

TOWNSHIP OF MELANCTHON

A G E N D A

Thursday February 19, 2015 - 5:00 p.m.

1. Call to Order
2. Announcements
3. Additions/Deletions/Approval of Agenda
4. Declaration of Pecuniary Interest and the General Nature Thereof
5. Approval of Draft Minutes
 1. Council Meeting - Thursday, February 5, 2015
 2. Roads Sub-Committee Meeting - Monday, February 9, 2015
6. Business Arising from Minutes
7. Point of Privilege or Personal Privilege
8. Public Question Period (Please visit our website under Agenda & Minutes for information on Public Question Period)
9. Road Business
 1. Bridge and Large Culvert Inspections
 2. Other Business
 3. Unfinished Business
 1. Barton Culvert
 2. Mulmur Melancthon Townline Agreement
 3. DWP Replacement Trees on Road Allowances
10. Correspondence
 - * Board & Committee Minutes
 1. Shelburne Public Library - Meeting December 15, 2014
 2. Shelburne & District Fire Board - Meeting January 6, 2015
 - * Items for Information Purposes
 1. Letter to Premier Kathleen Wynne from the Village of Merrickville-Wolford dated January 28, 2015, Re: Resolution - Industrial Wind Turbines
 2. Email from Council for Clean & Reliable Electricity dated January 29, 2015, Re: CCRE Announcement - The Governance of Regulatory Agencies - A Case Study of the Ontario Energy Board by Robert Warren
 3. AMO Communications - AMO Policy Update - Highlights of the January 2015 Board Meeting
 4. Letter from Glen Murray, Minister, Ministry of the Environment and Climate Change dated January 26, 2015, Re: Source Protection Plans within the South Georgian Bay - Lake Simcoe Source Protection Region
 5. AMO Communications - AMO Board Vacancies Filled
 6. Ombudsman Ontario, Re: Annual Report on Investigations of Closed Municipal Meetings and Sunshine Law Handbook
 7. Email from Randy Scherzer, Director of Planning & Development, Grey County dated February 5, 2015, RE: Transportation Master Plan Public Meeting Notice
 8. Heads UP Alert - Ontario Good Roads Association dated February 5, 2015 - Appeal not possible in Steadman v. County of Lambton
 9. Copy of a Resolution of Council - Township of Ewanturel dated January 28, 2015, Re: New OPP Billing Model
 10. Email from Yasir Naqvi, Minister of Community Safety and Correctional Services dated January 5, 2015, Re: Correspondence received from Council regarding two-hatter firefighters

11. Letter from Andrew Eamer, Commander - Business Management Bureau, OPP Corporate Services dated January 26, 2015, Re: Accountability and Reporting Transparency to Police Services Boards and Municipalities
12. Email from Steven Murphy, County of Dufferin dated February 6, 2015, Re: Paul Chantree Memorial Award
13. Letter from Elizabeth Harding, Assistant Deputy Minister, Municipal Services Division dated February 5, 2015, Re: Land Use Planning Fees
14. Email from Carey Holmes, Secretary-Treasurer, Shelburne & District Fire Board dated February 11, 2015, Re: SDFD Final Statements

*** Items for Council Action**

1. Letter from Scott Wheeldon, Director of Public Works, Town of Shelburne dated January 23, 2015, Re: Fiddle Contest Parade - August 8th, 2015
2. Letter from Roger De Gannes, Head, Traffic Operations, Ministry of Transportation dated January 29, 2015, Re: Consultation on Ontario's Default Speed Limit
3. Email from Laurie Baron, AMCT, Executive Assistant, Corporate Services - Nottawasaga Valley Conservation Authority dated February 5, 2015, Re: NVCA Budget
4. Email from Carey Holmes, AMCT, Deputy-Treasurer, Town of Shelburne / Secretary-Treasurer, Shelburne & District Fire Board dated February 10, 2015, Re: SDFD Operating & Capital Budgets
5. Letter from R.A. Philbin, Superintendent, Municipal Policing Bureau, Ontario Provincial Police dated February 6, 2015, Re: 2015 Municipal Billing Statement
6. Memorandum from Denise Holmes to Mayor White and Members of Council dated February 12, 2015, Re: Water Main and Conduit Easement Agreement
7. Email from Steven Murphy, County of Dufferin dated February 10, 2015, Re: Emergency Management Program for 2015
8. Semi-Annual Groundwater Monitoring and Sampling Report 2014 - Appendix A, B & C On-file
9. Email from OMAFRA Guidelines dated February 12, 2015, Re: Draft Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas

***Items regarding Dufferin Wind Power**

1. Memorandum from Denise Holmes to Mayor White and Members of Council dated February 12, 2015, Re: DWPI - Spills Action Plan and Emergency Response Plan
2. Email from David Restivo, Associate, Dillon Consulting Limited dated February 11, 2015, Re: Tree Planting

11. General Business

1. By-law to amend By-law No. 53-2014 appointing Councillor Hannon to the Southgate Recreation Advisory Committee in place of Deputy Mayor Elliott who resigned February 5, 2015
2. By-law to authorize the closing of part of a highway containing part of a bridge under the joint jurisdiction of the Township of Southgate in the County of Grey and the Township of Melancthon, in the County of Dufferin **(CAO to give verbal background update on this issue to the new Council Members at the meeting).**
3. Applications to Permit
4. Draft Agreement - Bayshore Broadcasting Corporation - re: Telecommunications Tower on Part of lot 27, Concession 10 NETSR
5. New/Other Business & Additions
6. Unfinished Business
 1. Corbetton Park
 2. Council Chamber Furniture
 3. Dog Tags & Animal Control
 4. By-law Enforcement
 5. Beaver Program
 6. Mulmur Melancthon Recreation Agreement
 7. Hill Machinery Sales - Cleanup of Property
 8. Youth Member on Horning's Mills Hall Board
 9. Drainage Superintendent Services

12. Delegations

13. Closed Session (if required)

1. Approval of Draft Minutes - February 5, 2015
14. Notice of Motion
15. Confirmation By-law
16. Adjournment and Date of Next Meeting - Thursday, March 5, 2015 - 5:00 p.m.
17. On Sites
18. Correspondence on File at the Clerk's Office

*Minutes for Shelburne Public Library Board Meeting
Tuesday, December 16th, 2014*

Present:	Beverly Ford-Arnold	David Besley	Geoff Dunlop
	Heather Foster	Larry Haskell	Janet Horner
	Gail Little	Sharon Martin	Ken McGhee
	Laurita Townsend	Erika Ulch	
Also Present:	Rose Dotten, Head Librarian / CEO		
Volunteers:	Anne Crowder, Cathy Earle, Jim Worobec		
Regrets:	Lynn Hilchey, Bill Hill (former Board members), George Barton (Volunteer)		

Christmas dinner was enjoyed by Board members and volunteers. Chairman , Geoff Dunlop expressed appreciation to the volunteers and the outgoing Board members for their time and efforts on behalf of the library. He also welcomed new members to the Board. CEO, Rose Dotten also expressed her thanks to former Board members for their tremendous support and dedication to the library and to herself as CEO and personally. She also outlined the contributions of the volunteers and their support for library programs. We could not carry on our important work without their commitment.

Chair Dunlop called the meeting to order at 7:00 P.M.

Motion 049-14 G. Little, L. Haskell

Be it resolved that we approve the agenda of the board meeting dated December 16th, 2014.

Carried

Motion 050-14 B. Ford-Arnold, L. Townsend

Be it resolved that we do approve the minutes of the board meeting dated October 28th, 2014.

Carried

Financial Reports:

Motion 051-14 S. Martin, J. Horner

Be it resolved that we approve the Accounts Payable Register dated October 2014 with invoices and payments in the amount of \$26,114.65.

Carried

Motion 052-14 J. Horner, S. Martin

Be it resolved that we approve the Accounts Payable Register dated November 2014 with invoices and payments in the amount of \$30,039.06.

Carried

CEO/ Head Librarian's Report:

- **Statistics – October & November 2014:**

The library is continually monitoring the statistics to observe patterns and trends. We do note a sharp increase in daily patron usage, in-house questions and computer use.

- **Library Literary Event – November 9, 2014:**

The library literary event with over 60 in attendance was a great success. These events bring in quite a number of patrons, not always our regular patrons but others who are interested in our other events and offerings.

- **Silent Auction report:**

The Silent Auction this year was once again a success with many thanks to our donors, both individuals and local businesses for their contributions. We are also very appreciative of the many patrons who purchased items and brought our total income to over \$2,500.00. We are also please to report that we sold 25 of our special book baskets. Look forward to some new ones on display in the library for birthday and other special occasion gifts.

- **Focus on Seniors Update:**

Both Cathy Earle and Anne Crowder are doing an excellent job providing services and stimulating materials to our Seniors. We plan to expand our program to McKelvie Burnside Village in the next month.

- **Amaranth Dinner:**

Rose attended the annual Amaranth Christmas Dinner and reported how pleasurable it was to meet everyone on a social level. It was a great event.

Correspondence:

- **E-mails regarding Library Literary Event**

We have had some great feedback and community response to our literary events, commenting on the success and importance to the community.

New Business:

- **Library promotion:**

CEO, Rose Dotten presented a very new and innovative approach to promoting our library to all our taxpayers in Shelburne and the four municipalities we serve. Council member were asked to take the packages back to their councils and request the packages be included in the mail out with the Tax assessments. This would ensure that every taxpayer would understand the benefits and opportunities in being a SPL member.

- **Children's Library Expansion Update:**

Progress is ongoing as shelving, paint and floor coverings have all been ordered and will move forward during the holiday closure. Projected completion date is end of January.

- **Budget - 2015:**

Board members will receive the draft copy of the 2015 budget in preparation for review at the January meeting.

- **Performance – Annual review:**

Ken McGhee, former Board member reminded the Board that we are committed to an annual review of the CEO goals and strategic plans for the library. It was agreed that Board members, Laurita Townsend and Chair, Geoff Dunlop would discuss this with CEO.

Motion 053-14 D. Besley, L. Townsend

Be it resolved that the SPL Board approves changing the bank signing authorities from currently:

Tanya Bouwers, Rose Dotten, Beverly Ford-Arnold, and Lee-Anne Lange

To:

Tanya Bouwers, Rose Dotten, Laurita Townsend, and Larry Haskell

Carried

Motion 054-14 E. Ulch, J. Horner

Be it resolved that the Board directs funds as follows:

If there is a surplus that it be transferred into the operating reserve account.

If there is a deficit that it be taken from operating reserves.

Carried

Motion 055-14 L. Townsend, J. Horner

Be it resolved that the Board approves a yearend bonus of \$100 for regular staff and \$50 for other staff members at the discretion of the CEO.

Carried

In- Camera Session: Not required

Motion 056-14 L. Haskell, G. Little

That we now adjourn at 8:22 p.m., to meet again January 20th, 2015.

Carried

SHELBURNE & DISTRICT FIRE BOARD

January 6th, 2015

The Shelburne & District Fire Department Board of Management was held at the Fire Hall on the above mentioned date at 7:00 P.M.

Present

As per attendance record.

1. **Opening of Meeting**

- 1.1 Secretary-Treasurer Carey Holmes called meeting to order at 7:00 pm. The Board Members were advised that the position of Chair and Vice Chair were open for re-appointment for the 2015 calendar year and the floor was opened to nominations.

2. **Appointments of:**

a) **Resolution #1**

Moved by: F. Nix – Seconded by: H. Foster

Be it Resolved that as required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) Of the Board for the 2015:

Chairperson: Tom Egan

Carried Carey Holmes

Chair Tom Egan then took over the proceedings of the meeting.

b) **Resolution #2**

Moved by: H. Foster – Seconded by: K. McGhee

Be it Resolved that although not required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the Following Officer(s) of the Board for the year 2015:

Vice-Chairperson: Janice Elliott

Carried

c) **Resolution #3**

Moved by: K. McGhee – Seconded by: J. Elliott

Be it Resolved that as required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) Of the Board for the year 2015:

Secretary-Treasurer: Carey Holmes, AMCT
Carried

d) **Resolution #4**

Moved by: J. Horner – Seconded by: K. McGhee

Be it Resolved that as required by paragraph 2 and 3 of the Agreement dated October 15th, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2015.

Auditors: RLB, LLP
Carried

3. **Additions or Deletions to Agenda**3.1 **Resolution #5**

Moved by: F. Nix – Seconded by: W. Hannon

Be it Resolved that the following item(s) be added to the agenda:

Under New Business:
Motion from Township of Melancthon Re: Double Hatter
McIntyre Barn Fire, Amaranth
Meeting Schedule

Carried

4. **Approval of Agenda**4.1 **Resolution #6**

Moved by: J. Horner - Seconded by: K. Bennington

BE IT RESOLVED THAT:

The Board of Management approves the agenda as amended.
Carried

5. **Approval of Minutes**

5.1 **Resolution #7**

Moved by: K. McGhee - Seconded by: J. Elliott

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of November 4, 2014 as circulated.

Carried

6. **Pecuniary Interest**

6.1 No pecuniary interest declared.

7. **Public Question Period**

7.1 No public present.

8. **Delegations / Deputations**

8.1 No delegations present.

9. **Unfinished Business**

9.1 None at this time.

10. **New Business**

10.1 **Enbridge Gas Letter**

The Secretary-Treasurer explained to the Board the letter received from Enbridge Gas and the background leading up to the invoices in question. It was reported that the Town of Shelburne is currently investigating whether or not the costs for the gas line breaks can be charged and collected from the developer.

10.2 Draft Budget (to be presented at meeting)

The Secretary-Treasurer presented the Operating and Capital Budgets. Discussions took place about paving the fire hall parking lot as well as purchasing an electronic scrolling sign for the fire hall, with messages for the public regarding fire prevention education. Grant money that we are currently holding on to could be used for this sign. It was also agreed that the acceptable bottom line would be no larger than 3% and the Secretary-Treasurer was asked to bring back a budget using the previous year's surplus to offset the increase to that.

Resolution #8

Moved by: K. McGhee – Seconded by: K. Bennington

Be it Resolved that the SDFB request the acting Chief to investigate an electronic information sign which could assist with the educational safety initiatives of the Fire Department. **Carried**

10.3 Personnel Matter – “In Camera”

Resolution #9

Moved by: G. Little – Seconded by: J. Elliott

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” to discuss the following at 8:05 pm:

PERSONAL MATTERS ABOUT AN IDENTIFIABLE INDIVIDUAL, INCLUDING MUNICIPAL OR LOCAL BOARD EMPLOYEES.

LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS

Carried

Resolution #10

Moved by: J. Horner – Seconded by: G. Little

BE IT RESOLVED THAT:

We do now rise and report progress at 9:10 pm

Carried

Resolution #11

Moved by: K. McGhee – Seconded by: J. Elliott

Be it Resolved that the Staffing Review Committee be comprised of:

Shelburne – Tom Egan
 Mono – Fred Nix
 Mulmur – Janet Horner
 Melancthon – Wayne Hannon
 Amaranth – Heather Foster

Carried

Resolution #12

Moved by: W. Hannon – Seconded by: K. McGhee

Be it Resolved that Chair Tom Egan be authorized to sign personnel documents on behalf of the fire board with respect to Chief and Deputy Chief.

Carried

Resolution #13

Moved by: J. Elliott – Seconded by: J. Horner

Be it Resolved that Deputy Chief Ed Walsh be appointed as Acting Fire Chief commencing January 1, 2015, until such time as a Fire Chief has been permanently appointed.

And Further that compensation be adjusted in accordance with signed agreement.

Carried

Resolution #14

Moved by: F. Nix – Seconded by: K. Bennington

Be it Resolved that the SDFB agree in principle that:

- a) The staffing review committee will commence procedures for the hiring of a full time Fire Chief/Fire Prevention Officer by the SDFB, and
- b) The staffing review committee develop a formula for how this new position will be funded.

Carried

Resolution #15

Moved by: J. Elliott – Seconded by: G. Little

Be it Resolved that the staffing & review committee move forward in the hiring process for a new secretary-treasurer for the Shelburne & District Fire Board.

Carried

Resolution #16

Moved by: J. Horner - Seconded by: K. McGhee

Be it Resolved that the wage schedule discussed in camera be approved for 2015.

Carried

10.4 Added Items

Fire Board Meetings – will remain the same, the first Tuesday of each month. Agreement states that we must meet at least 6 times a year – the Board usually tries not meet during the months of July and August.

McIntyre Barn Fire – Amaranth board member Heather Foster requested some clarification as to why Grand Valley trucks were on the scene and then left and asked that something in writing be submitted to Amaranth Township.

Melancthon Township - Double Hatter Motion – item was discussed by the board and received as information.

11. Chief's Report

11.1 Monthly Reports (Nov & Dec 2014)

There were a total of 19 calls for the month of November and 18 calls for the month of December. Attendance for practice was normal.

11.2 Update from Chief / Deputy-Chief

The Shelburne & District Fire Department received a thank you letter from the Shepherds Cupboard Food Bank and was read aloud for all to hear.

The Fire Chief expressed his concern with the current parking lot area, it is uneven and slippery, and the fire trucks could possibly slide into the fire hall building trying to make the turn. This item was previously discussed during budget deliberations.

The 1982 heater in the bays of the fire hall is not working properly. The parts to fix it cannot be sourced within Canada. Instead of spending money on repairs, the Acting Fire Chief will obtain a quote on a replacement heater.

The Communication equipment will need to be upgraded in the near future, as we are currently analogue and Orangeville Police Dispatch uses digital. The Acting Fire Chief is currently getting a quote from Spectrum on a cost to switch over.

The Acting Fire Chief brought up the matter dealing with the meeting that took place last year between the firefighters and the Chair and Vice Chair stating that the Officers would like this dealt with ASAP. Chair Tom Egan reported that he will be contacting Acting Fire Chief Ed Walsh regarding his concerns on this matter.

The Acting Fire Chief reported that the department currently has 26 firefighters and will be looking at bringing it back up to full complement of 30 as soon as possible.

12. **Future Business**

12.1 **Future Business**

None at this time.

12. **Accounts & Payroll**

12.1 **Resolution #17**

Moved by: W. Hannon - Seconded by: F. Nix

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$49,949.80 for the period of November 1st, 2014 to December 23rd, 2014 as presented and attached be approved for payment.

Carried

12.2 Resolution #18

Moved by: J. Elliott – Seconded by: H. Foster

BE IT RESOLVED THAT:

Payroll for the following month(s) be approved for payment:

December 2014 - \$13,945.16

Carried

13. Confirming and Adjournment

13.1 Resolution #19

Moved by: K. Bennington – Seconded by: J. Horner

BE IT RESOLVED THAT:

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

Carried

13.2 Resolution #20

Moved by: J. Horner – Seconded by: K. Bennington

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 9:40 pm to meet again on February 3rd, 2015 at 7:00 pm or at the call of the chair.

Carried

Respectfully submitted by:

Carey Holmes

Carey Holmes, AMCT
Secretary-Treasurer

Approved:

Tom Egan

Chairperson

SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of January 6 th , 2015
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Municipality / Member	Present	Absent
Township of Amaranth		
Heather Foster	X	
Gail Little	X	
Town of Mono		
Ken McGhee	X	
Fred Nix	X	
Township of Melancthon		
Janice Elliott	X	
Wayne Hannon	X	
Town of Shelburne		
Tom Egan	X	
Ken Bennington	X	
Township of Mulmur		
Heather McIntosh-Hayes		X
Janet Horner	X	
Staff		
Ed Walsh – Acting Chief	X	
David Holmes - Captain	X	
Carey Holmes - Sec/Treas.	X	



VILLAGE OF MERRICKVILLE-WOLFORD

Wednesday, January 28, 2015

Premier Kathleen Wynne
Legislative Building
Queen's Park
Toronto, ON
K7A 1A1

Re: Resolution – Industrial Wind Turbines.

Dear Premier Wynne:

In reference to the above noted matter, please be advised that the Council of the Village of Merrickville-Wolford passed a resolution at its Regular Meeting on January 26, 2015 to support the Government's desire to limit Industrial Wind Turbine projects.

Should you have any questions, please feel free to contact our office

Yours truly,

A handwritten signature in cursive script that reads "Jill Armstrong".

Jill Armstrong
CAO/Clerk

Cc: Minister of Environment and Climate Change
Minister of Energy
Minister of Agriculture, Food and Rural Affairs
MP Gordon Brown
MPP Steve Clarke
Municipalities in Ontario

Encl.



VILLAGE OF MERRICKVILLE-WOLFORD

Resolution Number: R -

014 - 15

Date: January 26, 2015

Moved By:

V. Suter

Seconded By:

A. B.

Be it hereby resolved that:

Whereas the Premier of Ontario has conveyed the Government's desire to limit Industrial Wind Turbine (IWT) Projects to communities that are willing hosts

And whereas the Council of the Village of Merrickville-Wolford has received a clear message ^{KS} ~~advise against hosting~~ ^{dtg} from its Planning Advisory Committee that they are ~~not willing to host~~ IWTs in Merrickville-Wolford

And whereas the Council of the Village of Merrickville-Wolford has taken consistent position on the issue of IWTs

Now therefore the Council of the Village of Merrickville-Wolford applauds the position taken by the Premier and the Government.

And further, based on the consistent position of the Council of the Village of Merrickville-Wolford and the input received from its Planning Advisory Committee regarding IWTs, the Province of Ontario and specifically the Ministry of Environment, be now advised that the Village of Merrickville-Wolford is not a "willing host" for IWTs.

And further that this resolution be circulated to Premier Kathleen Wynne, and a copy of this resolution be forwarded to the Minister of Environment, Minister of Energy, Minister of Rural Affairs, MP Gordon Brown, MPP Steve Clarke, and to all Ontario municipalities for their support and endorsement.

Carried / Defeated

Mayor:

P. B. Wood

From: info@thinkingpower.ca on behalf of Council for Clean & Reliable Electricity
<info@thinkingpower.ca>
Sent: January-29-15 1:04 PM
To: Council for Clean & Reliable Electricity Mailing List
Subject: CCRE Announcement - The Governance of Regulatory Agencies - A Case Study of the Ontario Energy Board by Robert Warren



January 29, 2015

The Governance of Regulatory Agencies: A Case Study of the Ontario Energy Board

The Ontario Energy Board (OEB), Ontario's energy regulator, does not meet some important Organization for Economic Cooperation and Development (OECD) principles and its governance should be independently reviewed. That is the conclusion of Robert Warren in his "[The Governance of Regulatory Agencies: A Case Study of the Ontario Energy Board](#)" released today.

Regulatory agencies form a critically important part of the governance structure of Canada. Because of that, it is essential that those agencies themselves be subject to effective governance. The inclination of the superior courts to defer to the decisions of those agencies has increased the importance of other mechanisms of governance.

Robert Warren uses the OECD's principles for the governance of regulatory agencies as the standard against which to measure the governance of one of Ontario's most important agencies, the OEB. The OECD principles emphasize the importance of governance arrangements in ensuring not just effective regulation but high standards of integrity and trust.

Robert Warren is a partner of the Toronto law firm WeirFoulds LLP. He specializes in administrative law advocacy, with a particular focus on the regulation of the energy sector.

The report is published by the Council for Clean & Reliable Electricity (CCRE), a forum for dialogue and reasoned analysis on subjects related to energy policy. In the past the Council has sponsored conferences on the Auditor General's report on Ontario's renewable energy program, clean coal technology, nuclear power, governance models in the electricity sector, biomass energy opportunities and rationalizing electricity distribution. It also publishes the **CCRE Commentary** about six times a year with each issue covering a single topic. Previous issues covered redesign of the feed-in-tariff, ensuring customers benefit from utility mergers, re-establishing realistic electricity prices and gaining public acceptance for energy infrastructure.

You can view "The Governance of Regulatory Agencies: A Case Study of the Ontario Energy Board" at thinkingpower.ca/CCRECaseStudy/ or download the report from the CCRE website at www.thinkingpower.ca.

For more information:
CCRE website www.thinkingpower.ca

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To: dholmes@melanctontownship.ca
From: info@thinkingpower.ca

Message Score: 35
My Spam Blocking Level: High

High (60): Pass
Medium (75): Pass
Low (90): Pass

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This message was delivered because the content filter score did not exceed your filter level.

Wendy Atkinson

From: AMO Communications <communicate@amo.on.ca>
Sent: January-30-15 5:16 PM
To: watkinson@melancthontownship.ca
Subject: AMO Policy Update - Highlights of the January 2015 Board Meeting

January 30, 2015

AMO Report to Member Municipalities Highlights of the January 2015 Board Meeting

To keep members informed, AMO provides updates on important issues considered at regular AMO Board of Directors' meetings. Highlights of the January 2015 Board meeting include:

Social Assistance Management Systems (SAMS) Implementation Problems

The AMO Board received an update on the continuing serious problems associated with the implementation of the new provincial Social Assistance Management System (SAMS) for municipal welfare administrators. SAMS is negatively impacting client service, including employment assistance, and causing extraordinarily large additional labour intensive administrative costs for municipal service managers and District Social Service Administration Boards (DSSABs). AMO's Board demands the government use all available means and resources to address the short and long-term implementation issues. In addition, the Province must reimburse municipalities and DSSABs for the all ongoing costs of SAMS' implementation until each short and long-term implementation problem is resolved to mutual satisfaction. AMO is working closely with the Ontario Municipal Social Services Association (OMSSA) and will keep service providers updated on progress.

Contact: Michael Jacek, Senior Advisor, email: mjacek@amo.on.ca, ext. 329.

Building Canada Fund – Provincial/Territorial Infrastructure Component (PTIC)

AMO recently became aware that a December 2014 letter sent to federal Minister Lebel from provincial Minister Duguid appears to confirm that there will be no municipal opportunity for project intake for PTIC funds. AMO will be sending a letter immediately to express our great disappointment on this provincial decision while stressing the need for a stronger partnership on future funding program decisions.

Contact: Craig Reid, Senior Advisor, email: creid@amo.on.ca, ext. 334.

LAS Update

LAS is launching a Residential Water/Wastewater Warranty Protection Program for municipal homeowners where the homeowner would pay a small monthly amount to warranty the repair or replacement of their utility service lines located between their residence and the municipal sewer/water main. The municipality must endorse the program but takes on no administration or risk and also helps homeowners who generally are unaware of their responsibilities on their property.

Contact: Jason Hagan, LAS Program Manager, email: jhagan@amo.on.ca, ext. 320.

Municipal Government Climate Change Survey Results

The Board was briefed on the municipal climate change survey results staff conducted with municipalities of 25,000+ populations. This was done to help prepare for expected discussions on the Ontario Climate Change Strategy. The survey found that municipalities have been undertaking climate change mitigation and adaptation actions and are keen to do more, but identified the major obstacle of funding for infrastructure and other work. A focus group will be conducted shortly for smaller municipalities to identify their interests and needs. A new AMO Task Force will be created to focus on the development of an AMO response to the expected Ontario Climate Change Strategy which is anticipated to be released soon.

Contact: Craig Reid, Senior Advisor, email: creid@amo.on.ca, ext. 334.

Bill 52, *Protection of Public Participation Act, 2014* (Anti-SLAPP Legislation)

If passed, Bill 52 will create a new procedure for courts to dismiss Strategic Litigation Against Public Participation (SLAPP). AMO staff worked with members to develop principles which address the concerns of municipalities in both northern and southern Ontario by bringing balance and fairness to anti-SLAPP legislation. AMO staff met with staff from the Ministry of the Attorney General to discuss the proposed principles. It is not clear how the government will move forward with Bill 52 and whether it will be referred to a

standing committee.

Contact: Renatta Austin, Policy Advisor, email: raustin@amo.on.ca, ext. 367.

Energy East: Pipeline Conversion from Gas to Oil

As part of the TransCanada Energy East project, there are plans to convert 1,925 kilometres of existing pipeline to oil, construct 104 kilometres of new pipeline, and build 30 pumping stations in Ontario. The AMO Board will be providing feedback to the Ontario Energy Board highlighting the need for TransCanada to ensure current customers and economic growth will not be negatively impacted by the conversion. As well, TransCanada needs to ensure that a high standard of safety and spill prevention are in place so that this economic benefit may be realized without environmental impacts or reliance on municipal resources.

Contact: Cathie Brown, Senior Advisor, email: cathiebrown@amo.on.ca, ext. 342.

Revised Rural and Northern Lens

The "A Voice for Rural and Northern Ontario" discussion paper and the Rural and Northern Lens have been updated and will be launched at this year's ROMA/OGRA Combined Conference in February. The purpose of the Lens is to assist policy developers, program managers, and decision makers with considering the impacts of provincial initiatives on rural and northern municipalities. For more information, visit the [ROMA website](#).

Contact: Cathie Brown, Senior Advisor, email: cathiebrown@amo.on.ca, ext. 342.

Project Green Light – Meeting with Members of the Premier's Advisory Council on Government Assets

The Province is considering the sale of Hydro One distribution assets. AMO, working with the Energy Distributors Association, met with members of the Premier's Advisory Council on Government Assets to discuss Project Green Light. This proposal provides an alternative to electricity delivery which could rationalize the current configuration and be more efficient and effective.

Contact: Cathie Brown, Senior Advisor, email: cathiebrown@amo.on.ca, ext. 342.

MEPCO Update

The Board was updated on the current Ontario Retirement Pension Plan (ORPP) consultation following the introduction of Bill 56 that sets out high level parameters of the new pension plan design. MEPCO is looking at possible impacts on the municipal sector and a response to the Province.

Contact: Bruce McLeod, MEPCO Coordinator, email: bmcleod@amo.on.ca, ext. 350.

PLEASE NOTE: AMO Breaking News will be broadcast to the member municipality's council, administrator, and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

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Ministry of the Environment
and Climate Change

Ministère de l'Environnement et de
l'Action en matière de changement
climatique

Office of the Minister

Bureau du ministre

77 Wellesley Street West
11th Floor, Ferguson Block
Toronto ON M7A 2T5
Tel.: 416-314-6790
Fax: 416-314-6748

77, rue Wellesley Ouest
11^e étage, édifice Ferguson
Toronto ON M7A 2T5
Tél.: 416-314-6700
Télec: 416-314-6748



JAN 26 2015

ENV1283MC-2012-3037

Lynn Dollin
Chair South Georgian Bay-Lake Simcoe
Source Protection Committee
21 Queen Street
Cookstown ON L0L 1L0

Keith Sherman
Executive Director
Severn Sound Environmental Association
67 Fourth Street
Midland ON L4R 3S9

Gayle Wood
C.A.O. (Interim) Nottawasaga Valley Conservation Authority
8195 Line 8 ESSA Twp.
Utopia ON L0M 1T0

Mike Walters
C.A.O., Lake Simcoe Region Conservation Authority
Box 282, 120 Bayview Parkway
Newmarket ON L3Y 4X1

Dear Ms. Dollin, Mr. Sherman, Ms. Wood, and Mr. Walters:

It is a pleasure to inform you that the review of the source protection plans for the areas within the South Georgian Bay-Lake Simcoe Source Protection Region, developed under the Clean Water Act, 2006, has been completed. Pursuant to section 29 of the Clean Water Act, I approve the source protection plans for the areas within the South Georgian Bay-Lake Simcoe Source Protection Region. This includes the Lakes Simcoe and Couchiching/Black River Source Protection Area, the Nottawasaga Valley Source Protection Area and the Severn Sound Source Protection Area

I appreciate the efforts undertaken by the South Georgian Bay-Lake Simcoe Source Protection Committee, the three source protection authorities and all stakeholders to assess and develop a plan to protect drinking water sources in your community. Thank you for all your hard work, leadership and commitment.

Your community is to be commended on the achievement of this important milestone. This is an example of the local, inclusive, community-based approach to protecting source water envisioned by the Clean Water Act. The province has been pleased to support the source assessment and development of these source protection plans with an investment of \$20,861,102 since 2004. An additional \$3,839,603 was provided within the region for various projects under the Ontario Drinking Water Stewardship Program to landowners, municipalities and the conservation authority to take action to protect drinking water.

Following today's approval of the plan, in order to allow time to prepare for implementation, the Source Georgian Bay Lake-Simcoe source protection plans will take effect on July 1, 2015. Please ensure that this date is clearly stated in the plans when they are posted on the Internet. As specified in the Clean Water Act, the ministry will be posting a notice of the approval of the plan on the Environmental Registry as soon as possible.

Under section 36 of the Clean Water Act, when a source protection plan is approved, an order must also be given that governs the review of the plan. Pursuant to clauses 36 (1) (c) and (d), and as an initial step in the development of detailed requirements to govern the plan's review, the lead source protection authority for the Region (the Lake Simcoe Region Conservation Authority) shall prepare and submit a workplan to the ministry. The workplan shall propose the detailed steps for the review of the plans, including which portions of the plans are to be reviewed, the timeframes for each step of the review, the consultation that would be undertaken as part of the review, and rationale for each step. The workplan shall be developed in consultation with the South Georgian Bay-Lake Simcoe Source Protection Committee, the other two source protection authorities in the region, participating municipalities of the region, and the Ministry of Environment and Climate Change.

The development of the workplan must take into consideration any experience that has been gained from implementing the source protection plans and information from the first annual progress report on plan implementation (due May 1, 2018). Accordingly, the workplan shall be submitted to the ministry no later than November 30, 2018. Once the workplan is submitted and reviewed by the ministry, and following any further consultation that the ministry considers advisable, a further order can be issued under section 36 that specifies more detailed requirements governing the content and timeframes that will govern the review of the South Georgian Bay-Lake Simcoe source protection plans.

I appreciate the recommendations on the future of the program, which the committee provided when submitting the plans for review. As implementation gets underway, we will begin to receive annual reports, which along with the recommendations from this and other committees will help us plan our path forward. With your commitment, significant progress has been made in source protection and we look forward to working with you to address the challenges and opportunities ahead.

Ms. Dollin, Mr. Sherman, Ms. Wood, and Mr. Walters
Page3.

Once again, thank you for your work to protect Ontario's source waters, and please accept my best wishes.

Sincerely,

A handwritten signature in black ink, appearing to read 'Glen Murray', with a stylized flourish at the end.

Glen Murray
Minister

c: Sue Lo, Assistant Deputy Minister, Drinking Water Management Division,
Ministry of the Environment and Climate Change

Ling Mark, Director, SPPB, Ministry of the Environment and Climate Change

Debbie Bath, Chair, Lake Simcoe Conservation Authority

Doug Loughheed, Chair, Nottawasaga Valley Conservation Authority

Ron Stevens, Chair, Severn Sound Environmental Association

Wendy Atkinson

From: AMO Communications <communicate@amo.on.ca>
Sent: February-02-15 5:02 PM
To: watkinson@melancthontownship.ca
Subject: AMO Board Vacancies Filled

February 2, 2015

AMO Board Vacancies Filled

Further to last month's call for nominations, the Board made the following appointments to fill the eight vacancies among four of the six AMO caucuses. No vacancies occurred in the Northern Caucus or the Small Urban Caucus. Thirty municipal elected officials put their names forward for consideration and the Board was very pleased with this level of interest and was impressed with all the candidates.

In making its decision, the Board reflected upon the geographic distribution, among other matters. AMO's work is informed through the broadest representation possible. The 2014-2016 Board is listed below. The highlighted names are those appointed to fill the vacancies. The next Board of Directors' elections will be August 2016.

AMO Board of Directors 2014- 2016

President: Gary McNamara, Mayor, Town of Tecumseh
Secretary-Treasurer: Elizabeth Savill, CAO, County of Northumberland
Past Secretary-Treasurer: Grant Hopcroft, Director of Intergovernmental and Community Liaison, City of London

County Caucus

Jo-Anne Albert, Councillor, County of Hastings
Eric Duncan, Warden, United Counties of Stormont, Dundas & Glengarry, Chair, EOWC
Randy Hope, Mayor, Municipality of Chatham-Kent, Chair, WOWC
Paul McQueen, Councillor, County of Grey
Bob Sweet, Councillor, County of Renfrew
Scott Wilson, CAO, County of Wellington

Large Urban Caucus

Diane Freeman, Councillor, City of Waterloo
Chris Friel, Mayor, City of Brantford
Kevin George, Councillor, City of Kingston
Rick Goldring, Mayor, City of Burlington
Jeff Lehman, Mayor, City of Barrie & Chair, LUMCO
Deborah Reader, Government Relations, Office of the CAO, City of Brampton
Lou Turco, Councillor, City of Sault Ste. Marie

Northern Caucus

Dave Canfield, Mayor, City of Kenora (N.W.) & President, NOMA
Alan Spacek, Mayor, Town of Kapuskasing (N.E.) & President, FONOM
Mac Bain, Councillor, City of North Bay (N.E.)
Michael Doody, Councillor, City of Timmins (N.E.)
Ron Nelson, Mayor, Township of O'Connor (N.W.)
Phil Vinet, Mayor, Municipality of Red Lake (N.W.)

Regional and Single-Tier Caucus

Roger Anderson, Regional Chair, Region of Durham

Colin Best, Councillor, Region of Halton
Paul Grenier, Councillor, Region of Niagara
David Henderson, Mayor, City of Brockville
Ken Seiling, Regional Chair, Region of Waterloo & Chair, MARCO
Mark Taylor, Councillor and Designated Deputy Mayor, City of Ottawa
Allan Thompson, Councillor, Region of Peel

Rural Caucus

Ron Eddy, Mayor, County of Brant & Chair, ROMA
Ronald Holman, Mayor, Township of Rideau Lakes
Liz Huff, Councillor, Leeds and the Thousand Islands
Bill Vrebosch, Mayor, Municipality of East Ferris
Chris White, Mayor, Township of Guelph/Eramosa
Chris Wray, CAO/Clerk-Treasurer, Municipality of Wawa

Small Urban Caucus

Lynn Dollin, Councillor, Town of Innisfil & Chair, OSUM
Gail Ardiel, Councillor, Town of the Blue Mountains
Jim Collard, Councillor, Town of Niagara-on-the-Lake
Larry McCabe, Clerk/CAO, Town of Goderich
Jamie McGarvey, Mayor, Town of Parry Sound
Graydon Smith, Mayor, Town of Bracebridge

Association française des municipalités de l'Ontario (AFMO)

Appointment: Clermont Lapointe, Mayor, Township of McGarry & President, AFMO

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Re: Annual Report on Investigations of Closed Municipal Meetings and Sunshine Law Handbook

To the Clerk and Council,

I am enclosing two copies of my Annual Report on my Office's investigations of closed municipal meetings for the period from September 1, 2013 to August 31, 2014. As you are aware, in accordance with the *Municipal Act, 2001* and the *Ombudsman Act*, the Ontario Ombudsman investigates these complaints in all municipalities except those that have appointed another investigator.

Since 2008, my Open Meeting Law Enforcement Team (OMLET) has acted as a dedicated resource for reviewing and investigating closed meeting complaints, as well as educating the public and municipalities about open meeting requirements. In the period covered by this report, OMLET handled 149 cases in the 196 municipalities where we are the investigator.

We are providing two copies of our report to all municipal councils across Ontario in the interest of raising awareness of the open meeting requirements and best practices. We have also enclosed copies of the latest edition of our *Sunshine Law Handbook* for each council member and the clerk, for information and reference. It includes frequently asked questions, excerpts from relevant legislation, tips and legal references.

The report, Handbook and other information about our municipal meeting investigations can also be found on our website – www.ombudsman.on.ca. As well, our staff can provide general information on the open meeting requirements and complaint process – we can be reached at 1-800-263-1830 or via email at info@ombudsman.on.ca.

If you have any questions about the OMLET Annual Report or Handbook, please contact our Director of Communications, Linda Williamson, at lwilliamson@ombudsman.on.ca, or 416-586-3426.

Yours truly,

André Marin
Ombudsman

Encl.

6

FEB 19 2015

Wendy Atkinson

From: Scherzer, Randy <Randy.Scherzer@grey.ca>
Sent: February-05-15 10:51 AM
To: undisclosed-recipients:
Subject: Grey County Transportation Master Plan - Public Meeting
Attachments: Transportation Master Plan Public Meeting Notice.pdf

Please find attached a Public Meeting Notice regarding the Grey County Transportation Master Plan.

The Public Meeting will take place on March 6th, 2015 from 6pm to 8pm in the County Council Chambers, 595 9th Avenue East, Owen Sound, ON.

The purpose of the Public Meeting is to present the recommendations and options contained in the draft Transportation Master Plan and to seek your input on which options should be a priority.

The draft Transportation Master Plan as well as the appendices document can be found on the County website at the link below:

<http://www.grey.ca/services/planning-development/transportation-master-plan/>

If you are unable to attend the Public Meeting and wish to submit feedback, please send me your comments using the contact information identified below. Comments will be accepted up until May 6th, 2015.

Thanks,
Randy

Randy Scherzer

Director of Planning & Development

Grey County

595 9th Avenue East

Owen Sound, ON N4K 3E3

Phone: +1 519-372-0219 ext. 1237

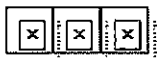
Fax: +1 519-376-7970

Randy.Scherzer@grey.ca

<http://www.grey.ca>

<http://www.visitgrey.ca>

<http://www.greyroots.com>



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To: info@melanctontownship.ca

Message Score: 25

High (60): Pass

From: randy.scherzer@grey.ca

My Spam Blocking Level: Medium

Medium (75): Pass

Transportation Master Plan Public Meeting

Are you interested in the future of Grey County's road networks? Do you have ideas for transportation solutions that will drive Grey County's economy forward? Grey County needs your input! Mark your calendar with the date below and help shape the future of transportation in Grey County.

**Friday March 6, 2015 – 6 to 8 p.m.
Grey County Administration Building,
595 9th Avenue East, Owen Sound ON**

Public consultation is a key component of the Transportation Master Plan and we want to hear from you. The draft plan provides multiple recommendations. County Council wants to know your thoughts about which options should be a priority to improve the overall transportation system.

About the Grey County Transportation Master Plan

Grey County has been working on a Transportation Master Plan over the past couple of years with help from Cole Engineering and public input throughout the process. Based on the comments received, a draft Transportation Master Plan document has been prepared. It can be found on grey.ca under Quick Links.

If you are unable to attend the meeting and wish to submit feedback, or if you require more information, contact the project coordinator below.

RANDY SCHERZER, MCIP, RPP
Director of Planning & Development
Grey County, 595 9th Avenue East
Owen Sound, ON N4K 3E3
Tel: 519-372-0219 ext. 1237 Fax: 519-376-7970
Email: randy.scherzer@grey.ca

The Transportation Master Plan has been and continues to be studied in an open public process as a Master Plan study under the Environmental Assessment Act, following Section 2.7 in the Municipal Class Environmental Assessment Guidelines. Information will be collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the Public Record. Notice first issued: February 4, 2015.



Working for Municipalities

Heads UP



keeping members informed.

February 5, 2015

Appeal not possible in *Steadman v. County of Lambton*

The County of Lambton's insurer, Frank Cowan Company, advised OGRA that they would not be proceeding with an appeal in the matter of *Steadman v. County of Lambton*. This decision awarded damages to an area farmer for depreciated property value and crop losses as a result of the migration of road salt from the County Road.

OGRA had contacted Frank Cowan Company to see if an appeal was possible, and if so, to offer OGRA's support as an intervener in the appeal. After serious consideration and a review of the decision by two separate legal firms, Frank Cowan Company decided, upon the advice of the lawyers, that the decision was not appealable. A copy of Frank Cowan Company's release is attached.

"While OGRA is disappointed that an appeal was not possible, we support and respect Frank Cowan Company's decision" said OGRA President Tom Bateman.

Joe Tiernay, OGRA's Executive Director stated that "OGRA will now turn its full attention to getting the legislation amended to protect municipalities from these nuisance claims".

Meetings are being scheduled with the Ministry of Transportation and the Minister of Municipal Affairs and Housing to determine how best to address this issue.

The mandate of the Ontario Good Roads Association is to represent the transportation and public works interests of municipalities through advocacy, consultation, training and the delivery of identified services.

Ontario Good Roads Association

1525 Cornwall Road, Unit 22 Oakville, ON L6J 0B2

(T): 289-291-OGRA (6472) (F): 289-291-6477

www.ogra.org

Steadman v. Corporation of the County of Lambton

On January 16, 2015, the Ontario Superior Court of Justice released its decision in the case of Steadman v. Corporation of the County of Lambton. The Court ruled in favour of the Steadmans and awarded a total of \$107,352 in damages for the depreciated value of their property and crop losses from 1998 – 2013. The Court found that the damages stemmed from the County's use of road salt along a road that borders the Steadman's farm. The County was found liable in nuisance.

Frank Cowan Company had this matter reviewed by two separate legal firms in order to assess if there was the potential for an appeal of the trial verdict that found the County liable in nuisance. We were advised by both firms that the verdict as outlined in Justice Carey's Reasons is not appealable. Therefore, Frank Cowan Company will not appeal this decision.

With respect to this decision, we feel it is important to clarify the following two points.

1. This case is not legal precedent

Justice Carey states in his decision [28] "The leading case in Ontario considering whether the application of salt upon a farmer's property constitutes a nuisance remains *Schenk v. The Queen*." The decision in favour of Schenk was upheld on appeal to the Ontario Court of Appeal and the Supreme Court of Canada.

Justice Carey also references *Rokeby v. The Queen*. Another prior similar case (though not referenced) is *Tock v. St. John's*. The Schenk decision reaffirmed the decision in *Tock*.

2. This case was decided in nuisance and not negligence.

To make a defence against nuisance, the Municipality would have to argue the various defences arising from actions completed with "statutory authority" or "legislative authority". The prior similar cases referenced (*Tock v. St. Johns* and *Schenk v. The Queen*) have very narrowly defined and limited the defences available. The road maintenance activity that we rely upon, as outlined in the MMS, does not specify road salt as the only means of maintenance to reach compliance.

The *Tock v. St. Johns* decision as reaffirmed by *Schenk v. The Queen* concluded that the cost of a particular activity is not relevant consideration to such decision making.

From a risk management perspective, we recommend that municipalities seek to review and where possible remedy:

1. Roadside drainage – can it adequately handle the potential for salt run-off during a spring melt
2. Culverts – adequacy of locations; performing regular inspections and following through on required maintenance
3. Road salt concentrations – review your road salt concentrations to ensure you are conforming with recommended rates as set out by the Ontario Ministry of Transportation and not over-salting your roads
4. Use of snow fences – consider constructing natural snow fences; they can lessen the impact on the environment by requiring less salt, fewer truck trips and less fuel

The best way to prevent these types of claims from continuing is to amend the Municipal Act to provide municipalities protection from nuisance claims in connection with the escape of road salt or de-icing materials from a highway or bridge. We recommend that all Ontario municipalities support OGRA as they move to petition the Ontario Minister of Municipal Affairs to amend the Municipal Act to provide municipalities protection from these nuisance claims.



Resolution of Council

January 28, 2015

Session No.
2015

6

Moved by

Seconded by

WHEREAS the Township of Evanturel is in receipt of the new OPP Billing Model which will see the costs split between base costs and call for service on an approximate 60/40 split;

AND WHEREAS this new model estimates the base cost per property at \$203 effective January 1, 2015;

AND WHEREAS the Province is currently responsible for policing costs associated with unorganized territory;

AND WHEREAS many municipalities in Ontario have passed resolutions to petition the Province to implement a billing method for those properties located in unorganized territory;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Evanturel does hereby support and endorse resolutions passed by those many municipalities and requests the Province to implement a billing method for those properties in unincorporated territory to ensure fair OPP billing throughout Ontario.

AND FURTHER THAT a copy of this resolution be sent to the Premier of Ontario, the Minister of Community Safety and Correctional Services, the Ministry of Finance, AMO, MPP John Vanthof and all municipalities serviced by the OPP.

Carried

DIVISION VOTE		
YEAS	NAME OF MEMBER OF COUNCIL	NAYS
	JOHN SIMMENS, COUNCILLOR	
	BARBARA BEACHEY, COUNCILLOR	
	HENRI GRAVEL, COUNCILLOR	
	WAYNE STRATTON, COUNCILLOR	
	DEREK MUNDLE, REEVE	
	TOTALS	

Declaration of Conflict of Interest

Barbara Beachey

declared their interest, abstained from the discussion and did not vote on the question.

9

FEB 19 2015

Denise Holmes

From: MCSCS Feedback <MCSCS.Feedback@ontario.ca>
Sent: February-05-15 4:56 PM
To: dholmes@melancthontownship.ca
Subject: Regarding your e-mail of December 24, 2014 regarding Double-Hatter Firefighter Issue - Resolution
Attachments: Reply MC-2015-25.PDF

Further to your message addressed to the Honourable Yasir Naqvi, Minister of Community Safety and Correctional Services, attached is a signed response from the Minister in .pdf format. The text of the response also appears below.

MC-2015-25
By e-mail

February 4, 2015

Ms. Denise Holmes
CAO/Clerk
Township of Melancthon
dholmes@melancthontownship.ca

Dear Ms. Holmes:

Thank you for your correspondence of December 24, 2014, sharing council's resolution about professional firefighters serving as volunteer firefighters during their free time. I appreciate your taking the time to convey council's concerns regarding the two-hatter firefighter issue.

Our government values its municipal partners, and I acknowledge the concerns your municipal council has about community safety. As Minister of Community Safety and Correctional Services, I value the vital work that firefighters undertake as they risk their lives every day to protect our communities. It is important to remember that municipalities are responsible for establishing their level of fire protection services, specific to their needs and circumstances.

As this matter is before the Ontario Labour Relations Board, it would be inappropriate for me to comment on it. Labour relations fall under the jurisdiction of the Ministry of Labour and I note that you have made the Honourable Kevin Flynn, Minister of Labour, aware of council's resolution by copying him on your correspondence. Firefighters, fire chiefs, and municipalities must work together to resolve this issue. We are confident that a co-operative dialogue among those parties will lead to a solution.

Sincerely,

Yasir Naqvi
Minister

c: The Honourable Kevin Flynn
Minister of Labour

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



**Business Management Bureau
Bureau de la gestion opérationnelle**

777 Memorial Ave
Orillia, ON L3V 7V3

777, av. Memorial
Orillia, ON L3V 7V3

Telephone/Téléphone
Facsimile/Télécopieur

(705) 329-6852
(705) 329-6265

File Reference: GOV-CSC-6250-20

January 26, 2015

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

The OPP has been working diligently over the past year to increase its accountability and reporting transparency to Police Services Boards and municipalities. The development of a reporting framework and supporting infrastructure will allow consistency and standardization in OPP public reporting. It also aligns to the methodology used in the OPP Annual Report and Detachment Action Plans.

It was the organization's intention to implement this reporting framework to coincide with the municipal elections in the fall of 2014. Changes to the reporting infrastructure between the OPP and the Ministry of Transportation are ongoing. This has, in turn, affected our traffic data source and the reporting framework. Other enhancements are being made concurrently in our reporting of the Integrated Court Offences Network (ICON) which track our Criminal Code, Provincial Statute 'charges laid' information.

Once these enhancements and changes are complete, the PSB Reporting tool will be available to Detachment Commanders. Initial rollout shall be no later than April 2015. We will be seeking input and feedback at this point. The tool will be fully operational by October of this year.

It is our hope that these reports will be a more effective and less complex way to provide information on public safety trends in the communities we police. This will better inform our respective community-level decisions and billing information.

Through our Detachment Commanders, I look forward to hearing your feedback once this new report is available.

Sincerely,

A handwritten signature in blue ink that appears to read 'Andrew Eamer'.

Mr. Andrew EAMER
Commander - Business Management Bureau
OPP Corporate Services

AE/jb

c.c. Detachment Commanders

Denise Holmes

From: Steven Murphy <smurphy@dufferincounty.ca>
Sent: February-06-15 4:22 PM
To: csweeney@townofshelburne.on.ca; Denise Holmes; Jane Wilson; John Telfer; Karen Canivet Home; Keith McNenly; kshillum@mulmurtownship.ca; Mark Early; Rick Schwarzer (rschwarzer@orangeville.ca); roads@melancthontownship.ca; Sue Stone; Terry Horner; vdouglas@orangeville.ca; Violet Bromley
Cc: Andy MacIntosh; Honeywood Fire; Jeff Clayton (jeffclayton@bell.net); Jim Clayton; Jim Peavoy; Kevin McNeilly; Mike Blacklaws; Shelburne Fire ; kmoore@shelburnepolice.com; Lindsay White; Wayne Kalinski; Paul DePrinse; Tom Reid
Subject: Paul Chantree Memorial Award
Attachments: 2015 PCMA Package.pdf

It is time to once again start looking for nominations for the Paul Chantree Memorial Award. The complete nomination package is attached.

Background:

Prior to his passing in 2010 Paul Chantree was instrumental in the preparedness and response to severe weather events in Dufferin County. As the long-time Emergency Coordinator of the Dufferin County Amateur Radio Emergency Service Paul provided leadership to a dedicated group of volunteers who continue to serve Dufferin County with distinction.

Among his many accomplishments Paul founded the www.weatherbee website which he maintained tirelessly to ensure the safety of all of Dufferin County's residents by providing up to date forecasts and severe weather alerts. His commitment to the County was compelling and evident to everyone who knew him. Paul was also active in his community through many organizations and causes.

Paul made it his life's passion to ensure that Dufferin County was a safe and healthy community for its residents and businesses and for this reason Paul's memory will live on through this award.

The Nomination:

Nomination forms will be available February 2nd and can be requested from or picked up at the Dufferin County office located at 55 Zina Street 2nd Floor Clerk's Office, Orangeville Ontario between 8:30 and 4:30 pm Monday to Friday or from our website at www.dufferincounty.ca at anytime.

Once completed each submission should be returned to the County of Dufferin office in a sealed envelope addressed to the following;

Paul Chantree Memorial Award
County of Dufferin
55 Zina Street
2nd Floor Clerks Office
Orangeville, Ontario
L9W 1E5

All nominations will be reviewed to ensure eligibility and then forwarded to the selection committee for selection. All nominees will receive a letter of commendation for their efforts from the committee and the winners of the Paul Chantree Memorial Award will be notified before the 1st of May of each year.

The Award:

The Paul Chantree Memorial Award is presented annually in two categories. The individual category recognizes the person who has demonstrated a commitment to continuing Paul's legacy by working tirelessly to promote a safer and more resilient community.

The organizational category recognizes a company, organization or group that has made a significant contribution to the safety and resiliency of Dufferin County

The award consists of a Perpetual Trophy which will be displayed in County of Dufferin's Community Service offices, there is also a trophy for each recipient to display in their workplace or home. Recipients will be awarded their trophies at the regular Council of the County of Dufferin meeting each May.

Criteria:

Recipients of the Paul Chantree Memorial Award will have made an outstanding contribution to the emergency preparedness or resiliency of the County of Dufferin. The recipient will have demonstrated commitment through one or more of the following:

- Continuous promotion of emergency preparedness training or initiatives in any setting
- Innovation in the development or implementation of emergency response procedures in a residential, industrial, institutional or municipal setting
- The provision of support to municipal emergency services
- Participation in activities that encourage, motivate and promote personal emergency preparedness or business continuity planning
- Demonstrate qualities of outstanding leadership during an emergency

Timelines

Nomination forms are available from the County of Dufferin website (www.dufferincounty.ca) or, during regular business hours, at our Offices located at 55 Zina Street, 2nd Floor Clerks Office Orangeville Ontario beginning February 1st of each calendar year.

All nominations must be received no later than the close of business on March 31st.

Nominees will be recognized for their contributions with a letter of commendation from the Dufferin Oaks Community Services Committee and the recipients of the Paul Chantree Memorial Award will be presented during a meeting of County Council in May of each year.

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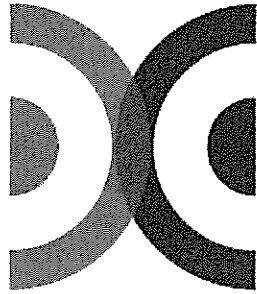
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DUFFERIN
COUNTY

PAUL CHANTREE
MEMORIAL

AWARD

NOMINATION

PACKAGE

2015

Nominate an individual or agency that you feel has made a significant contribution to promoting a safer and more resilient community.

Background:

Prior to his passing in 2010 Paul Chantree was instrumental in the preparedness and response to severe weather events in Dufferin County. As the long-time Emergency Coordinator of the Dufferin County Amateur Radio Emergency Service Paul provided leadership to a dedicated group of volunteers who continue to serve Dufferin County with distinction.

Among his many accomplishments Paul founded the www.weatherbee website which he maintained tirelessly to ensure the safety of all of Dufferin County's residents by providing up to date forecasts and severe weather alerts. His commitment to the County was compelling and evident to everyone who knew him. Paul was also active in his community through many organizations and causes.

Paul made it his life's passion to ensure that Dufferin County was a safe and healthy community for its residents and businesses and for this reason Paul's memory will live on through this award.

The Nomination:

Nomination forms will be available February 2nd and can be requested from or picked up at the Dufferin County office located at 55 Zina Street 2nd Floor Clerk's Office, Orangeville Ontario between 8:30 and 4:30 pm Monday to Friday or from our website at www.dufferincounty.ca at anytime.

Once completed each submission should be returned to the County of Dufferin office in a sealed envelope addressed to the following;

Paul Chantree Memorial Award
County of Dufferin
55 Zina Street
2nd Floor Clerks Office
Orangeville, Ontario
L9W 1E5

All nominations will be reviewed to ensure eligibility and then forwarded to the selection committee for selection. All nominees will receive a letter of commendation for their efforts from the committee and the winners of the Paul Chantree Memorial Award will be notified before the 1st of May of each year.

The Award:

The Paul Chantree Memorial Award is presented annually in two categories. The individual category recognizes the person who has demonstrated a commitment to

continuing Paul's legacy by working tirelessly to promote a safer and more resilient community.

The organizational category recognizes a company, organization or group that has made a significant contribution to the safety and resiliency of Dufferin County

The award consists of a Perpetual Trophy which will be displayed in County of Dufferin's Community Service offices, there is also a trophy for each recipient to display in their workplace or home. Recipients will be awarded their trophies at the regular Council of the County of Dufferin meeting each May.

Criteria:

Recipients of the Paul Chantree Memorial Award will have made an outstanding contribution to the emergency preparedness or resiliency of the County of Dufferin. The recipient will have demonstrated commitment through one or more of the following:

- Continuous promotion of emergency preparedness training or initiatives in any setting
- Innovation in the development or implementation of emergency response procedures in a residential, industrial, institutional or municipal setting
- The provision of support to municipal emergency services
- Participation in activities that encourage, motivate and promote personal emergency preparedness or business continuity planning
- Demonstrate qualities of outstanding leadership during an emergency

Timelines

Nomination forms are available from the County of Dufferin website (www.dufferincounty.ca) or, during regular business hours, at our Offices located at 55 Zina Street, 2nd Floor Clerks Office Orangeville Ontario beginning February 1st of each calendar year.

All nominations must be received no later than the close of business on March 31st.

Nominees will be recognized for their contributions with a letter of commendation from the Dufferin Oaks Community Services Committee and the recipients of the Paul Chantree Memorial Award will be presented during a meeting of County Council in May of each year.

The County of Dufferin Paul Chantree Memorial Award Nomination Form 2015

[illegible]

Nominator Information	
Name:	Address:
Phone #:	Email:

Submit Nomination Forms no later than March 31st 2015 to:
Paul Chantree Memorial Award
County of Dufferin
55 Zina Street, 2nd Floor Clerks Office
Orangeville ON L9W 1K4

Paul Chantree Memorial Award

2015 Nomination Form Instructions

Nomination Process:

- Complete the nomination form in its entirety and mail it to the address at the bottom of the page no later than March 31st 2015
- Nominees will be advised, in writing that they were nominated for this award
- Recipients will be chosen by the Selection Committee in April
- Award recipients will be asked to attend the County of Dufferin Council meeting in May to receive their award

Eligibility & Requirements:

- Self nominations will not be accepted
- Nominees and nominators need not be residents of Dufferin County
- Nominees can be nominated in both categories but both nominations must be submitted separately
- Past recipients are eligible to be nominated in 2015

Tips for successful completion of this form:

- Make sure the all areas of the form have been completed
- Provide some background information on the nominee
- Provide details of specific actions, events or service
- Write a detailed account of how the nominee's contributions made a difference
- Make sure your submission meets the criteria for the award
- Have somebody proof read the nomination form before you submit it

**Ministry of
Municipal Affairs
and Housing**

Municipal Services Division
777 Bay Street, 16th Floor
Toronto ON M5G 2E5
Phone: 416 585-6226
Fax: 416 585-6882
Toll-Free: 1 800 668-0230

**Ministère des
Affaires municipales
et du Logement**

Bureau des services aux municipalités
777, rue Bay, 16^e étage
Toronto ON M5G 2E5
Téléphone : 416 585-6226
Télécopieur : 416 585-6882
Sans frais : 1 800-668-0230



FEB 05 2015

Ms. Denise Holmes
Chief Administrative Officer/Clerk
Township of Melancthon
157101 Highway 10
Melancthon, ON L9V 2E6

Re: Land Use Planning Fees

Dear Ms. Holmes:

The Ministry of Municipal Affairs and Housing ("the Ministry") has recently completed a review of its existing land use planning fees for those planning applications where the Minister of Municipal Affairs and Housing remains the approval authority under the Planning Act and the Ontario Planning and Development Act.

Existing fees have been in place since 1994 for applications such as Consent to Sever/Validation of Title, Plans of Subdivision/Condominium, and Minister's Zoning Order amendments. Our review focused on these existing applications as well as other applications where no fee has historically been charged.

The goal of the ministry was to move towards a full cost recovery model to reflect the real costs of delivering these services and to better align fees with those of our municipal counterparts.

Please find attached a copy of the ministry's updated fee schedule. It is also posted on the Ministry website at www.mah.gov.on.ca.

I wish to bring to your attention a few key points:

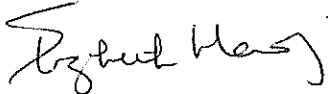
1. The majority of the new fees will become effective as of March 1, 2015 with a three-year phase-in period (fully effective as of March 1, 2017);
2. The ministry will no longer cover the advertising costs for public notices for submitted planning applications. Instead, a separate fee will be assessed on a case-by-case basis at the time an application is received to reflect the cost to the Ministry of providing the notice;
3. New fees are based on a differentiated fee structure for northern and southern municipalities; and,
4. New fees will be applied for Ontario Planning and Development Act Plan

Amendments (e.g. Parkway Belt West Plan Amendments) and Official Plan Amendments where the Minister continues to be the approval authority under section 17 of the Planning Act (except five-year reviews under Section 26 of the Planning Act); and,

5. Once municipalities update their Official Plans to be consistent with the Provincial Policy Statement, they may be exempted from Ministry approval. Once exempted, municipalities would not be subject to the fee.
6. The new fee for non-exempt official plan amendments that takes effect in 2017 will not apply to planning boards or to municipalities within planning boards.

Should you have any questions regarding these new fees and how they may affect your municipality, please feel free to contact Mark Christie, Planning Manager at (416) 585-6063.

Yours truly,



Elizabeth Harding
Assistant Deputy Minister
Municipal Services Division

PLANNING APPLICATION FEES WHERE DO FEES APPLY?

- Fees are charged on planning applications that are submitted to the Minister of Municipal Affairs and Housing.
- The following fees apply:

MMAH Land Use Planning Fees – effective March 1, 2015:						
Application	Year 1 (2015)		Year 2 (2016)		Year 3 (2017)	
	NORTH	SOUTH	NORTH	SOUTH	NORTH	SOUTH
Consent/ Validation of Title*	\$600	N/A	\$720	N/A	\$800	N/A
Plan of Subdivision/ Condominium*	\$3,000 + \$100/ lot over 40	\$6,000 + \$100/ lot over 100	\$3,300 + \$100/ lot over 40	\$8,000 + \$100/ lot over 100	\$3,650 + \$100/ lot over 40	\$10,000 + \$100 /lot over 100 lots
Minister's Zoning Order Amendment*	\$1,000	\$2,000	\$1,500	\$5,000	\$2,000	\$7,800
Ontario Planning and Development Act Plan Amendment (e.g. Parkway Belt West Plan Amendments)*	N/A	\$2,000	N/A	\$4,000	N/A	\$6,150
Official Plan Amendments Non- exempt (except planning boards and 5 year reviews under Sections 26 of the Planning Act)	\$0	\$0	\$0	\$0	\$3,700	\$12,000

NOTE:

* Applicants will be also required to cover the ministry's cost for providing public notice (e.g. advertising) for Consents, Plans of Subdivision/ Condominium, Minister's Zoning Order Amendments and Ontario Planning and Development Act Plan Amendments.

HOW DO I PAY THE FEE?

- Payments should be made by certified cheque or money order payable to the **Minister of Finance**.
- The required fee must accompany these planning applications. If a fee is not paid, the application may be returned.

QUESTIONS?

- If you have any questions, or if you want more information, call your regional Municipal Services Office (MSO) of the Ministry of Municipal Affairs and Housing.

Ministry of Municipal Affairs and Housing
Municipal Services Office, **Central Region**
777 Bay St., 13th Floor, Toronto, ON M5G 2E5
Tel: (416) 585-6226 or Toll free: 1-800-668-0230
Fax: (416) 585-6882

Ministry of Municipal Affairs and Housing
Municipal Services Office, **Eastern Region**
8 Estate Lane, Rockwood House, Kingston, ON K7M 9A8
Tel: (613) 545-2100 or Toll free: 1-800-267-9438
Fax: (613) 548-6822

Ministry of Municipal Affairs and Housing
Municipal Services Office, **Western Region**
659 Exeter Rd., 2nd Floor, London, ON N6E 1L3
Tel: (519) 873-4020 or Toll free: 1-800-265-4736
Fax: (519) 873-4018

Ministry of Municipal Affairs and Housing
Municipal Services Office, **North Region (Sudbury Office)**
159 Cedar St., Suite 401, Sudbury ON P3E 6A5
Tel: (705) 564-0120 or Toll free: 1-800-461-1193
Fax: (705) 564-6863

Ministry of Municipal Affairs and Housing
Municipal Services Office, **North Region (Thunder Bay Office)**
435 James St Suite 223, Thunder Bay ON P7E 6S7
Tel: (807) 475-1651 or Toll free: 1-800-465-5027
Fax: (807) 475-1196

Denise Holmes

From: Carey Holmes <cholmes@shelburne.ca>
Sent: February-11-15 8:48 AM
To: Susan Stone (suestone@amaranth-eastgary.ca); Carol Sweeney; Denise Holmes (dholmes@melancthontownship.ca); Heather Boston (hboston@mulmurtownship.ca); Les Halucha (les@townofmono.com); Sarah Culshaw (sculshaw@amaranth-eastgary.ca)
Subject: SDFD FINAL Statements
Attachments: Shelburne & District Fire Department.pdf

Hello

Please find the final SDFD statements from the auditors for 2014.

Carey

Carey Holmes, AMCT

Deputy-Treasurer, Town of Shelburne | Secretary-Treasurer, Shelburne & District Fire Board



cholmes@shelburne.ca



519-925-2600 ext 228



519-925-6134



<http://www.shelburne.ca>

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SHELBURNE & DISTRICT FIRE DEPARTMENT
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2014
(Unaudited - See Review Engagement Report)

SHELBURNE & DISTRICT FIRE DEPARTMENT

INDEX TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2014

(Unaudited - See Review Engagement Report)

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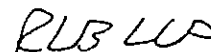
REVIEW ENGAGEMENT REPORT

To the Board of Directors of Shelburne & District Fire Department

We have reviewed the consolidated statement of financial position of Shelburne & District Fire Department as at December 31, 2014 and the consolidated statements of operations, changes in net financial assets and cash flow for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the organization.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian public sector accounting standards.



Fergus, Ontario
February 3, 2015

Chartered Accountants
Licensed Public Accountants

SHELBURNE & DISTRICT FIRE DEPARTMENT
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2014
(Unaudited - See Review Engagement Report)

	2014	2013
FINANCIAL ASSETS		
Cash	\$ 428,207	\$ 256,226
Accounts receivable	<u>23,846</u>	<u>39,239</u>
	<u>452,053</u>	<u>295,465</u>
LIABILITIES		
Accounts payable and accrued liabilities	<u>7,861</u>	<u>9,878</u>
NET FINANCIAL ASSETS (NET DEBT)	<u>444,192</u>	<u>285,587</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (note 8)	<u>988,593</u>	<u>1,087,026</u>
ACCUMULATED SURPLUS (schedule 1)	<u>\$ 1,432,785</u>	<u>\$ 1,372,613</u>

see notes to financial statements

SHELBURNE & DISTRICT FIRE DEPARTMENT
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2014
(Unaudited - See Review Engagement Report)

	2014 Budget (Note 6)	2014 Actual	2013 Actual
REVENUES			
Township of Amaranth	\$ 58,852	\$ 58,852	\$ 59,610
Township of Melancthon	71,539	71,539	69,735
Town of Mono	54,356	54,356	53,693
Township of Mulmur	46,832	46,832	42,823
Town of Shelburne	<u>213,594</u>	<u>213,594</u>	<u>212,448</u>
	<u>445,173</u>	<u>445,173</u>	<u>438,309</u>
Inspection and miscellaneous	1,500	30,200	9,168
Firefighting fees	20,000	44,735	64,783
Gain on sale of assets	0	2,203	0
Interest income	<u>250</u>	<u>2,399</u>	<u>865</u>
	<u>21,750</u>	<u>79,537</u>	<u>74,816</u>
	<u>466,923</u>	<u>524,710</u>	<u>513,125</u>
EXPENSES			
Amortization	0	125,711	140,148
Bad debts	0	1,445	0
Bank charges and interest	660	717	1,268
Communication equipment	16,000	10,939	10,735
Conventions and conferences	5,000	5,602	3,467
Equipment maintenance and purchases	109,000	4,012	2,759
Firefighter salaries and benefits	190,600	186,730	179,536
Fire prevention	5,000	7,109	4,922
Honorariums	1,000	1,100	900
Insurance	21,000	18,849	19,085
Legal and accounting fees	4,000	3,665	1,939
Licence and membership fees	1,373	1,341	1,327
Materials, supplies, services	41,400	23,624	25,832
Secretarial services	15,690	15,690	15,410
Telephone	4,200	3,706	3,915
Training	12,000	9,802	8,806
Utilities	12,000	17,776	14,411
Vehicle maintenance	<u>28,000</u>	<u>26,720</u>	<u>25,494</u>
	<u>466,923</u>	<u>464,538</u>	<u>459,954</u>
ANNUAL SURPLUS	\$ <u>0</u>	60,172	53,171
ACCUMULATED SURPLUS, beginning of year		<u>1,372,613</u>	<u>1,319,442</u>
ACCUMULATED SURPLUS, end of year		\$ <u>1,432,785</u>	\$ <u>1,372,613</u>

see notes to financial statements

SHELBURNE & DISTRICT FIRE DEPARTMENT
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2014
(Unaudited - See Review Engagement Report)

	2014 Actual	2013 Actual
Annual surplus	\$ <u>60,172</u>	\$ <u>53,171</u>
Acquisition of tangible capital assets	(27,278)	(26,196)
Amortization	125,711	140,148
Gain on disposal of assets	(2,203)	0
Proceeds on disposal of assets	<u>2,203</u>	<u>0</u>
	<u>98,433</u>	<u>113,952</u>
Use of (increase in) prepaid expense	<u>0</u>	<u>877</u>
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	158,605	168,000
NET FINANCIAL ASSETS (NET DEBT), beginning of year	<u>285,587</u>	<u>117,587</u>
NET FINANCIAL ASSETS (NET DEBT), end of year	\$ <u>444,192</u>	\$ <u>285,587</u>

see notes to financial statements

SHELBURNE & DISTRICT FIRE DEPARTMENT
CONSOLIDATED STATEMENT OF CASH FLOW
FOR THE YEAR ENDED DECEMBER 31, 2014
(Unaudited - See Review Engagement Report)

	2014	2013
CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Annual surplus	\$ 60,172	\$ 53,171
Amortization	125,711	140,148
Gain on disposal of assets	(2,203)	0
	<u>183,680</u>	<u>193,319</u>
Net changes in non-cash working capital		
Accounts receivable	15,393	101,040
Prepaid expenses	0	877
Accounts payable and accrued liabilities	(2,017)	(130,769)
	<u>13,376</u>	<u>(28,852)</u>
	<u>197,056</u>	<u>164,467</u>
CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES		
Acquisition of capital assets	<u>(27,278)</u>	<u>(26,196)</u>
CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES		
Increase (decrease) in obligations under capital lease	<u>0</u>	<u>(2,031)</u>
CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES		
Proceeds on disposal of capital assets	<u>2,203</u>	<u>0</u>
NET INCREASE IN CASH	171,981	136,240
CASH, beginning of year	<u>256,226</u>	<u>119,986</u>
CASH, end of year	\$ <u>428,207</u>	\$ <u>256,226</u>

see notes to financial statements

SHELBURNE & DISTRICT FIRE DEPARTMENT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2014
(Unaudited - See Review Engagement Report)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Shelburne & District Fire Department are the representation of management prepared in accordance with accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Summarized below are the significant accounting policies:

(a) Basis of Consolidation

These consolidated statements reflect the assets, liabilities, sources of financing and expenditures of the revenue fund, reserve fund and capital fund of the Shelburne & District Fire Department. All interfund assets and liabilities and sources of financing and expenditures have been eliminated. The operations of the joint board are to be consolidated in the Financial Report of the five participating municipalities on a proportionate basis.

(b) Basis of Accounting

- i) Sources of financing and expenditures are reported on the accrual basis of accounting. The interest charges are not accrued for the periods from the dates of the latest installment payments to the end of the fiscal year.
- ii) The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(c) Credit Risk Management

The organization is exposed to credit risk on the accounts receivable from insurance companies. They do not have significant exposure to any individual customer or counterpart.

(d) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

(e) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributed to acquisition, construction, development or betterment of the asset. The cost less the residual value of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Vehicles	10 - 15 years
Equipment - communication	6 - 10 years
Equipment - firehall	15 - 25 years
Equipment - firefighters	10 - 15 years
Equipment - fire trucks	10 years

Full amortization is charged in the year of acquisition and no amortization is recorded in the year of disposal.

see notes to financial statements

SHELBURNE & DISTRICT FIRE DEPARTMENT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2014
(Unaudited - See Review Engagement Report)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

The organization has established a \$2,500 capitalization threshold for all items with the exception of pooled assets. Assets purchased below this threshold are expensed in the statement of operations in the year of purchase. Assets under construction are not amortized until the asset is available for active service to the department.

2. USE OF ESTIMATES

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant estimates made by management include the useful lives of tangible capital assets. Actual results could differ from those estimates.

3. FINANCIAL INSTRUMENTS

The department's financial instruments consist of cash, accounts receivable, and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the department is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values, unless otherwise noted.

4. RESERVE FUNDS

The balance of the accumulated surplus included in the consolidated statement of financial position includes assets that have been specifically restricted by the board of directors as follows:

	2014	2013
Capital reserve fund balance consists of:		
Cash	\$ 354,234	\$ 190,593
Due from Operating Fund	<u>27,803</u>	<u>25,600</u>
	<u>\$ 382,037</u>	<u>\$ 216,193</u>

5. OPERATIONS

On October 15, 1991, the Town of Shelburne, Township of Amaranth, Township of Melancthon, Town of Mono and Township of Mulmur signed an agreement to officially form a joint fire fighting department. Operations of the Shelburne & District Fire Department commenced on January 1, 1992. The department is managed by a 10 member board known as the Shelburne & District Fire Department Joint Board of Management. Two members have been appointed from each participating municipality to the Fire Department Joint Board of Management.

Annual capital, operating and administration costs of the department are shared on a combined average of fire calls for the previous three years, the total assessment for the previous year, and the total households of the previous year of each participating municipality as follows:

	2014	2013
Town of Shelburne	47.98%	48.47%
Township of Amaranth	13.22%	13.60%
Township of Melancthon	16.07%	15.91%
Town of Mono	12.21%	12.25%
Township of Mulmur	<u>10.52%</u>	<u>9.77%</u>
	<u>100.00%</u>	<u>100.00%</u>

see notes to financial statements

SHELBURNE & DISTRICT FIRE DEPARTMENT
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2014
(Unaudited - See Review Engagement Report)

6. BUDGET FIGURES

The budgeted figures are presented for comparison purposes as prepared and approved by the Joint Board of Management, reclassified to conform to the current financial statement presentation. They have not been audited or reviewed. Budgeted figures have been prepared on a cash basis of accounting.

7. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	Net 2014	Net 2013
Vehicles	\$ 1,556,886	\$ 673,717	\$ 883,169	\$ 970,171
Equipment - communication	70,477	52,762	17,715	18,862
Equipment - firehall	7,925	7,320	605	807
Equipment - firefighters	249,962	187,425	62,537	62,206
Equipment - fire trucks	<u>171,587</u>	<u>147,020</u>	<u>24,567</u>	<u>34,980</u>
	<u>\$ 2,056,837</u>	<u>\$ 1,068,244</u>	<u>\$ 988,593</u>	<u>\$ 1,087,026</u>

see notes to financial statements

SHELBURNE & DISTRICT FIRE DEPARTMENT
SCHEDULE OF ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2014
(Unaudited - See Review Engagement Report)

	2014	2013
SURPLUSES		
Surplus from general fund operations	\$ 62,155	\$ 69,394
Invested in capital assets	<u>988,593</u>	<u>1,087,026</u>
	<u>1,050,748</u>	<u>1,156,420</u>
RESERVES		
Capital Reserve	<u>382,037</u>	<u>216,193</u>
ACCUMULATED SURPLUS, end of year	\$ <u>1,432,785</u>	\$ <u>1,372,613</u>

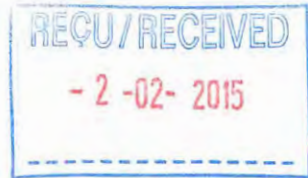
see notes to financial statements



The Corporation of
THE TOWN OF SHELburne

Municipal Offices:

*203 Main Street East, Shelburne, Ont. L9V 3K7 - Telephone: (519) 925-2600 - Fax (519) 925-6134
e-mail: shelburne@townofshelburne.on.ca*



January 23, 2015

Township of Melancthon
157101 Highway 10
R.R. # 6
Shelburne, Ontario
L9N 1S9

Melancthon - L9V 2E6

To Whom it May Concern

Re: Fiddle Contest Parade – August 8th, 2015.

The Town of Shelburne is hereby requesting the Township of Melancthon's permission to detour traffic along Township roads for this year's Fiddleville Parade on August 9th, 2014.

The detour route (as show in attached sketch) will be in effect for approximately three hours. The Town of Shelburne will be responsible for the signing of the above stated detour.

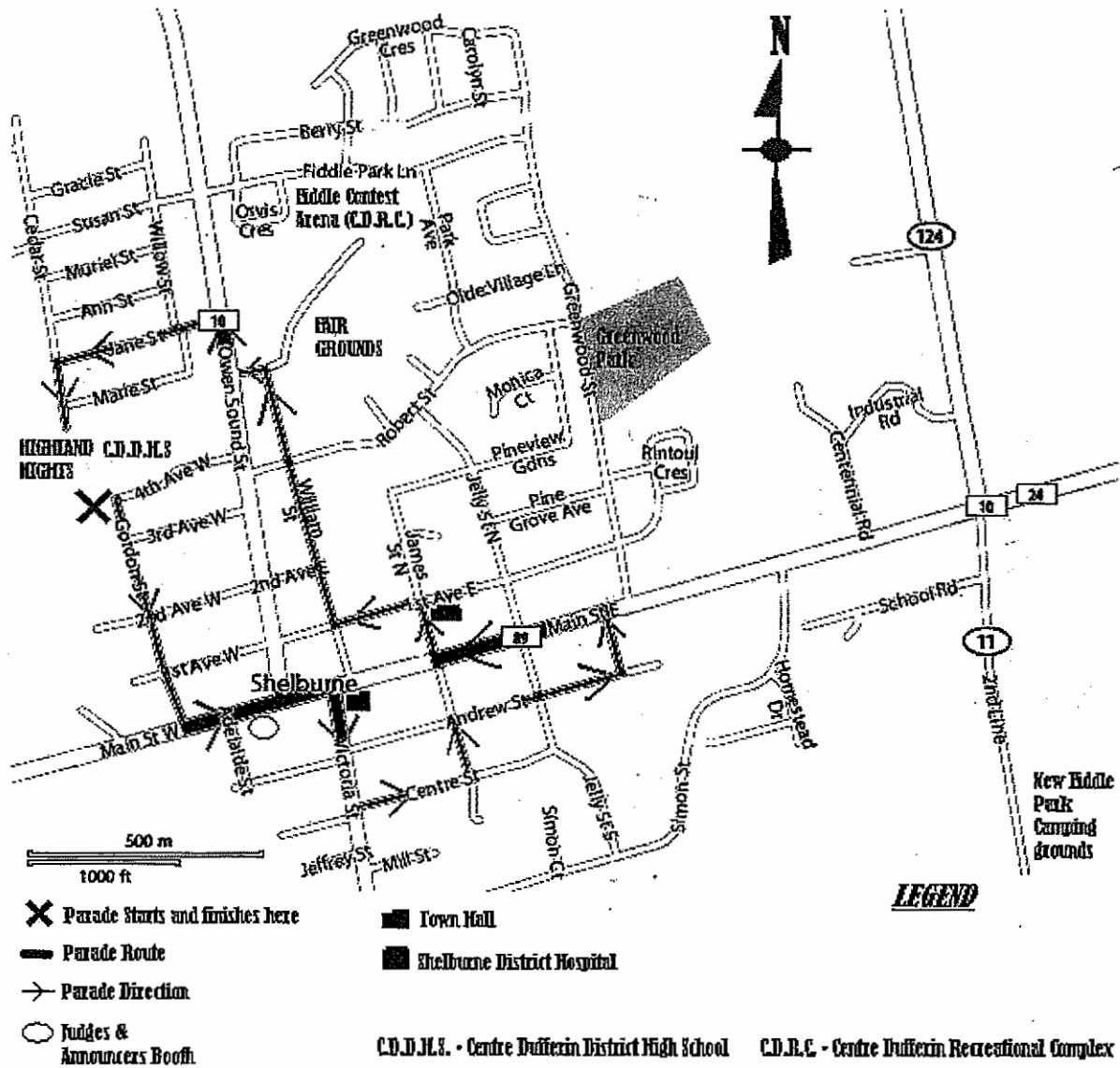
Your assistance in this matter is greatly appreciated.

Yours truly,

A handwritten signature in blue ink, appearing to read 'S. Wheeldon'.

Scott Wheeldon
Director of Public Works C.E.T.
Town of Shelburne

LM:jr
Encl.



Ministry of Transportation

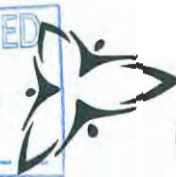
Traffic Office

Highway Standards Branch
301 St. Paul Street, 2nd Floor
St. Catharines, Ontario L2R 7R4
Tel Number: (905) 704-2960
Fax Number: (905) 704-2888

Ministère des Transports

Bureau de la circulation routière

Direction des normes routières
301 rue St. Paul, 2^e étage
St. Catharines (Ontario) L2R 7R4
Tél. : (905) 704-2960
Télééc. : (905) 704-2888



Ontario

29 January 2015

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

Dear Clerk's Office,

RE: Consultation on Ontario's Default Speed Limit

The Ontario Ministry of Transportation (MTO) is seeking stakeholder input on whether to consider changing the default speed limit for local roads within urban areas. As a representative of The Township of Melancthon, we welcome your comments and invite you to participate in the consultation activities for Ontario's default speed limit.

The current default maximum speed limit for local roads within urban areas in Ontario is 50 km/h. MTO would like to consult with stakeholders on the following options:

- + Maintain current default speed limit of 50 km/h;
- + Through a legislative change, reduce the default speed limit from 50 km/h to 40 km/h;
- + Through a legislative change, permit municipalities to set a default speed limit of 50 km/h or 40 km/h inside municipal boundaries, and require the posting of a sign at each entry point of the municipality; or
- + Through a legislative change, permit municipalities to set a different default speed limit inside municipal boundaries or neighbourhoods, and require the posting of a sign at each entry point of the municipality/neighbourhood.

You are invited to provide comments and/or complete a questionnaire available on-line at <https://www.surveymonkey.com/s/SpeedLimitOntario> by February 27, 2015.


Following the public comment period, MTO will host a series of workshops to consult with municipalities and various stakeholders regarding the options under consideration for a potential change to the default speed limit. Stakeholder workshops are currently scheduled for March, 2015. Each workshop will be held in a different geographic jurisdiction of MTO (e.g., Central, Eastern and Southwestern and Northern Ontario).

You are encouraged to provide comments and/or complete the on-line questionnaire, and/or attend a stakeholder workshop on these possible changes to the default speed limit. I kindly ask you to complete and forward the attached workshop reply form indicating your interest in participating in future workshops by February 27, 2014 to me as follows:

Roger De Gannes
Head, Traffic Operations
Traffic Office
Ministry of Transportation Ontario
2nd Floor, 301 St. Paul Street
St. Catharines, Ontario L2R 7R4
Phone: (905) 704-2947
Email: Roger.DeGannes@mto.gov.on.ca

Thank you in advance for your input. We welcome and appreciate your feedback. Should you have any questions or difficulty accessing the on-line questionnaire, please do not hesitate to contact me at 905-704-2947 or by email at Roger.DeGannes@mto.gov.on.ca.

Sincerely,

A handwritten signature in black ink that reads "Roger De Gannes". The signature is written in a cursive style with a large, stylized 'R' and 'G'.

Roger De Gannes
Head, Traffic Operations

REPLY FORM (Please print)

RE: Consultation on Ontario's Default Speed Limit

Date: _____

Name: _____

Title: _____

Agency: _____

Address: _____

Postal Code: _____

Phone: _____ Fax: _____

Fax: _____

Email: _____

Do you wish to participate in workshops on the default speed limit in Ontario?

(Circle yes or no)

Yes

No

Comments: _____

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.....

Please return this form to the contact below by February 27, 2015:

Roger DeGannes
Manager, Traffic Office
Ministry of Transportation Ontario

**301 St. Paul Street
St. Catharines, Ontario L2R 7R4
Phone: (905) 704-2947
Email: Roger.DeGannes@mto.gov.on.ca**

Denise Holmes

From: Laurie Barron <lbarron@nvca.on.ca>
Sent: February-05-15 12:51 PM
To: Barb Kane-Adjala; Bonnie Sander - Essa; Brenda Clark - Simcoe County; Cindy Maher - New Tecumseth; Corrina Giles - Blue Mountains; Dawn McAlpine - Barrie; Debbie Robertson - Grey Highlands; Denise Holmes - Melancthon; Doug Irwin - Oro; John Daly - Springwater; John Telfer - Shelburne; Karen Fraser - Innisfil; Keith McNenly - Mono; Pam Hillock- Dufferin County; Pamela Fettes - Clearview; Rebecca Murphy - BWG; Sara Almas - Collingwood; Sharon Vokes - Grey County; Susan Stone - Amaranth; Terry Horner - Mulmur; Twyla Nicholson - Wasaga
Subject: NVCA Budget

To our municipal clerks
In preparation of our Feb 27th budget presentation to our NVCA Board of Directors
I would like to request a copy of your council's resolution regarding our budget
or a date that your council will be considering our budget submission.

Thanks in advance
Laurie

Laurie Barron, AMCT
Executive Assistant, Corporate Services
Nottawasaga Valley Conservation Authority
John Hix Conservation Admin. Centre, Tiffin Centre for Conservation
8195 8th Line, Utopia, On L0M 1T0
Tel 705-424-1479 ext. 222, Fax 705-424-2115
www.nvca.on.ca

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From: lbarron@nvca.on.ca

You received this message because the sender is on your allow list.

Denise Holmes

From: Carey Holmes <cholmes@shelburne.ca>
Sent: February-10-15 12:49 PM
To: John Telfer; Carol Sweeney; Jennifer Willoughby; Susan Stone (suestone@amaranth-eastgary.ca); kpearl@amaranth-eastgary.ca; Denise Holmes (dholmes@melancthontownship.ca); Terry Horner (thorner@mulmurtownship.ca); Les Halucha (les@townofmono.com); Jackie Pherrill (mono@townofmono.com)
Cc: Assistant Account
Subject: SDFD Operating & Capital Budgets
Attachments: 2015 ADOPTED SDFD Operating Budget.pdf; COST SHARING FOR 2015 - OPERATING & CAPITAL.pdf; Capital Forecast - 2015.pdf; SDFD 2015 Capital Budget Motion.pdf; SDFD 2015 Operating Budget Motion.pdf

Hello everyone

I have attached the final version of the 2015 budgets along with the cost sharing breakdown and motions. Please forward me your municipality's approvals as soon as they become available.

If you have any questions, please do not hesitate to call me.

Thanks in advance.

Carey

Carey Holmes, AMCT

Deputy-Treasurer, Town of Shelburne | Secretary-Treasurer, Shelburne & District Fire Board



cholmes@shelburne.ca




519-925-2600 ext 228



519-925-6134



<http://www.shelburne.ca>

 please consider the environment before printing this e-mail

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SHELBURNE & DISTRICT FIRE BOARD

MOVED BY:

Wesley Hannon

DATE: February 3rd, 2015

SECONDED BY:

K. J. McRae

BE IT RESOLVED THAT:

In accordance with the adopted 5 year capital plan (ends 2016), the regular capital levy be set at \$95,000.00 for the year 2015 and that this request be circulated to the participating municipalities for approval.

Carrie L. Egan
Carrie L. Egan



SHELBURNE & DISTRICT FIRE BOARD

DATE: February 3rd, 2015

MOVED BY: *James W. Hines*
SECONDED BY: *Paul Little*

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management adopt the 2015 Operating Budget in the amount of \$360,526.00 which represents a 3% increase over 2014; and further that this request be circulated to the participating municipalities for approval.

Consent
Tom Egan

SHELBURNE & DISTRICT FIRE BOARD OF MANAGEMENT
COST SHARING BREAKDOWN FOR 2015 BUDGET

2015	Assessment 2015	Percent	Households 2015	Percent	3 Year Fire Call Average	Percent	Total Average
AMARANTH	245,819,779	16.602%	502	12.137%	18	10.405%	13.05%
MELANCTHON	248,197,806	16.762%	590	14.265%	26	15.029%	15.35%
MONO	192,247,892	12.984%	326	7.882%	19	10.983%	10.62%
MULMUR	177,450,093	11.984%	295	7.132%	22	12.717%	10.61%
SHELBURNE	616,972,718	41.668%	2,423	58.583%	88	50.867%	50.37%
TOTALS	1,480,688,288	100.00%	4,136	100.00%	173	100.00%	100.00%

Note: 3 year call average only includes those calls in which costs were not recovered

Based on ADOPTED 2015 Operating Budget

OPERATING PORTION FOR 2015 ADOPTED BUDGET:						Comparison
						2014
AMARANTH	13.05%	X	\$ 360,526	=	\$ 47,048.64	\$ 46,293.00
MELANCTHON	15.35%	X	\$ 360,526	=	\$ 55,340.74	\$ 56,272.96
MONO	10.62%	X	\$ 360,526	=	\$ 38,287.86	\$ 42,756.25
MULMUR	10.61%	X	\$ 360,526	=	\$ 38,251.81	\$ 36,838.30
SHELBURNE	50.37%	X	\$ 360,526	=	\$ 181,596.95	\$ 168,013.49
TOTALS	100.00%				\$ 360,526.00	\$ 350,174.00

Based on ADOPTED 2015 Capital Budget

OPERATING PORTION FOR 2015 ADOPTED BUDGET:						Comparison
						2014
AMARANTH	13.05%	X	\$ 95,000	=	\$ 12,397.50	\$ 12,559.00
MELANCTHON	15.35%	X	\$ 95,000	=	\$ 14,582.50	\$ 15,266.50
MONO	10.62%	X	\$ 95,000	=	\$ 10,089.00	\$ 11,599.50
MULMUR	10.61%	X	\$ 95,000	=	\$ 10,079.50	\$ 9,994.00
SHELBURNE	50.37%	X	\$ 95,000	=	\$ 47,851.50	\$ 45,581.00
TOTALS	100.00%				\$ 95,000.00	\$ 95,000.00

SHELBURNE & DISTRICT FIRE DEPT
CAPITAL PLAN
2012 - 2018

CAPITAL PLAN

YEAR	2012 <i>Actual</i>	2013 <i>Actual</i>	ADOPTED 2014	ADOPTED 2015	ADOPTED 2016	2017	2018
Opening Balance	\$ 586,198.94	\$ 23,611.98	\$ 169,631.37	\$ 335,474.66	\$ 398,379.66	\$ 515,879.66	\$ 633,379.66
Transfers In							
Plus: Interest	\$ 3,036.14	\$ 321.39	\$ 2,371.29	\$ -	\$ -	\$ -	\$ -
Plus: Special Capital Levy (prev \$93,000)	\$ 95,000.00	\$ 95,000.00	\$ 95,000.00	\$ 95,000.00	\$ 95,000.00	\$ 95,000.00	\$ 95,000.00
Plus: Surplus from Previous Year	\$ 52,861.00	\$ 50,698.00	\$ 54,394.00	\$ 5,405.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Plus: Sale of Unit #1-89	\$ -	\$ -	\$ 2,203.00	\$ -	\$ -	\$ -	\$ -
Plus: Extra Funding from Municipalities	\$ 379,019.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: Bell Tower Lease	\$ -	\$ -	\$ 11,875.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Transfers Out							
Less: Replace Unit 1 - Quint Truck	-\$ 810,896.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Engineer Services	-\$ 35,158.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Fire Hall Expansion	-\$ 219,229.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Replace Fire Van - Unit 2	-\$ 27,219.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Repave Parking Lot	\$ -	\$ -	\$ -	\$ 45,000.00	\$ -	\$ -	\$ -
Less: Replace Unit 7 - Pumper Truck	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000.00
Ending Balance	\$ 23,611.98	\$ 169,631.37	\$ 335,474.66	\$ 398,379.66	\$ 515,879.66	\$ 633,379.66	\$ 300,879.66

Rolling Stock List of Vehicles	Unit #	# Years Old	Replacement Value	Year to Replace
1999 Freightliner Pumper Truck	Unit #7	16	\$ 450,000.00	2014
2004 International Rescue Truck	Unit #6	11	\$ 350,000.00	2019
2009 Tanker Truck	Unit #5	6	\$ 350,000.00	2024
2012 Ford F150 Crew Cab	Unit #2	3	\$ 30,000.00	2027
2012 E-One Aerial Truck	Unit #8	3	\$ 1,000,000.00	2027

stretch to 2018

Note: Gov't Grant for Training Purposes in the amount of \$20,962 (which is in the capital account) is not included in the above balances

SHELBURNE & DISTRICT FIRE BOARD

2015 ADOPTED OPERATING BUDGET

PRESENTED: February 3rd, 2015

ACCOUNT NUMBER	ACCOUNT NAME	2014 BUDGET	2014 ACTUAL	2015 BUDGET
EXPENDITURES				
4100-0100	Treasurer	\$ 1,000.00	\$ 1,100.00	\$ 1,100.00
4100-0300	Secretarial Services	\$ 15,690.00	\$ 15,690.00	\$ 15,976.00
4100-0400	Legal & Audit & HR Services	\$ 4,000.00	\$ 3,665.12	\$ 8,000.00
4100-0500	Mutual Aid Contributions	\$ 400.00	\$ 450.00	\$ 450.00
4100-0600	Material & Supplies	\$ 7,000.00	\$ 5,665.85	\$ 6,000.00
4100-0700	Services & Rentals	\$ 4,000.00	\$ 4,365.02	\$ 4,500.00
4100-0800	Subscriptions & Memberships	\$ 700.00	\$ 667.70	\$ 700.00
4100-0900	Conventions & Conferences	\$ 5,000.00	\$ 5,601.94	\$ 5,000.00
4100-1000	Licence Renewal	\$ 673.00	\$ 673.00	\$ 673.00
4100-1200	Heath & Safety Expenses	\$ 5,000.00	\$ 4,899.97	\$ 5,000.00
4100-1300	Fire Prevention & Inspections	\$ 5,000.00	\$ 7,109.25	\$ 6,500.00
4100-1500	Training - Courses/Expense	\$ 7,000.00	\$ 4,901.56	\$ 6,000.00
4100-1800	Communication Equipment	\$ 16,000.00	\$ 13,901.15	\$ 16,000.00
4200-0100	Fire Call Wages	\$ 78,751.00	\$ 80,213.25	\$ 81,600.00
4200-0103	Salaries/Standby/Meetings	\$ 70,650.00	\$ 68,217.32	\$ 141,000.00
4200-0105	Thursday Night Practice	\$ 29,600.00	\$ 25,790.00	\$ 31,500.00
4200-0120	Employers Portion CPP/EI	\$ 4,000.00	\$ 5,153.73	\$ 7,500.00
4200-0150	Mileage & Meals	\$ 400.00	\$ 25.00	\$ 400.00
4200-0200	Benefits (EHT & WSIB)	\$ 7,200.00	\$ 7,331.02	\$ 10,500.00
4200-0500	Protective Clothing/Uniforms	\$ 14,000.00	\$ 16,030.63	\$ 14,000.00
4200-1000	Truck Operations & Maintenance	\$ 22,000.00	\$ 20,357.16	\$ 23,500.00
4200-1060	Fuel for Trucks	\$ 6,000.00	\$ 6,362.93	\$ 6,000.00
4200-1100	Insurance Premium	\$ 21,000.00	\$ 18,848.92	\$ 20,500.00
4200-1200	Miscellaneous/Recognition Night	\$ 2,200.00	\$ 1,341.15	\$ 2,200.00
4200-1300	Utilities (Gas/Hydro/Water/Sewer)	\$ 12,000.00	\$ 17,775.65	\$ 17,000.00
4200-1400	Bell Canada (Dispatch Line)	\$ 900.00	\$ 933.31	\$ 900.00
4200-1500	Bell Canada (Admin Line)	\$ 1,500.00	\$ 1,539.81	\$ 1,500.00
4200-1550	Bell Mobility	\$ 1,800.00	\$ 1,232.91	\$ 1,800.00
4200-1600	Vaccination & Driver Medicals	\$ 400.00	\$ -	\$ 400.00
4200-1700	Bank Service Charges	\$ 660.00	\$ 716.58	\$ 660.00
4200-1750	Ceridian Payroll	\$ 1,400.00	\$ 1,225.91	\$ 1,400.00
4200-1800	New Equipment Acquisition	\$ 14,000.00	\$ 13,003.39	\$ 14,000.00
4200-1900	TSF Bell Tower Lease to Capital	\$ -	\$ 8,125.00	\$ -
4200-1900	TSF Sale of Unit 1 to Capital	\$ -	\$ 2,203.00	\$ -
4200-1980	Building Maintenance	\$ 4,500.00	\$ 2,372.08	\$ 4,500.00
4200-2000	Interest on Temporary Loans	\$ -	\$ 600.00	\$ 600.00
4200-2100	Fire Hydrants	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
4200-2500	Uncollectible Accounts	\$ -	\$ 1,445.00	\$ -
	SUBTOTAL EXPENSES	\$ 371,924.00	\$ 377,034.31	\$ 464,859.00
2900-0000	Tsf Surplus to Capital Reserve	unknown at time	\$ 54,394.00	\$ 5,405.00
2900-0000	Tsf Surplus to Operating Reserve	unknown at time	\$ 15,000.00	\$ -
	TOTAL EXPENDITURES	\$ 371,924.00	\$ 446,428.31	\$ 470,264.00

REVENUES:

3000-0500	Interest on Current Account	\$ 250.00	\$ 627.36	\$ 500.00
3000-0600	Miscellaneous / Inspections	\$ 1,500.00	\$ 32,403.00	\$ 5,000.00
3000-0800	MTO / County MCV Revenue	\$ 10,000.00	\$ 28,442.50	\$ 10,000.00
3000-0900	Insurance / False Alarm Revenue	\$ 10,000.00	\$ 16,292.50	\$ 10,000.00
	Rec'd from Town of Shelburne Re FPO	\$ -	\$ -	\$ 33,333.00
	Partial Use of Surplus to Offset 2015	\$ -	\$ -	\$ 45,500.00
	SUBTOTAL REVENUES	\$ 21,750.00	\$ 77,765.36	\$ 104,333.00
2900-0000	Surplus/Deficit from Previous Year	unknown at time	\$ 69,394.00	\$ 5,405.00
	TOTAL REVENUES	\$ 21,750.00	\$ 147,159.36	\$ 109,738.00

TOTAL 2015 OPERATING BUDGET

\$ 350,174.00 **\$ 360,526.00**

Increase over Previous Year

3.0%

NOTES

3000-0600	Includes abnormalities of:	\$ 50,905.05	2014 surplus
	\$17,955 from Hydro One		
	\$2,203 from sale of Unit 1		
	\$8,125 for Bell Tower Lease (13 mths)		
	Total of \$28,283		

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia (ON) L3V 7V3

777, ave Memorial
Orillia ON L3V 7V3

Tel: 705 329-6200
Fax: 705 330-4191

Tél.: 705 329-6200
Télec.: 705 330-4191



File number/Référence: 615

February 6, 2015

Denise B. Holmes, AMCT
CAO / Clerk
The Corporation of the Township of Melancthon
157101 Highway 10
Melancthon, Ontario
L9V 2E6

Re: 2015 Municipal Billing Statement

Dear Denise,

Thank you for your letter of January 22nd, 2015. I apologize for the delay in responding.

I have reviewed your claim and confirm that the wind turbines are included in the Commercial and Industrial Property Counts. The billing model developed included all commercial and industrial property counts as a tax class.

Your 2015 estimate will not be adjusted as this property count forms part of the model and therefore included.

I will however commit to reviewing property types included in the count prior to sending out 2016 estimates.

I appreciate you taking the opportunity to communicate with us and I look forward to our continued collaboration.

Kindest Regards

R. A. (Rick) Philbin, Superintendent
Commander
Municipal Policing Bureau

RP/sm

5

FEB 19 2015



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Hwy. 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

CORPORATION OF THE TOWNSHIP OF MELANCTHON

MEMORANDUM

TO: MAYOR WHITE AND MEMBERS OF COUNCIL
FROM: DENISE HOLMES, CAO/CLERK
SUBJECT: WATER MAIN AND CONDUIT EASEMENT AGREEMENT
DATE: FEBRUARY 12, 2015

Attached is the Water Main and Conduit Easement Agreement between the Township of Melancthon and the Town of Shelburne as prepared by Stephen Christie, Stutz, Brown and Self who is acting on behalf of both municipalities. The Agreement has already been signed by the Town of Shelburne.

The Easement was declared surplus at the Council meeting held on January 15, 2015 and the matter was advertised in the local papers as per the Disposition By-law No. 24-1995. No written comments were received.

It is recommended that the Mayor and CAO/Clerk be directed to sign the Agreement.



Corporation of the Township of Melancthon

7

Moved by *[Signature]*Seconded by *[Signature]*Date Jan 15, 2015

Be it resolved that:

Council declare lands described as 4 metres on the west side of the 2nd Line SW for 1.4 km – between Highway 89 and the well site - Part Lot 301, Concession 3 SW (GIS Coordinates Station 4+140 to 5+660) to be surplus for the purposes of granting an easement to the Corporation of the Town of Shelburne to construct and maintain a water supply well (Shelburne Well # 7).

<u>Recorded Vote</u>	<u>Yea</u>	<u>Nay</u>
Mayor Darren White		
Deputy Mayor Janice Elliott		
Councillor Dave Besley		
Councillor Wayne Hannon		
Councillor James C. Webster		

Carried/Lost: *[Signature]*

MAYOR



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

PUBLIC NOTICE

Notice is hereby given pursuant to By-law No. 24-1995, Section 5 that Council of the Corporation of the Township of Melancthon will be considering a proposal to declare a permanent easement interest in the Township-owned land as surplus and transfer said interest gratuitously to the Corporation of the Town of Shelburne, said lands described as follows:

*4 metres on the west side of the 2nd Line SW for 1.4 km –
between Highway 89 and the well site - Part Lot 301,
Concession 3 SW (GIS Coordinates Station 4+140 to 5+660)*

The proposed declaration of easement interest in land as surplus and transfer of land to the Corporation of the Town of Shelburne will come before Council at a Council meeting held on **February 19, 2015 commencing at 5:00 p.m. in the Council Chambers, 157101 Highway 10, Melancthon, ON, L9V 2E6.**

Persons wishing to make a written submission may do so until 12 noon on Friday, February 13, 2015. For further information, please contact Denise B. Holmes, CAO/Clerk at 519-925-5525, ext. 101.

WATER MAIN AND CONDUIT EASEMENT AGREEMENT

THIS AGREEMENT made the 14th day of January, 2015

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON
(hereinafter called the "Grantor")

- and -

THE CORPORATION OF THE TOWN OF SHELBURNE
(hereinafter called the "Grantee")

WHEREAS the Grantee is constructing and will maintain a water supply well that is located in the Township of Melancthon on Part 1 of Lot 301, Concession 3, Southwest of the Toronto and Sydenham Road, Township of Melancthon, County of Dufferin (the "Well");

AND WHEREAS the Grantee will install a water supply main and associated communication/tracing conduit extending from the Well southeast along Second Line Southwest approximately 1.5 km. to the intersection with the Ministry of Transportation Highway 89 right of way, that will be installed, in part, over lands owned by the Grantor and forming part of the road allowance as more particularly shown in the drawing in Schedule "A" attached hereto (the "Lands");

AND WHEREAS the rights and easements reserved herein are to enure to and be appurtenant to and for the benefit of Grantee.

NOW THEREFORE in consideration of the sum of \$2.00 and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Grantor does hereby agree to and does grant to the Grantee, its servants, agents, contractors, and workmen and its successors and assigns, the covenants and easements in respect of the Property as hereinafter set forth.

1. GRANT OF EASEMENT

The Grantor does hereby grant unto the Grantee, its servants, agents, contractors, and workmen and its successors and assigns, the right and easement in gross, in, over, along, upon, under and through the Lands for a water supply main and associated communication/tracing conduit, including the right to construct, maintain, inspect, alter, remove, replace, reconstruct, repair, or use such water supply main and conduit and any other related appurtenances as may be required by the Grantee.

2. RIGHT OF INGRESS AND EGRESS

The Grantor hereby grants to the Grantee the right of ingress and egress to, from, in and over the Lands for itself, its servants, agents, contractors, sub-contractors with or without vehicles, machinery and equipment for all purposes, useful or convenient in connection with or incidental to the exercise and enjoyment of the right and easement herein transferred as and from the date hereof and continuing in perpetuity. The Grantee agrees to carry out its works in connection with or incidental to the exercise and enjoyment of the right and easement herein transferred in a manner that does not unreasonably interfere with the public's use of the highway or other lands abutting the Lands.

3. TERMS AND CONDITIONS

It is agreed that the Grantee's exercise and enjoyment of the rights and easement herein transferred shall be undertaken, done, accomplished or completed solely at the cost of the Grantee and provided that in the exercise and enjoyment of such rights, the Grantee and its successors and assigns shall:

- (i) forthwith repair or rectify any damage done or caused to the Lands or property abutting thereto at its sole cost and expense;
- (ii) assume all liabilities and obligations for any and all loss, damage or injury (including death) to persons or property that would not have happened but for the exercise of such rights and indemnify the Grantor against any claims, suits, actions or judgments in respect of such loss, damage or injury.

Subject to the easement rights granted herein, the Grantor shall have the right fully to use and enjoy the Lands, provided, however that without the prior written consent of the Transferee, the Transferor shall not after construction excavate, drill, install, erect or permit to be excavated, drilled, installed or erected on, over, under or through the Lands any pit, well, foundation, building or other structure other than one of a temporary nature which does not interfere with the water supply main or the associated communication/tracing conduit.

The Grantee agrees that it shall implement good and workmanlike procedures and safety measures at all times when accessing the easement.

4. RESTORATION

The Grantee agrees that after it has performed any work on the Lands, to restore the surface as far as practicable.

5. COVENANTS TO RUN WITH THE LAND

The covenants, easements and restrictions set out in this Agreement shall run with the land and shall enure to the benefit of and be binding upon the Grantor and the Grantee and their respective heirs, executors, administrators, successors and assigns as the case may be and the burden set forth shall be of the same force and effect to all intents and purposes as a covenant running with the Lands.

6. PREPARATION COSTS

The Grantee agrees to assume and pay all of the Grantor's costs and expenses relating to and incidental to the grant of the easement herein, including the costs of the preparation of this Agreement as well the costs associated with any by-law authorizing the grant of such easement.

7. GENERAL TERMS & CONDITIONS

7.1 Entire Agreement

This written Agreement contains and embodies the entire agreement of the parties with regard to the matters contained herein and no understandings or agreements, verbal or otherwise, exist between the parties except as herein expressly set out.

7.2 Binding on Successors

This Agreement and everything herein contained shall enure to the benefit of and be binding upon the parties hereto and their successors and assigns.

7.3 Interpretation of Agreement

- (i) The part numbers and headings, subheadings and section, subsection, clause and paragraph numbers are inserted for convenience of reference only and shall not affect the construction or interpretation of this Agreement. This Agreement shall be construed with all changes in number and gender as may be required by the context
- (ii) All obligations herein contained, although not expressed to be covenants, shall be deemed to be covenants.
- (iii) All provisions of this Agreement, including each of the paragraphs, shall be severable and, should any be declared invalid or unenforceable, the validity and enforceability of the remaining provisions shall not be affected thereby.

7.4 Governing Law

This Agreement shall be interpreted under and is governed by the laws of the Province of Ontario.

7.5 Schedules

The following schedules are attached hereto and form part of this Agreement:

SCHEDULE "A": Drawing showing the Lands over which easement is granted

IN WITNESS WHEREOF the parties have executed this Agreement as at the date first above written.

SIGNED, SEALED AND DELIVERED)

THE CORPORATION OF THE
TOWNSHIP OF MELANCTHON

Mayor

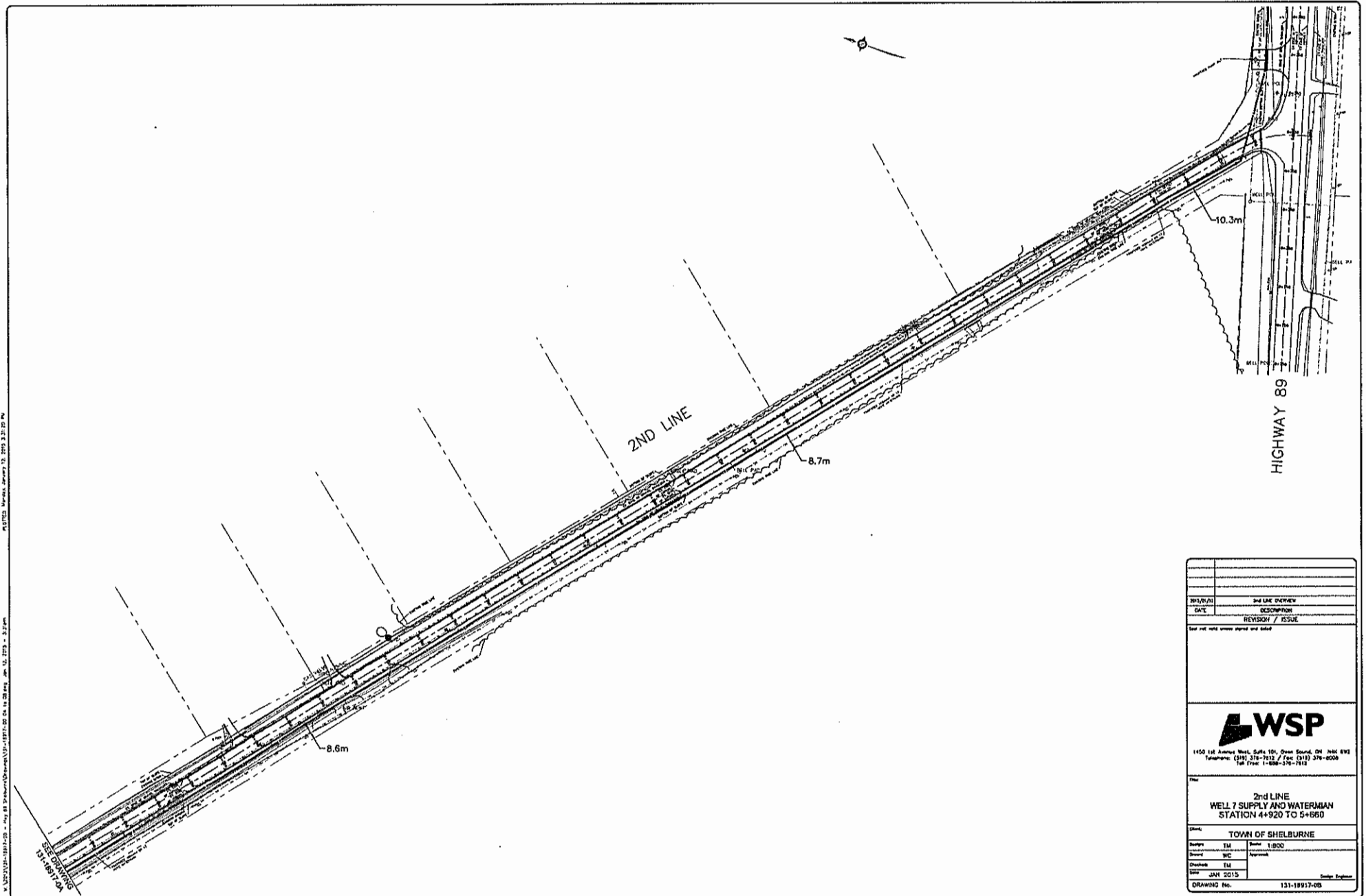
Clerk


THE CORPORATION OF THE
TOWN OF SHELBURNE

Mayor

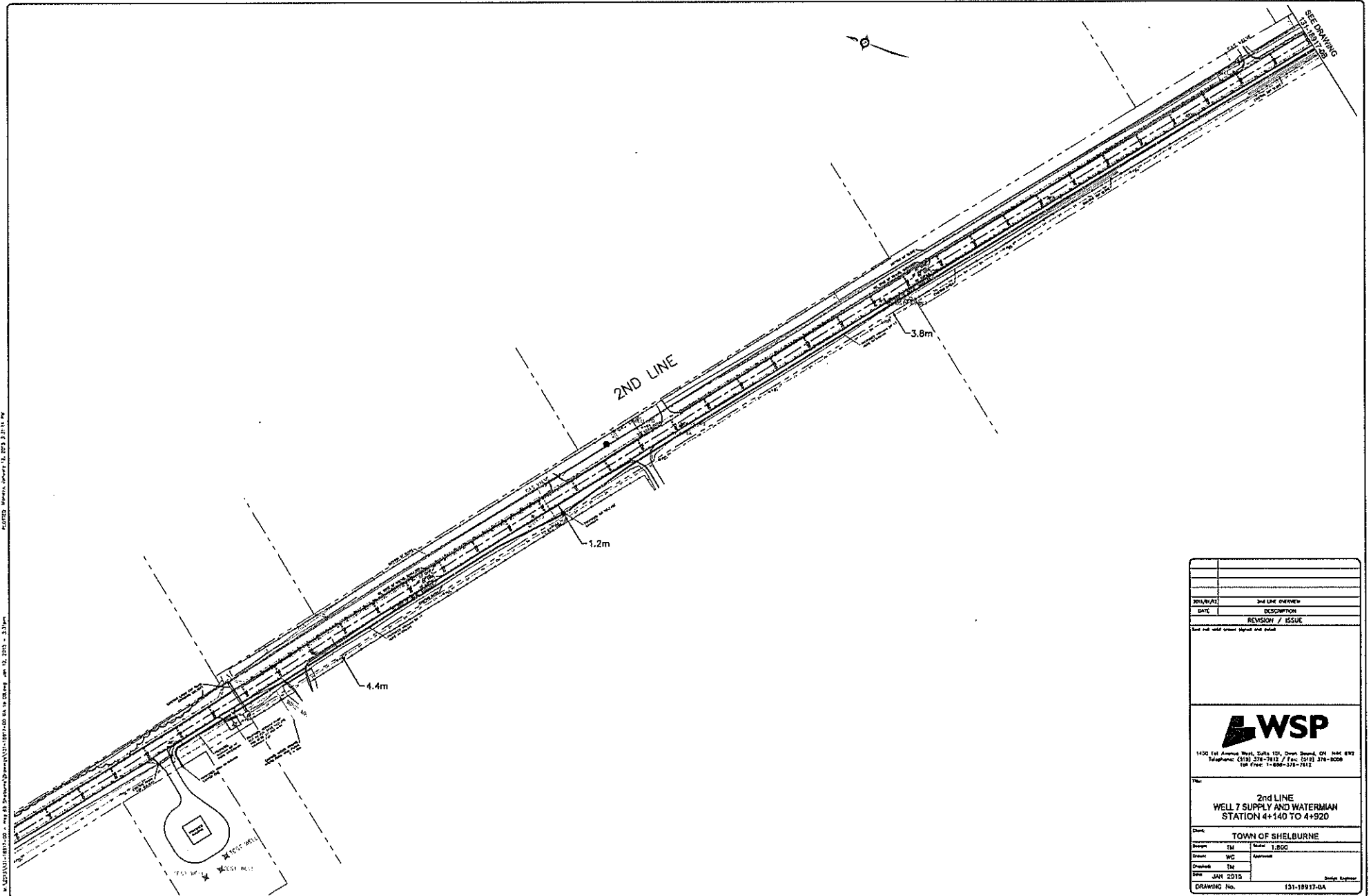
Clerk


SCHEDULE "A"



2ND LINE OVERVIEW	
DATE	DESCRIPTION
REVISION / ISSUE	
See not held unless signed and dated	
 <p>1100 1st Avenue West, Suite 101, Ocean Sound, BC V8L 6V3 Telephone: (250) 318-7812 / Fax: (250) 378-0008 Toll Free: 1-888-378-7812</p>	
<p>2nd LINE WELL 7 SUPPLY AND WATERMAN STATION 4+920 TO 5+650</p>	
TOWN OF SHELBURNE	
Drawn: TM	Scale: 1:500
Checked: WC	Approved:
Drawn: TM	
Date: JAN 2015	Design Engineer:
DRAWING No.	131-18917-05

SCHEDULE "A"



2015/01/12		2nd LINE OVERVIEW	
DATE		DESCRIPTION	
REVISION / ISSUE			
Read and understand before and after			
 <p>1450 1st Avenue West, Suite 101, Oak Beach, ON L4K 8W2 Telephone: (519) 378-7813 / Fax: (519) 378-8008 Toll Free: 1-888-378-7813</p>			
<p>2nd LINE WELL 7 SUPPLY AND WATERMAIN STATION 4+140 TO 4+920</p>			
TOWN OF SHELburne			
Drawn	TM	Scale	1:200
Drawn	WC	Approved	
Checked	TM		
Date	JAN 2015		
DRAWING No.		151-18917-0A	

W:\2015\151-18917-0A - 2nd Line Well 7 Supply and Watermain Station 4+140 to 4+920.dwg, 12/12/2015, 3:30pm

Denise Holmes

From: Steven Murphy <smurphy@dufferincounty.ca>
Sent: February-10-15 10:51 AM
To: Denise Holmes, CAO/Clerk
Subject: IMPORTANT - EM Program 2015
Attachments: Emergency Management Program for 2015.pdf

Denise,

Attached you will find the 2015 Emergency Management Program for your municipality. This document outlines what Dufferin Emergency Management will be doing throughout 2015 to ensure your municipality is in compliance with provincial legislation. There are three areas in the document that require action on your part and they are;

- 1, A series of Hazard Identification and Risk Assessment surveys will be sent to all the personnel listed as part of your Emergency Control Group, please encourage them all to complete it. The first of these surveys will be sent out later this week;
- 2, Please select the training topics and a date or dates for your Emergency Control Group's annual training which will be conducted at your municipal office or in the Emergency Operations Centre.
- 3, Please select a date for your municipality's annual emergency exercise.

This document also provides an update on the *Accessibility for Ontarians with Disabilities Act* compliance issues that your municipality should be aware of for the coming year.

If you have any questions please don't hesitate to contact me directly.

Have a great day,

Steve Murphy | Community Emergency Management Coordinator | Community Services
County of Dufferin | Phone: 519-941-6991 Ext. 2401 |
smurphy@dufferincounty.ca | 30 Centre St., Orangeville, ON L9W 2X1

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Total Control Panel

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To: dholmes@melanctontownship.ca [Remove](#) this sender from my allow list
From: smurphy@dufferincounty.ca

You received this message because the sender is on your allow list.



Emergency Management Program 2015

On an annual basis the Emergency Management Division establishes and carries out an Emergency Management Program with the goal of ensuring each Member Municipality and the County of Dufferin are fully compliant with the requirements of the *Emergency Management and Civil Protection Act* as well as *Ontario Regulation 380/04*. Between these two pieces of legislation it is stipulated that every Ontario municipality is required to achieve certain annual goals to be considered 'in compliance'. For the 2015 calendar year the County of Dufferin Emergency Management Division will work with each Member Municipality and the Corporation of the County of Dufferin to ensure ongoing compliance with these requirements. Our plan for achieving this compliance is outlined in the details below.

EMERGENCY MANAGEMENT PROGRAM COMMITTEE (EMPC)

Every municipality is required to have an EMPC. In Dufferin County this role has been delegated to the Dufferin Municipal Officers Association (DMOA). During the regular DMOA meetings the Community Emergency Management Coordinator (CEMC) provides updates on all emergency management related matters and receives instructions or directives from the DMOA as to the priorities for the EM Program.

On an annual basis the CEMC, on behalf of each municipality, must provide to the Ontario Fire Marshal and Emergency Management Field Officer the following details:

1. List of committee members, and
2. The dates on which the committee met.

O. Reg. 380/04 Part II Section 11

ACTION REQUIRED

HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)

On an annual basis the CEMC, in cooperation with various stakeholders, must conduct a HIRA. For 2015 this assessment will be conducted using a newly developed and more reliable HIRA methodology. To accomplish this it will be necessary for each municipality to provide some insight and expertise.

A series of surveys have been developed to determine the probability and consequences of identified emergency incidents occurring in Dufferin County. These surveys will be shared with you as well as all stakeholders. We ask that anyone who receives the survey please take the time to complete it so that our threat research is as complete as possible. The information received will be compiled and a revised HIRA will be completed. It is hoped that this HIRA will be presented to the EMPC/DMOA in October 2015.

On an annual basis the CEMC, on behalf of each municipality, must confirm the following information with the OFMEM Field Officer:

1. The date on which the HIRA was reviewed by the Program Committee
2. If the HIRA has been updated or amended, provide a copy to the Field Officer.

EMCPA 2.1 (3 – 8 inclusive)

EMERGENCY OPERATION CENTRE (EOC)

Each municipality is required to have an EOC from which it can coordinate and support an emergency response, for most municipalities this is the municipal office and/or Council Chambers. In Dufferin County we are fortunate to have a dedicated space in Shelburne that is available to every municipality for this purpose. While smaller incidents can be easily managed from each municipal office a more complex event may require the move to the County EOC. The County EOC therefore is listed as the Alternate EOC for each municipality.

On an annual basis the CEMC, on behalf of each municipality, must provide the OFMEM Field Officer with:

1. The location/address and phone number of the designated EOC, and alternate(s)
2. Assurance that the EOC has appropriate communications equipment

O. Reg. 380/04 Part II Section 13.(1) and (2)

CRITICAL INFRASTRUCTURE (CI) LIST

The *EMCPA* requires every municipality to maintain a list of all CI within their boundaries as well as those outside their boundaries but on whom the municipality is dependent. With as much as 85% of CI being privately owned this can provide some challenges to the municipality. The Municipality's CI list must include details about the location, ownership and emergency contact information.

Critical Infrastructure is defined as interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public health, safety and security, and maintain continuity of and confidence in government.

The 9 sectors of Critical Infrastructure are;

- Public Safety and Security
- Continuity of Government
- Food and Water
- Telecommunication Systems
- Electrical Power System
- Gas and Oil
- Financial Services
- Health System
- Transportation Networks

The CEMC, on behalf of each municipality, must provide to the OFMEM Field Officer with:

1. The date on which the CI list was reviewed,
2. By whom it was reviewed, and
3. If the CI list has been amended or updated, a copy of the revised CI list.

EMCPA Section (3)

PUBLIC EDUCATION

On an annual basis the CEMC uses several methods for disseminating public preparedness information including the following;

- Group presentations
- Public information sessions
- Media releases
- Social media
- Community event displays
- Print materials

If there are additional opportunities for public education please don't hesitate to share them with the CEMC for consideration.

On an annual basis the CEMC, on behalf of each municipality, is required to provide the OFMEM Field Officer with details about the public education initiatives including;

1. A description of the Public Education activities conducted by the municipality.
2. Copies of any Public Information materials distributed or utilized.

EMCPA 2.1(2) (c)

ANNUAL COMPLIANCE REPORT

The CEMC completes the required Annual Compliance Report on behalf of each municipality and then submits them to the municipality for review and signature by the Head of Council. The annual report requires details on all of the above in addition to the following:

- ☐ Name, contact information and certification date of the CEMC
- ☐ Title, number and date of the municipal Emergency Management Program by-law
- ☐ Date of issue, date of review and details of amendments to the Emergency Response Plan
- ☐ Name, contact information and date of appointment for the Emergency Information Officer
- ☐ Date the EMPC last reviewed the Emergency Response Plan

This information must be submitted by December 31st each year and the Head of Council should receive notification from OFMEM of compliance or non-compliance within 3 months.

NEW For 2015....

ACTION REQUIRED

ANNUAL TRAINING

The *EMCPA* states that every municipality must complete the required annual training as set out by the Ontario Fire Marshal. Currently the requirement is 4 hours of emergency management specific training for each primary and alternate member of the Municipal Emergency Control Group.

We are offering a number of 60 minute training sessions this year, facilitated right in your municipal office. These sessions can be set up one at a time, on a quarterly basis for instance, or all four of them in a single day. The topics of these sessions can be chosen to meet the needs of your municipality from the list below;

- ❑ ***IMS: You're either "married" to it or you're "building" on it!*** – The Incident Management System is an international standard used to manage incidents of all sizes. This fun and interactive session will introduce the components of IMS in a way that everyone can relate to.
- ❑ ***IMS: The EOC Director and Staff*** – This session looks at the role of the EOC Director and the positions that support the Director including Safety Officer, Emergency Information Officer and the Liaison Officer.
- ❑ ***IMS: Failing to Plan is Planning to Fail*** – This session looks at the Planning Sections role during an incident and introduces the resources available to assist in developing an Incident Action Plan (IAP).
- ❑ ***IMS: Operations, the Boots on the Ground*** – This session delves into the role of those who are in the field serving the public and the supporting role of the EOC.
- ❑ ***IMS: Logistics, Getting It where It needs to be*** – This session breaks down the vital role of the Logistical Section in the EOC and examines the vital skillset known as "buy, beg, borrow or steal".
- ❑ ***IMS: Financing the Response*** – This session details the role of the Finance and Administration Section before, during and after the incident.
- ❑ ***Home is Where the Heart is*** – A fun and practical session that looks at the basics of family preparedness for those who can't stay home with their families during an incident.
- ❑ ***Wellbeing in the EOC*** – This session looks at methods that can be used to ensure the physical and psychological wellbeing of those staff working in the EOC.
- ❑ ***ESS, Its more than just Shelter from the Storm*** – This sessions looks into the five primary functions of Emergency Social Services and the impact of disasters on our most vulnerable citizens.

NOTE: Please choose the 4 topics of greatest interest to your MCEG and then contact the CEMC by March 1st, 2015 to arrange dates and times for the required training.

On an annual basis the CEMC on behalf of each municipality must provide to the OFMEM Field Officer the following information:

1. Date(s) of training,
2. Type of training conducted, and a list of attendees

EMCPA Section 2.1 (2) (b)

EMCPA Section 3.5

O. Reg. 380/04 Part II Section 12 (3)

ACTION REQUIRED

ANNUAL EXERCISE

Every year Ontario municipalities must participate in an emergency exercise designed to simulate an incident in their community. This exercise must test the current plan(s) and provide an opportunity for the municipal officials to come together to practice the emergency roles.

Emergency exercises can vary in complexity and we have adopted a progressive exercise model that is intended to build upon the lessons learned year to year. 2015 is the first in a 3 year exercise cycle and as such this year's exercise will be based on a single municipal response requiring limited outside resources.

Table Top Exercise - 2015

- Small scale incident
- Focus is on local response capabilities and communications
- Play is limited to the Emergency Operations Centre (EOC)
- Requires few, if any, external resources

Functional Exercise - 2016

- Moderate sized incident or multiple small scale incidents
- Focus is on local and contiguous municipality response capabilities and communications
- Play is limited to the EOC
- Requires resources from neighbouring municipalities and the County

Full Scale Exercise - 2017

- Large scale incident or multiple moderately sized incidents
- Focus is on local, contiguous municipality and provincial response capabilities
- Play includes multiple EOCs and responders in the field.
- Requires resources from several tiers of government and NGOs

NOTE: Municipalities are requested to establish a date for their municipal exercise with the CEMC by March 1st, 2015. Remember to set aside at least 4 hours of time for this emergency exercise. All exercises must be completed before October 31st, 2015.

The annual report to the OFMEM Field Officer must contain the following information regarding the annual exercise:

1. Date of the exercise,
2. Type of exercise conducted,
3. Aim of the exercise,
4. List of participants,
5. Findings of evaluators, and
6. Corrective Actions proposed based on findings of the evaluators.

EMCPA Section 3(5)

O. Reg. 380/04 Part II Section 12(6)

Accessibility Compliance Program for 2015

An additional role of the Emergency Management Division is the coordination of accessibility compliance. Since the inception of the *Accessibility for Ontarians with Disabilities Act (AODA)* in 2005 there have been many areas of compliance that each Member Municipality and the County of Dufferin has achieved.

To date each municipality will have completed the following requirements under the *Accessibility for Ontarians with Disabilities Act*;

- Train all staff, elected officials and volunteers on the Accessible Customer Service (ACS) standards and the Integrated Accessibility Standards.
- Implement the required ACS standards
- Implement the Accessible Employment Standard including; recruitment; information for employees; processes to accommodate employees and workplace emergency response information.
- Implement the General Requirements including establishing accessibility policies; creating a multi-year accessibility plan; procuring or acquiring goods, services or facilities policy; staff training.
- Implement the required Information and Communication Standard policies regarding feedback; emergency information and accessible websites and web content.
- The duties of municipalities regarding accessible taxi cabs.

If any member municipality has not completed the implementation of any of these requirements please don't hesitate to contact the Accessibility Coordinator for assistance and resources.

Moving forward, by January 1st 2016 every municipality will need to implement policies regarding;

- Recreational trails and beach access routes
- Outdoor public use eating areas
- Outdoor play spaces
- Exterior paths of travel
- Parking
- Maintenance
- Accessible formats and communications supports

The Accessibility Coordinator will provide templates and advice for complying with these new requirements throughout the second and third quarters of 2015.

There have been many questions surrounding the much anticipated Accessible Built Environment Standard which is the final component of the AODA. This standard has not been finalized and there is no firm date on when we will get an opportunity to review it. In the meantime there have been several accessibility related changes to the Ontario Building Code for 2015 and they are detailed here for your information.

New Ontario Building Code Accessibility Amendments for 2015

An amendment to the Ontario Building Code became effective on January 1st, 2015.

The amended requirements will substantially enhance accessibility in newly constructed buildings and existing buildings that are to be extensively renovated. They maintain Ontario's leadership role in requirements for barrier-free design.

In 2005, the government committed to the development of five accessibility standards under the Accessibility for Ontarians with Disabilities Act. These amendments to the Building Code work together with the Design of Public Spaces standard, introduced in 2012, to finalize the government's commitment to an accessibility standard for the built environment.

Five accessibility standards are already in regulation under the Accessibility for Ontarians with Disabilities Act: Customer Service, Information and Communications, Employment, Transportation, and Design of Public Spaces. For more information on Accessibility Standards, please visit www.ontario.ca/AccessOn. Requirements apply to most new construction and extensive renovations. Existing buildings, where no work is planned, are not affected by these new requirements. Houses, including semi-detached houses, townhouses, and duplexes, are not affected by most accessibility requirements, with the exception of smoke alarm requirements.

Barrier-Free Path of Travel

Ontario's Building Code requires a barrier-free path of travel throughout most occupancies and building types. The Building Code also sets a number of requirements related to common access and circulation throughout buildings. These include requirements related to building entrances, minimum doorway and corridor widths, ramp dimensions, passing and rest spaces, and turning spaces.

New amendments update these requirements in a number of ways. Key changes include:

Requirements for power door operators to be provided at the entrance door and entry vestibule of most buildings

Requirements for power door operators at the door to amenity rooms – such as party rooms or movie rooms for building residents – in multi-unit residential buildings

Updated door width, hallway passing space and curb ramp dimensions

New requirements for tactile walking surface indicators at the top of stairs and at platform edges, which help alert pedestrians with low vision that they are entering an area of potential hazard.

Access to All Storeys Within A Building - Elevators

Providing elevator access to all floors in a building allows visitors and occupants to travel throughout the building with ease, regardless of ability. A key change introduced with these amendments will make that a reality for many buildings across the province. Most new buildings will be required to provide barrier-free access between all floors, including assembly buildings (such as theatres, community centres, and places of worship), care buildings (such as long-term care homes), and commercial/retail buildings (such as supermarkets and shops). The same requirement will apply to residential and office buildings over three storeys in height or over 600 square metres in building area. This approach provides flexibility for small infill buildings, consistent with Ontario's goal of urban intensification and mainstreet redevelopment.

Some exemptions will apply. For example, some small group homes with under 10 occupants are already exempt from elevator requirements. This exemption will continue. In addition, restaurants will not be required to provide access to upper floors if the same amenities are provided on all floors – for example, if a bar or restaurant has a second or third storey with additional seating, access would not be required. Finally, floors without elevator access have previously been exempt from full accessibility requirements. With these new amendments, those floors will have to be designed with basic accessibility features. Examples of these basic accessibility features are lever door handles, barrier-free doorways and ambulatory washroom stalls equipped with parallel grab bars and suitable for individuals with limited balance or who use assistive devices such as a cane or walker.

Visitable Suites in Apartment Buildings

New amendments increase from 10 per cent to 15 per cent the minimum number of suites within a multi-unit residential building that must be designed with basic accessibility features. These accessible features have also been updated, and will provide a barrier-free path of travel and doorway into a bedroom, full bathroom, kitchen and living room. These suites must be distributed throughout the building and must represent the types and sizes of suites otherwise available in the building.

Visual Fire Safety Devices

Approximately 10 per cent of Canadians report having a significant hearing problem. Visual fire alarms and smoke alarms equipped with a visual component are an important part of enhancing the safety and security of all Ontarians. New amendments expand the range of areas where visual fire alarms will be required, including in public corridors of all residential buildings, in all multi-unit residential suites, and in all barrier-free and universal washrooms.

Smoke alarms are required by the Building Code to be provided on every floor and in every sleeping room of residential buildings, including all houses. As of January 1, 2015, all smoke alarms will be required to include a visual component conforming to National Fire Protection Association standards.

Washrooms

The Building Code requires barrier-free washrooms to be provided in public areas of most buildings. These washrooms must be situated on a barrier-free path of travel and are subject to a number of requirements addressing turning space, doorway widths, grab bars, counter heights and signage, among others. The Building Code also sets requirements related to barrier-free showers and bathtubs.

New amendments update these requirements in a number of ways. Key changes include:

Requirements for power door operators at the entrance door to all barrier-free and universal washrooms
Amended mounting height and location requirements for washroom accessories such as towel dispensers and hand dryers

New fold-down grab bar design options to allow for transfer space on both sides of the water closet

Requiring an L-shaped grab bar in all cases and removing the option to provide a diagonal grab bar

Increased minimum clear floor area in barrier-free washroom stalls required to allow for turning space

At least one universal toilet room would also be required in all buildings, and, for multi-storey buildings, at least one for every three floors. Space for an adult change table will have to be provided in all universal toilet rooms except in buildings under 300 square metres in building area.

Access to Pools and Spas

Pools and spas provide important recreational and exercise opportunities for many Ontarians of all ages and abilities. New amendments require barrier-free access to and around all public pools and some public spas, via ramps, transfer walls or pool lifts.

Accessible and Adaptable Seating Spaces

New amendments update requirements for accessible seating spaces provided in public assembly buildings, enabling people with disabilities to equitably and independently access educational and worship opportunities. In addition, new requirements address adaptable seating spaces suitable for a side transfer from a wheelchair, as well as storage spaces for wheelchairs and other mobility assistive devices. Accessible and adaptable seating spaces will be required to be distributed throughout the viewing area. Requirements for adjacent companion seating for accessible seating spaces will enable people of all abilities to enjoy these opportunities together in an integrated fashion.

Renovations

Renovation projects provide opportunities for enhanced accessibility in existing buildings. Currently, however, accessibility requirements in Ontario's Building Code only apply to extensive renovations undertaken in suites over 300 square metres in building area and located on an accessible floor level – i.e., on the main floor of a building or on a floor with elevator access. New amendments set out basic accessibility features that must be included in extensive renovations undertaken in smaller suites or suites located on a floor level that is not fully accessible. Examples of these basic accessibility features are lever door handles, barrier-free doorways and ambulatory washroom stalls equipped with parallel grab bars and suitable for individuals with limited balance or who use assistive devices such as a cane or walker. Extensive renovations in larger suites and on an accessible floor level will continue to be subject to all accessibility requirements set out in the Building Code.

About Ontario's Building Code

Ontario's Building Code establishes the minimum standards for the construction of the buildings in which all Ontarians live, work and play. By providing clear and consistent standards, Ontario's Building Code helps keep Ontarians safe, facilitates the work of builders and developers, and supports key government priorities. One of those key priorities is an accessible Ontario.

Barrier-free design requirements have been part of Ontario's Building Code since 1975. As part of achieving Ontario's goal of an accessible Ontario by 2025, Ontario is working to create a Building Code that demonstrates leadership in barrier-free design and is responsive to the needs and concerns of all its stakeholders.

The amended requirements will substantially enhance accessibility in newly constructed buildings and existing buildings that are to be extensively renovated. They maintain Ontario's leadership role in requirements for barrier-free design.

In 2005, the government committed to the development of five accessibility standards under the Accessibility for Ontarians with Disabilities Act. These amendments to the Building Code work together with the Design of Public Spaces standard, introduced in 2012, to finalize the government's commitment to an accessibility standard for the built environment.

Five accessibility standards are already in regulation under the Accessibility for Ontarians with Disabilities Act: Customer Service, Information and Communications, Employment, Transportation, and Design of Public Spaces.

Requirements apply to most new construction and extensive renovations. Existing buildings, where no work is planned, are not affected by these new requirements. Houses, including semi-detached houses, townhouses, and duplexes, are not affected by most accessibility requirements, with the exception of smoke alarm requirements.

Conclusion

As we proceed through 2015 the Emergency Management Division will continue to work to ensure all of the Member Municipalities remain resilient to the perils of natural, man-made and technological threats. In addition to this we will continue to work toward creating a barrier free community for those who are now or will someday be disabled.

If you have any questions please do not hesitate to contact me directly.

Best wishes,



Steve Murphy
Community Emergency Management Coordinator
Accessibility Coordinator

SEMI-ANNUAL GROUNDWATER MONITORING AND SAMPLING REPORT 2014

**Township of Melancthon Landfill Site
Lot 12, Concession 4
Melancthon Township, Ontario**

Project No. BG-497

Prepared for:

**The Corporation of the Township of Melancthon
R.R. #6
Shelburne, ON.
L0N 1S9
ATTN: DENISE HOLMES, AMCT, CLERK-TREASURER**

FEBRUARY 2015



BLUEWATER GEOSCIENCE CONSULTANTS INC.

42 Shadyridge Place
Kitchener, Ontario
N2N 3J1

Tel: (519) 744-4123
Fax: (519) 744-1863
E-mail: blemieux@rogers.com

February 4, 2015

The Corporation of the Township of Melancthon
R.R. #6,
Shelburne, Ontario L0N 1S9
Attn: Ms. Denise Holmes, AMCT, Clerk-Treasurer

Dear Ms. Holmes:

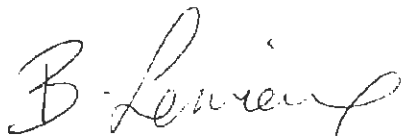
**Re: 2014 Semi-Annual Groundwater Monitoring and Sampling Report,
Township of Melancthon Landfill Site, Lot 12, Concession 4
Melancthon Township, Ontario**

Bluewater Geoscience Consultants Inc. (Bluewater) was retained by The Corporation of the Township of Melancthon to complete the 2014 Semi-Annual Groundwater Monitoring and Sampling Report for the Melancthon Township landfill property located on Lot 12, Concession 4 in Melancthon Township, Ontario. The Township operates a municipal landfill site at the property and requires the Groundwater Monitoring and Sampling Program for their MOE Certificate of Authorization (C of A) for the operation.

The scope of work, observations, analytical test results, and our conclusions and recommendations for the 2014 Semi-Annual Groundwater Monitoring and Sampling Report are presented in the following report.

We trust that this report is complete within our terms of reference and suitable for your present requirements. If you have any questions or require further information, please do not hesitate to contact our office.

Sincerely,
BLUEWATER GEOSCIENCE CONSULTANTS INC.



Breton J. Lemieux, M.Sc., P.Geo. QP_{ESA}
President, Senior Geoscientist

BLUEWATER GEOSCIENCE

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1.0 INTRODUCTION

The Corporation of The Township of Melancthon (Township) retained Bluewater Geoscience Consultants Inc. (Bluewater) to complete the 2014 landfill (LF) groundwater monitoring and sampling program and to generate the annual report detailing the findings. The landfill site monitoring was undertaken to continue to assess any environmental impacts to surface and groundwater created by the LF operations. This landfill monitoring report was completed in accordance with the requirements of the Ministry of the Environment's Certificate of Approval for the LF site.

The site monitoring included completing two site inspections, measuring groundwater levels in all 35 observation wells during the Spring and Fall of the year and determination of the resulting groundwater flow patterns in and around the LF. Groundwater sampling was conducted on 31 selected sampling wells during both the Spring and Fall of each year. The groundwater samples for 2014 were submitted to a CAEL-accredited analytical laboratory for analysis. The results of the completed laboratory analyses were compared to MOE's Ontario Drinking Water Standards (ODWS) (for on-site monitors) and the Reasonable Use Policy (RUP) for off-site monitors.

2.0 PREVIOUS INVESTIGATIONS

2.1 R.J. Burnside & Associates Limited – Annual Groundwater Monitoring Reports 1993-2000

Annual groundwater monitoring reports for the LF were completed by R.J. Burnside & Associates Limited (Burnside) from 1993 – 2000. These reports included the sampling and analysis of groundwater samples from seventeen existing monitoring wells located in and around the LF site. Eleven of the monitors are located in the overburden aquifer while six are installed within the underlying bedrock aquifer. A summary of these reports indicates that no exceedance of the MOE RUP had been determined during the groundwater sampling events. In general, on-site monitoring locations indicated that exceedance of the MOE's ODWS for on-site monitors were rare and not sustained.

2.2 Rubicon Environmental Inc. – Groundwater Monitoring and Hydrogeological Investigations – Spring 2001

During 2001 Rubicon added another fourteen groundwater monitors to the existing network of monitors in and around the LF site. Eight of these monitors were installed in the overburden aquifer while six were installed in the bedrock aquifer.

During the 2001 investigations, the existing monitoring wells installed by Burnside were sampled and analysed. The additional monitoring wells were tied into the site survey, but not sampled.

2.3 Rubicon Environmental Inc. – Groundwater Monitoring and Hydrogeological Investigations – Spring 2002

This report included results of the Spring and Fall 2002 site monitoring and groundwater sampling and analysis program. The monitoring and sampling included the new monitors added during 2001.

2.4 Rubicon Environmental Inc. – Landfill Monitoring – March 24, 2004

This report provides details of the 2003 LF groundwater monitoring and sampling program completed at the site. The report details that some minor exceedances of the ODWS were determined for on-site monitoring wells.

2.5 Bluewater Geoscience Consultants Inc. – Annual Groundwater Monitoring and Sampling Reports 2004 - 2013

These reports detail the 2004 - 2013 LF groundwater monitoring and sampling program completed at the site. The report details that some minor exceedances of the ODWS were determined for on-site and off-site monitoring wells.

3.0 SITE BACKGROUND

The LF site has been in operation since ~1973 at its current location at Lot 12, Concession 4, Township of Melancthon, County of Dufferin. The LF serves the population of ~2,400 people in the Township. The nearest residence is located ~450 m south of the LF site. The location of the LF is remote and distant from any significant population centres.

The LF presently operates under Provisional Certificate of Approval (C of A) A180703. The total LF property comprises an area of ~33.038 ha., of which 6.1 ha. has been approved for landfilling. In 2013, waste placement was proceeding aboveground in the northwestern portion of the approved filling area. This fill area has been in use since late 2003 and is immediately adjacent to the west of the former fill area (Figure 1, Appendix A). During 2013 the County of Dufferin assumed waste collection and disposal services in the Township of Melancthon. Further waste disposal at this landfill is not anticipated should County of Dufferin services be found adequate.

3.1 Site Inspection

During both Spring and Fall monitoring events, a site inspection was completed. The main refuse disposal area has been covered with soil and grades have been established to reduce the amount of rainwater infiltration into the waste pod. Temporary fencing has been placed around portions of the fill area to control windblown waste. There was no waste placement at this landfill during 2014.

During the Spring 2006 inspection it was noted that OW-4S had been destroyed, likely by equipment working in the area. OW-4S is located within the current filling are. During the Fall inspection it was

noted that OW-4D had been destroyed during the summer months. OW-4D was also located within the current filling area

4.0 GROUNDWATER MONITORING WELLS AND METHODOLOGY

4.1 Existing Monitoring Wells in 2014

Thirty-five groundwater-monitoring wells were in existence at the commencement of the 2014 monitoring period. All wells were inspected and found to be in good order, with the exceptions noted just above.

Seventeen monitoring wells had been installed by Burnside pre-2001. Six of these were installed in the deeper bedrock aquifer (denoted “D” for deep) while eleven were installed in the shallow overburden aquifer (denoted “S” for shallow). All existing monitoring wells were constructed of 50 mm diameter Schedule 40 PVC pipe and are fitted with steel protective casings and locks. The locations of all monitoring wells are presented on the Base Site Plan (Figure 1B, Appendix A). A brief description of each monitor locations is provided below:

- OW 1 is installed in the overburden aquifer and is located between two former refuse disposal areas
- OW 2S and OW 2D are located downgradient (east) of the current refuse disposal area
- OW 3S and OW 3D are located immediately downgradient (east) of the current refuse disposal area
- OW 4S and OW 4D are no longer present
- OW 5S is installed in the overburden aquifer and is located north of the disposal area, near the northern property boundary. This monitor is frequently dry in Fall
- OW 6S and OW 6D are located near the south property boundary and had been intended to represent background water quality
- OW 7S and OW 7D are located near the northeast property corner, northeast of the former refuse disposal area
- OW 8 is installed in the overburden aquifer and is located in the main refuse area. OW 8 is considered a ‘leachate’ well
- OW 9S and OW 9D are located off-site, northeast of the landfill and in the east ditch of the 4th Line
- OW 10S and OW 10D are located east of the main refuse disposal area
- OW 11S and OW 11D are located northwest of the main refuse disposal area. These monitors were intended to provide further clarification of groundwater flow patterns and are not included in the sampling program
- OW 12S and OW 12D are located west of the main refuse disposal area. These monitors were intended to provide further clarification of groundwater flow patterns and have been included since the 2006 sampling program
- OW 13S and OW 13D are located immediately south of the main refuse disposal area. These wells were located to provide better delineation of the groundwater mounding in the refuse area and provide chemical data south of the refuse area

- OW 14S is located southeast of the main refuse disposal area and was intended to help clarify groundwater flow patterns distant from the refuse disposal area
- OW 15S and OW 15D are located southeast of the main refuse disposal area and were intended to help clarify groundwater flow patterns distant from the main refuse disposal area. These monitors were sampled for the first time during 2006.
- OW 16S and OW 16D are located along the north property boundary. These monitors were intended to provide clarification of groundwater flow patterns and provide chemical analysis of groundwater at the north property boundary. These monitors were sampled for the first time during the 2006 program.
- OW 17S is located off-site in the overburden aquifer. The monitor is located in the east ditch of the 4th Line. This monitor was intended to provide better information on shallow groundwater flow patterns and potentially provide chemical data regarding the contribution of road salt to noted groundwater impacts
- OW 18S and OW 18D are located off-site east of the 4th Line. These monitors were intended to help refine groundwater flow patterns in the overburden and bedrock aquifers and provide chemical data in that area

4.2 Wells Installed in 2006

During 2006 an additional six monitoring wells were installed at the landfill. The six new wells consisted of three sets of two wells (OW-19S and 19I, OW-20S and 20D and OW-21S and 21D). The locations of the new wells are shown on Figure 1B, Appendix A. A description of the location and rationale for each of the new wells is presented below:

- OW-19S and OW-19I are located in the southeast corner of the landfill property, just west of the 4th Line. These wells were installed to provide additional points for determining groundwater flow patterns and to provide chemical data at this downgradient property boundary. OW-19S is set in the shallow till overburden while OW-19I (intermediate) is set in a lower till unit. These two wells were included in the 2007 sampling and lab analysis program for the first time.
- OW-20S and OW-20D are located just southeast of the 'old closed landfill' in the northeast portion of the landfill property. These wells will provide further groundwater flow data as well as providing additional chemical data. OW-20S is set in the shallow overburden, just above the bedrock. OW-20D is sealed into the bedrock. These two wells were included in the 2007 sampling and lab analysis program for the first time.
- OW-21S and OW-21D are located along the north landfill property boundary, well west of the active landfilling area. These wells will be utilized to provide additional groundwater flow information as well as providing chemical data at locations well upgradient of the fill area. OW-21S is set in the shallow overburden, just above the bedrock. OW-21D is sealed into the dolostone bedrock. These two wells were included in the 2007 sampling and lab analysis program for the first time.

All groundwater-monitoring wells have been surveyed relative to a geodetic datum and ground

surface and top of monitoring well pipe elevations have been recorded. During 2006, waste placement was taking place in the immediate area of OW-4S and OW-4D. These wells were destroyed by the heavy equipment.

4.3 Water Level Monitoring

On April 28 and October 22, 2014 groundwater levels were measured in all 37 existing monitoring wells installed at the LF. The depth to water relative to the top of monitoring well pipe was measured using a Solinst water level gauge. The determined water depths were recorded and the resulting groundwater elevations were determined. Table 1, Appendix B provides the tabular representation of the groundwater elevation data, including historic groundwater levels.

After completion of the water level measurements, the monitors selected for sampling were thoroughly purged of a minimum of 3 casing volumes of water in anticipation of the groundwater sampling.

4.4 Groundwater Sampling

The 2014 groundwater sampling and analysis program consisted of sampling up to 32 selected groundwater monitoring locations at and around the LF property. Samples were obtained from both overburden and bedrock aquifer wells. Prior to obtaining the groundwater samples, the selected monitors had been purged of a minimum of three casing volumes of water in order to facilitate provision of representative samples.

Groundwater samples from the selected monitoring wells were obtained using dedicated Waterra tubes and foot valves and were placed directly into the laboratory-supplied sample bottles. The groundwater samples were obtained and submitted for analysis of the volatile organic compounds (VOC's), general water chemistry and heavy metals parameters. The heavy metal samples were field filtered and preserved. The groundwater samples were chilled in coolers prior to being submitted under Chain of Custody to ALS Laboratories of Waterloo, ON for analysis. ALS is a CAEL (Canadian Association of Environmental Laboratories) accredited laboratory.

4.5 Surface Water Sampling

One surface water sample was obtained at location SW-3 (Figure 1) during the Fall monitoring. This location is a small dugout (possible former gravel extraction pit) located on the property adjacent to the north. It is our understanding that the Township has now purchased this property.

4.6 Groundwater Flow

The determination of groundwater flow patterns in both overburden and bedrock aquifers are essential in determining the potential for off-site impacts and contaminant distribution. In general, groundwater levels in both overburden and bedrock aquifers were lower (~1m) in the Fall than the Spring monitoring. The measured groundwater elevations for each aquifer were determined and plotted on the site plan. The resulting groundwater flow patterns were determined based on this

distribution. Figures 2 and 3 present the groundwater flow patterns for the Spring monitoring while Figures 4 and 5 provide the Fall 2013 aquifer flow patterns.

As may be noted from these Figures, mounding of groundwater in both aquifers within the refuse disposal area is occurring. This phenomenon is typical of landfill sites and should be expected to continue. The mounding creates radial flow, outwards, apparently in all directions away from the refuse disposal area. The flow then comes under the influence of background flow patterns. Based on the findings of this, and previous, monitoring events, the overburden groundwater flow is towards the northeast while the bedrock groundwater flow is more-directly eastwards.

Groundwater flow is driven by the gradient of the groundwater. This produces head differences between locations creating the conditions for groundwater movement. The horizontal hydraulic gradient in the overburden aquifer has been determined to be on the order of 0.007 m/m. Based on this gradient, and the characteristics of the overburden, the lateral groundwater flow velocity may be approximately 74 m/yr. The horizontal hydraulic gradient in the bedrock aquifer is lower; approximately 0.002 m/m. Based on this gradient and the characteristics of the aquifer, velocities of approximately 0.03 m/yr are estimated.

Vertical hydraulic gradients between the overburden and bedrock aquifers create the conditions for downward migration of groundwater impacted in the refuse disposal area. Downward vertical gradients allow downward movement of water into the bedrock aquifer. Downward vertical gradients are found in the refuse disposal area allowing shallow impacted groundwater to potentially enter the bedrock aquifer. This is significant because the bedrock aquifer is utilized as a potable water source within the Township and the bedrock aquifer is less able to attenuate groundwater contaminants.

5.0 GROUNDWATER QUALITY

5.1 Groundwater

Groundwater sampling and analysis for the LF site has been undertaken since 1993. Additional wells were added to the sampling regime in 1999 and selected monitoring wells installed in 2001 were added to the sampling list during 2002. Groundwater quality data for the 2013 program are provided in the Tables in Appendix B along with chemistry data from 2005 - 2014. Copies of the detailed Certificates of Analysis for the 2014 monitoring data are provided in Appendix C.

Inorganic parameters such as chloride, sulphate, hardness and alkalinity are frequently utilized to determine the extent of landfill leachate impacts in groundwater. Hardness and alkalinity are naturally elevated at the landfill property and throughout Melancthon Township. Chloride levels in both overburden and bedrock aquifers are elevated in the refuse disposal area. In general, concentrations in the bedrock aquifer are slightly higher than in the associated overburden wells. This is a reflection of the downward gradient from the overburden to the bedrock coupled with the lower attenuation capabilities in the bedrock. None of the on-site or off-site monitors exceeded the MOE ODWS concentration for chloride during the 2014 monitoring events. None of the wells sampled during 2013 exceeded the MOE RUP for chloride (125.5 mg/L) concentration. Elevated

chloride concentrations in this vicinity of the 4th Line, east of the LF, may be partially attributable to the application of road salt during winter. OW-18 S and D (as well as OW-9S and D) are located within the roadside ditch of the 4th Line and are likely to collect runoff from the road. Chloride concentration was also elevated (but below RUP) at OW-3D, located just downgradient of the current fill area.

In general, the background groundwater quality at the LF site consists of hard water with elevated hardness, alkalinity, manganese and iron content. During the 2014 monitoring, all wells sampled had determined hardness in excess of the ODWS. Alkalinity concentrations in excess of the ODWS were noted at OW's 2S, 2D, 3D, 7S, 7D, 9D, 12S and 18S. Iron concentrations in excess of the ODWS were determined at all sampled wells including upgradient locations. Manganese concentrations in excess of the ODWS were determined for OW's 2S, 2D, 3S, 3D, 6S, 6D, 7S, 7D, 9S, 9D, 10S, 10D, 13S, 13D, 15D, 16S, 16D, 17S, 18S, 18D, 19S, 20S and 20D. As this list includes all sampled location except OW-1, OW-5 and OW-8 these elevated concentrations are likely reflective of background groundwater quality in the area. The lack of significantly elevated manganese concentrations at OW-8, which is considered a leachate well and displays elevated sulphate concentrations, further suggests that elevated manganese concentrations are not landfill related.

The sulphate concentrations at OW 8 of 1,050 mg/L in Spring 2014 and 1,270 mg/L in Fall 2014 were in excess of the ODWS of 500 mg/L and RUP of 253.9 mg/L. These elevated concentrations are likely related to leachate groundwater impacts in the main refuse disposal area. Elevated sulphate concentrations were also determined at OW-17 S (171 mg/L) during the Spring monitoring. These elevated sulphate concentrations had not occurred previously and were not repeated during the Fall 2014 monitoring. Elevated sulphate concentrations at OW-18S and OW-18D recorded during 2013 were not repeated during 2014. During the Fall monitoring, elevated sulphate concentrations approaching the RUP value were not recorded (except at OW-8). It would appear that the Spring 2013 sulphate concentrations may be anomalous. On-going monitoring will determine whether elevated sulphate concentrations persist. No other on-site or off-site monitor exceeded the RUP for sulphate.

Parameter concentration trends through time for sulphate, chloride and manganese for selected off-site, property boundary and downgradient wells reviewed. Manganese concentrations trends do not suggest rising levels as would be expected if landfill related. Chloride trends do not suggest rising concentrations for these wells. In fact, several locations have shown slightly declining levels over the last few years. This is likely reflective of an effort on Township personnel's behalf to reduce salting in the area of the landfill entrance after several elevated chloride concentrations were detected in past years. As suggested at that time, those past elevated chloride concentrations appear to have been affected by these road salting activities.

The sulphate concentration trends for the selected wells show generally rising concentrations at OW-2S and OW-2D. Sulphate concentrations at the other selected wells do not indicate any discernible rising trends. Sulphate concentrations are generally higher in Fall than Spring. A site plan showing concentration distribution during Spring 2014 for shallow groundwater wells is provided in Figure 6 and for deep groundwater wells is provided in Figure 8, Appendix A. A site plan showing concentration distribution for Sulphate during Fall 2014 for shallow wells is provided on Figure 10 and for deep groundwater wells is provided on Figure 12, Appendix A.

A site plan showing chloride distribution during Spring 2014 is provided in Figure 7 for shallow groundwater wells and in Figure 9 for deep groundwater wells. A site plan showing chloride distribution during Fall 2014 is provided in Figure 11 and for shallow groundwater wells and in Figure 13 for deep groundwater wells.

Trace concentrations of VOC parameters, well below ODWS's and close to method detection limits, were determined for the 2013 monitoring at OW's 2D, 3D, 16D, 17S and 20D. While these VOC concentrations are likely landfill related, they are not considered to be of significance at this landfill.

There was a general trend towards higher parameter concentrations during the Fall monitoring compared to Spring concentrations. This is a continuing trend, consistent with past findings and normal groundwater conditions.

Bluewater has evaluated the long-term trends in groundwater quality at the LF site. Most parameter concentrations have remained fairly steady over the past several years suggesting that dilution and attenuation are dealing adequately with the refuse area derived leachate impacts.

5.2 Surface Water

One surface water sample was collected during the Fall 2014 monitoring event from the dugout located just north of the landfill. The surface water sample (SW-3) did not show indications of landfill-related groundwater impacts.

5.3 Methane Monitoring

Methane gas is a by-product of waste decomposition and will be generated in the waste unit until all the organic matter is completely decayed. Methane, while it is a potential explosion hazard, is not a major concern provided that no building is ever permitted within approximately 30 meters of the refuse disposal area. The shallow water table and relatively permeable cover material at the Melancthon landfill are expected to prevent significant migration of methane. Gas produced by the landfill is expected to vent naturally to the atmosphere. It should be noted however, that ice, snow cover, and frozen ground in the winter may prevent methane gas from venting and cause methane gas to migrate laterally from the refuse disposal area.

If methane is present in concentrations between 5% and 15% in air it can become explosive. Below this range, there is an inadequate amount of methane for explosion. Above this range, there is an inadequate amount of oxygen for explosion. Therefore, 5% is considered the Lower Explosive Limit (LEL) and 15% is considered the Upper Explosive Limit (UEL) for methane.

Headspace methane monitoring was completed on all wells during both Spring and Fall 2014 monitoring events. The results of the methane monitoring are presented in Table 2 Appendix B. A slight detectable methane concentration was determined for OW-8 however no other of the monitors had detectable methane concentrations during the Spring or Fall 2014 monitoring events. On-going methane monitoring should be incorporated in future monitoring events.

6.0 LANDFILL VOLUMES AND CAPACITY

The Melancthon landfill has a current design capacity of 297,000 m³ on the approved 6.1 ha area. At the completion of 2012, 89,326 m³ of the total volume had been filled. The volume survey completed during October 2013 determined that the landfill volume used during 2013 was 10,636 m³ meaning the total volume used to the end of 2013 is 99,962 m³. The 2013 volume included the importation of ~ 2,000 m³ of clean fill to cover the current fill area based on the end of waste receiving at the site. No waste was added during 2014. Based on this figure, the remaining fill volume for this design is 197,038 m³.

7.0 SUMMARY AND CONCLUSIONS

The following section summarizes the findings of the 2014 Annual Groundwater Monitoring Report:

- The Township of Melancthon operates a 'natural attenuation' landfill site in a remote, sparsely populated area of the Township. Surrounding land use is predominantly agricultural and the nearest residence is located ~450 m south of the site;
- During 2013 The County of Dufferin assumed waste collections and disposal responsibilities for Melancthon Township. No waste was imported to the landfill during 2014. At this time, further waste placement at this landfill is not anticipated given adequate service is maintained by the County;
- Two main hydrogeological units exist in the subsurface of the site. The upper unit, referred to as overburden, consists of sand and gravel and silty sand soils. The groundwater level in the overburden is unconfined and shallow (<2m) and shows seasonal fluctuations with Spring levels generally higher than those in Fall. This fluctuation is likely the result of the addition of snow melt water during the Spring. The second, deeper hydrogeological unit is the underlying dolostone bedrock aquifer. The water level in the bedrock is generally lower than in the overburden. This creates a downward vertical hydraulic gradient that allows landfill-generated impacts to potentially enter the bedrock aquifer;
- Mounding of groundwater occurs within both hydrogeological units within the refuse disposal area. This mounding creates a radial flow pattern in the refuse area that drives flow in all directions away from the mound. The groundwater then comes under the influence of the background (natural) flow regime. Groundwater flow in the overburden aquifer is northeast towards the entrance to the landfill in the northeast corner of the property. Flow in the bedrock aquifer is more-directly to the east and the eastern property boundary;
- Comparison of the laboratory analytical data from the Spring and Fall 2014 monitoring events to the applicable ODWS and RUP objectives indicates that background water quality exceeds ODWS Standards for hardness, alkalinity, iron and manganese;

- Exceedance of the MOE RUP objectives for parameters such as hardness, alkalinity, manganese and iron were determined at most sampled locations during 2014. These concentrations are likely at least partially unrelated to landfill impacts and reflect general water quality in Melancthon Township. No chloride RUP exceedance was noted for any off-site or on-site wells. Exceedance of the RUP for other leachate-indicators such as sulphate was not noted during 2012 near property boundaries. Exceedance of the RUP and ODWS for sulphate occurred at OW-8, located immediately downgradient of the principal fill area. Elevated sulphate concentrations in excess of the RUP were determined at OW-18S, OW-18D and OW-20D during the Spring 2013 monitoring. These apparently anomalous sulphate concentrations were not repeated during 2014. Determined sulphate concentrations at these monitors dropped sharply during the Fall 2013 monitoring to concentrations well below RUP levels and more consistent with historic findings. Further on-going monitoring will be used to track future sulphate concentrations at these monitor locations;
- Significant methane concentrations were not determined during 2014;
- The site is currently in compliance with the terms and conditions of its C of A.

8.0 RECOMMENDATIONS

The following recommendations are made regarding the future Groundwater Monitoring and Sampling Program at the Township of Melancthon landfill site:

- Continuation of the semi-annual groundwater monitoring and sampling program including a routine site inspection, recording of static water levels at all 37 monitoring locations and groundwater sampling and laboratory analysis of the selected monitoring wells in both Spring and Fall;
- Preparation and submission of an Annual Monitoring Report to MOE for review.
- Natural dilution of contaminants derived in the refuse disposal area coupled with natural attenuation in the overburden appears to be dealing with derived groundwater impacts adequately at this time. The widespread occurrence, including upgradient locations, of ODWS and RUP exceeding manganese, iron, hardness and alkalinity concentrations appears to be more a function of natural geologic conditions than landfill-derived impacts. Lab results for monitors downgradient of the principal fill areas show more elevated chloride and sulphate concentrations, which are not similar to findings in the northeast corner of the property.
- Monitoring for headspace methane concentration in all wells should be continued for the 2015 program.

9.0 REFERENCES

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10.0 LIMITATIONS

This report was prepared for the exclusive use of The Township of Melancthon. This report is based on information and data collected during the completion of an environmental investigation of the Site carried out by Bluewater Geoscience Consultants Inc., and is based solely on the site conditions encountered at the time of the assessment and the applicable guidelines in place at the time of this investigation.

It should be noted that the observations and recommendations presented in this report are limited to the actual locations explored and laboratory parameters analyzed. The information presented in terms of the thickness and types of the sub-soils encountered, groundwater levels and chemical testing results, etc., are only applicable to the actual locations explored. Variations may be present between these locations. Should significant variation become apparent during later investigations, it may be necessary to re-evaluate the recommendations of this report. The results of an investigation of this nature should, in no way, be construed as a warranty that the site is free from any and all contamination from past or current practices since conditions may be different from the locations tested. This assessment was carried out using existing historical information as available from various agencies and no assurance is made regarding the accuracy or completeness of this information.

If new information is discovered during future work, including excavation, borings or other studies, Bluewater Geoscience Consultants Inc. should be requested to re-evaluate the conclusions presented in this report and to provide amendments as required. The analytical test results are assumed to be correct and performed according to all current regulations. No audit of the laboratory's methods or procedures was performed.

This assessment does not include, nor is it intended to include, any option regarding the suitability of any structure on the site for any particular function, the integrity of the on-site buildings or the geotechnical conditions on the site. Inspections of buildings do not include compliance with building, gas, electrical or boiler codes, or any other federal, provincial or municipal codes not associated with environmental concerns. Should concerns regarding any issue other than

environmental matters arise as a result of our investigations, appropriately qualified professionals should address them.

This report is not to be reproduced or released to any other party, in whole or in part, without the express written consent of Bluewater Geoscience Consultants Inc.

11.0 CLOSURE

Bluewater Geoscience Consultants Inc. operates under a Certificate of Authorization from The Association of Professional Geoscientists of Ontario (APGO). Breton Lemieux is a registered Qualified Person (QP) with MOE and is a licensed Professional Geoscientist with over twenty years of international environmental consulting experience. Mr. Lemieux has a Geologic Technologist Diploma from Fleming College in Lindsay, Ontario, an Honours Bachelor of Science degree in Geology from the University of the West Indies in Kingston, Jamaica and a Master of Science degree in Earth Sciences from the University of Waterloo. His experience includes conducting Phase I, II and III ESAs at a wide variety of contaminated sites, underground storage tank removal supervision, water supply development, environmental building science and other site and landfill environmental monitoring projects.

From: OMAFRA Guidelines (OMAFRA) <OMAFRA-Guidelines@ontario.ca>
Sent: February-12-15 3:23 PM
To: Undisclosed recipients:
Subject: DRAFT Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas - Lignes directrices sur les utilisations permises dans les zones agricoles à fort rendement de l'Ontario

OMAFRA's new "Draft Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas" for input

Please note that the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has posted on its website [Draft Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#) for review and input.

The Guidelines are intended to help municipalities, decision-makers, farmers and others interpret the policies in the 2014 Provincial Policy Statement on the range of uses permitted in prime agricultural areas.

To submit your thoughts and ideas, you can fill out the [questionnaire](#) posted on OMAFRA's website or send an email or letter. We are inviting comments until **May 13, 2015**.

Email: OMAFRA-Guidelines@ontario.ca

Mailing Address:

Draft Guidelines on Permitted Uses
Food Safety and Environmental Policy Branch
Ontario Ministry of Agriculture, Food and Rural Affairs
1 Stone Rd. West, 3rd Floor
Guelph, ON N1G 4Y2

Nouveau document du MAAARO, ébauche des *Lignes directrices sur les utilisations permises dans les zones agricoles à fort rendement de l'Ontario*, pour commentaires.

Veuillez noter que le ministère de l'Agriculture, de l'Alimentation et des Affaires rurales de l'Ontario (MAAARO) a affiché sur son site Web une ébauche de [lignes directrices sur les utilisations permises dans les zones agricoles à fort rendement de l'Ontario](#) pour examen et commentaires.

L'objet de ces lignes directrices est d'aider les municipalités, les décideurs, les agriculteurs, etc., à interpréter les politiques relatives à la Déclaration de principes provinciale sur la gamme d'utilisations permises dans les zones agricoles à fort rendement.

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Ébauche de lignes directrices sur les utilisations permises



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Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas

Draft for input and discussion

February 2015

Ontario Ministry of Agriculture, Food and Rural Affairs

Disclaimer

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These draft Guidelines may be updated or amended without further notice. They may not be the only applicable standard. Other federal, provincial or municipal laws may also apply.

It is the sole responsibility of the person using the Guidelines to verify the accuracy and appropriateness of the Guidelines to their particular situation. The Government of Ontario accepts no liability regarding the accuracy, completeness, security or reliability of the information obtained directly or indirectly from the use of the Guidelines.

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Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas

1. INTRODUCTION

1.1 Purpose and Scope of the Guidelines

The Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas will help municipalities, decision-makers, farmers and others interpret the policies in the Provincial Policy Statement, 2014 (PPS) on the uses that are permitted in *prime agricultural areas*.¹ It comprises the provincial guidelines referred to in Policy 2.3.3.1 of the PPS.

This document provides guidance on:

- *agricultural, on-farm diversified and agriculture-related uses* described in Policy 2.3.3 of the PPS.
- removal of land for new and expanding settlement areas (Policy 2.3.5) and limited non-residential uses in *prime agricultural areas* (Policy 2.3.6.1 b).
- mitigation of impacts from new or expanding non-agricultural uses (Policy 2.3.6.2).

Relevant policies and definitions from the PPS referred to in these Guidelines are included in Appendix 1.

These Guidelines are meant to complement, be consistent with, and explain the intent of the PPS policies and definitions. Where specific parameters are proposed, they represent best management practices rather than specific standards that must be met in every case. These parameters are based on the judgement and experience of the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and the Ministry of Municipal Affairs and Housing (MMAH) on how to be consistent with PPS policies.

PPS Policy 2.3.3.1

In *prime agricultural areas*, permitted uses and activities are: *agricultural uses, agriculture-related uses and on-farm diversified uses*.

Proposed *agriculture-related uses* and *on-farm diversified uses* shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objective.

¹ Words in *italics* are defined in Appendix 1 in accordance with the PPS.

1.2 Ontario's Prime Agricultural Areas

Ontario's *prime agricultural land* is a finite, non-renewable resource comprising less than five per cent of Ontario's land base. It is the foundation for food, fibre and fur production, the local food economy, agri-food exports, economic prosperity and the growing bio-based economy.

The PPS requires that Ontario's prime farmland remain available for long-term agricultural use, and defines *prime agricultural areas* as areas where *prime agricultural lands* predominate. Planning authorities (e.g. municipalities) are required to designate² *prime agricultural areas* in their official plans, including *specialty crop areas*, Canada Land Inventory Classes 1, 2 and 3 land, and associated Classes 4 to 7 land. Controlling the types and scale of uses that are permitted in *prime agricultural areas* is an important way of protecting Ontario's best farmland.

Application to Rural Lands

These Guidelines focus on the land uses permitted in *prime agricultural areas*, but they also have relevance for *rural lands*. The PPS states that *agricultural uses, agriculture-related uses, on-farm diversified uses* and *normal farm practices* should be promoted and protected on *rural lands* based on provincial standards. PPS policy and these Guidelines comprise the provincial standards. The province's [Introduction to the Provincial Policy Statement, 2014: Rural Ontario](#) provides more detail.

1.3 Objectives and Criteria for Permitted Uses

The criteria for the uses permitted in *prime agricultural areas* are specifically derived from PPS policies and definitions. They revolve around two key objectives:

- 1) maintaining the land base for agriculture
- 2) supporting a thriving agricultural industry and rural economy

These objectives may at times compete. These Guidelines are intended to help decision-makers balance the objectives. This can be done by ensuring all applicable criteria are met for the permitted uses.

Table 1 summarizes the specific criteria for *agricultural, agriculture-related* and *on-farm diversified uses*. The criteria cover all key descriptors referred to in Policies 2.3.3.1, 2.3.3.2 and 2.3.3.3 of the PPS and the applicable PPS definitions. Each criterion is discussed in detail in these Guidelines.

² The term "designate" is not defined in the PPS. The province's preferred approach to designating *prime agricultural areas* in official plans, and one that is followed by most municipalities, is to have "agriculture" or "prime agricultural area" as a category of land use identified on a land use schedule or map, with corresponding policies in the official plan. Other approaches that achieve the same objectives of 1) mapping the lands and 2) through policies, provide for their protection and identify permitted uses, may also be acceptable.

Table 1: Criteria for Permitted Uses in Prime Agricultural Areas

Type of Use	Criteria as Provided by PPS Policies and Definitions
Agricultural	<ol style="list-style-type: none"> 1. The growing of crops, raising of livestock and raising of other animals for food, fur or fibre 2. Includes associated on-farm buildings and structures, such as livestock facilities, manure storage and value-retaining facilities, and accommodation for full-time farm labour when additional labour is required 3. All types, sizes and intensities of these uses are promoted and protected 4. <i>Normal farm practices</i> are promoted and protected in accordance with provincial standards
Agriculture-Related	<ol style="list-style-type: none"> 1. Farm-related commercial and farm-related industrial uses 2. Compatible with and shall not hinder surrounding agricultural operations 3. Directly related to farm operations in the area 4. Supports agriculture 5. Provides direct products and/or services to farm operations as a primary activity 6. Benefits from being in close proximity to farm operations
On-Farm Diversified	<ol style="list-style-type: none"> 1. Located on a farm 2. Secondary to the principal agricultural use of the property 3. Limited in area 4. Includes, but is not limited to, home occupations, home industries, <i>agri-tourism uses</i> and uses that produce value-added agricultural products 5. Compatible with, and shall not hinder, surrounding agricultural operations

These Guidelines focus on meeting the PPS policies and definitions of permitted uses for land use planning purposes. This may be different from the categorization of land uses for tax assessment purposes. Users of this document should be aware that a change in land use may result in a change in tax assessment. More information on tax assessment may be obtained from the [Municipal Property Assessment Corporation](#). New buildings or additions or modifications to or changes in the use or occupancy of buildings, could also have Building Code implications, as discussed in Section 2.5.7.

1.4 Principles of Permitted Uses

The intent of the PPS and these Guidelines is to allow uses in *prime agricultural areas* that ensure:

- agriculture remains the dominant use and is safeguarded for future generations
- land taken out of agricultural production, if any, is minimal
- regard is given to the long-term (multi-generational) impact on *prime agricultural areas*
- *normal farm practices* are able to continue
- local agricultural character and heritage are maintained as much as possible

- there is compatibility between nearby uses
- the uses make a positive contribution to the agricultural industry, either directly or indirectly
- servicing requirements (e.g. water and wastewater) fit with the agricultural context

1.5 Municipal Consistency

These Guidelines aim to increase the consistency of municipal approaches to permitted uses in *prime agricultural areas* across the province. To maintain the wide variety of uses that the PPS permits, municipalities are encouraged to adopt policies that explicitly reflect PPS policies and the criteria identified in this document.

While consistency with these Guidelines is preferred, Policy 2.3.3.1 of the PPS allows municipalities to develop their own criteria for permitted uses in municipal planning documents as long as they achieve the same objectives as the provincial guidelines. To do so, municipalities would need to ensure they can demonstrate consistency with all PPS policies and criteria for the permitted uses.

Policy 4.9 of the PPS indicates that planning authorities and decision-makers may go beyond the PPS's minimum standards to address matters of importance to a specific community, unless doing so would conflict with any policy of the PPS.

Some municipalities have elected to be more restrictive than the PPS on the types of uses permitted in their *prime agricultural areas*, where further restrictions may be warranted based on local circumstances. While this may be appropriate in some instances, being more restrictive may limit options for farmers and local economic development. In some cases, being more restrictive may also be inconsistent with the PPS and the objectives and criteria for permitted uses.

When assessing municipal consistency with the PPS, the following should be considered:

- Municipal approaches must be consistent with all PPS policies.
- The PPS permits *agricultural, agriculture-related and on-farm diversified uses* in *prime agricultural areas*. None of these categories of uses can therefore be excluded.
- PPS policy 2.3.3.2 states that all types, sizes and intensities of *agricultural uses* are permitted. Therefore, restricting any types, sizes or intensities of *agricultural uses* must be avoided.

Permitting a wide range of compatible uses in *prime agricultural areas* enables:

- agriculture and farm owners to prosper
- development of new farm products
- valued/necessary rural services to be available
- diversification of the rural economy and tax base
- job creation that helps stabilize and grow rural communities
- greater awareness and appreciation of local agriculture

1.6 Relationship to Provincial Plans

These Guidelines are specific to the PPS and may not address all aspects covered by provincial plans including the Greenbelt Plan, the Niagara Escarpment Plan, the Oak Ridges Moraine Conservation Plan and the Growth Plan for the Greater Golden Horseshoe. Provincial plans build upon the policy foundation in the PPS and are to be read in conjunction with the PPS. Provincial plans take precedence over the PPS to the extent of any conflict, except where legislation establishing provincial plans provides otherwise. Decision-makers in areas covered by provincial plans will need to rely on the specific policy direction of provincial plans and any associated guidance material, where it exists.

DRAFT

2.0 PERMITTED USES

2.1 Agricultural Uses

As described in the PPS definition for *agricultural uses*, these uses comprise the farms and farmland that produce agricultural products.

2.1.1 PPS Criteria for Agricultural Uses

The PPS criteria for *agricultural uses* recognize that these uses include the growing of crops and raising of animals. They may be of any type, size or intensity and respect *normal farm practices*. Agricultural uses may also include associated on-farm buildings and structures.

1. The growing of crops, raising of livestock and raising of other animals for food, fur or fibre (from the PPS *agricultural uses* definition)

The PPS definition of *agricultural uses* is very broad, with a range of examples provided. To qualify as an *agricultural use*, crops must produce a harvestable product such as:

- fruit
- vegetables
- grain
- biomass
- horticultural crops
- firewood
- medicinal herbs
- sod
- seeds

Animals must be raised, live on or be used on the farm.

Agricultural uses: means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm building and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

PPS, definitions

2. Includes associated on-farm buildings and structures, such as livestock facilities, manure storage and value-retaining facilities, and accommodation for full-time farm labour when additional labour is required (from the PPS *agricultural uses* definition)

On-farm buildings and structures for agriculture that are integral to the farm operation are considered to be *agricultural uses*. Such *agricultural uses* are primarily for use by the farm owner or farm operator. Examples include livestock barns, manure storages, feed storages, silos, grain bins, drive sheds, greenhouses for growing plants, a primary farm residential dwelling and value-retaining facilities.

Value-retaining facilities located on farms serve to maintain the quality of raw commodities produced on the farm (i.e. prevent spoilage) to ensure they remain saleable. These facilities include those involving refrigeration (cold storage), controlled-atmosphere storage, freezing, cleaning, grading, drying (e.g. grains, oilseeds, tobacco) and simple packaging that helps maintain the quality of farm products. Value-retaining facilities may also include operations that provide a minimum amount of processing to make a farm product saleable, such as grading eggs, evaporating maple syrup and extracting honey.

A value-retaining facility should be related to the type of farm operation where it is located. For example, a cold storage facility for apples that are grown on the same farm would be an *agricultural use*, while a cold storage facility serving multiple farms could be an *on-farm diversified* or *agriculture-related use*, depending on the operation.

Policy 2.3.3.2 of the PPS states that all types, sizes and intensities of *agricultural uses* and *normal farm practices* shall be promoted and protected. As *agricultural uses*, value-retaining facilities on the farm must be permitted without the need for an official plan or zoning by-law amendment. In some cases, however, it may be appropriate for the municipality to enter into a site plan agreement to address specific layout details (See Section 2.5.3).

Value-added facilities differ from value-retaining facilities. Value-added facilities transform raw commodities into new forms that enhance their value, such as pressing apples and bottling cider, making wine, milling grain, processing cherries, and preserving and roasting grain for livestock feed.

Value-Retaining versus Value-Added Facilities

Characteristics	Value-Retaining	Value-Added
	<ul style="list-style-type: none"> Maintain the quality of raw commodities (i.e. prevent spoilage), or provide a minimum amount of processing to make a farm product saleable Related to the farm operation 	<ul style="list-style-type: none"> Transform raw commodities into new forms that enhance their value
Examples	atmosphere controlled storage, cleaning, grading, drying, sorting, evaporating of maple syrup, honey extraction	pressing apples and bottling cider, wine-making, grain milling, cherry pitting and preserving, grain roasting for livestock feed
Type of use	agricultural use, on-farm diversified use or agriculture-related use	on-farm diversified use or agriculture-related use

Value-added facilities that do not meet the PPS definition of *agricultural uses* may meet the PPS definition for *agriculture-related uses* or *on-form diversified uses*, depending on the nature of the operations and if they are located on a farm.

PPS policy allows “accommodation for full-time farm labour when additional labour is required” in *prime agricultural areas*. This applies to farms of a size and nature requiring additional labour on a year-round basis for the day-to-day operation of the farm (e.g. livestock operations) or on a seasonal basis over an extended growing season (e.g. horticultural operations that require labour for several months each year to amend the soil, and to plant, transplant, prune, weed and harvest crops). Housing for full-time farm labour should be located within the farm building cluster.

Since the labour needs of farms may change over time, a best practice would be for farmers to consider alternatives to building a new, separate dwelling for farm help. Alternatives could include:

- a second dwelling unit within an existing building on the farm
- a temporary structure, such as a trailer or other portable dwelling unit
- an existing dwelling on a parcel of land that is part of the extended farm operation, or located in a nearby settlement area or on a rural lot

Severance of land with housing for farm labour is not permitted as land division fragments the agricultural land base. Fragmentation of the land base can affect the future viability of agriculture over the long term.

Farms in *prime agricultural areas* requiring temporary workers for just a few weeks a year – i.e. NOT requiring day-to-day or extended seasonal labour as noted above – must provide an alternative to a new permanent dwelling structure, e.g. a temporary structure on the farm or off-farm housing. Housing for workers must meet minimum health and living conditions and may require a building permit.

Information on the minimum conditions can be found in the Seasonal Farm Worker Housing Guidelines. However, prospective employers are urged to consult with local public health, building departments and other agencies to ensure they comply with all applicable regulations and policies for their circumstances.

3. All types, sizes and intensities of these uses are promoted and protected (from PPS policy 2.3.3.2)

The PPS does not limit the type, size or intensity of *agricultural uses* in *prime agricultural areas*. For example, it would be inappropriate for a municipality to adopt policies in its planning documents to prohibit certain types of agricultural uses (e.g. mushroom farms or aquaculture) or farm sizes (e.g. livestock facilities for a certain number of animals). Agriculture is a dynamic industry and changes over time depending on consumer demands/preferences, equipment, plant varieties, farmers’ skills, labour, processing capacity and technology. Changes in the type of *agricultural uses* shall not trigger Planning Act applications or approvals. While the PPS does not limit the establishment or intensity of livestock operations, other provincial guidelines or regulations may apply, such as:

- *minimum distance separation formulae* requirements (i.e. odour setbacks between livestock facilities and other land uses)
- Nutrient Management Act, 2002 (provincial nutrient management standards)
- Clean Water Act, 2006 (protection of drinking water)

Lot size affects agricultural viability. For traditional field crops, large lots are optimal. On the other hand, specialty crop areas tend to be comprised of higher value crops on smaller parcels. In all cases, lots should be large enough to maintain flexibility for future changes in the type or size of agricultural operation. Generally speaking, the larger the farm parcel, the more flexibility it provides and the more efficient it is to run the farm. The Greenbelt Plan sets 16 hectares (40 acres) as the minimum lot size for specialty crop areas and 40.5 hectares (100 acres) as the minimum lot size within *prime agricultural areas* in the Greenbelt. The Greenbelt standard may also be appropriate in other areas where livestock and cash crop operations are the dominant forms of agriculture.

4. *Normal farm practices* are promoted and protected in accordance with provincial standards (from PPS Policy 2.3.3.2)

A *normal farm practice* follows accepted customs and standards for farm operations, and makes use of innovative technology to advance farm management. The Farming and Food Production Protection Act (FFPPA) protects the rights of all rural Ontario residents. It protects farmers from nuisance complaints made by neighbours related to noise, odour, dust, light, vibration, smoke or flies if *normal farm practices* are used. It also protects neighbours from unacceptable nuisances from farms where a farm practice is determined to not be normal.

The FFPPA protects farmers from municipal by-laws that restrict their *normal farm practices*. Such by-laws would not apply to a practice that has been established as a *normal farm practice*. The Normal Farm Practices Protection Board is responsible for determining whether an activity in a particular location qualifies as a *normal farm practice*.

Some *agricultural uses* may involve activities that are *normal farm practices* but may not be fully understood or accepted by neighbours or visitors (e.g. the use of bird bangers and wind machines for growing tender fruit and grapes, or the spreading of manure as part of raising livestock and maintaining

Normal farm practices: means a practice, as defined in the *Farming and Food Production Protection Act, 1998*, that is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances; or makes use of innovative technology in a manner consistent with proper advanced farm management practices. Normal farm practices shall be consistent with the *Nutrient Management Act, 2002* and regulations made under that Act.

PPS, definitions

soil nutrients). When these practices have been designated as *normal farm practices*, the FFPPA allows the farmer to continue to operate without interference, to allow the farm operation to succeed. Communication between neighbours is often the key to maintaining good relations.

2.1.2 Examples of Agricultural Uses

Figure 1 provides examples of the uses that could be *agricultural uses* if they meet all of the applicable PPS criteria described above.



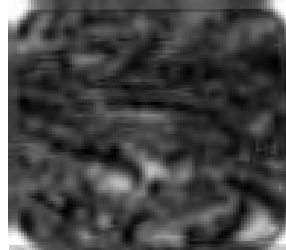

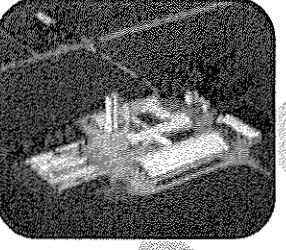


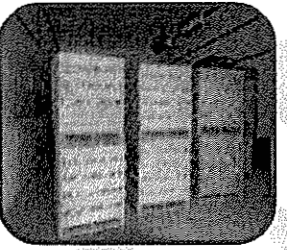

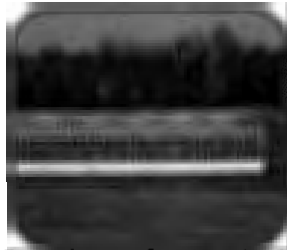

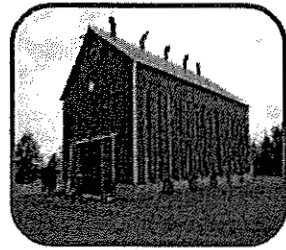
2.1.3 Examples of Uses that Would Not be Agricultural Uses

Examples of uses that would NOT be *agricultural uses* include:

- dog kennels
- grain dryers or mechanical garages serving several producers/customers
- greenhouses used for retailing plants
- landscape businesses
- off-season vehicle storages
- recreational facilities such as a campsites, golf courses, fairgrounds, racetracks or ball parks
- restaurants

While not meeting the criteria for *agricultural uses*, some of these uses may fit under *agriculture-related uses* or *on-farm diversified uses*.

Figure 1: Examples of Agricultural Uses Provided All PPS Criteria are Met

			
Cropland (all crops incl. biomass and sod)	Pastureland	Feedlot	Fish farm
			
Christmas trees and nurseries	Barns, manure storages and other associated buildings and structures	Feed storages, e.g. bunkers, silos or growth bins for livestock	Accommodation for full-time farm labour
			
Cold storage (for own farm's use)	Machine shed (for own farm's use)	Machine shed (for own farm's use)	Machine shed (for own farm's use)
			
Greenhouse for growing plants	Minimum amount of processing to make a produce saleable (e.g. evaporating maple sap)	Horse farm (breeding, raising, boarding, maintaining, training) including stables and indoor or outdoor riding arena/tracks	Tobacco kiln or smoke barn

2.2 Agriculture-Related Uses

As described in the PPS definition, *agriculture-related uses* are farm-related commercial and industrial uses that add to the vitality and economic viability of *prime agricultural areas* because they service the local agricultural community. These uses may be located on farms or on separate commercial or industrial properties.

2.2.1 PPS Criteria for Agriculture-Related Uses

All of the following criteria must be met to qualify as *agriculture-related uses*.

1. Farm-related commercial and farm-related industrial uses (from the PPS definition of *agriculture-related uses*)

Farm-related commercial operations may include retailing (e.g. farm supply co-ops), livestock assembly yards, local farm product retailers (selling products like wine, cider, fruits, vegetables and meat), farmers' markets and farm equipment repair shops.

Farm-related industrial operations may include processing of local farm products such as abattoirs, feed mills, grain dryers, cold/dry storage facilities, fertilizer storage and distribution facilities, food processors, wineries, agricultural biomass pelletizers and cheese factories. These uses add value to the farm commodity.

Residential, recreational and institutional uses do not fit the definition of *agriculture-related uses*.

2. Compatible with, and shall not hinder, surrounding agricultural operations (from PPS Policy 2.3.3.1) Note: this policy applies to both *agriculture-related uses* and *on-farm diversified uses*.

To be compatible with and not hinder surrounding agricultural operations, *agriculture-related uses* should meet all of the following:

- Ensure surrounding agricultural operations are able to pursue their agricultural practices without impairment or inconvenience. For example, while *agriculture-related uses* (and *on-farm diversified*

Agriculture-related uses:
means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.

PPS, definitions

uses) may or may not be subject to the *minimum distance separation formulae*³, proximity to nearby livestock facilities may be a consideration in locating these uses. This may help to avoid conflict between new uses and farming due to odour or other nuisances related to *normal farm practices*. Examples of other potential sources of conflict include noise that disturbs nearby farm owners and their livestock, trespass incidents, soil compaction, dust and impacts on water quantity or quality. In addition, some uses can result in an increase in traffic that may conflict with slow-moving farm vehicles on local roads. Such uses should be avoided or their impacts mitigated in *prime agricultural areas*.

- Uses should be appropriate to available rural services, i.e. uses that do not require the level of road access, water and wastewater servicing and utilities typically found in *settlement areas*. Approval for a new land use on a property with individual, on-site water and sewage services requires demonstration of “no negative impacts” as per Policy 1.6.6.4 of the PPS. Urban-type uses typically unsuitable in *prime agricultural areas* include large food processing plants. These facilities should be on municipal services.

In broad terms, wineries and cideries may fit the definition of *agriculture-related uses* if they are able to meet all PPS criteria for that category of uses. However, care must be taken to ensure these uses are appropriate to available rural water and wastewater services. High water use/effluent generation operations may be incompatible in *prime agricultural areas* and may be better suited to areas on full urban services. The appropriate scale to qualify as an *agriculture-related use* needs to be assessed on a case-by-case basis.

Policy 2.3.4.1 b) addresses lot creation for *agriculture-related uses*. Lot creation may be permitted for *agriculture-related uses* provided that any new lot is limited to a minimum size needed to accommodate the use and their sewage and water servicing requirements.

- Maintain the agricultural/rural character of the area. Compatibility may be achieved by:
 - re-using existing buildings or locating businesses within existing buildings unless an alternative location reduces overall impacts on agriculture in the area
 - designing new structures to fit in aesthetically with the agricultural area
 - minimizing outdoor storage and lighting
 - avoiding major modification of land and removal of natural heritage features and areas
 - visually screening uses from neighbours and roadways
 - limiting the use of signage and ensuring that any signage fits with the character of the area

³ See Minimum Distance Separation Implementation Guidelines for details. Link to be added when available

- Meet all applicable provincial air emission, noise, water and wastewater standards and receive all relevant environmental approvals. For example, a use that will result in air, noise or odour emissions (e.g. fabrication plant or equipment repair shop) may require an Environmental Compliance Approval issued under the Environmental Protection Act. Likewise, some uses that have high water requirements or generate a significant amount of wastewater (e.g. produce washing, food processing, wine-making) could require a Permit to Take Water and/or sewage works approvals under the Ontario Water Resources Act.

3. Directly related to farm operations in the area (from the PPS definition of *agriculture-related uses*)

Agriculture-related uses must relate directly to farms in the area, providing services to a large extent by the local agricultural industry. For example, a winery using grapes grown in the area could be an *agriculture-related use*.

If the *agriculture-related use* is a value-added facility, “in the area” refers to the area where the feedstock (e.g. crops or livestock) originates. A cane sugar refinery, for example, could not be an *agriculture-related use*, while an abattoir processing meat raised locally could be.

4. Supports agriculture (from the PPS definition of *agriculture-related uses*)

This criterion limits uses to those primarily focused on supporting and benefitting agriculture. For example, a grain elevator used by local farmers supports and benefits farms in the area.

An example of an operation in a *prime agricultural area* that supports local agriculture is the Elmira Produce Auction. The co-operatively-run produce auction creates a market for regional produce in the Waterloo area. It aims to support local growers and increase family farm revenue by encouraging local farms to diversify into higher-value fruits and vegetables. The auction has affected crop production in the area, with more land now devoted to fruit and vegetable production to supply a growing number of area restaurants and institutions.

5. Provides direct products and/or services to farm operations as a primary activity (from the PPS definition of *agriculture-related uses*)

This criterion underscores the point that *agriculture-related uses* must service the local agricultural industry as a primary activity.

Since *agri-tourism uses* do not provide products or services to farm operations, they would not qualify as *agriculture-related uses*. If located on farms, these uses may, however, be *on-farm diversified uses*.

Commercial or industrial uses must, as a primary activity, sell their products and/or services to farm operations to meet this criterion. For example, a veterinary clinic treating large animals such as cattle may be considered an *agriculture-related use*.

General-purpose commercial or industrial uses like building supply centres, window manufacturers, fencing companies and pre-cast concrete businesses may serve farm operations but are NOT *agriculture-related uses*. As a rule, these businesses should be located outside of *prime agricultural areas*.

In the past, some farm implement dealerships and repair shops were located in *prime agricultural areas* because of land availability and to be close to customers. Municipalities may have allowed such uses in *prime agricultural areas* so that land in *settlement areas* could be retained for uses that help to achieve efficient land use and *development patterns*.

Based on the need to provide direct products and/or services to farm operations as a primary activity, a farm equipment dealership or repair shop could be justified as an *agriculture-related use* in a *prime agricultural area* if servicing agriculture is a primary focus of the business. However, businesses that sell or repair farm implements, along with items catering to non-farming needs such as lawn mowers, snow blowers, other machinery, parts, toys and clothing, should be directed to *settlement areas*, *rural lands*, or lower priority agricultural lands as discussed in Section 3.2.

To assess whether a proposed use meets the test of providing direct products and/or services to farm operations as a primary activity, municipalities should require evidence demonstrating that the use would service the local agricultural industry as a primary business activity. As a best practice, municipalities may also require evidence that the use cannot be located in *settlement areas* or on *rural lands*.

6. Benefits from being in close proximity to farm operations (from the PPS definition of *agriculture-related uses*)

To meet this criterion, *agriculture-related uses* need to be located near the farm operations they serve. Farm operations benefit from this proximity. For example, proximity may reduce the need to transport large loads over long distances. Uses that do not benefit nearby farm operations but simply wish to take advantage of lower land costs in *prime agricultural areas* would not be classified as *agriculture-related uses*.

2.2.2 Examples of Agriculture-Related Uses

Figure 2 provides examples of uses that could be classified as *agriculture-related uses* if they meet all of PPS criteria.

2.2.3 Examples of Uses that Would Not be Agriculture-Related Uses

Examples of uses that would NOT be *agriculture-related uses* include:

- large food processing plants or micro-breweries that are high-water-use facilities and are better suited to locations with full urban services
- antique businesses
- art or music studios
- automobile wrecking yards
- recreational facilities, campgrounds or fairgrounds
- conference centres, hotels, guest houses or restaurants
- equipment or vehicle dealerships
- furniture makers
- institutions such as schools or clinics
- landscaping businesses
- paint or building suppliers
- seasonal storage of boats, trailers or cars
- small animal veterinary clinics
- trucking yards

While not meeting the criteria for *agriculture-related uses*, some of these uses may fit under *on-farm diversified uses*.

Figure 2: Examples of Agriculture-Related Uses Provided All PPS Criteria are Met



2.3 On-Farm Diversified Uses

As described in the PPS definition, a wide variety of uses fit under *on-farm diversified uses* as long as they meet the criteria described below. On-farm diversified uses should be related to agriculture, supportive of agriculture or able to co-exist with agriculture without conflict.

On-farm diversified uses: means uses that are secondary to the principal *agricultural use* of the property, and are limited in area. *On-farm diversified uses* include, but are not limited to, home occupations, home industries, *agri-tourism uses*, and uses that produce value-added agricultural products.

PPS, definitions

2.3.1 PPS Criteria for On-Farm Diversified Uses

All of the following criteria must be met to qualify as *on-farm diversified uses*, in accordance with the PPS.

1. Located on a farm (from the title "*on-farm*" *diversified uses* and from the definition's requirement that the use be secondary to the principal "*agricultural use*" of the property)

On-farm diversified uses must be located on a property that is actively farmed. The planning authority may require evidence that the property is actually farmed, requiring proof that the property qualifies for the Farm Property Class under the Assessment Act.

2. Secondary to the principal agricultural use of the property (from the PPS definition of *on-farm diversified uses*)

An *on-farm diversified use* must be less significant than the *agricultural use* on the property in spatial or temporal terms. Area limits to demonstrate that the use is secondary in spatial terms are addressed under the "limited in area" criterion below. Temporal considerations apply to uses that are temporary or intermittent, such as events. To meet this criterion, the timing of events held on the farm matters. Since *agricultural uses* take precedence over *on-farm diversified uses* in *prime agricultural areas*, the frequency and timing of events must not interfere with cropping cycles or other agricultural practices.

3. Limited in area (from the PPS definition of *on-farm diversified uses*)

While PPS policies enable a wide variety of on-farm economic opportunities, the PPS also requires those uses to be limited in area. This approach is intended to:

- limit the land taken out of agricultural production
- ensure agriculture remains the main land use in *prime agricultural areas*
- limit off-site impacts (e.g. traffic, changes to the agricultural-rural character) to ensure compatibility with surrounding agricultural operations

The guidance below on meeting the “limited in area” criterion is based on a review of existing municipal approaches in Ontario, tempered by the observations and experiences of OMAFRA staff across the province. This guidance is also based on the consideration of realistic scenarios to predict how much land could be used for *on-farm diversified uses* while meeting other PPS *prime agricultural area* policies. To that end, Appendix 2 provides *an-farm diversified use* scenarios for small, medium and large farms. Appendix 3 provides an example of an existing farm with a combination of permitted uses, illustrating how the *an-farm diversified uses* portion of the property is calculated.

OMAFRA’s approach below to the “limited in area” criterion should help to:

- achieve the balance between farmland protection required by the PPS and economic opportunities for farmers
- improve consistency among municipalities
- level the playing field for different types of *on-farm diversified uses*
- provide flexibility as on-farm uses and owners change
- simplify implementation

Background on Current Municipal Approaches

Many municipalities indirectly limit the size of *on-farm diversified uses* (referred to as *secondary uses* in the previous PPS) by capping the number of employees, businesses, and/or students in lessons at one time; specifying that employees must reside on the farm; and/or requiring that a certain percentage of products sold are produced on the farm. However, these requirements do not have a direct bearing on the amount of farmland displaced by the uses.

Many municipalities also limit the floor area of buildings and/or outdoor storage. However, floor area limits account for only some of the land occupied by the use; they do not include land for parking, laneways and landscaping.

A small number of municipalities use lot coverage ratios to address the “limited in area” requirement. This is the recommended approach.

The “limited in area” requirement should be based on the total land area that is unavailable for agricultural production as a result of the *on-farm diversified use*, (i.e. the footprint occupied by the use, expressed as a percentage of lot coverage). The area calculation should account for all aspects related to an *on-farm diversified use* such as buildings, outdoor storage, landscaped areas, berms, parking and new access roads. Lot coverage ratio should be based on the size of the individual parcel of land where the use is located, not the total area of a farm operation which could include several parcels.

Where available, uses should be located within existing buildings or structures no longer needed to support agricultural production. Reusing existing buildings or structures will help to:

- reduce the amount of farmland displaced
- maintain the agricultural/rural character of the area
- ensure existing buildings are kept in good repair or improved

As farmers expand and modernize their operations, they often prefer to build new structures based on current standards rather than retrofit older buildings. This can result in surplus buildings that could be repurposed for new uses. It is therefore recommended that for “limited in area” calculations, the area of existing buildings used for *on-farm diversified uses* be discounted at an appropriate rate (e.g. 50 per cent). Proponents should be aware that a change in the use of a building may result in a change in Building Code requirements (see Section 2.5.7).

Likewise, if an *on-farm diversified use* occupies the same footprint as a demolished building, the land area for the use may be similarly discounted. This recognizes that it is unlikely that land under a demolished building will be returned to an *agricultural use*. However, preference should be given to reuse of existing buildings where possible, for the reasons noted.

It is also recommended that the area of existing laneways not be included in area calculations. This will encourage *on-farm diversified uses* to locate within existing farm building clusters and minimize impacts on agricultural production.

For example, if an existing barn is restored for an *on-farm diversified use* with the same foundation/footprint as the existing barn, only 50 per cent of the building’s footprint is counted in the area calculations. Likewise, the footprint of a home occupation in an existing residence or outbuilding may be calculated at 50 per cent of the area of the office. However, 100 per cent of the area needed for parking and outdoor storage would be included. Existing laneways would not be counted in the area calculations but 100 per cent of the area for new laneways would be included.

“Limited in area” is a relative term. For example, a use occupying one ha on a 50-ha farm may be “limited in area,” while a one ha use on a 15-ha farm may not be. These Guidelines recommend that the

Recommended Area Calculations for On-Farm Diversified Uses

- Existing laneways shared by *on-farm diversified uses* are not counted
- Area of existing buildings or structures occupied by the uses is discounted (e.g. 50 per cent)
- Area of new buildings, structures, setbacks, outdoor storage, landscaped areas, berms, laneways, parking, etc. are counted at 100 per cent
- *On-farm diversified uses* may occupy no more than two per cent of the property on which the uses are located, to a maximum of one hectare (ha) or 10,000 metre-square (m²)

standard for the acceptable area occupied by an *on-farm diversified use* is up to two per cent of a farm parcel to a maximum of one ha (10,000 m²). The examples of *on-farm diversified uses* in Appendix 2 show the variety of uses that could be placed on different-sized parcels of land, while staying well within the recommended maximum lot coverage of two per cent.

It should be noted that, in the case of *on-farm diversified uses* that are intermittent, such as events, “limited in area” may mean an area greater than the general recommendations above. Also, when calculating the area for agri-tourism uses such as wagon rides or corn mazes, lands producing a harvestable crop are *agricultural uses* that do not need to be included in area calculations. However, areas such as playgrounds and loading areas for hayrides should be included.

If more than one *on-farm diversified use* is proposed on a single property, the combined area of all *on-farm diversified uses* should be within the above area and lot coverage guidelines.

If the area of a proposed *on-farm diversified use* exceeds the recommended area thresholds in these Guidelines, a municipality should require the proponent to apply for a zoning by-law amendment or relocate to an area outside of the *prime agricultural area*, as appropriate.

4. Includes, but is not limited to, home occupations, home industries, agri-tourism uses and uses that produce value-added agricultural products (from the PPS definition of *on-farm diversified uses*)

The PPS definition provides a number of examples of *on-farm diversified uses*. Beyond these examples, other uses may also be suitable, subject to meeting all PPS criteria.

5. Compatible with, and shall not hinder, surrounding agricultural operations (from PPS Policy 2.3.3.1)

Please refer to the discussion of this policy under *agriculture-related uses* (Section 2.2 above) as it applies equally to *on-farm diversified uses*. Some uses that meet other *on-farm diversified uses* criteria may not meet the compatibility criterion. In particular, uses that attract large numbers of people onto the farm for non-farm events or for recreational purposes could result in soil compaction, excessive noise and trespass issues that may be incompatible with surrounding agricultural operations. In addition, some uses may be better suited to settlement areas where municipal services are available, as per Policy 1.6.6 of the PPS. Municipalities should consider how effectively any impacts can be mitigated before allowing different uses in *prime agricultural areas*.

In broad terms, nano or micro-breweries and small distilleries may fit the definition of *on-farm diversified uses* if they are able to meet all PPS criteria for that category of uses. However, care must be taken to ensure these uses are appropriate to available rural water and wastewater services. High water

use/effluent generation operations may be incompatible in *prime agricultural areas* and may be better suited to areas on full urban services. The appropriate scale to qualify as an *on-farm diversified use* needs to be assessed on a case-by-case basis.

In *prime agricultural areas* with multiple *on-farm diversified uses* on several farms, the cumulative impact of these uses should be limited and not undermine the agricultural nature of the area. Whether a proposed new *on-farm diversified use* is compatible depends at least in part on other *on-farm diversified uses* in the area and how the area would be affected by all of these uses.

2.3.2 Examples of On-Farm Diversified Uses

Figure 3 provides examples of the uses that could be classified as *on-farm diversified uses* if they meet all the PPS criteria.

2.3.3 Examples of Uses that Would Not be On-Farm Diversified Uses

Examples of uses that would typically NOT be *on-farm diversified uses* because they would not meet PPS criteria include:

- large-scale equipment or vehicle dealerships, hotels, landscape businesses, manufacturing plants, trucking yards that exceed the “limited in area” criterion
- uses with high water and sewage needs and/or that generate significant traffic, such as large food processors, distribution centres, full-scale restaurants, banquet halls, large-scale recurring events with permanent structures
- institutional uses (e.g. churches, schools, nursing homes, cemeteries)
- large-scale recreational facilities such as golf courses, soccer fields, ball diamonds or arenas

Figure 3: Examples of On-Farm Diversified Uses Provided All PPS Criteria are Met



Value-added uses (e.g. processor, packager, winery, cheese factory, bakery, abattoir)



Home occupations (e.g. professional office, bookkeeper, land surveyor, art studio, hairdresser, massage therapist, daycare, veterinary clinic, kennel, classes or workshops)



Home industries (e.g. sawmill, welding or woodworking shop, manufacturing/fabrication, equipment repair, seasonal storage of boats or trailers, biomass pelletizer)



Agri-tourism uses (e.g. farm vacation suite, bed and breakfast, hay rides, petting zoo, farm-themed playground, horse trail rides, corn maze, seasonal events, equine events, wine tasting)



Retail uses (e.g. farm market, antique business, seed supplier, tack shop)



Café/small restaurant, cooking classes, food store (e.g. cheese, ice cream)




2.4 Categorization of Permitted Uses













Defining a use as an *agricultural*, *on-farm diversified* or *agriculture-related use* depends on a number of considerations. These considerations include where the use is located (farm/off-farm), if it is used primarily for the farm operation on which it is located and if it services the local agricultural community. For example, a grain dryer would be an *agricultural use* if it dries grain primarily produced on the farm where it is located. A grain dryer used to dry and store grain from multiple farms in the area could be either an *on-farm diversified use* or *agriculture-related use*. If the grain dryer is not located on a farm, it would be an *agriculture-related use*.

In terms of the scale of the operation, *agricultural uses* and *agriculture-related uses* do not have size limitations. *On-farm diversified uses* must be limited in area according to the criteria outlined above. *Agriculture-related* and *on-farm diversified uses* must be compatible with and shall not hinder surrounding agricultural operations.
















Table 2 provides examples of uses and when they may be permitted as *agricultural uses*, *on-farm diversified uses* or *agriculture-related uses*. These examples are not necessarily the same as those provided in Figures 1, 2 or 3. Together, all of the examples in these Guidelines help to identify the many situations that may arise.

Table 2: Categorization of Uses Permitted in Prime Agricultural Areas Provided all PPS Criteria are Met













Type of Use	Agricultural Use	Agriculture-Related Use	On-Farm Diversified Use
	Growing of crops or raising of animals; includes associated on-farm buildings and structures; all types, sizes and intensities; <i>normal farm practices</i> are promoted and protected	May or may not be on a farm; farm-related commercial or industrial use; compatible with surrounding agricultural operations; directly related to farms in the area; supports agriculture, provides products or services to farms; benefits from proximity to farms	On a farm; secondary use; limited in area; includes, but is not limited to, home occupations, home industries, agri-tourism uses and value-added uses; compatible with surrounding agricultural operations
Greenhouse	 For growing plants	 For retailing plants grown in the area	 For growing or retailing plants or a variety of non-plant items

Type of Use	Agricultural Use	Agriculture-Related Use	On-Farm Diversified Use
	Growing of crops or raising of animals; includes associated on-farm buildings and structures; all types, sizes and intensities; <i>normal farm practices</i> are promoted and protected	May or may not be on a farm; farm-related commercial or industrial use; compatible with surrounding agricultural operations; directly related to farms in the area; supports agriculture, provides products or services to farms; benefits from proximity to farms	On a farm; secondary use; limited in area; includes, but is not limited to, home occupations, home industries, agri-tourism uses and value-added uses; compatible with surrounding agricultural operations
Value-retention of farm products e.g. grain drying, cold storage, grading, maple sap evaporating	 Primarily for products produced on own farm	 Could service farms in the area	 No restriction on products or where they are from
Accommodation for full-time farm labour	 On-farm housing for own workers		 Could house workers from own or neighbouring farms
Value-added process e.g. food processing		 Could do value-added processing of farm products grown in the area	 No restriction on what could be processed or its origin
Winery, cidery		 Fruit used is primarily from farms in the area; could include tasting and retailing; appropriate servicing (water and wastewater) must be available ⁴	 No restriction on where fruit is grown; may include other permitted uses (e.g. tasting and retailing); appropriate servicing (water and wastewater) must be available ⁴

⁴ High water uses/effluent generators should be on full urban services.

Type of Use	Agricultural Use	Agriculture-Related Use	On-Farm Diversified Use
	Growing of crops or raising of animals; includes associated on-farm buildings and structures; all types, sizes and intensities; <i>normal farm practices</i> are promoted and protected	May or may not be on a farm; farm-related commercial or industrial use; compatible with surrounding agricultural operations; directly related to farms in the area; supports agriculture, provides products or services to farms; benefits from proximity to farms	On a farm; secondary use; limited in area; includes, but is not limited to, home occupations, home industries, agri-tourism uses and value-added uses; compatible with surrounding agricultural operations
Small-scale micro-brewery, distillery		 Unless local agricultural products e.g. grains are the main input and appropriate servicing (water and wastewater) are available ⁴	 Appropriate servicing (water and wastewater) must be available ⁴
Agri-tourism venture e.g. bed & breakfasts, playgrounds, hayrides, corn mazes, haunted barns			 ⁵
Home occupation		 Must provide products or services to local farms (e.g. farm business advisor)	 All types
Commercial use		 Must provide products or services to local farms	 All types
Landscaping business			

⁵ Area limits, rural servicing and Building Code requirements may restrict uses such as large wedding and banquet facilities.

Type of Use	Agricultural Use	Agriculture-Related Use	On-Farm Diversified Use
	Growing of crops or raising of animals; includes associated on-farm buildings and structures; all types, sizes and intensities; <i>normal farm practices</i> are promoted and protected	May or may not be on a farm; farm-related commercial or industrial use; compatible with surrounding agricultural operations; directly related to farms in the area; supports agriculture, provides products or services to farms; benefits from proximity to farms	On a farm; secondary use; limited in area; includes, but is not limited to, home occupations, home industries, agri-tourism uses and value-added uses; compatible with surrounding agricultural operations
Industrial use		 Must support local agriculture	 All types
Machinery repair shop	 For own use	 Must support local agriculture	 All types
Agricultural research centre (i.e. government or associated with an academic institution)	 The growing of crops or raising of animals would need to be the primary activity		
Veterinary clinic		 Large animal clinic	 Large or small animal clinic
OTHER USES			
Renewable energy facilities (e.g. solar, wind, biogas) under the Green Energy Act	These uses fall under the Green Energy Act and do not need approval under the Planning Act. See Section 4.1 #5		
Mobile/Non-stationary use (e.g. cider press, pelletizer, hoof trimmer, seed cleaner)	These uses do not require a building permit or land use change under the Planning Act. If they are <i>normal farm practices</i> , they are promoted and protected in <i>prime agricultural areas</i> .		

2.5 Implementation

This subsection identifies tools available to municipalities to implement the PPS's permitted uses policies under the Planning Act and Municipal Act. More information is available on the [Ministry of Municipal Affairs and Housing's website](#). Municipalities should be consulted on any local requirements.

2.5.1 Official Plans

The official plan is the most important tool for implementing the PPS. PPS Policy 2.3.3.1 permits *agricultural uses, on-farm diversified uses* and *agriculture-related uses in prime agricultural areas*. Accordingly, municipal official plan policies under the Planning Act should explicitly state that these uses are permitted. Criteria for these uses may be based on these provincial Guidelines or municipal approaches that achieve the same objectives. These uses would then be permitted without the need for official plan amendments. They may, however, be subject to zoning by-law requirements, site plan control and other local requirements. Some municipalities may be more restrictive on the types of uses permitted in certain parts of their prime agricultural areas based on local circumstances, unless doing so would conflict with any PPS policy. As discussed, this may be appropriate in some instances but may limit options for farmers and local economic development.

2.5.2 Zoning By-laws

Under the Planning Act, municipal zoning by-laws may regulate matters such as:

- use of the land
- erection of buildings or structures
- type of construction and its height, bulk, location, size, floor area, spacing, character and use of buildings or structures, frontage and depth, and proportion of the land area that any building or structure may occupy
- loading or parking facilities
- area, density and height

Municipalities may choose to specify setbacks for some of the permitted uses in *prime agricultural areas* (e.g. to protect a municipal drinking water system⁶, provide fire protection, mitigate odour, noise or dust, meet requirements under the Nutrient Management Act or

Partial Lot Zoning

Municipalities may wish to consider using partial lot zoning for *on-farm diversified uses*. The portion of the property dedicated to *on-farm diversified uses* would be zoned for those uses, with the remainder of the property in an agricultural zone. The area zoned for the *on-farm diversified use* may be up to the recommended land area limit discussed in these Guidelines.

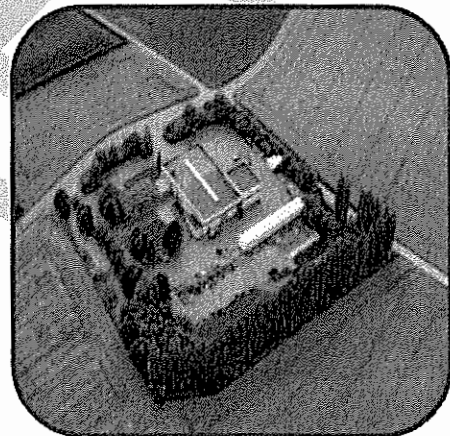
⁶ Municipalities with Source Protection Plans in place may require setbacks based on the Clean Water Act.

meet Ministry of the Environment and Climate Change's D-series Guidelines on Land Use Compatibility). Reasonable setbacks will vary with the use and applicable legislation.

Municipalities should adopt "as-of-right" zoning for *agricultural uses* and other permitted uses that are clearly compatible and appropriate in *prime agricultural areas*. This would mean that landowners could establish any of these uses as long as they comply with other applicable by-law requirements for the uses. For example, value-retaining uses (e.g. storage, grading, drying), home offices in existing buildings and small produce stands could be permitted as-of-right. Other uses may require site-specific consideration to ensure issues like traffic and site layout are compatible with surrounding agricultural uses.

Temporary use zoning by-laws zone land or buildings for specific uses over a set period of time. They may be used to allow a trial period for *on-farm diversified uses* or *agriculture-related uses*. Temporary use zoning by-laws may also be an effective way to deal with event-type uses such as concerts, rodeos and farm shows. As a general rule, however, if these temporary uses could be accommodated in existing facilities nearby that are designed for such uses (e.g. fairgrounds, parks and bandshells), on-farm locations should be avoided.

Zoning by-law amendments require public notification and consultation in accordance with the Planning Act. At least one public meeting must be held before a by-law is passed.



2.5.3 Site Plan Control

Section 41 of the Planning Act allows municipalities to control the form of development through the use of site plan control. Areas under site plan control must be described in the municipal official plan and designated as such in a site plan control by-law.

As a best practice, most municipalities exempt *agricultural uses* from site plan control and this practice should continue. Municipalities may find it useful, however, to apply site plan control to *on-farm diversified uses* given the broad range of uses permitted (both farm- and non-farm- related uses). Site plan control may also be beneficial for some *agriculture-related uses*.

Site plan control may be used to ensure that new uses fit in with the agricultural character of the area and are compatible with surrounding agriculture. For example, municipalities could use site plan control to address elements such as:

- entrances, parking, pedestrian pathways and emergency vehicle access
- lighting, walkways and the appearance and design of buildings

- site grading, fencing, landscaping and drainage
- outdoor storage, visual screening and loading areas

It is recommended that where any *agriculture-related uses* and *on-farm diversified uses* are under site plan control, municipalities consider an expedited site plan approval process (e.g. delegated authority for planning departments to approve) to help reduce the regulatory burden on farmers.

2.5.4 Development Permits

Increasingly, municipalities are using a development permit system to streamline the land-use planning process by combining zoning, site plan and minor variance processes. This may provide greater certainty upfront and speeds up approvals. More information is available from the [Ministry of Municipal Affairs and Housing](#) website.

2.5.5 Lot Creation

The PPS discourages lot creation in *prime agricultural areas* (Policy 2.3.4).

Lots may only be created for *agricultural uses* provided:

- new and remaining lots are of a size appropriate for the type of agricultural use(s)
- the lots are large enough to maintain flexibility for future changes in the type or size of agricultural operations (Policy 2.3.4.1 a)

Lots may only be created for *agriculture-related uses* provided that any new lot is limited to a minimum size needed to accommodate the use, and to accommodate appropriate *sewage and water services* (Policy 2.3.4.1 b)

Finally, lot creation may be permitted for a residence surplus to a farming operation as a result of farm consolidation, provided specific conditions are met (Policy 2.3.4.1 c).

2.5.6 Municipal By-laws

If a municipality wants to control or restrict noise, hours of operation or signage on the site of *agriculture-related* or *on-farm diversified uses*, it could consider using its authority under the Municipal Act to pass specific municipal by-laws. These by-laws need to consider all relevant legislation, including the Farming and Food Production Protection Act.

2.5.7 Building Permits

The Building Code sets standards for the design and construction of buildings to meet health, safety, fire protection, accessibility, resource conservation and other objectives.

The construction of farm buildings is regulated by Ontario's Building Code (Code) (in particular Article 1.3.1.2. of Division A) and the model National Farm Building Code of Canada. The National Farm Building Code stipulates additional or different requirements than those found in the Code. In some cases, the requirements are lower for farm buildings than for other kinds of buildings.

According to the Code,

"Farm building means all or part of a building,

- (a) that does not contain a residential occupancy,
- (b) that is associated with and located on land devoted to the practice of farming, and
- (c) that is used essentially for the housing of equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feeds."

A building permit is normally required:

- before construction begins for new buildings and additions, or to replace or renovate existing structures
- if the occupancy of the building is changed
- to install, alter, repair or extend an on-site sewage system

The Nutrient Management Act establishes mandatory construction protocols for structures that store nutrient materials. Those requirements are referenced in the Code as an applicable law.

Municipalities are responsible for enforcing the Code. Enforcement activities include reviewing applications for building permits, issuing permits and conducting inspections. In some areas of Ontario, local health units and conservation authorities enforce the Code in respect to on-site sewage systems. Building permits are issued when the responsible authority is satisfied that the technical requirements of the Code and all applicable law as set out in the Code, including municipal zoning by-laws are satisfied.

For more information on building permits, please consult the [Ministry of Municipal Affairs and Housing](#) website and the local municipal building department.

3 BEYOND PERMITTED USES

Land uses that do not meet the criteria for *agricultural, agriculture-related or on-farm diversified uses* are considered non-agricultural uses. This includes new or expanding *settlement areas*, limited non-residential uses and the extraction of *minerals, petroleum resources and mineral aggregate resources*. This section provides guidance on removal of land from *prime agricultural areas* for new or expanding *settlement areas* and permission for limited non-agricultural uses in *prime agricultural areas*. Direction on the extraction of *minerals, petroleum resources and mineral aggregate resources* in *prime agricultural areas* may be the subject of future guidance material.

3.1 Settlement Areas and Prime Agricultural Areas

PPS Policy 2.3.5 allows the removal of land in *prime agricultural areas* for new or expanding *settlement areas*, subject to the conditions outlined in Policy 1.1.3.8. Provincial plans, such as the Growth Plan for the Greater Golden Horseshoe and the Greenbelt Plan, may apply to *settlement area* expansions and should be consulted where applicable.

The process to remove land in *prime agricultural areas* for new or expanded *settlement areas* is described below. It begins with a broad, landscape-level assessment of potential settlement areas. It then proceeds to the evaluation of alternative locations and identification of mitigation measures to reduce the impact on agriculture.

PPS Policy 2.3.5.1

Planning authorities may only exclude land from *prime agricultural areas* for expansions of or identification of *settlement areas* in accordance with policy 1.1.3.8.

3.1.1 Preliminary Assessment

Policy 2.3.2 of the PPS requires planning authorities to designate *prime agricultural areas* to clearly communicate that the area is intended for long-term use for agriculture.

Policy 1.1.3.8 states that removal of land from *prime agricultural areas* for new or expanding *settlement areas* can only be considered by planning authorities at the time of a comprehensive review of the municipal official plan. During *comprehensive reviews*, municipalities look at how best to manage growth while protecting provincial interests like *prime agricultural areas*. They look at opportunities broadly within their boundaries and consider cross-jurisdictional issues. Not all areas are amenable to growth and will particularly benefit from a diversity of permitted uses in *prime agricultural areas*.

The PPS directs growth to *settlement areas* to create sustainable and vibrant communities. During the *comprehensive review*, municipalities identify *intensification, redevelopment and designated growth*

area opportunities. Often times, these lands already are or could be connected to existing municipal services. The PPS requires that *infrastructure* and *public service facilities* be financially viable and protect public health, safety and the environment.

Beyond existing *settlement areas*, PPS Policy 1.1.1 d) suggests that the focus of any new settlement areas should be on lands adjacent or close to existing settlement areas.⁷

Removal of land from *prime agricultural areas* can only be considered where there are no reasonable alternatives outside of *prime agricultural areas* (Policy 1.1.3.8 c). In that instance, lower priority agricultural lands within *prime agricultural areas* must be identified.

The PPS states that *settlement areas* shall not include lands that comprise *specialty crop areas*. Before a potential *settlement area* is designated, the PPS requires that the provincial *minimum distance separation formulae* be met.

The basis for the above approach is that *settlement areas* can be built on a range of soil and landscape types. In contrast, agriculture depends on soil, climate and other fixed-location factors to be productive.

3.1.2 Alternative Locations

If there are insufficient growth opportunities within existing *settlement areas* and on *rural lands* outside of *prime agricultural areas*, lower priority (i.e. poorer quality) land within *prime agricultural areas* needs to be identified and evaluated.

To identify these lower priority agricultural lands, the following factors should be considered. Typically, the alternative locations for *settlement areas* and surrounding lands (e.g. agricultural area within at least 1.5 kilometres of potential new settlement

Before considering new or expanded *settlement areas* in *prime agricultural areas*, municipalities must demonstrate that there are insufficient opportunities for *development* within existing *settlement areas* or on *rural lands*.

Order of Priority for Protection of Farmland within *Prime Agricultural Areas*:

1. *specialty crop areas*
2. CLI Class 1, 2 and 3 lands
3. any associated Class 4 through 7 lands

(Based on PPS Policy 2.3.1)

If lands within *settlement areas* and *rural lands* are unavailable for non-agricultural uses, lower priority lands must be evaluated before more productive agricultural lands can be considered.

⁷ Within the Greater Golden Horseshoe, new *settlement areas* are prohibited. They must be contiguous to existing *settlement areas*.

areas⁸) should be evaluated, as appropriate, in terms of factors such as:

- existing official plan designation(s)
- Canada Land Inventory (CLI) mapping showing land capability for agriculture
- soil type and characteristics (as reported in county soil reports); guidelines for soil surveys are available for undertaking detailed soil surveys for land use planning
- current use of the land (identify both agricultural and non-agricultural uses)
- degree of fragmentation of the agricultural land base by non-agricultural uses
- farm parcel size relative to the type of agriculture in the area (e.g. cash crops and livestock farms generally require large parcels while specialty crops may not)
- access to water for agricultural use
- differing climatic conditions, if applicable (e.g. crop heat units, microclimate)
- presence, use and capital investment in farm buildings and infrastructure (e.g. tile drainage, irrigation)
- proximity to farm supply, storage, distribution or processing facilities (may be beyond two kilometres)

Identification of lower priority agricultural lands is a comparative exercise. For example, lower priority agricultural lands may have relatively lower capability land (based on CLI), fewer drainage or irrigation upgrades and poorer water access (where such upgrades or access is required for the type of agriculture common in the area) than surrounding agricultural areas. Lower priority agricultural lands may also have a relatively small area in agriculture, be fragmented by non-agricultural uses and/or have small parcel sizes.

Before or during a *comprehensive review*, municipalities may undertake agricultural land evaluation studies (e.g. a Land Evaluation and Area Review (LEAR) study or a provincially acceptable alternative land evaluation system) to help identify *prime agricultural areas*. These studies consider many of the same factors and may help inform consideration of alternative locations for new or expanding *settlement areas*. It should be noted that LEAR studies broadly characterize the landscape and are not intended to be used for site-specific purposes.

⁸ For consistency, the Minimum Distance Separation Implementation Guidelines provide a recommended investigation distance for identifying potential livestock facilities and the need to apply MDS. The recommended distances are 750 metres for Type A Land Uses (e.g. industrial uses, low-intensity recreational uses) and 1500 metres for Type B land uses (e.g. commercial uses, high-intensity recreational uses, settlement areas). Normally, 1500 metres would be reasonable for the consideration of localized impacts on agriculture from new or expanding settlement areas.

The potential to mitigate the impacts of new or expanding *settlement areas* on nearby agricultural operations is also a factor in the assessment of alternative locations.

3.1.3 Impact Mitigation

Policy 1.1.3.8 e) of the PPS requires that impacts from new or expanding *settlement areas* to surrounding agricultural operations be reduced as much as possible. As a first step, potential adverse impacts on neighbouring agricultural operations resulting from proposed new or expanding *settlement areas* should be identified.

Municipalities undertaking a *comprehensive review* of their official plan often complete studies to inform the review (e.g. traffic, agricultural and servicing studies). These studies may not only help with the identification of new *settlement areas* but also the identification of impacts and mitigation. An agricultural impact assessment is one such example.

Agricultural Impact Assessments

- Describe the agricultural area and uses
- Identify all agricultural operations that may be impacted by a proposed *development*
- Identify potential agricultural impacts including limitations on future farming options
- Recommend how impacts can be mitigated
- Identify net impacts to agriculture

Impacts may be short- or long-term and may affect agricultural production, infrastructure, operations or farmers' flexibility in carrying out their farming business. Examples of potential impacts include:

- loss of agricultural land
- increased traffic and safety risks for slow-moving farm equipment operators and people in passing vehicles
- nuisance complaints by new residents related to *normal farm practices* (may depend on wind direction, landforms, vegetation, etc.)
- farmer concern over lighting, noise, dust and other changes in *settlement areas* that are incompatible with agriculture (also dependent on physical site attributes)
- new or increased *minimum distance separation* requirements that may restrict future development or expansion of livestock facilities
- trespassing, vandalism, pets at large and litter/garbage disposal on farm properties
- change in water quality or quantity
- increased growth pressure on remaining agricultural lands

After identifying potential impacts, the study needs to identify ways to eliminate or reduce the impacts. Examples of mitigation measures municipalities might consider include:

Loss of agricultural land

- Minimizing the amount of land converted from agriculture by maintaining any surplus lands in agriculture.

Traffic and safety risk

- Ensuring signage is used on slow-moving farm vehicles (as required by the Highway Traffic Act) and along roads frequently used by farm vehicles.
- Designing roads and traffic controls to accommodate wide, slow-moving farm equipment (e.g. wider shoulders, no curbs, controlling access to new or expanding *settlement areas*, and reduced speed limits).
- Improving public transit in and to new *settlement areas* to reduce rural traffic.

Nuisance issues

- Designing subdivisions to reduce potential conflicts (e.g. urban-side buffers and screening between agricultural and non-agricultural uses, exterior lighting appropriate to rural character).
- Providing public education on *normal farm practices*.
- Providing education to farm operators on how to minimize nuisance impacts and develop 'good neighbour' relationships (e.g. maintain or enhance established farm windbreaks).
- Writing warning/notification clauses into non-agricultural property titles regarding location in agricultural areas and the potential for nuisance effects.
- Requiring air conditioning units as a standard inclusion for new buildings adjacent to agricultural areas.

Minimum Distance Separation (MDS)

- Giving existing livestock facilities space to operate by ensuring that MDS setbacks are established early in the land use planning process (i.e. at the time of an official plan amendment for new or expanding *settlement areas* rather than at the plan of subdivision stage).
- Placing *employment areas*, stormwater management systems or green space at the edge of *settlement areas* to further separate residential and agricultural areas.

Trespassing, Vandalism, Pets at Large and Litter/Garbage Disposal

- Providing public education.

- Appropriately designing and maintaining fencing around the perimeter of non-agricultural uses abutting agricultural land.
- Erecting signage.
- Developing municipal by-laws that require pets to be kept on-leash.
- Providing regular garbage collection, municipal assistance in removing illegally dumped goods, etc.
- Enforcing by-laws (e.g. fines).

Water Issues

- Maintaining existing water supplies, agricultural drainage and irrigation infrastructure.
- Avoiding water erosion by minimizing impermeable surfaces and maximizing vegetated areas in new *settlement areas*.
- Ensuring effective stormwater management in new *settlement areas*.

Growth Pressure

- Developing firm urban boundaries (e.g. designation of permanent urban boundaries) that generally follow recognizable features (e.g. roads or rivers).
- Having strict control over the extension of municipal services (e.g. water and wastewater).
- Providing agricultural easements along the rural-urban fringe/interface.

Other

- Providing municipal economic development support for local agriculture (e.g. support for infrastructure such as farmers' markets, processing or distribution centres, community improvement plans for agricultural areas, agricultural liaison officer, signage, maps and websites to promote local agriculture).
- Creating a municipal agricultural advisory committee,

Some Municipal Options for Mitigating Agricultural Impacts

- designating uses such as employment lands, stormwater management areas or open space between future residential and existing agricultural areas
- adopting official plan policies for rural/urban interface areas (e.g. City of London, Town of Mississippi Mills)
- identifying additional "complete application" standards in an official plan for Planning Act applications (e.g. agricultural impact assessment, stormwater management plan, transportation plan, etc. depending on the application)
- adopting zoning by-law provisions for buffers and fencing in specific interface areas
- passing a municipal noise by-law

if the municipality does not yet have one.

Some of these mitigation examples are standard practices in communities where agriculture and non-farm land uses co-exist. To specifically mitigate the impact of new or expanding *settlement areas* on *prime agricultural areas*, multiple mitigation methods may be needed. The above list is not exhaustive. Local circumstances, needs and opportunities must be factored in, typically through the completion of an agricultural impact assessment. Municipalities should consider how to ensure that the mitigation measures are implemented, and if necessary, monitored. Consultation with the municipal agricultural advisory committee may be helpful, where one is in place.

Policy 1.1.3.8 e) requires that impacts be mitigated “to the extent feasible.” That means that mitigation is required when impacts are predicted and should be proportional to the estimated degree of impact or risk. For example, new *settlement areas* in *prime agricultural areas* that significantly increase traffic and risk of accidents on local roads on an on-going basis may require mitigation like a new access road, road upgrades and signage. Small new *settlement area* expansions that do not significantly increase traffic, or only on an occasional basis, would likely not necessitate such extensive mitigation.

Mitigation must also be economically reasonable in terms of the outcome to be achieved. For example, to mitigate potential trespassing onto an adjoining farm, fencing and signage along the property line may be feasible, whereas a five metre brick wall may not be.

Identification of mitigation measures should be followed by the assessment of net impacts, assuming the proposed mitigation is in place.

The preferred location for new or expanding *settlement areas* would be one that avoids *prime agricultural areas* or uses opportunities on *rural lands*. If this is not possible, the first option should be to use lower priority *prime agricultural land* where net impact on surrounding agricultural operations would be minimal, assuming other provincial interests are also satisfied.

3.2 Limited Non-Residential Uses in Prime Agricultural Areas

This section provides guidance on PPS Policy 2.3.6, addressing limited non-residential uses in *prime agricultural areas*, with the exception of Policy 2.3.6.1 a) addressing extraction of *minerals*, *petroleum resources* or *mineral aggregate resources*.

3.2.1 Preliminary Assessment

Prime agricultural areas are distinct from *rural lands*. On *rural lands*, Policy 1.1.5.2 provides for a wide range of non-agricultural uses such as the management or use of resources, resource-based recreational uses, home occupations and home industries, cemeteries and other rural land uses.

However, in *prime agricultural areas*, permitted uses are limited to *agricultural*, *agriculture-related* and *on-farm diversified uses*. Other uses should be directed to *settlement areas* or *rural lands*.

Policy 2.3.6.1 specifies the limited circumstances under which non-agricultural uses may be considered in *prime agricultural areas*. Any non-agricultural uses, excluding residential uses, must be outside of *specialty crop areas* and meet the *minimum distance separation formulae* setbacks. A proposal must demonstrate need for the use, evaluate alternative locations and identify how impacts will be mitigated.

New non-agricultural uses in *prime agricultural areas* typically require official plan and zoning by-law amendments. While new or expanded *settlement areas* permanently remove land from *prime agricultural areas*, permission for other non-agricultural land uses does not. The land remains part of the *prime agricultural area*. Should an approved non-agricultural use discontinue in the future, the *prime agricultural area* policies in the PPS and applicable official plan apply.

PPS Policy 2.3.6 Non-Agricultural Uses in Prime Agricultural Areas

2.3.6.1 Planning authorities may only permit non-agricultural uses in *prime agricultural areas* for:

- a) extraction of *minerals*...; or
- b) limited non-residential uses, provided that all of the following are demonstrated:
 - 1. the land does not comprise a *specialty crop area*;
 - 2. the proposed use complies with the *minimum distance separation formulae*;
 - 3. there is an identified need within the planning horizon provided for in policy 1.1.2 for additional land to be designated to accommodate the proposed use; and
 - 4. alternative locations have been evaluated, and
 - i. there are no reasonable locations which avoid *prime agricultural areas*
 - ii. there are no reasonable alternative locations in *prime agricultural areas* with lower priority agricultural lands.

The assessment of need and evaluation of alternative locations for non-agricultural uses is geographically-based and depend on the type of use and the region from which clients/customers are drawn, as applicable. Part III of the PPS indicates that policies apply at a range of geographic scales. Policies need to be considered in the context of the municipality or planning area as a whole. This is further discussed below under Alternative Locations (Section 3.2.3).

3.2.2 Demonstration of Need

Policy 2.3.6.1 b) 3 states that need for land to accommodate the non-residential use must be justified “within the planning horizon provided for in Policy 1.1.2.” i.e. over a time horizon of up to 20 years unless an alternate time period has been established. Non-residential uses are not permitted in *prime agricultural areas* if the need for land to accommodate the use within that planning horizon cannot be appropriately demonstrated.

Demonstration of need for a proposed limited non-agricultural use typically requires the completion of a justification study. The scope of this study depends on the proposed use and starts by identifying the specific geographic market or service area for the proposed use. It usually needs to include information on:

- the demand for the product or service
- an inventory of current suppliers/competitors
- how much of the current and future projected demand is met within a given market or service area
- distance to markets or clients
- economic impacts of the proposed use
- a preliminary assessment of the potential impacts on agricultural operations in the area

Limited Non-Residential Uses

In *prime agricultural areas*, limited non-residential uses are uses that include commercial, industrial, institutional or recreational uses but exclude residential uses. These uses may only be considered in *prime agricultural areas* if other locations are unavailable and if they meet the tests of PPS Policy 2.3.6.1 b).

Limited non-residential uses must be limited in area based on the land area that would no longer be available to agriculture. The term “limited” also suggests that the use may be a single use rather than an assembly of uses. For example, a proposed single industrial use occupying a small footprint that meets all other requirements under Policy 2.3.6.1 b) may be acceptable, while an industrial park would not be.

3.2.3 Alternative Locations

Under Policy 2.3.6.1 b) of the PPS, evaluation of alternative locations for limited non-agricultural uses is mandatory. Arguing that applicants own only one site, or that sites in *settlement areas* are unaffordable for the proposed use, are insufficient reasons and will not be considered as adequate justifications. Based on policy 2.3.6.1 b), applicants should look to lands outside prime agricultural areas first.

The geographic area within which to identify alternative sites varies with the use. Alternative sites should be considered within the entire market area/service area for the use. For example, OMAFRA, in consultation with other parties, has determined that an application for a new golf course should consider alternative locations within a one-hour driving distance of the target golfing population, or roughly a distance of 50 to 60 kilometres. This is the distance golfers are usually willing to drive for an 18-hole golf game (Royal Canadian Golf Association, 2006). The distance may be greater for an exclusive golf course.

Likewise, to identify alternative locations for a church, proponents would first need to look at sites within *settlement areas* and on *rural lands* within the service area. If no reasonable alternatives are available in these areas, lower priority areas within *prime agricultural areas* may be identified and evaluated.

The service area for non-agricultural uses in a community that relies on horse-drawn vehicles for transportation would be smaller than for uses that cater to customers using cars or trucks. Proponents of non-agricultural uses in communities reliant on horse-drawn vehicles would still need to consider sites within the service area in *settlement areas*, on *rural lands* and on lower priority agricultural lands, in that order of priority.

To identify lower priority agricultural lands within *prime agricultural areas*, proponents would need to analyze the factors discussed in Section 3.1.2, such as official plan designation, CLI class and current use of the land. Depending on the scale of the proposed non-agricultural use, the analysis of location alternatives may need to be more detailed and site-specific than for new *settlement areas*. For example, CLI mapping at 1:10,000 or 1:8,000 may be required.

Depending on local circumstances, sites with a previous non-agricultural use may be considered lower priority agricultural areas for the purpose of identifying alternative locations. Adaptive reuse of sites with commercial or industrial zoning, for example, may be suitable and would avoid greenfield *development*. Significantly disturbed sites that cannot be returned to an agricultural use could be considered lower priority areas. Sites historically approved for non-agricultural uses that have never been developed cannot be considered lower priority land - they remain as agricultural lands.

PPS Policy 2.3.6.2

Impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands are to be mitigated to the extent feasible.

3.2.4 Impact Mitigation

Policy 2.3.6.2 requires the impacts of new non-agricultural uses in *prime agricultural areas* to mitigate impacts on surrounding agricultural operations as much as possible. Depending on the use, non-agricultural uses in *prime agricultural areas* may trigger the need to consider the types of mitigation

identified in Section 3.1.3. Impact mitigation for small-scale, non-agricultural uses that do not significantly conflict with agriculture may require a localized approach e.g. dust suppression, fencing, appropriate lighting, etc., as applicable. Large-scale uses that could significantly conflict with agriculture would require more extensive mitigation measures. Guidance on satisfying the “to the extent feasible” requirement is also provided in Section 3.1.3.

Identification of mitigation measures should be followed by the assessment of net impacts, assuming the proposed mitigation measures are in place. The preferred location for non-agricultural uses in *prime agricultural areas* would be on lower priority land where there would be minimal net impact on surrounding agricultural operations.

4.0 FREQUENTLY ASKED QUESTIONS

4.1 General

1. **Would *agricultural, agriculture-related* and *on-farm diversified uses* trigger any Planning Act applications, such as official plan amendments, zoning amendments, minor variances or site plan control?**

An official plan amendment would not be required if the uses permitted by the PPS and explained in these Guidelines are permitted in the *prime agricultural area* policies of the municipal official plan. Landowners have the right to establish these uses, provided other requirements are met (e.g. performance standards in zoning by-laws, building permits, site alternation or tree by-laws, site plan control, conservation authority permits, Endangered Species Act requirements). Zoning and site plan control may address issues such as setbacks, outdoor storage, lighting and parking.

If existing zoning by-law requirements are not met by the proposed development, an application for a minor variance or zoning by-law amendment may be required. Landowners must consult with the appropriate municipality or planning authority to identify local requirements.

2. **Could a single property support more than one *agricultural, agriculture-related* or *on-farm diversified use*?**

There could be more than one of these uses on a single property if all the principles identified in Section 1.1. and all the criteria for the uses can be met. For example, for more than one *on-farm diversified use* to be acceptable, the combined uses would need to be compatible with and not hinder surrounding agricultural operations, be secondary to the principal agricultural use of the property and be limited in area. An example of an existing property with a combination of uses is provided in Appendix 3.

3. **Could a single property accommodate both an *on-farm diversified use* and an *agriculture-related use*?**

An *agriculture-related use* may be located on a farm parcel or on a parcel of its own. If the *agriculture-related use* is located on a non-farm parcel, then an *on-farm diversified use* would not be permitted on the same parcel. *On-farm diversified uses* can only be located on farms. If both uses are proposed to be located on a farm, the applicant and municipality would need to assess whether all of the principles of permitted uses in *prime agricultural areas* (see Section 1.1) could still be met. If so, the uses would also need to meet all *on-farm diversified use* and *agriculture-related use* criteria.

4. Under what circumstances would severances be considered for permitted uses in *prime agricultural areas*?

In *prime agricultural areas*, severances are not permitted for *on-farm diversified uses*. Severances may be permitted only for *agricultural uses* and *agriculture-related uses* if certain conditions can be met.

While the PPS may allow severances for *agriculture-related uses*, there may already be properties in *prime agricultural areas* that could accommodate a proposed use, thereby avoiding the need for a severance. For example, a property previously used for another *agriculture-related use* may be available. Locating a new *agriculture-related use* on such a site is preferred over creating a new lot in a *prime agricultural area*.

5. Are renewable energy projects (e.g. solar facilities, wind turbines and biogas systems) permitted in *prime agricultural areas*?

Renewable energy projects fall under the Green Energy Act and are generally not subject to approval under the Planning Act. The Planning Act exemption means that land use planning instruments such as municipal official plans, zoning by-laws and site plan control do not apply to renewable energy projects. Nor, generally, do the PPS or these Guidelines.

Nevertheless, as a general guide, ground-mounted solar projects larger than 10 kilowatts may be restricted from being located on *prime agricultural areas* or on *prime agricultural land*. Other renewable energy technologies can co-exist with agriculture and may be permitted in *prime agricultural areas* if they are able to meet approval requirements. Details on the renewable energy program rules and approvals are available from the [Ministry of Energy](#) and the [Ontario Power Authority](#).

4.2 Compatibility Issues

6. Do Minimum Distance Separation (MDS) Formulae apply to the permitted uses?

MDS I and II setbacks apply in rural areas to both rural lands and *prime agricultural areas* in accordance with the PPS. MDS I applies to proposed new non-farm development in proximity to existing livestock facilities. MDS II applies to proposed new or expanding livestock facilities in proximity to existing or approved non-farm development.

Depending on the local municipal official plan and zoning by-law, MDS may also apply to *agriculture-related and on-farm diversified uses* that could conflict with neighbouring livestock facilities. These uses are often characterized by having a high level of human activity, attracting visitors to the agricultural area. Examples include food services, accommodations, agri-tourism

uses and retail operations. Ultimately, direction on the application of MDS to *agriculture-related uses* and *on-farm diversified uses* comes from local planning documents. For more information, please see the MDS Implementation Guidelines (add link when available).

7. If an official plan or zoning by-law amendment is required for a new land use in a *prime agricultural area*, what studies would be required?

Generally speaking, a planning report is almost always required to outline how the proposed use is consistent with the PPS, these Guidelines and municipal planning documents. Other studies could also be required to assess impacts and deal with issues related to water and wastewater servicing, traffic, agriculture, and natural and cultural heritage. Municipalities may list the information and material required to deem an application “complete,” depending on their official plan policies and the proposed use.

Under the PPS, proponents are required to complete environmental studies to demonstrate that the rural water and wastewater servicing is appropriate for the use, and that servicing can be provided in a manner that does not result in negative impacts on water quality and quantity. Traffic assessments may be needed for uses that have potential for off-site impacts such as increased traffic and safety concerns with slow-moving farm vehicles. Agricultural impacts assessments summarize all potential impacts and mitigation. Where historic farm buildings are proposed to be adapted to a new use, local guidelines may need to be followed and Local Architectural Conservation Advisory Committees consulted, where they exist. In some cases, a cultural or heritage assessment may be required.

Landowners must consult with the appropriate municipality or planning authority to identify local requirements.

8. How can conflicts be avoided between a farmer and a neighbouring *on-farm diversified use*?

Conflicts can be avoided by ensuring that the *on-farm diversified use* meets the requirements of the PPS and satisfies the provisions of these Guidelines. Good planning at the municipal level is essential. This may mean amending existing official plan policies or zoning by-laws. Some municipalities have an Agricultural Advisory Committee that provides Council and staff with local advice on agricultural issues. Consultation with these committees, as well as with local agricultural organizations and rural residents, can help to anticipate potential conflicts and identify appropriate courses of action.

Thoughtful consideration of neighbours is also helpful. Conflicts between farmers and nearby *on-farm diversified uses* can often be avoided through open communication and with the use of best management practices (e.g. tree planting along the property line, on-site dust suppression and noise control).

4.3 Agriculture-Related Uses

9. What happens to a non-farm property with an *agriculture-related use* that is no longer operational? What redevelopment opportunities are there for such a site?

Since the *prime agricultural area* policies of the PPS apply to these lands, any new uses must meet PPS policies and these Guidelines. If the site has been disturbed in a way that it could not reasonably be returned to active agricultural production, it could be used for another *agriculture-related use* that meets the PPS criteria discussed in these Guidelines.

4.4 On-Farm Diversified Uses

10. What happens if the owner of an *on-farm diversified use* wants to expand that use?

The owner can expand an *on-farm diversified use* if the use is consistent with PPS policies and these Guidelines and the post-expansion area remains under the identified thresholds. If the proposed expansion is larger than the thresholds, the business could be relocated to an alternative site that is zoned for the use, typically to a site with commercial or industrial zoning inside or outside of *settlement areas*.

Under limited circumstances and only where adequate justification is provided, Section 2.3.6 of the PPS permits limited non-residential, non-agricultural uses in *prime agricultural areas*. This would typically involve an application for an official plan amendment and zoning by-law amendment.

11. Are events such as festivals permitted in *prime agricultural areas*?

Certain seasonal events could be considered *on-farm diversified uses* if they are located on farms, are limited in area and compatible with surrounding agriculture. Where these three conditions are met, such occasional events may be accommodated through a temporary zoning by-law provided no permanent structures (e.g. stages, washrooms or pavilions) are proposed. The temporary zoning must be structured in such a way that the farmland can be returned to agriculture after the event (e.g. detailed provisions to avoid soil compaction, timing events to avoid impacts on traditional cropping systems). The intention is that these types of uses be permitted only as interim uses provided the subject land can be returned to an *agricultural use* immediately after the event.

Large-scale repeated hosting of events in *prime agricultural areas* are considered non-agricultural uses and would require site-specific official plan and zoning by-law amendments in order to permit the permanent venues. In these instances, justification for the agricultural site is required in order to demonstrate that the event could not be hosted at existing facilities in the area.

The scale of an event may be determined by the local municipality based on a variety of factors, including, but not limited to:

- the number of attendees permitted
- duration and frequency of occurrences
- presence of permanent structures
- ability of land to be returned to agriculture
- level of noise, traffic and parking
- required site grading and/or drainage
- water and sanitary sewage requirements
- fire and emergency service needs

In all cases, the event use should not interfere with agriculture on the farm or in the surrounding area (e.g. drainage or trespassing impacts must be mitigated).

12. Are conference centres a permitted use in *prime agricultural areas*?

Conference centres would not be permitted in *prime agricultural areas* unless they are small and meet all the criteria for *on-farm diversified uses*, i.e. limited in area, located on a farm and compatible with surrounding agriculture and meet the requirements in PPS Policy 2.3.6.2.

Appendix 1: PPS 2014 Policies and Definitions

PPS Policies

2.3.3 Permitted Uses

2.3.3.1 In *prime agricultural areas*, permitted uses and activities are: *agricultural uses*, *agriculture-related uses* and *on-farm diversified uses*.

Proposed *agriculture-related uses* and *on-farm diversified uses* shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

2.3.3.2 In *prime agricultural areas*, all types, sizes and intensities of *agricultural uses* and *normal farm practices* shall be promoted and protected in accordance with provincial standards.

2.3.3.3 New land uses, including the creation of lots, and new or expanding livestock facilities shall comply with the *minimum distance separation formulae*.

2.3.5 Removal of Land from Prime Agricultural Areas

2.3.5.1 Planning authorities may only exclude land from *prime agricultural areas* for expansions of or identification of *settlement areas* in accordance with policy 1.1.3.8.

1.1.3.8 A planning authority may identify a *settlement area* or allow the expansion of a *settlement area* boundary only at the time of a *comprehensive review* and only where it can be demonstrated that:

- a) sufficient opportunities for growth are not available through *intensification*, *redevelopment* and *designated growth areas* to accommodate the projected needs over the identified planning horizon;
- b) the *infrastructure* and *public service facilities* which are planned or available are suitable for the development over the long term, are financially viable over their life cycle, and project public health and safety and the natural environment;
- c) in *prime agricultural areas*:
 - 1. the lands do not comprise *specialty crop areas*;
 - 2. alternative locations have been evaluated, and
 - i. there are no reasonable alternatives which avoid *prime agricultural areas*; and
 - ii. there are no reasonable alternatives on lower priority agricultural lands in *prime agricultural areas*;

- d) the new or expanding *settlement area* is in compliance with the *minimum distance separation formulae*; and
- e) impacts from new or expanding *settlement areas* on agricultural operations which are adjacent or close to the *settlement area* are mitigated to the extent feasible.

In determining the most appropriate direction for expansions to the boundaries of *settlement areas* or the identification of a *settlement area* by a planning authority, a planning authority shall apply the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety.

2.3.6 Non-Agricultural Uses in Prime Agricultural Areas

2.3.6.1 Planning authorities may only permit non-agricultural uses in *prime agricultural areas* for:

- a) extraction of *minerals, petroleum resources and mineral aggregate resources*, in accordance with policies 2.4. and 2.5; or
- b) limited non-residential uses, provided that all of the following are demonstrated:
 - 1. the land does not comprise a *specialty crop area*
 - 2. the proposed use complies with the *minimum distance separation formulae*;
 - 3. there is an identified need within the planning horizon provided for in policy 1.1.2 for additional land to be designated to accommodate the proposed use; and
 - 4. alternative locations have been evaluated, and
 - i. there are no reasonable alternative locations which avoid *prime agricultural areas*; and
 - ii. there are no reasonable alternative locations in *prime agricultural areas* with lower priority agricultural lands.

2.3.6.2 Impacts from any new or expanding non-agricultural use on surrounding agricultural operations and lands are to be mitigated to the extent feasible.

PPS Definitions

Agricultural uses: means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

Agri-tourism uses: means those farm-related tourism uses, including limited accommodation such as a bed and breakfast, that promote the enjoyment, education or activities related to the farm operation.

Agriculture-related uses: means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.

Brownfield sites: means undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant.

Comprehensive review: means

a) for the purposes of policies 1.1.3.8 and 1.3.2.2, an official plan review which is initiated by a planning authority, or an official plan amendment which is initiated or adopted by a planning authority, which:

1. is based on a review of population and employment projections and which reflect projections and allocations by upper-tier municipalities and provincial plans, where applicable; considers alternative directions for growth or development; and determines how best to accommodate the development while protecting provincial interests;
2. utilizes opportunities to accommodate projected growth or development through intensification and redevelopment; and considers physical constraints to accommodating the proposed development within existing *settlement area* boundaries;
3. is integrated with planning for infrastructure and public service facilities, and considers financial viability over the life cycle of these assets, which may be demonstrated through asset management planning;
4. confirms sufficient water quality, quantity and assimilative capacity of receiving water are available to accommodate the proposed development;
5. confirms that sewage and water services can be provided in accordance with policy 1.6.6; and
6. considers cross-jurisdictional issues.

b) for the purposes of policy 1.1.6, means a review undertaken by a planning authority or comparable body which:

1. addresses long-term population projections, *infrastructure* requirements and related matters;
2. confirms that the lands to be developed do not comprise *specialty crop areas* in accordance with policy 2.3.2; and
3. considers cross-jurisdictional issues.

In undertaking a comprehensive review the level of detail of the assessment should correspond with the complexity and scale of the settlement boundary or *development* proposal.

Designated growth areas: means lands within *settlement areas* designated in an official plan for growth over the long-term planning horizon provided in policy 1.1.2, but which have not yet been fully developed. *Designated growth areas* include lands which are designated and available for residential growth in accordance with policy 1.4.1(a), as well as lands required for employment and other uses.

Development: means the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the *Planning Act*, but does not include:

- a) activities that create or maintain *infrastructure* authorized under an environmental assessment process;
- b) works subject to the *Drainage Act*; or
- c) for the purposes of policy 2.1.4(a), underground or surface mining of *minerals* or *advanced exploration* on mining lands in *significant areas of mineral potential* in Ecoregion 5E, where advanced exploration has the same meaning as under the *Mining Act*. Instead, those matters shall be subject to policy 2.1.5(a).

Employment area: means those areas designated in an official plan for clusters of business and economic activities including, but not limited to, manufacturing, warehousing, offices, and associated retail and ancillary facilities.

Infrastructure: means physical structures (facilities and corridors) that form the foundation for development. *Infrastructure* includes: sewage and water systems, septage treatment systems, stormwater management systems, water management systems, electricity generation facilities, electricity transmission and distribution systems, communications/telecommunications, transit and transportation corridors and facilities, oil and gas pipelines and associated facilities.

Intensification: means the development of a property, site or area at a higher density than currently exists through:

- a) redevelopment, including the reuse of brownfield sites;
- b) the development of vacant and/or underutilized lots within previously developed areas;
- c) infill development; and
- d) the expansion or conversion of existing buildings.

Normal farm practices: means a practice, as defined in the Farming and Food Production Protection Act, 1998, that is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances; or makes use of innovative technology in a manner consistent with proper advanced farm management practices. *Normal farm practices* shall be consistent with the Nutrient Management Act, 2002 and regulations made under that Act.

Mineral aggregate resources: means gravel, sand, clay, earth, shale, stone, limestone, dolostone, sandstone, marble, granite, rock or other material prescribed under the Aggregate Resources Act suitable for construction, industrial, manufacturing and maintenance purposes but does not include metallic ores, asbestos, graphite, kyanite, mica, nepheline syenite, salt, talc, wollastonite, mine tailings or other material prescribed under the Mining Act.

Minerals: means metallic minerals and non-metallic minerals as herein defined, but does not include *mineral aggregate resources* or *petroleum resources*.

Minimum distance separation formulae: means formulae and guidelines developed by the Province, as amended from time to time, to separate uses so as to reduce incompatibility concerns about odour from livestock facilities.

On-farm diversified uses: means uses that are secondary to the principal agricultural use of the property, and are limited in area. *On-farm diversified uses* include, but are not limited to, home occupations, home industries, *agri-tourism uses*, and uses that produce value-added agricultural products.

Petroleum resources: means oil, gas, and salt (extracted by solution mining method) and formation water resources which have been identified through exploration and verified by preliminary drilling or other forms of investigation. This may include sites of former operations where resources are still present or former sites that may be converted to underground storage for natural gas or other hydrocarbons.

Prime agricultural area: means areas where *prime agricultural lands* predominate. This includes areas of *prime agricultural lands* and associated Canada Land Inventory Class 4 through 7 lands, and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture. *Prime agricultural areas* may be identified by the Ontario Ministry of Agriculture, Food and Rural Affairs using guidelines developed by the Province as amended from time to time. A *prime agricultural area* may also be identified through an alternative agricultural land evaluation system approved by the Province.

Prime agricultural land: means *specialty crop areas* and/or Canada Land Inventory Class 1, 2, and 3 lands, as amended from time to time, in this order of priority for protection.

Public service facilities: means land, buildings and structures for the provision of programs and services provided or subsidized by a government or other body, such as social assistance, recreation, police and fire protection, health and educational programs, and cultural services. *Public service facilities* do not include *infrastructure*.

Redevelopment: means the creation of new units, uses or lots on previously developed land in existing communities, including *brownfield sites*.

Rural areas: means a system of lands within municipalities that may include rural *settlement areas*, *rural lands*, *prime agricultural areas*, natural heritage features and areas, and resource areas.

Rural lands: means lands which are located outside *settlement areas* and which are outside *prime agricultural areas*.

Settlement areas: means urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are:

- a) built up areas where development is concentrated and which have a mix of land uses; and
- b) lands which have been designated in an official plan for development over the long-term planning horizon provided for in policy 1.1.2. In cases where land in *designated growth areas* is not available, the *settlement area* may be no larger than the area where development is concentrated.

Sewage and water services: includes *municipal sewage services* and *municipal water services*, *private communal sewage services* and *private communal water services*, *individual on-site sewage services* and *individual on-site water services*, and *partial services*.

Specialty crop area: means areas designated using guidelines developed by the Province, as amended from time to time. In these areas, specialty crops are predominantly grown such as tender fruits (peaches, cherries, plums), grapes, other fruit crops, vegetable crops, greenhouse crops, and crops from agriculturally developed organic soil, usually resulting from:

- a) soils that have suitability to produce specialty crops, or lands that are subject to special climatic conditions, or a combination of both;
- b) farmers skilled in the production of specialty crops; and
- c) a long-term investment of capital in areas such as crops, drainage, infrastructure and related facilities and services to produce, store or process specialty crops.

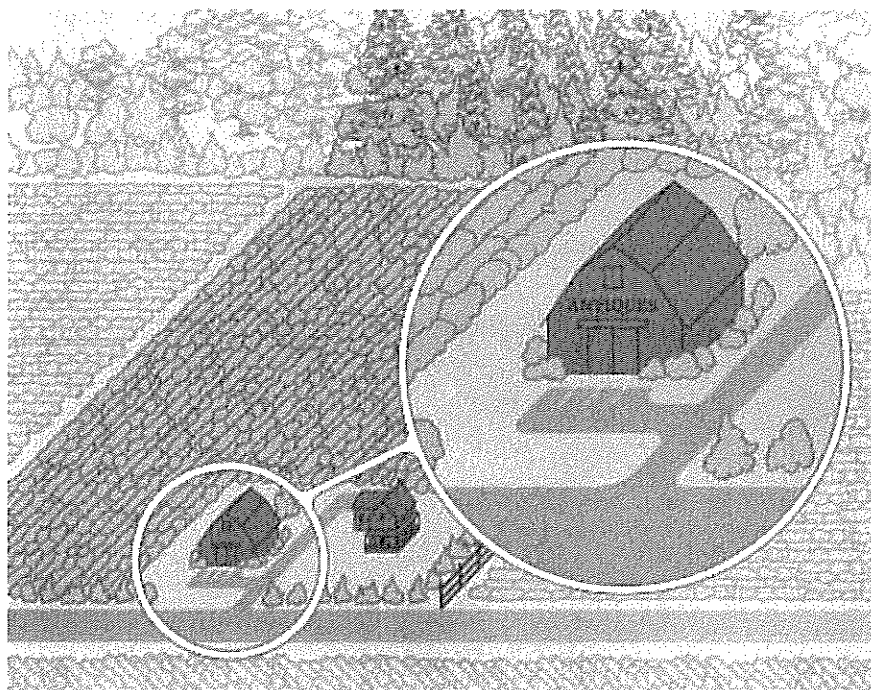
Appendix 2: Area Calculation Examples for On-Farm Diversified Uses

The following examples are based on the area calculations discussed in Section 2.3.1 of these Guidelines.

Example 1: Small Farm (15-hectare (ha) parcel)

m ²	Use
0	Existing laneway
1,000	Existing barn
100	Parking area for four cars (25 m ² /vehicle)
1,100	Total area of the <i>on-farm diversified use</i>

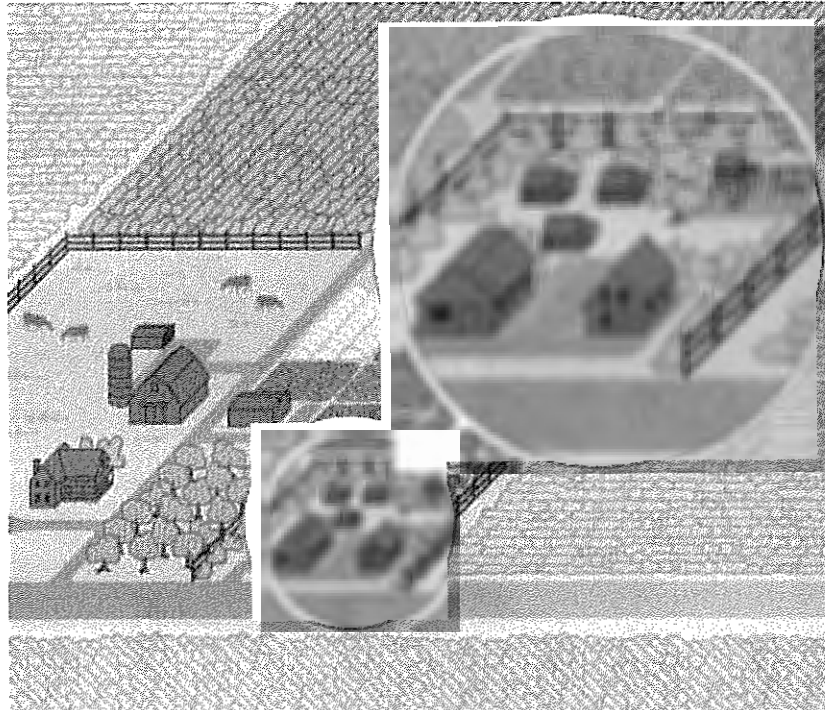
This *on-farm diversified use* uses an existing 2,000-metre-square (m²) barn for an antique shop. The existing laneway is used and four parking spaces are created around the barn. The maximum area for an *on-farm diversified use* on a lot this size is 3,000-m² (two per cent of 15-ha).



Example 2: Medium-Sized Farm (30-ha parcel)

m ²	Use
222	60 m of new laneway (3.7 m wide)
500	Parking for 20 cars (25 m ² /vehicle)
150	New building with café, bakery and commercial kitchen
195	Cabins (65 m ² X 3 cabins)
200	Farm market
200	Playground
2,000	Landscaped area
3,467	Total area of the <i>on-farm diversified uses</i>

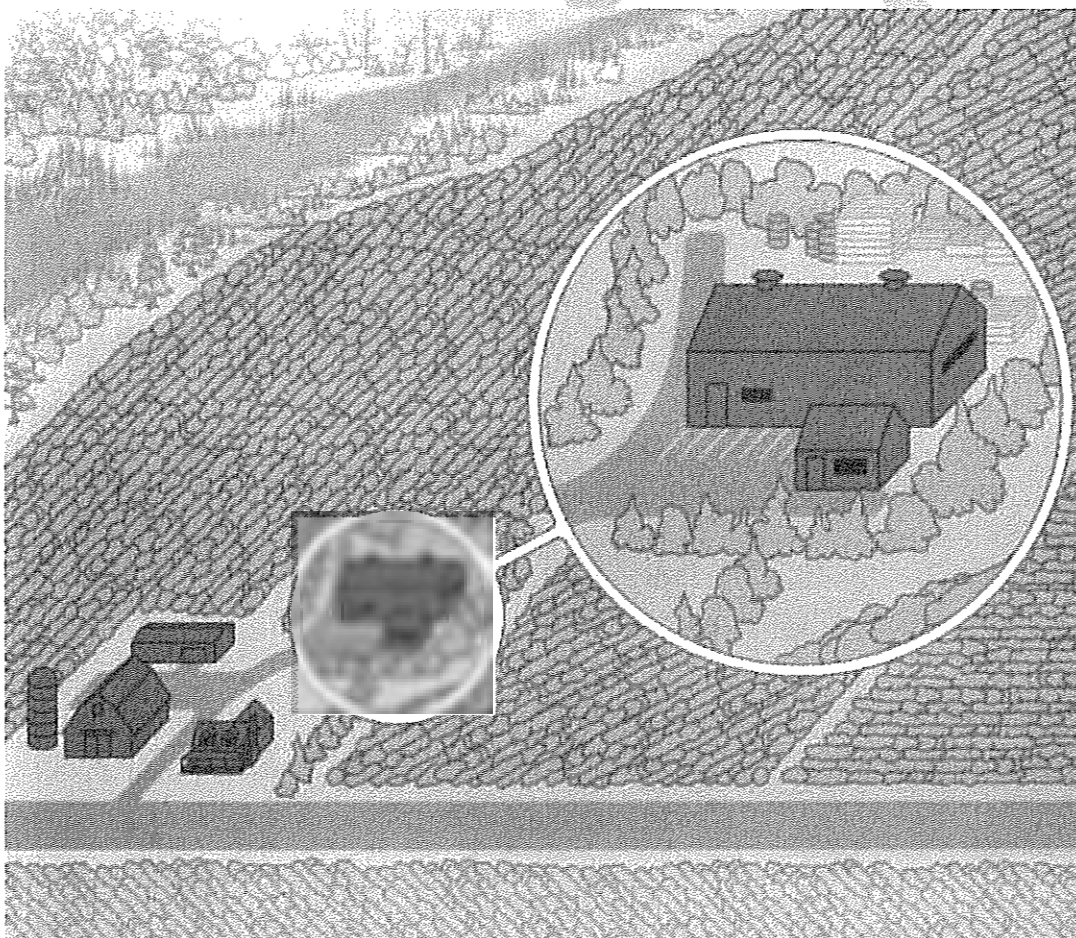
The *on-farm diversified uses* in this scenario are grouped away from the farm dwelling. A new 60-metre (m) laneway leads to a new building housing a 150-m² café with a commercial kitchen where cooking classes are offered and baked goods are sold, three 65 m² cabins for overnight farm stays, a 200-m² produce market, a 200-m² farm-themed playground and 2,000 m² of landscaping. The maximum area for *on-farm diversified uses* on a lot this size is 6,000-m² (two per cent of 30-ha).



Example 3: Large Farm (50-ha parcel)

m ²	Use
75	Office in a new building
0	Existing laneway
111	30 m of new laneway (3.7 m wide)
150	Parking for five cars and one delivery truck (25 m ² /vehicle)
2,500	New fabrication plant
200	Outdoor storage
1,000	Landscaped area
4,036	Total area of <i>on-farm diversified uses</i>

This *on-farm diversified use* includes a 75-m² office in a new building, the existing laneway plus a 30-m extension, parking for five employees and a delivery truck, a new 2,500-m² building for a fabrication plant, a 200-m² outdoor storage area and 1,000-m² of landscaping around the use. The maximum area for *on-farm diversified uses* on a 50-ha lot or larger is one ha or 10,000-m² (two per cent of 50-ha or up to a maximum of one ha).



Appendix 3: Example of an Existing Farm with a Combination of Permitted Uses

m ²	Area of the On-Farm Diversified Use
314	Half of the 627 m ² building
366	Half of the 40 spot parking (19 @ 18 m ² ; 1 @ 24 m ²)
400	Half of the 800 m2 landscaped area
0	Existing laneway
1,080	Total area of the existing <i>on-farm diversified uses</i>
Note: areas shared between the agriculture-related and on-farm diversified uses (building, parking, landscaped area) were allocated 50:50.	

This 18.77 hectare farm comprises:

Agricultural uses: apple orchards, shed for farm machinery, farmhouse

Agriculture-related uses: cider mill, farm shop selling value-added farm products, laneway, parking, landscaped area

On-farm diversified uses: bakery, bistro (light meals), farm shop selling farm/food products not from this farm plus non-agricultural-related goods, parking, landscaped area.





The Corporation of

THE TOWNSHIP OF MELANCTHON

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CORPORATION OF THE TOWNSHIP OF MELANCTHON

MEMORANDUM

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

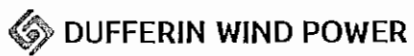
FROM: DENISE HOLMES, CAO/CLERK

SUBJECT: DWPI - SPILLS ACTION PLAN AND EMERGENCY RESPONSE PLAN

DATE: FEBRUARY 12, 2015

As per Section 51 of the Melancthon - Dufferin Wind Agreement, attached is the Draft Spills Action Plan and Emergency Response Plan prepared by DWPI.

DWPI is looking for comments on these Plans so that they can be finalized.



SPILL PREVENTION AND RESPONSE PROGRAM

Revision and Approvals

RV.NO.	DATE	CHANGE DESCRIPTION	PREPARED BY:	REVIEWED & APPROVED	REVIEWED & APPROVED	REVIEWED & APPROVED
00	Dec 2014	NEW	Safety First Consulting Group			

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1.0 PURPOSE

At Dufferin Wind Power, we have a strong tradition and commitment to the provision of a safe and secure workplace in support of our staff, employees and visitors. Additionally, environmental protection is also a commitment to the company. When there has been any interior or exterior discharge, the use of a fire hose, or a sprinkler system discharge, Dufferin Wind Power employees are expected to abide by the following procedures.

created In accordance with the Environmental Protection Act, a Spill prevention and response plan must be *created* to provide guidance for all workers on site in the event of a spill. The purpose of this procedure is to identify the requirements for compliance with the Environmental Protection Act in the event of a spill of hazardous waste/materials. This also provides a guideline to ensure an effective and safe cleanup and disposal of hazardous materials.

The purpose of this Plan is to initiate an immediate response with trained personnel and equipment to clean-up any accidental spill and ensure minimal impact to the land or aquatic environment in the immediate and surrounding area. The Plan includes procedures for cleanup, notification of appropriate authorities when necessary, containment, disposal, and monitoring, including details regarding equipment and personnel allocations.

This procedure shall be applied at all Dufferin Wind Power's job sites. The applicable personnel are to carry out all necessary procedures to ensure compliance and order. All legislative jurisdictional requirements will be reviewed and the more stringent requirements will be applied.

2.0 SCOPE

The implementation of this plan will help to provide a response to spills to minimize:

- Danger to persons;
- Pollution of land and water;
- Size of the affected area;
- Degree of disturbance to plants, fish and animals; and
- Degree of disturbance during cleanup.

REFERENCES

- Occupational Health and safety Act *S*
- Environmental Protection Act O.Reg 224/07
- Regulation for Construction Projects O.Reg 219/31
- Regulation for Industrial Establishments O. Reg 851

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3.0 DEFINITIONS

Major Spill: Spills large in size, cannot be easily contained or cleaned up, may affect the environment, and are a possible health or fire hazard

Minor Spill: Spills small in size that can easily be contained and cleaned up, do not affect the environment, and are not a health or fire hazard

Spill Kit: a collection of items to be used in the immediate response and clean-up of spills, leaks or other discharges of hazardous wastes or other hazardous materials (chemical spills). Spill kits should be maintained in close proximity to areas where chemicals are managed or stored to enable prompt response and clean up of spills.

4.0 RESPONSIBILITIES

4.1 Site Manager Responsibilities

- Provide the resources – human and financial – to ensure all spill kits are available on site at designated areas.
- Ensure workplace and vehicles have the necessary Spill kits available for cleanup when required.
- Be the sole communicators for reporting spills to the government, municipality, and other agencies, when necessary.
- Ensure all workers are provided with the education and training needed to understand their responsibility and to co-operate with spill cleanup.
- Ensure workplace hazard containment inspections are conducted as required.

4.2 Supervisor Responsibilities

- Provide guidance to workers for cleanup of spills when possible.
- Provide guidance should evacuation be required when spill occurs.
- Provide direction for all operations but does not get directly involved in the clean-up activities.
- Determine when the spill incident is under control.
- Take immediate action to stop, reduce the spill and contain the spill to ensure no endangerment to the health and safety of workers or the public.

4.3 Worker Responsibilities

- Implement Spill control with Spill kit as provided by company.
- Follow direction as provided by supervisor and/or manager.
- Follow Spill policy as required in this procedure.
- Participate in training as required for use of spill kit and for knowledge of assessing spill hazards.

5.0 METHOD OF APPLICATION

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5.1 General Requirements

Spill Prevention

The following are general requirements for any hazardous substances stored or used at this facility.

General Requirements

- Ensure all hazardous substances are properly labeled.
- Store, dispense, and/or use hazardous substances in a way that prevents releases.
- Provide secondary containment when storing hazardous substances in bulk quantities (~55 g).
- Maintain good housekeeping practices for all chemical materials at the facility.
- Routine/Daily checks in the hazardous substance storage area to be performed by
- Monthly inspections of the hazardous substance storage area, secondary containment, and annular space (interior cavity of double wall tank) on any Above-ground Storage Tanks (AST) or Underground Storage Tanks (UST) need to be logged in this plan.

Spill Containment

- The general spill response procedure in the procedure is to stop the source of the spill, contain any spilled material and clean up the spill in a timely manner to prevent accidental injury or other damage.
- Small spills will be contained by site personnel if they are able to do so without risking injury. Spill kits are to be located at various locations on site.

Spill Reporting

If a hazardous substance spill exceeds 25 gallons or if any amount has been released to soil, surface water, or storm drains, notify the emergency contact personnel.

Emergency Procedures:

Immediately call **911** in the event of injury, fire or potential fire, or spill of a hazardous substance that gives rise to an emergency situation. Evacuation procedures are to be followed as per company's Emergency Response program and procedure.

Spill Tracking

Any spills must be entered into the Spill Log (see Appendix B). If a large catastrophic spill occurs, the spill report is to be completed and attach additional pages to describe the event if needed. Include a review of the cleanup contractor and their procedures.

For small spills, it is sufficient to fill out the Spill Log, and to take measures to prevent a repeat occurrence.

Facility Inspections

- Routine inspections will be conducted daily during regular working hours. As part of an individual's daily JSA, at a minimum, a visual inspection of the hazardous substances containers and the area immediately adjacent to it for signs of a spill or leak. These inspections do not need to be logged unless a spill or leak is detected.

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- Should a spill be detected by a worker, this must be reported to the worker's supervisor and cleanup begins.
- Should this be found by a supervisor, a worker should be directed to clean up the spill or other parties be contacted if the spill is large.
- Weekly documented inspections are to be conducted by the site supervisor. A formal full site inspections will be conducted monthly by the Site supervisor and/or JHSC members.
- If any item on the inspection form is found unacceptable, the inspection form will be attached to this plan. If all items are deemed acceptable; it is sufficient for the inspector to log only the inspection and the results in the Inspection Log.

Spill Containment and Clean-up

- Any liquid spills must be contained with absorbent materials and subsequently removed from the site according to the contract and legislative jurisdictional requirements.
- Contaminated soils and absorbent materials must be placed in a metal container with a tight fitting lid and disposed of according to legislative jurisdictional requirements.
- Workers tasked to contain or clean up a spill must have training according to legislative jurisdictional requirements.

5.2 PROCEDURE**Reporting Spills and Accidental Spills**

All spills or accidental discharges into the natural environment that causes or is likely to cause an adverse effect are required to be promptly reported to the following:

- Ministry of the Environment (MOE)
- Municipality
- Owner of the pollutant (where the person reporting the spill is not the owner and knows or is able to ascertain the identity of the owner)
- Person having control over the pollutant (where the person reporting the spill is not the person having control over the pollutant and knows or is able to ascertain the identity of the person having control)

When reporting information to the regulating authorities or Fire Department, provide the following:

- Name
- Address
- Location of spill
- Time spill was discovered
- Potential hazard
- Any actions taken

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EMERGENCY CONTACT INFORMATION

CONTACT	TELEPHONE	EMERGENCY TEL.
Orangeville Fire Department	519-941-3083	911
Orangeville Police Department	519-941-2522	
Orangeville EMS	1 888-795-9570	
City of Orangeville	519-941-0440	-
Poison Information Centre	1.800.268.9017	-
Spills Action Centre (MOE)	1.800.268.6060	-
CANUTEC	1.613.996.6666	-
Ministry of Labour	1.800.268.2966	-

GENERAL SPILL PROTOCOL

- Regardless of the size of the spill Immediately evacuate all persons from the spill/discharge area until further assessment has taken place
- Section off the area affected by the spill. Ensure that all non-emergency personnel are not permitted into the area
- Assess the situation by determining the size of the spill and the material(s) involved. If the materials involved cannot be identified, assume that it is the most hazardous product stored, used, or handled in the building, until determined otherwise
- Notify your supervisor who will ensure that the management and/or authorities are notified, as required
- Eliminate all ignition hazards (Tools, heaters,
- Together with the supervisor, obtain the Material Safety Data Sheet (MSDS) for the spilled material(s) and review the following:
 - ✓ Fire hazard
 - ✓ Health hazard
 - ✓ Environmental hazard
 - ✓ Procedures for containing the spill or discharge
 - ✓ Procedures for cleaning up the spill or discharge
 - ✓ Appropriate PPE to be worn during containment and clean-up of the spill or discharge
- Obtain the spill containment kit and PPE. Ensure that all PPE necessary for cleanup is available during the entire containment and clean-up process
- Follow the instructions listed for either a MINOR or MAJOR spill.
- MSDS should be located in all vehicles, Site Offices, in spill kit storage units and in hazardous storage rooms.
- Spill kits are to be located by entrances in spill kit storage units, inside hazardous storage rooms, in all vehicles and an extra one in site offices (See Site map)

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INTERIOR SPILL PROTOCOL**Interior Minor Spills**

If it is safe to do so, contain the spill by:

- Protecting the drains in the immediate area with drain covers (if available) or with absorbent socks or materials.
- Surround the spill or discharge with absorbent socks or materials
- Use an absorbent material to clean-up the remainder of the spill
- Dispose of absorbent material in an appropriate container that is packaged, labeled, and transported as per MOE requirements
- Clean the surface of the spill/discharge area thoroughly to remove residual contamination
- Persons evacuating the spill or discharge area should go to a safe location as designated by the supervisor
- Complete the spill report and provide copies to the supervisor, JHSC and MOE (if applicable).

Interior Major Spills

The Emergency Coordinator will ensure that the Fire Department and regulatory authorities are met at the primary access and are advised of all information regarding the emergency situation

- If possible and safe to do so, contain the spill by:
 - Protecting the drains in the immediate area with drain covers or surrounding with spill socks
 - Surround the spill or discharge with absorbent socks or materials
 - Continue to control the spill until assistance arrives
 - If the situation becomes unsafe, evacuate the area immediately
- Be available to the regulatory authorities or Fire Department to answer questions or assist as required
- Persons evacuating the building are to report to the designated assembly area and participate in a head count
- Do not permit persons to enter the affected area(s) until it has been determined safe to do so
- Complete the spill report and provide copies to the JHSC

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EXTERIOR SPILL PROTOCOL**Exterior Minor Spill**

If safe to do so, contain the spill by:

- Protecting the drains in the immediate area with rubber sewer drain covers or surrounding using absorbent socks
- Ensure that the spill does not enter or contaminate an environmental area to prevent the spill or discharge from entering this area
- Use an absorbent material to clean-up the remainder of the spill
- Dispose of absorbent material in an appropriate container that is packaged, labeled, and transported as per MOE requirements
- Clean the surface of the spill/discharge area thoroughly to remove residual contamination
- Persons evacuating the spill or discharge area should go to a safe location as designated by the supervisor
- Complete the spill report and provide copies to the JHSC

Exterior Major Spill

- The Emergency Coordinator will ensure that the Fire Department and regulatory authorities are met at the primary access and are advised of all information regarding the emergency situation

If possible and safe to do so, contain the spill by:

- Protecting the drains in the immediate area with rubber sewer drain covers or surrounding using absorbent socks
- Ensure that the spill does not enter or contaminate an environmental area to prevent the spill or discharge from entering this area
- Surround the spill or discharge with absorbent socks or materials
- Continue to control the spill until assistance arrives
- If the situation becomes unsafe, evacuate the area immediately
- Be available to the regulatory authorities or Fire Department to answer questions or assist as required
- Complete the spill report and provide copies to the JHSC.

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Sprinkler System Discharge or Use of a Fire Hose

- Ensure that the regulatory authorities and/or Fire Department personnel are met at the primary access to the building and provided with all available information regarding the emergency
- Obtain the spill containment kit and PPE. Ensure that all PPE is worn as required during the entire containment and clean-up process
- Section off the room/area of sprinkler activation. Do not enter this area
- Proceed to the exterior of the building and located if or where the sprinkler or fire house water is exiting the building
- Protect the drains in the immediate area with rubber sewer drain covers or by surrounding the drains using absorbent socks. Use absorbent socks to restrict the flow of water to environmental areas
- Continue to monitor and control the flow of water until assistance arrives
- Ensure that non-emergency personnel do not enter the area
- Be available to the regulatory authorities or Fire Department to answer questions or assist as required

MOCK SPILL DRILL PROCESS

A Spill mock drill similar to an evacuation drill shall be incorporated into the annual mock drill for the organization. Should it be required, a separate Spill mock drill shall be conducted and all items are documented and kept on file for future reference.

Prior to the Drill

- Partially or fully notify supervisory staff of the spill drill
- Meet with supervisory staff prior to the drill to ensure attendance and provide copies of the spill drill report

At the Time of the Drill

- Create a spill using a liquid or material safe to the environment and personnel to represent a hazardous material spill
- Supervisory staff are expected to follow through with emergency spill control procedures as if it was a real event (except for contacting the regulatory authorities and/or Fire Department)
- End spill dry by announcing 'all clear.
- Assess the drill and document outcomes (e.g. timing, supervisory staff following emergency procedures, etc.)

After the Drill

- Conduct a debriefing session with supervisory staff to discuss the outcomes of the drill (where possible and where time permits)
- Collect drill reports from supervisory staff and compile them into one (1) report
- Retain documentation for a minimum of twelve (12) months

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6.0 TRAINING

All personnel who may respond to any spill, need to be trained on the contents and procedures in this plan. Proof of training shall be kept on file within the company's internal Record of Training system. Workers shall also be provided with proof of training (Card) to carry on them at all times. Only those trained on this plan shall respond to a spill.

All workplace parties who conduct formal workplace inspections will be trained on their responsibilities and on how to complete the workplace inspection. Training will include inspection techniques and hazard recognition, assessment and control.

The purpose of training drills is to provide in class and hands on training on the emergency procedures to be taken during a spill or discharge, including notification, evacuation, containment, and clean-up

The Ontario Fire Code requires a minimum of one (1) training session/spill drill be held during each six (6) month period. New staff members are required to be trained within three (3) months of being hired

Supervisory staff responsible for responding to, controlling, and mitigating spills and discharges are required to participate in all training sessions and drills

A short debriefing meeting with supervisory staff should be held (where possible) directly after the drill to discuss the outcome. Any problems or questions that supervisory staff had during the drill can be addressed. Supervisory staff should be reminded to submit their review of the drill within 5 business days to the Safety department for review.

Documentation of training will be maintained by the organization.

7.0 DOCUMENT CONTROL

All spill and inspection reports are to be kept on site at all time. It should be made readily available should reference be required.

All documentation shall be kept on file for future reference and for legal compliance.

8.0 SUPPORTING DOCUMENTS

APPENDIX A – Spill Report

APPENDIX B – Spill Log

APPENDIX C – Poster "In the event of a spill"

APPENDIX D – Hazardous Substance Storage Inspection Log

APPENDIX E – Hazardous Substance Inspection Form

APPENDIX F – Site Map

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SUPPORTING DOCUMENTS

APPENDIX A – Spill Report

APPENDIX B – Spill Log

APPENDIX C – Poster “In the event of a spill”

APPENDIX D – Hazardous Substance Storage Inspection Log

APPENDIX E – Hazardous Substance Inspection Form

APPENDIX F – Site Map (To be Provided by DWP)

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APPENDIX A : SPILL REPORT

Date:		Time:		Location:	
Person who discovered the spill:					
GENERAL INFORMATION					
1.	Classification of spill?	Major		Minor	
2.	Spill Material?				
3.	How long to start the emergency procedures?		Mins		Secs
4.	Was the spill contained?	Yes		No	
5.	What material was used during clean up?				
6.	How was the material disposed of?				
HAZARD INFORMATION					
7.	List fire hazards:				
8.	List health hazards:				
9.	List environmental hazards:				
NOTIFICATION					
10.	Supervisor and/or Health & Safety Rep notified?	Yes		No	
11.	Fire Department notified?	Yes		No	
12.	Municipality notified?	Yes		No	
13.	Ministry of Environment (MOE) notified?	Yes		No	
EVACUATION					
14.	How long to notify personnel in the area?		Hrs		Mins
15.	Was the building evacuated?	Yes		No	
OBSERVATIONS					
COMMENTS					
Name:		Signature:		Date:	

This document can be used to retain information after a spill emergency or for use after a drill.

Appendix B – Spill Log

Date of Spill	Location of Spill	Size of Spill (~ gal)	Prevention Measures Taken?	Spill Kit Materials Reordered?	Was the Spill Kit Adequate? (List any deficiencies, i.e. missing equipment, etc.)

APPENDIX C – In case of chemical spill posting

IN CASE OF A SPILL

IF YOU DETECT A SPILL:

1. Back away and assess the Danger
2. DO NOT ENTER THE AREA OF THE SPILL
3. Stay Calm
4. Alert everyone to evacuate the area immediately
5. Sound an alarm, use pull station use radios etc.
6. Shut down all machinery, equipment, and tools if it is safe to do so.
7. Evacuate by the nearest and safest exit closing doors as you leave.
8. Proceed to staging area for head count
9. Advise supervisor of observations of fire; location, type etc
10. Remain at staging area until advised otherwise.

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APPENDIX D – Hazardous Substance Storage Inspection Log

A = Acceptable U = Unacceptable

If any items are unacceptable attach Inspection Form with details.

Inspection Month	Year	Inspector Initials	Lids and Labels?	Evidence Of Spills?	Alarms or Sensor?	New Product?	Spill Kit Complete?	Storm Drains?	Items Fixed?
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									

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APPENDIX E – Hazardous Substance Inspection Form

Acceptable

Unacceptable

☐
☐

Lids and Labels?

Have all lids and caps been returned to their proper place?
Do all the containers still have labels?

☐
☐

Evidence of Spills?

Is there any indication that a spill might have occurred? If so, was the spill properly cleaned up? Was there any spill kit materials used? Was the Spill Log filled out for that incident? Any housekeeping issues?

☐
☐

For Tanks with alarm systems only Any Alarms or Sensor issues?

Have there been any alarm conditions in the past month? If alarms have occurred, has the monitoring system been serviced by the manufacturer or an authorized service company? Is the system up and working at this time? Is the sensor working? Did you conduct a test of the alarm and the sensor? When was the last time the sensor was serviced?

☐
☐

New Hazardous Substances?

Have any new chemical products been purchased? Do you have the MSDS for new products? Have you assessed how to store and handle this new product safely? Have you added the new hazardous substance to the inventory sheet in this plan? Is the container properly labeled?

☐
☐

Spill Kit Complete?

Have any items been used from the spill kit? If items are missing, is there an associated entry in the Spill Log? Are there any items missing that are currently on order? Is the spill kit stored where it is supposed to be stored? Is there a sufficient supply of daily cleanup materials?

☐
☐

Storm Drains?

Is there a buildup of sediment in the drain traps? Is there any evidence of drain clogging? Are the drain filters still intact? Any need replacing? Have they been replaced?

☐
☐

Items Fixed?

Have all deficiencies previously noted been fixed or made acceptable?

List any issues, deficiencies, or failures in detail:

	Name	Signature	Date
Inspection Conducted by:			
Site Supervisor			
Reviewed by:			

APPENDIX F – Site Map

DWP to provide Site Map of Facility.

Site map are to include location of Spill Kits, hazardous storage locations, storm drains, First Aid kit etc.

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EMERGENCY RESPONSE PROGRAM AND PROCEDURES

Revision and Approvals

RV.NO.	DATE	CHANGE DESCRIPTION	PREPARED BY:	REVIEWED & APPROVED	REVIEWED & APPROVED	REVIEWED & APPROVED
00	Oct 2014	NEW	Safety First Consulting Group			

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1.0 PURPOSE

The purpose of these procedures is to ensure that all persons affected by an emergency are notified and respond appropriately and that all emergencies are reported. They cover general notification, response, and reporting. They apply to workers, supervisors, managers, and emergency responders.

These procedures encompass both Level 1 and Level 2 Emergencies. Level 1 Emergencies can be handled by DWF personnel. Level 2 Emergencies are considered to be beyond the capabilities of DWP first responders and which require emergency response, outside services and substantial resources to control the incident and the notification of external agencies. The most significant Level 2 Hazards have been identified as fire and explosions in turbine pods and the substation step-up transformer.

This procedure shall be enforced at Dufferin Wind Power's job sites. The applicable personnel are to carry out all necessary procedures to ensure compliance and order.

Dufferin Wind Power will identify work environment, health and safety hazards, implement controls for those hazards.

2.0 SCOPE

The content of this procedure applies to all authorized personnel, all client representatives, emergency responders and all Sub-Contractors working on the Dufferin Wind Power site/facility.

Authorized personnel must be competent to perform the tasks to which they are assigned and understand the risks involved. Training needs must be identified and actions taken to ensure the provision of training.

REFERENCES

- OHSA and Regulation 219/31

PRIMARY CONTACTS

The primary contacts for this EPP are listed below. The primary directive is to call 911 emergency services if there is any doubt as to the severity of an incident.

Emergency Services		Medical, Fire, Police	911
Emergency Coordinator	Site Manager	519-217-3045	
Evacuation Coordinator	Assistant Site Manager	226-820-4165	
24-Hour Real Time Desk	DWP Operations Control Centre (DOCC)		519-217-3045
Operations & Maintenance Building			519-925-5599
Operations Director			647-823-8647

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3.0 DEFINITIONS

Competent Worker : A worker who

- a) is qualified because of knowledge, training and experience to perform the work,
- b) is familiar with the Occupational Health and Safety Act and with the provisions that apply to the work, and
- c) has knowledge of all potential or actual danger to health or safety in the work

Discoverer: The person who discovers the incident.

DWP Emergency Response Team: A group of work personnel trained to provide direction and act as liaison for workers during the time of an emergency.

Emergency Responder: professionally trained person/department (Firefighters, Emergency Medical services, Paramedics, Police officer)

Facility - a collection of structures, piping, valves, vessels, tanks, compression, and processing equipment located in close geographic proximity, that are involved directly in the operation.

Job – a scope of work that involves one or more tasks.

Pre-Task Toolbox talk - on-site assessment prior to beginning a task to identify methods for eliminating and controlling the potential exposures necessary to protect employees and/or contractors from hazards.

Sub-Contractor: means a person, partnership or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers or personnel involved in work at a work site. Sub-Contractors shall comply with all the criteria stated herein and ensure compliance of their subcontractors. In this document the term “Contractor” shall include Subcontractors. It will be understood that Subcontractors have the same HSE responsibilities as Contractors.

Task – a specific section of work done within a larger job scope.

Qualified Person: a person who, by reason of knowledge, training or experience, is able to identify, assess and control the dangers relating to equipments and operation.

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4.0 RESPONSIBILITIES

4.1 Operations Director Responsibilities

- Approves the planning, budget and resources necessary to establish DWP Emergency Response Plan
- Ensures the development of site specific plans
- Evaluates the effectiveness of the plan
- Informs other senior management and the client director of emergencies and provides updates of the situation
- Acts as the spokesperson for media events and approves media releases

4.2 Site Manager Responsibilities

- Maintains the Site Emergency Plan
- Establishes the resources and equipment required to ensure an effective plan
- Identifies the potential types of emergencies
- Assists emergency agencies and authorities
- Liaises with emergency agencies as project progress and changing conditions
- Investigates the cause of emergencies and provides an incident report

4.3 Assistant Site Manager Responsibilities

- Advises the Site Manager and Emergency Plan Coordinator immediately when an incident occurs
- Maintains full control of all aspects of the project/area they are responsible for.
- Provides and affords all assistance to the Emergency plan coordinator to assist in pre-planning for an emergency and investigating any incident.
- Ensures no accident scene is disturbed or altered in any manner unless it is to relieve human suffering.
- Ensures all Subcontractors Supervisors conduct a head count of all of their employees.
- Informs the Site Manager on the status of all employees who are or may not be accounted for.
- Collaborate with the Emergency Plan Coordinator to ensure all measures are taken during an emergency.

4.4 Worker Responsibilities

- Assess the emergency situation and take personal safety measures;
- Communicate all relevant information to the supervisor and safety personnel;
- Assist Health and Safety personnel and the Site Emergency Response Team, if required;
- Direct any requests for information from the Media to their supervisor

4.5 Health and Safety Representative Responsibilities

Monitor worker activities and verify ongoing compliance with:

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- Requirements specified in this operating procedure;
- Site specific requirements; and
- Applicable legislative jurisdictional requirements
- Monitors the implementation of this procedure and helps to ensure worker and Sub-Contractors' compliance.
- Review Incident reports as required and provide assistance as necessary.
- This role is the responsibility of the Assistant Site Manager

4.6 DWP Emergency Coordinator Responsibilities

- Work with Management to ensure emergency response plan is carried out accordingly.
- Provide direction and liaison with emergency services during time of emergency response
- Work with DWP Emergency response team at time of emergency to ensure plan is carried out efficiently.
- Notified the appropriate parties in the event of an injuries, accident, evacuation or emergency on site.
- Conduct incident investigations and complete the necessary reports for each incident
- This role is the responsibility of the Site Manager

4.6 DWP Emergency Response Team

- Members of the Emergency response team are certified first aiders.
- Ensure Emergency response plan is carried out according to plan.
- Provide direction and liaison with workers during time of emergency response
- Provide assistance as required for injured workers or workers requiring assistance.
- Ensure a first aid team will be set up in accordance with the risks associated, site requirements and shall ensure:
 - That competent personnel are able to respond in all situations;
 - That the necessary emergency first aid treatment is given to stabilize the condition of worker in the event of an injury or Ill Health.
- The Site Manager, Assistant Site Manager will constitute the Emergency Response Team.
- The following training will be provided to members of the Emergency Response Team and be kept current:
 - Basic First Aid / CPR / AED
 - Rescue From Heights Training
 - Tower Rescue
 - WHMIS
 - CSA Z462 – Electrical Safety

First-Aid Attendants

Duly trained first aid attendants will be on duty on the worksite at all times. These first aid attendants shall be given ongoing training to maintain their response capabilities. Dufferin Wind Power will rely on Public Emergency Medical Services for medical services beyond first aid provided by The Emergency Response Team.

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These persons shall be listed on the Emergency Response Procedure.

First-Aid Kits

All employers shall have a sufficient amount of first-aid kits in accordance with the First Aid Regulation 1101–Occupational Health and Safety Act. The first-aid kits must be kept fully stocked and clean.

All vehicles on site shall have a clean, fully stocked first aid kit in good condition.

All First kits will be checked on a monthly basis and a report should be completed and kept on file for review.

5.0 METHOD OF APPLICATION

5.1 GENERAL REQUIREMENTS

Level 1 Emergencies

Level 1 emergency are not life-threatening and will not result in serious environmental damage. These emergencies may be minor injuries requiring first-aid or the identification of potentially unsafe work environments or site conditions.

General

1. The Discoverer notifies the Assistant Site Manager of the incident and assists the injured and/or warns other workers from entering an area with unsafe working conditions.
2. The Assistant Site Manager determines if the DWP Emergency Coordinator should be notified. If not, the Assistant Site Manager determines the course of action.
3. Discoverer or Supervisor notifies the Emergency Plan Coordinator and reports the following:
 - a. Location
 - b. Number of people affected
 - c. Injury types (if any) / nature of the hazardous condition
 - d. Incident description
4. The Discoverer or Assistant Site Manager remains on the scene at a safe distance to provide incident details
5. The Emergency Coordinator activates the emergency response team, if required.

Level 2 Emergencies

These procedures encompass Level 2 Emergencies that are considered to be beyond the capabilities of DWF first responders and which require emergency response, outside services and substantial resources to control the incident and the notification of external agencies. The most significant hazards have been identified as fire in a turbine or the substation.

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Level 2 Emergencies include situations such as smoke, fire, or explosions. In a life-threatening situation, the Responder is generally a professionally trained person. The primary directive is to call 911 emergency services if there is any doubt as to the severity of an incident.

5.2 PROCEDURES

5.2.1 Fire/Explosion

If a fire, explosion or smoke is encountered, the following procedure should be used.

1. The Discoverer of a fire or explosion should not put themselves or others at risk. Leave the area if conditions are unsafe. Extinguishers are used to help personnel leave a fire and NOT for fire-fighting.
2. The Discoverer shall shout “FIRE! FIRE!” and notify occupants in the immediate vicinity of the fire/explosion.
3. The Discoverer shall immediately call **911** from a safe location, and provide the 911 operator with the following information:
 - a. Name
 - b. Location (street address)
 - c. Number of people affected
 - d. Injury types (if any)
 - e. A description of the incident (e.g. turbine pod fire, explosion, transformer fire etc.)
4. The Discoverer shall report to the Emergency Coordinator and provide the following information:
 - a. Name
 - b. Location (street address)
 - c. Number of people affected
 - d. Injury types (if any)
 - e. A description of the incident (e.g. turbine pod fire, explosion, transformer fire etc.)
 - f. Confirmation that 911 Emergency Services have been contacted.
5. The Emergency Coordinator shall:
 - a. Notify and activate the evacuation plan.
 - b. Activate the Emergency Response Team
 - c. Notify the 24 Hour Real Time Desk that there is an emergency. Details on the emergency should be provided.
6. All on-site workers shall follow evacuation plan and muster at the Emergency Muster Point. They are to check in with their supervisor for a head count.
7. The Dufferin Operations Control Center will assess the situation and notify the IESO and HONI if there are major plant equipment failures or shutdowns.
8. If evacuation is necessary, individuals shall:
 - a. Follow the evacuation paths/routes as demonstrated during evacuation drills, evacuation maps or posted in buildings.
 - b. Proceed directly to the Emergency Muster Point.

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- c. Notify the Emergency Coordinator taking roll. Report any additional information with regards to the safety of co-workers, incident details, and the condition of the area evacuated.
 - d. The Emergency Coordinator will pick up the Sign-in book at the front desk to verify who is on-site when the team meets at the muster point.
9. The Emergency Coordinator will ensure that all personnel on duty are evacuated and accounted for at the Emergency Muster Point by comparing to the
10. The Discoverer should remain on scene at a safe distance to provide details to Emergency Responders.
11. The Operations Director will designate a contact person to inform the affected local community and Aboriginal communities as applicable by telephone or in person. This should be done within four to eight hours of the emergency. Incident report shall be completed by the Emergency Coordinator and a copy of incident report shall be kept on file and will be made available for review.

Additional Information can be found in the Fire Protection Program (DWP-FIRE-00)

5.2.2 Serious Injury or Illness

When an injured person requires to be transported to a medical facility, an ambulance should always be the first consideration.

Call an Ambulance For:

- | Traumatic Injuries | Suspected Health Issues |
|--|--|
| <ul style="list-style-type: none">• places life in jeopardy• possible fractured bone• possible spinal /neck injury• involving an amputation• resulting in substantial loss of blood• consisting of burns to a major portion of the body• resulting in the possible loss of sight in an eye• causing unconsciousness | <ul style="list-style-type: none">• Heart Attack• Stroke• Seizure• Major Allergic Reactions |

If an employee or visitor is seriously injured or in medical distress, the following procedures should be followed:

1. The Discoverer an incident or a person in medical distress should assist the injured person. If possible, remove any hazards taking into account the safety of the Discoverer. The Discoverer should not endanger themselves or others when responding to an emergency.
2. The Discoverer shall immediately call **911** from a safe location, and provide the 911 operator with the following information:

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- a. Name
 - b. Location
 - c. Number of people affected
 - d. Injury types
 - e. A description of the incident
3. The Discoverer shall report to the Assistant Site Manager and provide the following information verbally or by incident report depending on the nature of the incident
 - a. Name
 - b. Location
 - c. Number of people affected
 - d. Injury types
 - e. A description of the incident
 - f. Confirmation that 911 Emergency Services have been contacted.
4. If evacuation is necessary, The Emergency Coordinator shall:
 - a. Notify on duty staff and assemble at the designated Emergency Muster Point in order to take a head count. The sign-in book should be used for this purpose.
 - b. Dispatch resources such as first aiders to the scene if it is safe to do so
 - c. Notify the Dufferin Operations Control Center that there is an emergency. Details on the emergency should be provided.
5. If evacuation is necessary, individuals shall:
 - a. Follow the evacuation paths/routes as demonstrated during evacuation drills, evacuation maps or posted in buildings.
 - b. Proceed directly to the Emergency Muster Point.
 - c. Report of their immediate supervisor and sign in for a head count. Report any additional information with regards to the safety of co-workers, incident details, and the condition of the area evacuated.
6. The Emergency Coordinator will ensure that all personnel on duty are evacuated and accounted for at the Emergency Muster Point.
7. The Discoverer should remain on scene at a safe distance to provide details to Emergency Responders.
8. The Operations Director will designate a contact person to inform the affected local community and Aboriginal communities as applicable by telephone or in person. This should be done within four to eight hours of the emergency. An incident report is to be completed and a copy of the incident report shall be kept on file and be made available for review.

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5.2.3 Fatalities and life threatening Incidents

Incidents that result in injuries to persons or result in property damage must be reported within 24 hours of occurrence. For every incident, DWP Incident investigation Report must be completed, even if there were no injuries sustained. If the injured person is a visitor to the Plant, the report form must still be completed. Injured employees must also notify their direct Supervisor and complete WSIB forms as appropriate.

Incident investigations are critical to preventing further health and safety incidents and accidents. Investigations are essential to determine:

- What actually happened;
- Contributing factors;
- Root cause;
- Likelihood of reoccurrence;
- Trends involving similar incidents.

General procedures are as follows.

1. The Discoverer of an incident or accident should assess the situation. Individuals should not put themselves or others at risk when performing a spill clean-up.
2. The Discoverer shall immediately call **911** from a safe location, and provide the 911 operator with the following information:
 - a. Name;
 - b. Location;
 - c. Number of people affected;
 - d. Injury types (if any);
 - e. A description of the incident.
3. The Discoverer shall report to the Emergency Coordinator and provide the following information:
 - a. Name;
 - b. Location;
 - c. Number of people affected;
 - d. Injury types;
 - e. A description of the incident;
 - f. Confirmation that 911 Emergency Services have been contacted.
4. The Emergency Coordinator shall:
 - a. Immediately proceed to the incident location;
 - b. Take control and secure the scene to prevent secondary incidents;
 - c. Preserve evidence and Complete incident investigation report
 - d. Obtain names and witnesses and attain witness statements
 - e. Inform the Corporate Director;
 - f. Cooperate with any authorities.

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- g. Ensure that Emergency Medical Services (EMS) do not remove injured personnel until suspension trauma has been properly addressed.

5.2.4 Loss of Electrical Utility services Procedure

In the event of an electrical power outage, the Emergency Response Team may be assembled by the Emergency Coordinator depending on the duration, size, and scope of the outage.

The operations and maintenance buildings at DWP has an emergency power generator. The generators are capable of producing sufficient power to meet the critical building requirements and/or requirements by all authorities having jurisdiction. Critical requirements include, but are not limited to: emergency lighting; exit lighting; communications systems; and control systems.

The communication system consists of a public telephone system with a paging system integrated into the phone system. The telephone and paging system is installed and maintained by the local Telephone Company. Additionally, field staff utilizes two way radios for communications.

Power Outage Procedure:

In response to any electrical outage, regardless of the duration:

1. All impacted workers are to exit impacted buildings through emergency exits and assemble at the designated muster point for a head count with their supervisors. At no time are workers to return back into the building until they have received approval from authorized personnel.
2. Only the Site Manager, Assistant Site Manager or designated search group will check all impacted buildings and facilities to ensure that there is no one trapped, in distress and to ensure the building is cleared.
3. Searches within each building are to be conducted from the top floor to the bottom.
4. All searchers are to be provided with high visibility vest, 2 way radios and flashlights for areas without backup lighting.
5. During the outage Site personnel must provide timely updates and reports to the Site Manager as requested. These reports shall enable any affected personnel to adjust or cancel planned work or maintenance activities. Follow Power Outage Notification procedure (below)
6. Upon the restoration of electrical power, Site personnel will conduct building inspections to verify that all systems are restored and functioning properly. They will also clear the building for re-entry by all persons.

Power Outage Notification

1. In the event of a forced outage resulting in the tripping of any breaker occurring during regular working hours the Discoverer shall notify the Emergency Coordinator of the outage and the status of their immediate surroundings.
2. In the event of an electrical power outage, the O&M building and Control Room have emergency power and lighting and therefore can be used as a staging area for affected DWP personnel.

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3. If a vapours, fumes, or fire is apparent, leave the area immediately. Post a DO NOT ENTER sign on all appropriate doors. Ensure there are DO NOT ENTER signs made available close to all exits.
4. The Emergency Coordinator shall contact the 24 Hour Real Time Desk to notify them of the outage.
5. The 24 Hour Real Time Desk shall:
 - a. Notify the LDC supplying power to the facility of the outage;
 - b. Notify HONI of the utility outage;
 - c. Notify the IESO of the utility outage.
6. The 24 Hour Real Time Desk shall manage all requests and with HONI and the IESO to manage the DWP during the outage.
7. The 24 Hour Real Time Desk shall communicate regularly with the Emergency Coordinator who shall dispatch Emergency Response if required.
8. If there are additional complications and emergencies related to the outage, the appropriate Emergency Procedures for response and evacuation shall be followed.

Power Restoration

1. If the source of failure resulted from an internal source, DWP electricians are to perform the necessary repair. Upon completion, the Site supervisor is to inspect completed work and clear work area and to resume power to building. All clear is to be given to workers upon approval. Work may resume.
2. If the source of failure resulting in the forced outage is outside of the DWP Site then DWP will wait for direction from the IESO before closing any breakers. Further communication and work is to be carried out by authorized personnel. No workers are to resume work until they have been given the all clear.

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5.2.5 Electrical Emergencies

Power Line Contact by Equipment

Should a worker operating a piece of equipment come into contact with energized conductors, precaution **MUST** be made to protect the worker and others around.

Procedure:

1. Workers shall stay on the equipment
 - Generally it is safe for the Operator to stay on equipment in contact with a power line as long as the Operator does not touch the equipment and the ground at the same time
 - Operator shall contact his immediate supervisor.
 - The Emergency Coordinator shall be notified of this incident and protection must be taken for others within this area.
2. Keep others away
 - The Emergency Coordinator shall caution off this area and post DO NOT ENTER signage around this piece of equipment or its load. This includes buckets, load lines, outriggers and any other part of the machine.
 - Beware of time-delayed relays. Even after line damage trips breakers, relays may still try to restore power up to two or three times – if possible, break contact by moving the equipment clear of the wires. The Automatic transfer switches in the CGS control house and the CSS control house are the only pieces of equipment with this feature.
3. Call Electrical Utility Company
 - The Emergency Coordinator shall call the Local Distribution Company for help. Unless there is fire or imminent danger, stay on the equipment until the Utility shuts down the line and confirms that the power is off or the equipment has been moved clear of contact.
4. Emergency Exit
 - Should an emergency such as a fire force you to leave the machine, **jump clear**, if part of your body contacts the ground while another part touches the machine, current will travel through you.
 - Jump with feet together and shuffle away in small steps. Do not take big steps. With voltage differential across the ground, one foot may be in a higher voltage area than the other and the difference could kill you.
5. Report
 - Complete incident investigation report and report to Site manager.
 - Keep all documentation on file for future reference.
 - Report every incident of power line contact so that the utility company can check for damage that could cause the line to fail in the future.

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Person in Contact With Electricity.

Electricity, even at small voltages (110V) can cause severe injury or death by causing a person's heart or lungs to stop working. In addition, electricity can also cause minor to severe burns. Serious electrical burns often times appear to be minor, due to the fact that body tissues and organs are damaged internally. The following are rescue procedures when an injured or unconscious person remains in contact with a live wire or equipment.

1. Immediately contact Emergency Response Services.
 - The Discovered shall immediately call **911** from a safe location, and provide the 911 operator with the following information:
 - a. Name;
 - b. Location;
 - c. Number of people affected;
 - d. Injury types (if any);
 - e. A description of the incident.
 - The Emergency Coordinator shall be contacted and made aware of incident. and
 - If a person has come into contact with electricity they may not be able to remove themselves from the electrical source.
 - **DO NOT ATTEMPT TO PULL THE PERSON FROM THE ELECTRICAL SOURCE WITH YOUR BARE HANDS, YOU MAY BE ELECTROCUTED.**
 - Remember, your body is a good conductor of electricity, if you touch the person while they are connected to the electrical source, the electricity will flow through your body causing electrical shock.
2. Rescue should only be attempted after power has been turned off.
 - If you cannot locate the electrical isolating source, you can use a non-conducting object, such as a wooden pole, a dry board, rubber hose, or dry polypropylene rope to break contact. If possible, attempt to move either the injured person or the line from the electrical source. An object can sometimes be thrown to separate the injured person from the wire.
3. If you do not know the voltage, treat it as high.
 - Never go near a victim that has been electrocuted by a high voltage line, even with dry wood or rubber. Touching the injured person can be dangerous, because the electricity can travel several feet through the air and you could be electrocuted during rescue procedures.
 - Once you have removed the victim from the electrical source, check to see if the person is breathing and if they have a pulse. If necessary, administer CPR (if you are trained) until emergency personnel arrive at the scene.

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All Site supervisors shall review and establish procedures to protect personnel / assets and to establish the safe limit of approach distances when working near energized overhead power lines on sites. (3m/10ft) as established by the Regulations.

If contact is made between equipment and an overhead power line or an underground service and there is ***no danger of fire***:

- The Operator shall stay inside the cab of the equipment and contact the supervisor for assistance. The Emergency Plan Coordinator shall be notified immediately.
- The Supervisor shall contact the proper Power Company for their area to have the power line de-energized, isolated and grounded
- Only upon being advised that the power line has been de-energized, the Operator may leave the cab of the equipment.

If contact is made between equipment and an overhead power line and there is a ***danger of fire***:

- The Operator shall shut down the equipment and jump off as far away as possible and land with both feet together
- The Operator shall hop or shuffle away to a safe distance of 30 meters (100 feet) or more from the equipment, at right angles to the power line, keeping both feet together when hopping or shuffling away from the equipment
- Once in a safe location, the operator shall contact their supervisor and emergency plan coordinator.
- The Supervisor shall contact the Proper Power Company for their area to have the power line de-energized, isolated and grounded
- Secure the area with Red Danger Tape and wait for assistance.

The Don'ts

- Do not panic
- Do not attempt to move any cable that has been severed.
- Do not disturb the scene of the incident unless it is relieve human suffering.

Additional Information can be found in the Electrical Safety Program (DWP-ELECTRICAL-00)

Ministry of Labor Notification

The Worker shall notify the 407 Site Superintendent immediately and notify the Assistant Site Manager should contact with a Live Electrical Service occur. The Emergency Coordinator shall maintain full control of the area. The Emergency Coordinator shall ensure no person attempts to remove or disturb the scene of the incident unless it's to prevent human suffering. The Site Manager shall contact the Local Ministry of Labor Office as required under O. Reg. 213/91, s.11. **(1) The following incidents are prescribed for the purpose of section 53 of the Act:**

4. Accidental contact by a worker or by a worker's tool or equipment with energized electrical equipment, installations or conductors.

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5. Accidental contact by a crane, similar hoisting device, backhoe, power shovel or other vehicle or equipment or its load with an energized electrical conductor rated at more than 750 volts.

5.2.6 Inclement Weather Procedure

For all inclement weather emergencies, refer to the inclement weather procedure (DWP-INWTH-00)

5.2.7 Transportation and Vehicle Incident Procedure

These procedures are to be followed when a DWP vehicle is involved in an accident or collision.

Procedures at the Accident Scene

1. The Discoverer of the accident should not put themselves or others at risk. Leave the area if conditions are unsafe.
2. The Discoverer should notify DWP personnel and others in the immediate vicinity of the accident scene.
3. The Discoverer should attend to the immediate needs of the accident victims, if it is safe to do so.
4. The Discoverer should secure emergency services (police, fire, ambulance) as may be required in some circumstances. If the Discoverer has reason to believe that an ambulance or other emergency medical services are required at the scene, assistance must be requested by dialing **911** from a safe location and provide the 911 operator with the following information:
 - Name
 - Location
 - Number of people affected
 - Injury types (if any)
 - A description of the incident
5. The Discoverer shall report to the Emergency Coordinator and/or provide the following information:
 - Name
 - Location
 - Number of people affected
 - Injury types (if any)
 - A description of the
 - Confirmation that 911 Emergency Services have been contacted, if applicable.
6. The Emergency Coordinator shall:
 - a. Notify the 24 Hour Real Time Desk that there is an emergency. Details on the emergency should be provided.
 - b. Notify the Site Supervisor that there is a traffic emergency. Details on the emergency should be provided.
 - c. Immediately travel to the scene, or dispatch the Emergency Response team.

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7. The Discoverer and DWP staff shall cooperate fully with the emergency personnel at the scene. However, DWP personnel must not sign any document or make any admission of liability when an accident has occurred.
8. The Emergency Coordinator shall record, or oversee the recording of the following information:
 - a. Names and addresses of every person involved in the accident;
 - b. Names and addresses of any witnesses to the accident;
 - c. License plate number of all the vehicles involved;
 - d. Names and driver's licenses of operators of all the vehicles involved, and
 - e. Identification of which persons, if any were injured in the accident.
9. The Emergency Coordinator shall inspect the DWP vehicle to assess its condition and to determine if it is in safe mechanical condition.
 - a. If the vehicle is in safe mechanical condition, DWP personnel may proceed to the O&M building with the vehicle.
 - b. If the vehicle is in an unsafe condition, the Emergency Coordinator will make arrangements to have the vehicle removed from the scene, and make alternate transportation arrangement for DWP personnel on the scene.

5.2.8 Site Security Procedure

The purpose of this procedures is to document the action needed for non-emergency communications (e.g. community complaints), the appropriate response to threats of vandalism/sabotage and to actual incidents of vandalism or deliberate sabotage of DWP plant infrastructure.

PROCEDURE

Non-Emergency Communications:

DWP representative contact information will be available to the public to address concerns and questions during the life of the project including construction, operation, and decommissioning. DWP will continue its stakeholder engagement activities through operations phases. This could include some of the communications activities planned for the construction period. Broad community relations activities are also seen as essential to the implementation of a successful project. To this end, the following activities will be undertaken:

- Offers to conduct on-site tours with community leaders, schools, local media and other;
- Interested parties during construction and periodically during operations;
- Erect signs identifying the site, and including an address, telephone number and email address for questions or concerns;
- Establish a project reporting mechanism for status reports with key regulatory stakeholders.

DWP acknowledges that some members of the community may have negative reactions to the long-term wind farm operations. Both the complainants and DWP have a stake in collaborating to resolve issues. A solution, in which both parties have had input, is more likely to constitute a long-term solution

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and is one that can often be implemented more effectively and efficiently than a decision rendered through an adjudicative process.

To resolve disputes in a collaborative manner DWP has established this Complaint Resolution Process (CRP). The Site Manager will be responsible for the implementation of the CRP procedures, including the documentation of all complaints and inquiries from the public in relation to Project operations. When complaints or inquiries are received from the public, the Site Manager shall:

1. Direct communications between the complainant and the receiver of the complaint (if not DWP) and DWP as the project proponent. The Administrative Assistant will be the person initiating this communication.
2. Conduct fact-finding activities concerning the complaint, including:
 - a. The area affected by the operation activity, the area's zoning and its occupation, and the proximity of the affected persons as well as their sensitivities;
 - b. The characteristics and magnitude of the effect;
 - c. The impact on the persons affected;
 - d. Any existing goals or standards acceptability;
 - e. The history of operations in the affected area;
 - f. Any changes in existing conditions (e.g., changes to land use);
 - g. The availability of additional mitigation measures;
 - h. A balance between the needs of the community and those of DWP;
 - i. Technically, operationally, and economically feasible solutions;
 - j. Regulatory precedents regarding the effect;
 - k. Other issues specific to the complaint;
 - l. All parties would have the ability propose constructive and feasible solutions and should be receptive to the solutions proposed by the other party.
3. Should the parties be unsuccessful in their attempts to resolve an issue through collaborative measures, they may, on agreement, request the services of a mediator.

Threats of Vandalism and Sabotage

If a threat of deliberate sabotage to the DWP is received (e.g. a bomb threat) is received by DWP personnel, the following procedure applies.

1. The Discoverer shall complete an incident report containing the following:
 - a. Note the exact wording and time of the message being received;
 - b. Attempt to keep the caller on the telephone line to obtain as much information as possible;
 - c. Attempt to question the caller as to motive, type of device/action, location and time of action;
 - d. Make note of any background noises such as music, equipment, traffic etc.
 - e. Make note of caller's voice (e.g. male or female, accent, loud, soft spoken etc.)
2. The Discoverer shall notify the Emergency Coordinator of the threat and relay any information attained.
3. The Emergency Coordinator shall contact emergency services at **911** and relay the information obtained by the Discoverer.

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4. The Emergency Coordinator shall notify the 24 Hour Real Time Desk who will make the necessary calls to IESO and Hydro One if their facilities are under threat.
5. The Emergency Coordinator shall activate the evacuation procedure.
6. The Discoverer shall remain available for interviews with the Authorities (i.e. Police).
7. The telephone where the threat was received shall be monitored in the event of additional threatening calls.

Suspicious Item

If a suspicious item or object is found on the DWP Site, the following procedure applies.

1. The Discoverer shall immediately notify the Emergency Coordinator of the threat and relay any information about the item including:
 - a. Location;
 - b. Size;
 - c. Characteristics.
2. The Emergency Coordinator shall contact emergency services at **911** and relay the information obtained by the Discoverer.
3. The Emergency Coordinator shall notify the Site Manager of the incident.
4. The Emergency Coordinator shall notify the 24 Hour Real Time Desk who will make the necessary calls to IESO and Hydro One if their facilities are potentially under threat.
5. The Emergency Coordinator shall activate the evacuation procedure.
6. The Discoverer shall remain available for interviews with the Authorities (i.e. Police).

Act of Sabotage/Damage

If plant equipment is destroyed or harmed in a deliberate act of sabotage, the following procedures apply.

1. The Discoverer of the sabotage/damage should not put themselves or others at risk. Leave the area if conditions are unsafe.
2. The Discoverer shall notify occupants in the immediate vicinity of the sabotage/damage of the dangerous situation.
3. The Discoverer shall report to the Emergency Coordinator and provide the following information:
 - a. Name;
 - b. Location;
 - c. Number of people affected;
 - d. Injury types (if any);
 - e. A description of the incident (e.g. turbine pod fire, explosion, transformer fire etc.);
 - f. Confirmation that 911 Emergency Services have been contacted.
4. The Emergency Coordinator shall immediately call **911** from a safe location, and provide the 911 operator with the following information:

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- a. Name;
 - b. Location;
 - c. Number of people affected;
 - d. Injury types (if any);
 - e. A description of the incident.
5. The Emergency Coordinator shall:
 - a. Commence Evacuation to assemble at the designated Emergency Muster Point at (TBD) in order to take roll.
 - b. Activate the Emergency Response Team
 - c. Notify the 24 Hour Real Time Desk that there is an emergency. Details on the emergency should be provided.
6. The Emergency Coordinator shall notify all on-site workers of the evacuation, and muster them at the Emergency Muster Point.
7. The 24 Hour Real Time Desk will assess the situation and notify the IESO and HONI if there are major plant equipment failures or shutdowns.
8. If evacuation is necessary, individuals shall:
 - a. Follow the evacuation paths/routes as demonstrated during evacuation drills, evacuation maps or posted in buildings.
 - b. Proceed directly to the Emergency Muster Point.
 - c. Notify the Evacuation Coordinator taking roll. Report any additional information with regards to the safety of co-workers, incident details, and the condition of the area evacuated.
9. The Emergency Coordinator will ensure that all personnel on duty are evacuated and accounted for at the Emergency Muster Point.
10. The Discoverer should remain on scene at a safe distance to provide details to Emergency Responders.
11. The Corporate Director will designate a contact person to inform the affected local community and Aboriginal communities as applicable by telephone or in person. This should be done within four to eight hours of the emergency. A copy of the incident report will be made available for review.

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5.2.9 Confined Space emergencies

For all Confined space emergencies, refer to the Confined Space management program (DWP-CONFINED-00)

5.2.10 Working at Heights Emergencies

For all fall hazard related emergencies, refer to the Working at Heights Program (DWP-HEIGHT-00)

5.2.11 Spill Response Emergencies

For all Spill related emergencies, refer to the Spill Prevention and Response Plan (DWP-SPILL-00)

5.2.12 Incident Investigation & Reporting

The incident investigation shall be conducted by the Emergency Coordinator after the incident has been managed and the site has been deemed safe.

1. The Emergency Coordinator shall complete an incident investigation report (Appendix D) and collect witness statements from those that witness the incident.
2. The Emergency Coordinator shall obtain statement from witnesses in their own words. The statements shall be in writing, complete the Witness Report (Appendix E) and signed by the witness.
3. The Incident investigation Report shall include:
 - a. A description of the incident;
 - b. Identification of the probable causes;
 - c. Temporary and permanent mitigation to prevent reoccurrences.
4. At least one Joint Health and Safety committee member shall be contact and immediately initiate an investigation separate from the company investigation.
5. Site Manager shall determine if the injury is reportable to the Ministry of Labour. As per OHSA, Incidents such as critical or fatalities, explosions, and fire causing injury are required to be reported to the MOL. OHSA 51.
6. Site Manager shall decide who will inform the injured person's emergency contact.
7. Site Manager shall review the details of all Incident investigation Reports.
8. Site Manager is responsible for ensuring that mitigation activity is assigned, tracked and audited to ensure implementation and compliance.

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6.0 TRAINING REQUIREMENTS

Site Orientation

Each work personnel that are employed by DWP are to attend a company and site orientation. All health and safety regulations, site emergency procedures and company rules and expectations are addressed during this time. A refresher should be administered on an annual basis.

First Aid training

Each member of the **Emergency** Response Team should be all certified in First aid training. This training is to be renewed every three (3) years as per regulations.

WHMIS Training

All work personnel are to be trained in WHMIS and renewed on an annual basis.

Mock Evacuation Drill

A Mock Evacuation Drill within the facility is to be conducted on an annual basis. The local fire department are to be notified and this is to be documented and any discrepancies are to be addressed to prevent it from occurring should a real emergency take place.

7.0 DOCUMENT CONTROL

All emergency procedures are to be kept in a location that is accessible by all. An Ideal location could be in the supervisor office, by emergency exits and lunch rooms. It should be made readily available should any worker requires reference in the event of an emergency.

Upon completion of an incident investigation or mock drill, all documentation shall be kept on file for future reference and for legal compliance.

8.0 SUPPORTING DOCUMENTS

APPENDIX A – Turbine Listing
APPENDIX B – DWP Site Map
APPENDIX C – Mock Evacuation Drill Plan
APPENDIX D – Incident Investigation Report
APPENDIX E – Injury/Witness Statement Report
APPENDIX F – Emergency Action Plan
APPENDIX G – Wind Turbine Emergency Procedure
APPENDIX H – Vehicle Incident Report

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SUPPORTING DOCUMENTS

APPENDIX A – Turbine Listing

APPENDIX B – DWP Site Map

APPENDIX C – Mock Evacuation Drill Plan

APPENDIX D – Incident Investigation Report

APPENDIX E – Injury/Witness Statement Report

APPENDIX F – Emergency Action Plan

APPENDIX G – Wind Turbine Emergency Procedure

APPENDIX H – Vehicle Incident Report

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APPENDIX A – Turbine Listing

Wind Farm Project	Old Turbine ID	New Turbine ID	Street Address	Coordinates		Ground Elevation (m)
				UTM-X (m)	UTM-Y (m)	
Dufferin	T1	3.13	745502 30th Sideroad	562378	4899922	590
Dufferin	T2	3.12	745502 30th Sideroad	562432	4899644	591
Dufferin	T3	3.11	518367 County Road 124	562514	4898736	593
Dufferin	T4	3.10	518367 County Road 124	562669	4898423	597
Dufferin	T5	3.09	518367 County Road 124	562737	4898030	598
Dufferin	T6	3.08	518367 County Road 124	562797	4897714	599
Dufferin	T7	3.07	518367 County Road 124	562744	4897324	605
Dufferin	T8	3.06	518367 County Road 124	562791	4897066	606
Dufferin	T9	3.05	478495 3rd Line	561040	4898527	590
Dufferin	T10	3.04	478495 3rd Line	561186	4898131	598
Dufferin	T11	3.03	478495 3rd Line	561240	4897794	601
Dufferin	T12	3.02	478495 3rd Line	561299	4897498	604
Dufferin	T13	3.01	705357 County Road 21	561378	4896345	610
Dufferin	T14	4.01	705358 County Road 21	561618	4895826	610
Dufferin	T15	4.02	705358 County Road 21	561666	4895569	605
Dufferin	T16	4.03	478177 3rd Line	561828	4894785	604
Dufferin	T17	4.04	478177 3rd Line	561892	4894329	600
Dufferin	T18	4.13	665359 20th Sideroad	562310	4893515	600
Dufferin	T19	4.12	665359 20th Sideroad	562216	4893262	595
Dufferin	T20	4.11	665358 20th Sideroad	562073	4892880	594
Dufferin	T21	4.14	665358 20th Sideroad	562267	4892525	595
Dufferin	T22	1.13	279026 6th Line	552717	4896359	613
Dufferin	T23	2.01	748372 3rd Line	560154	4896217	605

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Dufferin	T24	2.09	438243 4th Line	560263	4894831	600
Dufferin	T25	4.06	438153 4th Line	560543	4893994	600
Dufferin	T26	4.05	478084 3rd Line	560935	4893530	600
Dufferin	T27	4.10	478036 3rd Line	561304	4893183	600
Dufferin	T28	2.04	745076 5th Line	558452	4897767	593
Dufferin	T29	2.05	745076 5th Line	558778	4897217	594
Dufferin	T30	2.03	398405 5th Line	558570	4895835	605
Dufferin	T31	2.02	398357 5th Line	558502	4895458	600
Dufferin	T32	2.07	705075 County Road 21	559022	4895465	595
Dufferin	T33	2.08	438246 4th Line	559329	4894887	600
Dufferin	T34	4.07	438158 4th Line	559445	4893813	600
Dufferin	T35	4.08	398123 County Road 21	559145	4893324	605
Dufferin	T36	4.09	398123 County Road 21	559521	4892927	605
Dufferin	T37	1.04	358006 5th Line	557251	4897375	597
Dufferin	T38	1.03	358006 5th Line	557187	4897019	600
Dufferin	T39	1.02	358006 5th Line	557187	4896659	600
Dufferin	T40	1.01	724057 Side Road 250	557667	4896110	600
Dufferin	T41	2.06	438423 County Road 21	558035	4893974	605
Dufferin	T42	1.05	318300 8th Line	555984	4895978	605
Dufferin	T43	1.06	318300 8th Line	556098	4895710	610
Dufferin	T44	1.08	764161 Sideroad 240	555133	4896530	610
Dufferin	T45	1.07	764161 Sideroad 240	555186	4896232	605
Dufferin	T46	1.09	764161 Sideroad 240	554602	4896539	610
Dufferin	T47	1.10	764161 Sideroad 240	554552	4896110	610
Dufferin	T48	1.11	278570 6th Line	553080	4895624	615
Dufferin	T49	1.12	278570 6th Line	553071	4895223	612

APPENDIX B – DWP Site Map



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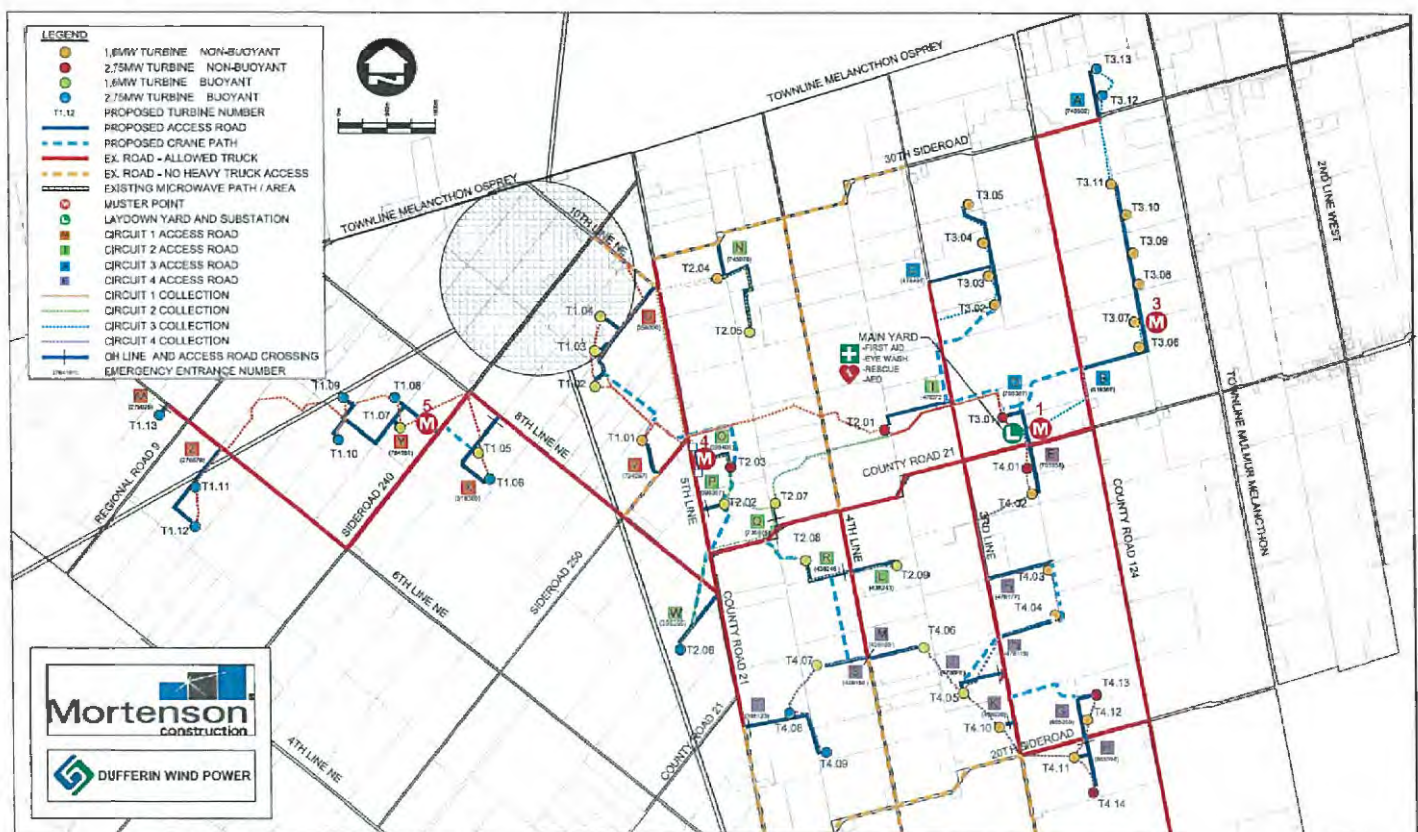
APPENDIX C – Mock Evacuation Drill Plan
SITE EMERGENCY MOCK DRILLS PROTOCOL

And

MOCK DRILL REPORT

Dufferin Wind Power has determined that they will conduct Site Emergency Mock Drills on an annual basis where applicable. This Mock Drill will be coordinated through the Site supervisor and subcontractor supervisors. DWP management will provide to the subcontractors the necessary documentations to ensure all personnel understand the requirements of conducting Emergency Mock Drills.

All Site Workers will be advised 24hrs in advance prior to any Mock Drill Test.



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PROJECT EVACUATION MOCK DRILL REPORT
AREA: _____ **DRILL DATE:** _____

NAME OF EVALUATOR: _____

COMPANY: _____ **TITLE:** _____

TIME OF ALARM: _____

TIME ALL WORKERS IN AREA AT MUSTER AREA: _____

TIME HEAD-COUNT COMPLETED: _____

TIME STAND-DOWN CALLED: _____

TIME Area Manager NOTIFIED _____

TIME SAFETY NOTIFIED: _____

WERE ALL EMPLOYEES/VISITORS ACCOUNTED FOR? Y ☐ N ☐

MUSTER AREA HEAD-COUNT		
CONTRACTOR	HEAD COUNT	ACTUAL

		YES	NO	N/A
1.0	Could you hear the evacuation alarm easily?			
1.1	<i>If the initial alarm was not signalled in your area, how did you know there was a site-wide evacuation?</i>			
2.0	Was complete evacuation of the site/buildings completed?			
2.1	Were all areas of the site/buildings checked? By the Area Supervisors as they left? By the Safety Dept at the discretion of the CM (depending on emergency)?			
2.2	Who performed the area checks? :			
3.0	Were all evacuation routes clear and free of debris/materials?			
3.1	Were all evacuation routes/stations easily identified?			
3.2	Were designated evacuation routes used?			
	If Not, Explain:			
4.0	Did excessive noise accompany the evacuation?			
4.1	Did workers evacuate calmly (walking, taking proper paths, etc)?			
	If Not, Explain:			
5.0	Did workers meet in designated areas/groups? (i.e. each contractor or trade was in their own groups)			
5.1	Did each evacuation group meet and stay in their designated locations until told			

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	what to do next by Management?			
5.2	Was there individuals from each company present doing a head count?			
5.3	Was the individual performing the head count at the muster station and easy for the workers to recognize (i.e. did he call the workers to him, did the Supervisors point him out, was he wearing special gear to identify him, etc)?			
5.4	Did an appointed management rep address the workers and give updates as to what was happening on site?			
6.0	If it was safe to do so, was all equipment shut-down during the evacuation? If Not, Explain:			
6.1	Did all emergency equipment function properly?			
6.2	Was a representative assigned to meet the Ambulance when it arrived?			
6.3	Was the Emergency Personnel quickly updated with the situation prior to entering into the scene?			
7.0	Were head-counts from all areas collected by one individual to ensure all workers were accounted for? Who?			
7.1	Was a proper Stand-Down called by the Project Manager? If Not, Explain:			
7.2	Was a short debriefing held for the workers by Management prior to returning to work?			

ADDITIONAL COMMENTS (explain all "No" Responses, Additional concerns, suggested corrective actions, etc.)

SUBCONTRACTOR NAME: _____ DATE : _____
 TIME OF EVACUATION DRILL: _____
 SUPERVISOR IN CHARGE: _____
 LOCATION: _____

[illegible]

APPENDIX D – Incident Investigation Report

Project:		Phone/Fax:	Type of Business:
Site/Location:			
Constructor Name:		Constructor Address/Phone:	
Employer Name: (if different from above)		Employer Address/Phone: (if different from above)	
REPORT TYPE			
<input type="checkbox"/> Criminal	<input type="checkbox"/> Property Damage	<input type="checkbox"/> Illness	<input type="checkbox"/> Near Miss
<input type="checkbox"/> Injury	<input type="checkbox"/> Work Refusal/Stoppage	<input type="checkbox"/> Deficiency	<input type="checkbox"/> Other
EMPLOYEE INFORMATION			
Name:		Address:	
Report Date:	Trade:	Phone #:	
Union Local:	Date of Birth:	Start Date:	
HOSPITAL INFORMATION			
Name:		Address:	
Date:		Phone #:	
INCIDENT INFORMATION			
Incident Date & Time:		Date & Time Reported:	
Describe Incident (injury, illness, near miss, etc...) Use separate piece of paper if necessary.			
Nature of Injury (body part):			
Identify Medical Attention and Describe	<input type="checkbox"/> First Aid	<input type="checkbox"/> Medical Aid: Hospital or Clinic Name:	
	<input type="checkbox"/> Family Doctor	<input type="checkbox"/> Other:	
Other Agencies Contacted:			
Did employee return to their regular job?		YES or NO	If YES, when?
Was employee placed on modified duty?		YES or NO	Lost time claim? YES or NO
(Attach Functional Abilities Form or Doctor's note)			
ROOT CAUSE ANALYSIS INVESTIGATION			
1. Describe actual task performed at time of incident:			

2. Identify the primary cause, hazardous condition or unsafe act that caused this incident:

3. Identify the secondary cause, hazardous condition or unsafe act that caused this incident:

4. Additional comments: Equipment, Machinery, Conditions, Procedures, Work Habits:

CRIMINAL INFORMATION

Type: ☐ Theft ☐ Vandalism

Date of Occurrence:

Time:

Description of Incident:

Items Stolen/Damaged/Destroyed:

Item	Make/Model	Serial Number	Estimated Value	V&A No. (If applicable):

Incident Reported to:

Contact Name:

Phone number:

WITNESSES/OTHERS INVOLVED Use witness statement (HS-902)

Name:

Involvement:

Address:

Phone:

Name:

Involvement:

Address:

Phone:

PREVENTIVE ACTION

1. Identify the corrective action steps that have been taken to prevent a reoccurrence of this incident:

2. Name of the person(s) responsible for corrective action(s) and scheduled date of completion:

3. Was employee instructed in safe work procedures and methods:

SIGNATURES: Please prints name and sign for purpose of review and accuracy confirmation

Employee Name:

2nd Employee Name:

Supervisor Name:

Division Foreman Name:

Report Investigated by:

Date:

Copies to:

Document ID:

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Approval: Health & Safety Manager
Signature:

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COST

Date	_____	Time	_____	am/pm
Project	_____	Location	_____	
Supervisor	_____	Foreman	_____	
Property Involved?	Company	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Third Party	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Rental	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Personnel Injured?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Names
Equipment

Type	_____
Unit Number	_____
Replacement Cost	\$ _____
Parts and Materials	\$ _____
Labour for Repairs	\$ _____
Downtime on Equipment	\$ _____
SUBTOTAL	\$ _____

\$ _____

Estimated Workers' Compensation Costs	\$ _____
Labour for Jobsite Clean-up etc. Number of people x hourly rate	\$ _____
Transportation Costs (Specify)	\$ _____
Rental Replacement (Specify)	\$ _____
Lost Production Time (Specify)	\$ _____
Material Loss or Damage (Specify)	\$ _____
Additional Costs (Specify)	\$ _____
Removal and Replacement Labour Costs	\$ _____
TOTAL ESTIMATED COSTS	\$ _____
LESS AMOUNT COVERED BY INSURANCE	\$ _____
ACTUAL COST	\$ _____

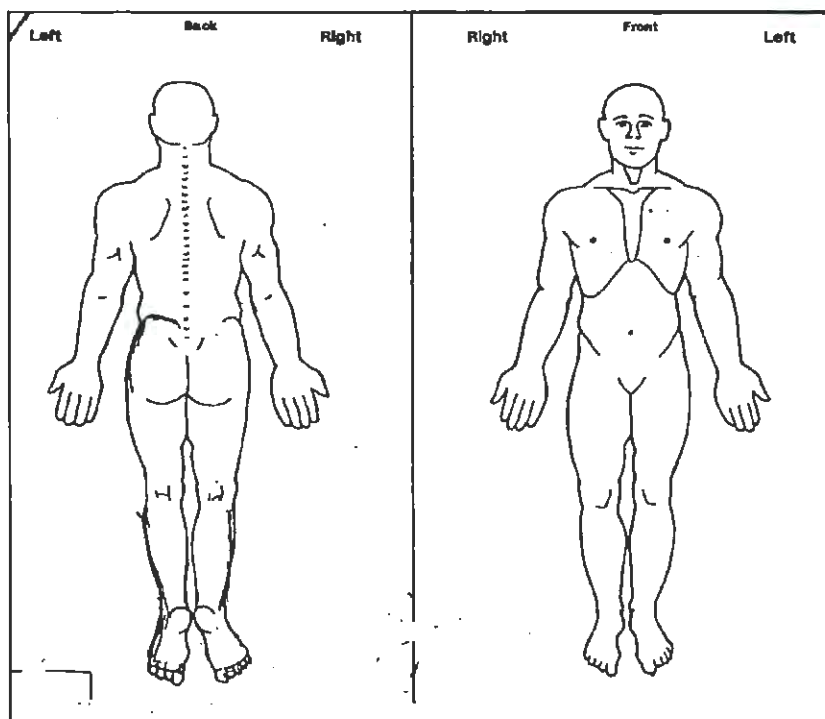
Completed By: _____ General Manager _____

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APPENDIX E : Injury/Witness Report

Witness Name		Employer (if different than injured employee)	
Position		Length of time in Position	
Injured Employee's Name		Relationship to Injured Employee	
Injury Date	Time	Location	

Injury Information
(mark injury site on diagram)



Has the employee had an injury or problem with that area before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details.	

Sequence of Events—describe how the injury happened and the events leading up to it. Describe any machinery, equipment or tools involved. If general work duties are the cause, explain what movements resulted in the injury.

Was protective equipment required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was it being used? Properly?	<input type="checkbox"/> Yes <input type="checkbox"/> No

List steps you believe should be taken to prevent similar injuries in future.

Signature	Date Completed
-----------	----------------

APPENDIX F: EMERGENCY ACTION PLAN (POSTED BY ALL EXITS)
EMERGENCY ACTION PLAN

When an emergency occurs and potential danger is present the proper steps must be taken.

- **STOP ALL WORK**
- **Shut down all equipment**
 - Prevent the present situation from getting worse
 - Protect all workers and public from further danger and injury
 - Call 911 and other relevant emergency contacts
 - Provide medical aid/first aid to injured workers
 - Protect material and equipment from further damage **as long as you are not put in harm's way**
 - Isolate and secure the area to ensure that nothing is disturbed

EMERGENCY CONTACT NUMBERS

If 911 is not available in your work area, ensure that you have the local emergency number written down.

Name	Number
Local Police	911
Local Fire Department	911
Local Hospital	Markdale Hospital 519-986-3040
Ontario 1 Call	1-800-400-2255
Center Disease Control	416-392-2489
Ministry of Labour	1-877-202-0008
WSIB	1-800-465-5606
MOE Spills Reporting	1-800-268-6060
Emergency Coordinator	519-217-3045
24-Hour Real Time Desk	519-217-3045
DWP Operations Control Centre (DOCC)	226-820-4165
Operations & Maintenance Building	519-925-5599
Operations Director	647-823-8647
Site Manager	519-217-3045
Assistant Site Manager	226-820-4165

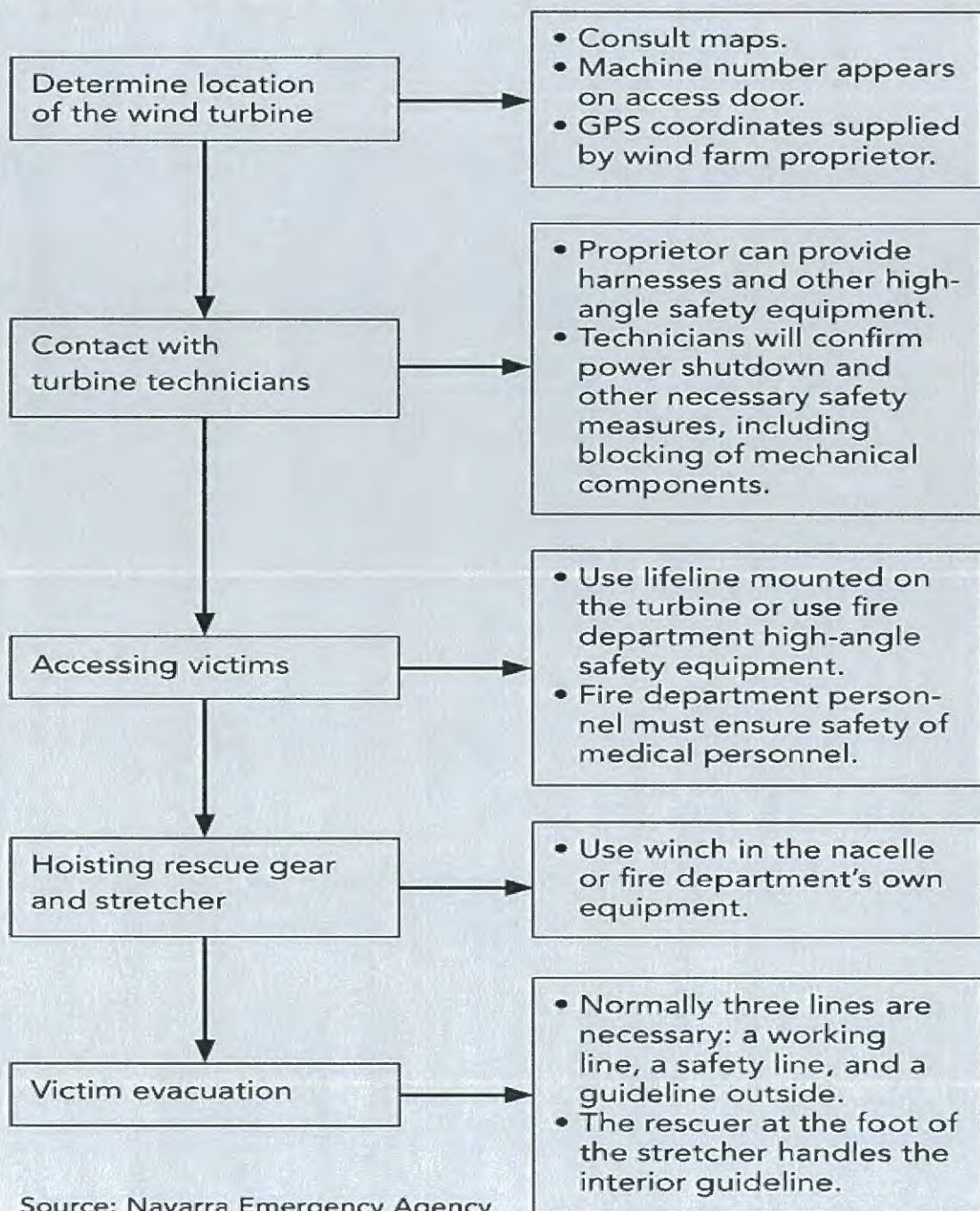
HELPFUL TIPS OF ACTION

- Know the exact location of the emergency (Building number and floor, Turbine location, street name, municipality etc.)
- Discuss a muster point at the start of every job; this can be a known point of reference such as a foreman's truck, building, etc.
- Conduct a head count at the muster point to ensure everyone is accounted for.
- Be aware of the nearest medical facility
- Know your point of authority/direction
- Nearest telephone/cell phone and emergency contact list.

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APPENDIX G – Wind Turbine Emergency Procedure

Wind Turbine Emergency Procedure



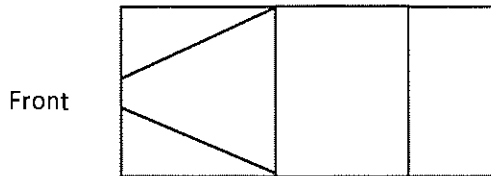
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APPENDIX H – Vehicle Incident Report

Vehicle Details:			
Vehicle Reg:	Make:	Model:	Value: (estimate current value)
Establishment where vehicle usually kept:			
Address of establishment:			
Contact name & tel. number:			
Date and Time of incident: / /20 : am / pm			
Purpose of use: (if not in use, please state purpose when last used)			
Was a trailer attached? YES / NO			
Where did the accident occur? (Road name/Town)			
Please provide a description of the accident below: Give as much detail as possible (include road markings, signals given & who you think is at fault for the accident)			
PLEASE PROVIDE A SKETCH PLAN OF THE ACCIDENT ON A SEPARATE PAGE			
Speed of vehicle at the time of the incident: km/hr			
Was it on the nearside of the road? YES / NO			
If yes, how far from the curb?			
If no, state exact position:			
State/surface of the road:			Weather/ visibility:
Did either driver give any warnings? YES / NO			
If yes, give details:			
No. of persons in vehicle (include driver):			
Please provide name and contact details of any witnesses to the incident:			
Was there Police involvement? YES / NO Please provide details:			

Vehicle damage:

If vehicle has been damaged please give full details and indicate the area on the diagram:



Please indicate XXXX the area of damage

Driver Details:

Driver of vehicle (or last person in charge of the vehicle if not being driven):

Name:

Date of birth:

Home Address:

In what capacity are you employed by DWP?

Length of Service (years):

Previous accidents / license endorsement (motoring convictions):

Third Party Details:

Was damage sustained to another person's property or vehicle?

Owner's name and address:

Driver's name and address (if different):

Contact details (Tel):

Insurance Co:

Policy number:

Make and Model:

Registration No.

Description of property and damage sustained:

Have you received any correspondence regarding a possible claim against you?
(if yes, please give details)

Did anyone sustain injury as a result of the incident? YES / NO

If yes, please give full details: (Names/address/nature of injury/hospitalized?)

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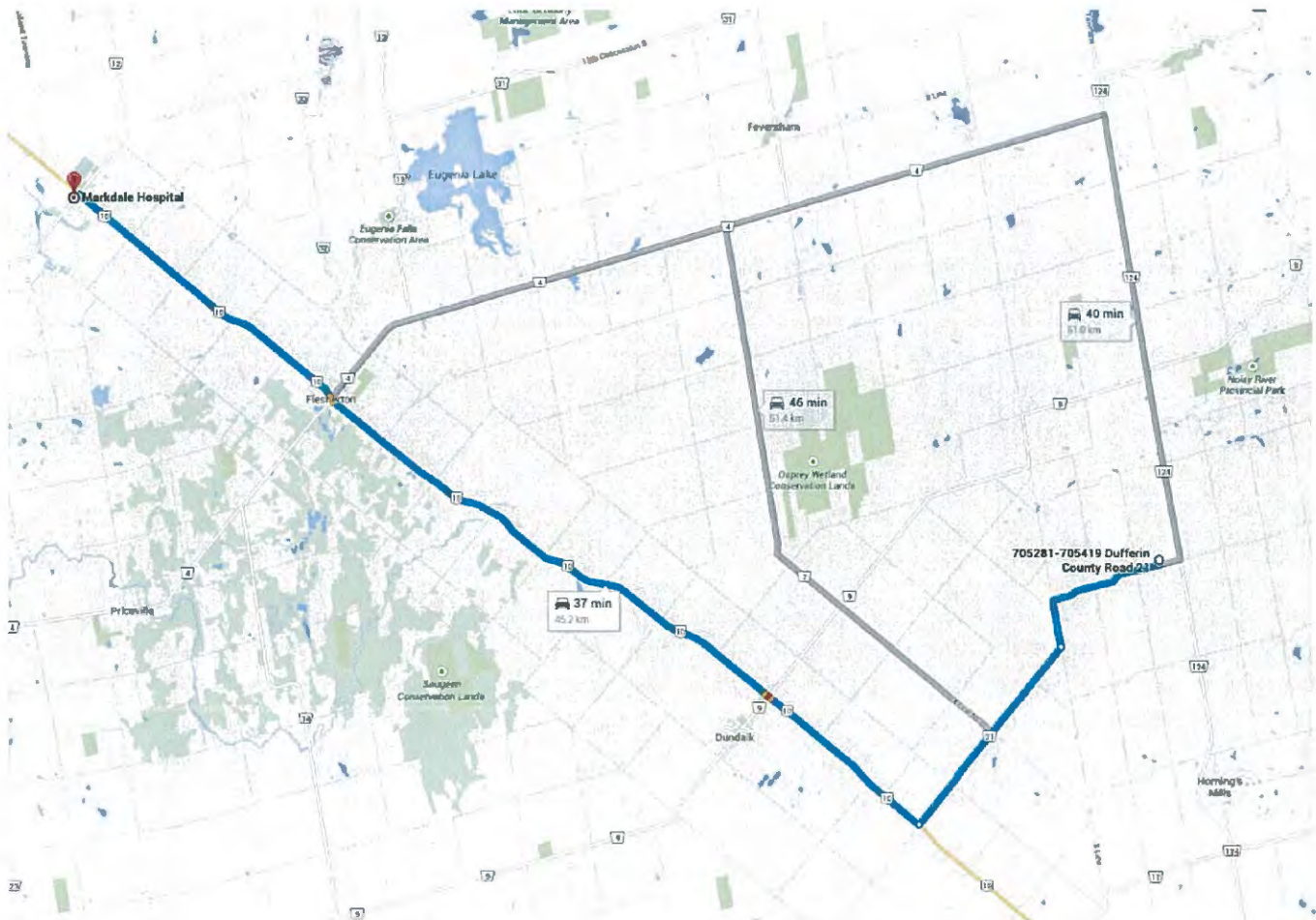
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Approval: Health & Safety Manager
Signature:

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APPENDIX I – Route to Nearest Hospital



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Denise Holmes

From: Restivo, David <drestivo@dillon.ca>
Sent: February-11-15 10:46 AM
To: Denise Holmes
Cc: 138287; Christina Pilz; Sean Robinson
Subject: Re: Tree Planting

Denise,

As you are aware, Section 19 of the July 31, 2013 Agreement between the Township of Melancthon and Dufferin Wind Power Inc. (DWP) outlines the requirement to replace trees removed from municipal lands during the construction of the DWP Project. Finding suitable locations to plant the replacement trees has proven challenging. Keeping that in mind, DWP is still committed to meeting their obligation under the Agreement and would like to propose the following:

A community event to be held on June 6, 2015 (or an alternative date in June 2015) from 11:00 – 16:00 at a location in Melancthon to be determined. We would appreciate the Township's recommendation regarding suitable locations in which to hold this event. The event could be a BBQ theme.

The focus of this event will be to supply local landowners with free trees native to the Township that they will be able to plant on their properties. Personnel will attend the event in order to provide guidance and information about plant site selection, proper planting techniques and tips for improving survivorship. The objective would be to supply landowners of Melancthon with trees representative of their local landscape and simultaneously provide a learning experience in a fun environment.

There will be up to 1,319 potted trees available, ranging from 10 mm to 30 mm in diameter. A substantial number of trees would be brought to the event, with the remainder on standby at a local nursery. In addition, DWP could have 10-15 larger caliper trees (i.e., 50 mm to 60 mm in diameter deciduous trees or conifers 1.5 metre in height) planted at the Horning Mills Park. Any trees that were not claimed by the public could be made available to the Township for their immediate use in June 2015. Otherwise, the Township will consider DWP's obligation for tree replacement under the Agreement fulfilled.

If this event is an acceptable method to meet the requirements of the DWP/Township Agreement, please let us know and we will continue with the planning process. Alternatively, if you have other suggestions as to where you would like the trees planted let us know and we can formulate a plan accordingly.

Regards,



David Restivo
Associate
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M - 416.300.4918
DRestivo@dillon.ca
www.dillon.ca

CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. -2015

Being a By-law to amend By-law No. 53-2014 passed in open Council on December 4, 2014.

WHEREAS the Council of the Corporation of the Township of Melancthon deems it expedient to amend By-law No. 53-2014, a by-law to appoint Municipal Officials from December 4, 2014 to November 30, 2015.

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

That Councillor Hannon be appointed to the Southgate Recreation Advisory Committee in the place of Deputy Mayor Elliott who resigned from the Committee effective February 5, 2015.

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

By-law read a first and second time this 19th day of February, 2015.

By-law read a third time and passed this 19th day of February, 2015.

MAYOR

CLERK