



Township of North Dumfries Council Meeting Agenda

Date: Monday, September 8, 2025
Time: 6:00 p.m.
Location: 2958 Greenfield Road, Ayr
North Dumfries Community Complex, Dumfries Room
Hybrid Meeting with YouTube Livestream

Members of the public may watch and/or participate in this open meeting using any of the following methods:

1. Attend in person in the Dumfries Room at the North Dumfries Community Complex located at 2958 Greenfield Road.
2. Attend electronically to observe the meeting or to speak to an item on the agenda by registering with the Clerks Division at clerk@northdumfries.ca before 6:00 p.m. on Sunday, September 7, 2025. A zoom link is provided to those who register before the deadline.
3. Watch the livestream by accessing the meeting on the Township's YouTube page. The livestream is for viewing only and not for direct participation.
4. Submit written comments to clerk@northdumfries.ca in advance of the meeting. The correspondence is provided to the Mayor and Council prior to the meeting and will form part of the public record.

Chair Mayor Sue Foxton

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. INDIGENOUS TERRITORY ACKNOWLEDGEMENT**
- 4. MOMENT OF REFLECTION**
- 5. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**
- 6. CLOSED SESSION**

6.1 Report No. LGL 07-2025: Mitchell Street Plan of Condominium File 30CDM-23301 Case No. OLT-25-000535 – Ontario Land Tribunal “litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board” (Municipal Act, Section 239 (2)(e)) and “advice that is subject to solicitor-client privilege, including communications necessary for that purpose” (*Municipal Act*, Section 239 (2)(f)).

- 7. RECONVENE INTO OPEN SESSION**



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8. BUSINESS ARISING FROM CLOSED SESSION

9. ADOPTION OF COUNCIL MINUTES

- 9.1 Council Meeting Minutes dated August 11, 2025.
- 9.2 Council Meeting Minutes dated August 13, 2025.
- 9.3 Special Council Meeting Minutes dated August 28, 2025.

10. PRESENTATIONS

None.

11. DELEGATIONS/PETITIONS

None.

12. REQUEST(S) TO LIFT CONSENT AGENDA ITEM(S) FOR SEPARATE CONSIDERATION/PUBLIC SPEAKER IDENTIFICATION

13. CONSENT AGENDA

13.1 REPORTS

13.1.1 Report No. FD-09-2025: Fire Department Incident Response Summary for August 2025.

13.2 INFORMATION ITEMS

13.2.1 COMMUNICATIONS / CORRESPONDENCE

- a) Correspondence received from the Ministry of Natural Resources regarding Proposed updates to certain operational policies under the *Aggregates Resource Act*.
- b) Resolution received from the Town of Grimsby regarding Opposition to Bill 5, *Protect Ontario by Unleashing our Economy Act, 2025*.
- c) Resolution received from the Town of Grimsby regarding Elect Respect Pledge.
- d) Correspondence received from Christine Harvey regarding Urgent Safety Concerns – Blind Corner Hazard.
- e) Resolution received from the Township of Brudenell, Lyndoch and



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Reglan regarding Request for Exemption to Proposed Mandatory Firefighter Certification Requirements.

- f) Resolution received from the City of Brantford regarding Advocacy for Provincial Scrap Metal Legislation and Bail System Reform, 2025.
- g) Correspondence received from Harminder Dhindsa regarding the Stop Sign on Leslie Davis Road.

13.2.2 ADVISORY COMMITTEES

None.

13.2.3 EXTERNAL PUBLIC AGENCIES

None.

14. ITEMS FOR DISCUSSION

14.1 ITEMS LIFTED FROM CONSENT AGENDA

14.2 REPORTS

14.2.1 Report No. PW-13-2025: East River Road Surplus Road Allowance.

14.2.2 Report No. PW-14-2025: Request for Quote Award (ND-2025-D15-RFQ) ACC Exterior Renovations.

14.2.3 Report No. PD-55-2025: Proposed Red-line Revision and Modifications to Draft Plan Approval – Plan of Subdivision (File No. 30T-89031) – Phase II of Maple Manor Estate Inc.

14.2.4 Report No. CLK-13-2025: Proposed Council Meeting Schedule for 2026.

14.2.5 Report No. CLK-14-2025: December 2025 and January 2026 Municipal Holiday Office Schedule.

14.2.6 Report No. CAO-21-2025: Land Use Planning Together – Establishing Shared Expectations for Engagement between Six Nations of the Grand River and the Municipalities of Waterloo Region.

14.2.7 Report No. PD-53-2025: Discussion: Draft Terms of Reference – Spragues Road District Cultural Heritage Landscape Study.

14.3 CORRESPONDENCE ITEMS FOR ACTION

None.



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15. MAYOR & COUNCILLOR REPORT ITEMS

None

16. NOTICE(S) OF MOTION

None.

17. BY-LAWS

- 17.1** By-law No. 3584-25 – Being a By-law to Close a Portion of the Public Highway known as East River Road (PIN 0583), North Dumfries.
- 17.2** By-law No. 3588-25 – Being a By-law to Appoint an Acting Chief Building Official (Garret Cleghorn).
- 17.3** By-law No. 3589-25 – Being a By-law to Confirm the Proceedings of Council on September 8, 2025

18. ADJOURNMENT

MINUTES

Mayor Foxton was in the Chair. Also, present at the meeting were Councillor Rolleman, Councillor Ostner, Councillor Wilms, and Councillor Tilley.

Staff Present: Andrew McNeely, Chief Administrative Officer
Ashley Good, Clerk
Christina Brox, Treasurer/Director of Corporate Services
Rob Raycroft, Director of Engineering and Public Works
Shannon Black, Director of Development Services / Chief Building Official (left the meeting at 10:08 p.m.)
Karen Winter, Director of Leisure and Community Services (left the meeting at 10:08 p.m.)
Brock Linklater, Senior Planner (left the meeting at 7:20 p.m.)
Micheal Campos, Manager of Planning (left the meeting at 7:20 p.m.)
Justin Harris, Senior Municipal Law Enforcement Officer (left the meeting at 9:30 p.m.)

Convene: 6:00 p.m.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

C-265-25 Moved by Councillor Rolleman
Seconded by Councillor Tilley

THAT Council adopt the August 11, 2025 Council Meeting Agenda as presented with the following addendum:

1. That Agenda Item 13.2.18 Report No. CAO-19-2025: Sponsorship & Naming Rights – CCG Proposal for the NDCC Net Zero Twin Pad Project be moved forward and considered in association with Agenda Item 10.1.

CARRIED

3. INDIGENOUS TERRITORY ACKNOWLEDGEMENT

Mayor Foxton led the Indigenous Territory Acknowledgement.

4. MOMENT OF REFLECTION

Council and staff paused for a moment of reflection.

5. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

Councillor Wilms declares a pecuniary interest for Committee of Adjustment item 7.5.1 Report No. PD-47-2025: Minor Variance Application for 80 Four Horse Lane (File No. A-16/25).

Councillor Rolleman declares a pecuniary interest for item 13.2.7 Report No. REC-25-2025: Vendor Procedures for Tournaments in Township Facilities.

6. ADOPTION OF COUNCIL MINUTES

6.1 Council Meeting Minutes dated July 7, 2025.

6.2 Special Council Meeting Minutes dated July 15, 2025.

C-266-25 Moved by Councillor Ostner
Seconded by Councillor Wilms

THAT Council approve the following meeting minutes:

6.1 Council Meeting Minutes dated July 7, 2025.

6.2 Special Council Meeting Minutes dated July 15, 2025.

CARRIED

7. COMMITTEE OF ADJUSTMENT

C-267-25 Moved by Councillor Wilms
Seconded by Councillor Ostner

THAT the Council meeting adjourn at 6:05 p.m. to sit as Committee of Adjustment for the purposes of holding public meetings pursuant to the provisions of the *Planning Act*.

CARRIED

Council Reconvened at 6:55 p.m.

8. PUBLIC MEETINGS AND HEARINGS – COUNCIL

8.1 Public Meetings – Planning Act

None.

8.2 Public Meetings – Other Legislation

8.2.1 Report No. PD-50-2025: Proposed Telecommunication Tower for 280 Waydom Drive (File No. TC-01/25).

Brock Linklater, Senior Planner provides Council with an overview of the application.

The Telecommunication Tower is proposed to be constructed at 280 Waydom Drive that is located at the intersection of Waydom Drive and Arnold Drive.

Question from Public:

Victoria McKay, agent, has registered to attend this meeting. Ms. McKay thanks staff for their work on this file. Ms. McKay reviews the existing towers and ariel of the proposed tower location, provides an overview of the site plan and details, and reviews the general coverage of existing towers in the area and the proposed new tower.

Questions from Council:

None.

C-268-25 Moved by Councillor Tilley
Seconded by Councillor Ostner

THAT PD Report No. 50-2025 be received;

AND THAT all comments on correspondence received through the consultation process be returned to Staff for further consideration in a future Report to Council on the disposition of this matter.

CARRIED

9. PRESENTATIONS

9.1 Presentation to Shannon Black, Director of Development Services / Chief Building Official, regarding completion of Masters of Public Administration from Western University.

C-269-25 Moved by Councillor Rolleman
Seconded by Councillor Ostner

THAT the presentation to Shannon Black, Director of Development Services / Chief Building Official regarding her completion of a Masters of Public Administration from Western University be received with congratulations.

CARRIED

Brock Linklater, Senior Planner and Micheal Campos, Manager of Planning leave the meeting at 7:20 p.m.

9.2 Presentation from Laura Philippe, Manager of Business & Industrial Development, Region of Waterloo – Waterloo Region Economic Development Strategy

Andrew McNeely, Chief Administrative Officer provides an introductory statement. Laura Philippe, Manager of Business & Industrial Development, Region of Waterloo addresses Council. Ms. Philippe provides a powerpoint presentation that includes an overview of how the Waterloo Region Economic Development Strategy came together, reviews the research and engagement summary, the strategic pillars, implementation and next steps.

Questions from Council:

Councillor Wilms inquiries about how the working group will address artificial intelligence (AI) and robotics. It is noted that Waterloo Region is leading work in this area and is keeping a very close eye on this and any opportunities it may provide.

C-270-25 Moved by Councillor Ostner
Seconded by Councillor Rolleman

THAT the presentation from Laura Philippe, Manager of Business & Industrial Development, Region of Waterloo regarding the Waterloo Region Economic Development Strategy be received for information with thanks.

CARRIED

10. DELEGATIONS/PETITIONS

10.1 Delegation from Mike Pley, Centre for the Community Group (CCG) of North Dumfries regarding the Fundraising Program for the Twin Pad Project (Related to staff report No. CAO-19-2025, agenda item 13.2.18).

Mike Pley addresses council. Here in capacity of co-chair under MOU. Requesting council approve proposal – included as part of CAO report. Campaign goal will be challenging – will be working closely with CAO and staff on sponsorships. Would like to propose this differently – will ensure appropriate agreements are complete and will report to council on a quarterly basis. Have identified a series of naming rights in green. Would like council to waive

C-271-25 Moved by Councillor Wilms
Seconded by Councillor Tilley

THAT the delegation from Mike Pley, Centre for the Community Group (CCG) regarding the Fundraising Program for the Twin Pad Project be received with thanks.

CARRIED

Item 13.2.18 Report No. CAO-19-2025: Sponsorship & Naming Rights – CCG Proposal for the NDCC Net Zero Twin Pad Project was moved up in the agenda and addressed at this time.

Council has a round table discussion on this report, which includes whether alcohol / cannabis companies can sponsor events, whether any adjustments need to be made to the Naming Policy, as it relates to the twin pad project, and which aspects the CCG will oversee versus when Council approval / updates are required.

C-272-25 Moved by Councillor Ostner
Seconded by Councillor Tilley

THAT CAO Report No. 19-2025 be received;

AND THAT Council provide direction to staff and the CCG that those areas identified in green on attachment number 1 in Report CAO-19-2025 will uphold the intent of the Naming Policy and such names and terms will be identified in quarterly reports to Council;

AND THAT those sponsorship identified in yellow as attachment number 1, as identified in Report CAO-19-2025 be submitted to Council for approval in the form of a sponsorship agreement;

AND THAT Council is agreeable that the CCG may pursue naming right sponsorships for the entire NDCC complex;

AND THAT Council receive and adopt the framework of the roster of candidate locations within the North Dumfries Community Complex building and landholding, Cowan Park, and the proposed Net Zero Twin Pad project building area for sponsorship and naming rights as set out in Attachment No. 1 to this Report.

CARRIED

10.2 Delegation from Tova Davidson, Executive Director, Sustainable Waterloo Region (SWR) regarding SWR Update to the Community.

Tova Davidson, Executive Director, Sustainable Waterloo Region (SWR) addresses Council. Provides an overview of the SWR update to the community.

C-273-25 Moved by Councillor Tilley
Seconded by Councillor Wilms

THAT the delegation from Tova Davidson, Executive Director, Sustainable Waterloo Region (SWR) regarding SWR Update to the Community be received with thanks.

CARRIED

11.REQUEST(S) TO LIFT CONSENT AGENDA ITEM(S) FOR SEPARATE CONSIDERATION/PUBLIC SPEAKER IDENTIFICATION

None lifted.

12. CONSENT AGENDA

12.1 REPORTS

12.1.1 Report No. FD-08-2025: Fire Department Incident Response Summary July 2025.

Recommendation:

“THAT FD Report 08-2025 be received for the purposes of information.”

12.1.2 Report No. FIN-14-2025: 2025 Waterloo Region Community Foundation Grant Award and Allocation

Recommendation:

“THAT FIN Report No. 14-2025 be received;

AND THAT the Township receive the grant allocation of sixty-two thousand, one hundred dollars (\$62,100) from the Waterloo Region Community Foundation;

AND THAT consistent with the Foundation’s direction received by the Township on April 11,2025, June 25, 2025 and July 14,2025, that the Township allocate the funds to the following community groups:

*Ayr Community Theatre \$ 5,000
Ayr Summer Fun Hockey \$ 1,200
Ayr Rockets \$24,100
Brown’s Community Park Committee \$30,000
Township of North Dumfries \$ 500
Township of North Dumfries \$ 1,300*

And that funding received for the Township of North Dumfries of \$500 be transferred to a reserve for park bench maintenance;

And that funding received for the Township of North Dumfries of \$1,300 be transferred to a reserve for the Ayr Library;

And that a letter be sent by the Mayor on behalf of Council thanking the Waterloo Region Community Foundation for their financial support and recognition of these community groups.”

12.2 INFORMATION ITEMS

12.2.1 COMMUNICATIONS / CORRESPONDENCE

- a) Correspondence received from Vocal Ontario Integrity Coalition for Electeds regarding Opposition to Strong Mayor Powers
- b) Resolution received from the Municipality of the Village of Burk's Falls regarding Battery Energy Storage System (BESS) facilities.
- c) Resolution received from the Town of Orangeville regarding support for H.E.R. Elect Respect Campaign.
- d) Correspondence received from GrandBridge Energy regarding GrandBridge Energy's 2024 Corporate Responsibility Report.
- e) Resolution received from The Town of Goderich regarding Opposition to Bill 17, Protect Ontario by Building Fast Act.
- f) Correspondence received from Jenna McMurray regarding speed bumps on Greenfield Road.

12.2.2 ADVISORY COMMITTEES

- a) Heritage Advisory Committee Meeting Minutes dated May 20, 2025.
- b) Ward 4 Town Hall Meeting Minutes dated June 24, 2025.
- c) Ward 4 Town Hall Meeting Minutes dated June 26, 2025.
- d) Ward 4 Town Hall Meeting Minutes dated July 3, 2025.
- e) Highway 24 Ad-hoc Committee Minutes dated July 16, 2025.

12.2.3 EXTERNAL PUBLIC AGENCIES

None.

C-274-25 Moved by Councillor Rolleman
Seconded by Councillor Ostner

THAT the following Reports as listed on the August 11, 2025 Consent Agenda be received, and the recommendations contained therein be approved and acted upon:

12.1.1 Report No. FD-08-2025: Fire Department Incident Response Summary for July 2025.

12.1.2 Report No. FIN-14-2025: 2025 Waterloo Region Community Foundation Grant Award and Allocation.

AND THAT the following information items as listed on the August 11, 2025 Consent Agenda be Received:

12.2.1 Communications / Correspondence

- a) Correspondence received from Vocal Ontario Integrity Coalition for Electeds regarding Opposition to Strong Mayor Powers.
- b) Resolution received from the Municipality of the Village of Burk's Falls regarding Battery Energy Storage System (BESS) facilities.
- c) Resolution received from the Town of Orangeville regarding support for H.E.R. Elect Respect campaign.
- d) Correspondence received from GrandBridge Energy regarding Grandbridge Energy's 2024 Corporate Responsibility Report.
- e) Resolution received from the Town of Goderich regarding Opposition to Bill 17, Protect Ontario by Building Faster Act.
- f) Correspondence received from Jenna McMurray regarding speed bumps on Greenfield Road.

12.2.2 Advisory Committees

- a) Heritage Advisory Committee Meeting minutes dated May 20, 2025.
- b) Ward 4 Town Hall Meeting Minutes dated June 24, 2025.
- c) Ward 4 Town Hall Meeting Minutes dated June 26, 2025.
- d) Ward 4 Town Hall Meeting Minutes dated July 3, 2025.
- e) Highway 24 Ad-hoc Committee Minutes dated July 16, 2025.

CARRIED

13. ITEMS FOR DISCUSSION

13.1 ITEMS LIFTED FROM CONSENT AGENDA

None.

13.2 REPORTS

13.2.1 Report No. BLE-13-2025: Fence By-law Variance Request for 74 Colquhoun Street.

Yazan Obeidi addresses Council. Provides some background on the existing fence built and discussion that have led to this point. It is noted that he would like the fence variance granted.

Reema Masri addresses Council. It is noted that the Fence By-law has been changed multiple times, and the most recent update included an increased fence height. It is noted that with the train tracks close by and the unique layout of the property that special considerations should be made.

Council has a round table discussion on whether to permit this variance, and if so, what would be an appropriate height. It is noted that additional information from GrandBridge may be required.

It is noted that staff are to continue working with the applicant on a new proposal.

C-275-25 Moved by Councillor Ostner
Seconded by Councillor Rolleman

THAT Report BLE 13-2025 be received;

AND THAT Council deny the variance request to Fence By-law 3473-24 to allow for a 2.44 metre (8 foot) high privacy fence to be constructed in the side yard at the lot line, as opposed to the maximum allowed fence height of 0.91 metres (3 feet).

CARRIED

13.2.2 Report No. BLE-14-2025: Noise Exemption Request for 109 Nith River Way, Ayr.

C-276-25 Moved by Councillor Wilms
Seconded by Councillor Tilley

THAT Report No. BLE 14-2025 be received;

AND THAT Council grant an exemption from the Noise By-law No. 3421-23 on Saturday September 27, 2025 from 4:00 p.m. to 11:00 p.m. for the purpose of an outdoor backyard celebration with amplified sound to be held at the property located at 109 Nith River Way, Ayr.

CARRIED

13.2.3 Report No. BLE-15-2025: Amendment to Traffic & Parking By-law for Leslie Davis Street.

C-277-25 Moved by Councillor Tilley
Seconded by Councillor Rolleman

THAT BLE Report No. 15-2025 be received;

AND THAT By-law 3578-25, being a By-law to further amend By-law No. 2559- 13 (Traffic & Parking By-law) to remove the no parking area on the north side of Leslie Davis St, from Robert Woolner Street to Prince Philip Blvd., be enacted;

AND THAT upon the execution of this By-law, Staff are to undertake the necessary steps to post the appropriate signage and public awareness campaign.

CARRIED

13.2.4 Report No. BLE-16-2025: Noise Exemption Request for 1452 Wrigley Road.

C-278-25 Moved by Councillor Rolleman
Seconded by Councillor Wilms

THAT BLE Report No. 16-2025 be received;

AND THAT Council grant an exemption from the Noise By-law No. 3421-23 on Saturday September 6, 2025 from 4:00 p.m. to 11:00 p.m. for the purpose of a backyard celebration with outdoor music and amplified sound to be held at the property located at 1452 Wrigley Rd.

CARRIED

Justin Harris, Senior Municipal Law Enforcement Officer left the meeting at 9:30 p.m.

13.2.5 Report No. CLK-11-2025: Contract Award and Pre-Budget Approval – Voting Method Service Provider for the Delivery of the 2026 Municipal Election.

C-279-25 Moved by Councillor Ostner
Seconded by Councillor Tilley

THAT CLK Report No. 11-2025 be received;

AND THAT Council provide 2026 pre-Budget approval in the amount of \$18,450 (plus HST) to execute an agreement with Simply Voting Inc. to provide internet voting and \$26,505 (plus HST) to execute an agreement with Election Systems and Software Canada to provide paper ballots and tabulators all in support of the 2026 Municipal Election;

AND THAT the Mayor and Clerk be authorized to execute the agreements and any documents with Simply Voting Inc. and Election Systems and Software Canada to facilitate the delivery of the 2026 Municipal Election.

CARRIED

13.2.6 Report No. CLK-12-2025: Heritage Advisory Committee Terms of Reference.

C-280-25 Moved by Councillor Wilms
Seconded by Councillor Rolleman

THAT Report No. CLK-12-2025 be received;

AND THAT Staff be directed to amend the Heritage Advisory Committee Terms of Reference to allow for meetings to begin no earlier than 5:30 p.m.

CARRIED

13.2.7 Report No. REC-25-2025: Vendor Procedures for Tournaments in Township Facilities.

Councillor Rolleman leaves the meeting due to a previously declared pecuniary interest.

C-281-25 Moved by Councillor Tilley
Seconded by Councillor Ostner

THAT REC Report No. 25-2025 be received;

AND THAT Council endorse the Tournament and Special Event Vendor Procedure and application for implementation in all Township of North Dumfries facilities, as outlined in this report;

AND THAT Council APPROVE a fee amendment to the Recreation User Fees – Schedule A for Tournament vendor fee;

AND THAT By-law No. 3581-25, being a By-law to further amend the 2025 Fees & Charges By-law, be enacted.

CARRIED

Councillor Rolleman rejoins the meeting.

13.2.8 Report No. REC-26-2025: North Dumfries Community Showcase Event.

C-282-25 Moved by Councillor Rolleman
Seconded by Councillor Ostner

THAT Report No. REC-26-2025 be received;

AND THAT Council grant permission to host the North Dumfries Community Show on Saturday September 13 from 2:00 – 7:00 pm at Victoria Park;

AND THAT By-law No. 3582-25, being a By-law to temporarily close a portion of Rose Street, from Piper Street to Water Street, on Saturday September 13, 2025, between the hours of 2:00 pm to 7:00 pm, to accommodate the North Dumfries Community Showcase event, be enacted;

AND THAT By-law No. 3583-25, being a By-law to establish Temporary No Parking restrictions for Piper Street (both sides) from Stanley Street to Rose Street, William Street (west side) from Church Street to Water Street, Church Street (north side) from William Street to Walter Street, John Street (west side) from Church Street to Water Street, Water Street (north side) from Rose Street to William Street, Walter Street (east side) from Church

Street to Piper Street on Saturday September 13, 2025 between the hours of 2:00 pm to 7:00 pm, be enacted;

AND THAT Council authorizes the closure of the north and south loops of the internal Victoria Park Ring Road, from the intersections at Rose Street through to Church Street, on Saturday September 13, 2025 between the hours of 2:00 pm to 7:00 pm;

AND THAT Council designate the North Dumfries Community Showcase as a “Special Event” to align with the applicable provisions of By-law No. 3305-22 [Mobile Food Vendor] Schedule B section 5 and allow five (5) food vendors to be invited to the event and that the fee for the daily license be waived;

AND THAT Council grant an exemption to the Noise By-law No. 3421-23 for outdoor amplified music and/or sound to be permitted in Victoria Park on Saturday September 12, 2025 from 2:00 pm to 7:00 pm.

CARRIED

13.2.9 Report No. REC-27-2025: Ayr 200 Legacy Project – Sundial Donation Installation at Centennial Park.

C-283-25 Moved by Councillor Ostner
Seconded by Councillor Wilms

THAT REC Report No. 27-2025 be received;

AND THAT Council approve the donation and location of a legacy sundial from the Ayr 200 Committee in Centennial Park,

AND THAT the Mayor be directed to prepare and send a letter to the Ayr 200 Committee extending the thanks on behalf of the Township and its residents for this donation.

CARRIED

13.2.10 Report No. REC-28-2025: Application to the Enhancing Access to Spaces for Everyone (EASE) Grant Support for NDHPS Accessible Ramp and Entrance Project.

C-284-25 Moved by Councillor Wilms
Seconded by Councillor Tilley

THAT Report No. REC-28-2025 be received;

AND THAT Council authorize staff to prepare and submit a grant application to the Ministry for Seniors and Accessibility’s Enhancing Access to Spaces for Everyone (EASE) Grant program for up to \$51,000 in funding

for the Portable structure at the North Dumfries Community Complex comprised of a barrier free ramp, automatic door opener, and, widened entry door

CARRIED

13.2.11 Report No. FIN-15-2025: 2025 Financial Update.

C-285-25 Moved by Councillor Tilley
Seconded by Councillor Ostner

THAT FIN Report No. 15-2025 be received for the purpose of information.

CARRIED

13.2.12 Report No. PW-08-2025: Tender Award (ND-2025-C12-RFT) for Thompson Street Drainage Improvements.

C-286-25 Moved by Councillor Rolleman
Seconded by Councillor Ostner

THAT PW Report No. 08-2025 be received.

AND THAT Council approve the award of contract ND-2025-C12-RFT for Thompson Street Drainage Improvements in the amount of \$117,349.00 (plus HST) to 410754 Ontario Limited (Sousa Concrete);

AND THAT a project contingency of \$85,000 (Net HST) be established;

AND THAT a budget of \$15,000 (Net HST) be included for geotechnical and material testing works, as required;

AND THAT the Mayor and Clerk be authorized to execute any necessary documents to facilitate the completion of this project.

CARRIED

13.2.13 Report No. PW-09-2025: Community Safety Zones – Township Local Road Network.

Councillor Rolleman notes that many people have an expectation that the Township is lowering the speed limits.

C-287-25 Moved by Councillor Rolleman
Seconded by Councillor Ostner

THAT Council extend the curfew for the August 11, 2025 Council Meeting beyond the four (4) hour time limit, as set out in the Procedural By-law.

CARRIED

C-288-25 Moved by Councillor Ostner
Seconded by Councillor Tilley

THAT PW Report No. 09-2025 be received;

AND THAT By-law No. 3580-25, being a By-law to further amend By-law No. 2559-13 [Traffic & Parking By-law] to revise Schedule "23" Community Safety Zones as outlined in this report, be enacted;

AND THAT upon the execution of this By-law, Staff are to undertake the necessary steps to post the appropriate signage and public awareness campaign.

CARRIED

13.2.14 Report No. PW-10-2025: Traffic Safety Review – Greenfield Road – Northumberland Street to Dumfries Road.

C-289-25 Moved by Councillor Tilley
Seconded by Councillor Ostner

THAT PW Report No. 10-2025 be received;

AND THAT Staff proceed with the outlined safety plans for the Greenfield Road – Northumberland Street to Dumfries Road as included in this report;

AND THAT By-law No. 3579-25, being a By-law to further amend By-law No. 2559-13 [Traffic & Parking By-law] to change the speed limit on Greenfield Road from approximately 200 m east of 2856 Greenfield Road to Dumfries Road to 60 km/hr, be enacted;

AND THAT upon the execution of this By-law, Staff are to undertake the necessary steps to post the appropriate signage and public awareness campaign.

CARRIED

13.2.15 Report No. PW-11-2025: Contract Award for NDCC Net Zero Arena Construction Management Services (ND-2025-D6-RFP).

C-290-25 Moved by Councillor Wilms
Seconded by Councillor Rolleman

THAT Report No. 11-2025 be received;

AND THAT Council award the Request for Proposal ND-2025-D6-RFP for the Construction Management Services for the North Dumfries Net Zero

Arena Project to Percon Construction Inc. in the amount of \$175,562.50 plus HST;

AND THAT the Mayor and Clerk be authorized to sign all documents and agreements necessary to facilitate this work.

CARRIED

13.2.16 Report No. PW-12-2025: Winter Maintenance Equipment Purchase.

C-291-25 Moved by Councillor Tilley
Seconded by Councillor Wilms

THAT Report No. 12-2025 be received;

AND THAT Council award the purchase of new Winter Sidewalk Maintenance Equipment comprised of two (2) utility tractors fitted up with "Vee" Plows; sander / salter units; one (1) snowblower attachment; and, one (1) rotary broom to Ayr Turf & Trac Ltd. in the amount of \$146,472.43 plus HST;

AND THAT the Mayor and Clerk be authorized to sign any agreements necessary for this purchase.

CARRIED

13.2.17 Report No. PD-54-2025: Modification to Conditions to Draft Plan Approval for a Plan of Subdivision, 1940 Wrigley Road, Ayr (File No. 30T-20301).

C-292-25 Moved by Councillor Rolleman
Seconded by Councillor Ostner

THAT PD Report No. 54-2025 be received;

AND THAT Council in accordance with Section 51(44) of the Planning Act approve modifications to Conditions to Draft Plan of Subdivision for File No. 30T-20301 and specifically, Conditions 1.37 and 1.38 as included as Attachment No. 1 to this Report, to facilitate the proposed pedestrian crosswalk at the intersection of Scott Street, Street A within the Plan, and Hilltop Drive;

AND THAT in accordance with the provisions of Section 51(47) of the Planning Act, Council deems the modifications to Conditions to Draft Plan Approval to be minor in nature and as such further Notice is not required.

CARRIED

13.3 CORRESPONDENCE ITEMS FOR ACTION

13.3.1 Correspondence received from Jesse Brenneman regarding Pickleball and Lights at Victoria Park.

C-293-25 Moved by Councillor Wilms
Seconded by Councillor Rolleman

THAT The correspondence from the Jesse Brenneman regarding Pickle Ball and Lighting at Victoria Park be received;

AND THAT the correspondence be included in the follow up Report that Staff will be submitting to Council later in the Fall of 2025 on Pickle Ball usage and a potential go-forward strategy.

CARRIED

14 MAYOR & COUNCILLOR REPORT ITEMS

14.1 Councillor Tilley – Discussion to amend the Conference / Training Policy to allow for an additional night accommodation where the Conference / Training Session is more than 5 hours travel distance from the Township.

Council has a round table discussion related to this item.

It is noted that staff will prepare a report for November 2025 that will provide a capped budget for each Member of Council related to conferences and training.

C-294-25 Moved by Councillor Tilley
Seconded by Councillor Ostner

THAT Council amend the Policy on Council attendance at Conferences / Training Sessions to allow for an extra night of accommodations and associated expenses where the location of the Conference / Training Session is more than a five-hour drive from the Township of North Dumfries.

CARRIED

Shannon Black, Director of Development Services / Chief Building Official and Karen Winter, Director of Leisure and Community Services left the meeting at 10:08 p.m.

15. CLOSED SESSION

15.1 PW Report No. 13-2025: Township Property Acquisition or Disposal Matters - “a proposed or pending acquisition or disposition of land by the municipality or local board” (Municipal Act, Section 239 (2)(c)).

C-295-25 Moved by Councillor Tilley
Seconded by Councillor Rolleman

THAT Council move into a Closed Meeting Session at 10:11 p.m. pursuant to the Municipal Act Section s. 239 (2) to discuss:

15.1 PW Report No. 14-2025: Township Property Acquisition or Disposal Matters - "a proposed or pending acquisition or disposition of land by the municipality or local board" (Municipal Act, Section 239 (2)(c)).

CARRIED

16. RECONVENE INTO OPEN SESSION

C-296-25 Moved by Councillor Rolleman
Seconded by Councillor Wilms

THAT Council reconvene into open session at 10:44 p.m.

CARRIED

17. BUSINESS ARISING FROM CLOSED SESSION

C-297-25 Moved by Councillor Ostner
Seconded by Councillor Tilley

THAT staff are authorized to prepare for consideration a Bylaw to be adopted under the Municipal Act to stop up and close an Unopened Road Allowance (PIN 0583) adjacent the east side of Highway 24, south of Footbridge Road, for the consideration of Council at a future meeting;

AND THAT Staff initiate the public process of Notification to entertain a discussion in Open Session at a future Council meeting on the potential disposition of lands owned by the Township in accordance with the applicable provisions of Bylaw No. 2726-15, Sale and Property Disposition Bylaw.

CARRIED

18. NOTICE(S) OF MOTION

None.

19.BY-LAWS

- 19.1** By-law No. 3578-25 Being a By-law to Amend By-law No. 2559-13, Being a By-law to Regulate Traffic and Parking under the Jurisdiction of the Corporation of the Township of North Dumfries.
- 19.2** By-law No. 3579-25 Being a By-law to amend By-law No. 2559-13, Being a By-law to Regulate Traffic and Parking under the Jurisdiction of the Corporation of the Township of North Dumfries.
- 19.3** By-law No. 3580-25 Being a By-law to amend By-law No. 2559-13, Being a By-law to Regulate Traffic and Parking under the Jurisdiction of the Corporation of the Township of North Dumfries.
- 19.4** By-law No. 3581-25 Being a By-law to amend By-law No. 3534-24, Being a By-law to Establish Fees and Charges for Various Services Provided by the Township of North Dumfries.
- 19.5** By-law No. 3582-25 Being a By-law to Temporarily Close Certain Streets on Saturday September 13, 2025 to Accommodate the North Dumfries Community Showcase in Victoria Park.
- 19.6** By-law No. 3583-25 Being a By-law to Provide Temporary No Parking on Certain Streets to Accommodate the North Dumfries Community Showcase Event on Saturday September 13, 2025.
- 19.7** By-law No. 3585-25 Being a By-law to Confirm the Proceedings of Council of the Corporation of the Township of North Dumfries at this Meeting held on August 11, 2025.

C-298-25 Moved by Councillor Wilms
Seconded by Councillor Ostner

THAT the following By-law be read a first and second time:

- 19.1** By-law No. 3578-25 Being a By-law to Amend By-law No. 2559-13, Being a By-law to Regulate Traffic and Parking under the Jurisdiction of the Corporation of the Township of North Dumfries.
- 19.2** By-law No. 3579-25 Being a By-law to amend By-law No. 2559-13, Being a By-law to Regulate Traffic and Parking under the Jurisdiction of the Corporation of the Township of North Dumfries.
- 19.3** By-law No. 3580-25 Being a By-law to amend By-law No. 2559-13, Being a By-law to Regulate Traffic and Parking under the Jurisdiction of the Corporation of the Township of North Dumfries.

19.4 By-law No. 3581-25 Being a By-law to amend By-law No. 3534-24, Being a By-law to Establish Fees and Charges for Various Services Provided by the Township of North Dumfries.

19.5 By-law No. 3582-25 Being a By-law to Temporarily Close Certain Streets on Saturday September 13, 2025 to Accommodate the North Dumfries Community Showcase in Victoria Park.

19.6 By-law No. 3583-25 Being a By-law to Provide Temporary No Parking on Certain Streets to Accommodate the North Dumfries Community Showcase Event on Saturday September 13, 2025.

19.7 By-law No. 3585-25 Being a By-law to Confirm the Proceedings of Council of the Corporation of the Township of North Dumfries at this Meeting held on August 11, 2025.

CARRIED

C-299-25 Moved by Councillor Tilley
Seconded by Councillor Wilms

THAT By-law Nos. 3578-25, 3579-25, 3580-25, 3581-25, 3582-25, 3583-25 and 3585-25 be read a third and final time and be signed and sealed by the Mayor and Clerk.

CARRIED

20. ADJOURNMENT

C-300-25 Moved by Councillor Rolleman
Seconded by Councillor Ostner

THAT WHEREAS business before this Council Meeting has been completed at 10:47 p.m.

AND BE IT RESOLVED THAT this meeting adjourn.

CARRIED

Susan Foxton, Mayor

Ashley Good, Clerk

MINUTES

Mayor Foxton was in the Chair. Also, present at the meeting were Councillor Rolleman, Councillor Ostner, Councillor Wilms, and Councillor Tilley.

Staff Present: Andrew McNeely, Chief Administrative Officer
Ashley Good, Clerk
Christina Brox, Treasurer/Director of Corporate Services
Rob Raycroft, Director of Engineering and Public Works (left the meeting at 7:10 p.m.)
Shannon Black, Director of Development Services / Chief Building Official (left the meeting at 7:10 p.m.)
Karen Winter, Director of Leisure and Community Services (left the meeting at 7:10 p.m.)
Robert Shantz, Fire Chief (left the meeting at 7:10 p.m.)

Convene: 6:00 p.m.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

C-301-25 Moved by Councillor Tilley
Seconded by Councillor Ostner

THAT Council adopt the August 13, 2025 Council Agenda as presented.
CARRIED

3. INDIGENOUS TERRITORY ACKNOWLEDGEMENT

Mayor Foxton led the Indigenous Territory Acknowledgement.

4. MOMENT OF REFLECTION

Council and staff paused for a moment of reflection.

5. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None disclosed.

6. ITEMS FOR CONSIDERATION

6.1 Report No. FIN-16-2025: 2026 Budget Direction and Schedule.

Christina Brox, Treasurer / Director of Corporate Services provides a presentation. Ms. Brox reviews the key drivers including the consumer price index, wages, utility costs, assets management plan and the proposed tax increases.

C-302-25 Moved by Councillor Wilms
Seconded by Councillor Rolleman

THAT FIN Report No. 16-2025 be received;

AND THAT Council establish a transfer to Capital Reserves of a minimum of 3.0% of the 2026 Municipal Levy, over the total Capital Reserves allocated from taxation in 2025, to assist in funding the 10 Year Capital Forecast, as follows:

- i) Transfer to the Infrastructure Reserve Account at 1.25%
- ii) Transfer to the Facilities Reserve Account at 0.75%
- iii) Transfer to various Capital Reserve Accounts (above and beyond Infrastructure & Facilities) at 1%

AND THAT staff be directed to prepare and submit the 2026 *draft* Operating and Capital Budget within a maximum guideline of a 5.5% increase in the Municipal tax rate (after accounting for assessment growth);

AND THAT staff publish the adopted 2026 Budget Meeting Schedule in conjunction with the 2025 / 2026 Council Meeting Schedule on the Township's website, social media accounts as part of the ongoing public consultation and community outreach program;

AND THAT the following Meetings be scheduled to deal with the 2026 Budget components:

Wednesday August 13, 2025	6:00 pm	Special Council Meeting	1) 2026 Budget Schedule / Key Drivers / Guiding Principles to Establish 2026 Budget 2) Ten-Year (2026-2035) Capital Forecast / Funding Strategy
Tuesday November 10, 2025	6:00 pm	Regular Council	1) 3 rd Quarter 2025 Variance Report and Year End Projections 2) Report on Pre-Approval for Tenders/RFP's for key capital projects for 2026 delivery.

Monday December 8, 2025	6:00 pm	Regular Council	1) 2026 Fees and Charges Review and By-law 2) Draft 2026 Budget Document and Business Plans circulated with a Report.
Monday & Wednesday Jan. 12 & 14, 2026	6:00 pm	Special Council Meeting	Full Review by Directors of the 2026 Budget – Operations and updated Capital & 10 Year Capital Forecast
Monday February 2, 2026	6:00 pm	Special Council Meeting	Further Review of Items arising from January 12 & 14 Budget discussions. Detailed Budget Review session continues (IF REQUIRED).
Monday February 23, 2026	6:00 pm	Regular Council	Report to recommend approval of the 2026 Budget., Department Business Plans and in principle the 10-year Capital Forecast, and, Township Tax Rates By-law
Monday April 27, 2026	6:00 pm	Regular Council	Consideration of Final Full Tax Rate By-law (including Region and School Board Rates)

CARRIED

6.2 Report No. FIN-17-2025: Preliminary Discussion & Overview – 1st Draft of the Ten-Year Capital Forecast (2026-2035).

Christina Brox, Treasurer / Director of Corporate Services provides a presentation. Ms. Brox provides an overview and context, reviews the 2026-2035 funding and financing models, reviews debt financing and highlights large projects that includes the public works expansion, major rehabilitation of the ACC, adaptive reuse of the ACC ice surfaces, and various bridge projects.

It is noted that staff are seeking direction from Council whether to drop projects; modify or scope projects; delay or extend the timeline for the completion of projects; identify projects that would only be completed if funding partnerships could be attained with senior levels of Government and/or community donations; or whether to add any projects. It is noted that the Nithvale Bridge is a key item for discussion. Staff also note that there is limited uncommitted reserve balances within the proposed 10-year capital forecast.

Ms. Brox reviews the various sections of the 10-year Capital Forecast and Council asks questions throughout.

Council discusses whether to make any changes to the 10-year Capital Forecast. It is noted that it is a fluid document and a lot could change over the next six months,

moving projects out may increase the price, and many companies may be looking for work now so the Township could get some good prices if completed now.

C-303-25 Moved by Councillor Ostner
Seconded by Councillor Tilley

THAT FIN Report No. 17-2025 be received;

AND THAT Staff submit for consideration at the November 10th, 2025 Council Meeting a Report on 2026 Capital Projects that Staff seek to secure pre-Budget Approval for in order to facilitate an early entry into the marketplace for bids on long lead delivery or price sensitive projects;

AND THAT all comments received through the discussion at the August 13th Special Council Meeting be returned to Staff for further consideration as part of the continuing development of the 2026 Budget and the associated Ten Year (2026 – 2035) Capital Forecast.

CARRIED

7. CLOSED SESSION

7.1 CAO Report No. 20-2025: “Personal matters about an identifiable individual, including municipal or local board employees.” “Labour relations or employee negotiations.” (*Municipal Act*, Section 239 (2)(b)(d)).

C-304-25 Moved by Councillor Rolleman
Seconded by Councillor Ostner

THAT Council move into a Closed Meeting Session at 7:10 p.m. pursuant to the Municipal Act Section s. 239 (2) to discuss:

15.1 Report No. CAO-20-2025: “Personal matters about an identifiable individual, including municipal or local board employees.” “Labour relations or employee negotiations.” (*Municipal Act*, Section 239 (2)(b)(d)).

CARRIED

8. RECONVENE INTO OPEN SESSION

C-305-25 Moved by Councillor Tilley
Seconded by Councillor Rolleman

THAT Council reconvene into open session at 8:38 p.m.

CARRIED

9. BUSINESS ARISING FROM CLOSED SESSION

Mayor Foxtan provides the following verbal report: Council has provided direction to the Chief Administrative Officer.

10. CONFIRMING BY-LAW

10.1 By-law No. 3586-25 – Being a By-law to Confirm the Proceedings of Council on August 13, 2025.

C-306-25 Moved by Councillor Wilms
Seconded by Councillor Tilley

THAT By-law No. 3586-25 Being a By-law to Confirm the Proceedings of Council on August 13, 2025 be read a First, Second, and Third time and be finally passed, signed and sealed by the Mayor and Clerk.

CARRIED

11. ADJOURNMENT

C-307-25 Moved by Councillor Ostner
Seconded by Councillor Wilms

THAT WHEREAS business before this Special Meeting of Council has been completed at 8:39 p.m.

AND BE IT RESOLVED THAT this Meeting adjourn.

CARRIED

Susan Foxtan, Mayor

Ashley Good, Clerk

MINUTES

Mayor Foxton was in the Chair. Also, present at the meeting were Councillor Rolleman, Councillor Ostner, Councillor Wilms, and Councillor Tilley.

Staff Present: Andrew McNeely, Chief Administrative Officer
Ashley Good, Clerk

Convene: 6:00 p.m.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

C-308-25 Moved by Councillor Tilley
Seconded by Councillor Wilms

THAT Council adopt the August 28, 2025 Special Council meeting Agenda as presented.

CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None disclosed.

4. ITEMS FOR CONSIDERATION

4.1 Closed Session Report No. LGL 06-2025: Edworthy West Pit – Ontario Land Tribunal “litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board” (Municipal Act, Section 239 (2)(e)) and “advice that is subject to solicitor-client privilege, including communications necessary for that purpose” (*Municipal Act*, Section 239 (2)(f)).

C-309-25 Moved by Councillor Wilms
Seconded by Councillor Rolleman

THAT Council move into a Closed Meeting Session at 6:01 p.m. pursuant to the Municipal Act Section s. 239 (2) to discuss:

4.1 Closed Session Report No. LGL 06-2025: Edworthy West Pit – Ontario Land Tribunal “litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board” (Municipal Act, Section 239 (2)(e)) and “advice that is subject to solicitor-client privilege, including communications necessary for that purpose” (*Municipal Act*, Section 239 (2)(f)).

CARRIED

C-310-25 Moved by Councillor Ostner
Seconded by Councillor Rolleman

THAT Council reconvene into open session at 6:41 p.m.
CARRIED

Mayor Foxton provides the following verbal report: Council in Closed Session received LGL Report No. 06-2025 and a verbal presentation from Legal Counsel and Staff on matters associated with Case No. OLT-24-001033 [Edworthy West Pit]. Direction was provided to Legal Counsel and Staff on next steps related to this OLT matter. Work on this file continues. A future Report to Council in Closed Session on Case No. OLT-24-001033 [Edworthy West Pit] is expected.

5. CONFIRMING BY-LAW

5.1 By-law No. 3557-25 – Being a By-law to Confirm the Proceedings of Council on August 28, 2025.

C-311-25 Moved by Councillor Rolleman
Seconded by Councillor Wilms

THAT By-law No. 3557-25 – Being a By-law to Confirm the Proceedings of this Special Council meeting held on August 28, 2025 be read a First, Second, Third time and be finally passed, signed and sealed by the Mayor and Clerk.
CARRIED

6. ADJOURNMENT

C-312-25 Moved by Councillor Tilley
Seconded by Councillor Ostner

THAT WHEREAS business before this Special Meeting of Council has been completed at 6:43 p.m.

AND BE IT RESOLVED THAT this Meeting adjourn.
CARRIED

Susan Foxton, Mayor

Ashley Good, Clerk



Council Meeting
September 8, 2025

Fire Department Incident Response Summary - August 2025

Recommendation

The Fire Chief recommends:

- 1. THAT FD Report 09-2025 be received for the purposes of information.**

1. Purpose

The Purpose of this Report is to present the Fire Department's Incident Summary for the time period of August 2025.

2. Background

None

3. Options and Analysis

The Incident Summary for August and Year to Date totals are as follows:

Incident Category	Ayr Fire Station Response Area	Cambridge Fire Contract Response Area
Motor Vehicle Accident	6	3
Medical Assist	7	2
Fire	5	1
CO / Fire Alarm	5	1
Open Burning	3	0
Water/Ice Rescue	0	1
Public Hazard/Assist	0	0
Mutual Aid	0	0
Total –	26	8
Year to Date Total	174	71

Note: 7 calls were from July: North Dumfries 2 medical, 2 fire, 1 MVC. CFD – 2 Medical

4. Financial Implications

The consideration of this Report does not have any implications on the 2025 Budget

5. Attachments

None

For further information on the contents of this Report, please contact Robert Shantz, Fire Chief / CEMC, at (519) 632-8800 ext. 139 or via email at rshantz@northdumfries.ca

Report Prepared By:



Robert Shantz,
Fire Chief / CEMC

Respectfully Submitted By:



Andrew McNeely,
Chief Administrative Officer

From: [Andrew Mcneely](#)
To: [Ashley Good](#)
Subject: FW: Proposed updates to certain operational policies under the Aggregates Resource Act - Mun2
Date: August 11, 2025 1:47:24 PM
Attachments: [ARA_PolicyUpdates_2025_EN.pdf](#)
[ARA_PolicyUpdates_2025_FR.pdf](#)
[image001.png](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.png](#)

Ashley Please include the email and the attached .pdf document in the September 8th Council Correspondence section of the Agenda

Andrew McNeely,
Chief Administrative Officer

The Corporation of the Township of North Dumfries
106 Earl Thompson Road, 3rd Floor
P.O. Box 1060
Ayr, Ontario N0B 1E0

☎ 519-632-8800 📠 519-632-8700
✉ amcneely@northdumfries.ca

Website: www.northdumfries.ca

Township Administrative business can be accessed through our website, by email or by telephone.
Meetings will be arranged through scheduled appointments and can be accommodated through either virtual platforms or in-person.



From: Susan Foxtan <sfoxtan@northdumfries.ca>
Sent: August 11, 2025 12:32 PM
To: Andrew Mcneely <amcneely@northdumfries.ca>
Subject: Fwd: Proposed updates to certain operational policies under the Aggregates Resource Act - Mun2

FYI
Sent from my iPhone

Begin forwarded message:

From: "Aggregates (MNR)" <Aggregates@ontario.ca>
Date: August 11, 2025 at 11:28:54 AM EDT
To: "Aggregates (MNR)" <Aggregates@ontario.ca>
Subject: Proposed updates to certain operational policies under the Aggregates

Resource Act - Mun2

Hello,

Ontario's aggregate industry plays a key role in our government's vision to build Ontario, supporting vital development and jobs across the province. At this time, MNR is proposing updates to certain operational policies under the *Aggregate Resources Act*.

Over the last six years, changes to the Act, regulation, and the development of the Aggregate Resources of Ontario Standards, have left several aggregate resources policies outdated and/or inaccurate. New requirements and provisions introduced through these changes also need to be supported with new policy direction.

In a continued effort to clarify requirements and improve efficiencies, three policies are proposed to be updated (replacing seven outdated policies) related to new aggregate licence/permit applications addressing Water Report, Cultural Heritage Report, and Matters to be Considered in the Issuance of a Licence. One new policy based on the 2020 requirements in the Standards, Maximum Predicted Water Table Report is being proposed. In addition, the government is focused on reducing burden to businesses; this is why we are proposing to rescind 28 policies that are outdated or unnecessary.

Updated policies are an important step in modernizing the Ministry's aggregate program, ensuring transparency and consistency in program delivery, and providing certainty to industry and the public about the Ministry's expectations.

A complete summary of the proposed policy changes can be found on the [Environmental Registry](#) (search for notice: 025-0216) for a 48-day commenting period ending September 25, 2025.

We invite you to review the changes and offer comments.

There are several ways you can comment on this proposal, including:

1. Directly through the Environmental Registry posting (click on the "Submit a comment" button)
2. By email to aggregates@ontario.ca, or
3. By mail to:
Resources Development Section
Ministry of Natural Resources
300 Water Street, 2nd Floor South
Peterborough, ON K9J 3C7

For questions, contact Sheena Tower at aggregates@ontario.ca.

Sincerely,

Jennifer Keyes

Director, Development and Hazard Policy Branch

--

Bonjour,

L'industrie des agrégats de l'Ontario joue un rôle clé dans la vision de notre gouvernement de construire l'Ontario, en soutenant le développement vital et les emplois dans toute la province. Actuellement, le Ministère des Richesses Naturelles (le ministère) propose des mises à jour de certaines politiques opérationnelles dans le cadre de la *Loi sur les ressources en agrégats*.

Au cours des six dernières années, les modifications apportées à la loi et à la réglementation, ainsi que l'élaboration des normes relatives aux ressources en agrégats de l'Ontario, ont fait que plusieurs politiques relatives aux ressources en agrégats sont devenues obsolètes ou inexactes. Les nouvelles exigences et dispositions introduites par ces modifications doivent également être soutenues par de nouvelles orientations politiques.

Dans un souci constant de clarifier les exigences et d'améliorer l'efficacité, il est proposé de mettre à jour trois politiques (en remplacement de sept politiques obsolètes) relatives aux nouvelles demandes de licences ou de permis d'extraction d'agrégats concernant le rapport sur l'eau, le rapport sur le patrimoine culturel et les facteurs à étudier au moment de délivrer un permis. Une nouvelle politique basée sur les exigences de 2020 dans les normes, le rapport sur la nappe phréatique maximale prévue, est proposée. En outre, le gouvernement s'attache à réduire la charge pesant sur les entreprises; c'est pourquoi nous proposons d'abroger 28 politiques qui sont obsolètes ou inutiles.

La mise à jour des politiques constitue une étape importante dans la modernisation du programme du ministère sur les agrégats, en garantissant la transparence et la cohérence dans la mise en oeuvre du programme, et en apportant une certitude à l'industrie et au public quant aux attentes du ministère.

Un résumé complet des changements politiques proposés est accessible sur le site du [Registre environnemental](#) (recherchez l'avis : 025-0216) pour une période de commentaires de 48 jours se terminant le 28 septembre 2025.

Nous vous invitons à prendre connaissance des modifications et à nous faire part de vos commentaires.

Il y a plusieurs façons de commenter cette proposition, notamment :

1. Directement par l'intermédiaire du Registre environnemental (cliquez sur le bouton « Soumettre un commentaire »)
2. Par courriel à l'adresse aggregates@ontario.ca, ou
3. Par courrier à l'adresse suivante:
Section de l'exploitation des richesses naturelles
Ministère des Richesses naturelles
300, rue Water, 5e étage, tour sud
Peterborough (Ontario) K9J 3C7

Pour toute question, envoyez un courriel à Sheena Tower à l'adresse aggregates@ontario.ca.

Veuillez agréer mes sentiments les meilleurs.

Jennifer Keyes

Directrice, Direction de l'élaboration et des politiques relatives aux dangers

Ministry of Natural Resources

Development and Hazard Policy
Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles

Direction de la politique d'exploitation des
ressources et des risques naturels.
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7



August 08, 2025

Subject: Proposed updates to certain operational policies under the *Aggregate Resource Act*

Hello,

Ontario's aggregate industry plays a key role in our government's vision to build Ontario, supporting vital development and jobs across the province. At this time, MNR is proposing updates to certain operational policies under the *Aggregate Resources Act*.

Over the last six years, changes to the Act, regulation, and the development of the Aggregate Resources of Ontario Standards, have left several aggregate resources policies outdated and/or inaccurate. New requirements and provisions introduced through these changes also need to be supported with new policy direction.

In a continued effort to clarify requirements and improve efficiencies, three policies are proposed to be updated (replacing seven outdated policies) related to new aggregate licence/permit applications addressing Water Report, Cultural Heritage Report, and Matters to be Considered in the Issuance of a Licence. One new policy based on the 2020 requirements in the Standards, Maximum Predicted Water Table Report is being proposed. In addition, the government is focused on reducing burden to businesses; this is why we are proposing to rescind 28 policies that are outdated or unnecessary.

Updated policies are an important step in modernizing the Ministry's aggregate program, ensuring transparency and consistency in program delivery, and providing certainty to industry and the public about the Ministry's expectations.

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2. By email to aggregates@ontario.ca, or
3. By mail to:

Resources Development Section
Ministry of Natural Resources
300 Water Street, 2nd Floor South
Peterborough, ON K9J 3C7

For questions, contact Sheena Tower at aggregates@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Keyes", with a stylized flourish at the end.

Jennifer Keyes

Director, Development and Hazard Policy Branch



**The Corporation of the Town of Grimsby
Administration**

Office of the Town Clerk

160 Livingston Avenue, Grimsby, ON L3M 0J5

Phone: 905-945-9634 Ext. 2171 | **Fax:** 905-945-5010

Email: vssteel@grimsby.ca

August 14, 2025

SENT VIA E-MAIL

clerks@aurora.ca

Attention: Ishita Soneji, Deputy Town Clerk

RE: Endorsement of Motion - Opposition to Bill 5, *Protect Ontario by Unleashing our Economy Act, 2025*

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on August 11, 2025, passed the following resolution:

C-25-164

Moved: Councillor Korstanje

Seconded: Councillor Charrois

Resolved that Council endorse the Town of Aurora's motion regarding opposition to Bill 5.

If you require any additional information, please let me know.

Regards,

Victoria Steele
Town Clerk

CC:

Hon. Doug Ford, Premier of Ontario (premier@ontario.ca)

Hon. Stephen Lecce, Ontario Minister of Energy and Mines (stephen.lecce@pc.ola.org)

Association of Municipalities of Ontario (resolutions@amo.on.ca)

All Ontario Municipalities

ATTCH: Town of Aurora Council Resolution of July 15, 2025, Member Motion 7.1 - Councillor Weese; Re: Opposition to Bill 5, *Protect Ontario by Unleashing our Economy Act, 2025*



Legislative Services
Ishita Soneji
905-726-4768
clerks@aurora.ca

Town of Aurora
100 John West Way, Box 1000
Aurora, ON L4G 6J1

July 17, 2025

The Honourable Doug Ford
Premier of Ontario

Delivered by email
premier@ontario.ca

The Honourable Stephen Lecce
Minister of Energy and Mines

ministerenergy@ontario.ca

Dear Premier Ford and Minister Lecce:

**Re: Town of Aurora Council Resolution of July 15, 2025
Member Motion 7.1 - Councillor Weese; Re: Opposition to Bill 5, *Protect Ontario
by Unleashing our Economy Act, 2025***

Please be advised that this matter was considered by Council at its special meeting held on July 15, 2025, and in this regard, Council adopted the following resolution:

Whereas Bill 5 was granted Royal Assent on June 5, 2025; and

Whereas Bill 5 amends several key pieces of legislation with the goal of fast-tracking economic development and introduces changes in legislation that affect local governance, labour laws and environmental protections; and

Whereas the legislation includes the *Special Economic Zones Act, 2025* (SEZ) that gives Queen's Park the power to designate areas where regulatory approval processes can be amended by the Ontario Government, potentially without input from local decision-makers; and

Whereas the *Endangered Species Act, 2007* has been dissolved and replaced by the *Species Conservation Act 2025*, which environmental critics argue removes important provisions of the former law; and

Whereas the new law also makes changes to the *Ontario Heritage Act* that potentially could impact Heritage site designations; and

Whereas this law has been rushed through the legislature in 49 days, limiting Committee time, public consultation and ensuring rapid passage;

- 1. Now Therefore Be It Hereby Resolved That Aurora Town Council acknowledges the stated goals of economic growth and development in Bill 5, but expresses serious concerns with Bill 5 in its current form as it interferes with local**

planning authorities, limits public consultation, and threatens both heritage designations and endangered species; and

2. Be It Further Resolved That Aurora Town Council urges the Government of Ontario to consider the following:

- **Collaboration with municipalities to determine Special Economic Zones;**
- **Ensure environmental protections and heritage safeguards are strengthened;**
- **Include municipalities and Indigenous partners in shaping regulations; and**
- **Preserve legal recourse for affected communities; and**

3. Be It Further Resolved That this Motion be forwarded to all 444 Ontario Municipalities, Hon. Doug Ford, Premier of Ontario, and Hon. Stephen Lecce, Ontario Minister of Energy and Mines, and the Association of Municipalities of Ontario (AMO).

The above is for your consideration and any attention deemed necessary.

Sincerely,



Ishita Soneji

Deputy Town Clerk

The Corporation of the Town of Aurora

IS/lb

Attachment (Council meeting extract)

Copy: Association of Municipalities of Ontario (AMO)
All Ontario Municipalities



7. Consideration of Items Requiring Discussion

7.1 Member Motion - Councillor Weese; Re: Opposition to Bill 5, *Protect Ontario by Unleashing our Economy Act, 2025*

Main motion as amended

Moved by Councillor Weese

Seconded by Councillor Gaertner

Whereas Bill 5 was granted Royal Assent on June 5, 2025; and

Whereas Bill 5 amends several key pieces of legislation with the goal of fast-tracking economic development and introduces changes in legislation that affect local governance, labour laws and environmental protections; and

Whereas the legislation includes the *Special Economic Zones Act, 2025* (SEZ) that gives Queen's Park the power to designate areas where regulatory approval processes can be amended by the Ontario Government, potentially without input from local decision-makers; and

Whereas the *Endangered Species Act, 2007* has been dissolved and replaced by the *Species Conservation Act 2025*, which environmental critics argue removes important provisions of the former law; and

Whereas the new law also makes changes to the *Ontario Heritage Act* that potentially could impact Heritage site designations; and

Whereas this law has been rushed through the legislature in 49 days, limiting Committee time, public consultation and ensuring rapid passage;

1. Now Therefore Be It Hereby Resolved That Aurora Town Council acknowledges the stated goals of economic growth and development in Bill 5, but expresses serious concerns with Bill 5 in its current form as it interferes with local planning authorities, limits public consultation, and threatens both heritage designations and endangered species; and
2. Be It Further Resolved That Aurora Town Council urges the Government of Ontario to consider the following:

- Collaboration with municipalities to determine Special Economic Zones;
 - Ensure environmental protections and heritage safeguards are strengthened;
 - Include municipalities and Indigenous partners in shaping regulations; and
 - Preserve legal recourse for affected communities; and
3. Be It Further Resolved That this Motion be forwarded to all 444 Ontario Municipalities, Hon. Doug Ford, Premier of Ontario, and Hon. Stephen Lecce, Ontario Minister of Energy and Mines, and the Association of Municipalities of Ontario (AMO).

Yeas (4): Councillor Weese, Councillor Gilliland, Councillor Gaertner, and Councillor Gallo

Absent (3): Mayor Mrakas, Councillor Thompson, and Councillor Kim

Carried (4 to 0)



**The Corporation of the Town of Grimsby
Administration**

Office of the Town Clerk

160 Livingston Avenue, Grimsby, ON L3M 0J5

Phone: 905-945-9634 Ext. 2171 | **Fax:** 905-945-5010

Email: vsteele@grimsby.ca

August 14, 2025

SENT VIA E-MAIL

clerks@stcatharines.ca

Attention: City of St. Catharines

RE: Endorsement of City of St. Catharines' Motion – Elect Respect Pledge

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on August 11, 2025 passed the following resolution:

C-25-150

Moved: Councillor Korstanje

Seconded: Councillor Howe

Resolved that Council endorse the City of St. Catharines' motion regarding an Elect Respect Pledge.

If you require any additional information, please let me know.

Regards,

Victoria Steele
Town Clerk

CC:

Association of Municipalities of Ontario (resolutions@amo.on.ca)

Ontario's Big City Mayors (info@obcm.ca)

Federation of Canadian Municipalities (info@fcm.ca)

Dean Allison (dean.allison@parl.gc.ca)

Sam Oosterhoff (sam.oosterhoffco@pc.ola.org)

Chris Bittle (chris.bittle@parl.gc.ca)

Jennie Stevens (jstevens-co@ndp.on.ca)

Fred Davies (fred.davies@parl.gc.ca)

Jeff Burch (jburch-co@ndp.on.ca)

Tony Baldinelli (tony.baldinelli@parl.gc.ca)

Wayne Gates (wgates-co@ndp.on.ca)

Michelle Seaborn (michelle.seaborn@niagararegion.ca)

Niagara Regional Police (info@niagarapolice.ca)

Ontario Provincial Police (opp.media@opp.ca)

Royal Canadian Mounted Police (rcmp.hqmediarelations-dgreationsmedias.grc@rcmp-grc.gc.ca)

Mayors and Regional Chairs of Ontario

ATTCH: Elect Respect Pledge Our File 10.12.1

July 30, 2025

Association of Municipalities of Ontario
155 University Ave | Suite 800
Toronto, ON M5H 3B7

Sent via email: resolutions@amo.on.ca

**Re: Elect Respect Pledge
Our File 10.12.1**

To Whom it May Concern,

At its meeting of July 14, 2025, St. Catharines City Council approved the following motion:

WHEREAS democracy is healthy when everyone is able to participate fully and safely and contribute to the well-being of their community; and

WHEREAS we are witnessing the dissolution of democratic discourse and respectful debate across all levels of government and in neighbouring jurisdictions; and

WHEREAS Ontario's municipally elected officials are dealing with increasingly hostile, unsafe work environments facing threats and harassment; and

WHEREAS social media platforms have exacerbated disrespectful dialogue, negative commentary, and toxic engagement which disincentivizes individuals, especially women and candidates from diverse backgrounds from running for office; and

WHEREAS better decisions are made when democracy is respectful and constructive and the voices of diverse genders, identities, ethnicities, races, sexual orientation, ages and abilities are heard and represented around municipal council tables; and

WHEREAS the Association of Municipalities of Ontario's Healthy Democracy Project has identified concerning trends with fewer people voting in local elections and running for municipal office; and

WHEREAS in 2024, female elected representatives from across Halton formed a group called H.E.R. (Halton Elected Representatives) which pledged to speak out against harassment and negativity in politics and called on elected officials to uphold the highest standards of conduct; and

WHEREAS H.E.R. Halton has launched a campaign called Elect Respect to promote the importance of healthy democracy and safe, inclusive, respectful work environments for all elected officials that encourages individuals to participate in the political process; and

WHEREAS on June 5, 2025, the Canadian Association of Feminist Parliamentarians launched a non-partisan “Parliamentary Civility Pledge” to encourage all parliamentarians to commit to end workplace harassment and increase civility on Parliament Hill, modelled after the pledge developed in Halton by representatives of H.E.R.;

NOW THEREFORE BE IT RESOLVED:

THAT City of St. Catharines Council supports the Elect Respect pledge and commits to:

- Treat others with respect in all spaces—public, private, and online,
- Reject and call out harassment, abuse, and personal attacks,
- Focus debate on ideas and policies, not personal attacks,
- Help build a supportive culture where people of all backgrounds feel safe to run for and hold office,
- Call on relevant authorities to ensure the protection of elected officials who face abuse or threats, and
- Model integrity and respect by holding one another to the highest standards of conduct; and

BE IT FURTHER RESOLVED That City of St. Catharines Council calls on elected officials, organizations and community members to support the Elect Respect campaign and sign the online pledge at www.electrespect.ca; and

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Association of Municipalities of Ontario, Ontario’s Big City Mayors, the Federation of Canadian Municipalities, Mayors and Regional Chairs of Ontario, relevant MPs and MPPs, Regional Police, the Ontario Provincial Police and the Royal Canadian Mounted Police.

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Donna Delvecchio, Acting City Clerk
Legal and Clerks Services, Office of the City Clerk
:av

cc: Ontario Big City Mayors
The Federation of Canadian Municipalities



Mayors and Regional Chairs of Ontario
MPs and MPPs
Regional Police
The Ontario Provincial Police
Royal Canadian Mounted Police

From: [Christine Harvey](#)
To: [Scott Tilley](#)
Cc: [Ashley Good](#); [Susan Foxton](#); [Rodney Rolleman](#); [Derrick Ostner](#); [Alida Wilms](#); [Rob Raycroft](#); [Andrew Mcneely](#)
Subject: Re: Urgent Safety Concerns – Blind Corner Hazard in Our Neighborhood
Date: August 13, 2025 6:10:02 PM
Attachments: [image0.jpeg](#)

Some people who received this message don't often get email from [REDACTED] [Learn why this is important](#)

Yes, thank you Scott, I appreciate your help with this matter.

Christine

On Aug 13, 2025, at 17:53, Scott Tilley <stilley@northdumfries.ca> wrote:

Thank you Christine,

Do I have your permission to add your email to the official agenda so that we can discuss at our next meeting?

Best Regards,
Scott

From: Christine Harvey [REDACTED]
Sent: Wednesday, August 13, 2025 12:41:51 PM
To: Scott Tilley <stilley@northdumfries.ca>
Subject: Urgent Safety Concerns – Blind Corner Hazard in Our Neighborhood

You don't often get email from [REDACTED] [Learn why this is important](#)

Dear City Council/Traffic Safety Committee

I am writing as a deeply concerned resident and parent regarding the serious safety hazard posed by the blind corner adjacent to my property. This location presents a constant and unacceptable risk to my children and other pedestrians in our neighborhood.

Vehicles frequently approach this corner at unsafe speeds

with little to no visibility of oncoming traffic, cyclists, or children at play. As a parent, I should not have to worry that a simple walk, bike ride, or trip to the mailbox could turn into a life-threatening situation. Unfortunately, without immediate intervention, it is only a matter of time before a preventable accident occurs.

I urge you to treat this matter with the urgency it deserves. Practical, effective safety measures must be implemented without delay. These could include:

- Installing clear signage to warn drivers of the blind corner well in advance.
- Reducing speed limits in the area and strictly enforcing them.
- Adding speed bumps or rumble strips to physically slow traffic before the corner.
- Installing convex safety mirrors to improve driver visibility

Our neighborhood deserves to be a safe place for families, not a hazard zone. I am asking for a written response outlining the immediate steps your office will take to address this issue, along with a realistic timeline for action.

Please understand—this is not simply a matter of convenience; it is a matter of safety, and the lives of children in our community depend on swift and decisive measures.

I look forward to your prompt reply.

Sincerely,

Christine Harvey



<image0.jpeg>



TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN

42 Burnt Bridge Road, PO Box 40
Palmer Rapids, Ontario K0J 2E0
TEL: (613) 758-2061 · FAX: (613) 758-2235

August 6, 2025

Jon Pegg
Fire Marshal of Ontario
Office of the Fire Marshal
25 Morton Shulman Avenue
Toronto, ON M3M 0B1
Jon.pegg@ontario.ca

RE: Request for Exemption to Proposed Mandatory Firefighter Certification Requirements (O. Reg. 343/22)

Dear Fire Marshal Pegg,

Please be advised that at the Regular Council Meeting on August 6, 2025, Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan passed the following resolution, supporting the correspondence from the Township of Black River – Matheson.

Resolution No: 2025-06-06-10
Moved by: Councillor Keller
Seconded by: Councillor Banks

“Be It resolved that the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the correspondence from the Township of Black River – Matheson with their Request for Exemption to Proposed Mandatory Firefighter Certification Requirements (O. Reg. 343/22).

Whereas the Ontario government has enacted O. Reg. 343/22, establishing mandatory certification requirements for firefighters under the Fire Protection and Prevention Act, 1997;

And Whereas Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan acknowledges the importance of standardized firefighting training and safety;

And Whereas these mandatory certification requirements pose significant challenges for small rural, and northern municipalities due to limited financial and training resources, geographics barriers, and reliance on volunteer fire departments;

And Whereas the implementation of these requirements without additional flexibility or support may negatively impact the Township's ability to recruit and retain volunteer firefighters and provide adequate fire protection to its residents;

Now Therefore be It resolved that The Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan formally opposes the mandatory firefighter certification requirements as currently outlined in O. Reg 343/22;

And further that this resolution be forwarded to the Solicitor General, Premier of Ontario, MPP Billy Denault, the Fire Marchal, AMO, FONOM and all Ontario Municipalities."

Carried.

Sincerely,

A handwritten signature in cursive script that reads "Tammy Thompson".

Tammy Thompson

Deputy Clerk

Township of Brudenell, Lyndoch and Raglan



CORPORATION OF THE
TOWNSHIP OF BLACK RIVER – MATHESON

367 FOURTH AVE, P.O. BOX 601, MATHESON, ON P0K 1N0
TELEPHONE (705) 273-2313 EMAIL : brm@twpbm.ca WEBSITE: www.twpbm.ca

**Jon Pegg
Fire Marshal of Ontario
Office of the Fire Marshal
25 Morton Shulman Avenue
Toronto, ON M3M 0B1**

June 10, 2025

Via Email: Jon.Pegg@ontario.ca

Dear Fire Marshal Pegg:

**Subject: Request for Exemption to Proposed Mandatory Firefighter Certification
Requirements (O. Reg. 343/22)**

On behalf of the Council of the Township of Black River-Matheson, I am writing to express our concerns regarding the mandatory firefighter certification requirements under Ontario Regulation 343/22.

At its meeting held on June 10th, Council passed the attached resolution formally opposing the implementation of these requirements. While we recognize and support the importance of firefighter training and safety, the regulation as it stands does not adequately reflect the operational realities of small, rural, and northern municipalities.

Communities such as ours rely heavily on volunteer and composite fire departments that already face critical challenges in recruitment, training accessibility, and financial capacity.

Specifically, we are burdened by:

- Geographic barriers and long travel distances to accredited training centres,
- Inconsistent access to instructors and scheduling options,
- Limited budgets and competing capital demands,
- Difficulty in retaining and replacing volunteers due to increased regulatory pressures.

Without additional support, flexibility, or exemption mechanisms, the implementation of O. Reg. 343/22 will severely compromise our ability to provide consistent, timely, and effective fire protection to our residents.

Accordingly, the Council of the Township of Black River-Matheson respectfully requests that the Office of the Fire Marshal and the Ministry of the Solicitor General:

1. Defer full implementation of the certification regulation for rural and northern municipalities,
2. Provide exemptions or alternative compliance pathways tailored to the needs and limitations of small, remote fire services,
3. Increase funding and training supports for municipalities outside major urban centres.

We believe that a one-size-fits-all regulatory model will disproportionately and unfairly affect communities like ours. A more flexible, consultative approach is urgently needed. Thank you for your consideration of this request. We would welcome further discussion and are open to participating in any future consultations or working groups aimed at resolving these challenges collaboratively.

Sincerely,

Dave Dymont, Mayor

/hjl

On behalf of the Council of Black River-Matheson

Encl.: Resolution No.2025-214 – Council Opposition to O. Reg. 343/22

CC:

The Honourable Michael Kerzner, Solicitor General – michael.kerzner@ontario.ca

The Honourable Doug Ford, Premier of Ontario – premier@ontario.ca

John Vanthof, MPP, Timiskaming—Cochrane – jvanthof-co@ndp.on.ca

Association of Municipalities of Ontario (AMO) – amo@amo.on.ca

Federation of Northern Ontario Municipalities (FONOM) – admin@fonom.org

All Ontario Municipalities



Corporation of the Township of Black River - Matheson
367 Fourth Avenue
P.O. Box 601
Matheson, Ontario
P0K 1N0

ITEM # 2025-10.b)
RESOLUTION

DATE: June 10, 2025

2025-214

Moved by Councillor Steve Campsall
Seconded by Councillor Alain Bouchard

WHEREAS the Ontario government has enacted O. Reg. 343/22, establishing mandatory certification requirements for firefighters under the Fire Protection and Prevention Act, 1997;

AND WHEREAS Council for the Township of Black River-Matheson acknowledges the importance of standardized firefighter training and safety;

AND WHEREAS these mandatory certification requirements pose significant challenges for small, rural, and northern municipalities due to limited financial and training resources, geographic barriers, and reliance on volunteer fire departments;

AND WHEREAS the implementation of these requirements without additional flexibility or support may negatively impact the Township's ability to recruit and retain volunteer firefighters and provide adequate fire protection to its residents;

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Township of Black River-Matheson formally opposes the mandatory firefighter certification requirements as currently outlined in O. Reg. 343/22;

AND FURTHER THAT this resolution be forwarded to the Solicitor General, Premier of Ontario, MPP John Vanthof, the Fire Marshal, AMO, FONOM, and all Ontario municipalities

☒ CARRIED ☐ DEFEATED

CHAIR SIGNATURE

☐ Original ☐ Amendment ☐ Refer ☐ Defer ☐ Reconsider ☐ Withdrawn

Recorded Vote-TO BE COMPLETED BY CLERK ONLY

	YEAS	NAYS
Mayor Dave Dymont		
Councillor Allen		
Councillor Charbonneau		
Councillor Campsall		

Councillor McCutcheon		
Councillor Gadoury		
Councillor Bouchard		

Hongji Lei

Hong Ji Lei
Town Manager/Clerk



August 29, 2025

MPP Will Bouma, MP Larry Brock, the Association of Municipalities of Ontario (AMO); and all Ontario municipalities

Sent via email: will.bouma@pc.ola.org

Dear MPP Will Bouma,

Please be advised that Brantford City Council at its meeting held August 26, 2025 adopted the following:

12.3.1. Advocacy for Provincial Scrap Metal Legislation and Bail System Reform, 2025-421 - Councillor Hunt

WHEREAS a Town Hall meeting, hosted by Councillors of Ward 4 was held on Monday June 23, 2025, to discuss recommendations and actions taken to address ongoing concerns from local businesses regarding break-ins, theft and vandalism; and

WHEREAS Ward 4 businesses owners were invited to share their experiences and contribute to identifying actionable steps to theft concerns and help identify steps to foster a safer and more secure environment for businesses in Brantford; and

WHEREAS staff from the City of Brantford Bylaw & Security Department and representatives from Brantford Police Services provided presentations outlining current measures and actionable recommendations; and

WHEREAS business owners in attendance requested that a formal letter be drafted advocating for the transition of the municipal scrap metal bylaw into a provincial statute, to be addressed to MPP Will Bouma, Attorney General of

Ontario Doug Downey, MP Larry Brock and Minister of Justice and Attorney General of Canada Sean Fraser; and

WHEREAS business owners further requested that the letter include a call to strengthen the bail system to better protect communities by ensuring repeat offenders are not prematurely released.

NOW THEREFORE BE IT RESOLVED:

- A. THAT City Council DIRECT Staff to prepare a formal advocacy letter to MPP Will Bouma, Attorney General of Ontario Doug Downey, MP Larry Brock and Minister of Justice and Attorney General of Canada Sean Fraser, recommending the transition of the municipal scrap metal bylaw to a provincial statute. The letter to be completed by August 31, 2025, should also include:

- i. A request to strengthen the bail system to enhance community safety;
and
 - ii. Testimonials from local business owners detailing the financial and operational impacts of break-ins, theft and vandalism, including threats to personal safety, and the financial burden of increased insurance cost;
and
- B. THAT a copy of this resolution BE FORWARDED to MPP Will Bouma, MP Larry Brock, the Association of Municipalities of Ontario (AMO); and all Ontario municipalities.

I trust this information is of assistance.

Yours truly,



Chris Gauthier
City Clerk
cgauthier@brantford.ca

CC MP Larry Brock - larry.brock@parl.gc.ca
The Association of Municipalities of Ontario (AMO) - amo@amo.on.ca, policy@amo.on.ca
All Ontario municipalities

From: [Harminster Dhindsa](#)
To: [Susan Foxton](#)
Cc: [Ashley Good](#); [Andrew Mcneely](#); [Rodney Rolleman](#); [Derrick Ostner](#); [Alida Wilms](#); [Scott Tilley](#)
Subject: Re: Re Stop Sign at 153 Leslie Davis Rd
Date: August 30, 2025 1:22:38 PM
Attachments: [IMG_2347.png](#)
[IMG_2346.png](#)
[IMG_2349.png](#)

Some people who received this message don't often get email from [REDACTED] [Learn why this is important](#)

Attached are some social media posts re this stop sign. You can find more too.

On Sat, Aug 30, 2025 at 13:05 Harminster Dhindsa [REDACTED] wrote:

Yes

Regards
HARMINDER Dhindsa

On Sat, Aug 30, 2025 at 13:04 Susan Foxton <sfoxton@northdumfries.ca> wrote:

Harbinger thank you for your email.
Do you give permission for this to be put on the Council ?

Sue Foxton
Mayor
North Dumfries
Sent from my iPhone

> On Aug 30, 2025, at 12:12 PM, Harminster Dhindsa [REDACTED] wrote:

>

> Hello Mayor

> I live at [REDACTED] [Leslie Davis St, North Dumfries, ON](#) N0B 1E0.

> Almost every home in this neighborhood got little kids riding bikes, running around and excitedly walking to the park.

> I witnessed mutiple near misses by the drivers who speed through this stop sign. Almost every minute (not hour) someone runs this stop sign.

> When I try to back my car out of driveway, cars pop out of no where because they just sped thru that stop sign and I couldn't notice them.

>

> You can ask any homeowner, everyone is tired of this stop sign.

> It has caused so much anger in nearby homeowners that some of them threw little rocks and beer cans at cars.

> Pedestrians often tell at cars to stop and it often causes arguing. One day it can lead to a violent fight.

> PLEASE TAKE IT SERIOUSLY.

>

> Thanks

> Harminster Dhindsa

Ayr ON Neighborhood · [Follow](#)

Admin



Jan 18 ·

The BIGGEST POS so far today...
Driving pretty fast aren't ya Dip stick





[Redacted Name]

16h • [Redacted Profile Picture]

[Redacted Caption]



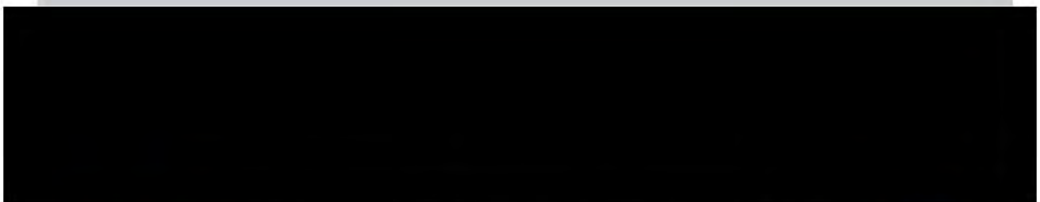
5

2 comments 545 views

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Admin

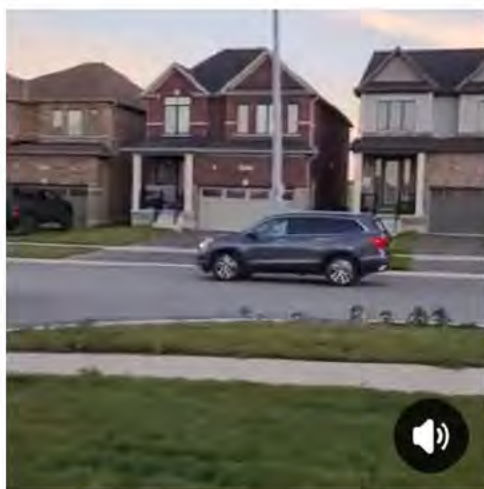


Oct 13, 2024 ·

Ok this is the next BIG ISSUE..

I am sick and tired of people running these stop signs.... its a stop not a Stopional.. Lots of activity here with kids, family's crossing the street with pets, or out for a walk... Please stop I'm sick and tired of being the on the corner yelling at people..

And yes I have put a complaint in with the police because it's to late once someone gets hit, hurt or worse...



Home



Friends



Reels



Marketplace



Notifications





**Council Meeting
September 8, 2025**

**East River Road Surplus Road Allowance
Property Identification Number 03844-0583**

Recommendation:

The Director of Engineering and Public Works recommends:

- 1. THAT Report No. 13-2025 be received;**
- 2. AND THAT By-law No. 3584-25, being a By-law to Stop Up and Close a portion of the Public Highway known as East River Road [PIN 03844-0583], North Dumfries, be enacted;**
- 3. AND THAT the Mayor and Clerk be authorized to sign any documents as required to complete this process.**

1. Purpose

The purpose of this report is to update Council on an Unopened Road Allowance and to confirm direction in terms of next steps.

2. Background

Township Staff were notified of the Unopened Road Allowance that is located on the east side of Highway 24, south of Footbridge Road, by the landowners of 1425 Brantford Highway of the existence of this parcel. The landowners of 1425 Brantford Highway are undertaking the sale of their property and as part of this process it was revealed that what they thought was under their title in fact was not.

The location of the Unopened Road Allowance and 1425 Brantford Highway is illustrated on Attachment No. 1 to this Report.

In reviewing the R-Plan in support of the property sale, the listing agent found that a portion of their clients land located at 1425 Brantford Highway had a section that ran through the property known as PIN 03844-0583 (PIN 0583). This PIN was confirmed to be a portion of the former section of East River Road and was still under the ownership of the Township.

PIN 0583 and the ownership status of the Unopened Road Allowance were not previously

known to Staff. In discussions with Township Legal Counsel, the only thing that Staff can confirm is this road allowance would have to date back decades and was not properly dealt with at some point in the past. Technically not only is PIN 0583 owned by the Township in title, but the Unopened Road Allowance has never been stopped up and closed under the Municipal Act as a public highway.

At the August 11, 2025 Council Meeting, Staff reviewed the Unopened Road Allowance with Council in the In Camera session to provide an overview of the road allowance and legal requirements that the Township would need to follow.

Arising from the In Camera session, Council passed the following resolutions in the Open Session of the August 11th meeting:

THAT staff are authorized to prepare for consideration a Bylaw to be adopted under the Municipal Act to stop up and close an Unopened Road Allowance (PIN 0583) adjacent the east side of Highway 24, south of Footbridge Road, for the consideration of Council at a future meeting;

AND THAT Staff initiate the public process of Notification to entertain a discussion in Open Session at a future Council meeting on the potential disposition of lands owned by the Township in accordance with the applicable provisions of Bylaw No. 2726-15, Sale and Property Disposition Bylaw.

Staff are returning to Council following the required posted notice period with the Bylaw to Stop Up and Close the Unopened Road Allowance. The establishment of this milestone would then facilitate the next step related to the potential disposition of the property.

3. Options and Analysis

Staff sought a legal opinion on this matter and the options related to the disposition of PIN 0583. Legal Counsel confirmed that the Road Allowance was in fact owned by the Township and had never been Stopped Up and Closed as a Public Highway.

The proper closure of the Unopened Road Allowance is necessary in order for the land to be available for disposition under the Township's Sale and Property Disposition Bylaw No. 2726-15 and perhaps more importantly, so that the lands can be transferred to the abutting properties so that their respective landholdings can function as consolidated parcels.

PIN 0583 crosses through three (3) properties, which includes the landholdings to the north and south of 1425 Brantford Highway.

Typically, once the road allowance is Stopped Up and Closed through a By-law in accordance with the Municipal Act, the lands can then be declared surplus to the Township's need and disposed of in accordance with By-law 2726-15. Paragraph 6 in the Bylaw addresses road closings and reads as follows:

“Any Township property which is surplus because of stopping up and closing of a public highway and /or walkway may be offered to sale to all abutting landowners.”

Before passing a Bylaw to permanently close a highway, the Township was required to give public notice of its intention to entertain a the intent to pass such a Bylaw that would Stop Up and Close the road allowance. Staff posted the notice on the Township website on August 15, 2025 and forwarded the notice to Enbridge, GrandBridge Energy and Bell to confirm that they did not have any utilities or services located within the Unopened Road Allowance.

As of the preparation of this Report for inclusion in the September 8th, 2025 Agenda, Staff have only received correspondence from GrandBridge Energy. Grandbridge has confirmed that they have infrastructure in proximity of the Unopened Road Allowance but has not as of yet provided a definitive statement that they are not impacted by the potential to Stop Up and Close the Unopened Road Allowance.

Any further correspondence received after the filing of this Report will be provided to Council leading into the September 8th Meeting as an Addendum.

As it relates to next steps, Staff have prepared Bylaw 3584-25, being a Bylaw to Stop Up and Close the Unopened Road Allowance, for Council’s consideration. The Bylaw is included as Attachment No. 2 to this Report.

Should Council ultimately adopt Bylaw 3584-25, the Bylaw would then be registered at the Registry Office. This measure then, consistent with the applicable provisions of the Municipal Act, Stops Up and Closes the Unopened Road Allowance and would then remove this property as a Road Allowance. The title of the lands would remain under the ownership of the Township until such time as Council declares the lands surplus for Municipal requirements and, formally transfers the lands (or a portion thereof) to a third party.

4. Financial Implications

Staff will be seeking to recover the costs of Legal fees already undertaken by the Township Solicitor and any future expenses related to the potential disposition of PIN 5083 from the sale / transfer to the adjacent landowners. This would eliminate any past or future expenses related to the status of this unopened Road Allowance.

5. Attachments

1. Aerial Photo - PIN 03844-0583 Unopened Road Allowance
2. Bylaw 3584-25

For further information on the contents of this Report, please contact Rob Raycroft, Director of Public Works, via email at rroycroft@northdumfries.ca

Report Prepared By:

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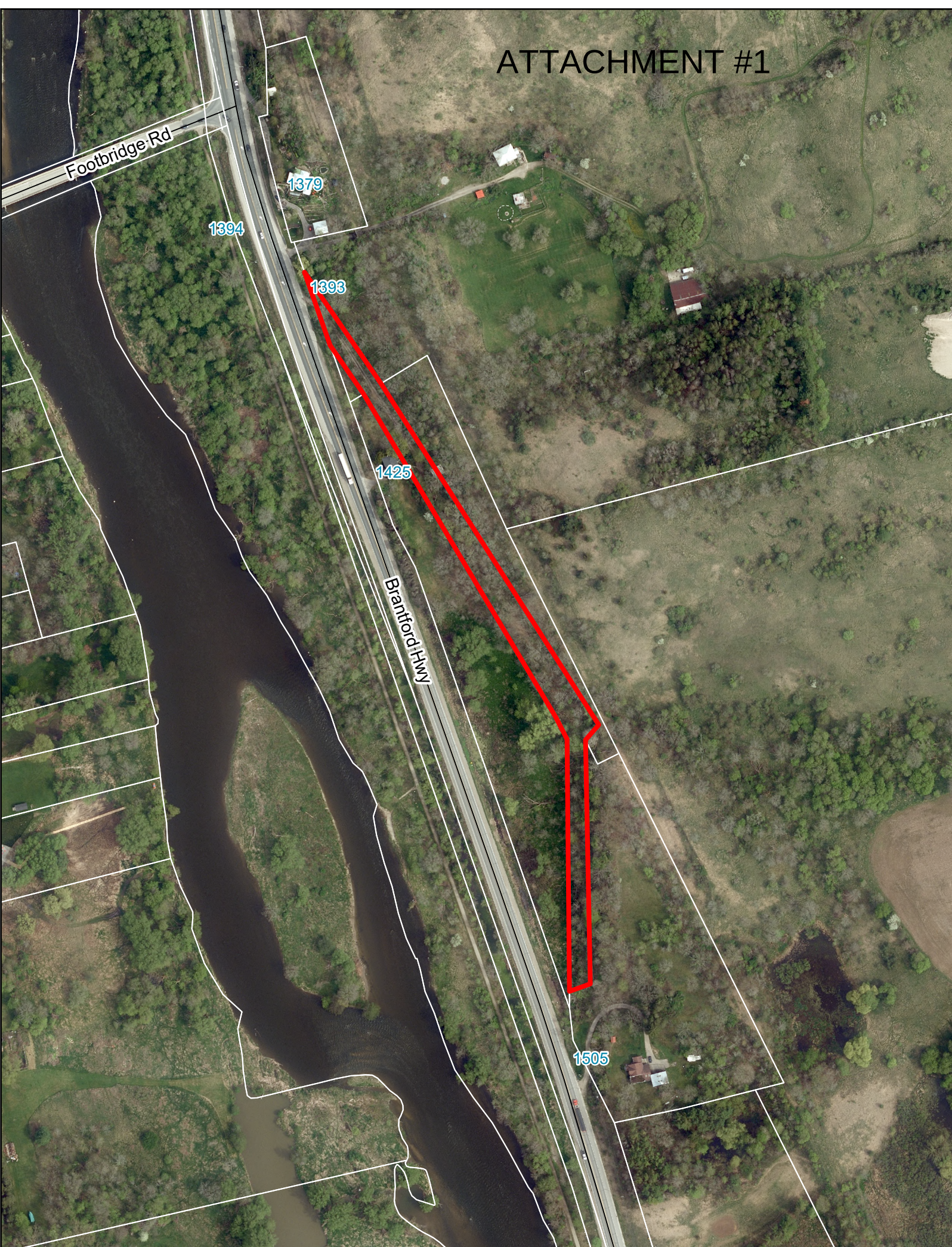
Rob Raycroft
Director of Engineering & Public Works

Respectfully Submitted By:

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Andrew McNeely,
Chief Administrative Officer

ATTACHMENT #1



**The Corporation of the Township of North Dumfries
By-law Number No. 3584-25**

**Being a By-law to Close a Portion of the Public Highway
Known as East River Road [PIN 0583], North Dumfries.**

Whereas section 11(3)(1) of the *Municipal Act, 2001*, S.O. 2001 c.25 as amended (the “*Municipal Act*”) authorizes a municipality to pass by-laws respecting matters concerning highways;

And Whereas section 34(1) states that a by-law permanently closing a highway is effective upon registration of the by-law in the proper land registry office;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES ENACTS AS FOLLOWS:

1. That a portion of East River Road, North Dumfries, Ontario, a public highway in the Township of North Dumfries, be and the same is hereby permanently closed as a highway over the following lands:

PT SUBDIVISION LT 1 CON 8 EGR NORTH DUMFRIES; PT SUBDIVISION
LT 2 CON 8 EGR NORTH DUMFRIES BEING A FORCED ROAD, LYING N
OF PT 1 67R2929, AKA EAST RIVER RD; NORTH DUMFRIES

Bearing PIN 03844-0583 (LT)

2. This By-law shall be registered against the lands identified above.
3. This By-law shall come into force and effect upon the registration of this By-law in the Waterloo Land Registry Office, LRO #58.

Read a First, Second and Third Time and Finally Passed this 8th day of September, 2025.

Susan Foxton, Mayor

Ashley Good, Clerk



The TOWNSHIP of
NORTH DUMFRIES

PW Report No. 14-2025

**Council Meeting
September 8th, 2025**

**Request for Quote Award: ND-2025-D15-RFQ
ACC Exterior Renovations**

Recommendation

The Director of Engineering & Public Works recommends:

- 1. THAT PW Report No. 14-2025 be received;**
- 2. AND THAT Council approve the award of contract ND-2025-D15-RFQ for ACC Exterior Renovations in the amount of \$175,027.20 (Net HST) to WalterFedy;**
- 3. AND THAT a project contingency of \$25,000 (Net HST) be established;**
- 4. AND THAT a budget of \$12,500 (Net HST) be included for geotechnical and material testing works, as required;**
- 5. AND THAT the Treasurer be authorized to fund the variance of \$37,530 from the ACC Facility Reserve Account;**
- 6. AND THAT the Mayor and Clerk be authorized to execute any necessary documents to facilitate the completion of this project.**

1. PURPOSE

The Purpose of this Report is to seek Council's approval to award the Quote for the ACC Exterior Renovations to WalterFedy consistent with the specification and terms of Quote ND-2025-D15-RFQ and to establish budgets for the contingency for unforeseen costs that may arise during design and the required geotechnical works.

2. Background

Staff brought a report to Council on July 7, 2025 that sought an amendment to the 2025 Capital Budget to facilitate design work associated with the Major Exterior Rehabilitation of the Ayr Community Centre, and, to allow for an alternate competitive bid process for professional services greater than \$50,000 in value.

Council approved the modified process that allowed Staff to expedite the procurement process and to establish a budget for the professional services in the amount of \$175,000.

Staff created the modified Request for Quotation and the renovations to the ACC were broken into two phases: Phase 1 design and Phase 2 construction.

As part of Phase 1, ND-2025-D15-RFQ was issued to select engineering firms specializing in structural review and design. There were two components to the requested quote, Design Phase 1 - review and tender design and Design Phase 2 - contract administration.

Consultants were directed to contemplate the following items when quoting the requirements of Design Phase 1.

- i) Repair, life cycle enhancement and/or replacement of the roof system;
- ii) Installation of gutters and downspouts;
- iii) Installation of a drainage system to deal with run-off from the parking lots, and the building roof system;
- iv) Repair, replacement and/or refurbishment to the exterior wall cladding and brick mortar; and,
- v) Repair and/or renewal of the parking lots

The Design Phase 2 portion of the quote will be implemented when the contract for tender is awarded, and construction of the design begins.

Staff are reporting back on the results of the RFQ.

3. Options and Analysis

The following is a summary of ND 2025 D15 RFQ – ACC Exterior Renovation Design and recommendation for award.

Council Meeting
PW Report No. 14-2025
September 8th, 2025

The quote document was sent via email on July 15, 2025. RFQ was forwarded to seven (7) consultants for bid submission. A total of six (6) consultants submitted bids.

Bids received from the following firms on August 20, 2025, via email to publicworks@northdumfries.ca

The following is a summary of the bids submitted.

Company	Bid	HST	Total	Total net HST
MTE	\$ 289,500.00	\$ 37,635.00	\$ 327,135.00	\$ 294,595.20
Dillon	\$ 179,448.10	\$ 23,328.25	\$ 202,776.35	\$ 182,606.39
Stantec	\$ 130,977.00	\$ 17,027.01	\$ 148,004.01	\$ 133,282.20
Pretium	\$ 289,750.00	\$ 37,667.50	\$ 327,417.50	\$ 294,849.60
Walter Fedy	\$ 172,000.00	\$ 22,360.00	\$ 194,360.00	\$ 175,027.20
RJ Burnside	\$ 226,400.00	\$ 29,432.00	\$ 255,832.00	\$ 230,384.00

All submitted bids were deemed valid.

Engineering and Public Works completed an evaluation of the submitted bids. The bids were broken into two design phases, Phase 1 - review and tender design and Phase 2 - contract administration during construction in 2026.

Stantec Engineering had the lowest overall bid submission with Walter Fedy being second lowest.

When Staff reviewed the bid submission from Stantec, it included several pages of general conditions and assumptions that were of concern. Having so many conditions and exclusions for the construction phase could cause issues and result in a number of change orders and there is no way to forecast what those costs would be until that phase of the project occurs. It also resulted in a lower up front bid that was not comparable to the other bids because of the number of exclusions.

The second lowest bid price was from Walter Fedy. This bid did not have the same exemptions and exclusion as the Stantec bid. In addition, Walter Fedy had the lowest price for the Phase 1 portion of the work which would impact the 2025 approved budget of \$175,000.

Given the unknown and potential additional costs for the low bidder, Staff recommends the award to Walter Fedy for \$172,000.00 plus HST.

The Township will be engaging Chung & Vander Dolen Engineering for the required Geotechnical Services (compaction and material testing). The costs associated with

the geotechnical inspection is anticipated to be approximately \$12,500 (Net HST) Staff will provide contract oversight so no additional project management costs will be incurred.

Staff is also recommending that a Project Contingency of \$25,000 be established to deal with unforeseen matters that may arise during the evaluation and investigation phase of the work program. With an older building with no design drawings there are elements that remain unknown. The Project Contingency would be utilized to facilitate this additional work if the situation were to arise.

4. FINANCIAL IMPLICATIONS

The approved 2025 Budget for the ACC Exterior Renovations Design Phase is \$175,000.

Staff in establishing the scope of work to inform the Quotes for consulting services secured prices for both Phase 1 (Design) and Phase 2 (Contract Administration - Construction). The Phase 2 aspect was not originally accounted for in the \$175,000 2025 project allowance. Staff included the Phase 2 costs to receive competitive bids in the marketplace and, to ensure a quick turnaround from design to construction which will commence as soon as the Spring of 2026.

In this regard, Staff are seeking an Amendment to the professional services budget allowance to fund the broader scope of work that originally proposed. Below is the summary of the financial implications of Phase 1 (Design). The costs outlined are inclusive of net HST calculations:

	Approved by Council	Costs
Approved 2025 Budget	\$175,000	
ND-2025-D15-RFQ bid price Phase 1		\$84,969.60
Geotechnical Testing		\$15,000
Contingency		\$25,000
Totals	\$175,000	\$122,469.60

The table above shows the Net HST costs payable by the Township for the project. The project value being authorized for award by Council in the recommendations shows the combined value of the project being awarded to Walter Fedy including the full HST value.

The total estimated cost including contingency and geotechnical testing for Phase 1 Design is \$122,469.60 (Net HST). The approved capital budget provides sufficient funds for the initial phase of work.

However, to fund Phase 2 (Contract Administration – Construction) which would occur in 2026 additional funds will be required. With the award of the Contract the full project costs for professional services will need to be accounted for at the outset. As such, Staff is seeking the approval of Council to provide direction to the Treasurer to fund the variance to accommodate Phase 1 and 2 combined in the amount of \$37,530

The funding for the variance of \$37,530 would be drawn from the ACC Facility Reserve Account.

Although the Township is awarding the contract based on both the Phase 1 and Phase 2 overall bid, the Phase 2 portion of the work for WalterFedy will occur in 2026. The original project estimate of \$3.5 Million for construction (Phase 2) did include an allowance for Contract Administration. This amount would now be subtracted so that there is not a double count.

5. Attachments

None

For further information on the contents of this Report, please contact Rob Raycroft, Director of Engineering and Public Works at (519) 632-8800 ext. 108 or alternatively via email at r-raycroft@northdumfries.ca

Report Prepared By:

Report Reviewed By:

“Sandy Bucholtz”

“Christina Brox”

Sandy Bucholtz
Engineering Technologist

Christina Brox,
Treasurer/Director of Corporate services

Report Reviewed By:

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Rob Raycroft
Director of Engineering and Public Works

Respectfully Submitted By:

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Andrew McNeely
Chief Administrative Officer



Council Meeting
September 8th, 2025

**Proposed Red-line Revision and Modifications to Draft Plan Approval
Plan of Subdivision (File No. 30T-89031) – Phase II of Maple Manor Estates Inc.
Agent: Sam Head, Dryden, Smith & Head Planning Consultants Ltd.
Owner: Maple Manor Estates Inc. (c/o Brian Calder)**

Recommendation:

The Manager of Planning recommends:

- 1. THAT PD Report No. 55-2025 be received;**
- 2. AND THAT Council approve the Red-line Revision and Modifications to Draft Plan Approval for Subdivision File No. 30T-89031, included with this Report as Attachment Nos. 1 and 2, to facilitate the future development of Phase II of the Maple Manor Estates Inc. residential development containing 25 residential lots;**
- 3. AND THAT Staff issue the Notice of Decision to adopt the Red-line Revision and Modifications to the Draft Plan Approval for Subdivision File No. 30T-89031 in accordance with the applicable provisions of the Planning Act.**

1. Purpose

An application was submitted to the Regional Municipality of Waterloo to amend the Draft Approval Conditions associated with Draft Approved Plan of Subdivision 30T-89031, locally known as the Phase II Maple Manor - Ranchlands Subdivision on February 23, 2022. The purpose of the modification was to update and modernize the conditions of Draft Approval, which were originally issued on December 8, 1995, and later modified on July 25, 2002.

Phase II of the Draft Plan proposes the creation of 25 single-detached residential lots, the extension of Misty Maple Trail to a new cul-de-sac, and the extension of Autumn Maple Crescent to connect with the new Misty Maple Trail extension. Phase II also provides for the establishment of one Fire Reservoir Block.

Following a comprehensive review of the Phase II Draft Plan of Subdivision and the supporting technical studies, Planning Staff are recommending approval of the proposed modifications to the Draft Plan Conditions to enable the future development of this long-standing subdivision approval.

As of January 1, 2025, legislative changes introduced through Bill 185 have transferred Approval Authority for Plans of Subdivision from the Region of Waterloo to Township Council. This matter is therefore presented to Township Council for its consideration as Approval Authority for Plans of Subdivision under the Planning Act.

2. Background

2.1 Application Summary

Application(s)	Modification to Draft Conditions of Approval for Plan of Subdivision: 30T-89031 (Phase II)
Owner(s):	Maple Manor Estates Inc. (c/o Brian Calder)
Applicant(s)/Agent(s):	Sam Head, Dryden, Smith & Head Planning Consultants Ltd.
Legal Description:	CON 8 SUB DIV PT LOT 1 PT LOT 2 EGR RP 58R2762 PTS 1 TO 6 RP 67R3581 PTS 9 10 14 15 17 18 RP 58R13635 PT 1 58R13857 PTS 20 AND 21
Civic Address:	Unaddressed
Assessment Roll No.:	300104000109800

2.2 Location

The subject lands are situated within the Ranchlands Settlement Area of the Township, located on the north side of Maple Manor Road, east of Brantford Highway 24 and west of Misty Maple Trail.

The property has a total area of approximately 106 hectares; however, only about 20.11 hectares fall within the Ranchlands Settlement Area boundary and are planned for development. The entire property provides approximately 739 metres of frontage along Maple Manor Road, of which roughly 76 metres of frontage, measured from east to west, is located within the Settlement Area boundary. The lands within the Ranchlands Settlement Area are intended to accommodate residential development and represent the next phase of the long-standing Maple Manor subdivision approval.

Lands to the east of the Phase II development lands are comprised of existing individual lot residential development along Misty Maple Trail and Autumn Maple Crescent, while lands to the west and north are primarily rural in character with agricultural fields and an aggregate pit.

An aerial image of the subject lands and surrounding area is provided as Figure 1 on the following page. Figure 2 illustrates the same aerial view of the property with the boundaries of the Ranchlands Settlement Area overlaid. This image highlights the portion of the property located within the Settlement Area boundary that is subject to the proposed Phase II subdivision development.

Figure 1: Location Map of the Subject Property and Surrounding Area



Figure 2: Subject Property and the identified Ranchlands Settlement Area Boundary



2.3 Site Visit Photos

The following photos were taken during a site visit by Planning Staff on August 25, 2025.

The photos illustrate examples of the existing single-detached dwellings developed as part of Phase I of the Plan of Subdivision, the current Misty Maple Trail and Autumn Maple Crescent roadways which are proposed to be extended to accommodate Phase II, and the intersection of Maple Manor Road and Misty Maple Trail that provides access to the subdivision.

Figure 3: Intersection of Maple Manor Road and Misty Maple Trail



Figure 4: Existing Single-Detached Dwelling from Phase I



Figure 5: Terminus of Misty Maple Trail at Autumn Maple Crescent



Figure 3: Proposed Phase II Subdivision Lands



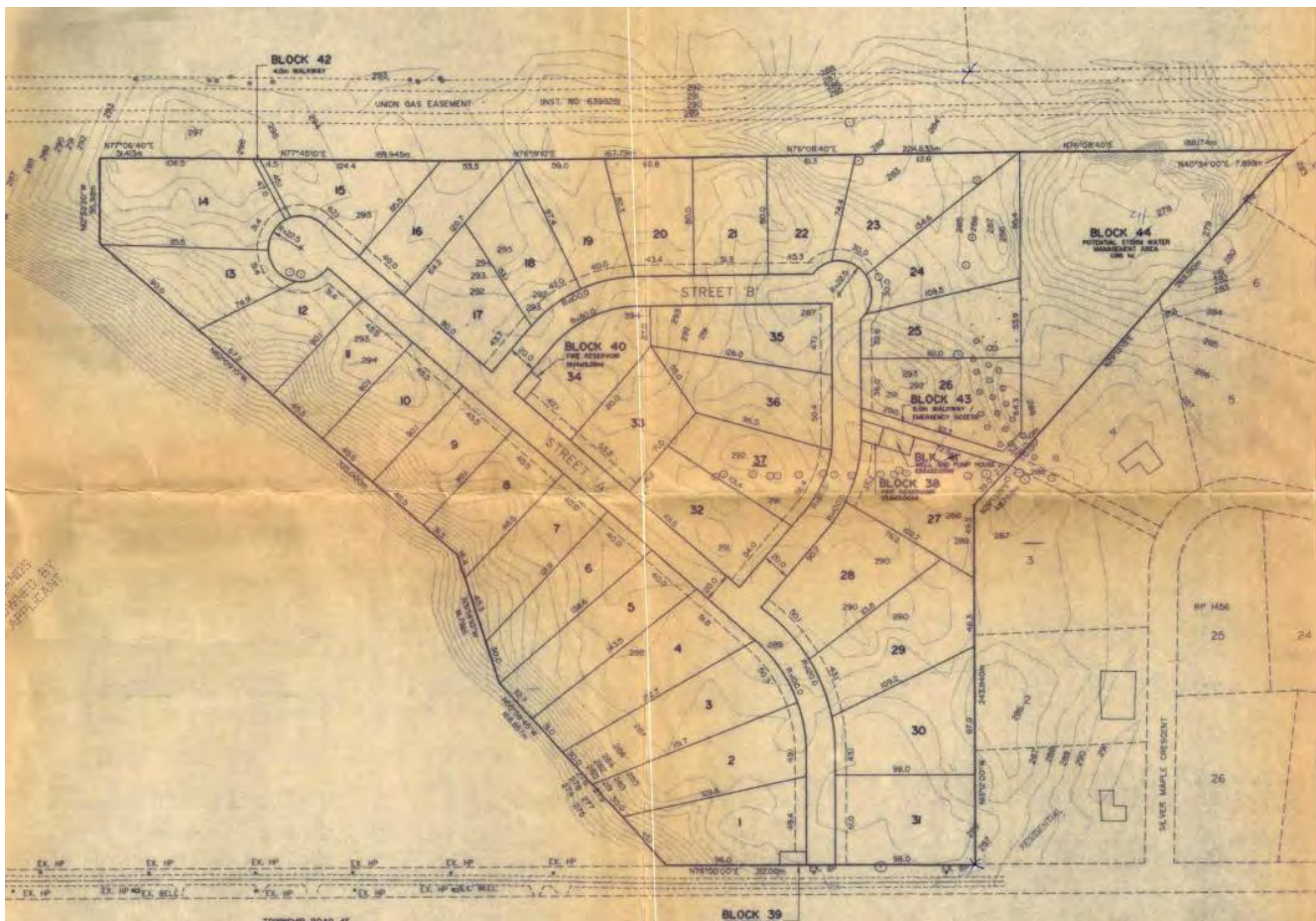
3. Development Overview

3.1 Original Approval (December 1995) – Maple Manor Estates Inc.

The original Plan of Subdivision (30T-89031) was draft approved by the Regional Municipality of Waterloo on December 8, 1995. The draft approved plan provided for 37 residential lots intended for single detached dwellings, two blocks for fire reservoirs, one block for a communal water supply, two blocks for walkway and emergency accesses, and one block for stormwater management.

Figure 7 below illustrates the Draft Approved Plan of Subdivision from era 1995.

Figure 4: Original Draft Approved Plan of Subdivision (1995)



3.2 Modification to Draft Plan Approval Conditions (July 2002)

The Regional Municipality of Waterloo issued a modification to the Draft Approval Conditions for the Plan of Subdivision on July 25, 2002. At the time of the original draft approval in 1995, the subdivision was intended to be serviced by individual septic systems in combination with a

communal water supply system. However, by 2002 it had been determined that a communal water system was not feasible. As a result, modifications were required to the draft conditions to establish the technical requirements necessary to support servicing of the lots to the satisfaction of the Region of Waterloo.

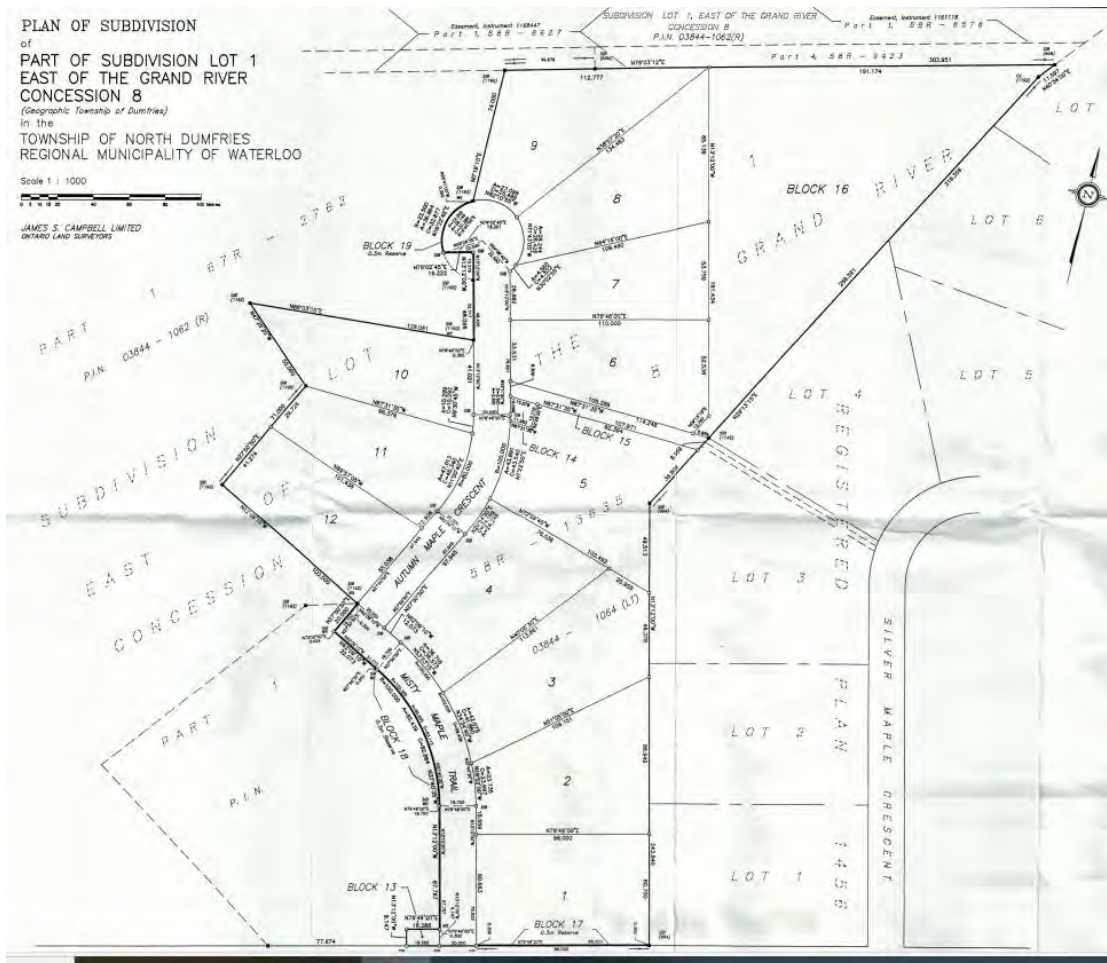
3.3 Phase I Registration (December 2002)

On December 24, 2002, the Regional Municipality of Waterloo granted Final Approval to the subdivision and released the first phase of the Plan of Subdivision for registration. Phase I of the subdivision consisted of the following:

- 12 residential lots for single detached dwellings;
- Two blocks for fire reservoirs;
- One walkway and emergency access block;
- One stormwater management block; and,
- Two blocks for the required 0.3 metre reserves

Phase I has since been developed and now exists as a neighbourhood within the Ranchlands Settlement Area. Figure 8 below illustrates the registered Phase I Plan of Subdivision.

Figure 5: Registered (and Built Out) Plan of Subdivision (Phase I)



3.4 Phase II of the Plan of Subdivision – Maple Manor Estates Inc.

With Phase I fully built out and occupied, focus has now turned to advancing Phase II of the subdivision. The current application seeks to undertake a minor Red-line Revision to the lot fabric and, to modify and update the Conditions of Draft Approval to reflect current technical standards and regulatory requirements. These modifications are intended to facilitate the development of the next stage of this long-standing subdivision approval within the Ranchlands Settlement Area.

Phase II of the Plan of Subdivision represents the logical next stage of growth within the Ranchlands Settlement Area and has been designed to integrate seamlessly with the existing neighbourhood developed through Phase I.

Phase II provides for 25 new single detached residential lots that will extend the established residential character of the Phase I community to the east / southeast. The draft plan considers the extension of Misty Maple Trail northerly, where it will culminate in a cul-de-sac, and

completes the extension of Autumn Maple Crescent, creating a continuous connection between the existing subdivision and the new phase of development. Together, these road connections are intended to strengthen neighbourhood connectivity and provide safe and efficient access throughout the subdivision.

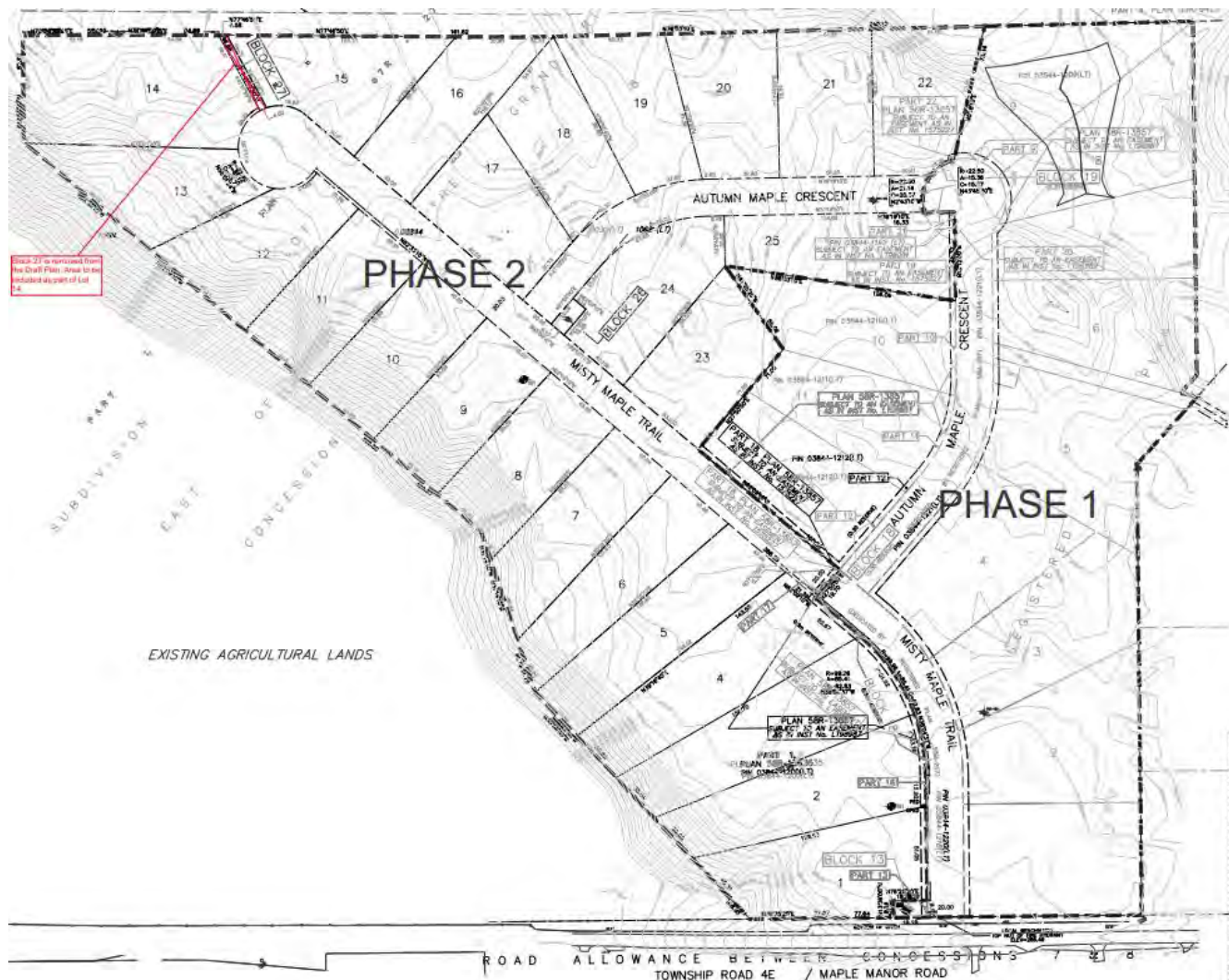
In addition to the residential lots, Phase II incorporates one block for an additional 20,000-gallon fire reservoir. The entire Plan of Subdivision (Phase I and II) will have a total of three fire reservoirs on site. The overall design of this phase reflects a continuation of the subdivision's original intent while modernizing its conditions of approval to align with current servicing and regulatory requirements.

The lot layout and street design for Phase II remain consistent with the original subdivision design, with the exception of the removal of a proposed walkway identified as Block 27 in the Draft Plan of Subdivision for Phase II). Through the internal review process, it has been determined that this walkway was not necessary as it did not provide a necessary connection to any street, developed area, or open space trail system, nor was it required by the Township's Fire Department for emergency purposes. Instead, this walkway would have terminated in vacant land without serving a functional purpose.

As a result, the land originally intended as a Walkway Block (Block 27) on the Draft Plan of Subdivision would be eliminated and the associated frontage / area of the Block will be added to Lot 14 as a Red-line Revision.

Figure 9 on the following page shows the proposed Phase II Plan of Subdivision for the subject lands:

Figure 6: Phase II of Draft Plan of Subdivision 30T-89031



The proposed residential lots [Lots 1 to 25] have lot areas ranging from 0.402 hectares (0.99 acres) to 0.708 hectares (1.75 acres) in area. Lot frontages along the internal streets vary but are no less than 30 metres (98 feet) in width. Both Misty Maple Trail and Autumn Maple Crescent are planned with 20 metre rights-of-way. Access to the subdivision, including both Phase I and Phase II, will continue to be provided by a single internal road connection at Misty Maple Trail intersecting with Maple Manor Road. Consistent with Phase I, the proposed subdivision phase does not provide for sidewalks.

The future residential lots are intended to be serviced on private individual systems, with each lot to be developed with a private well and septic system.

The Conditions to Draft Plan Approval have been modified and updated to reflect present standards and regulatory direction. As such the Conditions have been modernized.

4. Supporting Technical Studies and Review

In support of the application to modify the Conditions of Approval for Phase II of the Plan of Subdivision, the following materials were originally submitted to the Region of Waterloo for review:

- Modernized Draft Plan of Subdivision;
- Modernized Conditions of Draft Approval; and,
- Stage II Updated Hydrogeologic Evaluation prepared by GHD Engineering.

4.1 Hydrogeological Study Review

BluMetric Environmental Inc. was retained by the Region of Waterloo to undertake a peer review of the updated Hydrogeological Study prepared by GHD (October 2024) in support of the Phase II Plan of Subdivision. The peer review was intended to confirm whether previous concerns regarding groundwater supply, well interference, and water quality had been adequately addressed.

As part of the additional work, GHD installed a third monitoring well and carried out extended aquifer testing, including a twelve-hour pumping test at rates higher than those typically required for domestic supply.

The testing confirmed that the bedrock aquifer is capable of providing sufficient water yields to support the proposed residential lots. Interference effects between wells were observed to be minimal and are not expected to compromise the long-term supply of individual domestic wells. The study also confirmed that nitrate concentrations at the property boundaries will meet the required criteria and that the presence of grained materials between the deep overburden and bedrock aquifer will provide natural protection of the groundwater supply from potential sewage effluent.

4.2 Stormwater Management Report

Regional Staff also reviewed the Stormwater Management Report, Maple Manor Phase II, Township of North Dumfries prepared by Planning & Engineering Initiatives Ltd. (revised January 31, 2001). This study recommended long-term monitoring of the stormwater management pond, including regular inspections to confirm that infiltration characteristics are being maintained and to assess sediment accumulation. It is unclear whether this monitoring has been carried out to date. As such, it is recommended that, should any improvements to the pond be warranted, an addendum to the previous stormwater management report be required as a condition of draft approval, which would also address the need for re-scarifying of the pond bottom, if necessary.

The technical studies and peer reviews confirm that Phase II of the subdivision can be appropriately serviced, with sufficient groundwater supply, acceptable water quality, and stormwater management addressed through conditions of draft approval.

5. Planning Policies and Regulations

5.1 Planning Act

Under the authority of the Planning Act, the modification of draft plan conditions for a plan of subdivision is governed by Section 51(44), which authorizes the approval authority to change, add, or delete conditions at any time prior to final approval being granted.

5.2 Provincial Planning Statement, 2024

The PPS states that planning authorities shall make decisions that are “*consistent with*” the policies outlined in the PPS. The PPS establishes a number of relevant policies that should be reflected in any decision associated with this development proposal. Relevant policies for consideration include:

- 2.3.1.1 Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.
- 2.3.1.2 Land use patterns within settlement areas should be based on densities and a mix of land uses which:
 - a) Efficiently use land and resources;
 - b) Optimize existing and planned infrastructure and public service facilities; ...
- 2.5.2 In rural areas, rural settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted.
- 2.5.3 When directing development in rural settlement areas in accordance with policy 2.3, planning authorities shall give consideration to locally appropriate rural characteristics, the scale of development and the provision of appropriate service levels.

The subject lands are located within the Ranchlands Rural Settlement Area of the Township and are identified by the PPS to be the focus of growth and development. The subject lands have been draft approved for a residential subdivision since 1995, and continue to represent the logical extension of the existing Phase I Subdivision.

It is the opinion of Staff that the proposed Phase II subdivision will contribute to the vitality and regeneration of the Ranchlands Settlement Area by appropriately expanding the established neighbourhood, while maintaining a scale and character that is consistent with

the existing rural context. The lot sizes are generous, and the development will be serviced by individual private wells and septic systems, reflecting a locally appropriate servicing strategy for rural settlements. Phase II also appropriately optimizes the use of existing infrastructure, by extending Misty Maple Trail and Autumn Maple Crescent. These extensions will ensure the integration of new development with the existing community.

In this way, the proposal aligns with the PPS by directing growth to a designated settlement area, providing new housing opportunities that is in keeping with the context of the surrounding area.

5.3 Regional Official Plan (2015)

The subject property is designated “Rural Areas” and “Protected Countryside” on Map 7 of the Regional Official Plan. The following policies of the Regional Official Plan are applicable:

- 6.G.1 Rural Settlement Areas refer to existing smaller settlements, such as villages and hamlets, that generally comprise a limited mix of residential, commercial and institutional uses primarily serving the local community. These rural communities provide opportunities for living and working in the countryside, and also play a key role in the economic health and vitality of the Townships. Rural Settlement Areas are not identified within this Plan, but will be designated and zoned in area municipal official plans and zoning by-laws.

5.4 Township Official Plan (2018)

The subject property is located partially within the Ranchlands Settlement Area and is designated Settlement Residential and Ancillary on Map 2.19. The Township Official Plan further designates the lands as “Rural Area” and “Protected Countryside” on Map 7. The following policies are applicable to the proposed development, which is proposed entirely within the boundaries of the Ranchlands Settlement Area. The following policies of the Township Official Plan are applicable:

- 2.4.5 The Township will encourage the provision of new dwelling units in built-up areas in the Ayr Urban Area and existing Rural Settlement Areas, through infill, conversion, intensification or redevelopment compatible with surrounding uses, except where infrastructure is inadequate or there are significant physical constraints.
- 2.6.3.1 The Settlement Residential and Ancillary designation is intended to provide for primarily low-density residential development within Rural Settlement Areas.
- 2.6.1.3 Specific types and densities of residential development and ancillary uses will be regulated through the Township Zoning By-Law.

5.5 General Zoning By-law No. 689-83

The subject property is split-zoned, with the portion of the property identified as being within the boundaries of the Ranchlands Settlement Area being zoned Z.2a – Rural Residential and subject to site-specific exemption 20.1.166, which states:

“Notwithstanding the provisions of Section 8, Zone 2a (Z.2a) of the said By-law Number 689-83, as amended, the lands illustrated on the plan forming Schedule ‘A’ to this By-law may be used for the following specific use in addition to those uses permitted in the zone within which the parcel lies:

- a) A residential plan of subdivision containing a maximum of 37 single family detached units/lots.*
- b) Notwithstanding anything to the contrary contained in By-law Number 689-83, as amended all lots abutting Registered Plan 1456 (Maple Manor Phase II) shall have a minimum lot area of 1.5 acres.”*

The Z.2a – Rural Residential Zone permits single-detached dwellings on individual lots and establishes the following minimum and maximum development standards:

- Minimum lot width of 30 metres;
- Minimum interior side yard setback of 3 metres for a one-storey dwelling, or 2.4 metres for dwellings of more than one storey;
- Minimum rear yard setback of 7.5 metres; and,
- Maximum building height of 10.5 metres

This zoning category is presently applied to the adjacent residential subdivisions, which have been fully built out. The proposed Phase II Subdivision is intended to complement and extend the existing residential development pattern.

It is noted, however, that the draft approved lots for Phase II range in size between 0.99 acres and 1.75 acres, which do not conform to the minimum 1.5-acre requirement currently imposed by Site-Specific Exemption 20.1.166. Accordingly, a future Zoning By-law Amendment will be required to amend the site-specific provisions to bring the zoning into conformity with the draft approved plan. This requirement is reflected as a modified condition of draft approval.

The balance of the subject property, situated outside the Rural Settlement Area boundary, is zoned Z.1 - Agriculture.

6.0 Planning Analysis and Recommendation

The proposed Phase II Subdivision represents the continuation of a long-standing subdivision approval within the Ranchlands Rural Settlement Area of the Township. The subdivision has been subject to draft approval since 1995, with Phase I registered in 2002 and developed following registration. The current application to modify the conditions of draft approval for Phase II of the Plan of Subdivision seeks to modernize and update the draft conditions to reflect current technical standards.

From a policy perspective, the proposal is consistent with the Provincial Planning Statement, 2024 (PPS), which directs that Settlement Areas shall be the focus of growth and development. Phase II of the Subdivision will expand the established Ranchlands community while respecting the rural settlement context through generous lot sizes and servicing by individual wells and septic systems. The extension of Misty Maple Trail and Autumn Maple Crescent provides for a logical extension of existing infrastructure and ensures the integration of Phase II with the established community.

Technical studies and peer reviews completed in support of the application confirm that the subdivision can be appropriately serviced and developed. The hydrogeological review demonstrates that the bedrock aquifer is capable of providing sufficient water supply to support the residential lots, with minimal interference between wells and water quality meeting required standards. With respect to stormwater management, Regional staff and peer reviewers have recommended that a condition be included to secure ongoing monitoring of the existing stormwater management pond and any necessary improvements. Collectively, the technical submissions provide assurance that the development can proceed in a manner that protects the surrounding landowners.

On this basis, Staff are satisfied that the proposed modifications to the draft plan conditions are appropriate, reflect current technical requirements, and will facilitate the continued build-out of the Ranchlands Settlement Area in a manner consistent with the PPS and Township planning objectives. It is the opinion of Planning Staff that approval of the modified conditions of draft approval for the Phase II subdivision represents sound land use planning and is in the public interest.

7.0 Financial Implications

The consideration of this Report does not affect the 2025 Budget.

8.0 Attachments

1. Modified Conditions of Draft Approval for Phase II – Plan of Subdivision 30T-89031
2. Updated Draft Plan of Subdivision (Phase II)

Council Meeting
PD Report No. 55-2025
September 8th, 2025

For further information on the contents of this Report, please contact Michael Campos, Manager of Planning at 519-632-8800 ext. 132 or via email at

Report Prepared By,

A handwritten signature in black ink, appearing to read "Michael Campos".

Michael Campos, BES
Manager of Planning

Respectfully Submitted By:

A handwritten signature in blue ink, appearing to read "Andrew McNeely".

Andrew McNeely
Chief Administrative Officer



The TOWNSHIP of
NORTH DUMFRIES

Issued: December 8th, 1995

Revised: July 25th, 2002

Revised: September 8, 2025

**DRAFT APPROVAL OF A PLAN OF SUBDIVISION
FILE No. 30T-89031**

Red-Line Revision and Update to Conditions of Draft Approval (Phase II)

**Maple Manor Estates Inc. (c/o Brian Calder)
CON 8 SUB DIV PT LOT 1 PT LOT 2 EGR RP 58R2762 PTS 1 TO 6 RP 67R3581 PTS
9 10 14 15 17 18 RP 58R13635 PT 1 58R13857 PTS 20 AND 21
Township of North Dumfries
Regional Municipality of Waterloo**

This Plan originally received Draft Plan Approval on December 8th, 1995 by the Region of Waterloo (the original Approval Authority) and was subsequently modified and amended by the Region on July 25th, 2002

Pursuant to Section 51(44) of the Planning Act, R.S.O. 1990, c.P.13, as amended, the Council of The Corporation of the Township of North Dumfries hereby adopts red-line revisions and modifies Conditions to Draft Approval to Plan of Subdivision, File No. 30T-89031, for Maple Manor Estates Inc.

The property is legally described as Part of Subdivision Lot 1 and Part of Lot 2, Concession 8 East of Grand River (EGR), in the Township of North Dumfries, Regional Municipality of Waterloo, being Parts 1 to 6 on Reference Plan 58R-2762; Parts 9, 10, 14, 15, 17 and 18 on Reference Plan 67R-3581; Part 1 on Reference Plan 58R-13635; and Parts 20 and 21 on Reference Plan 58R-13857.

Draft Plan Approval applies to the Plan of Subdivision prepared by IBI Group, Project No. 133080, with an original submission date of June 2, 2022 and a revision date of July 3, 2024, subject to the following conditions:

1.0 General

- 1.1 Approval shall relate to a Draft Plan of Subdivision (File No. 30T-89031) prepared by IBI Group, with a revision date of July 3, 2024, subject to the following red-line revision:

Red-line Revisions & Modified Conditions to Draft Approval
Maple Manor Estates Inc.
File No. 30T-89031
Revised: September 8, 2025

- i) Delete Block 27 (walkway) and incorporate the frontage / area into Lot 14

- 1.2 The approval is related to Phase II of File No. 30T-89031), which will contain 25 residential lots intended for single-detached residential dwellings, and one block that is reserved for a Fire Reservoir.

Blocks/Lots	Description	Area (ha)	No. of Units
Lots 1 to 25	Residential Lot (Single-detached Dwelling)	11.54	25
Block 26	Fire Reservoir	0.017	N/A
	Internal Streets	0.882	N/A
	Total	12.439	25

- 1.3 The issuance of Draft Approval shall lapse three years following the Notice of Decision as issued by the Township of North Dumfries in accordance with the provisions of Section 51 (32) of the *Planning Act*. The Draft Plan can be extended by the Township upon application by the Owner in accordance with the provisions of Section 51 (33).
- 1.4 The Owner shall enter into a Subdivision Agreement and/or other Township Agreements with the Municipality to satisfy all conditions, financial or otherwise, with regard to such matters as the Township may consider necessary.
- 1.5 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to provide written notice of all development charges and other similar expenditures related to the Plan of Subdivision, including payments made and any amounts owing to all first purchasers of lands within the Plan at the time the lands are transferred to the first purchasers.
- 1.6 The Owner shall pay any and all outstanding application fees, peer review expenditures, etc. to the Township in accordance with the current Fees and Charges By-law, as may be amended from time to time.
- 1.7 The Owner shall satisfy the Township with respect to any and all financial obligations for external municipal works that are necessary to facilitate the development of the Plan, or phase of the Plan, prior to the execution of a servicing agreement or Subdivision Agreement and/or other Township Agreements.

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- 1.8 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that prior to the issuance of the first building permit, the stormwater management system, the fire reservoir system and the road network within the Plan, have been constructed in accordance with the approved drawings and are certified by the Owner's Professional Engineer that said works are substantially complete and from an operation perspective are deemed functional for the entire Plan of Subdivision or for the Phase to be registered.
- 1.9 The Owner acknowledges and agrees that the Draft Plan of Subdivision and associated Conditions to Draft Approval may require revisions, to the satisfaction of the Township, to implement or integrate any recommendations resulting from studies or submissions required as a Condition to Draft Approval.
- 1.10 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements not to commence the stripping of topsoil or rough grading on-site, or, the removal of trees, in the absence of an approved Subdivision Agreement or other Agreement with the Township or approval from the Township.
- 1.11 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that all Lots or Blocks to be left vacant for longer than six (6) months shall be graded, seeded and maintained to the satisfaction of the Township.
- 1.12 The Owner agrees to submit a soils / geotechnical report, prepared by a qualified Professional Engineer, that addresses the suitability of the lands for residential development, the construction of municipal roads and infrastructure (including infiltration facilities), to the Township for review and approval before the detailed engineering drawings are approved by the Township's Engineer. The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to carry out, or cause to carry out, the recommendations of the report including pavement design, pipe bedding, infiltration systems, cathodic protection, etc. for ideal and non-ideal conditions to the satisfaction of the Township.
- 1.13 The Owner acknowledges and agrees not to commence construction of underground services and road construction in the absence of a Subdivision Agreement and/or other Township Agreements that are duly executed in a form satisfactory to the Township.
- 1.14 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to design, construct and pay for the construction and commissioning of public roadways, emergency access roads, curbs, gutters,

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walkways, underground and above ground services and utilities, streetlights, stormwater management infrastructure and facilities, street and directional signage, pavement markings, building numbering signs, traffic calming controls, off-street trails and paths, fire reservoirs, etc. to the satisfaction of the Township and in accordance with Township, and where applicable the *Accessibility for Ontarians with Disabilities Act*, standards. The Owner shall be responsible for all financial burdens associated with the ongoing maintenance of the above-mentioned infrastructure in accordance with the terms of the Subdivision Agreement during the maintenance period up to the time of final assumption of the aforesaid services.

- 1.15 The Owner shall provide, prior to the execution of the Subdivision Agreement, detailed engineering drawings that have been prepared by a qualified Professional Engineer, which will include, but not be limited to grading control plans, plan and profile drawings of all underground and above ground services for streets and all external services, general plans, drainage plans, composite utility plans, stormwater management plans and associated infrastructure, Neighbourhood Information Plans, Construction Management Plans, etc. to the satisfaction of the Township's Engineer.
- 1.16 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that the Township Engineer may inspect the construction, installation and/or the commissioning of any and all work under the contracts to be performed in accordance with the approved engineering drawings, and, that the Township's Engineer shall have the authority to instruct the contractor(s) to stop work should any construction be undertaken contrary to the Township's requirements.
- 1.17 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that any residential construction shall be designed in such a manner that the main building foundation footing and associated weeper shall be constructed and installed a minimum of 0.6 metres above the observed and historic groundwater level, to the satisfaction of the Township. The Owner shall retain a geotechnical Engineer to confirm in writing to the Township that the proposed grading plan and the minimum footing elevations specified are a minimum of 0.6 metres above the observed and historic high groundwater levels.
- 1.18 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that where the Owner proposes to construct a temporary Model Home and/or a temporary Property Sales Centre, it shall be subject to an Agreement with the Township and consistent with Township standards.

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- 1.19 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that the Owner's consulting engineer shall prepare a Construction Management Plan for all works to be constructed by the Owner's forces and contractor, to the satisfaction of the Township.
- 1.20 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreement to apply civic number signs to Lots/Blocks as assigned by the Township and to the satisfaction of the Township prior to registration of the Plan. Buildings with access off of rear lanes are to be affixed with street names and civic numbers at the front and rear building elevations for each dwelling unit all to the satisfaction of the Township.
- 1.21 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to rectify any drainage and/or erosion issues that may be as a direct result from activities associated with the development of the Owner's lands.
- 1.22 The Owner agrees and covenants in the Subdivision Agreement and/or any other Township Agreements to prepare a final Tree Inventory and Preservation Plan, to the satisfaction and approval of the Township, prior to approval of Lot Grading design drawings and the execution of the Subdivision Agreement and/or Pre-Servicing Agreement.
- 1.23 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that all redundant or abandoned wells within this Plan shall be decommissioned in accordance with O. Reg. 903 prior to earthworks commencing in that area of the Plan. Test wells required by the Region of Waterloo for pump testing that are intended to be retained for future lot development may remain, provided they are identified on the approved engineering drawings and maintained until their eventual decommissioning is approved by the Township.
- 1.24 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to design, construct and commission 75,708 litre [20,000 gallon] fire reservoir tanks and associated appurtenances, including access corridors of travel, for Block 26 to the satisfaction of the Township.
- 1.25 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to provide the Township with satisfactory engineered designs for retaining walls and to make arrangements for engineering certification of the construction of any retaining walls required in the Plan. The Owner shall ensure that the Township is satisfied that there is no municipal liability for the long-term stability or replacement of the retaining walls.

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- 1.26 The Owner agrees and covenants in the Subdivision Agreement that a clause with wording acceptable to Nelson Aggregates and the Township shall be registered on title of all Lots within the Plan. The wording is as follows:

“The Purchaser is advised that Waynco Limited is the owner of lands located in Lot 2, concession 8, E.G.R, Township of North Dumfries, in the Regional Municipality of Waterloo, and which lands immediately abut those lands being developed for residential purposes by Maple Manor Estates Inc.

The adjoining lands are presently zoned and licensed for industrial extraction and it is the intention of Waynco Limited, through its licenses, agents, successors, and assigns, to use these lands for the purpose of aggregate extraction, processing, manufacturing and transportation aggregates.

The Purchaser is also advised and acknowledges that noise, vibration, dust, visual unsightliness, large equipment maneuvering and permitted working hours are all incidental to the lawful operation of heavy vehicles on the public roads and may interfere with your occupation and enjoyment of these lands.”

- 1.27 The Owner agrees and covenants that, prior to the registration of the Plan of Subdivision, the Owner shall obtain approval of a Zoning By-law Amendment to amend Site-Specific Exemption 20.1.166 applicable to the subject lands, so as to bring the zoning into conformity with the approved Draft Plan of Subdivision, all to the satisfaction of the Township.

2.0 Township Road Allowances & Engineering Design

- 2.1 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that the road allowances included within this Plan shall be dedicated as public highways without monetary consideration and shall be free of all encumbrances. The Right-of-Way shall have a minimum width of 20 metres.
- 2.2 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to retain qualified individuals to prepare detailed engineering drawings, studies and/or plans that address amongst other matters:
- i) The clearing and grubbing of the lands inclusive of topsoil stripping;
 - ii) Area Grading for the Subdivision;

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- iii) The installation of above ground and underground storm water management services and infrastructure, including ditches and culverts, storm sewers, and associated appurtenances;
 - iv) Storm water management facilities and associated appurtenances;
 - v) Temporary and permanent soil and erosion control measures;
 - vi) Road profile drawings which shall include at a minimum, curbs and gutters (where applicable), the placement of road bed granular material, base course of asphalt, top lift of asphalt;
 - vii) Pavement details for driveway aprons;
 - viii) Streetlight luminaires, light standards, and, photometric analysis for LED technology with dark sky provisions;
 - ix) Street signage, pavement markings, traffic control devices, traffic calming.
- 2.3 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that any public highway included within this Plan shall be named to the satisfaction of the Township.
- 2.4 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to convey to the Township all required 0.3 metre reserves as identified by the Township without monetary consideration and shall be free of all encumbrances.
- 2.5 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that the public highways shall be designed and constructed in accordance with Municipal standards to the satisfaction of the Township.
- 2.6 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to provide temporary turning circles and any necessary easements (if and where required) at the Owner's expense. The Owner also acknowledges and covenants in the Subdivision Agreement to remove the temporary turning circles and restore the streets to their normal condition at the Owner's expense when required by the Township and to the satisfaction of the Township.

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- 2.7 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to submit a Streetscape Plan, prepared by a qualified Landscape Architect, to the satisfaction of the Township. The Streetscape Plan shall include all roads internal to the Plan. The Streetscape Plan shall include a street tree planting plan which shall include a target of a minimum of one tree per residential lot, spaced at an average interval of 10 metres, recognizing constraints associated with driveway locations and the placement of above ground utility pads / pedestals, etc. The minimum caliper of trees shall be 65 mm. Tree species selected for planting shall be in accordance with the Township's landscape tree standards/specifications.
- 2.8 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that the detailed design and the construction of all approved landscaping shall be completed in accordance with the provisions of the approved Streetscape Plan and at no cost to the Township.
- 2.9 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to design and construct the traffic calming measures consistent with Township standards, and, the design and construction of the traffic calming measures shall be at the expense of the Owner.
- 2.10 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to prepare a Traffic Control Plan which will include the provision of on-street parking limited to one side of the street only; regulatory signage and pavement markings; traffic calming measures, and, other similar matters. The preparation of the Traffic Control Plan shall be completed to the satisfaction and approval of the Township.

3.0 Parks and Open Space

- 3.1 The Owner agrees and covenants in the Subdivision Agreement to submit a payment of cash-in-lieu of parkland dedication in an amount equating to five (5) percent of the value of the land included in the Plan (Phase II) pursuant to Section 51.1 of the *Planning Act*, R.S.O. 1990 c.P13. The Owner shall retain a qualified individual to undertake an appraisal of the lands within the Plan to the satisfaction of the Township.
- 3.2 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to provide written notice of cash-in-lieu of parkland related to the Plan including payments made to all first purchasers of lands within the Plan at the time the lands are transferred to the first purchasers.

4.0 Stormwater Management & Servicing

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- 4.1 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to convey to the Township at no cost to the Township and free from all encumbrances all Blocks, easements and infrastructure associated with and a component of the stormwater management network (save and except the infiltration galleries within the boundary of the individual Lots) proposed for implementation within this Plan.
- 4.2 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to provide the Township with the detailed design of the stormwater collection system and infiltration facilities.
- 4.3 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to provide the Township with satisfactory confirmation that any fill imported to the site is soil with appropriate infiltration capabilities.
- 4.4 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to provide the Township with satisfactory confirmation of the design infiltration rate through in-situ testing at the base of all infiltration facilities. Testing is to be completed after the earthworks are completed in these areas.
- 4.5 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to provide the Township with a monitoring plan for the stormwater collection system and infiltration facilities to the satisfaction of the Township.
- 4.6 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that a Warning Clause will be registered, where applicable, against the title of each Lot and included on all first purchaser Agreements of Purchase & Sale and any subsequent Agreements of Purchase & Sale advising the future purchaser of any rear or side lot drainage systems (overland or pipe), infiltration galleries, their design purpose, and, the need to minimize disturbance or impact upon the function of the infiltration galleries. The location of each drainage system or infiltration gallery on each individual Lot shall form a Schedule to the respective Agreements of Purchase & Sale. The Warning Clause shall be prepared in a form satisfactory to the Township.
- 4.7 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that the design, construction and commissioning of all aspects of the stormwater management system shall be undertaken in accordance with the Township's standards/specifications, and, at no cost to the Township.

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5.0 Utilities

- 5.1 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to prepare an overall Composite Utility Plan to the satisfaction of the Township and all affected authorities / service providers, prior to the execution of the Subdivision Agreement and/or other Township Agreements.
- 5.2 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that hydro-electric, telephone, high speed broadband fibre telecommunication service, natural gas and television cable service shall be designed, constructed and commissioned within the Plan at no cost to the Township.
- 5.3 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to enter into any Agreement(s) required by any applicable utility companies to undertake the installation of utilities consistent with the approved Composite Utility Plan.
- 5.4 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that all switchgear distribution infrastructure or similar infrastructure shall not be located on Township Road Allowances unless specified by the Township upon receipt of a form request.

6.0 Canada Post

- 6.1 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to consult with Canada Post to determine suitable locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans.
- 6.2 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that prior to offering any Lots for sale, to place a 'Display Map' on the wall of the sales office, virtual sales office or model home in a place readily visible and on the Neighbourhood Information Plan as required as per Clause 1.15 the location of all Canada Post Community Mailbox site locations, as approved by Canada Post and the Township.
- 6.3 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to include in all first offers of Purchase and Sale Agreements advising prospective new home purchasers that mail delivery will be from a designated Community Mailbox, and to include the location of the

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Community Mailbox(es), and further, to advise any affected homeowners of any easements granted to Canada Post for the siting of the Community Mailbox.

7.0 Architectural Control

Not Applicable

8.0 Heritage Resources

Not Applicable

9.0 Sustainability of Development

9.1 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to prepare a Sustainability Plan and to incorporate a minimum of 50% of these items into the design of future Lots and/or dwellings within the Plan. The sustainability items include:

- a) Rain barrels;
- b) Solar ready package (roof truss design, and, connection for metering);
- c) Programmable thermostats;
- d) 90ER condensing hot water heater;
- e) Spray foam insulation of garage;
- f) Hot water thermostat;
- g) Pervious surface on driveways;
- h) Cistern and discharge line; and/or,
- i) Other lot level sustainable measures that may be recommended by the builder, and approved by the Township, that align with the above referenced sustainable objectives

9.2 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements that a Warning Clause will be registered against the title of all Lots and included on all first purchaser Agreements of Purchase & Sale advising the future purchaser of the restrictions associated with measures associated with the approved Sustainability Plan. The Warning Clause shall be prepared in a form satisfactory to the Township.

9.3 The Owner agrees and covenants in the Subdivision Agreement and/or other Township Agreements to prepare a Construction Waste Plan to ensure the diversion of a minimum of 50% of the waste generated during the construction of infrastructure and the dwellings within the Plan from landfill. The completion of

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the Waste Plan shall be a component of the Construction Management Plan as identified in Clause 1.19.

10.0 Grand River Conservation Authority (GRCA)

10.1 Prior to any grading/site alteration and/or construction on the site and prior to registration of the plan, the owners or their agents submit the following plans and reports to the satisfaction and approval of the GRCA:

- a) A final stormwater management report in accordance with current Ministry of the Environment, Conservation and Parks planning and design guidelines;
- b) A detailed Lot Grading, Servicing, and Storm Drainage Plan;
- c) An erosion and siltation control plan in accordance with the Erosion & Sediment Control Guidelines for Urban Construction (2006) indicating the means whereby erosion will be minimized, and silt maintained on-site throughout all phases of grading and construction;
- d) The Subdivision Agreement between the owners and the municipality require that the Offers for Purchase and Sale for Lots 1 to 14 (inclusive) advises that all new development/site alteration is to be located outside of the slope hazards and setbacks as per the Slope Stability Assessment for Proposed Residential Subdivision, Maple Manor Subdivision, Maple Manor Road, Township of North Dumfries (prepared by Chung & Vander Doelen Engineering Ltd. and dated November 23, 2023), and that further that any future development/site alteration beyond the slope hazards and setbacks may be subject to a future GRCA permit under Ontario Regulation 150/06; and,
- e) The approval and issuance of a Permit from the GRCA for all works subject to Ontario Regulation 150/06 (Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation).
- f) That the Township include in the Subdivision Agreement and/or other Township Agreements that the provisions for the completion and maintenance of the works are undertaken in accordance with the approved plans and reports noted in the above conditions.

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11.0 Grandbridge Energy

- 11.1 Prior to the issuance of final approval of the Plan or any phase thereof, GrandBridge Energy (GBE) shall require the following to be satisfactorily addressed:
- i) The Owner will be required to enter into an Agreement with GBE to establish the terms and conditions to service the proposed Plan;
 - ii) The Owner must grant easements to the satisfaction of GBE at 100% Owner cost; and,
 - iii) The Owner will be responsible for all costs associated with relocation and upgrade of existing electrical plant if required as a result of this development.

12.0 Region of Waterloo

- 12.1 That the Owner agrees and covenants to stage and/or phase the development of this Plan in a manner satisfactory to the Township of North Dumfries and the Regional Municipality of Waterloo.
- 12.2 That prior to final approval, the Owner complete a lot grading and drainage plan and Stormwater Management Brief for the entire Plan to the satisfaction of the Township of North Dumfries and Regional Municipality of Waterloo.
- 12.3 That the Owner satisfy all the requirements for the Regional Municipality of Waterloo contained in the post circulation comments dated January 7, 2025.

CLEARANCES:

1. That prior to the signing of the final plan by the Chief Administrative Officer, the Township is to be advised by the Regional Municipality of Waterloo that Conditions 12.1, 12.2, and 12.3 have been carried out to their satisfaction. The clearance letter from the Regional Municipality of Waterloo shall include brief but complete statements detailing how each condition has been satisfied.
2. That prior to the signing of the final plan by the Chief Administrative Officer, the Township is to be advised by the Grand River Conservation Authority that Condition 10.1 has been carried out to their satisfaction with brief but complete statements detailing how each condition has been satisfied.

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3. That prior to the signing of the final plan by the Chief Administrative Officer, the Township is to be advised by Grandbridge Energy that Condition 11.1 has been carried out to their satisfaction with a brief but complete statement detailing how the condition has been satisfied.
4. That prior to the signing of the final plan by the Chief Administrative Officer, the Township is to be advised by Canada Post that Conditions 6.1 and 6.2 have been carried out to their satisfaction. The clearance letter from Canada Post shall include brief but complete statements detailing how each condition has been satisfied.

NOTES:

1. The Owner is advised that the provisions of the Development Charge By-laws of the Township of North Dumfries and the Regional Municipality of Waterloo adopted in accordance with the Development Charges Act, S.O. 1997 apply to this draft approval. Inquiries regarding the application of the Township's Development Charge By-law should be directed to the municipality.
2. The final plans for Registration must be in conformity with Ontario Regulation 43/96, as amended, under the Registry Act.
3. Draft approval will be reviewed by Township Council from time to time to determine whether draft approval should be maintained.
4. It is the responsibility of the Owner of this plan to advise the Township of North Dumfries Development Services Department of any changes in ownership, agent, address, and contact information.
5. Most of the Township of North Dumfries conditions can be satisfied through an agreement. The onus is on the Owner to contact Township staff in writing to request the preparation of such agreement. A copy of a draft M-Plan or reference plan showing the lands to be registered that are affected by the agreement and the conditions to be covered by the agreement should be provided.
6. The Draft Plan was received on or after January 1, 2007, and shall be processed and finally disposed of under the Planning Act, R.S.O. 1990, c. P.13, as amended by S.O. 2006, c.23 (Bill 51).
7. To ensure final approval prior to year end, it is the responsibility of the Owner to ensure that all conditions have been satisfied and the required clearance letters, agreements, mylars, fees and any other required information or approvals have been deposited with the Township Planning Department, no later than December 15th. Township Staff can not ensure that a plan will be given final approval prior

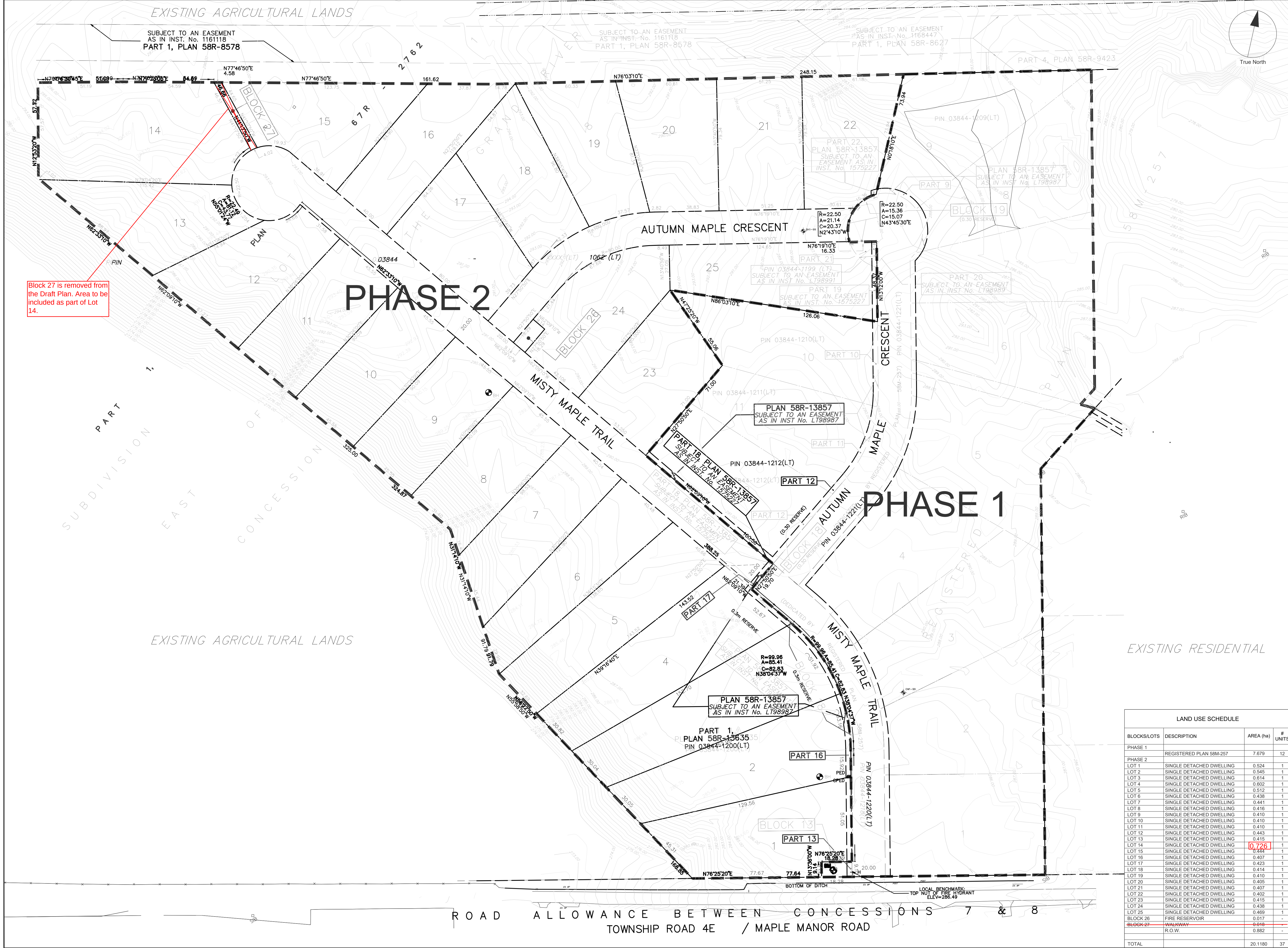
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to year end where the Owner has failed to submit the appropriate documentation by this date.

8. When the survey has been completed and the final plan prepared, to satisfy the requirements of the Registry Act, they should be forwarded to the Township. If the plans comply with the terms of approval, and we have received an assurance from the Municipality that the necessary arrangements have been made, the Township's Chief Administrative Officer will be endorsed on the Plan and it will be forwarded to the Registry Office for registration.

The following is required for registration under the Registry Act and for Township use:

- | | | |
|------|----------|--------------------|
| i. | One (1) | original mylar |
| ii. | One (1) | mylar copy |
| iii. | Four (4) | white paper prints |
| iv. | One (1) | digital copy |



DRAFT PLAN OF SUBDIVISION

RANCHLANDS (MAPLE MANOR ESTATES INC.)

PART OF SUBDIVISION LOT 1, CONCESSION 8, EAST OF THE GRAND RIVER, TOWNSHIP OF NORTH DUMFRIES, REGIONAL MUNICIPALITY OF WATERLOO

COPYRIGHT
This drawing has been prepared solely for the intended use, and any reproduction or alteration for any purpose other than that authorized by IBI Group is forbidden. Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job, and IBI Group shall be informed of any variations from the dimensions and conditions shown on the drawing. Shop drawings shall be submitted to IBI Group for general conformance before proceeding with fabrication.
IBI Group Professional Services (Canada) Inc.
is a member of the IBI Group of companies

KEY MAP - N.T.S.
REMAINING LANDS OWNED UNDER SAME OWNERSHIP
SUBJECT PROPERTY

INFORMATION REQUIRED
UNDER SECTION 51 (17) OF THE PLANNING ACT, R.S.O. 1996, c.P.13 AS AMENDED
(a) - AS SHOWN
(b) - AS SHOWN
(c) - AS SHOWN
(d) - AS LISTED TO RIGHT
(e) - AS SHOWN
(f) - AS SHOWN
(g) - AS SHOWN
(h) - MUNICIPAL WATER
(i) - TO CONFIRM
(j) - AS SHOWN
(k) - MUNICIPAL SANITARY AND STORM SEWERS
(l) - AS SHOWN

LEGEND
--- PHASE BOUNDARY

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED ON THIS PLAN AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.

SIGNED: *Jason Elliott*
JASON ELLIOTT, O.L.S.
J.D. BARNES LIMITED

DATE: _____

OWNER'S CERTIFICATE
I HEREBY CONSENT TO THE FILING OF THIS PLAN BY IBI GROUP, IN DRAFT FORM.

SIGNED: BRIAN ROSS CALDER
MAPLE MANOR ESTATES INC.

DATE: _____

1	2024-07-03	ET	REMOVAL OF PHASING, COMBINED PHASE 2 & 3
2	2023-10-13	ET	UPDATED TOPO PROVIDED BY JD BARNES
1	2022-2-09	ET	1ST SUBMISSION DRAFT PLAN APPROVAL

DRAWING ISSUE RECORD

APPROVALS

IBI GROUP
Suite 101 - 410 Albert Street
Waterloo ON N2L 3V3 Canada
tel 519 585 2255
ibigroup.com

BENCHMARK
BEARINGS ARE UTM GRID. BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010.0)

SCALE
15 0 10 20 40
1:1000 (m)

PROJECT NO:
133080

DRAWN BY:
E.T.

CHECKED BY:
J.M.

PROJECT MGR:
D.W.S.

APPROVED BY:
D.W.S.

SHEET TITLE
30T-89031
RANCHLANDS
MAPLE MANOR ESTATES INC.

SHEET NUMBER
DP01

ISSUE
01

LAND USE SCHEDULE			
BLOCKS/LOTS	DESCRIPTION	AREA (ha)	# UNITS
PHASE 1			
PHASE 2	REGISTERED PLAN 58M-257	7.679	12
LOT 1	SINGLE DETACHED DWELLING	0.524	1
LOT 2	SINGLE DETACHED DWELLING	0.545	1
LOT 3	SINGLE DETACHED DWELLING	0.614	1
LOT 4	SINGLE DETACHED DWELLING	0.602	1
LOT 5	SINGLE DETACHED DWELLING	0.512	1
LOT 6	SINGLE DETACHED DWELLING	0.438	1
LOT 7	SINGLE DETACHED DWELLING	0.441	1
LOT 8	SINGLE DETACHED DWELLING	0.416	1
LOT 9	SINGLE DETACHED DWELLING	0.410	1
LOT 10	SINGLE DETACHED DWELLING	0.410	1
LOT 11	SINGLE DETACHED DWELLING	0.410	1
LOT 12	SINGLE DETACHED DWELLING	0.443	1
LOT 13	SINGLE DETACHED DWELLING	0.415	1
LOT 14	SINGLE DETACHED DWELLING	0.726	1
LOT 15	SINGLE DETACHED DWELLING	0.444	1
LOT 16	SINGLE DETACHED DWELLING	0.407	1
LOT 17	SINGLE DETACHED DWELLING	0.423	1
LOT 18	SINGLE DETACHED DWELLING	0.414	1
LOT 19	SINGLE DETACHED DWELLING	0.410	1
LOT 20	SINGLE DETACHED DWELLING	0.405	1
LOT 21	SINGLE DETACHED DWELLING	0.407	1
LOT 22	SINGLE DETACHED DWELLING	0.402	1
LOT 23	SINGLE DETACHED DWELLING	0.415	1
LOT 24	SINGLE DETACHED DWELLING	0.438	1
LOT 25	SINGLE DETACHED DWELLING	0.469	1
BLOCK 26	FIRE RESERVOIR	0.017	-
BLOCK 27	WALKWAY	0.916	-
	R.O.W.	0.882	-
TOTAL		20.1180	37

File Location: \\1133080_RE_Maple70_Design\\17_Plan\\Planning\\Sheet\\133080_DP.dwg Last Saved: July 3, 2024, 12:38:28 PM by Tillery, Emma



**Council Meeting
September 8, 2025**

Proposed Council Meeting Schedule for 2026

Recommendation:

The Clerk recommends:

- 1. THAT CLK Report No. 13-2025 be received;**
- 2. AND THAT Council adopt the 2026 meeting schedule;**
- 3. AND THAT staff publish the adopted 2026 meeting dates on the Township's website, social media accounts as part of the ongoing public consultation and community outreach program.**

1. Purpose

The purpose of this report is to establish the 2026 meeting dates for Township Council that include meetings of Council and the Committee of Adjustment in accordance with the Procedural By-law, and to establish Special Meetings, Council break, and designated holidays.

2. Background

At the August 13, 2025 Special Council meeting, Council adopted a resolution to convene Special (Budget) meetings at 6:00 p.m. on January 12, 2026, January 14, 2026, and February 2, 2026, if required.

In accordance with the Township's Procedural By-law, in addition to the meetings mentioned above, Township Council meets twice a month for Council Meetings and once a month for Council Planning Public Meetings, with the exception during the months of January, July, August, and December in which one meeting is held. The Procedural By-law also provides for the establishment of any Special Council Meetings, Council break, and designated holidays.

Specific to 2026 and the recognition of the Municipal Election scheduled for Monday October 26th, 2026, the Council Calendar has been adjusted leading into the Election and, immediately following the Election. The Inaugural Council Meeting for the Term of Office for 2026 to 2030 is also identified in addition to the commencement of Council Training & Orientation Sessions.

3. Options and Analysis

The schedule for the proposed meeting dates in 2026 has been completed in accordance with the Procedural By-law and the upcoming 2026 Municipal Election. The recommended Council Meeting Schedule for 2026 has been included as Attachment #1 to this Report.

The rotation of Council Meetings is proposed to follow the traditional schedule of 2nd and 4th Mondays of the month, with Council (Planning) Meetings occurring on the 4th Tuesday of the month. For the months of January, July, August and December that only one Council Meeting be scheduled.

The schedule summarized in the preceding paragraph affecting the months of January, November or December does not include either Special Council Meetings set aside for Budget Sessions or, the Inaugural Council Meeting in November and the associated Training & Orientation Sessions for the newly elected Council proposed for late November and early December 2026.

It is proposed that each meeting begins at 6:00 p.m. The Council Break is scheduled for July 20th to July 31, 2026.

The following items were reviewed when preparing the meeting schedule:

i) 2026 Regional Council Meeting schedule

The 2026 Regional Council Meeting schedule is included as Attachment #2 to this Report and there are currently no conflicting dates.

ii) ROMA Conference

The ROMA conference is scheduled from January 18-20, 2026. There are no conflicts with the proposed meeting schedule for Members of Council that may wish to attend the 2026 Rural Ontario Municipal Association (ROMA) Conference.

iii) AMO Conference

There are no conflicts in the meeting schedule for Members of Council that may wish to attend the 2026 Association of Municipalities of Ontario (AMO) Conference that is scheduled from August 16-19, 2026.

iv) AMCTO Conference

The meeting schedule was adjusted in June 2026 to accommodate Clerks Office staff who may attend the AMCTO conference scheduled for June 7-10, 2026. Council Meetings in June have been scheduled for June 1st and June 22nd, with a Public Planning Meeting scheduled on June 23rd.

v) 2026 Municipal Election

The 2026 Municipal Election is scheduled for Monday, October 26, 2026. To accommodate this, no meetings have been scheduled in the month of October. A combined Council and Planning meeting has been scheduled for Monday, November 9th, which will be the last Council Meeting for the 2022-2026 Term of Council.

The Inaugural Meeting for the 2026-2030 Term of Council has been scheduled for Monday, November 16th and three Orientation / Training dates have been scheduled for the newly elected Council on Monday November 23rd, Tuesday, November 24th and Monday December 7th.

4. Financial Implications

There are no implications on the 2025 Budget arising from the consideration of this Report.

5. Attachments

1. 2026 Council Meeting Schedule for the Township of North Dumfries
2. 2026 Council Meeting Schedule for the Region of Waterloo

For further information on the contents of this Report, please contact Ashley Good, Clerk, at 519-632-8800 ext. 122 or via email at agood@northdumfries.ca

Report Prepared By:



Ashley Good,
Clerk

Respectfully Submitted By:



Andrew McNeely,
Chief Administrative Officer

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
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February 2026						
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March 2026						
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The TOWNSHIP of
NORTH DUMFRIES

2026 COUNCIL CALENDAR

April 2026						
S	M	T	W	T	F	S
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May 2026						
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June 2026						
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July 2026						
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August 2026						
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September 2026						
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October 2026						
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November 2026						
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December 2026						
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LEGEND

	Council Meetings Held in the Dumfries Room at the NDCC at 6:00pm unless advertised differently.
	Public Planning Meetings Held in the Dumfries Room at the NDCC at 6:00pm unless advertised differently.
	Combined Council and Public Planning Meetings Held in the Dumfries Room at the NDCC at 6:00pm unless advertised differently.
	Special (Budget) Meetings Held in the Dumfries Room at the NDCC at 6:00pm unless advertised differently.
	Statutory Holiday or Recognized Township Holiday
	Council Break
	Conferences (ROMA, AMO)
	Municipal Election Day
	Inaugural Meeting for New Council
	Orientation & Training for New Council

2026 Meeting Calendar

January						
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June						
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July						
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August						
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September						
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27	28	29	30			

October						
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25	26	27	28	29	30	31

November						
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December						
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20	21	22	23	24	25	26
27	28	29	30	31		

Legend: ○ Holiday ● Council ● Standing Committees ■ All Councils Meeting

■ FCM Conference (June 4-7) ✕ AMO Conference (Aug 16-19) ★ Roma Conference (Jan 18-20)

❄ Mid Winter Break (March 16-20) ▲ Plan and Budget

■ Nomination Period: May 1 to August 21, 2026 ■ Election Day October 26, 2026 ● Inaugural Meeting



**Council Meeting
September 8, 2025**

December 2025 & January 2026 Municipal Holiday Office Schedule

Recommendation:

The Clerk recommends:

- 1. THAT CLK Report No. 14-2025 be received;**
- 2. AND THAT Council authorize that the Township Municipal Offices and the Administration Office for the North Dumfries Community Complex be closed from Wednesday, December 24, 2025, at 12:00 p.m. (Noon) through to Monday January 5, 2026 at 8:30 a.m.**
- 3. AND THAT staff be directed to advertise the holiday office closure on the Township's website, social media accounts and the local newspaper.**

1. Purpose

The purpose of this report is to seek Council's approval for the closure of the Township Municipal Offices and the Administration Office at the North Dumfries Community Complex (NDCC) during the latter part of December 2025 and beginning of January 2026 for non-union staff, and to co-ordinate staff and work assignments in the Township.

2. Background

Historically, the Township Administration Offices and the Administrative Offices at the NDCC have been closed during the Christmas / New Years holiday season.

Staff seek Council approval to close the Township Municipal Offices and the Administrative Offices at the NDCC at noon (12:00 p.m.) on Wednesday, December 24, 2025 and reopen at 8:30 a.m. on Monday, January 5, 2026. Non-Union staff are given time off due to their vacation / lieu policy and statutory obligations for the following days:

- Christmas Eve, December 24th: ½ day
- Christmas Day, December 25th: 1 day (Statutory Holiday)
- Boxing Day, December 26th: 1 day (Statutory Holiday)
- New Year's Eve, December 31st: ½ day
- New Year's Day, January 1st: 1 day (Statutory Holiday)

Unique to this 2025 Holiday Season is Friday January 2nd. This date is sandwiched between the Statutory Holiday of Thursday January 1st (New Years Day) and the commencement of the weekend. It is proposed that the Municipal Offices and the Administrative Offices for the NDCC be closed and that non-union personnel to include January 2nd as it is anticipated that business activity / public interaction will be relatively low in terms of demand on this date.

In recognition of the dates not addressed by Statutory Holidays during the upcoming Holiday Season that for the non-union staff that wish to take time off during this period of the Municipal Office / NDCC Administrative Offices be required to utilize their eligible vacation / lieu or floater day credits.

The dates when non-union personnel would have to utilize their vacation / lieu / floater day credits during this time period includes:

Monday December 29th
Tuesday December 30th
Wednesday December 31st (½ day)
Friday January 2nd, 2026

Staff, if they participate in the closure, would utilize the equivalent of 3 ½ days of eligible vacation / lieu / floater day credits.

A resolution is being presented to Council, for its approval, in order to provide clarity in regard to the days staff are expected to be at work over the Christmas and New Year's Holidays.

3. Options and Analysis

For the past nine years the Municipal Office and the Administrative Offices of the NDCC have closed between Christmas Eve through to early January of the following year.

As summarized in Section 2 of this Report, there are multiple statutory holidays during that timeframe and non-union staff have vacation entitlements that can be used during the Office. Using the allocated vacation days during that time prevents the hours being carried over into the New Year. The closure also represents a relatively quiet time for Corporate business where there is limited interaction with the business community and residents focussing on administration tasks or deliverables.

Closure of the offices from Wednesday, December 24, 2025 at noon (12:00 p.m.) through to Monday, January 5, 2026 at 8:30 a.m. provides consistency in scheduling for all departmental non-union personnel.

The recommended closure only applies to the non-union personnel associated with the administrative functions of the Corporation situated within the Township Municipal Offices and the Administrative Offices at the North Dumfries Community Complex.

The plan for each department during the closure period is outlined below:

Council:

There are no Council meetings scheduled after Council's final meeting of 2025 on December 8, 2025, and before its first meeting of 2026 on January 12, 2026. As such, the Clerk and administration do not have pending deadlines for meetings in this timeframe. Staff will be asked to monitor emails remotely during the closure period and respond to calls if they are deemed to be of an urgent nature.

Finance:

There are no tax due dates scheduled during the closure. Vendor payments will be made ahead of the closure time and payroll will be made on time. All other issues with year-end budgets will be scheduled around this time. Staff will be asked to monitor emails remotely during the closure period and respond to calls if they are deemed to be of an urgent nature.

Fire Services:

Emergencies will be responded to in accordance with the same protocol used throughout the year. The closure of the Municipal Offices does not affect emergency service provision.

Engineering and Public Works:

The usual protocol for other statutory closure dates will be used. Union personnel would continue their regular shifts for road patrol and winter maintenance activities. Snow plowing continues during this period with the usual protocols.

Leisure and Community Services:

The usual protocol for other statutory closure dates will be used and union personnel and some staff will be working to support recreation programming as the facilities remain open on non-statutory dates.

Development Services:

Staff will be asked to monitor emails remotely during the closure period and to respond to calls for building inspections.

Staff will work with due diligence to ensure the public is aware of the closure of the offices through notices on the Township's website, social media accounts, as well as advertisement in the local paper. The public will be directed to the Township's website and staff will check to ensure that information for applications or contact information is readily available.

4. Financial Implications

There are no financial implications with this report on the 2025 Budget. The additional dates set aside for the closure of the Municipal Offices and the Administrative Offices for the NDCC non-union personnel are drawn from their respective eligible vacation / lieu or floater day credits.

5. Attachments

None

For further information on the contents of this Report, please contact Ashley Good, Clerk, at 519-632-8800 ext. 122 or via email at agood@northdumfries.ca

Report Prepared By:



Ashley Good,
Clerk

Respectfully Submitted By:



Andrew McNeely,
Chief Administrative Officer



**Council Meeting
September 8, 2025**

**Land Use Planning Together
Establishing Shared Expectations for Engagement between Six Nations of the Grand
River and the Municipalities of Waterloo Region**

Recommendation:

The Chief Administrative Officer recommends:

- 1. THAT Report No. 21-2025 be received;**
- 2. AND THAT Council adopt and embrace the principles, framework and objectives of the Land Use Planning Together document, dated August 11th, 2025, with the Six Nations of the Grand River which is designed to inform consultation and engagement protocols on matters associated with land use and long-term planning studies, subject to the following additions:**
 - i) Studies undertaken by the Township in support of the Municipal Class Environmental Assessment process; and,**
 - ii) Preparation of Cultural Heritage Landscape Studies; and,**
 - iii) Applications for Site Alteration under the Township's Site Alteration Bylaw process.**

1. Purpose

The purpose of this Report is to introduce to Council the document that has been negotiated by the Staff from the Region and the Seven Area Municipalities within Waterloo Region with the Six Nations of the Grand River. The intent behind including this document for the consideration of Council is to:

- i) Raise the profile and awareness of the importance of consultation and engagement with representatives of the Six Nations of the Grand River; and,**
- ii) To elevate this document to the Council level and through the adoption of Land Use Planning Together to demonstrate that this document represents Corporate Policy and as such the Township will lead through its actions.**

2. Background

The Land Use Planning Together document is included as Attachment No. 1 to this Report.

The Land Use Planning Together document forms a forward-looking perspective that is designed to ensure on a consistent basis engagement and consultation with Six Nations of the Grand River on applications or proposals that represent submission of applications under the *Planning Act* or other major planning exercises that will frame long-term land use planning outcomes.

The foundation for this document is the recognition of the duty of the Crown to consult and accommodate where appropriate as well as the treaties established between the Crown and the Six Nations of the Grand River. Under the Provincial Planning Statement, 2024 (PPS 2024) the Province recognizes the importance of consulting with Aboriginal communities on planning matters that may affect their section 35 Aboriginal or treaty rights.

As such it is incumbent upon the Township to ensure consultation and engagement with First Nations that have treaty rights within the Corporate Limits of the Municipality.

In accordance with the full proclamation of *Bill 23 More Homes Built Faster Act, 2022*, effective January 1st, 2025, the Region of Waterloo has been deemed to be an Upper Tier without Planning Responsibilities.

With the advent of this change, the Township has assumed responsibility as the Approval Authority for Plans of Subdivision / Condominium and, is responsible for the administration of the Regional Official Plan until such time as a new Township Official Plan is established. In addition, the Township in certain circumstances can also be the Approval Authority for Amendments to the Official Plan. The conveyance of these responsibilities expands Council's role as a decision-making body beyond the historic mandates associated with Zoning By-laws and Amendments thereto, consents, minor variances and site plans.

With these new and expanded responsibilities under the *Planning Act*, it is now incumbent upon the Township to lead and elevate how it delivers the land use planning program, which includes consultation and engagement with First Nations that have treaty rights within the boundaries of the Municipality.

The Township, prior to the inclusion of the Land Use Planning Together document in the September 8th, 2025 Council Agenda, has been actively engaged in consultation with both the Six Nations of the Grand River and the Mississaugas of the Credit First Nation on *Planning Act* applications. Staff have followed the intent and framework of the document to inform our actions to date.

The Region and the Seven Area Municipalities are presently working on a similar proposal with the Mississaugas of the Credit First Nation and it is our expectation that this framework document will be available prior to year end.

3. Options and Analysis

Staff were actively involved in the preparation and development of the Land Use Planning Together with representatives of the Six Nations of the Grand River.

As noted in Section 2 of this Report, Staff have been actively engaged with the circulation of *Planning Act* applications with Six Nations of the Grand River personnel prior to the finalization of the Land Use Planning Together document.

Staff do believe that this document is appropriate and will ensure the role and responsibilities of Staff are clearly understood in terms of expectations related to engagement and consultation.

The Land Use Planning Together document dovetails with other parallel initiatives that the Township is actively involved with through programs and engagement delivered by the Reconciliation Action Partnership and, on-going Staff training and development related to Truth and Reconciliation and how as a Municipality we can shape programs, services and policies to foster inclusiveness, awareness and learning.

Staff are recommending that Township Council expand the scope of engagement and consultation on land use planning or studies related to future land use strategies beyond what is included in the August 2025 Land Use Planning Together document. Staff are recommending that the scope of engagement and consultation be expanded to include:

- i) Studies undertaken by the Township in support of the Municipal Class Environmental Assessment process; and,
- ii) Preparation of Cultural Heritage Landscape Studies; and,
- iii) Applications for Site Alteration under the Township's Site Alteration Bylaw process.

It is Staff's belief that there is value in terms of broadening the scope of consultation and engagement to include the above referenced topical areas.

The broadening of consultation and engagement will facilitate access to new information or knowledge that perhaps would not necessarily be available through other sources. Of primary importance however is the belief that Council in its role as a decision-making body affecting land use is willing to engage and respect shared stewardship over the health, protection and vibrancy of the land, habitat / natural features, cultural and archeological resources and, water that is present within the geographic boundaries of the Township.

4. Financial Implications

There are no impacts on the 2025 Budget related to the consideration of this Study.

5. Attachments

1. Land Use Planning Together, dated August 11, 2025

For further information associated with the contents of this Report, please contact Andrew McNeely, Chief Administrative Officer, at (519) 632-8800 or via email at amcneely@northdumfries.ca

Report Prepared and Respectfully Submitted By:



Andrew McNeely,
Chief Administrative Officer

Land Use Planning Together
Establishing Shared Expectations for Engagement between Six Nations of the Grand River and the
Municipalities of Waterloo Region

August 11, 2025

The municipalities of Waterloo Region serve an area within the traditional territories of the Anishinaabe, Chonnonton and Haudenosaunee peoples. This area is situated within the lands protected by the Dish with One Spoon Wampum and includes lands within the Haldimand Treaty of 1784 and the Nanfan Treaty of 1701.ⁱ Building from a shared commitment to the stewardship of these lands, this document sets out general principles and objectives for engagement and collaboration between staff at Six Nations of the Grand River and the eight municipalities in Waterloo Region on matters of land use planning. The foundation for this document is the recognition of the duty of the Crown to consult and accommodate where appropriate as well as the treaties established between the Crown and the Six Nations of the Grand River.ⁱⁱ

This document provides high-level guidance for all parties; it is not intended to be prescriptive, nor should it restrict any specific arrangements for collaboration between each party in relation to unique projects. This will be maintained as a 'living document' that will be updated from time to time as mutually agreeable to reflect the needs of each party to ensure that expectations for engagement remain clear as policies, resources, and capacities change over time. The success of this pilot approach will be evaluated in September 2026, and necessary refinements may be made to further strengthen the positive and collaborative relationship between the parties, and to respond to relevant legislative changes by the Province or Federal governments.

1.0 Desired Outcomes:

- Scheduled and structured communication and knowledge sharing between staff at Six Nations of the Grand River, Local Area Municipalities, and the Region of Waterloo
- Enhanced trust between all parties
- Greater collaboration in decision-making
- Identification of opportunities to advance common interests
- Enhanced acknowledgement, protection and stewardship of important environmental, cultural heritage, and archaeological features and landscapes in Waterloo Region

2.0 Focus of Engagement:

- Long-term direction of growth management and land use planning policy related to environmental, archaeological, and cultural heritage
- Major planning decisions primarily associated with the shape of development in the region, archaeology, natural environment, and cultural heritage
- Routine planning decisions relating to the natural environment, archaeology, and cultural heritage, recognizing that the provision of such items for review may be further scoped by Six Nations as staff capacity or interests change

Specific triggers for engagement may include:

- Major planning matters, such as Official Plans (see Section 6.0 for additional examples)
- Major changes in land use (see Section 6.0)
- Large scale development applications including plans of subdivision, Official Plan Amendments, and Zoning By-law Amendments that could adversely impact environmental, archaeological, and cultural heritage features; upon review, Six Nations staff will determine such impacts and whether further engagement will be needed.
- Routine matters (see Section 6.0) that relate directly to natural environment, archaeology, and cultural heritage, unless otherwise specified by Six Nations staff

3.0 Parties to be Engaged:

- Six Nations Staff (see Appendix)
- Municipal Senior Staff (see Appendix)
- Municipal Project Leads
- Consultants of Six Nations or the municipality (as appropriate)
- Chief and Six Nations of the Grand River Elected Council (when needed, as determined by Six Nations staff)
- Elected Officials (when needed, as determined by the municipality)

4.0 Timing of Engagement:

- Engagement will be ongoing from project initiation (including pre-consultation phase if undertaken and where applicable) to municipal decision-making, with Six Nations commentary prior to any decision
- Municipal staff to circulate all information necessary (or provide links for publicly posted materials) for Six Nations staff to review and provide comments within the timeframe specified in the circulation
- Six Nations staff to provide comments on or before the specified circulation deadline so that municipalities can meet statutory application processing timeframes under the Planning Act

5.0 Process for Engagement:

- Municipal staff to provide notification via email to Six Nations for: (i) major planning matters, including major land use changes and large-scale development applications; and (ii) routine planning matters that relate directly to natural environment, archaeology, and cultural heritage, unless otherwise specified by Six Nations staff; where possible, requested in-person meetings are encouraged for discussion of major planning matters
- Six Nations to review and comment on planning and other documents within the timeframe specified in the circulation

- For matters relating to the natural environment, Six Nations to identify screening preferences to streamline the circulation process, and municipalities will screen applications accordingly
- For matters relating to archaeology and cultural heritage, Six Nations Archaeological staff to be circulated all information provided in support of the proposal / application
- Municipal staff to offer focused meetings as needed and as suitable for each type of planning application
- Six Nations to notify municipal staff if a technical review will be provided by its staff or consultant

Should significant disagreements arise, parties will seek resolution through additional meetings, mediated discussion, or senior staff dialogue before proceeding to Council consideration

6.0 Potential Opportunities for Engagement:

The following opportunities for engagement are intended to be illustrative but not restrictive. If additional clarity or criteria for inclusion are needed, Six Nations and municipal staff can work together to ensure that shared expectations are clearly articulated and that there is consistency across all municipalities.

MAJOR PLANNING MATTERS / MAJOR CHANGES IN LAND USE

For circulation to Six Nations Land Use Planning and Archeology staff:

Long-Term Growth Planning

- Official Plans
- Official Plan Amendments (Comprehensive)
- Growth Strategies (initiated by planning departments)
- Secondary / Community / District Plans

Strategic Planning and Technical Studies

- Subwatershed Studies
- Archaeological Master (Management) Plan
- Natural Heritage Plans and Studies
- Cultural Heritage Landscape Studies
- Aggregates Strategy
- Water Supply and Wastewater Strategies
- Forestry and Urban Forestry Strategies
- Airport

ROUTINE MATTERS

For circulation to Six Nations Land Use Planning and Archaeology staff:

Planning Act Applications

- Official Plan Amendments
- Plans of Subdivision
- Plans of Condominium
- Zone Changes (excluding housekeeping amendments to municipal by-laws)
- Consents to Subdivide Land (excluding consents for legal purposes or mortgage purposes or leases over 21 years)
- Site Alteration By-law applications with potential implications to archaeological artifacts and cultural heritage features

For circulation to Six Nations Archaeology staff:

- Minor Variances with potential implications to archaeological artifacts and features

For engagement on matters that extend beyond the Planning Act, such as Affordable Housing Strategies and Transportation Master Plans, planning staff can assist in connecting Six Nations staff with relevant municipal colleagues when requested to do so, or when there are direct implications to the natural environment, archaeology, or cultural heritage.

7.0 Next Steps:

Municipal staff will continue to work with Six Nations staff to review and refine this pilot engagement process. Where further direction in relation to the implementation of this guidance document is needed, additional supporting tools can be collaboratively developed to ensure that all parties have a clear understanding of mutual expectations for timelines, processes for circulation, and areas of inclusive interest.

Appendix A: Key Contacts

Six Nations of the Grand River:

- Dawn Russell, Consultation Administrative Assistant, dawnrussell@sixnations.ca
- Peter Graham, Consultation Supervisor, LRCS@sixnations.ca
- Tanya Hill-Montour, Archaeology Supervisor, tanyahill-montour@sixnations.ca
- Lonny Bomberry, Lands & Resources Director, lonnybomberry@sixnations.ca
- Lauren Jones, Six Nations Wildlife & Stewardship Office, laurenjones@sixnations.ca
- Daylon Gee, Land Use and Stewardship Technician, lrlo2@sixnations.ca
- Emmett Vanson, Land Use Technician, LRLUST@sixnations.ca
- Tayler Hill, Assistant Director, tayler.hill@sixnations.ca

SNGR Staff Circulation Points:

Land Use Planning:

- Peter Graham, Consultation Supervisor, LRCS@sixnations.ca
- Daylon Gee, Land Use and Stewardship Technician, lrlo2@sixnations.ca
- Emmett Vanson, Land Use Technician, LRLUST@sixnations.ca

Archaeology:

- Tanya Hill-Montour, Archaeology Supervisor, tanyahill-montour@sixnations.ca
- Tierra Henhawk, Archaeology Community Monitoring Administrative Assistant, acmaa@sixnations.ca

Municipalities of Waterloo Region:

- Region of Waterloo: Danielle De Fields, Director, Growth, Development and Sustainability Services, DDeFields@regionofwaterloo.ca
- City of Waterloo: Joel Cotter, Director of Planning & City Planner, joel.cotter@waterloo.ca
- City of Kitchener: Rosa Bustamante, Director of Planning and Housing Policy & City Planner, rosa.bustamante@kitchener.ca
- City of Kitchener (Development Applications): Garrett Stevenson, Director of Development and Housing Approvals, garrett.stevenson@kitchener.ca
- City of Cambridge: Melissa Castellan Aldunate, Manager of Policy Planning, aldunatem@cambridge.ca
- Township of North Dumfries: Michael Campos, Manager of Planning, mcampos@northdumfries.ca
- Township of Woolwich: Deanne Friess, Director of Development Services, dfriess@woolwich.ca
- Township of Wilmot: Harold O’Kafka, Director of Development Services, harold.okafka@wilmot.ca
- Township of Wellesley: Tim Van Hinte, Director of Planning, tvanhinte@wellesley.ca

ⁱ The Haldimand Treaty is a formally ratified agreement acknowledging six miles on either side of the Grand River as treaty territory of the Six Nations of the Grand River. The treaty territory extends across portions of the Region of Waterloo, including the municipalities of Woolwich, Waterloo, Kitchener, Cambridge, and North Dumfries. The Townships of Wellesley and Wilmot are located outside of the treaty territory; however, these Townships remain

fully committed to the success of this engagement initiative. All eight municipalities are located within the boundaries of the Nanfan Treaty.

Treaties are agreements made between the Crown, Indigenous groups and often provinces and territories that define ongoing rights and obligations on all sides. Before Confederation, Britain controlled the treaty making process. After Confederation, the federal government took control of the treaty making process.

On a deeper level, treaties are understood by Indigenous peoples as sacred covenants between nations that establish a relationship between those for whom Turtle Island is an ancient homeland and those whose family roots lie in other countries. Treaties form the constitutional and moral basis of alliance between Indigenous peoples and Canada. Treaties set out continuing treaty rights and benefits for each group. The written word of the treaties is only one part of the treaty process. From the Haudenosaunee perspective, wampum are an equal part of the process and carry the same weight as the written treaties.

ⁱⁱ The Six Nations of the Grand River Elected Council commenced litigation in 1995 against Canada and Ontario seeking an order for an accounting, the return of assets held by the Crown including all money to have been received and held for the benefit of the Six Nations, and the return of land as appropriate. An expeditious resolution of these claims will be critical to addressing centuries old grievances and resolving tensions that exist throughout the Grand River watershed. Subsequent to the resolution of this litigation, the municipalities of Waterloo Region will take direction from the Crown regarding matters of accommodation.



**Council Meeting
September 8th, 2025**

**Discussion: Draft Terms of Reference
Spragues Road District Cultural Heritage Landscape Study**

Recommendation

The Chief Administrative Officer recommends:

- 1. THAT PD Report No. 53-2025 be received;**
- 2. AND THAT Council provide direction on next steps as it pertains to the consideration of the Terms of Reference for the Spragues Road District Cultural Heritage Landscape Study and the advancement of this project.**

1. Purpose

The Purpose of this Report is to present to Council the following matters for review, discussion and direction:

- i) Introduce the draft Terms of Reference for the Spragues Road District Cultural Heritage Landscape Study;
- ii) Identify the comments secured arising from the engagement and consultation of the Draft Terms of Reference with Six Nations of the Grand River, the Mississaugas of the Credit First Nation and, the Township's Heritage Advisory Committee; and,
- iii) Outline options as it pertains to next steps

2. Background

At the March 24th, 2025 Council Meeting, Council considered a Notice of Motion as presented by Councillor Wilms on the preparation of a Cultural Heritage Landscape Study for the Spragues Road District. Arising from the discussion, Council adopted the following Resolution:

"C-122-25

WHEREAS the Cultural Heritage Impact Assessment (CHIA) for the West Edworthy Pit application identified numerous heritage and landscape elements of significance; and

WHEREAS the Heritage Advisory Committee, upon reviewing the West Edworthy Pit application recommended additional study of the surrounding area; and

WHEREAS the scoped CHIA for 1699 Spragues Road further identified significant cultural heritage features within the proposed area; and

WHEREAS various experts in cultural heritage preservation have recognized the significance of this landscape; and

WHEREAS numerous properties within the proposed area are designated or listed as heritage properties in the Township of North Dumfries Inventory of Buildings of Architectural and Historical Significance;

BE IT RESOLVED that Council direct staff to collaborate with heritage experts to undertake a technical study on the proposed area bounded by Wrigley Road to Dumfries Road, Alps Road to Spragues Road, West River Road to Beke Road, and Beke Road to Spragues Road to assess the feasibility and value of designating this area as a formal Cultural Heritage Landscape; and

BE IT FURTHER RESOLVED that staff report back to Council with draft Terms of Reference following engagement with the public, Heritage Advisory Committee and First Nations for next steps within four months for further discussion and consideration.”

This Report has been prepared as a follow-up to Council arising from the direction received at the March 24th Meeting.

3. Options and Analysis

3.1 Context and Overview

A *Cultural Heritage Landscape* (CHL) is outlined in the Provincial Planning Statement, 2024 (PPS 2024) as a defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Indigenous community. The area may include features such as buildings, structures, spaces, views, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association.

Typically, a Study is undertaken to establish the collection of the key features or elements associated with an area and their association and, a determination is made as to whether or not the district rises to a level of significance that warrants policies in the Official Plan to protect and conserve the identified features or elements.

The Township's Official Plan (Chapter 7 'Heritage Resource Management') identifies that the Municipality supports the identification and conservation of local cultural heritage resources. Cultural heritage resources are natural and cultural assets which have historic, cultural, architectural, archaeological or natural significance. Cultural heritage resources may include properties, buildings, structures, archaeological resources, rivers, roads, districts and sites including streetscapes, landscapes, cemeteries and burial places.

Specific to Cultural Heritage Landscapes, Policy 7.4.1 of the Official Plan states that the Township will identify, document, and designate Cultural Heritage Landscapes and establish associated policies to conserve these areas in accordance with the policies in the Regional Official Plan and the Regional Implementation Guideline for Cultural Heritage Landscape Conservation.

3.2 Draft Terms of Reference

Spragues Road District Cultural Heritage Landscape Study

Included as Attachment No. 1 to this Report is the draft Terms of Reference for the Spragues Road District Cultural Heritage Landscape Study as prepared by Staff.

The Study Area boundaries included in the draft Terms of Reference represent the boundaries that informed the Notice of Motion which was eventually adopted by Council. Staff have not evaluated the merits of the Study Area boundary.

The key deliverables associated with the Study can be summarized as follows:

- i) Facilitate and deliver extensive consultation and community engagement, including with First Nations; and,
- ii) Identify, evaluate, inventory and map significant features or elements within the Study Area; and,
- iii) Truth the boundary of the Study Area as it is deemed to be approximate in the context of this Terms of Reference and, confirm a Study Area boundary based upon the initial phase of background collection / analysis; and,
- iv) Recommend whether the Study Area rises to the level of protection and conservation warranting Official Plan policies and overlay designation in the context of the Provincial Planning Statement, 2024 (PPS 2024) and Official Plan; and,
- v) If the Study Area rises to a level of protection and conservation as per the objectives and direction of the PPS 2024 and the Official Plan, prepare new Official Plan policies and overlay designation boundary for the consideration of Council as an Amendment to the Official Plan.

3.3 Consultation in the Preparation of the Draft Terms of Reference

Staff circulated the draft Terms of Reference included in Attachment No. 1 to the Six Nations of the Grand River, the Mississaugas of the Credit First Nation and the Township's Heritage Advisory Committee.

Email correspondence was received on July 14th, 2025 from Six Nations of the Grand River and July 17th from the Mississaugas of the Credit First Nation in response to the circulation of the draft Terms of Reference. Both Parties indicated no concerns with the content of the draft Terms of Reference.

Township Staff appeared at the June 24th, 2025 Heritage Advisory Committee and spoke to the draft Terms of Reference. Following the Staff presentation and the ensuing discussion, the Committee adopted the following Resolution:

“THAT the presentation on the Draft Terms of Reference for the Spragues Road District Cultural Heritage Landscape Study be received;

AND THAT Council be advised that the Committee has no concerns with the framework of the Draft Terms of Reference.

AND THAT the Committee requests that the Council of the Township of North Dumfries delay the proposed Cultural Heritage Landscape Study until the Committee has addressed the legacy heritage listed properties.”

3.4 Next Steps

Direction from Council will be required in terms of next steps.

The Spragues Road District Cultural Heritage Landscape Study was not originally part of the workplan for 2025/26 and as such it is not presently funded in the 2025 Budget.

The Options available to Council are as follows:

1. Provide direction to Staff that further work is required on the Terms of Reference. Council would need to identify what elements need to be incorporated into the Study as further revisions; or,
2. Authorize Staff to advance forward and to secure bids in the marketplace from qualified consultants to complete the Study; or,
3. Delay the commencement of the Study until the Heritage Advisory Committee finalizes their in-process work on the review of properties on the Heritage Inventory List. If this Option is selected, it would likely delay the Study until 2027; or,

-
4. Request that the Heritage Advisory Committee provide a Recommendation to Council on the completion of Cultural Heritage Landscape (CHL) Studies and specifically, is there a priority listing in terms of what CHLs should be undertaken by the Municipality through the delivery of future projects ?

4. Financial Implications

The undertaking of the Spragues Road District Cultural Heritage Landscape Study is not funded in the 2025 Capital Budget.

If Council wishes to move forward with this project in the immediate period, Council could draw upon the Heritage Resources Project Reserve Account. This Reserve Account has \$100,000 presently available.

Staff do not know the cost to complete the Spragues Road District Cultural Heritage Landscape Study. The scope of work as set out in the draft Terms of Reference is extensive by content and is highly labour intensive. In addition to the technical work and assessment, there is a significant demand placed on engagement and consultation. Staff would estimate that this project will likely be in the order of \$80,000 to complete.

5. Attachments

1. Terms of Reference, Draft 2 Version 1 Spragues Road District Cultural Heritage Landscape Study

For further information on the contents of this Report, please contact Andrew McNeely, Chief Administrative Officer, at (519) 632-8800 or via email at amcneely@northdumfries.ca

Report Prepared and Respectfully Submitted By:



Andrew McNeely,
Chief Administrative Officer

TERMS OF REFERENCE

CULTURAL HERITAGE LANDSCAPE STUDY – SPRAGUES ROAD DISTRICT

A. PROJECT OVERVIEW

The Township of North Dumfries (the “Township”) is seeking proposal submissions from qualified consultants with substantial experience in the Cultural Heritage Landscape (CHL) evaluation and heritage planning disciplines to provide consulting services in support of the Township. The project is to deliver a CHL Study for the area conceptually identified as the Spragues Road District (the “Study Area”) – refer to Attachment No. 1 for the conceptual boundaries of the Study Area.

The primary study objectives include:

- i) Facilitate and deliver extensive consultation and community engagement, including with First Nations; and,
- ii) Identify, evaluate, inventory and map significant features or elements within the Study Area; and,
- iii) Truth the boundary of the Study Area as it is deemed to be approximate in the context of this Terms of Reference, and, confirm a Study Area boundary based upon the initial phase of background collection / analysis; and,
- iv) Recommend whether the Study Area rises to the level of protection and conservation warranting Official Plan policies and overlay designation in the context of the Provincial Planning Statement, 2024 (PPS 2024) and Official Plan; and,
- v) If the Study Area rises to a level of protection and conservation as per the objectives and direction of the PPS 2024 and the Official Plan, prepare new Official Plan policies and overlay designation boundary for the consideration of Council as an Amendment to the Official Plan.

B. STATEMENT OF WORK

1. Introduction and Background

The Township of North Dumfries is a vibrant, thriving rural community in southwestern Ontario that has a rich heritage of cultural, archeological and natural wonders that are unique in the context of Ontario.

10,000 years ago, as the meltwater of retreating glaciers carved out the Grand River and associated watershed, unique topography, geomorphology and stratified layers of sand and granular deposits were established across the Township.

In this millennia since the Ice Age, our area has been home to Indigenous peoples. The history of this area is rich in the presence of Indigenous peoples and their legacy on the lands and waters throughout the Township, including within the Study Area.

Nearly 200 years of built heritage thrives across the Township. Small settlements are entwined across the countryside which is intermixed with agricultural operations, aggregate operations, extensive and unique natural heritage features, and, rural residences.

The Township is seeking proposals from qualified consultants with substantial experience in Cultural Heritage Landscape (CHL) evaluation, planning, and public consultation / engagement, to provide consulting services for the identification and evaluation of the Spragues Road District. Refer to Attachment No. 1 for the conceptual boundaries of the Study Area.

In carrying out this work, the consultant will be required to develop and undertake the delivery of a robust community consultation and engagement program, including with representatives of the Six Nations of the Grand River (SNGR) and the Mississaugas of the Credit First Nation (MCFN). Companion to this public consultation / engagement program, there will also be touchpoints with the Township's Heritage Advisory Committee and Township Council at strategic points throughout the Study process.

1.1 Purpose

The purpose of this project is to identify, inventory, evaluate and map significant elements (archeological, natural features, culturally significant features, landforms and land use activity, built heritage resources) within the Study Area, and, to provide recommendations to Council on priorities for conservation aligned with the Provincial Planning Statement, 2024 (PPS 2024) and the Official Plan on Cultural Heritage Landscapes.

Through public consultation and engagement, and, liaison with First Nations and the Heritage Advisory Committee, the project is also intended to facilitate the exchange of information, knowledge and to promote awareness between the broader public, Staff and Council about the existence and importance of Cultural Heritage Landscapes in North Dumfries, and specifically, within the Study Area.

1.2 Context and Policy Framework

The current planning framework for the Spragues Road District – CHL Study Area is rural in nature. The majority of future growth for the Township will be accommodated either in the Community of Ayr, or, the designated employment areas located outside of the Study Area.

Within the CHL Study Area significant tracts of land are presently designated in the Official Plan as Core Environmental Feature and/or Environmentally Sensitive Landscape. Intermixed are agricultural operations, rural residences, and clusters of rural residential homes framing existing roads. Some of these existing homes have been designated under Part IV of the *Ontario Heritage Act*, or, are Listed Heritage Buildings and are contained within the Township's Heritage Registry.

Aggregate activity through operations Licensed under the *Aggregate Resources Act* are present within the Study Area, and, there are known reserves of commercial quality aggregate present in the district that in time may be pursued for extraction and processing.

It is anticipated that most land use changes in the Study Area will be incremental and subtle in nature such as a consent for new rural residential lot, and additions or expansion to existing land use activities. The variance to this could be future application(s) under the *Planning Act* and the *Aggregate Resources Act* for new aggregate sites or the expansion to existing aggregate operations.

No major road projects are proposed in the planning horizon (20 years) within the Study Area. Road projects in terms of road resurfacing / life cycle replacement and/or operational improvements will occur within the planning horizon on one or more roads within the Study Area.

1.2.1 Provincial Framework

Municipalities as articulated through the Provincial Planning Statement, 2024 (PPS 2024) are to conserve protect heritage property, which may contain built heritage resources or cultural heritage landscapes [Policy 4.6.1].

The *Planning Act* requires land use decisions made by a planning authority to be consistent with the policies of the PPS 2024.

Further, planning authorities are encouraged to develop and implement proactive strategies for conserving significant built heritage resources and cultural heritage landscapes [Policy 4.6.4 b)].

Conserved is defined in the PPS 2024 as the identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment that has been approved, accepted or adopted by the relevant planning authority and/or decision-maker. Mitigative measures and/or alternative development approaches should be included in these plans and assessments.

A *Cultural Heritage Landscape* (CHL) is outlined in the PPS 2024 as a defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Indigenous community. The area may include features such as buildings, structures, spaces, views, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association.

1.2.2 Region of Waterloo Official Plan

With the enactment of Royal Assent of the Province's Bill 23 *More Homes Built Faster Act, 2022*, the Region of Waterloo was designated as an Upper Tier Without Planning Responsibility. Effective January 1st, 2025 the Township of North Dumfries became responsible to administer the Regional Official Plan until such time as a new & updated Official Plan is established by the Township.

The Region of Waterloo Official Plan in Policy 3.G provides the over arching perspective that cultural heritage resources are the inheritance of natural and cultural assets that give people a sense of place, community and personal identity. Continuity with the past promotes creativity and cultural diversity.

Specific to Cultural Heritage Landscapes, Policy 3.G.5 and 3.G.6 provide direction and a framework:

- 3.G.5 The Region will prepare and update a Regional Implementation Guideline for Cultural Heritage Landscape Conservation. This guideline will outline the framework for identifying Cultural Heritage Landscapes, including Cultural Heritage Landscapes of Regional interest, and for documenting each individual

landscape through a Cultural Heritage Landscape Conservation Plan that includes:

- (a) a statement of significance;
- (b) a listing of the cultural heritage resources and attributes being conserved within the Cultural Heritage Landscape through the use of existing planning tools, such as Heritage Act designations, listings on the Municipal Register, official plan policies, secondary plans and zoning by-laws; and
- (c) recommendations for additional conservation measures.

3.G.6 Area municipalities will designate Cultural Heritage Landscapes in their official plans and establish associated policies to conserve these areas. The purpose of this designation is to conserve groupings of cultural heritage resources that together have greater heritage significance than their constituent elements or parts.

1.2.3 Township of North Dumfries Official Plan

As outlined in Chapter 7 of the Official Plan 'Heritage Resource Management', the Township supports the identification and conservation of local cultural heritage resources. Cultural heritage resources are natural and cultural assets which have historic, cultural, architectural, archaeological or natural significance. Cultural heritage resources may include properties, buildings, structures, archaeological resources, rivers, roads, districts and sites including streetscapes, landscapes, cemeteries and burial places.

The overarching perspective summarized in the preceding paragraph is further expanded upon as noted in the following policy directions as set out in the Official Plan:

- 7.1.1 The Township will conserve and enhance cultural heritage resources using the provisions of the *Ontario Heritage Act*, the *Planning Act*, the *Environmental Assessment Act*, the *Funeral, Burial and Cremation Services Act* and the *Municipal Act*.
- 7.1.2 The Township will establish and maintain a Municipal Heritage Committee to provide consultation regarding the designation, demolition, or alteration of buildings, structures, landscapes and sites of architectural or historic interest or significance.

Specific to Cultural Heritage Landscapes, Policy 7.4.1 of the Official Plan states that the Township will identify, document, and designate Cultural Heritage Landscapes and

establish associated policies to conserve these areas in accordance with the policies in the Regional Official Plan and the Regional Implementation Guideline for Cultural Heritage Landscape Conservation.

2. Project Scope

The Cultural Heritage Landscape Study for the Spragues Road District (the “Study”) will require the completion of the following tasks by the consultant:

1. Through liaison and consultation with the Indigenous peoples, identify aspects of settlement and the use of the lands and waters within the Study Area;
2. Conduct background research to identify themes of settlement and development, including the history and evolution of development within the Study Area. Where necessary this may include interviews with key individuals or stakeholders to augment literature review and research;
3. Map and list all relevant natural heritage features, significant landscapes and land forms, land use activity, designated or significant buildings, archeological sites and similar elements within the Study Area;
4. Through the collection of information, data and materials and the associated analysis, confirm the boundaries of the study area in terms of a potential cultural heritage landscape consistent with the PPS 2024. Where necessary or appropriate, make recommendations to Council on a boundary or a revised Study Area boundary;
5. Assess the sum of all the information and materials collected and provide a recommendation to Council as to whether the Study Area rises to the level of warranting protection and conservation through an Amendment to the Official Plan through an overlay designation and associated land use policies to establish a Cultural Heritage Landscape area;
6. If applicable, prepare the appropriate Amendment to the Official Plan through the preparation of land use policies, and the overlay designation mapping for the Cultural Heritage Landscape area which through implementation will establish the framework to conserve and protect elements within the identified Cultural Heritage Landscape;
7. Coordinate and deliver extensive and meaningful community consultation and engagement with members of the public, and liaison and consultation with the

Six Nations of the Grand River, and the Mississaugas of the Credit First Nation;

8. Attend and provide information / presentations to the Township's Heritage Advisory Committee and Township Council to review work completed, key outcomes and associated recommendations;
9. Participate in continual discussions and meetings with Township Staff throughout the study process to ensure that the project and its associated outcomes align with the work program.

2.1 Approach

To assist in the analysis of whether the Study Area rises to the level of warranting conservation and protection as a Cultural Heritage Landscape within the Official Plan, the consultant shall have regard to the Region of Waterloo's Implementation Guideline for Cultural Heritage Landscape Conservation. The consultant shall advise and provide a recommendation as to whether an expansion to the evaluation criteria or framework is appropriate. The consultant shall utilize the agreed upon evaluation criteria to assess the Cultural Heritage Landscape Study – Spragues Road District.

The consultant shall be responsible for developing content for and implement a public engagement strategy to ensure that the Study provides the avenues necessary to secure local history, values, diversity of interests and perspectives. The engagement strategy will be in the form of meetings where a presentation is delivered with a question / answer period, stakeholder interviews, circulated letters to agencies or stakeholders, and, material content for posting on the Township's website. The engagement strategy is to be approved by the Township.

The consultant shall engage and liaise with the Six Nations of the Grand River and the Mississaugas of the Credit First Nation as part of the work program. This engagement includes an early touch point as part of the information and background material collection phase, and, later in the process as emerging opportunities and strategies are being developed and refined.

The consultant will attend meetings of the Heritage Advisory Committee and Township Council at strategic times during the delivery of the study. These touchpoints will include presentation of materials, key outcomes, the identification of emerging trends or opportunities, and the provision of recommendations.

2.2 Management and Deliverables

The consultant will be responsible for providing the following deliverables to the satisfaction of the Township. These deliverables should be incorporated into the consultant's work program.

All printed materials shall be fully reproducible and shall become the absolute property of the Township, including all data and materials developed through the process. The Township shall have ownership of copyright and other intellectual property rights in all deliverables. All printed and electronic materials shall be compliant with the *Accessibility for Ontarians with Disabilities Act, 2005* for reproduction / viewing / access purposes.

2.2.1 Deliverables

- i) Detailed work plan and reporting schedule, developed in consultation with the Township, to describe in detail the methods, approach and timing for the following tasks:
 - Public engagement and consultation program;
 - Liaison and consultation with Indigenous peoples;
 - Milestone points for consultation and presentations to the Heritage Advisory Committee and Township Council;
 - Inventory of all relevant natural heritage features, significant landscapes and land forms, land use activity, designated or significant buildings, archeological sites and similar elements within the study area;
 - Evaluation and analysis of the study area as a candidate for a Cultural Heritage Landscape area;
 - Interim and final draft Reports;
 - Draft of Official Plan policies and overlay land use designation boundary to establish a Cultural Heritage Landscape area, if applicable
- ii) Attendance at a minimum of two (2) in-person community consultation / engagement meetings, with a presentation and question / answer period. A

Terms of Reference Draft 2 V1
Cultural Heritage Landscape Study
Spragues Road District

- briefing or summary document shall be available for distribution on the key elements to be discussed at the session;
- iii) Preparation of a Study “kick-off” paper that the Township can post to the website and circulate to interested members of the public on the Study. The introductory paper should highlight key aspects to be undertaken during the course of the study, along with a target timeline for key deliverables and future public touchpoints;
 - iv) Attendance at a minimum of three (3) Heritage Advisory Committee meetings during the course of the study. The suggested time periods include a “study kick-off” which overviews the purpose and framework for the Study; at a point where material, information and data collection has occurred and the emerging opportunities through the analysis identifies options and a strategy; and, at the conclusion where a formal recommendation is being made to Council on the outcome of the Study, and if applicable, the draft Official Plan policies and overlay designation mapping to establish a Cultural Heritage Landscape area;
 - v) Attendance at a minimum of two (2) Council meetings during the course of the Study. The suggested time periods include an interim report and presentation on the outcome of the information collection and analysis phase, which would include options and a strategy for next steps; and, at the conclusion of the study and the finalization of the Report. This closing phase would include a Recommendation on whether the study area warrants protection and conservation through the establishment of Official Plan policies and an overlay designation through the creation of a Cultural Heritage Landscape area. If applicable, the overview and summary of the key Official Plan policies and designation boundaries would be included in this presentation;
 - vi) The consultant shall meet with the Township Project Manager (in-person or virtually) at key intervals throughout the Study, and, at a minimum of once every three weeks. These meetings shall review the work completed to date, emerging conclusions or strategies, project deliverables and next steps, and, emerging issues;
 - vii) Presentation materials, papers, reports, mapping, photos, etc are to be circulated to the Township and made available throughout the Study. The relevant materials will be in a form that can be posted onto the Township’s study page on the website, and, circulated as part of Agenda packages to Council and the Heritage Advisory Committee;

viii) Interim and Final Reports in digital and hard copy to include:

- Description of the policy framework and rationale for the study and the evaluation of the Spragues Road District;
- Description of the CHL evaluation and public consultation methodology;
- Description of the liaison and consultation with Indigenous persons;
- Key highlights from the public consultation process;
- Description and rationale for a recommendation of establishing a Cultural Heritage Landscape for the study area consistent with the Official Plan and the PPS 2024;
- If applicable, the preparation of Official Plan policies and overlay designation to establish a Cultural Heritage Landscape area as an Amendment to the Official Plan;
- The inventory of contributing heritage resources and attributes, historical integrity, community value and interests, significant natural heritage features, etc;
- Mapping of significant and key contributing cultural heritage resources, landscapes, features and land use activity, etc;
- Digital documentation of key and representative attributes in the Study Area

2.3 The Township

The Township will identify and appoint a Project Manager. This individual will be the principal contact person in the Municipality for the consultant.

The Township will provide a listing of all Part IV designated properties and the Listed Heritage Inventory for the Study Area. All relevant mapping and extracts from the Official Plan, and, other historical information that the Township has related to the Study Area will be provided to the consultant.

The Township will undertake all advertising associated with community meetings, and/or, Council / Committee Meetings.

Terms of Reference Draft 2 V1
Cultural Heritage Landscape Study
Spragues Road District

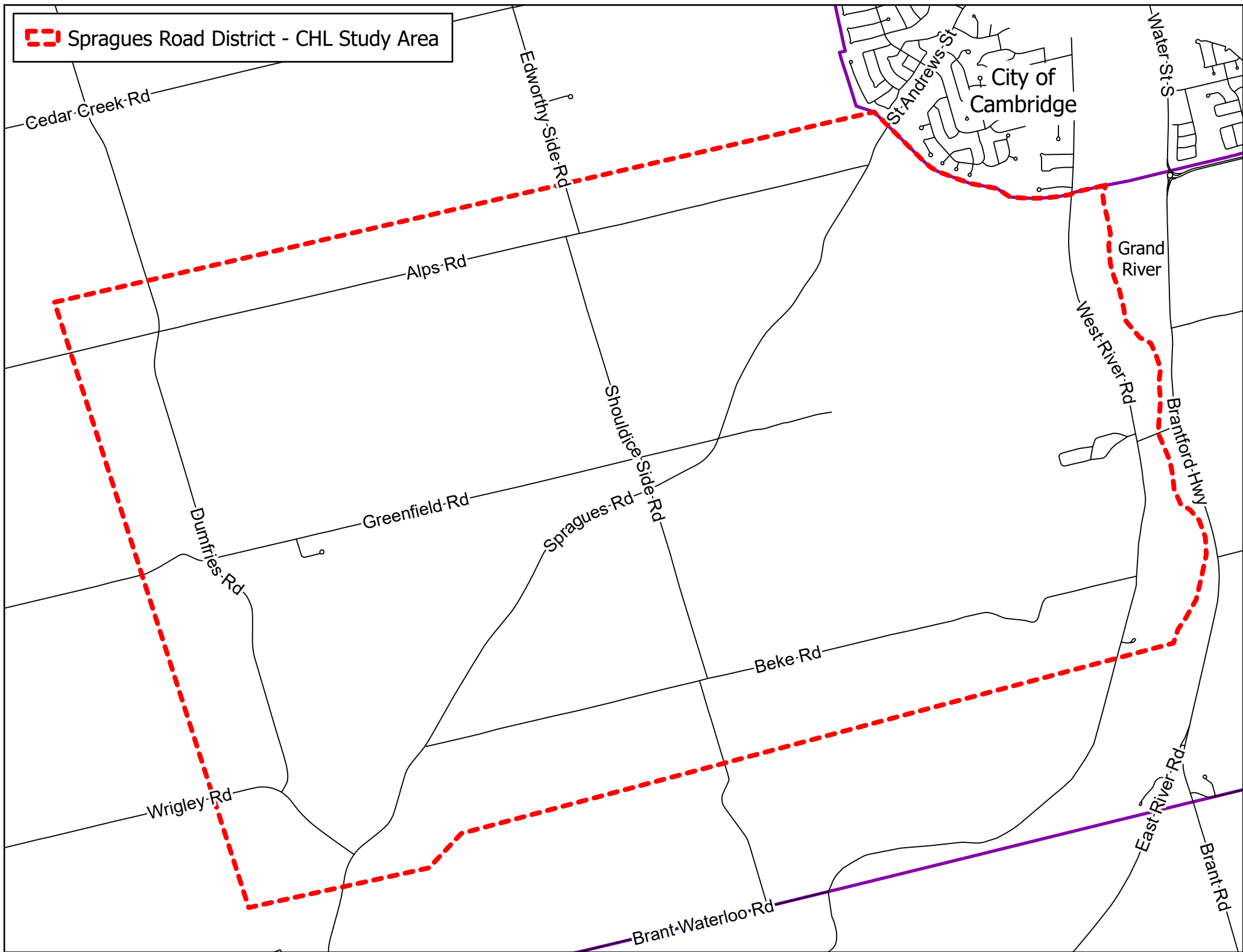
The Township will distribute the materials provided by the consultant for the applicable meeting.

The Township will provide the space for all meetings.

The Township will establish a home page on the Corporate website for the study materials, etc and load the material onto the website.

DRAFT

 Spragues Road District - CHL Study Area



 Spragues Road District - CHL Study Area



**The Corporation of the Township of North Dumfries
By-law Number No. 3584-25**

**Being a By-law to Close a Portion of the Public Highway
Known as East River Road [PIN 0583], North Dumfries.**

Whereas section 11(3)(1) of the *Municipal Act, 2001*, S.O. 2001 c.25 as amended (the “*Municipal Act*”) authorizes a municipality to pass by-laws respecting matters concerning highways;

And Whereas section 34(1) states that a by-law permanently closing a highway is effective upon registration of the by-law in the proper land registry office;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES ENACTS AS FOLLOWS:

1. That a portion of East River Road, North Dumfries, Ontario, a public highway in the Township of North Dumfries, be and the same is hereby permanently closed as a highway over the following lands:

PT SUBDIVISION LT 1 CON 8 EGR NORTH DUMFRIES; PT SUBDIVISION
LT 2 CON 8 EGR NORTH DUMFRIES BEING A FORCED ROAD, LYING N
OF PT 1 67R2929, AKA EAST RIVER RD; NORTH DUMFRIES

Bearing PIN 03844-0583 (LT)

2. This By-law shall be registered against the lands identified above.
3. This By-law shall come into force and effect upon the registration of this By-law in the Waterloo Land Registry Office, LRO #58.

Read a First, Second and Third Time and Finally Passed this 8th day of September, 2025.

Susan Foxton, Mayor

Ashley Good, Clerk

**The Corporation of the Township of North Dumfries
By-law Number No. 3588-25**

Being a By-law to Appoint an Acting Chief Building Official (Garret Cleghorn) for the Township of North Dumfries

Whereas the Building Code Act, R.S.O. 1992, c. 23, s. 3(2) as amended provides that Council of each municipality shall appoint a Chief Building Official and such Inspectors as necessary for the enforcement of said Act;

And Whereas the Municipal Act, R.S.O. 2001 s. 23.1(1) authorizes a municipality to delegate its powers and duties under this or any other Act to a person or body;

Now Therefore the Council of The Corporation of the Township of North Dumfries Enacts as Follows:

- 1. That Garret Cleghorn** is hereby appointed and designated as follows:
 - a) Acting Chief Building Official
- 2. And That** By-law Nos. 3223-21 and 3224-21 are hereby repealed.

Read a First, Second and Third Time and Finally Passed this 8th day of September, 2025.

Susan Foxton, Mayor

Ashley Good, Clerk

**The Corporation of the Township of North Dumfries
By-law Number No. 3589-25**

**Being a By-law to Confirm the Proceedings of Council of the Corporation of the
Township of North Dumfries at this Meeting held on September 8, 2025**

Whereas Section 5 (3) of the Municipal Act, 2001 S.O. 2001, c.25, as amended provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And Whereas Section 9 of the said Municipal Act, 2001 provides that 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 11 (1) of the said Municipal Act provides that A lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4);

And Whereas in many cases action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law;

And Whereas it is deemed desirable and expedient that the actions of the Council as herein set forth be adopted, ratified and confirmed by by-law;

**Now Therefore the Council of the Corporation of the Township of North
Dumfries Enacts as Follows:**

1. **THAT** the action of the Council at its Council Meeting held on September 8, 2025, in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified, and confirmed, as if each resolution or other action was adopted, ratified, and confirmed by separate by-law.
2. **THAT** the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.

**Read a First, Second and Third Time and Finally Passed this 8th day of
September, 2025.**

Susan Foxton, Mayor

Ashley Good, Clerk