/Approval of Agenda

Moved by White, Seconded by Plowright, 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 August 12th, 2026 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 they have been working on brushing, spot grading, ditching and routine maintenance around the Township. He

advised that they are currently waiting on locates to complete the fall culvert projects that need to be completed.

Chair McLean asked when the 3rd Line culvert replacement is going to be completed and when the bollards would be coming down in the village.

2. Update on the Beautification of the Village & Hamlets

Member Plowright advised that the new planters have been ordered and delivered. Staff were directed to a quote for the 2027 budget for the Canadian flags in the Villages.

3. Discussion on Park Structures and Infrastructure Needs

Member Plowright spoke to the grant that is available for parks and recreation, however does not think we are ready to apply. Sarah Culshaw, Treasurer, spoke to the grant current available and advised that she believes next year would be better as we could have a better plan in place. Staff were directed to bring back a spreadsheet of all the grants available to the next committee meeting in October.

4. Discussion on Township Infrastructure Needs

Nothing for this matter.

5. 2026 Capital Roads Projects Update

Staff advised that Cox Construction is hoping to start the 7th Line SW paving project at the end of September, and advised that the quote for the paved shoulders in Horning's Mills was approved at the last Council Meeting.

6. Road Sign Replacement Process

Staff provided the Committee with an update on this matter and it was asked that this stay on the agenda for further updates.

7. 5 Year Capital Plans – Roads, Bridges and Equipment

The 5 Year Capital Plans were discussed, and questions were asked about the reports by the Committee. It was suggested that the Committee will discuss further at the October Meeting but cannot make decisions for the next term of Council.

8. Painting Lines on the 3rd Line OS (Deferred from Council – Suggestion Box)

Craig spoke to this item and Chair McLean asked what the value of putting a centre line would be. Craig advised that its kind of just to keep people on their own side of the road, especially at night. Staff were directed to bring back a line painting policy to a future meeting for review, as well as a quote for the line painting on the 3rd Line.

9. Proposal for a Road Safety Taskforce (Chair McLean)

Chair McLean spoke to the draft taskforce terms of reference and gave a background on why he has brought this back up. The Committee discussed the composition of the committee and discussed the possibility of it being a Sub-Committee to the IEM Committee. It was decided that discussions on this could continue with the next term of the Committee.

10. Other/Additions

Craig asked about what the committee wanted for the bollards for the paved shoulder in Horning's Mills. The Committee decided that they would like to see the paved shoulder completed prior to making a decision. Staff were directed to discuss this with Cox Construction as installation of the bollards will need to take place in the Spring of 2027.

Member Plowright asked about the heat cables on the Horning's Mills Hall roof and if we can get those done before winter, Craig was directed to find a contractor to complete this work.

11. Unfinished Business

1. Fire Service Boundary Mapping Update

Chair McLean advised that he will be meeting with the new County CAO and will mention this.

2. Current Equipment List

This can be removed.

Recommendations to Council

No Recommendations for this meeting.

Public Question Period

None.

Confirmation Motion

Moved by White, Seconded by Plowright, 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

9:47 a.m. - **Moved by McLean, Seconded by Plowright**, that we adjourn this Infrastructure and Emergency Management Committee meeting to meet again on Monday October 19th at 9:30 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 September 21, 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 6:53 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 J. Plowright, Seconded by Hodgson that the agenda be approved as presented. Carried.

Approval of Minutes

Moved by Read, Seconded by White that the minutes of the Parks and Recreation Board Meeting held on August 31, 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.

Public Question Period

None.

General Business

1) Unfinished Business

1. Horning's Mills Park

i. Multi-Use Pad

The Board reviewed information obtained from the Town of Shelburne regarding its new multi-use pad, along with previously received information concerning a pump track. The Board estimated that the proposed improvements to Horning's Mills Community Park would cost approximately \$350,000. Funding options discussed included allocating funds through the Township's annual budget over a two to three year period, seeking sponsorships, and applying for grant funding. Following the discussion, the Board directed Township staff to prepare a recommendation for Council's consideration.

ii. Email from S. Culshaw regarding DC's

The Board received the email from Township Treasurer Sarah Culshaw regarding DC's as information.

iii. Sign

The Board discussed setting a date for an onsite visit to the Horning's Mills Community Park for the placement of the second Park sign. It was decided that they would defer until the Spring.

2. Corbetton Park

i. Community Message Board

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

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

Vice-Chair Plowright advised that she had found Little Library kits on Amazon and would volunteer to assemble them if the Board were in agreement to purchase the kit.

Moved by J. Plowright, Seconded by Hodgson that the Parks and Recreation Board pay for the purchase of one Little Library kit for the Corbetton Park. Carried.

3. Corbetton Trail Trek -Event

The Board discussed the Trail Trek event, reviewed outstanding items, and assigned related duties and responsibilities accordingly.

4. 2027 Budget

Township Staff advised the Board that they would need to have their budget requests gathered for next meeting to submit to the Treasurer as it would be their last meeting of the year. Township staff will provide the financial details from the year to the Board to be sent out with the agenda.

2) Brainstorming

None.

Recommendation to Council

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.

Confirmation Motion

Moved by White, Seconded by Read 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

7:40 p.m. - Moved by J. Plowright Seconded by Read that we adjourn this Parks and Recreation Board meeting to meet again on October 19, 2026, at 7:00 p.m. or at the call of the Chair. Carried.

CHAIR

SECRETARY

Denise Holmes

From: Delegations (MMAH) <Delegations@ontario.ca>
Sent: Tuesday, October 20, 2026 9:56 AM
Subject: ROMA 2027 Delegation Form is Live! - Deadline Nov 20th

Hello

We'd like to inform you that the [Municipal Delegation Request Form for the 2027 Rural Ontario Municipal Association Annual Conference](#) is now available.

You can select either French or English using the globe icon in the top right corner of the form. The deadline for submitting requests is **Friday, November 20, at 5:00 PM EST.**

Thank you!

Delegations.

Bonjour

Nous souhaitons vous informer que [le formulaire de demande de délégation municipale pour le congrès annuel 2027 de l'Association des municipalités rurales de l'Ontario](#) est maintenant disponible.

Vous pouvez sélectionner le français ou l'anglais au moyen de l'icône de globe située dans la partie supérieure droite du formulaire. La demande doit être envoyée au plus tard, **le vendredi 20 novembre, à 17 h (HE).**

Merci,

Delegations.



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

REPORT TO COUNCIL

TO: Mayor White and Members of Council

FROM: Denise B. Holmes, CAO/Clerk

MEETING DATE: November 5, 2026

SUBJECT: Extending the Term of the Horning's Mills Community Hall Board

RECOMMENDATION

That Council approve the extension of the term of the Horning's Mills Community Hall Board from November 14, 2026, to November 30, 2026, to allow the Board to oversee its final scheduled event, *Christmas in the Mills*, on November 28, 2026; and that Council adopt the attached By-law to give effect to the extension.

BACKGROUND AND DISCUSSION

The current term of the Horning's Mills Community Hall Board is scheduled to end on November 14, 2026. The Board has one remaining event scheduled for November 28, 2026, *Christmas in the Mills*.

Extending the Board's term to November 30, 2026 will allow the Board to oversee and complete the event before its term concludes.

FINANCIAL IMPACT

There is no financial impact.

Respectfully submitted,

A handwritten signature in black ink that reads "Denise B. Holmes".

Denise B. Holmes, CAO/Clerk

CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER ____-2026

BEING A BY-LAW TO AMEND BY-LAW NO. 57-2023, 8-2024, 43-2024, 40-2025 and 31-2026 TO EXTEND THE TERM OF APPOINTMENT FOR THE MEMBERS OF THE HORNING'S MILLS COMMUNITY HALL BOARD.

WHEREAS the Council of the Corporation of the Township of Melancthon established a Municipal Service Board known as the Horning's Mills Community Hall Board;

AND WHEREAS Council deems it desirable to amend the expiration date of the current board appointments to ensure operational continuity through the municipal transition period;

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

- 1. That the term of the Board is hereby amended on By-laws 57-2023, 8-2024, 43-2024, 40-2025 and 31-2026 by deleting the expiration date of *"November 14, 2026"* and replacing it with *"November 30, 2026"*.
- 2. That this By-law shall come into force and take effect upon the final passing thereof.

By-law read a first and second time this 5th day of November, 2026.

By-law read a third time and finally passed this 5th day of November, 2026.

MAYOR

CLERK



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

Report to Council

TO: Mayor White and Members of Council

FROM: Denise B. Holmes, CAO & Clerk

SUBJECT: Amendment to Canine By-law 17-2003 & 17-2015

MEETING DATE: November 5, 2026

Recommendation

That Council receive the Report regarding the proposed amendments to the Canine By-law; and

That Council enact the amending By-law to update the penalty provisions for offences under the By-law.

Background & Discussion

The Township's Canine By-law is being amended to revise the penalty provisions for offences under the By-law, as the current By-law (17-2003) does not contain a general penalty provision for most contraventions in the By-law. The revised provision establishes minimum and maximum fines for first and subsequent offences in accordance with the *Municipal Act, 2001* and addresses continuing and multiple offences.

The proposed amendment provides a clear and comprehensive framework for administering penalties for contraventions of the Canine By-law without requiring a separate set fine for each individual offence to be prescribed in a schedule. This allows for the Township to exercise discretion in imposing a fine within the prescribed range on a case-by-case assessment.

It should be noted that Section 429 of the *Municipal Act, 2001* authorizes municipalities to establish a system of fines for offences under their By-laws. The proposed amendments are consistent with this statutory authority by identifying circumstances in

which an offence may be treated as continuing or multiple, establishing applicable fine ranges, and providing for increased penalties for subsequent convictions.

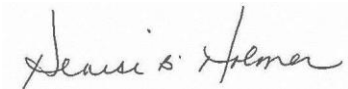
This approach provides the Township with flexibility to respond proportionately to the nature, seriousness, duration, and frequency of a contravention in the By-law.

The monetary amounts included in the revised By-law are intended to remain within the limits prescribed by subsection 429(3) of the *Municipal Act, 2001*. Generally, the Act states minimum fines may not exceed \$500.00 and the maximum fine may not exceed \$100,000.00. For continuing and multiple offences, the maximum fine for each day or each included offence may not exceed \$10,000.00, although the aggregate of those fines is not subject to the general \$100,000.00 maximum. The fines proposed in the amending by-law fall within these amounts, as further set out in the attached draft.

Financial Impact

There are no direct financial implications associated with the proposed amendment. Any fines collected would be dependent on enforcement activity and the circumstances of individual offences.

Respectfully Submitted:

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

Denise B. Holmes, CAO/Clerk

CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. _____-2026

Being a By-law to amend By-law No. 17-2003, and By-law 17-2015, as amended and passed in Open Council on June 5, 2003 and April 16, 2015.

WHEREAS the Council of the Corporation of the Township of Melancthon pursuant to the provisions of the Municipal Act, 2001, and amendments thereto has authority to enact this bylaw.

AND WHEREAS the additional related powers are granted in the Dog Owners' Liability Act, R.S.O. 1990, c.D.16, the Livestock, Poultry and Honey Bee Protection Act, R.S.O. 1990, c.L.24 and the Pounds Act, R.S.O. 1990, c. P. 17.

AND WHEREAS the Council of the Corporation of the Township of Melancthon deems it expedient to amend By-law No.17-2003 which is a By-law to Provide for the licencing, registration and regulation of dogs and kennels to strengthen and clarify, among other things, the enforcement, offence, penalty and compliance provisions of the Canine By-law.

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

PART I: Definitions, will be amended to include the following definitions:

1. DEFINITIONS

- 1.1 "At Large" means a dog that is not restrained by a leash or otherwise under a person's physical control and is located anywhere other than private property where the owner has consented to the dog being off-leash or within the boundaries of a designated off-leash area.
- 1.2 "Off Leash Area" means a geographic area designated by the Township wherein dogs are not required to be leashed.

PART II: The following is added as a new Section 2 of the By-law:

2. INTERPRETATION

- 2.1 Headings, titles, and preambles are included for reference only.
- 2.2 Each provision of this by-law is severable. If a court declares any provision invalid, the remaining provisions continue in full force and effect.
- 2.3 Offences under this by-law are strict liability offences.
- 2.4 Nothing in this by-law relieves any person from complying with any other applicable by-law, order, policy, or other legal requirement.

PART III: The following is added as a new Section 7 of the By-law:

7. ORDERS TO DISCONTINUE ACTIVITY

7.1 Council delegates to a Canine Control Officer the authority to issue an Order to Discontinue Activity on behalf of the Township under subsection 444(1) of the *Municipal Act, 2001* for a contravention of this By-law.

7.2 A Canine Control Officer exercising the authority delegated under subsection 7.1 who is satisfied that this By-law has been contravened may issue an Order to Discontinue Activity to the person who contravened the By-law or caused or

permitted the contravention, or to the owner or occupier of the land where the contravention occurred.

7.3 An Order to Discontinue Activity shall provide reasonable particulars of the contravention, identify where it occurred, and state the deadline for compliance.

7.4 Failure to comply with an Order to Discontinue Activity constitutes an offence.

PART IV: The following is added as a new Section 8 of the By-law:

8. PENALTY PROVISIONS

8.1 Any individual, or director or officer of a corporation, who violates this By-law, including by failing to comply with an Order issued under it, is considered guilty of an offence and is liable to a fine for each day or part of a day on which the offence occurs or continues of:

(i) not less than \$300.00 and not more than \$10,000.00, as determined at the discretion of the Township, together with any penalty prescribed for under the *Provincial Offences Act*, R.S.O. 1990, c. P.33, for a first conviction of an offence;

(ii) not less than \$400.00 and not more than \$15,000.00, as determined at the discretion of the Township, together with any penalty prescribed for under the *Provincial Offences Act*, R.S.O. 1990, c. P.33, for a second conviction of the same offence; and

(iii) not less than \$500.00 and not more than \$25,000.00, as determined at the discretion of the Township, together with any penalty prescribed for under the *Provincial Offences Act*, R.S.O. 1990, c. P.33, for a third or subsequent conviction of the same offence.

8.2 Every person shall comply with each Order or Notice issued under this By-law.

8.3 Every person who interferes with or obstructs a Canine Control Officer in the performance of duties under this By-law is guilty of an offence.

8.4 Every person alleged to have contravened this By-law shall, upon request, identify themselves to a Canine Control Officer. Failure to do so constitutes an offence under section 8.4.

8.5 Upon conviction, any penalty imposed under this By-law may be collected in accordance with the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.

8.6 Where a person is convicted of an offence under this By-law, the court entering the conviction, or any court of competent jurisdiction thereafter, may, in addition to any other remedy or penalty, order the person to cease or refrain from repeating the offence or to correct the contravention in accordance with section 431 of the *Municipal Act, 2001*.

8.7 If an offence continues, each day or part of a day during which the person fails to comply with this By-law constitutes a separate and new offence.

PART VII: The following general provisions are added to this By-law.

9.1 This By-Law shall form part of By-Law 17-2003 known as "The Canine By-Law of the Township of Melancthon.

9.2 All existing sections of By-law No. 17-2003 are renumbered as necessary to accommodate the amendments set out in this By-law.

9.3 Except as expressly amended by this By-law, all provisions of By-law No. 17-2003 and 17-2015 shall remain in full force and effect.

9.4 This By-law shall come into force and take effect on the date of its final passing.

By-law read a first and second time this 5th day of November, 2026.

By-law read a third time and finally passed this 5th day of November, 2026.

MAYOR

CLERK



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

Report to Council

TO: Mayor White and Members of Council

FROM: Denise B. Holmes, CAO & Clerk

SUBJECT: Open-Air Burning By-law

MEETING DATE: November 5, 2026

Recommendation

That Council receive this Report and adopt the By-law Regulating the Setting of Open-Air Fires, including Establishing the Times during which Open-Air Fires may be set.

Background & Discussion

The Dufferin County Fire Chiefs have been working collaboratively to establish greater consistency in fire-related by-laws and regulations across municipalities within Dufferin County.

The proposed Open-Air Burning By-law is intended to standardize requirements for Outdoor Fire Containers, Brush Fires and Agricultural Fires, including consistent size limitations and setback requirements. The proposed By-law also introduces requirements for Special Events and Controlled Fires.

Establishing consistent regulations across Dufferin County will assist with public education, communication, messaging and enforcement, particularly for fire departments that provide services to multiple municipalities. A consistent approach will help ensure residents receive clear and uniform information regarding open-air burning requirements.

While the proposed By-law establishes common standards, individual municipalities can retain provisions that address their specific community needs. For example, municipalities with urban areas may not require provisions relating to agricultural fires,

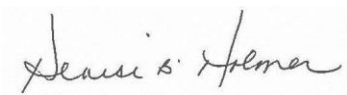
whereas rural municipalities such as the Township of Melancthon may need to retain these regulations.

The Fire Chief of the Shelburne and District Fire Department will attend the Council meeting to answer any questions Council may have regarding the proposed By-law.

Financial Impact

There is no direct financial implications to the Township by adopting this By-law.

Respectfully Submitted:

A handwritten signature in cursive script, reading "Denise B. Holmes", is displayed within a light gray rectangular box.

Denise B. Holmes, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW ____ - 2026

A By-law Regulating the Setting of Open-Air Fires, including
Establishing the Times During which Open-Air Fires may be
Set.

WHEREAS pursuant to section 9 of the *Municipal Act*, 2001 S.O. 2001, chapter 25 a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS section 128 of the *Municipal Act*, 2001 S.O. 2001, chapter 25 provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council are or could become public nuisances;

AND WHEREAS sections 425, 426 and 429 of the *Municipal Act*, 2001 S.O. 2001, chapter 25, states a municipality may pass By-laws providing that a person who contravenes a By-law of the municipality passed under this Act is guilty of an offence, no person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this Act or under a By-law passed under this Act and a municipality may establish a system of fines for offences under a By-law of the municipality passed under this Act;

AND WHEREAS pursuant to section 7.1 (1) of the *Fire Protection and Prevention Act*, 1997, c.4, as amended states that a Council of a municipality may pass By-laws regulating fire prevention, including the prevention of the spreading of fires and to regulate the setting of open-air fires, including establishing the times during which open-air fires may be set;

AND WHEREAS Section 7.1(3) of the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4, as amended, provides that a By-law under this section may deal with different areas of the municipality differently;

AND WHEREAS Section 7.1(4) of the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4, as amended, provides that a municipality may appoint an officer to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether By-laws enacted in accordance with Section 7.1 are being complied with;

AND WHEREAS Section 19(2) of the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4, provides an inspector may, without a warrant, enter and inspect land and premises for the purposes of assessing fire safety;

AND WHEREAS Article 2.4.4.4. of the *Ontario Fire Code O. Reg. 213/07*, as amended, provides that open-air fires shall not be permitted unless approved, or unless such burning consists of a small, confined fire supervised at all times, and used to cook food on a grill, barbeque or spit, or such burning takes place in an appliance that is in conformance with the *Technical Standards and Safety Act*, 2000, S.O. 2000, c.16, is for outdoor use, and is assembled and/or installed in accordance with the manufacturer's instructions;

AND WHEREAS Section 391 of the *Municipal Act*, 2001, S.O. 2001, c. 25, provides that a municipality and a local board may pass By-laws imposing fees or charges for services or activities provided or done by or on behalf of it, or for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board;

AND WHEREAS Section 425 of the *Municipal Act, 2001*, S.O. 2001, c. 25, provides By-laws may be passed by all municipalities for providing that any person who contravenes any By-law of the municipality, passed under this Act, is guilty of an offence;

AND WHEREAS Section 446 of the *Municipal Act, 2001*, S.O. 2001, c. 25, provides that where the municipality has the authority by any Act or under a By-law to direct or require a person to do a matter or thing, the municipality may also provide that, in default or it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing the matter or thing from the person required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

AND WHEREAS Council now deems it expedient to enact a By-law for regulating the setting of open-air fires, including establishing the times during which open-air fires may be set;

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

1. DEFINITIONS

1. In this By-law:

- (a) "*Approved*" means approved by the Chief Fire Official;
- (b) "*Barrel/Drum*" means a metal barrel/drum with a capacity not greater than 55 gallons (205 liters). This type of container is permitted under Section 5 "*Brush Fires*" and issued in accordance with this By-law;
- (c) "*Brush*" means branches, limbs, stumps or part thereof;
- (d) "*Building*" means any structure used or intended for supporting or sheltering any use or occupancy;
- (e) "*Campfire*" means a small fire for cooking, warmth or entertainment as a campsite or residential property that meets the requirements of this By-law;
- (f) "*Campground*" means an area of land owned or operated that contains camp sites for the purpose of providing overnight accommodation for tents and trailers;
- (g) "*Chief Fire Official*" means the Chief Fire Official or designate as defined in the Ontario Fire Code (O. Reg. 213/07);
- (h) "*Controlled (Prescribed) Fire*" means a deliberately set, carefully planned, and controlled fire that consumes ground-level fuels such as dried leaves, cured grass, needles, and fallen or downed woody debris. The practice is a widely used and recognized scientific method used to help restore ecosystems that depend on fire, reduce the risk of out-of-control wildfire, and increase community and firefighter safety;
- (i) "*Council*" means the Council of the Township of Melancthon;
- (j) "*Dangerous Conditions*" means:

- i. A lack of precipitation which increases the risk of the spread of fire,
 - ii. Wind speeds which, in the opinion of the Chief Fire Official, increase the spread of fire, or
 - iii. Any other condition declared by the Chief Fire Official to be a dangerous condition, from time to time, which increases the risk of the spread of fire;
- (k) "*Equipment and Resources*" means sufficient personnel and equipment such as rakes, shovels, backhoes, bulldozers, front-end loaders, and/or water on-site required to control a fire;
- (l) "*Fire*" means any fire set in the open-air by any person within the boundaries of the Township;
- (m) "*Fire Ban*" means a partial or total ban against any open-air fire as declared by the Chief Fire Official;
- (n) "*Fire Department*" means an established fire department servicing the whole or part of the Township of Melancthon including but not limited to the Dundalk Fire Department, the Mulmur-Melancthon Fire Department and the Shelburne & District Fire Department;
- (o) "*Fire Risk Rating*" means a scale used to inform the public of the risk of fire. Fire risk rating is based on the Fire Weather Index along with fuel type and fuel load. The fire risk ratings include:
 - i. Low: means fires may start easily and spread quickly but there will be minimal involvement of deeper fuel layers or larger fuels
 - ii. Moderate: means forest and wildland fuels are drying and there is an increased risk of surface fires starting. Carry out any forest activities with caution
 - iii. High: means forest and wildland fuels are very dry and the fire risk is serious. New fires may start easily, burn vigorously, and challenge fire suppression efforts. Extreme caution must be used in any forest activities. Open-air fires and industrial activities may be restricted; and
 - iv. Fire Ban: means extremely dry forest and wildland fuels, the fire risk is very serious. New fires will start easily, spread rapidly, and challenge fire suppression efforts. No open-air fire are permitted;
- (p) "*Fully Extinguished*" means the fire has no more visible flame, smoke or other signs of combustion and is cold to the touch;
- (q) "*Highway*" includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof;
- (r) "*Inspection*" means a physical examination to determine that the proposed fire location and/or device or system will meet the requirements of this By-law;
- (s) "*Ontario Fire Code*" means O. Reg. 213/07 made under the Fire Protection and Prevention Act 1997, S.O. 1997.c.4, as amended;

- (t) "*Officer*" means a municipal By-law enforcement officer, provincial offences officer or police officer or a person designated by the local municipality for the enforcement of open air fires;
- (u) "*Open-air fire*" means any fire or burning practice, including fire in a smoldering state that is conducted outdoors;
- (v) "*Outdoor Fire Container*" means a small non-combustible container used to contain a small fire and includes, but is not limited to, chimineas, metal tubs, stone surround fire pits and outdoor brick fireplaces;
- (w) "*Permit*" means the permit issued by the Township signifying permission to set a fire and establishing the conditions under which the permit is granted;
- (x) "*Person*" means any individual, association, firm, partnership, agent or trustee and their heirs, executors, or other legal representation of a person;
- (y) "*Property*" means a parcel of land which is capable of being legally conveyed;
- (z) "*Prohibited Materials*" means materials that are, but not limited to, automobile and truck bodies, tires, oil, grease, paint, rags, plastics, wire, asphalt, shingles, rubber, construction materials, insulation, household garbage, and flammable or combustible liquids or accelerants; or any other material designated as hazardous in any legislation enacted by the Provincial and Federal Governments;
- (aa) "*Responsible Person*" means the person or persons who starts the fire, directs the fire to be set, authorizes fires to be set, controls or oversees the fire;
- (bb) "*Sacred Fire*" is a fire lit and maintained for indigenous ceremonial, spiritual, cultural or community purposes, typically under specific cultural procedures;
- (cc) "*Special Air Quality Statement*," "*Smog and Air Health Advisory*" and "*Air Quality Health Index*" (AQHI 7 or Higher) are a public health warning issued through the media by the Ontario Ministry of the Environment, Conservation and Parks during periods of deteriorated air quality;
- (dd) "*Special Event*" means an organized event attended by more than 50 people within a given day, regardless of whether admission is charged, the event is private or public, non-profit or commercial, that:
 - i. is conducted on public and/or private land or on a *highway* within the Township;
 - ii. shall include but not be limited to: sporting and leisure events, weddings, fundraisers, garage sales, flea markets, concerts, festivals and community gatherings;
- (ff) "*Township*" means the Corporation of the Township of Melancthon and all lands within the geographical boundaries of the Township.

2. GENERAL PROVISIONS

- 2.1 No person being the owner or tenant in possession of land within the Township shall cause or allow a fire to be set on such land unless a permit has been issued by the Township in respect of that fire.
- 2.2 In the absence of being issued a permit, an owner shall be deemed to have allowed an open-air fire, and the owner assumes all responsibility and liability where a fire has been set or allowed to burn.
- 2.3 Every person setting, allowing to be set, maintaining, or allowing to be maintained, an open-air fire authorized under this part shall have legal title to the property to which an open-air fire is to occur, or the person, or Permit holder, shall obtain the prior written consent of the person having legal title to the property.
- 2.4 Every person setting, allowing to be set, maintaining, or allowing to be maintained, an open-air fire authorized under this part shall allow, at reasonable times, Fire Department staff to inspect the location or proposed location of the open-air fire.
- 2.5 Notwithstanding any provisions herein, no person shall cause or allow a fire to be set:
- (a) in contravention of the Ontario Fire Code, the Environmental Protection Act, or any other law, ordinance, code, or statutory requirements of the Township, the Province of Ontario or the Government of Canada;
 - (b) on any highway, or other public property within the Township;
 - (c) in any park owned or operated by the Township without the written permission of the Township;
 - (d) in the front or side yard of any commercially or industrially zoned property within the Township;
 - (e) where the consumption of material will exceed the limit set by the Chief Fire Official;
 - (f) unless the equipment and resources designated on the permit are always available at the fire site during the fire;
 - (g) with the aid of flammable or combustible liquids or accelerants of any kind;
 - (h) unless the person is at least eighteen (18) years of age, and attends the fire in the capacity of the responsible person and in a supervisory capacity at all times until such time the fire has been completely extinguished;
 - (i) during construction within a subdivision or on any construction site within the Township;
 - (j) in any outdoor fireplace or any other burning appliance unless the same is approved by the Chief Fire Official;
 - (k) that includes prohibited materials, or
 - (l) that includes material that is normally collected under the Township's waste or recycling programs.
- 2.6 No person shall cause or allow a fire to cause a dangerous condition or increase the likelihood of any of the following:
- (a) smoke or fire damage to property;

- (b) a decrease in visibility on any highway;
 - (c) odour or smoke to cause discomfort to people, hazards to health, or loss of enjoyment of normal use of property in the immediate area. Obtaining authorization to have an open-air fire does not relieve an owner of the obligation to ensure that smoke does not interfere with the ability of the owner's neighbours to enjoy their property or conduct their business without disruption; or
 - (d) a spread of fire through grass or brush area beyond its unintended limits.
- 2.7 All people conducting open-air fires shall ensure that all fires are fully extinguished before the site is vacated.
 - 2.8 No person shall set, maintain or allow open air burning when the wind is in such direction or of such intensity to reduce the visibility on any highway or structure or cause an adverse effect or risk of fire spread.
 - 2.9 No person shall set, maintain or allow open air burning when the Township is under a Special Air Quality Statement or Smog and Air Health Advisory or the Air Quality Health Index (AQHI) is 7 or higher.
 - 2.10 No person shall cause or permit a fire to be set at times when a fire ban has been issued by the Chief Fire Official as per the fire risk rating.
 - 2.11 A permit issued under this section is valid on the date of issue and for the balance of the calendar year in which the permit was issued.

3. EXEMPTIONS

- 3.1 The Fire Department shall be exempt from the provisions of this By-law with respect to open-air fires for the purpose of training, educating individuals in fire safety or for research purposes.
- 3.2 The Township shall be exempt from the provisions of this By-law with respect to open-air fires related to municipal works.
- 3.3 Professional fire prevention trainers shall be exempt from the provisions of this By-law with respect to open-air fires set for the purposes of fire safety training pursuant to Section 2.8.2.1. of the Ontario Fire Code.
- 3.4 The burning consists of a small, confined fire always supervised and used to cook food on a grille or barbeque;
- 3.5 A sacred fire;
- 3.6 Commercially produced gas fired appliances conforming to the applicable Canadian Standards Association (CSA) codes and standards;
- 3.7 An incinerator operated in accordance with the Certificate of Approval issued pursuant to the Environmental Protection Act, R. S.O. 1990, c. E. 19 and regulations there under;
- 3.8 Properties lawfully zoned to permit a campground;
- 3.9 All other provisions of this By-law shall apply.

4. OUTDOOR FIRE CONTAINERS

- 4.1 A person conducting an open-air fire in an outdoor fire container shall comply with the following conditions:
- (a) shall only conduct the open-air fire between sunrise and midnight;
 - (b) shall only use an outdoor fire container that is constructed of non-combustible materials;
 - (c) shall not burn or attempt to burn a volume of combustible materials greater than 2 feet (61 cm) in length by 2 feet (61 cm) in width by 2 feet (61 cm) in height;
 - (d) shall always contain the fire within the outdoor fire container burning only dry firewood;
 - (e) shall locate the outdoor fire container at least 5 meters (16.4 feet) from any building, structure, property line, hedge, fence, highway, overhead wire or other combustible article; and
 - (f) shall locate the outdoor fire container on a non-combustible surface extending beyond the unit in all directions a minimum of 1 foot (30 cm).
- 4.2 Open-air fires within outdoor fire containers shall be attended, controlled and always supervised and shall be completely extinguished before the burn site is vacated.

5. BRUSH FIRES

- 5.1 A person conducting an open-air brush fire shall comply with the following conditions:
- (a) the material to be burned in an open-air brush fire shall be no more than 1.2 meters (4 feet) or less in length, width and height or in a burning barrel/drum;
 - (b) shall locate the open-air brush fire at a distance of 15 meters (50 feet) from any building, structure, property line, hedge, fence, highway, overhead wire or other combustible article; and
 - (c) shall ignite and extinguish the fire between sunrise and sunset of the same day.
- 5.2 Brush fires shall be attended, controlled and always supervised and shall be completely extinguished before the burn site is vacated.

6. AGRICULTURAL LAND FIRES

- 6.1 A person may conduct an open-air fire if they are part of a normal farm practice carried on as part of an agricultural operation, as those defined in the Farming and Food Production Act, 1998, S.O. 1998, c.1, on lands zoned for agricultural use, and subject to the conditions set out in this part.
- 6.2 A person conducting an open-air fire in an open field shall comply with the following conditions for an open-air fire on agricultural lands;
- (a) the material to be burned in an open field will be no more than 3 meters (10 feet) or less in length, width and height;
 - (b) shall locate the open-air fires at least 30 meters (100 feet) away from any building, structure, property line, hedge, fence, highway, overhead wire or combustible article;
 - (c) shall ignite and extinguish the fire between sunrise and sunset of the same day;

- (d) shall notify the Fire Communications Centre (Fire Comm) by telephone (800-511-9911) prior to the open-air fire and at the conclusion of the open-air fire and shall provide their permit number and municipal address; and
 - (e) failure to notify the Fire Communications Centre (Fire Comm) prior to, or at the conclusion of, any open-air fire which results in response to the incident may result in fines as per the Establishing Tariff of Fees for Fire Department Services By-law (per truck response).
- 6.3 Agricultural land fires shall be attended, controlled and always supervised and shall be completely extinguished before the burn site is vacated.

7. SPECIFIC EVENTS OR CONTROLLED FIRES

- 7.1 All people seeking permission to hold a special event or controlled fire involving an open-air fire that is not governed within Sections 4, 5 and 6 shall apply in writing to the Chief Fire Official. A "burn plan" which contains an assessment of the risks and safety precautions that will be taken shall be included with the request.
- 7.2 Any person eighteen (18) years of age or older may make written application for an open-air fire permit prior to the proposed date of the first open-air fire.
- 7.3 The application shall include:
- (a) the name, address and phone number of the applicant;
 - (b) the owner's written consent to the open-air fire, if the applicant is not the owner of the property;
 - (c) the municipal address of the location of the proposed open-air fire if it differs from the address of the applicant;
 - (d) the municipal address number posted; and
 - (e) the applicable permit fee as set out in the By-law to Establish Fees and Charges, as amended from time to time.
- 7.4 A permit issued under this section is only valid for the dates specified on the permit.
- 7.5 The Chief Fire Official may revoke a permit if, in the opinion of the Chief Fire Official, a dangerous condition exists in or near the site of the open-air fire.
- 7.6 The Chief Fire Official may revoke a permit if the permit holder fails to comply with the requirements of the permit and any other provisions of this By-law.
- 7.7 Permits that have been revoked by the Chief Fire Official for failure to comply with the requirements of the permit and any other provisions of this By-law will be subject to an inspection of the site at the owner's expense before the permit can be reinstated.

8. APPLICATION FOR AN OPEN-AIR FIRE PERMIT

- 8.1 Any person eighteen (18) years of age or older may make written application for an open-air fire permit to the Township prior to the proposed date of the first open-air fire.

8.2 The application shall include:

- (a) the name, address and phone number of the applicant;
- (b) the owner's written consent to the open-air fire, if the applicant is not the owner of the property;
- (c) the municipal address of the location of the proposed open-air fire if it differs from the address of the applicant;
- (d) the municipal address number posted;
- (e) signed the Release and Indemnity form at the time of making the application for this permit; and
- (f) the applicable open-air fire permit fee as set out in the By-law to Establish Fees and Charges , as amended from time to time.

9. REVOCATION

9.1 Permits issued to a permit holder under this By-law may be revoked by the Chief Fire Official if, in the opinion of the Chief Fire Official, a dangerous condition exists in or near the site of the open-air fire.

9.2 Permits issued to a permit holder under this By-law may be revoked by the Chief Fire Official if the permit holder fails to comply with the requirements of the permit and any other provisions of this By-law.

9.3 Permits that have been revoked by the Chief Fire Official for failure to comply with the requirements of the permit and any other provisions of this By-law will be subject to an inspection of the site at the owner's expense before the permit can be reinstated.

10. ENFORCEMENT

10.1 Every person who contravenes any provision of this By-law, including failing to comply with a Permit, Order, Notice, direction or requirement issued under this By-law, and every director or officer of a corporation who knowingly concurs in the contravention by the corporation, is guilty of an offence.

10.2 Every person who is convicted of an offence under this By-law is liable to pay a fine as provided for in the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.

10.3 No person shall hinder or obstruct, or attempt to hinder or obstruct, the Fire Department staff, Chief Fire Official, Officer, or any person acting under authority of this By-law in the lawful exercise of power or performance of a duty under this By-law.

10.4 Where a contravention of this By-law continues for more than one day, each day that the contravention continues shall constitute a separate offence.

10.5 The Chief Fire Official or Officer may order a fire to be extinguished immediately if the fire is:

- (a) not set in compliance with this By-law; or
- (b) determined upon *inspection* by the Chief Fire Official or Officer to constitute a safety hazard or concern.

- 10.6 Should the Fire Department determine that a fire has been started/set that does not conform to the provisions of this By-law, and/or could pose a safety hazard or concern, the Owner shall be responsible for the costs of response as outlined in the Establishing Tariff of Fees for Fire Department Services By-law.
- 10.7 Costs associated with enforcement of this By-law, including but not limited to costs incurred for extinguishing, controlling, inspecting, remedying, or otherwise addressing non-compliant fires, may be collected by adding the costs to the tax roll and collecting them in the same manner as property taxes.

11. ADMINISTRATION

- 11.1 This By-law shall be administered by the Chief Fire Official and shall be enforced by the Chief Fire Official and Officers, Assistants to the Fire Marshal, or such other persons as Council may designate.
- 11.2 Where, in the opinion of the Chief Fire Official, a potential fire danger exists, the Chief Fire Official may suspend, refuse or rescind any permit or order any person to extinguish a fire.
- 11.3 The provisions of this By-law shall apply to all properties within the Township.

12. INDEMNIFICATION

- 12.1 Every *person* setting, permitting to be set, maintaining or permitting to be maintained, a fire authorized under any section of this By-law shall indemnify and save harmless the *Township* from any and all claims, demands, causes of action, loss, costs or damages that the *Township* may suffer, incur or be liable for resulting from the performance of the applicant as set out in this By-law, whether with or without negligence on the part of the applicant, the applicant's employees, directors, contractors and agents.

13. SEVERABILITY

- 13.1 If a court or any tribunal of competent jurisdiction declares any section or part of this By-law invalid, the remainder of this By-law shall continue in force unless the court or tribunal makes an order to the contrary.

14. SHORT TITLE

- 14.1 This By-law shall be known as the Open-Air Fire By-law.

15. REPEALS

- 15.1 That By-law No. 10-2007, being a By-law to regulate the setting of open-air fires, is hereby repealed.

16. EFFECT

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

To: Mayor White and Members of Council

From: Dave Pratt – Fire Chief, Shelburne & District FD
Mat Waterfield – Fire Chief, Mulmur Melancthon FD

Subject: Establish and Regulate a Fire Department

Meeting Date: November 5, 2026

Recommendation

That Council receive the report Establish and Regulate a Fire Department, as presented and circulated; and that leave be given for the reading and enacting of a By-law to Establish and Regulate a Fire Department for the Township of Melancthon.

Background

The purpose of updating the Establishing and Regulating (E&R) By-law for the Township of Melancthon

- Clearly establishes the fire service and its governance structure under the *Fire Protection and Prevention Act, 1997* (FPPA).
- Defines approved Fire Protection Services and associated level of service, informed by the various municipal Community Risk Assessment (CRA).
- Updates administrative, operational, and enforcement provisions to reflect current legislation, standards, and best practices.

The current E&R By-law for the Township of Melancthon is twelve years old (29-2014) and predates several developments, including:

- CRA (O. Reg. 378/18) requirements informing Council's level-of-service decisions.
- Expanded all-hazards response expectations (e.g., hazardous materials, technical rescue, emerging trends).
- Provincial firefighter certification regulation timelines (O. Reg. 343/22).
- Contemporary practices for cost recovery, enforcement, and transparent service descriptions.

There are no proposed changes to the current level of service provided by both MMFD and SDFD nor any direct financial implications. Fire Protection Agreements, currently with the Dundalk Fire Department, are based on similar levels of service.

Analysis

What the E&R By-law Does

The draft By-law:

- Establishes and continues MMFD and SDFD and identifies the Fire Chief as head of department and Chief Fire Official.
- Sets out the department structure and authorizes the Fire Chief to recommend organizational divisions (Administration, Suppression, Training, Fire Prevention / Public Education) to ensure efficient operations.
- Defines approved services and programs and anchors level of service in a new Schedule "A" (Fire Protection Services), consistent with the CRA's and current Fire Master Plans.
- Provides a Limited-Service clause that transparently addresses circumstances where full delivery may be affected (e.g., adverse weather, staffing availability for paid on-call response, specialized equipment/training requirements).
- Clarifies responses outside municipal limits under automatic aid, mutual aid, and other agreements, or where immediate action is necessary to preserve life or property.
- Details Fire Chief responsibilities and powers, including policy development, training, records management, worker health and safety (including mental health and cancer prevention), compliance with the Fire Code, participation in the municipal emergency management program, and reporting to municipal Councils.
- Establishes enforcement, offences, and cost recovery, with user fees to be administered through the municipal Fire Tariffs and Fees By-law.

Why an Update Is Needed Now

- Aligns with FPPA requirements, modern municipal governance, and best practices.
- Enhances transparency for residents and businesses in what each fire department does and at what level (e.g., which services are technician or operations-level vs. awareness-level).
- Supports implementation of O. Reg. 343/22 Firefighter Certification without changing current training expectations.
- Improves clarity for agreements (automatic/mutual aid and tiered response) and for cost-recovery where specialized resources are used at incidents.
- Repeals and replaces an outdated framework, to reduce ambiguity and risk.
- Modernized Definitions and Structure: Updates terminology (e.g., "Limited Services"), clarifies divisional structure, and formalizes delegated authority.

- Level of Service Transparency: Introduces Schedule “A” listing services and capability levels, linked to the Community Risk Assessment.
- Limited Service Clause: Explicit, plain-language expectations regarding factors that can delay or limit full-service delivery.
- Agreements and Out-of-Town Response: Clear criteria for automatic aid, mutual aid, and immediate life/property preservation beyond service boundary limits.
- Certification and Training: Aligns with current standards and provincial certification timelines.
- Cost Recovery and User Fees: Explicit authority to recover extraordinary costs and to use the various Fire Tariffs and Fees By-law for service fees.
- Health, Safety, and Wellness: Explicit commitments to firefighter safety, mental health, and cancer prevention.

Financial Impact

The By-law itself has no immediate budget impact.

- Training and certification activities are ongoing within the approved Operating Budgets.
- Any specialized response costs recoverable under the By-law will be administered through the Fire Tariffs and Fees By-law.
- Changes to service levels, if any are presented and directed by the respective Fire Board in the future, would be brought forward to each municipal Council.

Legal/Regulatory Considerations

- Consistent with the FPPA (establishment, prevention/education, suppression), the Municipal Act (general powers, fees/charges, enforcement), the Fire Code, and related provincial directives.
- Aligns with the various CRA and Fire Master Plans to support the Fire Board’s level-of service decisions.
- Provides clear enforcement, offence, and obstruction provisions, as well as severability.

Risk Considerations

- A current E&R By-law reduces legal, operational, and reputational risk by clarifying authority and services.
- The Limited Service clause and clear out-of-boundary response criteria manage expectations and reduce liability.
- Transparent service descriptions help residents and businesses understand capabilities and limitations, especially for specialized rescues.

The proposed Establishing and Regulating By-law modernizes legislative framework, clearly defines fire protection service levels, and strengthens transparency and accountability to Council and the public. It also mirrors other recent municipal establishing and regulating by-laws in Dundalk (2025-105, Oct. 1, 2025), Grand Valley (2024-14, March 26, 2024), Orangeville (2026-20, April 13, 2026) and Shelburne (34-2026, August 24, 2026).

Council Priorities

Good Governance & Organizational Management - Strengthening governance practices and optimizing organizational management to deliver efficient and effective services.

Attachments

1. Draft By-law to Establish and Regulate a Fire Department for the Township of Melancthon

Prepared by:

Dave Pratt, Fire Chief Shelburne and District Fire Department

Mat Waterfield, Fire Chief Mulmur Melancthon Fire Department

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER - 2026

A By-law to Establish and Regulate a Fire Department for THE TOWNSHIP OF MELANCTHON

WHEREAS Section 2 of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4* requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances, and to appoint a community safety officer or team or establish a Fire Department to discharge its responsibilities;

AND WHEREAS Section 5 of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4* provides that the Council of a municipality may establish, maintain and operate a Fire Department for the municipality and that the Fire Department shall provide fire suppression services and may provide other fire protection services;

AND WHEREAS Sections 8 and 11 of the *Municipal Act, 2001, S.O. 2001, c. 25* authorizes a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass By-laws respecting, inter alia, health, safety and well-being of persons, protection of persons and property, and services that the municipality is authorized to provide;

AND WHEREAS Section 391 of the *Municipal Act, 2001, S.O. 2001, c. 25* authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality;

AND WHEREAS Section 425 of the *Municipal Act, 2001, S.O. 2001, c. 25* provides that the Council of a municipality may pass By-laws providing that a person who contravenes a By-law of the municipality is guilty of an offence;

AND WHEREAS Section 446 of the *Municipal Act, 2001, S.O. 2001, c. 25* provides that if a municipality has the authority under that or any other Act, or under a By-law under that or any other Act, to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing a matter or thing from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

AND WHEREAS the Council of the Township of Melancthon deems it desirable and necessary to amend and update its By-law to Establish and Regulate a Fire Department for the Township of Melancthon;

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

DEFINITIONS

1. In this By-law, unless the context otherwise requires:

- (a) “*Approved*” means approved by Council.
- (b) “*Automatic Aid*” means an approved agreement under which a municipality agrees to provide an initial response to fires, rescues, and emergencies in another municipality, or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.
- (c) “*Chief Fire Official*” means the Fire Chief, or a Member or Members of the Fire Department appointed by the Fire Chief under the *Fire Protection and*

Prevention Act, 1997, S.O. 1997 c. 4 or a person appointed by the Fire Marshal under the Act, when acting as Assistant to the Fire Marshal, as per Section 11(1) of *Fire Protection and Prevention Act, 1997, S.O. 1997 c. 4*.

- (d) *"Corporation"* means The Corporation of the Township of Melancthon.
- (e) *"Council"* means the Council of the Township of Melancthon.
- (f) *"Deputy Fire Chief"* means a person appointed by the Fire Board to act on behalf of the Fire Chief of the Fire Department in the case of absence or a vacancy in the office of the Fire Chief.
- (g) *"Fire Chief"* means the person appointed by the Fire Board to act as Fire Chief for the Corporation and who is ultimately responsible to Council as set out in the *Fire Protection and Prevention Act, 1997, S.O. 1997 c. 4*.
- (h) *"Fire Department"* means the Mulmur-Melancthon Fire Department and the Shelburne & District Fire Department.
- (i) *"Fire Code"* means Ontario Regulation 213/07, as amended, and any successor regulation.
- (j) *"Firefighter"* means the Fire Chief and any other person employed in or appointed to the Fire Department to undertake Fire Protection Services.
- (k) *"Fire Protection and Prevention Act (FPPA)"* means the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4*, as amended, and any successor legislation.
- (l) *"Fire Protection Services"* includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention, and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services.
- (m) *"Limited Service"* means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Paid per Call Firefighters in sufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- (n) *"Member"* means any person employed by or appointed by the Fire Chief to the Fire Department and assigned to undertake Fire Protection Services, and includes Officers, Paid per Call Firefighters, and Administrative Staff.
- (o) *"Municipal Act"* means the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, and any successor legislation.
- (p) *"Mutual Aid"* means a plan established pursuant to section 7 of the *Fire Protection and Prevention Act* under which Fire Departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.
- (q) *"National Fire Protection Association"* (NFPA) is the leading global advocate for the elimination of death, injury, property and economic loss due to fire, electrical, and related hazards; provides life safety guidelines and requirements; consists of subject matter experts from around the globe; and develops related codes and standards for professional training, public education, outreach and advocacy.
- (r) *"Officer"* means Fire Chief, Deputy Fire Chief, Captain, and any person designated by the Fire Chief to supervise Firefighters.

- (s) *"Paid per Call Firefighter"* means Firefighter who provides Fire Protection Services in accordance with this By-law and the Fire Protection and Prevention Act on a paid on-call basis.
- (t) *"Tiered Response Agreement"* means a formal written agreement negotiated between Dufferin County Paramedic Services and the Mulmur-Melancthon Fire Department and the Shelburne & District Fire Department to establish local protocols for a multi-agency response to a life threatening or public safety incidents. The Agreement outlines the capabilities, expectations and limitations of each agency and defines the criteria for participation.
- (u) *"Township"* means the Corporation of the Township of Melancthon.

ESTABLISHMENT

2. The Fire Department, established by the two Boards of Management, under the *Fire Protection and Prevention Act*, known as the Mulmur-Melancthon Fire Department and the Shelburne & District Fire Department, is hereby continued, and the Head of the Fire Department shall be known as the Fire Chief.

DEPARTMENT STRUCTURE

3. The Boards of Management (Fire Board) shall appoint a Fire Chief who shall be the highest-ranking Officer and Director of the Fire Department.
4. In addition to the Fire Chief, the Fire Board shall appoint a Deputy Fire Chief who shall report to the Fire Chief as the second highest ranking Officer of the Fire Department and who, in the absence of the Fire Chief, shall have the powers and perform the duties of the Fire Chief.
5. In addition to the Fire Chief and Deputy Fire Chief, the Fire Department shall consist of Captains, Lieutenants, and Firefighters, and other Members deemed necessary by and appointed by the Fire Chief to provide Fire Protection Services.
6. The Fire Department shall be organized into divisions such as Administration, Suppression, Training, and Fire Prevention / Public Education.
7. The Fire Chief may re-organize; eliminate divisions; establish other divisions; may do all or any of these things or any combination of them may be required to ensure the proper administration and efficient operation of the Fire Department and the effective delivery of Fire Protection Services for the Corporation.
8. The Fire Department shall adhere to all legislative requirements and applicable standards that may impact the delivery of fire protection services, including, but not limited to the Fire Protection and Prevention Act, the Occupational Health and Safety Act, Ministry of Labour Fire Service, Section 21 Guidance Notes, Ontario Fire Marshal Directives, municipal policies and other legislation, regulations and standards that may apply and as may be amended from time to time.
9. The general responsibilities of each Fire Department position shall be reflected in job descriptions that will be maintained as current as roles, responsibilities, accountability, and authority changes. Descriptions that will be maintained as current as roles, responsibilities, accountability, and authority changes.
10. The Fire Department maintains the authority to conduct necessary department operations to deliver approved fire protection and prevention services as outlined in the Fire Protection and Prevention Act.

APPROVED SERVICES AND PROGRAMS

11. The Fire Department shall provide such Fire Protection Services and Programs as approved by Council in accordance with Part II of the *Fire Protection and*

Prevention Act and set out in Schedule "A" attached hereto and forming part of this By-law.

12. The delivery of Fire Protection Services shall be guided by a Community Risk Assessment as required by O.Reg. 378/18 of the *FPPA*, which shall identify the hazards and risks to public safety to inform decisions about the provision of Fire Protection Services, including consideration of "Mandatory Profiles" listed in Schedule 1 of the Regulation, and in a form that the Fire Marshal provides or approves, if any.

LIMITED SERVICE

13. In consideration of the reliance by the Fire Department on the response of Paid per Call Firefighters, whose deployment to emergencies in sufficient numbers cannot, in all instances be guaranteed, adverse climate conditions, delays or unavailability of specialized equipment required by the Fire Department or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any approved service set out in Schedule "A" may from time-to-time be provided as a Limited Service as defined in this By-law, as determined by the Fire Chief, or designate, or the highest-ranking Officer in charge of a response.
14. Emergency responses to properties accessed via private roads, private lanes or private driveways may be limited by the condition of such road, lane or driveway including:
 - (a) The ability of such road, lane, or driveway to support and accommodate fire apparatus and equipment.
 - (b) The failure of the owner of the lands upon which the road, lane or driveway is located or the user of such road, lane, or driveway to maintain such road, lane or driveway in a condition that is passable by fire apparatus and equipment.
15. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department as reasonably necessary.

RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY

16. The Fire Department shall not respond outside the limits of the municipality except with respect to a fire, rescue, or emergency:
 - (a) That, in the opinion of the Fire Chief or designate, threatens property in the municipality, or property situated outside the municipality that is owned or occupied by the municipality;
 - (b) In a municipality with which an approved agreement has been entered into to provide fire protection services which may include automatic aid;
 - (c) On property with which an approved agreement has been entered into with any person or corporation to provide fire protection services;
 - (d) At the discretion of the Fire Chief or designate, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or
 - (e) On property beyond the municipal boundary where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures acceptable to the Fire Chief or designate.
17. The Mulmur-Melancthon Fire Department will service the portion of the municipality

as outlined in Schedule “B”.

18. The Shelburne & District Fire Department will service the portion of the municipality as outlines in Schedule “C”.

FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

19. The Fire Chief shall be ultimately responsible to Council as set out in subsection 6(3) of the *Fire Protection and Prevention Act* for the proper administration and operation of the Fire Department, including delivery of approved services and programs.
20. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the *Fire Protection and Prevention Act* and regulations enacted thereunder and shall have all statutory authority and shall perform all prescribed duties and responsibilities in respect thereof.
21. Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:
 - (a) Performing all statutory duties of the *Fire Protection and Prevention Act*, and any other legislation applicable to the administration or operation of the Fire Department.
 - (b) Reporting to Council as required by the *Fire Protection and Prevention Act*.
 - (c) Enforcement of this By-law and any regulations established under this by-law, and the enforcement of any other By-laws of the Corporation respecting the administration and operation of the Fire Department.
 - (d) Periodically reviewing this By-law and any other By-laws of the Corporation respecting the administration and operation of the Fire Department, and the Fire Chief may establish an advisory committee consisting of such Members of the Fire Department and other persons, possibly including members of the general public, as may be necessary from time to time to assist in discharging this duty.
 - (e) Recommending Council amendments to this By-law and any other By-law of the Corporation that the Fire Chief considers relevant.
 - (f) Developing, establishing, and implementing policies, standard operating procedures and guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire Department.
 - (g) Periodically reviewing, revising, or revoking as required, all policies, standard operating procedures and guidelines, general orders, and rules of the Fire Department, and the Fire Chief may establish an advisory committee from time to time to assist in discharging these duties.
 - (h) Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services, and supplies for the Fire Department.
 - (i) The proper care and protection of all Fire Department property.
 - (j) Arranging and implementation of automatic aid, mutual aid and other negotiated and/or approved fire protection and emergency service agreements between the department and other municipalities
 - (k) Determining and establishing the qualifications and criteria for employment or appointments, and the duties and responsibilities of all Members of the Fire Department.
 - (l) Appointment, subject to approved hiring policies, of any qualified person as a

Member of the Fire Department.

- (m) The conduct and discipline of all Members of the Fire Department, including disciplinary actions which may range from reprimand to dismissal. This shall be done in consultation with Human Resources.
 - (n) Keeping an accurate record of all incidents responded to by the Fire Department, all fire safety inspections and fire investigations, and other such records as may be required in a manner consistent with records management policies of the Corporation, and retaining such records as prescribed by records retention policies and statutory requirements.
 - (o) Enforcement of the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the Fire Protection and Prevention Act.
 - (p) Take all reasonable measures to ensure the health and safety of all members of the Fire Department; including but not limited to mental health and wellness and cancer prevention.
 - (q) Preparing and presenting annual reports and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by Council.
 - (r) Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring, and controlling the Fire Department operating and capital budgets.
22. The Fire Chief shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

POWERS

23. The Fire Chief shall exercise all powers and duties prescribed by the *Fire Protection and Prevention Act* and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property, and the environment, and for the management of emergencies within the jurisdiction of the municipality.
24. Without limiting the generality of the foregoing, the Fire Chief and or designate shall be empowered and authorized to conduct the following:
- (a) Enforcement of all municipal By-laws in respect of fire safety and fire prevention.
 - (b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
 - (c) Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.
 - (d) Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the *Municipal Act* and the *Fire Protection and Prevention Act*.
 - (e) Taking any and all steps as set out in Parts IV, V, VI and VII of the *Fire Protection and Prevention Act*.
25. As set out in the *Fire Protection and Prevention Act*, the Fire Chief may delegate any of their powers or duties to the Deputy Fire Chief or any Officer or Member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set out in the delegation, and such Officer or Member so

delegated shall have all the powers and shall perform all duties as delegated.

GENERAL DUTIES AND RESPONSIBILITIES

26. Every member and administrative support staff person shall conduct themselves in accordance with general orders, policies, procedures, rules, and regulations made by the Fire Chief, and shall give their whole and undivided attention while on duty to the efficient operation of the Fire Department and, shall perform the duties assigned to them to the best of their ability and in accordance with the Fire Protection and Prevention Act and any collective agreement or other written agreement that may be applicable.

RECOVERY OF COSTS

27. If as the result of a Fire Department response to a fire, rescue, or other emergency, the Fire Chief, or designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation shall recover the costs incurred by the Fire Department for taking such actions from the owners of the property on which the fire or emergency occurred.
28. The Corporation may recover costs incurred by such necessary actions in a manner provided by the *Municipal Act* and the *Fire Protection and Prevention Act* in accordance with the fees prescribed by the applicable Fire Department Tariff of Fees By-law from time to time.
29. A fee imposed upon a person under this By-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is charged a fee under this By-law and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with the applicable Fire Department Tariff of Fees By-law.
30. If a property owner who is charged a fee under this By-law fails to pay the fee within ninety (90) days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

PAID PER CALL FIREFIGHTER EMPLOYMENT

31. The Fire Chief may appoint, from time to time, any eligible person as a Paid per Call Firefighter to maintain an appropriate complement of Firefighters, for the delivery of fire protection services, in accordance with the approved Fire Department Organizational Chart.

OBSTRUCTION

32. No person shall obstruct, hinder, or interfere with the Fire Chief or any Member of the Fire Department in the performance of his or her duties in accordance with this By-law and the *Fire Protection and Prevention Act*.

OFFENCES

33. Every person who contravenes any provision of this by law is guilty of an offence and, upon conviction, is liable to a penalty established by the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as may be amended from time to time, and any successor legislation.

SEVERABILITY

- 34. That in the event any provision of this By-law are found by a court of competent jurisdiction to be without effect under Section 14. (1) of the *Municipal Act, S.O. 2001*, as amended, such provisions shall be deemed to be severed, and the remainder of this By-law shall remain in full force and effect.
- 35. This By-law shall apply in addition to the provisions of any other Township By-law and the *Municipal Act, S.O. 2001 c.25*, as amended, provided that in the event of conflict, the provisions of any other Township By-law or the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, shall not be paramount over this By-law, provided such provisions are not contrary to law.
- 36. Whenever any reference is made in this By-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.
- 37. That it is hereby recognized this By-law may be revoked and repealed at anytime.
- 38. That nothing in this By-law shall limit any other statutory or common law rights or powers of the municipality or any Officer to enter on land.

REPEAL

- 39. By-law No. 39-2014, as amended, of the Corporation of Township of Melancthon is hereby repealed.
- 40. The appointments of the Fire Chief, the Deputy Fire Chief, and all other Members of the Fire Department that were in force and effect on the day on which the intercessor By-law is repealed shall survive and remain in force and effect after that By-law is repealed.

FORCE AND EFFECT

- 41. This By-law shall come into force and effect on the day on which it is passed.

By-law read a first and second time this 5th day of November, 2026.

By-law read a third time and finally passed this 5th day of November, 2026.

Mayor

Clerk

Schedule "A"
By-law -2026

**MULMUR MELANCTHON FIRE DEPARTMENT AND THE
SHELBURNE & DISTRICT FIRE DEPARTMENT
APPROVED SERVICES AND PROGRAMS**

**OPERATIONAL LEVEL OF CAPABILITY –
NFPA 1670 STANDARDS FOR TECHNICAL RESCUE**

Full Response: This typically refers to deploying full resources of the Fire Department, including personnel and equipment, to address a reported incident or emergency. It ensures that the necessary tools and expertise are on-site to effectively manage the situation.

Support: This generally involves providing assistance or backup to support other municipalities or emergency services with supplemental services which shall be provided when possible and as appropriate.

Support also includes assistance or backup in non-emergency situations, such as community events and public education programs.

Awareness: This is the minimum level of capability (i.e., training and equipment) for a responder who, in the course of his or her regular duties, could be called on to respond to or be the first on the scene of a technical rescue incident. This level may involve search, rescue, and recovery operations. Members of a team at this level are generally not considered rescuers. Awareness personnel may make assessments and resource decisions and perform some operations but rarely, if ever, will be involved in actual rescue operations involving entry into a technical rescue environment. This level of capability is designed to keep the responder alive and offer some basic skills to control and evaluate a technical rescue incident.

Unless identified otherwise, Fire Departments are training to meet the requirements of O. Reg. 343/22: Firefighter Certification, to the job performance requirements of NFPA 1006 "Standard for Technical Rescue Personnel Professional Qualifications". The Fire Departments are working towards the minimum certification standard as it applies to the technical rescues as identified in the legislation with the compliance deadline of July 1, 2028 (Rope Rescue, Structural Collapse, Confined Space, Trench Rescue, and Water Rescue).

Operations: This represents the capability of hazard recognition, equipment use, and techniques necessary to support and participate safely in a technical rescue incident. This level can involve search, rescue, or recovery operations, but usually operations are conducted under the supervision of Technician-level personnel. Operations-level personnel can operate as team members but are limited with regard to the actual environment in which they can operate based on their level of training.

Technician: This level represents the capability of hazard recognition, equipment use, and techniques necessary to safely and effectively coordinate, perform, and supervise a technical rescue incident. These personnel are the most highly trained, representing the key service providers who will make up the bulk of the technical rescue team. They are capable of performing in all environments with few actual restrictions.

The Fire Department shall provide the following services and programs:

C.1 EMERGENCY RESPONSE

C.1.1 Basic Firefighting Services:

- (a) The Fire Department shall respond to fires, alarms of fire, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of National Fire Protection Association (NFPA) 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments* as revised from time to time.

C.1.2 Structural Firefighting Services

- (a) For the purpose of this Schedule, "Structural Firefighting" shall have the same meaning as Structural Firefighting and "Demand Zone" shall have the same meaning as Demand Zone as defined by NFPA 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*.
- (b) Interior Search and Rescue - Shall be provided when possible and as appropriate in accordance with the following:
 - Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure.
 - Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - i. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
 - ii. Building integrity permits entry into the structure;
 - iii. Sufficient Firefighter staffing is deployed at the fireground;
 - iv. Reliable water supply with adequate flow can be sustained;
 - v. Adequate fireground supervision and support is provided.
- (c) Interior Fire
- (d) Suppression (Offensive Operations) - Shall be provided when possible and as appropriate in accordance with the following:
 - Service shall be provided to contain the fire and prevent further loss of property.
 - Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all the following are true:
 - i. A scene risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure;
 - ii. Building integrity permits entry into the structure;
 - iii. Sufficient Firefighter staffing is deployed at the fireground;
 - iv. Reliable water supply with adequate flow can be sustained;
 - v. Adequate fireground supervision and support is provided.
- (e) Exterior Fire Suppression (Defensive Operations) – Shall be provided when possible and as appropriate, in the opinion of the Fire Chief or most senior Officer in charge, in accordance with the following:
 - There shall be no expected rescue component with this service.
 - Service shall be provided to prevent fire-spread to adjacent areas.
 - Service shall be provided when Interior Fire Suppression is not possible or appropriate.
 - Service shall be provided as water supply permits.
 - Service shall be provided when staffing deployed at the fireground does not allow for interior operations.

C.1.3 Rural Firefighting Operations:

- (a) Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform to NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*.

- (b) The Fire Department may request assistance from neighboring Fire departments should tanker shuttle service be required. This may affect firefighting operations as water supply interruptions may occur while awaiting additional tankers.
 - (c) The Fire Department does not have Superior Tanker Shuttle Accreditation through Fire Underwriters Survey or other recognized accreditation body.
- C.1.4 Vehicle Firefighting Services:
 - (a) Service shall be provided to control and extinguish vehicle fires.
- C.1.5 Grass, Brush, and Wildland Firefighting Services:
 - (a) Service shall be provided, and best efforts shall be exercised to conform to NFPA 1143, *Standard for Wildland Fire Management*.
- C.1.6 Automatic Aid Response Services:
 - (a) Service shall be provided in accordance with any Automatic Aid agreements approved by Council.
- C.1.7 Mutual Aid Response Services:
 - (a) Service shall be provided in accordance with the Province of Ontario Mutual Aid Plan pursuant to clause 7(2)(a) of the *Fire Protection and Prevention Act*.
- C.1.8 Emergency Pre-Hospital Medical Care Services:
 - (a) Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the Fire Department and the Dufferin County Paramedics Service.

Note: The Mulmur Melancthon Fire Department approved level of training is Standard First Aid & CPR/AED. The Shelburne and District Fire Department approved level of training is Emergency Fire Responder (EFR).
- C.1.9 Police / Ambulance Assistance Services:
 - (a) Service shall be provided to assist Police and Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provision of care to patients.
- C.1.10 Emergency Management Program Services:
 - (a) Service shall be provided to assist municipal departments with emergency and non-emergency situations for which the Fire Department has equipment and/or specialized skills to assist in the mitigation.
- C.1.11 Public Assistance Services:
 - (a) Service shall be provided to assist the public with emergency and non-emergency situations for which the Fire Department has the equipment and/or specialized skills to mitigate the incident.
- C.1.12 Public Hazard Assistance Services:
 - (a) Carbon monoxide Incidents - Response shall be provided to carbon monoxide alarms and emergencies.
 - (b) Public Utility Incidents- Response shall be provided to public utility incidents that pose a public hazard, including:
 - i. Electrical utility emergencies;
 - ii. Natural gas utility emergencies.
- C.1.13 Vehicle Accident Services:

- (a) The Fire Department shall respond to vehicle accidents to provide the following services:
 - i. Scene protection
 - ii. Stabilizing the scene of the accident;
 - iii. Stabilizing the vehicles involved in the accident;
 - iv. Providing aid to injured or trapped persons;
 - v. Mitigating adverse effects to the natural environment.

C.1.14 Vehicle Extrication Services:

- (a) Vehicle search and rescue services, including extrication, shall be provided at the Technicians Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.

C.1.15 Transportation Incidents involving Vehicles, Trains, Aircraft, Watercraft:

- (a) Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.

C.1.16 Highway Incident Services:

- (a) Fire Protection Services shall be provided on municipal roads, and provincial highways.
- (b) Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements and using current Ministry of Transportation vehicle rates.

C.1.17 Hazardous Materials Response Services:

- (a) Service shall be provided at the Operations Level Responder level in accordance with NFPA 1072, *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents; Chapter 5 'General Skills Requirement' and Chapter 6 'Operations Mission Specific' Article 6.2 'Personal Protective Equipment' and Article 6.6 'Product Control'*.
- (b) Hazardous materials response services at the NFPA 1072 Technician Level shall not be provided by the Fire Department.
- (c) All Hazardous materials response, materials and equipment shall be recovered from the owner by the municipality though the Fire Department Tariff of Fees By-law Clean-up of all hazardous materials shall be the responsibility of the property owner.

C.1.18 Water and Ice Rescue Services:

- (a) Surface Water Rescue - shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- (b) Swift Water Rescue - shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- (c) Ice Water Rescue - shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- (d) Surface Water Rescue, Swift Water rescue or Ice Water Rescue at the Operations or Technician Levels shall not be provided by the Fire Department and Emergency Services.
- (e) Recovery services - to retrieve animals, property, or human remains

by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by Fire Department.

C.1.19 Urban Search and Rescue Services:

- (a) Structural Collapse Search and Rescue services shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- (b) Urban search and rescue services requiring structural collapse search and rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

C.1.20 Rope Rescue Services:

- (a) Mulmur Melancthon Fire Department shall be limited to providing Rope Rescue Services, such as steep slope, high-angle and low-angle rescue services, at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.

Shelburne District Fire Department shall be provided at the Operations Level for rope rescue services, such as steep slope, high-angle and low-angle rescue services, in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.

- (b) Rope Rescue services at the Technician Levels shall not be provided by the Fire Department.

C.1.21 Confined Space Rescue Services:

- (a) Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- (b) Confined space rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

C.1.22 Trench Rescue Services:

- (a) Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- (b) Trench rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

C.1.23 Cave, Mine, and Tunnel Rescue Services:

- (a) Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- (b) Cave, mine, and tunnel rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

C.1.24 Industrial and Machinery Rescue Services:

- (a) Service shall be provided at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- (b) Industrial and Machinery Rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

C.1.25 Assistant to the Fire Marshal Services - Fire Suppression:

- (a) Duties of Assistant to the Fire Marshal shall be conducted as prescribed by the *Fire Protection and Prevention Act*.

C.2 FIRE PREVENTION AND PUBLIC EDUCATION

C.2.1 Fire Inspection Services:

- (a) Conducting complaint inspections.
- (b) Conducting vulnerable occupancy inspections.
- (c) Conducting requested inspections.
- (d) Conducting routine inspections.
- (e) Conducting licensing inspections.
- (f) Systems inspection and approval.
- (g) Enforcing code compliance.
- (h) Enforcing municipal By-laws.
- (i) Reviewing and confirming adherence to the Open-Air Burning By-law.
- (j) Conducting file searches.
- (k) Laying orders and/or charges as prescribed by the *FPPA*.
- (l) Supporting any prosecutions, including appearances in court.
- (m) Issuing permits.
- (n) Preparing reports and issuing written responses to requests.
- (o) Review of propane facility "Risk Safety Management Plans" as set out in Ontario Regulation 440/08.

C.2.2 Public Education Services:

- (a) Providing fire and life safety public education programs.
- (b) Facilitating smoke alarm and carbon monoxide alarm initiatives.
- (c) Distributing public safety messaging to the media.
- (d) Delivery of specialized training program

C.2.3 Fire Investigation Services:

- (a) Determining cause and origin of fires and explosions.
- (b) Assessing code compliance.
- (c) Determining effectiveness of built-in suppression features.
- (d) Determining compliance with building standards.
- (e) Interacting with police, fire investigators, and other agencies.
- (f) Supporting criminal prosecutions, including appearances in court.

C.2.4 Fire Plans Examination Services:

- (a) Reviewing and approving fire safety plans.
- (b) Examining and providing comments on new construction and renovation plans.
- (c) Reviewing and providing comments on subdivision and development agreements.
- (d) Reviewing and providing comments on site plans.
- (e) Reviewing and providing comments on consent and minor variance applications.
- (f) Inspecting sites of approved plans to determine compliance.

C.2.5 Risk Assessment Services:

- (a) Conducting community fire risk assessments.

- (b) Compiling, analyzing, and disseminating functional statistics.
- (c) Selecting appropriate fire service programs.

C.2.6 Consultation Services:

- (a) Consulting with families, schools, health professionals, and police with respect to juvenile fire-starting programs.
- (b) Consulting with architects, engineers, planners, and builders.
- (c) Interacting with building departments.
- (d) Interacting with other government agencies.
- (e) Providing input into fire prevention policy development.

C.2.7 Assistant to the Fire Marshal Services – Fire Prevention:

- (a) Duties of Assistant to the Fire Marshal shall be conducted as prescribed by the Fire Protection and Prevention Act.

C.3 Emergency Planning

C.3.1 Pre-Incident Planning Services:

- (a) When possible, Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, *Standard for Pre-Incident Planning*.

C.4 Fire Department Administration

C.4.1 Planning and Development Services:

- (a) Strategic planning.
- (b) Evaluating Fire Department programs and services.
- (c) Projecting station locations and reallocations.
- (d) Determining staffing levels and assignments.
- (e) Developing policies, procedures, standard operating guidelines.
- (f) Coordinating with other emergency services.
- (g) Coordinating development with other municipal departments.

C.4.2 Financial Services:

- (a) Coordinating with the municipal Finance Department for financial services.
- (b) Coordinating use of information and statistics from suppression and fire prevention activities to determine funding requirements.
- (c) Providing input into levels of service based on best practices and industry standards.
- (d) Developing and administering operating and capital budgets.
- (e) Identifying alternative sources of revenue and fees for services.
- (f) Initiating cost recovery measures.
- (g) Purchasing.

C.4.3 Records Management Services

- (a) Documenting Fire Department activities.
- (b) Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
- (c) Complying with all applicable freedom of information legislation, including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.45, as amended, or successor legislation.

C.4.4 Human Resources Services, in consultation with the Human Resources Department:

- (a) Recruitment, selection, promotion, and retention of staff.
- (b) Performance evaluation.
- (c) Career development.
- (d) Job classifications.
- (e) Discipline.

C.4.5 Customer Relations Services:

- (a) Environmental scanning, anticipating pressures and developing communication strategies.
- (b) Enhancing public image of the Fire Department and its staff.
- (c) Developing and maintaining inter-agency relationships.

C.4.6 Health and Safety Services:

- (a) Participate in the municipal health and safety program.
- (b) Implementing a program to prevent, mitigate and address the effects of occupational exposure to hazardous biological, physical, and chemical agents.
- (c) Ensuring availability or overseeing the development of Post Traumatic Stress Disorder (PTSD) and/or Critical Incident Stress Management (CISM) Programs.
- (d) Implement occupational exposure protection best practices.

C.4.7 Legal Services:

- (a) Performing mandated enforcement duties of the Fire Department in accordance with applicable By-laws, statutes, and regulations.
- (b) Prosecuting offences under applicable by laws and statutes.
- (c) Coordinating the services of solicitors and legal counsel.

C.5 Communications

C.5.1 Dispatch Services:

- (a) Arranging for the provision of dispatch services from an external agency to dispatch appropriate Fire Department resources.
- (b) Consulting with dispatch centres.
- (c) Providing current municipal information to the dispatch centres, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.
- (d) Monitoring Fire Department dispatch center performance and resolving any service issues.

C.5.2 Technology Services:

- (a) Arranging for maintenance, repair, and technical support of Fire Department telecommunications, tablet, and computer systems.
- (b) Arranging specifications for Fire Department radios, communications devices and systems, and computers.
- (c) Arranging interface capabilities with other data systems.

C.6 Training and Education

C.6.1 Training Program Standards:

- (a) Providing a training program for Firefighters that conforms to NFPA 1001,

Standard for Fire Fighter Professional Qualifications.

- (b) Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*.
- (c) Providing a training program for technical rescue operations that conforms to NFPA 1006, *Standard for Technical Rescuer Professional Qualifications*.
 - i. Chapter 5 – Rope Rescue (Shelburne & District Fire Department only)
 - ii. Chapter 8 – Common Passenger Vehicle Rescue
 - iii. Chapter 9 – Heavy Vehicle Rescue
- (d) Providing a training program for Officers that conforms to NFPA 1021, *Standard for Fire Officer Professional Qualifications*.
- (e) Providing a training program for fire inspectors that conforms to NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiners*.
- (f) Providing a training program for fire investigations that conforms to NFPA 1033, *Standard for Professional Qualifications for Fire Investigators*.
- (g) Providing a training program for fire and life safety educators that conforms to NFPA 1035, *Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist*.
- (h) Providing a training program for fire service instructors and training officers that conforms to NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.
- (i) Providing a training program for incident safety officers that conforms to NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*.
- (j) Providing a training program that conforms to NFPA 1072, *Standard for Hazardous Materials/ Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications* for Firefighters who provide approved hazardous materials response services.
- (k) Under the Municipal Fire Protection Agreement with the Ministry of Natural Resources (MNR) provide a training program to SP103 'Wild-land Firefighting Training'.

C.6.2 Providing Access to Training Facilities:

- (a) Coordinating access to appropriate training facilities.
- (b) Delivering hands-on training to staff.

C.6.3 Providing Station Training:

- (a) Delivering curriculum specific to operational and strategic needs.
- (b) Providing supervisory training drills.

C.6.4 Program Development Services:

- (a) Developing fire service trainers.
- (b) Coordinating core curriculum.
- (c) Providing officer training and development.
- (d) Developing specialized staff development programs.

C.7 Maintenance

C.7.1 Fleet and Equipment Maintenance Services:

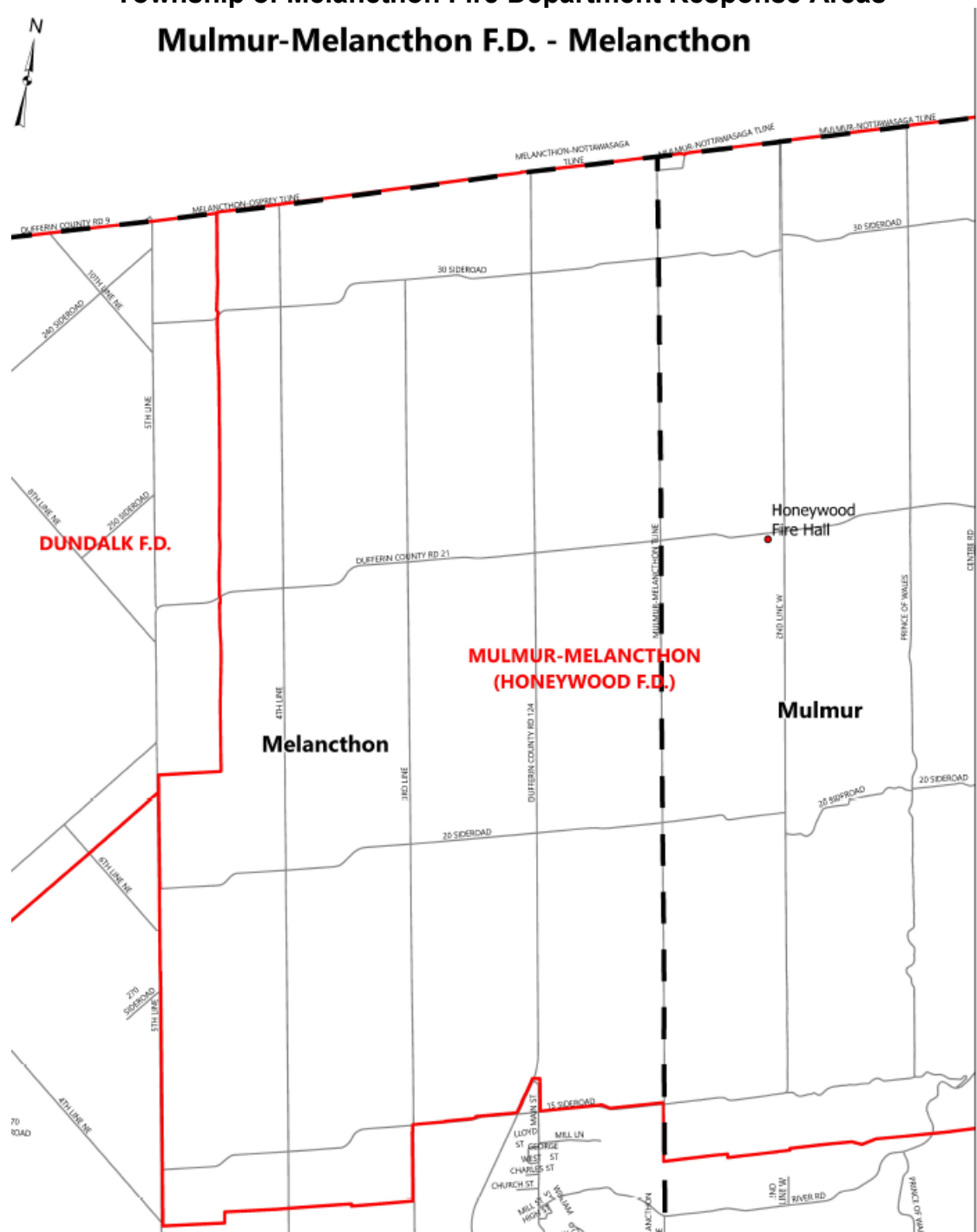
- (a) Maintaining fleet and equipment (both routine and emergency).
- (b) Providing periodic inspection and testing programs.
- (c) Complying with the requirements of provincial regulations.
- (d) Providing annual pump capacity and certification testing.
- (e) Providing annual aerial device certification testing.
- (f) Developing specifications for new apparatus and equipment.
- (g) Acceptance testing of new apparatus and equipment.
- (h) Maintaining, testing, and calibrating specialized equipment.

C.7.2 Facilities Maintenance Services:

- (a) Oversee routine cleaning and housekeeping of the fire station.
- (b) Arranging for maintenance and repair of fire station infrastructure.
- (c) Providing input regarding design and construction of fire stations.

Schedule "B"
By-law -2026

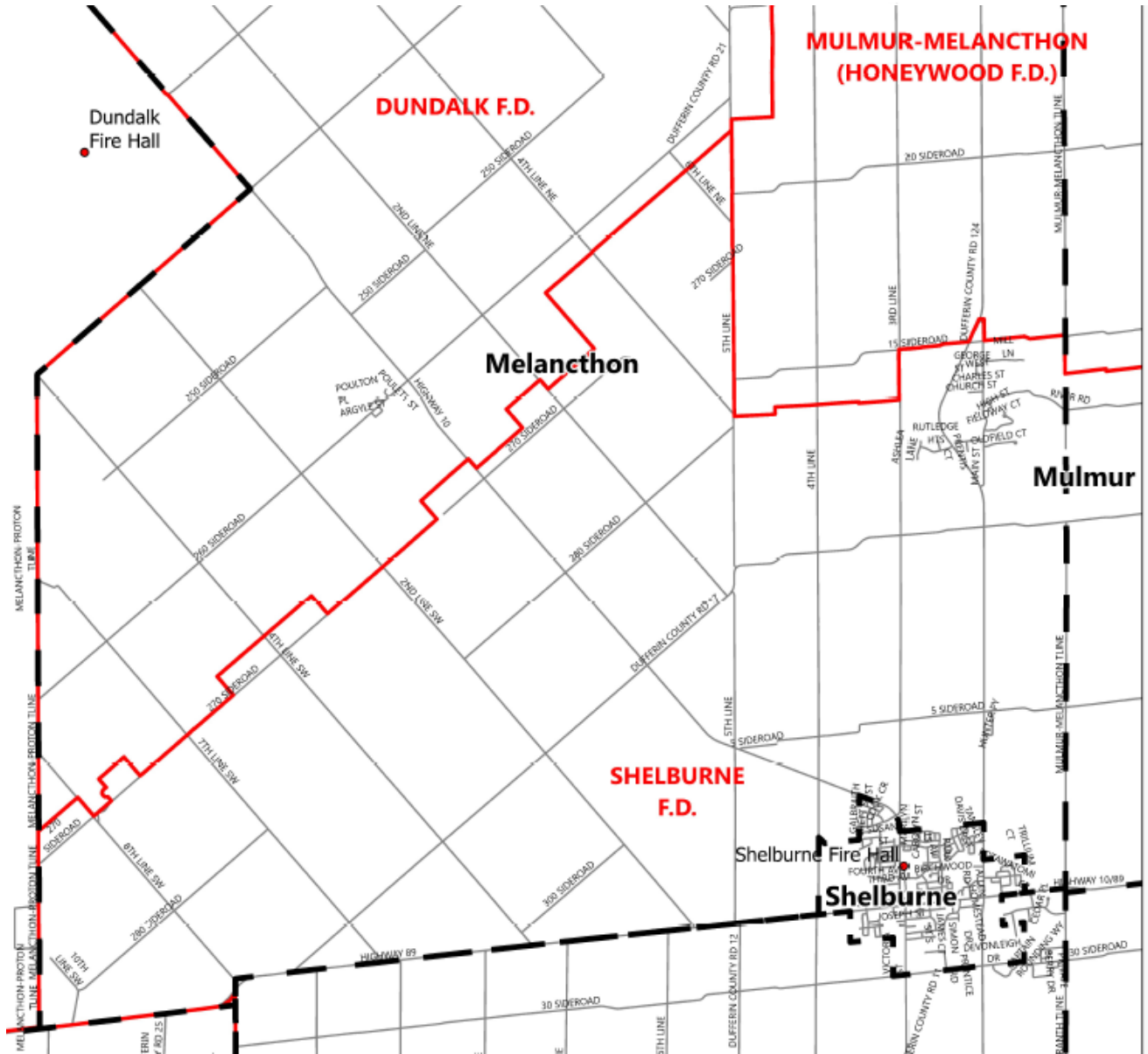
Township of Melancthon Fire Department Response Areas
Mulmur-Melancthon F.D. - Melancthon



Schedule "C"
By-law -2026

Town of Melancthon Fire Department Response Areas

Shelburne F.D. - Melancthon





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

REPORT TO COUNCIL

TO: Mayor White and Members of Council
FROM: Denise B. Holmes, CAO/Clerk
MEETING DATE: November 5, 2026
SUBJECT: Accessibility Report 2026 Municipal Election

RECOMMENDATION

That Council receive the Accessibility Report 2026 Municipal Election from Denise B. Holmes, CAO/Clerk as information.

PURPOSE

The purpose of this Report is to comply with Section 12.1(3) of the *Municipal Elections Act* regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

BACKGROUND AND DISCUSSION

As a requirement of the Municipal Elections Act, 1996, s. 12.1(2) the Clerk, within 90 days after voting day, shall submit a Report to Council pertaining to the identification, removal and prevention of barriers that affect Electors and Candidates with disabilities. Accessibility was a major consideration during every aspect of the Election, and the attached appendix indicates actions taken to make the voting process more inclusive.

FINANCIAL IMPACT

There is no financial impact.

Respectfully submitted,

A handwritten signature in black ink that reads "Denise B. Holmes".

Denise B. Holmes, CAO/Clerk

APPENDIX - ACCESSIBLE ELECTIONS REPORT

Identification of Barriers

The following actions were taken to identify barriers that affect electors and candidates with disabilities:

1. Consider various disabilities to identify potential barriers in the election process.
2. Assessed past election administration policies, identifying the likelihood of our practice creating a risk to the accessibility of candidates and electors, then identified the impact of the risk and developed measures to mitigate or minimize the risk.

Removal and Prevention of Barriers

The following actions were taken to remove and prevent barriers that affect electors and candidates with disabilities:

- Township Council on December 12, 2024 approved a Report by the CAO/Clerk to use Vote By Telephone/Internet as the alternative method of Voting and also adopted the By-law to authorize this method. The services were provided by Intelivote. This clearly removed any barriers that would be associated with the Election as people were able to vote in the comfort of their own home. The Township recognized the many other benefits of electronic voting, including: the large number of non-resident electors, eliminated the need for proxies and advance poll voting and voting places, it provided voters with an extended period of time to vote, a Voter Information Letter was provided to every qualified elector and was mailed directly to each elector or provided directly at the Township Office.
- The Township dedicated a separate section on the website for Election Information and posted information there regularly. The information was in clear, simple language. Information was also posted on the office bulletin board, in the local newspapers and through MailChimp (a subscription based information tool) and the Township of Melancthon's Facebook Page. The website also assisted in educating the electors of the voting method and included a tutorial on the Vote By Telephone and Internet.
- Candidates were provided with a "Candidate Information Package" containing useful information on the Municipal Election. A copy of the Voters List was provided to the Candidates, upon request, as well as the information regarding maximum campaign expenses.

- Electors were able to confirm that they were on the Voters List by email, telephone or attending at the office.
- The Township sent out an Information Brochure to residents in Melancthon Township via Canada Post on October 1, 2026 in an accessible font.
- When the Voter Information Letters were mailed to each elector, it contained the following: a Personal Identification Number (PIN), a telephone access number and internet address for voting, the number for the Voter Help Centre (Melancthon Township Office) and a list of the candidates for office.
- The Township also provided an accessible Voter Help Centre at the Municipal Office for those electors who required assistance or just wanted to come out and vote. The Returning Officer, Assistant Returning Officer and Election Assistants were available at the Voter Help Centre to answer any questions the Electors had, and all were sworn to an Oath of Secrecy. Instructions on how to vote were also available on the Township website.
- Electors could vote 24 hours per day from 10:00 a.m. on Friday, October 16, 2026 until 8:00 p.m. on Monday, October 26, 2026 by using a touch tone phone or via the internet. The Voter Help Centre was open extended hours on Monday, October 26, 2026 for Electors to either come in to vote or call if they required assistance.
- Allowed for the use of service animals and support persons at the Voter Help Centre as Service Animals and Support persons are allowed as per the Township of Melancthon Customer Service Accessibility Policy dated January 1, 2010.
- The Township provided a process for an elector to be assisted by a support person, a friend or a Deputy Returning Officer at the Voter Help Centre. The support person would take an Oral Oath of Secrecy.
- All Election Staff, dealing with the Electors, had received the Accessible Customer Service Training.
- The Township has a Policy in place for temporary disruptions of services and is provided in the Township of Melancthon Customer Service Accessibility Policy, dated January 1, 2010.
- The Township made available on its Election page on the Township website, the 2026 Municipal Election Accessibility Plan which promotes a barrier free election.



October 9, 2026

RE: REQUEST FOR PROCLAMATION ON NOVEMBER 1st, 2026

We are reaching out on behalf of Family Transition Place (FTP) and the Ontario Association of Interval & Transition Houses (OAITH) to request your participation in and support of the **Wrapped in Courage Campaign** focused on ending gender-based violence in our community and beyond.

FTP is a not-for-profit organization dedicated to providing essential services and support to survivors of gender-based violence and their children, including emergency shelter, clinical and transitional support, legal counselling, outreach, and education.

FTP is a proud agency partner of the [Wrapped in Courage](#) campaign that has been raising awareness of gender-based violence and working to prevent femicide in Ontario since 2013.

During Woman Abuse Prevention Month this November, community leaders across all levels of government can champion change by joining us in support of the campaign. It is through this community leadership and collaboratively working with us to implement actionable steps, that we will create safer, compassionate and more just communities to bring an end to gender-based violence.

We request that as leaders of the Township of Melancthon, you consider proclaiming November 25th as the **International Day for the Elimination of Violence Against Women** on or close to November 1st as a symbol of our community's commitment to support survivors and address rising rates of gender-based violence and femicide.

A sample proclamation for your consideration is attached.

We thank the Township of Melancthon for considering this request and for your continued support in our work to provide safety and support for survivors of gender-based violence in our community.

Kelly Lee
Manager of Development & Communication Strategies
Family Transition Place
kelly@familytransitionplace.ca

Marlene Ham
Executive Director
Ontario Association of Interval & Transition Houses
info@oait.ca

Proclamation



The Township of Melancthon does hereby proclaim

NOVEMBER 25th as The International Day for the Elimination of Violence Against Women

WHEREAS November is Woman Abuse Prevention Month and November 25th is the International Day for the Elimination of Violence Against Women; and

WHEREAS violence is the greatest gender inequality rights issue for women, girls and gender-diverse individuals. Our community is committed to ending femicide and all forms of gender-based violence; and

WHEREAS Femicide rates are on the rise in Ontario, **30** in Ontario since November 26th, 2025; and

Whereas 29 different cities and towns in Ontario had a femicide occur in their community last year; and

WHEREAS Indigenous, Black, South Asian and Southeast Asian women and girls continue to experience high rates of violence, including femicide; and

WHEREAS men's violence has taken the lives of women and girls across the lifespan with femicide victims in the 2024/25 femicide list ranging between the ages of 20 to 87 years old; and

WHEREAS this month and throughout the 16 Days of Activism Against Gender-Based Violence, we acknowledge our community's support of the Wrapped in Courage campaign and commitment to ending gender-based violence; and

WHEREAS there is an urgent need for greater investment and action to end gender-based violence in our community and throughout Ontario by all three levels of Government; and

Now, therefore, I **(title and jurisdiction)** proclaim and declare that November 25th, 2026, shall be known as

"The International Day for the Elimination of Violence Against Women"

and urge all citizens to recognize this day by taking action to support survivors and becoming part of Ontario wide efforts to end gender-based violence.

October 29, 2026

Denise Holmes, CAO/Clerk
Township of Melancthon
157101 Highway 10
Melancthon L9V 2E6

RE: Natural Heritage Peer Review - 2025 Amphibian Monitoring Comment Responses for Melancthon Pit #2 and the Bonnefield Property Pit, Strada Aggregates Inc.

Dear Denise,

North-South Environmental Inc. (NSE) has reviewed the response letter prepared by Natural Resource Solutions Inc. (NRSI) (August 28, 2026) regarding NSE's peer review comments on the amphibian component of the Integrated Monitoring Plan for Melancthon Pit #2 and the Bonnefield Property Pit - Summary of 2025 Biological Survey Results (NRSI, May 2026).

Council had raised concerns about the report's interpretation and conclusions of the amphibian species and habitat data results. Upon review, NSE concluded that the information in the Integrated Monitoring Plan was not able to address Council's concerns due to study design and the assessment and interpretation of results.

NRSI prepared a response letter (August 28, 2026), and Council requested that NSE review and provide a follow up comment letter.

This letter summarizes the proposed amendments and the remaining limitations. It concludes by addressing whether the responses and proposed modifications to the monitoring program are sufficient and whether they (will) reasonably address Council's concerns and NSE's comments.

Accepted Recommendations, Responses & Proposed Amendments

NRSI is proposing to amend the Integrated Monitoring Plan document and circulate it to the MNR, the Township and NVCA for review and comment. The amendments include several of the recommendations put forward in the NSE peer review letter (July 8, 2026).

The following amendments to the Integrated Monitoring Plan have been proposed:

- Additional surface water monitoring stations
- Addition of formal assessment of monitoring data
- Additional variables to be monitored
- Addition of expanded interpretation and discussion of results

NSE appreciates that new surface water monitoring stations will be added to those features that include anuran monitoring. It is unclear what is meant by “across the wetlands of study” and “a defined subset of wetland locations that are representative of the associated wetland complex”.

- **Recommendation:** Please ensure that all wetlands are identified and that all wetlands include SWMLs, in addition to the existing ANR monitoring.

NSE does not agree that an amphibian monitoring station will not be added to the vernal pool feature. Hydrological data is already being monitored (SWML Vernal Pool).

- **Recommendation:** NSE maintains that an ANR be established for the vernal pool feature. Please include an assessment and interpretation of the hydrological monitoring to date and going forward in future monitoring reports.

Western Chorus Frog

NSE appreciates the additional information provided to help explain habitat suitability and preferences of Western Chorus Frog. To clarify, is the additional information implying that wetland suitability, including type of wetlands, hydrological conditions or population colonization behaviours, has been absent throughout the years of monitoring?

- **Recommendation:** Please ensure that the existing habitat conditions specific to Western Chorus Frog are clarified in future monitoring reports.

Limitations that Remain

The following key limitations remain:

Definition of impact

- Current approach
 - o Potential impacts are not identified or defined.
- This is a key limitation because
 - o An impact may not be identified as occurring or about to occur if there is no provision of potential types of impacts or thresholds to be aware of.
- **Recommendation:** Therefore, potential impacts and their definitions should be included to inform an aspect of the assessment of results.

Approach to wetland form and function and determination of cause

- Current approach
 - o If there are impacts to amphibian breeding, then hydrological and meteorological conditions will be assessed. If these conditions do not explain amphibian breeding changes, then extraction operations will be investigated.

- This is a key limitation because
 - o The study is relying on the monitoring and assessment of the wrong variable: a change in anuran calls cannot reliably indicate the cause.
 - o Hydrological conditions are the primary factor that determines the presence, form and function of a wetland. These data should be monitored to better ensure that hydrological changes are identified quickly and assessed and addressed accordingly.
 - o Amphibian breeding is a secondary / supporting factor that characterizes the wetland, indicating one of its functions. Changes to amphibian breeding could be attributed to many factors, including changes to hydrology, weather events, disturbance or damage to habitat, etc.
- **Recommendation:** Therefore, to more reliably and efficiently determine whether extraction operations that are adjacent to the features (and not encroaching within the features) are negatively impacting the wetland, the hydrological data should be monitored and assessed as a primary variable. Anuran monitoring can then be used to inform wetland health and function.

Concluding Remarks

Though NSE has requested clarification of some of the amendments, it is our opinion that these can be addressed / resolved in the amended Integrated Monitoring Plan document that will be circulated to MNR, the Township and NVCA for review and comment. We appreciate the opportunity to provide such a review.

NSE anticipates that the implementation of the proposed amendments, once clarified, will improve the type and extent of data collection and the interpretation of results.

However, NSE also anticipates that if the remaining limitations are not addressed, then potential impacts from the extraction operations to the wetlands could be missed or identified too late and prevent the intended purpose of the monitoring from being achieved.

Please let me know if there are any items that you'd like me to address or discuss further.

Sincerely,



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