



**INFRASTRUCTURE & EMERGENCY MANAGEMENT
COMMITTEE HYBRID MEETING
MONDAY, OCTOBER 19TH, 2026 AT 9:30 A.M.
AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/85717892326?pwd=Sbbs36VgxpapdbbGdiMaVvtPabM1fJ.1>

Meeting ID: 857 1789 2326

Passcode: 023382

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1. Call to Order

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

2. Land Acknowledgement

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

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

3. Additions/Deletions/Approval of Agenda

Moved by _____ Seconded by _____ be it resolved that the agenda be approved as _____.

4. Declaration of Pecuniary Interest or Conflict of Interest

5. Acceptance of Draft Minutes – September 14th, 2026

Moved by _____ Seconded by _____ be it resolved that the minutes of the September 14th, 2026 meeting be approved as circulated.

6. Business Arising from Minutes

7. Correspondence Items

8. General Business

1. Update from Public Works Superintendent
2. Update on the Beautification of the Village & Hamlets
3. Discussion on Park Structures and Infrastructure Needs
4. Discussion on Township Infrastructure Needs
5. 2026 Capital Roads Projects Update
6. Road Sign Replacement Update
7. 280 Sideroad Culvert Replacement Scope – RJ Burnsides and Associates
8. 2026 Injury Surveillance Report – Transportation Injuries – Wellington Dufferin Guelph Public Health Unit (Chair McLean)
9. 5 Year Capital Plans – Roads, Bridges and Equipment
10. Line Painting on the 3rd Line OS Quote
11. Heat Cables on Horning's Mills Hall Roof
12. Other/Additions
13. Unfinished Business
 1. Fire Service Boundary Mapping Update
 2. Grant Spreadsheet – Sarah Culshaw, Treasurer
 3. Line Painting Policy

9. Recommendations to Council

10. Public Question Period

11. Confirmation Motion

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

12. Adjournment and Date of Next Meeting

Moved by _____ **Seconded by** _____ be it resolved that we adjourn this Infrastructure and Emergency Management Committee meeting sine die at _____ a.m.



September 22, 2026

Via: Email

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

Dear Ms. Holmes:

**Re: Sideroad 280 Culvert Replacement
Township of Melancthon
Request for Quotation – Engineering Services
Project No.: 900062577.0000**

R.J. Burnside & Associates Limited (Burnside) has prepared a scope of services and quotation to complete the preliminary and detailed design for the replacement of the Sideroad 280 Culvert, which is a 2.8 m span, cast-in-place concrete rigid frame, located approximately 900 m Southwest of 8th Line SW.

The structure is in very poor condition and following a recent inspection the culvert was recommended for replacement, and an interim load restriction of 5 tonnes was placed on the structure until the culvert can be replaced. Both eastern wingwalls have fully separated from the east abutment, allowing road fill to migrate through. The northwest wingwall has also separated from the structure, with a very wide crack on the southwest corner showing early signs of separation from the west abutment. The east abutment appears to be demonstrating signs of movement/rotation and is separating from the deck slab.

A photo of the wingwall movement and damage has been provided below.

Photo 1: Sideroad 280 Culvert Deficiencies



Based on the size of the existing culvert (2.8 m span) there are several options that exist for a replacement culvert. During the preliminary design Burnside will evaluate various replacement structures including:

- Concrete Box Culvert (single cell),
- Corrugated Steel Pipe (CSP) Culvert (single cell), and
- Twin CSP Culverts.

1.0 Scope of Work

The following scope of work and activities will be required to complete the structure replacement.

1.1 Project Management

- Project Coordination and Meetings;
- Coordinate Sub-Consultants;
- Project Invoicing and Project Correspondence, Updates and Emails; and
- Engineering Review and QA/QC.

1.2 Background Studies and Investigations

- Topographic survey.
- Site investigations (terrestrial, aquatic, tree inventory, etc.).
- Geotechnical Investigation Coordination – Subconsultant.
- Utility Consultation and Coordination.
- Complete DFO screening checklist and Identify Species at Risk.

1.3 Preliminary Design

- CAD Base Plan preparation;
- Hydrologic and Hydraulic Analysis;
- Geometric Design;
- Identify and evaluate structure alternatives (Box Culvert, CSP Culvert or Twin Culverts, etc.)
- Prepare Concept Design (30%) for Preferred Alternative. Includes a Plan and Profile, and General Arrangement Drawing.

1.4 Permits and Approvals

- Pre-Consultation with Conservation Authority, External Agencies, and Stakeholders;
- Aquatic assessment and field review;
- Meetings with approval agencies to review comments; and
- Secure all relevant permits and approvals.

1.5 Detailed Design and Tender Documents

- Complete detailed design;
- Roadside safety design;
- Prepare design drawings;
- Prepare Erosion and Sediment Control Plans.
- Calculate quantities and prepare a pre-tender budget estimate;
- Prepare Tender Documents and Drawings;
- Respond to questions and prepare addenda during the Tender period; and
- Review Tenders and provide a recommendation to the Township.

2.0 Engineering Fees

We estimate our total upset fees to complete the Scope of Work and tasks outlined above for this project to be **\$50,000** (+ HST), as broken-down in the following table:

Burnside Fees	
Project Management	\$2,000.00
Background Studies and Investigations	\$5,000.00
Preliminary Design	\$8,000.00
Permits and Approvals	\$5,000.00
Detailed Design and Tender Documents	\$15,000.00
Total:	\$35,000.00

Sub-Consultant Fees	
Geotechnical Investigation and Report (including due-diligence chemical testing)	\$15,000.00
Total:	\$15,000.00

The fees above include all disbursements (mileage, printing, copies, etc.) for the Project. The Project will be invoiced on a Time and Material basis, with an authorized limit listed above. It is understood that this limit will not be exceeded without the authorization of the Township. Please note that the authorized limit will remain in effect for a 30-day period.

A fee estimate for Construction Administration and Inspection will be provided following the Tender and recommendation for construction.

3.0 Schedule

Burnside proposes the following schedule for deliverables based on the scope of work noted above:

- Commencement of Background Studies and Investigations – October 2026.
- Submit Preliminary Design Report with Cost Estimates – December 2026.
- Detailed Design and Tender – January 2027
- Issue Tender Package – February 2027

The above schedule is contingent on receiving authorization to commence work within 30 days of issuing this proposal.

4.0 Assumptions and Considerations

- Costs for completing a Geotechnical Investigation and Report have been included in this estimate as a sub-consultant. We have included time in our estimate to obtain three quotations for the Geotechnical work on behalf of the Township and for coordination and review of the report.
- The project will be exempt from the Environmental Assessment process (Schedule A+);
- Utility relocation costs will be paid by the Township (if required);
- The Township will be responsible for all costs associated with Approval Agency Permit fees; and
- No property acquisition is expected. Costs for obtaining legal property plans have not been included in the engineering fee estimate.
- No public meetings are anticipated.

5.0 Closing

Thank you again for this opportunity, we look forward to working with the Township to continue to improve the condition of their bridge and culvert asset inventory.

Please let us know if you require any further information or clarification.

Yours truly,

R.J. Burnside & Associates Limited



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



Matt Brooks, P.Eng.
Senior Vice President

Enclosures: Authorization to Proceed
 Standard Conditions of Service

This document contains proprietary and confidential information. As such, it is for the sole use of the addressee and R.J. Burnside & Associates Limited, and proprietary information shall not be disclosed, in any manner, to a third party except by the express written consent of R.J. Burnside & Associates Limited. This document is deemed to be the intellectual property of R.J. Burnside & Associates Limited in accordance with Canadian copyright law.

Authorization to Proceed

Date: September 22, 2026 **Project No.:** 900062577.0000
Client: Denise Holmes, AMCT
Submitted By: Mack Chiasson, P.Eng.
Project: Sideroad 280 Culvert Replacement

I, _____, being an employee of _____, hereby authorize the firm of R.J. Burnside & Associates Limited (the Consultant), to arrange for or perform the work described in the Proposal Letter dated September 22, 2026.

I understand that the payment is based on an Authorized Limit and will not be exceeded without my authorization due to a change in the scope of work.

Burnside Fees	
Project Management	\$2,000.00
Background Studies and Investigations	\$5,000.00
Preliminary Design	\$8,000.00
Permits and Approvals	\$5,000.00
Detailed Design and Tender Documents	\$15,000.00
Total:	\$35,000.00

Sub-Consultant Fees	
Geotechnical Investigation and Report	\$15,000.00 *
Total:	\$15,000.00

By affixing my signature, I understand that the scope of work contained in the Proposal Letter (noted above) is governed by the attached Standard Conditions of Service.

Signature

Date

Position/Title

I have authority to bind the Corporation.

To hold the rates/and or fee estimate provided in the attached proposal, this Authorization To Proceed must be signed and returned to R.J. Burnside & Associates Limited within 30 days from the date above.

Standard Conditions of Service

Services

The services provided, if not specifically limited by the Client, will be at the Consultant's discretion for acting in the Client's best interest for the type of work requested.

Fees and Expenses

Billing will be in accordance with the fees as outlined in the proposal, plus expenses. Expenses including any sub-consultants properly incurred in connection with the project will be billed at cost plus an administrative charge of eight percent.

The Consultant may assist in coordinating other Consultants on Client's behalf. The Consultant does not accept any liability for other Consultants' work. Clients are encouraged to contract directly with other consultants.

Invoices

Invoices will be submitted on a monthly basis. Interest (1 percent per month of the unpaid amount) will be added to all unpaid balances after 30 days from date of invoicing. If the Client objects to all or any portion of an invoice, the Client shall so notify the Consultant in writing within 14 calendar days of the invoice date, identify the cause of disagreement, and pay when due that portion of the invoice, if any, not in dispute.

If the Client fails to pay undisputed invoiced amounts within 30 calendar days of the date of the invoice, the Consultant may at any time, without waiving any other claim against the Client and without thereby incurring any liability, suspend or terminate this Agreement as provided elsewhere in these Standard Conditions of Service.

Changes in Scope

The scope of work identified is based on the Consultant's understanding of the work required to complete the project at the time of this proposal. In light of occurrences or discoveries that were not originally contemplated by or known by the Consultant, the Consultant may be required to discuss with the Client a change in the scope of the project, which may require a revision to this agreement. Should such a situation arise, the Consultant shall identify the changed conditions which make such discussions necessary, and the Consultant and the Client shall promptly and in good faith enter into renegotiation of this agreement in order to continue to meet the Client's needs. If an agreement cannot be reached on the change in scope, the Client agrees that the Consultant has the absolute right to terminate this agreement.

Mediation

All claims, disputes and other matters in question between the parties to this agreement, arising out of or relating to this agreement or the breach thereof shall be decided by mediation, unless the parties mutually agree otherwise.

Limitation of Liability

For purposes of limitation of liability provisions contained herein, the Client expressly agrees that it has entered into this Agreement with the Consultant, both on its own behalf, and as agent on behalf of its employees and principals.

Except for claims or losses arising from the negligence or wilful misconduct of the Client for which the Client agrees the Consultant shall have no liability, the consultant's liability to the Client in Contract and Tort is limited to the total amount of the fee paid for professional services, save and except with respect to any damages for destruction of property, personal injury and/or death, arising directly as a result of the Consultant's negligent performance of the services.

The Client expressly agrees that the Consultant's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the Consultant's employees or principals in their personal capacity.

No other party shall rely on the Consultant's work without the express written consent of the Consultant.

The Client will give prompt written notice to the Consultant whenever the Client or his representative becomes aware of any defects or deficiencies in Consultant's work.

Hold Harmless

Burnside's commitments as set forth in this Agreement are based on the expectation that all of the services described in this Agreement will be provided. In the event the Client later elects to reduce Burnside's scope of services, the Client hereby agrees to release, hold harmless, defend and indemnify Burnside from any and all claims, damages, losses or costs associated with or arising out of such reduction in services.

Field Review Services

Where engaged by the Client, the Consultant will provide field review services. It is understood that in engaging the Consultant, the Client recognizes that the role of the Consultant in completing field review is to witness construction for general conformity with the identified design. The Consultant does not provide direction to the Contractor on construction methods, nor does the Consultant warrant the Contractor's work - this is the sole responsibility of the Contractor for which the Consultant will not take any liability. Prior to the initiation of construction, the Client and the Consultant will agree on a field review schedule. The Client acknowledges

that where a reduced field review schedule is agreed, the Consultant will not be held liable for any work completed by the Contractor for which the Consultant has not been on site to witness conformity with the design.

In the event that the Consultant is not engaged for field review services, the Consultant shall not be held liable for any issues arising during the construction period nor will the Consultant be liable for any changes to the design which may be directed by others.

Governing Law

The laws of the Province of Ontario will govern the validity of this agreement, its interpretation and performance, and remedies for contract breach or any other claims related to this agreement.

Assignment

Neither party shall assign responsibilities without the written consent of the other.

Termination

The Client or Consultant may terminate this Agreement at any time and no further expense will be incurred beyond the time of notice to terminate. In the event such termination becomes necessary, the party effecting termination shall so notify the other party in writing, and termination will become effective 14 calendar days after receipt of such notice.

Irrespective of which party shall affect termination or the cause therefore, the Client shall, within 30 calendar days of termination, remunerate the Consultant for services rendered and costs incurred, in accordance with the Consultant's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination, as well as those associated with termination itself, such as demobilizing, modifying schedules, reassigning personnel, and so on. Costs shall include those incurred up to the time of termination, as well as those associated with termination and post-termination activities.

Suspension

Upon 14-calendar day's written notice to the Consultant, the Client may suspend the Consultant's work. If payment of undisputed Consultant's invoices is not maintained on a 30-calendar day current basis by the Client, the Consultant may by 14-calendar day's written notice to the Client suspend further work until payment is restored to a current basis. Suspension for any reason exceeding 45-calendar days shall, at the suspending party's option, make this Agreement subject to renegotiation or termination, as provided for elsewhere in this Agreement. Any suspension shall extend the time schedule for performance in a manner that is satisfactory to both the Client and the Consultant, and the Consultant shall be compensated for services performed and charges incurred prior to the suspension date, plus suspension charges.

Suspension charges may include, but shall not be limited to, services and costs associated with putting analyses and documents in order, rescheduling and reassigning personnel and/or equipment and issuing necessary or customary notices to appropriate government boards. Compensation to the Consultant shall be based upon the Consultant's prevailing fee schedule and expense reimbursement policy.

Ownership of Documents

All drawings, specifications and documents prepared by the Consultant hereunder, for which the Consultant has been fully paid under the terms of this agreement shall be and remain the property of the Client. The Client hereby agrees that all drawings, specifications and documents prepared by the Consultant shall only be used for their intended purpose and not be reproduced for use on other projects, sites or locations. The Client agrees to indemnify and hold harmless the Consultant for any claims arising from the unauthorized re-use of drawings, specifications, designs and documents.

Client's Responsibility

The Client will fully disclose all relevant information or data pertinent to the Project, which is required by the Consultant. The Consultant shall be entitled to rely upon the accuracy and completeness of such information and data furnished by or on behalf of the Client.

The Client will give prompt consideration to all requests or documents relating to the project submitted by the Consultant and whenever prompt action is necessary, inform the Consultant of his decisions in such reasonable time so as not to delay the Services of the Consultant. The Client shall arrange and make provision for the Consultant's entry and ready access to the project site as necessary to enable the Consultant to perform his services.

Standard of Care

The consultant will perform the services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same area under similar circumstances and conditions.

Tax

Any applicable taxes will be added to invoices.

2026 Injury Surveillance Report – Transportation Injuries

Alexandra Fournier, WDG Public Health

September 14, 2026

Revised September 17, 2026



WDGPH Injury Surveillance Report

- **WDG Public Health conducts surveillance on the harms associated with common forms of injury**
 - **Data: Emergency Department (ED) visits, Hospitalizations and Mortality**
- **2026 Injury Surveillance report with a Transportation focus**
 - **Pedestrian and Cyclist injuries**
 - **Motor Vehicle injuries (on- and off-road)**
- **Data can provide information on local injury patterns and emerging risks**
- **Data can be used to further inform the Integration Table's work and supplement existing data**

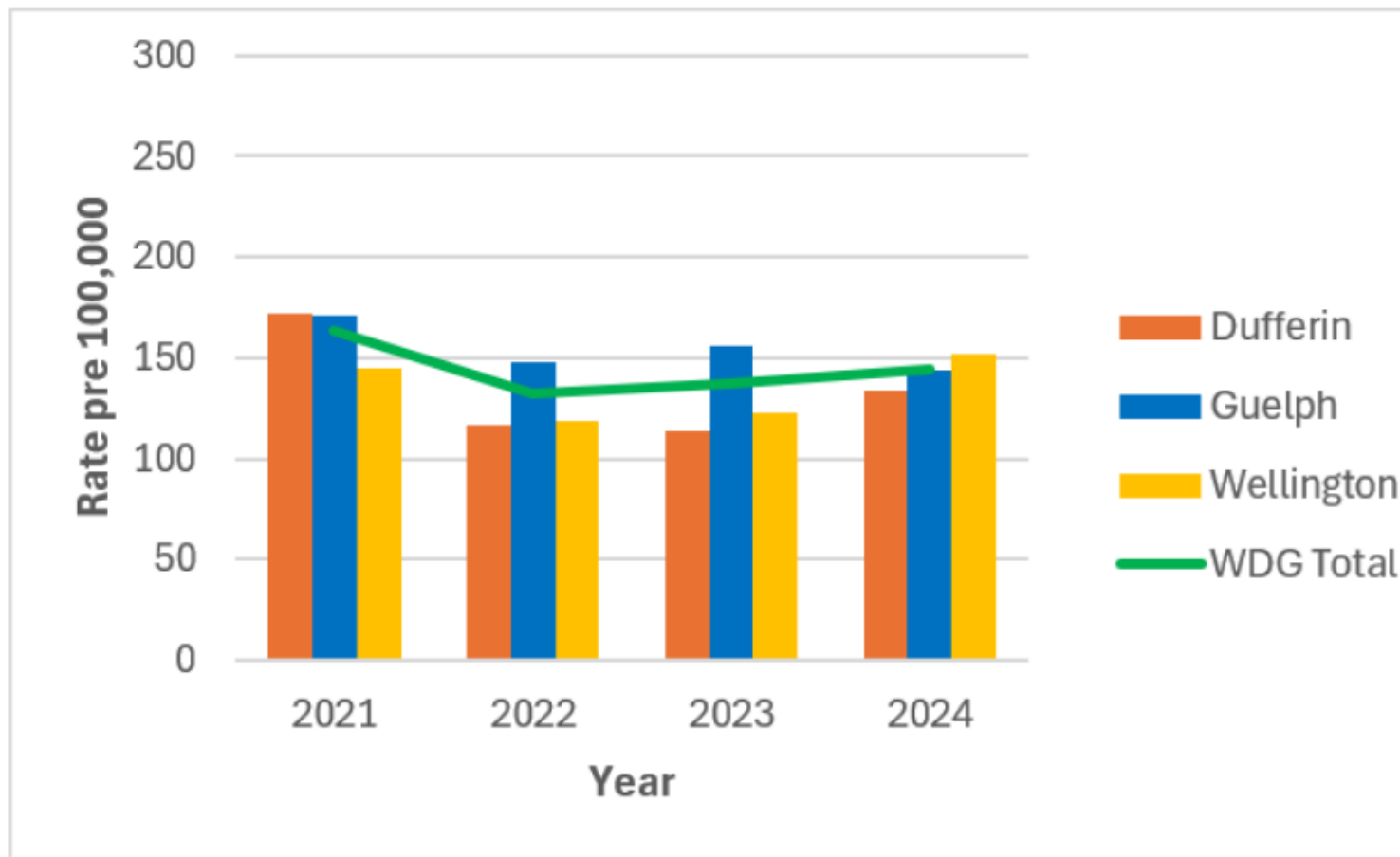
Overall Trends (2005-2024 ED visits)



- Across the Wellington-Dufferin-Guelph region, ED visits for pedestrian, cyclist and motor vehicle injuries declined by more than 40% since 2005
- However, ED visits for these transport injuries have seen a modest increase (<10%) between 2021 and 2024
- 2021-2024 data reveals differences by municipality and age groups

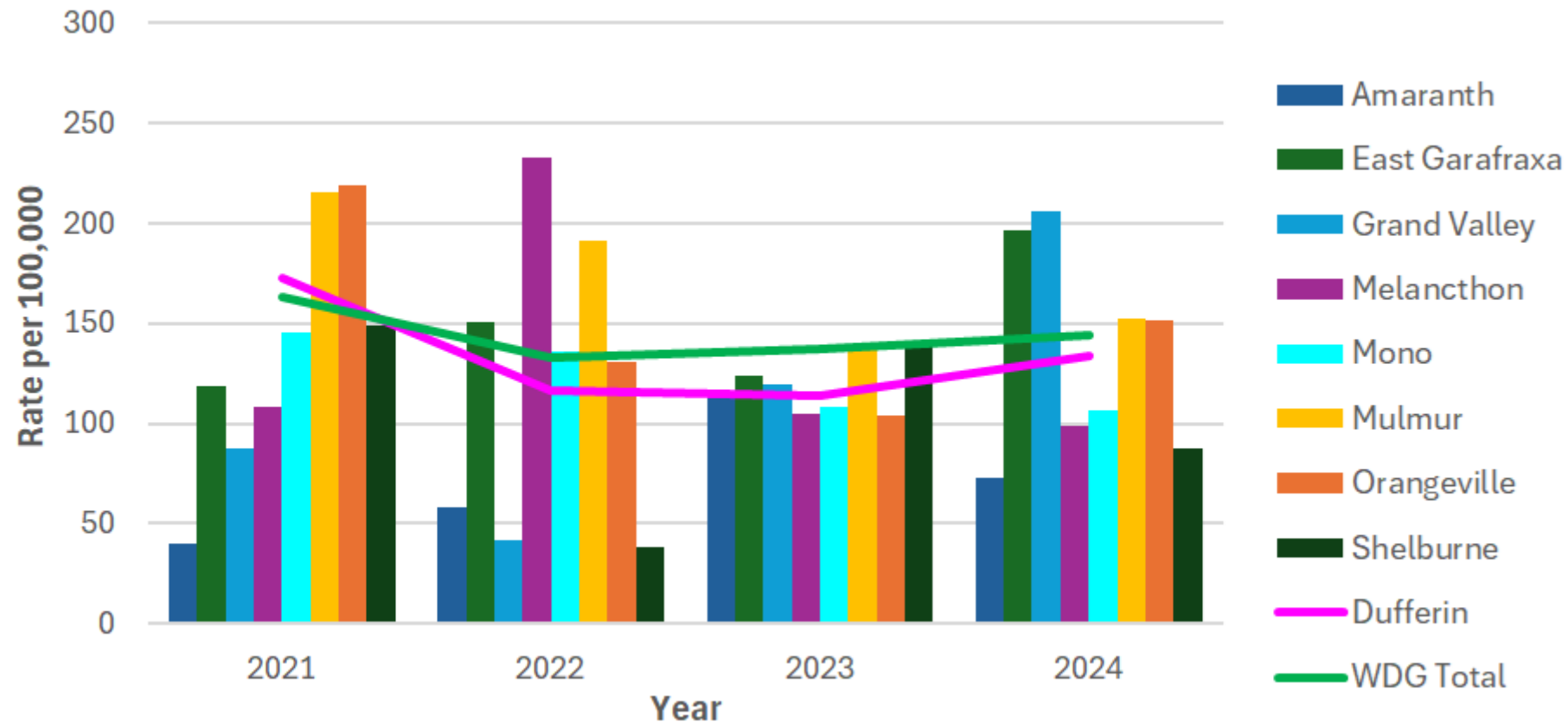
Pedestrian and Cyclist Injuries

Chart 1: Pedestrian and cyclist injury ED visit rate by WDG geography and year



Pedestrian and Cyclist Injuries

Chart 2: Pedestrian and cyclist injury ED visit rate by Dufferin County municipalities with rates above WDG in 2021-2024



Motor Vehicle Injuries

Table 1: On- and off-road motor vehicle injuries: percentage rate of county/municipality to WDG ED visit rate by age group, 2021-2024

Age Grp range (years)	All ages	0-19	20-44	45-64	65-74	75+
Dufferin	41%	28%	38%	29%	46%	101%
Amaranth	46%	76%	42%	-18%	32%	200%
East Garafraxa	38%	71%	43%	-8%	54%	23%
Grand Valley	32%	-4%	15%	27%	66%	-47%
Melancthon	75%	124%	69%	39%	-42%	
Mono	21%	19%	0%	0%	43%	191%
Mulmur	56%	155%	72%	2%	-10%	45%
Orangeville	34%	0%	31%	31%	68%	128%
Shelburne	69%	35%	74%	119%	43%	10%

More information

Report: [2016 WDGPH Injury Surveillance Report](#)

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- Kyley.Alderson@wdgpublichealth.ca

Thank You!

