



# TOWNSHIP OF MELANCTHON

## A G E N D A

Thursday, October 15, 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 - October 1, 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. GPS Unit
10. **Correspondence**

### **\* Outside Board & Committee Minutes**

1. Centre Dufferin Recreation Complex Board of Management - Meeting August 26, 2015
2. Centre Dufferin Recreation Complex Board of Management - Meeting September 9, 2015
3. Shelburne & District Fire Board "In Camera" - Meeting July 7, 2015
4. Shelburne & District Fire Board - Meeting July 7, 2015
5. Minutes of the Mulmur/Melancthon Fire Board Meeting - Meeting July 15, 2015
6. Minutes of the Mulmur/Melancthon Fire Board Meeting - Meeting August 12, 2015

### **\* Items for Information Purposes**

1. Letter from Marc Bedard, Superintendent Commander Municipal Policing Bureau dated September 24, 2015, Re - 2016 Municipal Policing Billing Statement - Ontario Provincial Police (OPP)
2. Email from Chris Monroe on behalf of Michael Dunmore, Director of Public Works/Roads Superintendent, Town of Mono dated September 29, 2015, Re - 2015 County Road Network Rationalization Study - Phase 1
3. Copy of a resolution passed on September 15, 2015 by the Township of East Garafraxa, Re - Dufferin County Road Network Rationalization Plan
4. Copy of a letter from the Township of Amaranth dated September 29, 2015, Re - County Road Network Rationalization Plan
5. Highlights of the NVCA Board of Directors Meeting No. 08-15 - September 25, 2015
6. GRCA Current- 2015 - Volume 20 Number 9
7. 2014 Compliance Groundwater Monitoring Report - Strada Pit North

### **\* Items for Council Action**

1. Email from Bryce Sharpe, Planning Technician, Niagara Escarpment Commission dated September 28, 2015, Re - Niagara Escarpment Commission Request for Comments
2. Letter from the Nottawasaga Valley Conservation Authority dated October 6, 2015, Re - 2016 Nottawasaga Valley Conservation Authority 2016 Draft Budget
3. Drainage Engineer's Tender Report - Stinson Drainage Works, D Drain
4. Drainage Engineer's Tender Report - Bauman Drainage Works
5. Drainage Engineer's Tender Report - Fluney Drainage Works

**11. General Business**

1. Draft By-law to Authorize A Fixed Rate Term Loan Agreement with the Toronto Dominion Bank to finance the replacement of Structure 2027
2. Draft By-law to Provide for a Reduced Load Period Within the Township of Melancthon and to Provide for Exemptions
3. Applications to Permit
4. New/Other Business/Additions to Agenda
5. Unfinished Business
  1. Conservation Authorities Act - comments due by October 19, 2015
  2. Information Flyer
  3. Chris Jones Memo - Home Occupations and On Farm Business'
  4. Community Mailbox in Riverview
  5. Email from Heather Boston, Treasurer Township of Mulmur dated October 9, 2015, Re - Arena Agreement

**12. Delegations**

1. 5:30 p.m. - Guy Gardhouse, GRCA Representative - Update
2. 5:45 p.m. - Public Meeting for Zoning By-law Amendment - Part of Lot 16, Concession 7 NE - Sanford
3. 6:15 p.m. - Tristin McCredie, Ministry of Municipal Affairs Representative - Presentation to Council

**13. Closed Session (if required)**

**14. Notice of Motion**

**15. Confirmation By-law**

**16. Adjournment and Date of Next Meeting - Thursday, November 5, 2015 - 5:00 p.m.**

**17. On Sites**

**18. Correspondence on File at the Clerk's Office**

**CENTRE DUFFERIN RECREATION COMPLEX**

**BOARD OF MANAGEMENT**

**Minutes of the Regular meeting held August 26, 2015 at the CDRC**

Attendance:	Laura Ryan	Mono
	Walter Benotto	Shelburne
	Wade Mills	Shelburne
	AJ Cavey	Shelburne
	Heather Foster	Amaranth
	Chris Gerrits	Amaranth
	Janice Elliott	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lames	Acting Facility Maintenance Manager

Absent: Dan Sample & Ron Webster

Meeting called to order by Chair, Laura Ryan at 6:00pm  
A quorum was present.

**Declaration of Pecuniary Interests:**

Laura Ryan stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

**Agenda:**

Add: discussion on Procedural Bylaw to Policies & Procedures Committee Report

**MOTION #1** – Moved by C. Gerrits seconded by J. Elliott. Be it resolved we approve the agenda dated August 26, 2015 as circulated and presented.

Carried

**Discussion of Minutes of Previous Meetings:**

**MOTION #2** – Moved by C. Gerrits seconded by J. Elliott. That the minutes of the CDRC Board of Management regular board meeting held June 24, 2015 be approved as presented and circulated. And further that the minutes from the CDRC Board of Management special board meeting held July 22, 2015 be approved as amended and circulated.

Carried

**Correspondence:**

- Email from Town of Shelburne Treasurer, Carol Sweeney advising 2016 budget preparation timelines.
- Elections Canada regarding using the CDRC facility for Federal Election and Advance Polls.

**MOTION #3** – Moved by J. Elliott seconded by C. Gerrits. That correspondence is received and placed on file.

Carried

**Finance Committee Report:**

**MOTION #4** – Moved by J. Elliott seconded by C. Gerrits. That the bills and accounts, as presented in the amount of \$101,881.90 be approved and paid.

Carried

**Pool Committee Report:**

The 2015 summer swim program ran well with minimal issues and concerns. There is some kind of water leak under the deck. A leak detection company has been in and will report on finding. The Head Lifeguard and Head Camp Staff will submit season end reports.

**MOTION #5** – Moved by AJ Cavey seconded by J. Elliott. That we receive the verbal report from the Pool Committee.

Carried

**Policies and Procedures Committee Report:**

The committee met on July 29, 2015 to discuss existing policies, review draft proposed policies and discuss and additional policies required. After board review and discussion the following motion was presented.

**MOTION #6** – Moved by W. Benotto seconded by W. Mills. That the CDRC Board adopts the following policies: CDRC Workplace Harassment Policy, Facility Rental Contract, Occasional Ice Rental Contract, Seasonal Ice Rental Contract, as presented and amended.

Carried

**MOTION #7** – Moved by W. Mills seconded by J. Elliott. That we receive the verbal report from the Policies and Procedures Committee.

Carried

**Human Resource Committee Report:**

The committee met prior to the board meeting to review and short list candidates for the Facility Maintenance Manager and Season Youth Attendant. Interviews will be scheduled September 1, 2015.

**MOTION #8** – Moved by C. Gerrits seconded by J. Elliott. That we receive the verbal report from the Human Resource Committee.

Carried

**Facility Administration Manager's Report:**

See Schedule A

Recommendation that Board send letter to Shelburne Police Services Board to request additional security for the CDRC.

**MOTION #9** – Moved by J. Elliott seconded by W. Mills. That we receive the report from the Facility Administration Manager.

Carried

**Facility Maintenance Manager's Report:**

See Schedule B

Recommend getting quotes to seal up bi-fold doors.

**MOTION #10** – Moved by J. Elliott seconded by W. Benotto. That the CDRC Board approves Marty Lamers for confined space training and the cost of travel.

Carried

**MOTION #11** – Moved by J. Elliott seconded by W. Mills. That we receive the report from the Acting Facility Administration Manager.

Carried

**Old Business:**

**County of Dufferin-Approval of Memorandum of Understanding (MOU) Emergency Sheltering:**

After review and discussion the following motion was presented.

**MOTION #12** – Moved by AJ Cavey seconded by W. Mills. Be it resolved that the CDRC Board of Management accept the Memorandum of Understanding for Emergency Sheltering as presented.

Carried

W. Mills leaves at 6:57pm

**New Business:**

**Pro Shop-Tender Approval:**

One (1) Pro Shop Tender was received. After review and discussion the following motion was presented

**MOTION #13** – Moved by J. Elliott seconded by AJ Cavey. That we approve the pro shop tender of Andrew MacRae proposing a season of Sept 1, 2015 to April 1, 2016 at a rate of \$150.00/month plus HST with the 2<sup>nd</sup> and 3<sup>rd</sup> year option to renew as stated in the tender submission.

Carried

W. Mills returns at 7:09pm

**Snow Removal-Tender Approval:**

Two (2) Snow Removal Tenders were received, from Martin's Property Maintenance and University Pro Landscapers Paving, Pools & Spas. After review and discussion the following motion was presented.

**MOTION #14** – Moved by AJ Cavey seconded by C. Gerrits. Be it resolved that the tender submitted by University Pro Landscapers be accepted for the 2015-16 snow removal.

Carried

**Confirmation by By-law**

**MOTION #15** – Moved by J. Elliott seconded by C. Gerrits. Be it resolved that leave be given for the reading and enacting of by-law #08-2015 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held August 26, 2015.

Carried

**Adjournment:**

**MOTION #16**-Moved by J. Elliott seconded by W. Benotto. That we now adjourn at 7:22pm to meet again on September 23, 2015 at 6:00pm, or at the call of the chair.

Carried

\_\_\_\_\_  
Secretary - Treasurer

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dated

SCHEDULE 'A'

Facility Administration Managers Report –August 26, 2015

- I am working on completing the final claim forms for all three (3) summer job & youth subsidies.
- CDRC Fall/Winter 2015/2016 Recreation Guide is heading to print this week. Distribution date Thursday, September 10<sup>th</sup>.
- We've had one reported incident of trespassing during the night of July 14, 2015. Trespassers gained access to the roof and jumped into the pool. The police were called the morning of July 15, 2015. Social media footage was provided to the police. One (1) trespassing notice has been issued. There may be more to follow. We have taken steps to get surveillance equipment quotations. We have received two (2) and are waiting for a third quotation.

Kim Fraser  
Facility Administration Manager

SCHEDULE 'B'

Facility Maintenance Managers Report – August 26, 2015

SAFETY:

- July fire alarms, extinguishers and emergency lighting inspections have been completed.
- Eye protection/safety talk with staff completed.

ARENA:

- The replacement of cedar boards over the header trench is scheduled for Tuesday, August 25<sup>th</sup>.
- Painting and minor repairs have been done and some are still in the process
- Shelburne Sharks have been in to paint dressing room
- Arena lighting has been repaired. Cost \$250.00.
- The brine pump is to be repaired on August 24, 2015
- Ice plant start-up will begin on August 24, 2015
- Olympia decal was completed on August 18, 2015
- The shop heater needs replacing and will call in plumber - we have a spare unit.

POOL:

- The leak detection quote was slow in getting after many attempts to do so. Estimates came in at \$750-1,000 for leak detection only. Pool was inspected on August 17, 2015 and a report from PPL will follow.
- The pool deck is heaving and is in need of rubber deck repair do to the issues with the pool already.
- The Board of Health did a drop in inspection on August 6, 2015 and there were no issues with the pool.
- Pool is scheduled to close August 31, 2015

DISCUSSION:

- Are the two large arena doors to remain forever closed? If so, can we seal them up properly to stop weather and birds from coming in along with improving the weather stripping on the door that is in use?
- The cost of the walk behind power scrubber was \$1,100 for repair to the motor and gearbox. A week later it was not working and they asked for another \$700 for battery repair. It has been suggested we source this repair elsewhere.
- Fiddleville went well with set up and take down and there were no issues.

TRAINING:

- I would like to receive Confined Space training so I can properly maintain the filters in the pool pit. This will reduce both the backwashes being needed too often and water usage. I will look into where and when and report back.
- I am scheduled for Working At Heights training on September 10, 2015 at Dufferin County Works Dept., Primrose.

Marty Lamer  
Acting Facility Maintenance Manager



**CENTRE DUFFERIN RECREATION COMPLEX**

**BOARD OF MANAGEMENT**

**Minutes of the Special meeting held September 9, 2015 at the CDRC**

Attendance:	Walter Benotto	Shelburne
	Dan Sample	Shelburne
	Wade Mills	Shelburne
	Heather Foster	Amaranth
	Janice Elliott	Melancthon
	Kim Fraser	Facility Administration Manager

Absent: Ron Webster, AJ Cavey, Heather Foster, Laura Ryan

Meeting called to order by Vice-Chair, Walter Benotto at 5:30pm  
A quorum was present.

**Declaration of Pecuniary Interests:**

Walter Benotto stated that if any member of the board had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

**Agenda:**

**MOTION #1** – Moved by W. Mills seconded by J. Elliott. Be it resolved we approve the agenda dated September 9, 2015 as circulated and presented.  
Carried

**New Business:**

**Staff Hiring:**

Interviews were previously conducted for the vacant positions, Facility Maintenance Manager and Seasonal Youth Attendant on September 1, 2015. After review and discussion the following motions were presented.

**MOTION #2** – Moved by C. Gerrits seconded by J. Elliott. Be it resolved that the CDRC Board of Management hires the following for the 2015/2016 seasonal youth positions: Giselle Ferrenbach, Kyle Besley, Mitchell Webster, Tyler Doney, Dylan Farrows and Ethin Whitten.

Carried

**MOTION #3** – Moved by C. Gerrits seconded by W. Mills. Be it resolved that the CDRC Board of Management offers Marty Lamers the position of Facility Maintenance Manager.

Carried

**Confirmation by By-law**

**MOTION #4** – Moved by C. Gerrits seconded by W. Mills. Be it resolved that leave be given for the reading and enacting of by-law #09-2015 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Special Board meeting held September 9, 2015.

Carried

**Adjournment:**

**MOTION #5** - Moved by J. Elliott seconded by W. Mills. That we now adjourn at 5:45pm to meet again on September 23, 2015 at 6:00pm, or at the call of the chair.

Carried

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Secretary - Treasurer

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Chairperson

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Dated

## **SHELBURNE & DISTRICT FIRE BOARD**

July 7<sup>th</sup>, 2015

The Shelburne & District Fire Department **Board of Management** was held in the Shelburne Council Chambers on the above mentioned date at 6:45 P.M.

### **Present**

As per attendance record.

### **1. Opening of Meeting**

- 1.1 Chair Tom Egan called meeting to order at 6:50 pm.

### **2 Approval of Agenda**

#### **2.1 Resolution #1**

Moved by W. Hannon – Seconded by G. Little

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as presented.

**Carried**

#### **3. Resolution #2**

Moved by G. Little – Seconded by W. Hannon

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board do now go "in camera" to discuss the following at 6:55 pm:

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

LABOUR RELATIONS OR EMPLOYEE NEGOTIATIONS

**Carried**

**Resolution #3**

Moved by J. Horner – Seconded by K. McGhee

**BE IT RESOLVED THAT:**

We do now rise and report progress at 8:45 pm

**Carried**

**Resolution #4**

Moved by H. Hayes – Seconded by H. Foster

**BE IT RESOLVED THAT:**

The SDF Board directs staff to follow the direction given during the “In-Camera” meeting.

**Carried**

**4. Confirming and Adjournment****4.1 Resolution #5**

Moved by F. Nix – Seconded by J. Horner

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 8:47 pm.

**Carried**

Respectfully submitted by:

Approved:

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Carey Holmes, AMCT  
Secretary-Treasurer

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Tom Egan  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

### Meeting Attendance Record Under Date of July 7<sup>th</sup>, 2015

<b>Municipality / Member</b>	<b>Present</b>	<b>Absent</b>
<b>Township of Amaranth</b>		
Heather Foster	X	
Gail Little	X	
<b>Town of Mono</b>		
Ken McGhee	X	
Fred Nix	X	
<b>Township of Melancthon</b>		
Janice Elliott	X	
Wayne Hannon	X	
<b>Town of Shelburne</b>		
Tom Egan	X	
Ken Bennington		X
<b>Township of Mulmur</b>		
Heather McIntosh-Hayes	X	
Janet Horner	X	
<b>Staff</b>		
Ed Walsh – Acting Fire Chief		X
David Holmes - Captain		X
Carey Holmes - Sec/Treas.	X	
John Telfer	X	

## **SHELBURNE & DISTRICT FIRE BOARD**

July 7<sup>th</sup>, 2015

The Shelburne & District Fire Department **Board of Management** was held in the Shelburne Council Chambers on the above mentioned date at 8:30 P.M.

### **Present**

As per attendance record.

### **1. Opening of Meeting**

- 1.1 Chair Tom Egan called meeting to order at 8:50 pm.

### **2. Additions or Deletions to Agenda**

- 2.1 None at this time.

### **3. Approval of Agenda**

#### **3.1 Resolution #1**

Moved by W. Hannon - Seconded by J. Elliott

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as presented.  
**Carried**

### **4. Approval of Minutes**

#### **4.1 Resolution #2**

Moved by J. Elliott - Seconded by W. Hannon

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of May 5<sup>th</sup>, 2015 as circulated.

**Carried**

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No public present.

7. **Delegations / Deputations**

7.1 No Delegations.

8. **Unfinished Business**

8.1 None at this time.

9. **New Business**

9.1 **2014 Inspection Invoices – Write Off**

**Resolution #3**

Moved by J. Elliott – Seconded by W. Hannon

**BE IT RESOLVED THAT:**

Outstanding invoices for inspections in the amount of \$460.00 be written off as uncollectible.

**Carried**

9.2 **Letter from Mulmur – Re: Regulate the Setting of Fires**

Acting Chief Ed Walsh gave the board a summary of costs associated with attending grass fires. The Secretary reported that copies of Response Reports related to grass fires have been and will continue to be forwarded to the corresponding municipality.

9.3 **Letter from Mulmur – Re: Fire Marque**

The Secretary-Treasurer reported that Chris Carrier attended a Fire Board meeting in March of 2012, in which the Fire Marque was discussed. The board has decided to remain with their original decision to not enrol in the program.

#### 9.4 Communication Agreement – Orangeville Police – July 2015 – July 2016

##### Resolution #4

Moved by J. Elliott – Seconded by W. Hannon

##### BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management authorized Chair Tom Egan and Acting Fire Chief Ed Walsh to sign the 2015/2016 Communication Agreement with the Orangeville Police Services Board for the period of July 18<sup>th</sup>, 2015 to July 18<sup>th</sup>, 2016 as presented.

**Carried**

#### 9.5 Financial Statement Review

##### Resolution #5

Moved by W. Hannon – Seconded by J. Elliott

##### BE IT RESOLVED THAT:

The Shelburne & District Fire Board accept the Financial Statement Trial Balance as presented by the Secretary-Treasurer dated July 3<sup>rd</sup>, 2015.

**Carried**

#### 9.6 Township of Melancthon – Ark II Shelter

The Chair provided a brief history of the Ark II Shelter. The board discussed ways of advising possible visitors of the danger of entering the shelter, as well as what should be done to seal the shelter permanently, and those that need to be involved in this process. The board decided this topic deserves to be re-visited and discussed on a much larger scale. The following motion was then passed:

##### Resolution #6

Moved by H. Hayes – Seconded by H. Foster

##### BE IT RESOLVED THAT:

The Shelburne & District Fire Board directs staff to contact Dufferin OPP to seal the Ark II structure, to prevent entry into the structure for upcoming event on July 10-12, 2015. That the sealing be documented by Fire Chief or OPP and sent to the Shelburne & District Fire Board.



That all communications going forward include Mr. Beach, Dufferin OPP, Ontario Fire Marshall, Emergency Management, County of Dufferin Building Department, N.E.C., Ministry of the Attorney General, The Shelburne & District Fire Board and municipalities.

**Carried**

10. **Chief's Report**

10.1 **Monthly Report (May & June 2015)**

There were a total of 15 calls for the month of May and 20 calls for the month of June.

10.2 **Update from Acting Fire Chief**

The Acting Fire Chief reported to the board that the LED sign is installed and working. The Officers are currently reviewing volunteer fire fighter applications. The Acting Fire Chief would like to obtain 3 more quotes regarding the driveway paving. A mental health specialist was introduced to all volunteer fire fighters, and were encouraged to contact her if they wish to in relation to the recent multi fatal accident attended by Shelburne Fire.

Chair Tom Egan reported that the staffing review committee have received feedback in regards to the survey that was distributed earlier this year, which will be discussed at a later date.

Contact information for the Township of Mulmur Road Super was obtained, to inform him of any calls on Mulmur roadways.

11. **Future Business**

11.1. Nothing at this time.

12. **Accounts & Payroll**

12.1 **Resolution #7**

Moved by G. Little - Seconded by K. McGhee

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$101,235.96 for the period of May 1<sup>st</sup>, 2015 to July 3<sup>rd</sup>, 2015 as presented and attached be approved for payment.

**Carried**

## 12.2 Resolution #8

Moved by F. Nix – Seconded by G. Little

**BE IT RESOLVED THAT:**

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

May 2015 - \$15,904.55  
June 2015 - \$13,398.81

**Carried**

## 13. Confirming and Adjournment

### 13.1 Resolution #9

Moved by G. Little – Seconded by K. McGhee

**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 #10

Moved by F. Nix – Seconded by J. Horner

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 10:10 pm to meet again at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Carey Holmes, AMCT  
Secretary-Treasurer

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Tom Egan  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of July 7<sup>th</sup>, 2015

<b>Municipality / Member</b>	<b>Present</b>	<b>Absent</b>
<b>Township of Amaranth</b>		
Heather Foster	X	
Gail Little	X	
<b>Town of Mono</b>		
Ken McGhee	X	
Fred Nix	X	
<b>Township of Melancthon</b>		
Janice Elliott	X	
Wayne Hannon	X	
<b>Town of Shelburne</b>		
Tom Egan	X	
Ken Bennington		X
<b>Township of Mulmur</b>		
Heather McIntosh-Hayes	X	
Janet Horner	X	
<b>Staff</b>		
Ed Walsh – Acting Fire Chief	X	
David Holmes - Captain		X
Carey Holmes - Sec/Treas.	X	

**MINUTES OF THE MULMUR/MELANCTHON FIRE BOARD MEETING  
HELD AT THE FIRE HALL IN HONEYWOOD  
July 15, 2015**

**PRESENT:** Chair Paul Mills, Mulmur Township  
Vice-Chair Darren White, Melancthon Township (absent with notice)  
Member James Webster, Melancthon Township  
Member Heather Hayes, Mulmur Township  
Chief Jim Clayton  
Deputy Chief Jeff Clayton  
Secretary Karen Davidson-Lock

**CALL TO ORDER at 5:53 pm**

**1. APPROVAL OF AGENDA/ADDITIONS/DELETIONS**

**Motion # 34 - 2015**

MOVED by Hayes

SECONDED by Webster

That the agenda be approved as circulated. Motion Carried.

**2. DECLARATION OF PECUNIARY INTERESTS**

The Chair advised that if any member had a disclosure of pecuniary interest that they could declare the nature thereof now or at any point during the meeting.

**3. APPROVAL OF MINUTES**

**Motion # 35 - 2015**

MOVED by Webster

SECONDED by Hayes

That the minutes of the April 20<sup>th</sup> and May 25<sup>th</sup> meeting be approved as circulated. Motion Carried.

**4. BUSINESS ARISING FROM MINUTES**

None.

**5. CORRESPONDENCE**

**i) Chief's Call Report to date for 2015 (on desk)**

The Chief advised of two corrections to the report, and that two warnings have been given regarding false alarms. The Chief provided the Secretary with the paperwork to invoice three calls. The report was received for information.

**ii) Email from Melancthon's Clerk regarding changes to the 2010 Agreement between Mulmur and Melancthon with respect to the Fire Board**

Melancthon Township forwarded correspondence stating that their Committee of the Whole had made a recommendation regarding minutes, specifically removing the word "draft" in Section 7 and replacing it with the word "approved", so that all approved minutes of regular and special meetings are submitted to each Council. The Secretary advised that the agreement had been changed in 2010 to include the "draft" minutes. The Chair explained that in the case of this meeting, approved minutes from April and May have been held until this July meeting is complete before distribution and as a result, both councils would not be receiving minutes in a timely manner.

The Secretary and Chair advised of Mulmur Township's fiscal policy regarding timelines for budgeting, as Mulmur's office is responsible for budgeting and bookkeeping. The Secretary will forward a copy of this policy to Melancthon's Clerk and the two Melancthon Board members for information.

*This item will be brought back to the next meeting for further discussion.*

**iii) Memo from Secretary regarding issue of firefighters towing department trailer with personal vehicles**

This item was received for information.

**iv) Letter from Mulmur CAO/Clerk to Fire Boards regarding the by-law to regulate the setting of fires**

After a brief discussion regarding Melancthon's procedure, as their Township still has a permitting system, the Board received this item for information.

**v) Letter from Mulmur CAO/Clerk to Fire Boards regarding "Fire Marque"**

This correspondence was sent to the Board as a result of a presentation to Rosemont District Board, which resulted in Mulmur Council passing a motion supporting this model for cost recovery and requesting that the other two Fire Boards covering Mulmur Township consider enrollment in the program. The Chair noted that in Rosemont's case, Fire Marque retained 30% of collected funds as their fee for the collection service.

**Motion # 36 - 2015**

MOVED by Webster

SECONDED by Hayes

That the Mulmur-Melancthon Fire Board will continue to pass information to the Township of Mulmur regarding property fires for maximum cost recovery and decline participating in the Fire Marque program. Motion Carried.

**vi) Sample of Fire Department Vehicle Access policy regarding concerns about emergency vehicle access to driveways/laneways**

The Chief and Deputy Chief will co-ordinate with Mulmur's Director of Public Works and bring back further information.

The Mulmur members suggested the possibility of creating a by-law to take back to Mulmur Council. The Secretary will forward this suggestion to Mulmur's Clerk.

The Deputy Chief suggested that the department take part in Mulmur's Town Hall meeting in September. With the presence of fire vehicles and fire personnel to distribute promotional material, these and other fire and emergency personnel issues could be an effective way to connect with the community. Mulmur's Board members felt that this would be a very effective approach and the Secretary agreed to advise Mulmur's Clerk of the suggestion.

**vii) Sample Employee Evaluation Forms and Guidelines**

The examples presented were discussed. Other examples will be obtained to further the development of these forms. It was also discussed that there should be a policy adopted outlining how and when evaluations take place, as well as the chain of command for conducting the reviews. The Secretary was also directed to obtain a report outlining the employment start dates for all firefighters, as it may be more practical to evaluate on anniversary dates. *This item is to be brought back to the next meeting.*

**6. APPROVAL OF ACCOUNTS/FINANCIAL UPDATE**

**i) Accounts & Financial Update**

**Motion # 37 - 2015**

MOVED by Hayes

SECONDED by Webster

That the accounts in the amount of \$72,079.77 (since the April meeting) be paid. Motion Carried.

The Secretary was directed to obtain more information on the following account numbers: #5114, #5116 and #5116.

**ii) 2015 Budget (Motion from Mulmur Council for information)**

This item was received for information. If there are any further enquiries, they should be directed to the Mulmur Treasurer.

**iii) Confirmation of successful completion of bid for Rescue Command Unit**

This item was received for information.

**iv) Jardine Lloyd Thompson option for additional insurance coverage**

The Secretary provided the details of the current coverage and the additional optional coverage. She advised that if approved, the coverage would come into effect on July 1<sup>st</sup>. However, the additional premium has not been included in the 2015 budget. The Board declined, but directed the Secretary to update the current membership with Jardine Lloyd Thompson as necessary.

**7. HEALTH & SAFETY ISSUES**

**i/ Update on Inspection Reports and applicable fees (copy of Mulmur By-Law #6-2013 included in package)**

Fees for billing of inspections was questioned as to whether this is Fire Board revenue or municipal revenue for each township. *This will be clarified for the next meeting.*

The Board reviewed the Mulmur list of required inspections as per the OFM's 30 recommendations. The Secretary was directed to forward a copy of Shelburne & District's letters to the Chief to use as samples. It was stressed that copies of all reports and letters should be circulated to each municipal office as each location for inspection will have its' own file. The Secretary will forward a summary of required items resulting from the detailed discussion to the Chief. Melancthon Township has their own list of properties for inspection. Board members discussed liability in relation to the requirement for these inspections to be completed, as well as proper protocol for the Chief to follow in instances where a property owner refuses to allow the Chief to enter for an inspection. It was confirmed that the Chief is qualified to perform the inspections and has the appropriate "card", by authority of the Act in his position as Chief.

*This item will be added to the next meeting agenda.*

**ii/ Burning in ditches, Mulmur-Melancthon Townline**

The Secretary had sent out a letter as directed. Nothing further has been reported, and therefore this item will not be brought back to the Board unless it is deemed necessary.

**8. Closed Session pursuant to the Policy to Govern the Proceedings of the Board, Section 8 (b) ii), and approving the past closed meeting minutes**

**Motion # 38 - 2015**

MOVED by Webster

SECONDED by Hayes

That the Mulmur-Melancthon Fire Board move into closed session pursuant to Section 239 of *The Municipal Act, 2001*, as amended at 7:04 pm for the following reasons:

- personal matters about an identifiable individual including municipal or local board employees;
- approval of past closed meeting minutes. Motion Carried.

**Motion # 39 - 2015**

MOVED by Webster

SECONDED by Hayes

That the Mulmur-Melancthon Board adjourn the closed session at 7:20 pm and return to the regular meeting. Motion Carried.

**Motion # 40 - 2015**

MOVED by Webster

SECONDED by Hayes

That according to the Hiring Policy adopted by the Board on June 3, 2009, the Board ratifies the following:

- 1/ Name of Employees: Peter Corlett, Karey St. Clair, and Mitch Clark.
- 2/ Position Title: Firefighters
- 3/ Date of Hire: July 15, 2015
- 4/ Probationary Period: (12 months from the date of hire as per Hiring Policy June 3, 2009)
- 5/ That the salary or hourly wage is according to Board adopted policy.

Motion Carried.



## **9. OLD & NEW BUSINESS**

### **i/ Request from Chester Tupling for permission to place a “GPS” unit on fire hall tower for use by local farmers in tracking their equipment**

The Chief reported that Point to Point Communications had concerns that the GPS unit would interfere with the department's signals. Mr. Tupling has not provided any further information for Point to Point's consideration, and therefore this matter is closed.

### **ii/ Discussion on possible changes to hiring policy regarding training costs**

Existing policies for Clearview and Rosemont were presented. An average, costs for a two day course ranges between \$450 and \$500. The training budget is low, but the real cost is reflected in the wage budget category. Fees from inspections could offset increased training costs. *This item is to be brought back to the next meeting.*

### **iii/ Discussion on disposal of out of service rescue van and replacing trailer**

The Chief and Deputy Chief were directed to remove the Mulmur-Melancthon identifying decals from the van and dispose of the unit as soon as possible as the Board is still paying insurance premiums on this vehicle. With respect to replacement of the existing trailer, the Chief felt that trailer is sufficient for the department's needs and that retaining the trailer would be the preferred option at this time. Further discussions on replacement can take place at a future time.

### **iv/ Set date for next meeting, including yearly meeting with firefighters and distribution of yearly survey**

Monday, October 5<sup>th</sup> is the next scheduled meeting, with the annual survey and meal to take place at approximately 7pm. The Chair can call a meeting at any time prior to this date should the need arise.

## **CONFIRMING MOTION**

### **Motion # 41 - 2015**

MOVED by Webster

SECONDED by Hayes

That be it resolved that all actions of the Members and Officers of the Mulmur/Melancthon 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. Motion Carried.

**Motion # 42 - 2015**

MOVED by Hayes

SECONDED by Webster

That the board adjourn at 7:30 p.m. Motion Carried.

*Paul Mills*

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CHAIR

*Karen Davidson-Lock*

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SECRETARY

**MINUTES OF THE MULMUR/MELANCTHON FIRE BOARD MEETING  
HELD AT THE FIRE HALL IN HONEYWOOD  
August 12, 2015**

**PRESENT:** Chair Paul Mills, Mulmur Township  
Vice-Chair Darren White, Melancthon Township  
Member James Webster, Melancthon Township  
Member Heather Hayes, Mulmur Township  
Chief Jim Clayton  
Deputy Chief Jeff Clayton  
Secretary Karen Davidson-Lock

**CALL TO ORDER at 5:52 pm**

**1. APPROVAL OF AGENDA/ADDITIONS/DELETIONS**

**Motion # 43 - 2015**

MOVED by Hayes

SECONDED by Webster

That the agenda be approved as amended to include an offer on the fire rescue ambulance.  
Motion Carried.

**2. DECLARATION OF PECUNIARY INTERESTS**

The Chair advised that if any member had a disclosure of pecuniary interest that they could declare the nature thereof now or at any point during the meeting.

**3. OFFER ON FIRE RESCUE AMBULANCE**

The Chief received an offer for the purchase of the out of service fire rescue ambulance in the amount of \$2,000 from Carter Atkinson of Melancthon Township. The Board accepted the offer and directed staff to proceed to finalize the transfer as soon as possible.

**4. CLOSED SESSION**

Pursuant to the Policy to Govern the Proceedings of the Board, Section 8 (b) ii), and approving the past closed meeting minutes

**Motion # 44 - 2015**

MOVED by Webster

SECONDED by Hayes

That the Mulmur-Melancthon Fire Board move into closed session pursuant to Section 239 of *The Municipal Act, 2001*, as amended at 5:54 pm for the following reasons:

- personal matters about an identifiable individual including municipal of local board employees;
- approval of past closed meeting minutes. Motion Carried.

**Motion # 45 - 2015**

MOVED by Hayes

SECONDED by White

That the Mulmur-Melancthon Board adjourn the closed session at 7:11 pm and return to the regular meeting. Motion Carried.

**5. CONFIRMING MOTION**

**Motion # 46 - 2015**

MOVED by Hayes

SECONDED by Webster

That be it resolved that all actions of the Members and Officers of the Mulmur/Melancthon 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. Motion Carried.

**6. MOTION TO ADJOURN**

**Motion # 47 - 2015**

MOVED by White

SECONDED by Hayes

That the board adjourn at 7:13 p.m. Motion Carried.

*Paul Mills*

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CHAIR

*Karen Davidson-Lock*

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SECRETARY

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



Municipal Policing Bureau  
Bureau des services policiers des municipalités

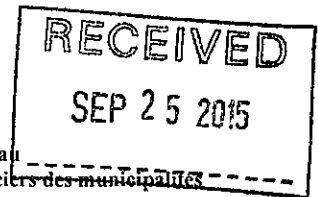
777 Memorial Ave.  
Orillia ON L3V 7V3

777, ave Memorial  
Orillia (ON) L3V 7V3

Tel: (705) 329-6200

Fax: (705) 330-4191

File number/Référence: 615-00



September 24, 2015

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

Dear Sir/Madame:

**Re: 2016 Municipal Policing Billing Statement – Ontario Provincial Police (OPP)**

Please find attached the 2016 Billing Statement and accompanying summaries for The Township of Melancthon. The Statement has been prepared in accordance with the contract between The Township of Melancthon and the Ministry of Community Safety and Correctional Services.

Please find enclosed the following documents:

1. OPP Annual Billing Statements for the period January 1 to December 31, 2016
2. Contract Enhancements Cost Summary, (if applicable)
3. Court Security Cost Summary, (if applicable)
4. Notes to 2016 OPP Municipal Policing Annual Billing Statement
5. OPP Total Municipal Base Services and Calls for Service Cost Summary
6. Calls For Service Billing Summary
7. Calls for Service Details (2011 to 2014)
8. 2016 OPP Municipal Policing Billing General Information
9. Property Count Definition

Municipalities will be billed monthly consistent with the current billing process. Please note, that interest will be charged on overdue accounts and it is applied retroactively to outstanding balances.

The information provided in this package is intended to provide an explanation of the billing methodology and the specific costs recovered from the municipality. Additional information about the billing model is available online at <http://www.opp.ca/ecms/index.php?id=13>. Questions or concerns that have not been addressed in the information package or online should be directed to [OPP.MPB.Financial.Services.Unit@OPP.ca](mailto:OPP.MPB.Financial.Services.Unit@OPP.ca).

Please be reminded any adjustments as a result of the 2015 reconciliation of Annual Costs will be included on the 2017 Billing Statement. Therefore reconciliation statements for the previous year will no longer be issued in April.

Yours truly,



Marc Bedard  
Superintendent  
Commander  
Municipal Policing Bureau

Attachments

c: Chair, Police Services Board  
Detachment Commander, Dufferin County OPP  
ec: Commander, Central Region

## O.P.P. Annual Billing Statement

Melancthon Tp

Estimated cost for the period January 1 to December 31, 2016

Please see attachments for notes and additional information

			Cost per Property \$	Total Cost \$
Base Service				
	<u>Property Counts</u>			
	Household	1,159		
	Commercial and Industrial	145		
	Total Properties	<u>1,304</u>	193.07	251,763
Calls for Service	(see summaries)			
	Total all municipalities	\$ 143,818,773		
	Municipal portion	0.0977%	107.72	140,472
Overtime	(see notes)		23.36	30,456
Contract Enhancements	(see summary)		-	-
Court Security	(see summary)		-	-
Prisoner Transportation	(per property cost)		2.20	2,869
Accommodation/Cleaning Services	(per property cost)		4.73	6,168
Total 2016 Calculated Cost before Phase-In Adjustment			<u>331.08</u>	<u>431,728</u>

### 2016 Phase-In Adjustment Billing Summary

2015 Estimated Billing Cost per Property	331.00	
2016 Calculated Cost per Property (see above)	<u>331.08</u>	
Cost per Property Variance	(Increase)	0.08
2016 Cost Growth Amount (per property)	-	
2016 Adjustment (Maximum is \$40.00 per property)	<u>-</u>	
Actual 2016 Phase-In Adjustment	<u>-</u>	<u>-</u>

2016 Estimated Cost	<u>331.08</u>	431,728
---------------------	---------------	---------

Court Security Prisoner Transport Grant for 2016		<u>1,348</u>
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Grand Total Billing for 2016		<u>430,380</u>
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2016 Monthly Billing Amount		35,865
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## **Notes to 2016 OPP Municipal Cost Recovery Billing**

### **Municipal Base Services and Calls for Service Costs**

The Base Services and Calls for Service costs are the calculated costs of OPP members providing municipal policing services. The costs are determined based on the staffing in detachments and the municipal policing activities performed. Statistical analysis of activity in all applicable detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2016 billing purposes the allocation of the municipal workload has been calculated to be 58.7% Base Services and 41.3% Calls for Service. Please refer to *Base Services and Calls for Service Cost Summary* for the total municipal Base Services and Calls for Service 2016 cost calculation.

#### **Base Services**

The Base Services costs represent municipal costs related to proactive policing services such as routine patrols, crime prevention, RIDE programs, training, administration, etc. The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property. The number of municipal properties is determined based on MPAC data; please refer to the property count definition attached *2016 OPP Municipal Policing Billing Property Count Definitions*. The calculation of the standard province-wide base cost per property is detailed on *Base Services and Calls for Service Cost Summary*.

#### **Calls for Service**

The Calls for Service costs represent the municipal costs related to policing services that are typically reactive in nature and usually require a police officer's attendance. A municipality pays a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.

#### **Overtime**

Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2012, 2013 and 2014 has been analyzed, applying the revised billing methodology, and averaged to forecast the 2016 costs. The costs incorporate the estimated 2016 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2016 hours and salary rates.

#### **Court Security**

Municipalities with court security responsibilities in local courthouses have been billed court security costs based on the cost of the staff in the servicing detachment required to provide designated court security activities. 2016 costs have been based on 2014 security activity and security requirements specified by detachment staff. Please be advised that these costs will be reconciled to actual 2016 hours and salary rates.



## **Prisoner Transportation**

Prisoner Transport costs have been allocated to municipalities on a per property basis. The total estimated cost of municipal detachment staff providing prisoner transport services across the province has been calculated based on 2014 activities. The standard per property cost was calculated using the total of all OPP-policed municipal properties. Please be advised that these costs will be reconciled to actual 2016 hours and salary rates.

## **Accommodation**

The municipal portion of the cost of provincially-owned detachment facilities has been allocated to municipalities on a per property basis. A standard province-wide rate has been set based on the total calculated municipal detachment costs and the property counts of municipalities requiring detachment facilities. The municipal detachment costs are based on the number of municipal officers and the per officer cost set in the 2015 Municipal Policing Cost-Recovery Formula.

## **Cleaning Services**

Cleaning costs have been allocated to municipalities on a per property basis. The cost of the municipal portion of detachment caretakers, garage attendants and cleaning service contracts has been calculated and prorated based on the property counts of municipalities requiring these services.

## **Phase-in Adjustment**

The municipal cost impacts of the revised municipal billing model will be phased in over a period of five years, 2015 to 2019. The 2016 phase-in adjustment is based on the comparison of the 2016 calculated cost per property to the 2015 adjusted cost per property plus a cost growth amount in accordance with O Reg. 267/14 of the Police Services Act. See the table below for 2016 phase-in adjustment details:

<b>2016 vs. 2015 Cost per Property</b>	<b>Phase-in cap applied</b>	<b># of Municipalities</b>
Increase greater than \$40	Maximum \$40 increase	119
0 to \$40 Increase	n/a	54
Decrease up to \$66.39	n/a	108
Decrease greater than \$66.39	Maximum \$66.39 decrease	42

## **Cost Growth Amount**

The Cost Growth Amount has been calculated by using the current municipal FTEs and calculating the difference per property between the 2015 and 2016 Salary and Benefit Rates, Support Costs and Other Direct Operating Expenses in accordance with O. Reg. 267/14. For 2016 the Cost Growth Amount is \$8.50 per property.

**OPP Total Base Services And Calls For Service Cost Summary**  
For the Period January 01 to December 31, 2016

**Salaries and Benefits**

	Note 1	FTE	Base %	\$/FTE	Total Base Services and Calls for Service \$	Base Services \$	Calls for Service \$
<b>Uniform Members</b>							
Inspector .....		24.49	100.0	148,910	3,646,806	3,646,806	-
Staff Sergeant-Detachment Commander .....		14.03	100.0	134,362	1,885,099	1,885,099	-
Staff Sergeant .....		27.94	100.0	124,803	3,486,996	3,486,996	-
Sergeant .....		226.86	58.7	112,428	25,505,416	14,972,037	10,533,379
Constables .....		1,891.21	58.7	94,869	179,417,201	105,317,872	74,099,330
Part Time Constables .....		6.83	58.7	75,531	515,877	302,879	212,997
<b>Total Uniform Salaries</b>		<b>2,191.36</b>		<b>97,865</b>	<b>214,457,395</b>	<b>129,611,688</b>	<b>84,845,707</b>
Contractual Payout (Vacation & Statutory Holidays) .....				3,704	8,091,499	4,851,388	3,240,111
Shift Premium .....				735	1,561,802	916,780	645,021
Benefits (26.90% Full-time, Insp. 23.26%, 16.94% Part-time) .....					57,504,914	34,702,634	22,802,281
<b>Total Uniform Salaries &amp; Benefits</b>				<b>128,512</b>	<b>281,615,610</b>	<b>170,082,490</b>	<b>111,533,119</b>
<b>Detachment Civilian Members</b>	Note 1						
Court Officer .....		15.05	58.7	64,748	974,457	571,725	402,733
Detachment Administrative Clerk .....		173.58	58.7	62,694	10,882,425	6,387,892	4,494,533
Detachment Clerk Typist .....		0.44	58.7	54,587	24,018	14,193	9,826
Detachment Operations Clerk .....		0.76	58.7	60,106	45,681	27,048	18,633
<b>Total Detachment Civilian Salaries</b>		<b>189.83</b>			<b>11,926,581</b>	<b>7,000,857</b>	<b>4,925,724</b>
Benefits (25.92% of Salaries) .....					3,091,370	1,814,622	1,276,748
<b>Total Detachment Civilian Salaries &amp; Benefits</b>				<b>79,113</b>	<b>15,017,950</b>	<b>8,815,479</b>	<b>6,202,472</b>
<b>Support Staff (Salaries and Benefits)</b>	Note 2						
Communication Operators .....				5,948	13,034,209	7,814,363	5,219,846
Prisoner Guards .....				1,512	3,313,336	1,986,435	1,326,901
Office Automation Support .....				417	913,797	547,846	365,951
Telephone Support .....				119	260,772	156,340	104,432
Operational Support .....				4,265	9,346,150	5,603,272	3,742,879
<b>Total Support Staff Salaries and Benefits</b>					<b>26,868,265</b>	<b>16,108,257</b>	<b>10,760,008</b>
<b>Total Salaries &amp; Benefits</b>					<b>323,501,825</b>	<b>195,006,226</b>	<b>128,495,599</b>

**Other Direct Operating Expenses**

	Note 2						
Communication Center .....		226		495,247	296,914	198,333	
Operational Support .....		787		1,724,600	1,033,945	690,655	
RHQ Municipal Support .....		2,277		4,989,727	2,991,477	1,998,250	
Vehicle Usage .....		8,636		18,924,585	11,345,804	7,578,781	
Telephone .....		1,252		2,743,583	1,644,853	1,098,730	
Detachment Supplies .....		505		1,106,637	663,459	443,178	
Uniform & Equipment .....		1,360		2,989,538	1,792,194	1,197,344	
Mobile Radio Equipment Maintenance .....		815		1,785,958	1,070,731	715,228	
Office Automation - Uniform .....		1,440		3,155,558	1,891,843	1,263,715	
Office Automation - Civilian .....		1,649		313,030	183,748	129,282	
Uniform & Equipment Court officer .....		741		11,152	6,543	4,609	
Mobile Radio Equipment Maintenance Court Officer .....		815		12,266	7,196	5,069	
<b>Total Other Direct Operating Expenses</b>				<b>38,251,882</b>	<b>22,928,708</b>	<b>15,323,174</b>	

**Total 2016 Municipal Base Services and Calls for Service Cost**

**\$ 361,753,707 \$ 217,934,933 \$ 143,818,773**

**Total OPP-Policed Municipal Properties**

**1,128,798**

**BASE SERVICES COST PER PROPERTY**

**\$193.07**

**OPP TOTAL BASE SERVICES AND CALLS FOR SERVICE COST SUMMARY**  
**For the Period January 01 to December 31, 2016**

**Notes to Statement:**

Total Base Services and Call for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2011 through 2014. Contract staff enhancements are excluded.

The equivalent of **90.7 FTEs with a cost of \$13,782,187** has been excluded from the Base Services and Calls for Service to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Uniform salaries rates are based on weighted average rates for municipal detachment staffing by rank, level and classification. The 2016 salaries were estimated based on the 2014 rates set in the 2011 to 2014 Compensation Framework Agreement between the OPPA and the Ministry of Government Services with an estimated overall general salary rate increase of 1.5% for 2015 and 2.64% for 2016 applied. The salary rates will be reconciled to actual.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, **58.7% Base Services : 41.3% Calls for Service.**

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2015 Municipal Policing Cost-Recovery Formula.

**Calls for Service Billing Summary**  
For the Period January 1 to December 31, 2016

Calls for Service Billing Workgroups	Calls for Service Count (Note 1)					2016 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2016 Estimated Calls for Service Cost
	2011	2012	2013	2014	Four Year Average				
					A	B	C = A * B		\$
					(Note 2)			(Note 3)	(Note 4)
<b>Melancthon Tp</b>									
Drug Possession	-	2	2	2	2	6.2	9	0.0006%	\$ 813
Drugs	3	3	-	1	2	34.1	60	0.0036%	\$ 5,218
Operational	154	190	151	153	162	3.5	567	0.0345%	\$ 49,575
Operational 2	97	109	88	61	89	1.1	98	0.0059%	\$ 8,536
Other Criminal Code Violations	7	8	3	3	5	7.4	39	0.0024%	\$ 3,397
Property Crime Violations	31	59	48	25	41	6.4	261	0.0159%	\$ 22,803
Statutes & Acts	27	27	30	27	28	3.1	86	0.0052%	\$ 7,522
Traffic	103	79	65	106	88	3.3	291	0.0177%	\$ 25,463
Violent Criminal Code	15	10	15	13	13	14.8	196	0.0119%	\$ 17,146
<b>Total</b>	<b>437</b>	<b>487</b>	<b>402</b>	<b>391</b>	<b>429</b>		<b>1,607</b>	<b>0.0977%</b>	<b>\$ 140,472</b>
<b>Provincial Totals</b>									
						399,243	1,644,880	100%	143,818,773

**Note 1)** CFS counts have been adjusted to reflect updated investigations.

**Note 2)** Showing no decimal places, for billing purposes the exact calculated numbers have been used

**Note 3)** Showing 4 decimal places here, for calculations 9 decimal places have been used

**Note 4)** Costs rounded to 0 decimals

**Calls for Service Billing Workgroup Descriptions**

**Drug Possession**

Includes all occurrences where the most serious violation is possession of marihuana, cocaine, heroin, crystal meth or other controlled substance. It also includes other minor drug related offences.

**Drugs**

Includes trafficking, production, and importation of drugs including marihuana, cocaine, heroin, crystal meth or other controlled substances. It also includes occurrences related to indoor/outdoor grow labs.

**Operational**

Operational calls for service are non-criminal events that police attend to. These include animal complaints, non-criminal domestic disturbances, missing persons, noise complaints, property – lost or found, sudden deaths, and assist public calls.

**Operational 2**

Includes false alarms, keep the peace and 911 calls/911 hang-ups. Due to the higher frequency of these calls, they have been separated out from the 'Operational' category and allocated a lower time standard. Traffic incidents are excluded.

**Other Criminal Code Violations**

The majority of offences counted in the Other Criminal Code Offences group are criminal offences that are not directed to people or related to property. It is similar to the group that Statistics Canada uses when reporting 'Other Criminal Code'. These include prostitution, offensive weapons, bail violations, counterfeiting, disturb the peace, indecent acts, breach of probation, and bribery.

### **Property Crime Violations**

This category is similar to the group that Statistics Canada uses when reporting 'Property Crimes'. These include arson, break and enter, theft, possession of stolen goods, mischief, identity theft, and some frauds.

### **Statutes & Acts**

Includes provincial statutes, primarily the Mental Health Act, Landlord Tenant Act and Trespass to property offences. It also includes custody dispute calls.

### **Traffic**

Includes motor vehicle collisions of all severities (property damage, personal injury and fatalities) and road rage incidents reported to police.

### **Violent Crimes**

The majority of offences counted in the Violent Crimes group are crimes against persons. This category is similar to the group that Statistics Canada uses when reporting 'Violent Crimes'. These include homicides, attempted murders, assaults, threats and robberies.

**Calls For Service Details**  
For the Calendar Years 2011 to 2014

Calls for Service Billing Workgroups	Calls for Service Count				
	2011	2012	2013	2014	Four Year Average
<b>Melancthon Tp</b>	<b>437</b>	<b>487</b>	<b>402</b>	<b>391</b>	<b>429.25</b>
<b>Drug Possession</b>	-	2	2	2	1.50
DRUG related occurrence	-	1	2	1	1.00
Possession - Cannabis	-	1	-	1	0.50
<b>Drugs</b>	<b>3</b>	<b>3</b>	<b>-</b>	<b>1</b>	<b>1.75</b>
DRUG Operation - Residential Grow [indoor]	-	1	-	-	0.25
DRUG Operation - Rural Grow	2	1	-	-	0.75
Production - Cannabis (Marihuana) (Cultivation)	1	1	-	-	0.50
Trafficking - Cannabis	-	-	-	1	0.25
<b>Operational</b>	<b>154</b>	<b>190</b>	<b>151</b>	<b>153</b>	<b>162.00</b>
Accident - non-MVC - Commercial	-	1	-	-	0.25
Accident - non-MVC - Industrial	-	2	-	-	0.50
Alarm - Others	-	-	-	1	0.25
Animal - Bear Complaint	-	-	1	-	0.25
Animal - Dog Owners Liability Act	2	4	-	1	1.75
Animal - Other	-	6	6	6	4.50
Animal Bite	2	1	1	3	1.75
Animal Injured	3	2	5	2	3.00
Animal Stray	8	20	10	5	10.75
Assist Fire Department	3	-	-	1	1.00
Assist Public	34	47	43	37	40.25
Compassionate Message	-	-	-	1	0.25
Distressed / Overdue Motorist	1	-	1	1	0.75
Dogs By-Law	1	1	-	1	0.75
Domestic Disturbance	1	1	13	11	6.50
False Fire Alarm - Other	-	-	1	-	0.25
Family Dispute	16	14	7	12	12.25
Fire - Building	1	1	3	5	2.50
Fire - Other	2	3	-	-	1.25
Firearms (Discharge) By-Law	1	-	-	-	0.25
Found - Bicycles	-	-	2	-	0.50
Found - Household Property	-	-	-	1	0.25
Found - Jewellery	1	-	-	-	0.25
Found - License Plate	-	-	1	-	0.25
Found - Others	2	-	1	1	1.00
Found - Personal Accessories	-	-	-	1	0.25
Found - Sporting Goods, Hobby Equip.	-	1	-	-	0.25
Found Property - Master Code	-	-	3	2	1.25
Lost - Accessible Parking Permit	-	-	-	1	0.25
Lost - License Plate	-	8	8	8	6.00
Lost - Others	9	5	1	-	3.75
Lost - Personal Accessories	-	-	2	1	0.75
Lost Property - Master Code	3	2	1	-	1.50
Missing Person 12 & older	2	4	-	-	1.50
Missing Person Located 12 & older	5	4	1	-	2.50
Neighbour Dispute	7	11	5	9	8.00
Noise By-Law	1	2	1	1	1.25
Noise Complaint - Animal	-	4	-	1	1.25
Noise Complaint - Business	-	-	-	1	0.25
Noise Complaint - Master Code	2	-	-	-	0.50
Noise Complaint - Others	6	1	2	-	2.25
Noise Complaint - Residence	-	7	-	3	2.50
Noise Complaint - Vehicle	-	1	-	-	0.25
Other Municipal By-Laws	-	2	2	4	2.00
Phone - Nuisance - No Charges Laid	2	1	5	3	2.75
Phone - Other - No Charges Laid	5	3	-	-	2.00

**Calls For Service Details**  
For the Calendar Years 2011 to 2014

Calls for Service Billing Workgroups	Calls for Service Count				
	2011	2012	2013	2014	Four Year Average
Phone - Threatening - No Charges Laid	1	-	1	1	0.75
Protest / Demonstration	-	1	-	1	0.50
Sudden Death - Natural Causes	5	4	2	2	3.25
Sudden Death - Others	-	1	-	-	0.25
Sudden Death - Suicide	-	-	-	1	0.25
Suspicious Person	11	13	4	9	9.25
Suspicious vehicle	13	6	8	9	9.00
Trouble with Youth	1	3	3	2	2.25
Unwanted Persons	2	2	4	2	2.50
Vehicle Recovered - All Terrain Vehicles	-	-	2	-	0.50
Vehicle Recovered - Automobile	1	1	1	1	1.00
Vehicle Recovered - Other	-	-	-	1	0.25
<b>Operational 2</b>	<b>97</b>	<b>109</b>	<b>88</b>	<b>61</b>	<b>88.75</b>
911 call / 911 hang up	70	87	61	43	65.25
911 hang up - Pocket Dial	-	-	1	1	0.50
False Alarm - Accidental Trip	4	2	3	2	2.75
False Alarm - Cancelled	3	5	5	4	4.25
False Alarm - Malfunction	7	5	5	1	4.50
False Alarm - Others	2	4	3	-	2.25
Keep the Peace	11	6	10	10	9.25
<b>Other Criminal Code Violations</b>	<b>7</b>	<b>8</b>	<b>3</b>	<b>3</b>	<b>5.25</b>
Animals - Kill or injure	-	1	-	-	0.25
Bail Violations - Fail To Comply	1	3	-	-	1.00
Breach of Probation	1	1	-	-	0.50
Disturb the Peace	-	-	1	-	0.25
Libel - Defamatory	-	-	-	1	0.25
Obstruct Justice / Fabricate Evidence	1	-	-	-	0.25
Offensive Weapons - Careless use of firearms	2	2	-	-	1.00
Offensive Weapons - In Vehicle	1	-	-	1	0.50
Offensive Weapons - Other Offensive Weapons	-	-	1	-	0.25
Offensive Weapons - Possession of Weapons	-	-	-	1	0.25
Offensive Weapons - Prohibited	1	-	-	-	0.25
Public Mischief - mislead peace officer	-	1	-	-	0.25
Trespass at Night	-	-	1	-	0.25
<b>Property Crime Violations</b>	<b>31</b>	<b>59</b>	<b>48</b>	<b>25</b>	<b>40.75</b>
Break & Enter	12	26	13	5	14.00
Fraud - False Pretence Under \$5,000	-	1	1	1	0.75
Fraud - Master Code	1	-	-	-	0.25
Fraud - Money/property/security Under \$5,000	-	1	2	1	1.00
Fraud - Other	-	1	4	1	1.50
Fraud - Steal/Forge/Poss./Use Credit Card	-	-	1	-	0.25
Identity Theft	-	-	2	-	0.50
Mischief - Master Code	5	16	8	10	9.75
Property Damage	-	2	1	-	0.75
Theft from Motor Vehicles Under \$5,000	7	1	-	-	2.00
Theft of - All Terrain Vehicles	-	-	2	-	0.50
Theft of - Automobile	-	-	2	-	0.50
Theft of - Trucks	-	1	-	-	0.25
Theft of Motor Vehicle	-	1	3	-	1.00
Theft Over - Master Code	-	-	1	-	0.25
Theft Over \$5,000 - Farm Equipment	1	-	-	-	0.25
Theft Over \$5,000 - Other Theft	1	-	-	-	0.25
Theft Over \$5,000 - Trailers	1	1	2	-	1.00
Theft Under \$5,000 - Bicycles	-	1	-	-	0.25
Theft Under \$5,000 - Boat (Vessel)	-	-	-	1	0.25
Theft Under \$5,000 - Mail	-	-	-	1	0.25

**Calls For Service Details**  
For the Calendar Years 2011 to 2014

Calls for Service Billing Workgroups	Calls for Service Count				
	2011	2012	2013	2014	Four Year Average
Theft Under \$5,000 - Other Theft	2	6	5	5	4.50
Theft Under \$5,000 - Persons	-	1	-	-	0.25
Theft Under \$5,000 Shoplifting	1	-	1	-	0.50
<b>Statutes &amp; Acts</b>	<b>27</b>	<b>27</b>	<b>30</b>	<b>27</b>	<b>27.75</b>
Custody Dispute	2	-	2	2	1.50
Landlord / Tenant	4	5	5	10	6.00
Mental Health Act	6	11	5	3	6.25
Mental Health Act - Attempt Suicide	4	2	1	1	2.00
Mental Health Act - Threat of Suicide	-	1	4	6	2.75
Mental Health Act - Voluntary Transport	-	-	-	1	0.25
Trespass To Property Act	11	8	13	4	9.00
<b>Traffic</b>	<b>103</b>	<b>79</b>	<b>65</b>	<b>106</b>	<b>88.25</b>
MVC - Fatal (Motor Vehicle Collision)	-	1	-	-	0.25
MVC - Others (Motor Vehicle Collision)	1	-	-	1	0.50
MVC - Personal Injury (Motor Vehicle Collision)	11	8	3	13	8.75
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	-	1	1	5	1.75
MVC - Prop. Dam. Non Reportable	22	8	4	6	10.00
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	68	61	56	81	66.50
MVC (Motor Vehicle Collision) - Master Code	1	-	1	-	0.50
<b>Violent Criminal Code</b>	<b>15</b>	<b>10</b>	<b>15</b>	<b>13</b>	<b>13.25</b>
Assault - Level 1	6	5	3	4	4.50
Assault With Weapon or Causing Bodily Harm - Level 2	-	1	2	3	1.50
Criminal Harassment	4	1	3	1	2.25
Indecent / Harassing Communications	-	-	1	1	0.50
Pointing a Firearm	-	1	-	1	0.50
Sexual Assault	1	-	3	1	1.25
Sexual Interference	-	-	1	-	0.25
Utter Threats - Master Code	-	-	1	-	0.25
Utter Threats to Person	4	2	1	2	2.25



## 2016 OPP Municipal Policing Billing General Information

### Provincial Recovery Summary

The total municipal cost-recoveries included in the 2016 municipal billings are summarized below.

Cost	Recovery
Base Services	\$217,934,933
Calls for Service	\$143,818,773
Overtime	\$12,343,827
Court Security	\$3,657,502
Contract Enhancements	\$13,856,522
Prisoner Transportation	\$2,483,356
Accommodation/Cleaning	\$3,917,416
<b>Total Municipal Cost-Recovery (1)</b>	<b>\$398,012,329</b>

(1) Excludes anticipated regulatory discounts (estimated \$816k)

### Provincial Service Usage

The billing model recognizes all of the detachments that service municipalities (municipal detachments) as one entity supporting each other with investigations, workload pressures and staffing shortages. Provincial Service Usage (PSU) is generated when officers perform provincially-mandated responsibilities requiring them to work outside the municipal detachments or perform certain specialized duties within detachment areas; for example security for a major event such as the G8/G20 Conference or 2015 Pan Am Games. To acknowledge the deployment of detachment officers for PSU related activities, municipal costs have been discounted. A PSU discount rate is applied to the total municipal policing FTEs to reflect the reduction in service provided to all municipalities. The rate is based on a four-year average of the annual rates calculated for 2011 through 2014. The PSU discount rate applied in 2016 is 3.67%. In total \$13,779,100 (90.7 municipal policing FTEs), has been removed from the costs allocated to municipalities.

### Detachment revenue

Revenue collected at detachments on behalf of municipalities has not been included in the billing summary costs. Any detachment revenue owing to municipalities upon completion of the year will be issued to the municipality through a credit. We anticipate the timing of this to be February or March the following year.

### 2016 Year End Adjustment

Upon completion of 2016, municipal costs based on salaries and benefits components will be recalculated to account for variances between estimated and final rates applicable for the year as determined by collective bargain agreements and the Ministry of Government Services revised benefits calculations. The number of municipal detachment FTEs, "base/calls for service" ratio, property counts, municipal calls for service allocation rates, and PSU discounts included in the original calculations of the 2016 billing will remain unchanged. Overtime, Court Security, Contract Enhancements and Prisoner Transport costs will be recalculated based on actual 2016 data. The determination of the final 2016 costs may change the per property phase-in caps applied in the issued billing. The capped per property rate may be decreased or increased depending on the final year end status of the costs. Any adjustments required as a result of the recalculation of 2016 costs will be included as a Prior Year Adjustment in the 2018 Annual Billing Statement issued in fall 2017.

### **Court Security and Prisoner Transportation Grant**

The Ministry of Community Safety and Correctional Services (MCSCS) has reviewed the municipal grant allocations for 2016. Court Security and Prisoner Transport (CSPT) costs will be partially offset by the finalized grant allocation. In 2015, the OPP issued the credits to municipalities for their CSPT grant. For 2016, we have included this grant amount on the 2016 billing statement. Please note that a review of 2015 reconciled costs will need to be compared to the actual grant allocated for 2015. If the grant amount is more than the reconciled costs an adjustment will be included on your 2017 Billing Statement.

### **Municipalities in Group Policing Service Contract Arrangements**

Municipalities are allocated police services costs in accordance with their municipal structure and assumed responsibility for policing as dictated by the Police Service Act s.4; that is any lower tier, single tier or regional municipality is billed based on the costs allocated to them. The costs for municipalities who have formed a group OPP Policing Service contract will be the sum of the costs of the individual municipalities and the cost of contract enhancements (if applicable).

For purposes of calculating the phase-in adjustment, the 2015 Billing Statement cost for existing group contract municipalities has been allocated to each municipality. The group billed phased-in costs for 2016 is a sum of the individual municipalities in the group.

## **2016 OPP Municipal Policing Billing Property Count Definitions**

The property counts included in the OPP municipal policing bills are comprised of household, commercial and industrial properties. The property counts will be updated annually based on Municipal Property Assessment Corporation (MPAC) data. The counts included in the 2016 OPP municipal billing were based upon 2014 year end property counts for 2015 taxation.

### **Households**

Household counts are the number of residential units (RU), farmlands on which a farm residence exists (FRU), and seasonal dwelling units (RDU).

### **Commercial and Industrial Business Properties**

Business property counts are the number of assessment roll numbers in the commercial and industrial realty tax classes (RTC) detailed in Appendix A. The count includes the number of commercial and industrial classifications taxed at the fully occupied tax rates (refer to Realty Tax Qualifier (RTC) descriptions in Appendix B).

### **Other Property Count Considerations**

- Households, commercial and industrial properties on Canadian Forces Bases (CFB) have been excluded, as CFBs have their own police.
- Property counts have been adjusted for municipalities receiving hybrid (OPP and Municipal police) policing services.
- Timeshares are adjusted in household numbers to count the assessment roll numbers as identified by MPAC Property Codes 385 and 386.
- A building with an apartment above a retail store counts as two properties. The upper portion counted as a household property and the lower portion counted as a commercial property.
- There is no distinction made between types of commercial and industrial properties. For example, a single property count would apply to each: a gas station, an office building, a nightclub, or a stadium.
- Commercial properties with multiple units, such as shopping malls count as a single property, regardless of the number of commercial units operating within malls. Similarly, a large industrial property with a small commercial unit attached would be counted as a single property.
- Vacant lands, such as farmland, managed forest, municipal parks, conservation lands, and commercial or industrial vacant lands are not included in the property counts with the exception of those which have a unit or structure which are taxed at the fully occupied tax rates.
- Institutional properties are excluded, with the exception of those with a residential component (e.g. continuum of care seniors facility), which would be captured in the household numbers.

[1] MPAC is responsible for determining assessed values and classifications for all properties in Ontario (<http://www.mpac.ca>).

## Property Count Definition

### Appendix A

#### Realty Tax Class (RTC) Descriptions

Properties with the following RTC are **included** in the count:

RTC Commercial*	RTC Industrial
C - Commercial	I - Industrial
D - Office Buildings	J - New construction: industrial
G - Parking Lots	K - New construction: large industrial
Q - Professional Sports Facility	L - Large industrial
S - Shopping Centre	
X - New Construction: Commercial	
Y - New Construction: Office Building	
Z - New construction: Shopping Centre	

\*Note - O - Condominium resort is excluded; these properties are captured in the household counts.

### Appendix B

#### Realty Tax Qualifier (RTQs) Descriptions

Please note in the tables below the abbreviation P.I.L. represents Payment-in-Lieu of taxes.

**INCLUDED** - Properties with the following RTQ are taxed as fully occupied and are **included** in the count, provided that they fall within one of the RTC categories outlined in Appendix A:

RTQ	DESCRIPTION
C	Lower-tier & Education Only
D	Taxable for School Taxes only.
F	Exempt from taxation, but eligible for P.I.L. at the full rate.
G	Exempt from taxation, but eligible for P.I.L. at the general rate only (No School Taxes).
H	Taxable, shared as if a P.I.L.
I	Water Intake System, Shared P.I.L.
L	Upper Tier & Education Only
M	Taxable at the General rate (No School rates).
N	Non-Generating Station, Shared P.I.L.
P	Taxable tenant of Provincially owned property, subject to P.I.L. at the full rate.
S	Generating Station, Shared P.I.L.
T	Taxable at the full rate.

**EXCLUDED** - Properties with the following RTQ are **excluded** from the count:

RTQ	DESCRIPTION
1	Taxable at the Farmland Awaiting Development- Phase 1 rate (Registered Plan Stage).
2	Exempt from taxation, but eligible for P.I.L. of taxes at the Farmland Awaiting Development- Phase 1 rate (Registered Plan Stage).
3	Exempt from taxation, but eligible for P.I.L. of taxes at the General Farmland Awaiting Development- Phase 1 rate (No School Rates) (Registered Plan Stage).
4	Taxable at the Farmland Awaiting Development- Phase II rate (Building Permit Stage).
5	Exempt from taxation, but eligible for P.I.L. at the Farmland Awaiting Development- Phase II rate (Building Permit Stage).
6	Exempt from taxation, but eligible for P.I.L. at the General Farmland Awaiting Development- Phase II rate (No School Rates) (Building Permit Stage).
A	Taxable at the General Vacant Land rate (No School taxes).
B	Taxable at the General Excess Land rate (No School rates).
E	Exempt
J	Taxable at Vacant Land rate, shared as if a P.I.L. (not a PIL but shared as if it was).
K	Taxable at Excess Land rate, shared as if a P.I.L.
Q	Taxable tenant of Provincially owned property at Excess Land rate, subject to P.I.L. at the full rate.
R	P.I.L.: Full Vacant Land, Taxable Tenant of Province
U	Taxable at the Excess Land rate.
V	Exempt from taxation, but eligible for P.I.L. at the Excess Land rate.
W	Exempt from taxation, but eligible for P.I.L. at the General Excess Land rate (no School rates).
X	Taxable at the Vacant Land rate.
Y	Exempt from taxation, but eligible for P.I.L. of taxes at the Vacant Land rate.
Z	Exempt from taxation, but eligible for P.I.L. at the General Vacant Land rate (no School rates).

## Denise Holmes

---

**From:** Chris Munro <chrism@townofmono.com>  
**Sent:** Tuesday, September 29, 2015 4:23 PM  
**To:** sburns@dufferincounty.ca  
**Cc:** Mike Dunmore; KEITH McNENLY; dholmes@melancthontownship.ca; jwilson@eastluthergrandvalley.ca; jtelfer@townofshelburne.on.ca; phillock@dufferincounty.ca; suestone@amaranth-eastgary.ca; sgreatrix@orangeville.ca; thorne@mulmurtownship.ca; Jackie Pherrill  
**Subject:** 2015 County Road Network Rationalization Study - Phase 1  
**Attachments:** REPORT FROM M. DUNMORE RE ROAD RATIONALIZATION PLAN.pdf; LETTER FROM R.J. BURNSIDE RE ROAD RATIONALIZATION STUDY.pdf; LETTER - SCOTT BURNS RE ROAD RATIONALIZATION STUDY.pdf

Good afternoon Scott,

Michael Dunmore asked me to forward the attached documentation to you and all Municipal Clerks regarding the County Road Network Rationalization Plan.  
If you require any further information, please contact Mike at [mike@townofmono.com](mailto:mike@townofmono.com) or call him on his cell.

Regards,

Chris Munro

Administrative Assistant, Public Works  
TOWN OF MONO  
519-941-3599 ext. 225  
[chrism@townofmono.com](mailto:chrism@townofmono.com)

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**From:** Scott Burns [mailto:[sburns@dufferincounty.ca](mailto:sburns@dufferincounty.ca)]  
**Sent:** Monday, May 25, 2015 4:11 PM  
**To:** 'Jane Wilson'; Keith McNenly; [ebrennan@orangeville.ca](mailto:ebrennan@orangeville.ca); 'Susan Greatrix'; 'John Telfer'; Susan Stone; Denise Holmes; 'Terry Horner'; Sonya Pritchard; Pam Hillock; Michelle Dunne  
**Cc:** Glenn Sterrett; Mike Dunmore; Doug Jones; 'Scott Wleeldon'; Ben Ryzebol; Dave Menary (External); Craig Micks ([roads@melancthontownship.ca](mailto:roads@melancthontownship.ca)); John Willmetts  
**Subject:** 2015 County Road Network Rationalization Study - Phase 1

Good afternoon All,

At the last County Council meeting, a staff report presenting the Draft 2015 County Road Network Rationalization Study by C.C. Tatham and Associates (available on the Dufferin County website through the link below) was received and the recommendations within the staff report were adopted. The staff report is attached and the recommendation that will be of particular interest is that of the circulation of the Draft Study to each local municipality for a two month review period in order to obtain feedback for incorporation into the Study or for response. This comment period should focus on the methodology and logic used within the Study which subsequently informs the final recommendations.

If all could take some time to review the C.C. Tatham document (available on the Dufferin County website through the link below) during the months of June and July and provide feedback on Study logic and methodology by July 31, 2015, it would be greatly appreciated. Please ensure that your review is of the C.C. Tatham document dated May 6, 2015 as some minor revisions were included.

**Link to Road Network Rationalization Study – Phase 1 (C.C. Tatham, May 6, 2015):** <http://www.dufferincounty.ca/files/content-pdf/dufferin-county-road-rationalization-plan-phase-1-draft-report-version-3.pdf>

Earlier, we received and incorporated some corrections of a minor nature regarding the location of two bridges on some Study figures and the current ownership of one bridge. Also, to provide clarification with respect to multi-lane roadways and to more accurately represent their impact, additional 'lane km' data has been provided along with the standard 'centerline km' road lengths. These details are included within the May 6, 2015 version of the document. If you have already begun a review of the previous version, the logic and methodology has not changed and the review is still applicable.

Ultimately, we are at an early stage of this project and Phase 1 will take us as far as the development of a suggested road/bridge network and the associated capital needs of the resulting impacted infrastructure. The capital needs review will take place once a revised Study document is presented and endorsed by Council following the comment period. This will allow us to efficiently review needs by focusing only on potentially impacted infrastructure. From there, Council may choose to move forward into Phase 2 of the project, the implementation stage. Phase 2 is where we would move on to discuss whether or not to proceed with any of the suggested transfers and also determine how any potential transfers could be implemented if this is the chosen route.

Please let me know if there are any questions during your review. If you have any trouble accessing the C.C. Tatham document through the link provided, please let me know and we'll ensure it is made available.

Looking forward to your feedback.

Regards,

Scott

**Scott Burns, P.Eng., C.E.T. | Director of Public Works and County Engineer |**  
**County of Dufferin** | Phone: 519-941-2816 Ext. 2601 | [sburns@dufferincounty.ca](mailto:sburns@dufferincounty.ca) | 55 Zina Street, Orangeville,  
ON L9W 1E5

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## REPORT

Town of Mono
Unfinished Business
Council
Session # 14-2015

To: Mayor Ryan and Members of Council

From: Michael Dunmore, Director of Public Works/Road Superintendent

Date: September 15, 2015

Subject: Review Phase 1 – Dufferin County Road Network Rationalization Plan

---

### **Purpose**

The purpose of this report is to inform Council of the review comments of the Town of Mono Public Works Department and the Town Engineer (R.J. Burnside) with regard to Dufferin County Road Network Rationalization Plan – Phase 1 received in May of 2015.

### **Background**

In Council session 9-2015 discussion pursued on the receipt of the Dufferin County Road Network Rationalization Plan – Phase 1 report, prepared by the County Director of Public Works. This report was accompanied by the "Dufferin County Road Network Rationalization Plan" prepared by C.C. Tatham & Associates Ltd., dated May 6, 2015. Council and staff had concerns with the content of the study prepared by C.C. Tatham and generated a resolution for the Mayor and Deputy Mayor to take to County Council. At session 10-2015 it was further determined that the Town would generate a thorough review of the documents and also invite R.J. Burnside (Town Engineer) to provide comments as well.

All of the aforementioned documents are attached to this report for Councils review of same.

The County is currently looking for comments and/or questions regarding the report with focus on the methodology used in the consideration process for downloading or uploading of a structure or segment of road. This report will review the methodology specific to Mono roads and also take into consideration the potential issues that may result from the download or upload of roads in the vicinity of the Town of Mono.



### **Review Comments Roads - Mono/Amaranth Townline**

The Town is experiencing increased traffic activity on this road and it is appropriate that it was reviewed in this report. While the Townline was identified as a potential upload in the Criteria Assessment based approach (step 1) it was quickly removed from the list at the Principle Assessment stage (step 2). This occurred because of the close vicinity of this road to County Road 11 and Highway 10. This is accepted as reasonable but the Town of Mono Public Works would like to see the following addressed.

1. The Criteria used in step 1 was formulated from a 17 step rationalization process the Ontario Good Roads Association (OGRA) created. It also incorporated rationalization processes from other neighbouring Counties. This approach was then modified to an 8 step weighted approach. This style of approach is always subjective. Specifically in regard to the Mono/Amaranth Townline Public Works would have liked to have seen the County incorporate some of the steps removed or aggregated from the OGRA rationalization in the weighted approach.
2. Public Works would like a separate weighted value applied as follows. Utilize Criteria 5 (Resort/Recreation Service) individually with modification to include tourist traffic to and from the GTA to northern summer and winter recreation facilities.
3. Public Works would like a weighted value provided as follows. Using Criteria 16 (Emergency Detour Routes). While the County may prefer to have all traffic traverse to County Road 11 reality is it does not. A weighted score should be applied to this feature as well. Should this item not receive acceptance by the County then the County should pursue the installation of Emergency Detour Route signage for their County system with the existence of Highway 9, 10/124 and 89 in Dufferin.
4. Public Works would like a weighted value provided as follows. One of the main criteria that will have to be adapted is a weighted score for the resultant of the County potentially downloading roads that are geographically too close together to fit into a rationalized County network. No value has been provided to show what a potential weighted score may look like should County Road 12 or County Road 19 be downloaded.
5. While one of the Criteria is based on traffic volume the report does not include the daily traffic counts used by the County to weight this section. These may or may not be in alignment with the content resultant of this section. It should be further noted that the accumulative weighted score of this road is one of the highest contained inside of the C.C. Tatham report and plays a larger factor than just removing it due to a geographical location. It has received a higher weighted average than County Road 11 and 12 and for this reason should be looked at very carefully for potential upload and reconfiguration of the entire County network.

While the aforesaid may not have any impact on the outcome of the Principle Assessment it should be interpreted that the Town feels the weighting system has been modified to diminish or exclude factors that could change the outcome of the current

weighting system. Appropriate comparison of this roads step 1 score should be compared to other County roads in the area and perhaps leading to an entire new County network rationalization.

**Review Comments Roads - County Road 8 (Mono Centre Road)**

In reviewing this section of road. The Town is unable to properly assess the traffic volume section once again in the absence of traffic counts. The weighted average of this road never made it past the criteria based approach. In my opinion there are key factors missed which would affect the outcome of this score. The Town of Mono Public works would like to see the following added to the weighting.

1. Public Works would like a weighted value provided as follows. Using Criteria 4 (Barrier Service) as County Road 8 received no weighted value for this section. More detail on this can be found in the attached letter prepared by the Town Engineer and it is the Towns feeling that the Niagara Escarpment should be considered a barrier. This barrier service goes on to further complicate the lack of weight provided for this section. The County has removed County Road 8 because it is geographically too close to County Road 7. But there is a barrier just north of County Road 7 and also another barrier just north of County Road 8. At present 10 Sideroad and 20 Sideroad in Mono do not traverse through the town due to the Niagara Escarpment and 25 Sideroad is hampered by this barrier between 2<sup>nd</sup> and 3<sup>rd</sup> line. A direct result of the barrier. A weighted value of at least 2 should be incorporated.
2. Perform a secondary review of this road. Utilize Criteria 5 (Resort/Recreation Service) with modification. Mono Cliffs Provincial Park and the Bruce Trail are destinations for recreation and should be used to enable a weighted score for this section to a value of at least 1.
3. Perform a secondary review of Criteria 13 (Provides Continuous Route Through the County). Criteria has been modified to rationalize items in the OGRA criteria or removed all together. While this criterion is based upon roads traversing from one side of County to the other it is my opinion that Highway 10, Airport Road and 89 should be utilized to create a through route from side to side. This would generate at least 0.5 of a weighted score.
4. Perform a secondary review of Criteria 16 (Emergency Detour Route) Once again no weighted value has been provided. This road is directly used as an EDR. As recently as last winter during half load season road blocks were setup on 30, 25 and 20 Sideroad along highway 10 due to an accident on Highway 89 to move traffic to the County road 8. Moving them farther to County Road 7 would just not be a case. Inappropriate vehicles would use our gravel system. The Town is requesting a value be provided of a minimum of 1.

For County Road 8 with the institution of these new weighted values would raise the weighted score to a point that Criteria Assessment Step 1 would reach a threshold that would not recommend download to the Town of Mono. The principle assessment Step 2 Geographical location loses value when you incorporate a thorough review of the actual

barriers that exist. This is the only reasonable route for this road and its close vicinity to County road 7 should be looked at as only a resultant of the natural escarpment barrier that does exist.

### **Review Comments - Bridges**

The Town Engineers letter outlines that the County can now download bridges on Townline local roads according to the Municipal Act. Should the County download County Road 8 then it only makes sense for the bridges and culverts (1 Bridge, 2 Large culverts) and all other infrastructure to come with it. With 4 other structures in total, 2 on Mono/Amaranth Townline and 2 on Mono/Adjala Townline only two of them fall within our maintenance jurisdiction. These two structures are old and in a potential state of replacement if they were inside of the Town of Mono Asset Management Plan. The County would have to financially invest to provide them to us in an appropriate state or potentially shift this financial encumbrance to the Town of Mono.

### **Conclusion**

After a thorough review of the Methodology with focus on Mono Roads specific it is the conclusion that expansion of the criteria bases assessment (step 1) needs to be reviewed and incorporated into a revised copy of this rationalization study. Weighted values in the scoring process are non-existent in areas that the Town would deem to at a minimum receive some weight. While the rationalization of excluding the Mono/Amaranth Townline is understood from the Principle assessment section of this plan from a geographical location it should still be looked at from another perspective. The perspective that it receives a higher value than that of County Road 11 and County Road 12. The Town would like the County to comment on this in its state.

With the content of the Criteria being opened up to a more holistic approach scores should be granted to Criteria 4,5,13 and 16 for County Road 8. This would raise the score to a number that would not recommend download of this asset.

While bridges are allowed to be downloaded I agree with the content in the Town Engineers letter that careful consideration of these Townline bridges is required due to cumbersome financial impacts for the same.

All in all should the report be approved in its current state, the Town stands to have multiple new assets inserted into our current Asset Management Plan that will cause a shuffle and/or delay on many of the Towns existing assets.

Should the County Approve this report the County Public Works Department will then move to Phase 2 of the plan. This phase will provide financial details associated with the potentials for downloading or uploading as outlined in the County Report. It is highly recommended that we are able to comment and peer review these issues as to inform Council of the actual Capital and Operational Impacts to our future budgets.

**Recommendation**

1. **THAT** Council receives and approves this report.
2. **AND THAT** Council provides direction for the Director of Public Works for the Town of Mono to forward this report and the Town Engineers report to Dufferin County.
3. **AND THAT** Council provides a further direction to staff to request that the Town of Mono be allowed to comment on Phase 2 of this report should Phase 1 be accepted in its current state.

Respectfully Submitted,

Original signed by

*Michael Dunmore,*  
Director of Public Works/Road Superintendent



BURNSIDE

[THE DIFFERENCE IS OUR PEOPLE]

September 11, 2015

**Via: Email**

Mr. Mike Dunmore  
Director of Public Works & Roads Superintendent  
Town of Mono  
347209 Mono Centre Road  
Mono ON L9W 6S3

Dear Mike:

**Re: County of Dufferin, Road Rationalization Study**  
**Project No.: 300037478.0000**

The County of Dufferin has invited comments up until the end of September for its Roads Network Rationalization Study. As Town Engineers for the Town of Mono you have asked for our comments, which are provided herein. I would like to note that Burnside does work for the majority of municipalities in the County, in addition to working for the County itself. This letter is strictly limited to a review in our capacity of Town Engineers in Mono, from the perspective of the Town of Mono.

I would like to stress that the invitation for comments was scoped by the County to comments pertaining to Study Logic and Methodology. We have tried to follow that scope.

I would also like to note that I was assisted in the review of the study and preparation of comments by Len Rach, who joined Burnside with several decades of experience with municipal road systems. Len is a past President of the Ontario Good Roads Association whose experience and knowledge of road rationalizations was extremely helpful.

#### **Roads – Fundamental Issues**

- The rationalization assumes the premise that a road hierarchy needs to be "right sized", with Provincial, County, and Town road authorities all providing a level of service that is specific to the roads within their jurisdiction. But despite this premise being the foundation of the rationalization, it is not fully developed. No rationalization is provided for the differing levels of service that can be provided at each level. For example, if the cost of maintaining a road is determined by the Minimum Maintenance Standards for Municipal Highways, and if in turn the Maintenance Standards are driven by traffic volumes, then how does the taxpayer benefit by moving the road from one jurisdiction to another? Presumably the total cost of maintenance would not change and the taxpayer would simply be paying from a different pocket.

On the other hand, if the rationalization were to look for efficiencies it could lead to a result that would benefit the taxpayer. Examples of efficiencies could be either:

1. If the majority of the roads in the County network are high traffic, and therefore have to be maintained to a high standard, and if they happen to have a road that has lower traffic and does not warrant such an increased level of maintenance, there may be in a situation where the maintenance level on that road is excessive not worth it for the County to reduce because it is treated the same as other roads in the network. It would be more efficient to transfer such a road to the lower tier.

Or,

2. If a lower tier municipality has the majority of roads in its network with relatively low traffic volumes, and they happen to have a road that has higher volumes and therefore needs to be maintained to a higher level of service than other local roads, then the local municipality may not be cost effective in trying to provide that higher level of service. It would be more efficient to transfer such a road to the County.

The report does not speak to levels of service that are provided at each level, which is an essential consideration.

- The Report seems to suggest that where a County Road is rationalized by factors such as continuity with external County Roads, but not rationalized on traffic volumes, that the County's higher Road Maintenance Standards are required when compared with local roads having similar traffic volumes and being maintained to local maintenance standards.
- The report's discussion on capital road costs seems incomplete. Ideally, the report would rationalize some efficiencies in maintenance costs, and then provide some specific examples of where the County's savings are needed for capital improvements that are warranted by safety needs or traffic volumes. But the general reference to higher capital costs leaves questions about whether or not the additional capital costs of County roads are warranted, particularly for those roads that are not rationalized by traffic volumes or safety. To be specific, when County roads are rationalized by their continuity with external County roads, there should be some justification of why Dufferin County needs to spend a premium on capital costs.
- The points discussed above are affected by the weighting assigned to various criteria. In our opinion criteria such as traffic volumes and connectivity to urban cells are stronger rationale for increase maintenance levels than criteria such as barrier service or connectivity to neighboring County Roads. Traffic volume and safety would be the compelling reasons for higher capital costs. It was difficult to follow how this was specifically factored into the weighting that was chosen.
- The report suggests that the capital cost of County Roads is 30% higher than local roads, however this number is not substantiated. Mono reconstructs roads to a high level of service which brings into question this 30% figure. Additionally, maintenance costs, which should be a prime consideration in choosing between appropriate levels of service, are not discussed at all.
- Safety was not a used as a factor in the evaluations.

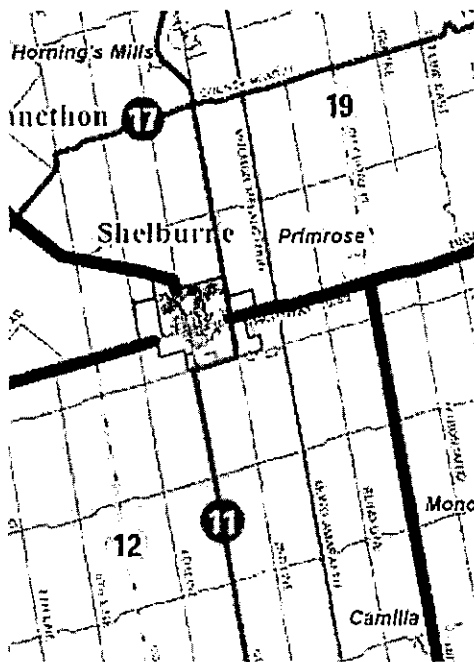
## **Roads – Specific Issues**

### ***County Road 8***

- The Rationalization Report discusses the OGRA criteria of Barrier Service, defined as *“The barrier must be an obstacle to traffic wishing to cross it and must be feasible to cross”*. While the Grand River was considered to be a barrier, the Niagara Escarpment was not. The Niagara Escarpment is a predominant factor in the roads network of Dufferin County and the Town of Mono. Several roads are discontinuous through the escarpment and the basic pattern of County Roads currently provides one east-west collector on each side of the Nottawasaga River in Hockley Valley. The suggestion of downloading County Road 8 to Mono without mention of the Escarpment is problematic. It is noted that County Roads 17 and 21 are routed on each side of a similar barrier in Mulmur (also Niagara Escarpment).
- The report discusses traffic volumes and future projections in a somewhat subjective fashion. By weighting the continuity of external County Roads the report defaults to the standards of the external Counties, who may rationalize their road rationalization with lower volumes, or may not rationalize them at all. This leads to the Dufferin report recommending 2 east-west County Roads through Mulmur and Melancthon but only one through Mono and Amaranth, which is spatially the same distance. For equality in spacing County Road 8 would not be downloaded.
- Likewise the rationale of Continuity adversely impacts County Road 8 because it jogs one concession at Camilla. The Report does not discuss the jog but simply views County Roads 8 and 10 independently. They should be viewed collectively as one east-west corridor through the County.

### ***Mono Amaranth Townline***

- The Mono Amaranth Townline received a criteria based score that was high enough to warrant consideration of uploading to the County. Such consideration did not ultimately lead to a recommendation for change, largely because of proximity to higher order alternatives such as Highway 10 and County Road 11. Yet even with those alternatives available, the Townline still receives high levels of traffic which has caused both Mono and Amaranth to make large investments in capital improvements on Townline. A roads network analysis would give pause to consider why traffic prefers Townline when higher order alternatives are available in close proximity. It would appear that the traffic is generally moving between Shelburne and destinations to the south. That traffic patterns could be detrimentally impacted by the recommendation to download County Road 19 to the Township of Mulmur.



It is likely that County Road 19 was originally included in the County system because it gave motorists a northern extension to Highway 10. In conjunction with County Road 17 it allows vehicles to by-pass Shelburne if they are travelling between Highway 10 and County Road 124. Creating by-pass routes is often a prime rationalization to move roads to the upper tier. With the recommendation to download County Road 19 to the Township of Mulmur a possible will be that fewer vehicles will choose to bypass Shelburne and instead, they will travel on the Highway 10/89. This in turn introduces more vehicles to the possibility of using Mono Amaranth Townline.

The rationale for downloading County Road 19 is not clear. The report says "County Road 19 offers incomplete north-south and does not provide meaningful connectivity or continuity to the County." The Principal Based Assessment says that County Road 19 does not provide appropriate North-South service; does not compliment the Provincial Highway System; is not Grid Based; and does not show a High Degree of Connectivity. We feel those assessments are debatable and that failure to properly consider County Road 19 could have a detrimental impact on the Mono Amaranth Townline.

#### **Bridge - Fundamental Issues**

- Historically there have been 2 rationalizations for County Bridges. It only makes sense for a bridge on a county road to fall under the jurisdiction of the County. However there is more debate over the second criteria which pertains to Boundary Bridges located on local roads. Historically, the rationale for such bridges was that the County had the wherewithal to make practical decisions in the best interest of road users, while local municipalities may disagree over the high costs of bridge repair or replacement. In particular, there are examples of boundary bridges that are vital to people on one side of the boundary but have minor impact



on the other side. Elevating the jurisdiction to a higher level ensured that work would be done as needed and the costs would be spread more widely.

While the Dufferin Rationalization Report correctly points out that the Municipal Act has now removed the mandate that Counties have responsibility for Boundary Bridges, the revision to the Act creates an option. It does not rationalize that all Boundary Bridges now revert to the local level. Having the option means that consideration needs to be given to the pros and cons of each approach prior to reaching a conclusion.

I am available to discuss these comments or provide further input as necessary.

Yours truly,

**R.J. Burnside & Associates Limited**



Gord Feniak, P.Eng.  
GF:sd

Enclosure(s)

150901\_Dunmore Letter  
11/09/2015 11:56 AM



# Town of Mono

347209 Mono Centre Road  
Mono, Ontario L9W 6S3

September 29, 2015

Mr. Scott Burns, Director of Public Works  
County of Dufferin  
55 Zina Street  
Orangeville, ON L9W 1E5

Dear Scott,

Town of Mono Council discussed reports from the Director of Public Works and Town Engineers regarding the Dufferin County Road Network Rationalization Plan. The following resolution was passed:

*Resolution #5-14-2015*

*THAT Council receives and approves the report from the Director of Public Works, Review Phase 1 – Dufferin County Road Network Rationalization Plan, dated September 15, 2015;*

*AND THAT Council directs the Director of Public Works to forward this report and the Town Engineers report to Dufferin County and Dufferin Municipalities;*

*AND FURTHER that in review of the documents provided by the Town Engineers and Director of Public Works Town of Mono Council deems the Tatham and Associates report to be rejected in its current state as it lacks balance in the use of criteria.*

I have attached a copy of the above mentioned reports with this letter. Should you require further information, please do not hesitate to contact me.

Yours truly,

Michael Dunmore  
Director of Public Works/Roads Superintendent

MD/cm

Letter, report from Michael Dunmore and letter from R.J. Burnside sent via email to:  
Scott Burns, Keith McNenly, Pam Hillock, Denise Holmes, Jane Wilson, John Telfer, Sue Stone,  
Susan Greatrix and Terry Horner. (Municipal Clerks) Jackie Pherrill, Administrative Assistant.

Attach.

## Denise Holmes

---

**From:** Susan Stone <suestone@amaranth-eastgary.ca>  
**Sent:** Tuesday, September 29, 2015 5:16 PM  
**To:** Scott Burns (sburns@dufferincounty.ca)  
**Cc:** Mike Dunmore (mike@townofmono.com); Keith McNenly; Denise Holmes; Jane Wilson (jwilson@townofgrandvalley.ca); John Telfer (jtelfer@shelburne.ca); Pam Hillock (phillock@dufferincounty.ca); Sonya Pritchard (spritchard@dufferincounty.ca); Susan Greatrix (sgreatrix@orangeville.ca); Terry Horner  
**Subject:** County Road Network Rationalization Plan  
**Attachments:** EG RD RATIONALIZATION\_20150929171135.pdf

Please find attached comments from Township of East Garafraxa with respect to the County Road Network Rationalization Plan. Please present the letter and memorandum to County Council and the Public Works Committee.

*Susan M. Stone, A.M.C.T.*  
*CAO/Clerk-Treasurer*  
*Township of Amaranth*  
*Township of East Garafraxa*  
[suestone@amaranth-eastgary.ca](mailto:suestone@amaranth-eastgary.ca)  
519-941-1007 ext. 227

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**CORPORATION OF**  
***Township of East Garafraxa***

*Mailing Address - 191282 13<sup>TH</sup> LINE, EAST GARAFRAXA, ONTARIO. L9W 7B4*

*(Courier Address 374028 6<sup>TH</sup> Line Amaranth)*

*TEL: (519) 928-5298 or 941-1007 FAX: (519) 941-1802*

*e-mail : [suestone@amaranth-eastgary.ca](mailto:suestone@amaranth-eastgary.ca)*

**SUSAN M. STONE-C.A.O./CLERK-TREASURER&TAX COLLECTOR**

September 29, 2015

County of Dufferin  
55 Zina Street  
Orangeville, ON  
L9W 1E5

Attention: Scott Burns, Director of Public Works

Dear Sir:

RE: Dufferin County Road Network Rationalization Plan

At a regular meeting of Council held September 15, 2015, the attached Memorandum to Council dated September 15, 2015 with respect to the above noted Plan was received, and the following resolution was passed:

MOVED BY BANFIELD, SECONDED BY NEVILLS

BE IT RESOLVED THAT the report "County Roads Rationalization" from CAO and Director of Public Works dated September 15, 2015 be received and recommendations contained therein be forwarded to the County of Dufferin. CARRIED.

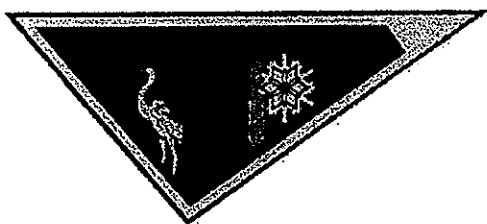
Please present Council's concerns contained within the memorandum to County Council and Public Works Committee. It is Council's position that the recommendations contained within the Dufferin County Road Network Rationalization Plan should be further considered, and in particular the transfer of County Road 23 (B Line) to the local municipalities of East Garafraxa and Orangeville should not occur.

Yours truly,

**CORPORATION OF THE  
TOWNSHIP OF EAST GARAFRAXA**

Per: Susan M. Stone, A.M.C.T.  
C.A.O./Clerk-Treasurer

c.c. Sonya Pritchard, County CAO  
Dufferin Municipalities



CORPORATION OF

## *Township of East Garafraxa*

**SUSAN M. STONE-CAO/CLERK-TREASURER**

**MUNICIPAL OFFICE - 191282 13<sup>th</sup> Line East Garafraxa ON L9W 7B4**

**TEL: (519) 941-1007 / (519) 928-5298 FAX: (519) 941-1802**

**E-MAIL: [suestone@amaranth-eastgary.ca](mailto:suestone@amaranth-eastgary.ca)**

### MEMORANDUM

---

**TO:** Mayor Gardhouse and Members of Council

**FROM:** Susan M. Stone, CAO/Clerk-Treasurer  
David Menary, Director of Public Works

**SUBJECT:** Dufferin County Road Network Rationalization Plan

**DATE:** September 15, 2015

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#### BACKGROUND

Dufferin County Road Network Rationalization Plan, prepared by C.C. Tatham & Associated Ltd., dated April 21, 2015, was circulated to all lower tier municipalities for comments. Comment period was extended until the end of September, 2015. Under the Municipal Act, the County has the power to establish, maintain, add or remove designated roads to or from their County road system.

The Plan is to be completed in two phases, Phase 1 being the Rationalization Study, and Phase 2 being the Study Implementation. The purpose of the Phase 1 Report was to identify the objectives, methodology and findings of the road and structure (bridges and large culverts) rationalization assessment, and to provide the basis for a new County road and structure network.

Criteria considered included connectivity between the County's settlement areas and rural areas, and support of the associated residential and commercial activities, which are vital to the economic development and vitality of the County. Where feasible, County roads are intended to serve increased traffic volumes, at higher travel speeds, with reduced interruption. The following criteria have been identified for Dufferin County:

1. Urban Centre Connector/Kings Highway/Upper Tier Connector - roads that connect urban centres or built-up areas (urban settlement areas and community settlement areas).
- 2a. Heavy Industrial Service - to recognize existing truck traffic on the road network, and to weight daily truck volume.

- 2b. Future Heavy Industrial Service - to add weighting to those roads which serve an existing or potential truck generating area.
3. Barrier Service - to alleviate traffic on local roads by providing service parallel to or across barriers to traffic movement where upper tier service is justified (ie. water crossings).
4. Resort/Recreation Service - to provide upper tier connection to recreation/resort areas.
5. Traffic Speed - to identify those roads which contribute to efficient flow of traffic through the County, thus roads with predominant posted speed limit of 80 km/hr for the majority length of any given road section will be weighted.
6. Traffic Volume - to identify roads with current traffic volumes from under 500 to 3500 or greater, to which different weighting applies.
7. Provides Continuity through the County - to provide connectivity both within the County and to destinations and opportunities beyond its borders, which is vital to the economic health of the County and its residents.
8. Connects to a County Road in a Neighbouring Jurisdiction - connection to neighbouring County road networks which is beneficial to both Dufferin County and its neighbours, as it connects markets and facilitates the movement of people and commercial goods.
9. Provides a By-Pass Function for Urban or Built-Up Areas - to recognize an important function in alleviating congestion within the urban areas and to enhance efficiency of flow on County roads.

## DISCUSSION

With respect to the Township of East Garafraxa, the proposal is for the Erin-East Garafraxa Townline (County Road 23/B Line) is proposed to be transferred (downloaded) to the local municipalities of East Garafraxa and Orangeville. The study indicates that with the recommended transfer of Riddell Road to the County road network, County Road 23 becomes redundant. However, this transfer has serious implications to the Township, as this road is a boundary road between the Town of Orangeville and the Township, and requires that discussions regarding servicing and maintenance and/or a boundary road agreement be established. In addition, there are concerns regarding the road base quality and drainage of this road section, which will have significant financial implications on the Township if not rectified prior to transfer.

During initial discussions with the County Director of Public Works, it was suggested that the Erin East Garafraxa Townline be included as a candidate for consideration in the County Road Network Rationalization Study, as it does satisfy the criteria for a County road. However, based on the results of the investigations, the Erin-East Garafraxa Townline did not satisfy several key principles, with its proximity to County Road 3 and its continuation as Wellington Road 18 to the east.

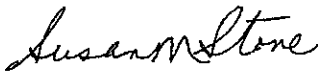
**SUMMARY**

When reviewing the above noted criteria and the proposed transfer of County Road 23 (B Line), it would appear that this roadway is a connector with respect to the urban and built up areas of Orangeville and the Township of East Garafraxa, and that traffic volume is also a factor. In addition, this section of road connects to a neighbouring jurisdiction, being the Town of Caledon and the Region of Peel. The road currently has a poor base that has resulted in issues, which though an attempt has been made by the County to address the deficiencies, issues remain which would be costly to remedy. It also appears that the County study looked at this road in segments which put the score lower through weighting than if looked at as a single roadway in its entirety, which is warranted given the fact that this is a high density, high traffic volume area.

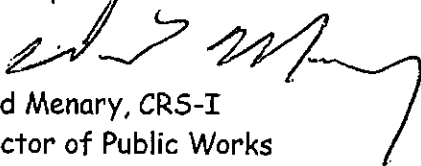
**RECOMMENDATION**

Based on these factors, this roadway should remain a County road. Alternatively, should the transfer occur, there should be a complete study regarding the road base quality and drainage, and the road being upgraded in accordance with the study to the satisfaction of both the Township of East Garafraxa and the Town of Orangeville (both boundary road parties) prior to the transfer occurring.

Respectfully submitted,



Susan M. Stone, AMCT  
CAO/Clerk-Treasurer  
Township of East Garafraxa



David Menary, CRS-I  
Director of Public Works  
Township of East Garafraxa

## Denise Holmes

---

**From:** Susan Stone <suestone@amaranth-eastgary.ca>  
**Sent:** Tuesday, September 29, 2015 5:20 PM  
**To:** Scott Burns (sburns@dufferincounty.ca); Mike Dunmore (mike@townofmono.com); Keith McNenly; Denise Holmes; Jane Wilson (jwilson@townofgrandvalley.ca); John Telfer (jtelfer@shelburne.ca); Pam Hillock (phillock@dufferincounty.ca); Sonya Pritchard (spritchard@dufferincounty.ca); Susan Greatrix (sgreatrix@orangeville.ca); Terry Horner  
**Cc:** Dave Menary; Ben Ryzebol  
**Subject:** County Road Network Rationalization Plan  
**Attachments:** AM ROADS RATIONALIZATION\_20150929171053.pdf

Please find attached the response from the Township of Amaranth with respect to the County Road Network Rationalization Plan. Please present same to County Council and to the Public Works Committee.

*Susan M. Stone, A.M.C.T.  
CAO/Clerk-Treasurer  
Township of Amaranth  
Township of East Garafraxa  
[suestone@amaranth-eastgary.ca](mailto:suestone@amaranth-eastgary.ca)  
519-941-1007 ext. 227*

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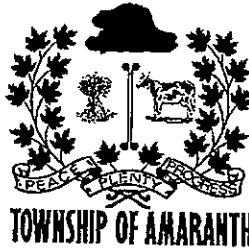
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BEN RYZEBOL, Director of Public Works  
Roads Telephone: (519) 941-1065  
FAX: (519) 941-1802  
email: [township@amaranth-eastgarry.ca](mailto:township@amaranth-eastgarry.ca)



SUSAN M. STONE, CAO/Clerk-Treasurer  
TELEPHONE: (519) 941-1007  
FAX: (519) 941-1802  
email: [suestone@amaranth-eastgarry.ca](mailto:suestone@amaranth-eastgarry.ca)

374028 6<sup>th</sup> Line, Amaranth, Ontario L9W 0M6

September 29, 2015

County of Dufferin  
55 Zina Street  
Orangeville, ON  
L9W 1E5

Attention: Scott Burns, Director of Public Works

Dear Sir:


RE: Dufferin County Road Network Rationalization Plan

At a regular meeting of Council held September 16, 2015, the Dufferin County Road Network Rationalization Plan was received, and discussed, and staff was instructed to advise that the Township of Amaranth is opposed to the Plan and that Council refuses to accept the proposed transfers.

Council cited numerous concerns with respect to the proposed transfers to the Township, including but not limited to the poor condition of infrastructure, no compensation being proposed, and deficiencies within the Plan, such as the fact that a bypass for the Town of Shelburne utilizing 30 Sideroad was not even considered, nor were the Mono-Amaranth Townline or 20 Sideroad, all which meet some if not all the criteria outlined in the Plan. It appeared that the main philosophy applied was a "flow through" one, which is not acceptable or a priority for the taxpayers of the County.

Please provide Council's concerns and objections to County Council and the Public Works Committee accordingly.

Yours truly,

  
Susan M. Stone, AMCT  
CAO/Clerk-Treasurer

c.c. Sonya Pritchard, County CAO  
Dufferin Municipalities



## **HIGHLIGHTS**

of the NVCA BOARD OF DIRECTORS MEETING  
No. 08-15 – September 25, 2015

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### ***Board responds to provincial Conservation Authorities Act Review***

The board approved the NVCA response to the Province's Discussion Paper on the *Conservation Authorities Act Review*. Among the NVCA's recommendations: strong support for the Act's watershed-boundary approach to water management, a call for clarification and updated language in the Act regarding the roles and responsibilities of conservation authorities, and a call for long-term, sustainable funding mechanisms for conservation authorities across the province. The Board also endorsed Conservation Ontario's response to the Review.

The board's full response to the *Conservation Authorities Act* review can be found at [nvca.on.ca/about/boardofdirectors](http://nvca.on.ca/about/boardofdirectors)

### ***Planning and permit fee review subcommittee holds first meeting***

The board received minutes from the first meeting of the Planning and Engineering Advisory Committee's Planning and Permit Fee Review Subcommittee.

Stakeholders include representatives from the development industry, agriculture, Ontario Stone, Sand and Gravel and individuals permit applicants.



Committee Chair, Councillor Keith White and Committee Members

The subcommittee meets again on October 1.

### ***Full-board decision making for 2016***

The board approved a move to full-board decision making in 2016. A one year pilot project will see the Board reducing its size to 18 members, one member representing each of the 18 watershed municipalities, subject to approval of watershed municipalities.

The NVCA's Agricultural Committee will remain active. The Planning and Permitting Fees Sub Committee will also remain in place until the final review of this matter.

### ***Board Action Plan looks to strengthen governance***

The board approved an Action Plan and Job Description leading to enhanced accountability, transparency and efficiency. The call for the plan came from a recommendation from the 2014 Service Delivery and Operational Review to strengthen board governance.

Several of the actions have already been addressed, including the completion of the 2015 Business Plan, the creation of a performance management system for senior positions in the organization, and timelines for the development of a succession plan and asset management plan.

### ***In brief***

During this meeting, the board also:

- Received a brief video update on the Pine River Restoration Project in Essa Township (Angus)
- Met in closed session to discuss the Superior Court of Justice decision *Gilmore et al vs. NVCA*.

### ***For more information***

D. Gayle Wood, CAO, [gwood@nvca.on.ca](mailto:gwood@nvca.on.ca), 705-424-1479 ext. 225

For the full meeting agenda including documents and reports, visit the NVCA website at [nvca.on.ca/about/boardofdirectors](http://nvca.on.ca/about/boardofdirectors).

---

### ***Future meetings & events***

#### **Friends of Minesing Wetlands Fall Paddle**

October 3, 9 am to 3 pm  
Minesing Wetlands Conservation Area

#### **Nature Days for Homeschoolers**

October 13, 10 am to 3 pm, Tiffin  
Conservation Area, Utopia  
New education program for  
homeschooling families

#### **Landowner Workshop – Caring for your land and waters**

October 15, 5 to 7 pm  
Tiffin Centre for Conservation, Utopia

#### **NVCA Board of Directors Meeting**

October 23, 9 am to 12 pm  
Tiffin Centre for Conservation, Utopia

#### **Nature at Night – Family Event**

October 29, 6 to 9 pm  
Tiffin Centre for Conservation, Utopia

#### **Latonnell Conservation Symposium**

November 17-19  
Alliston

# GRCA Current



2015 • Volume 20 Number 9

## GRCA General Membership

Chair	Jane Mitchell
Vice-Chair	Vic Prendergast
Townships of Amaranth, East Garafraxa, Melancthon and Southgate and Town of Grand Valley	Guy Gardhouse
Townships of Mapleton and Wellington North	Pat Salter
Township of Centre Wellington	Kelly Linton
Town of Erin, Townships of Guelph/Eramosa and Puslinch	Chris White
City of Guelph	Bob Bell, Mike Salisbury
Region of Waterloo	Les Armstrong, Sue Foxton, Helen Jowett, Geoff Lorentz, Jane Mitchell, Joe Nowak, Wayne Roth, Sandy Shantz, Warren Stauch
Municipality of North Perth and Township of Perth East	George Wicke
Halton Region	Cindy Lunau
City of Hamilton	George Stajanovic
Oxford County	Bruce Banbury
County of Brant	Brian Coleman, Shirley Simons
City of Brantford	Dave Neumann, Vic Prendergast
Haldimand and Norfolk Counties	Bernie Corbett, Fred Morison

## Wastewater optimization improves water quality

More wastewater plants within the Grand River watershed are finding ways to make the best of what they have in order to improve water quality.

The wastewater optimization program began in 2010 and has now been extended to all municipal wastewater treatment plants across the watershed. The program brings wastewater operators together for meetings, workshops and hands-on training.

Participants share their experience to make improvements not only at their wastewater plants, but also at other operators. The program taps the full potential of existing wastewater infrastructure and promotes excellence in infrastructure management.

Like the GRCA's Rural Water Quality Program, it is a voluntary program, which is open to all municipal operators.

Annual watershed-wide wastewater reports are providing data that is another key ingredient to making improvements. Reports for 2012 and 2013 are complete, and the one for 2014 is underway.

## Warm dry September

September was both drier and warmer than normal.

Only one-quarter of the monthly rain fell at Shand Dam, which received the lowest rainfall during the month.

The average temperature for the month was five degrees above the long-term average of 14 degrees. The warm dry weather is likely due to El Niño, a warm water stream in the Pacific that could bring a warm, dry winter to the Grand River watershed and Ontario.

Water levels in the large reservoirs were within or slightly above normal at the end of September, but less water has been flowing into the reservoirs due to dry conditions.

On average, about 70 per cent of the river flowing through Kitchener is from the reservoirs, while reservoir water accounts for 40 per cent of

the flow at Brantford and 50 per cent of the flow below Guelph.

The Level 2 Low Water Response issued Sept. 2 continues to be in effect for water users in the Whitemans Creek sub-watershed in Brant and Oxford counties.

## Herbicide used at Snyder's Flats

Portions of the Snyder's Flats Conservation Area near Bloomingdale were closed to the public Sept. 14 to 18 while herbicide was used to control a limited area of Phragmites, a very invasive plant.

Phragmites came to North America from Eurasia and it spreads quickly. It out-competes native species for water and nutrients and releases toxins from its roots into the soil that hinder the growth of surrounding plants. Phragmites reduces the habitat available to wetland wildlife birds, amphibians and reptiles.

A licensed applicator applied glyphosate, also known as Roundup, which was applied by hand to individual plants. This practice has been adopted by conservation organizations as a safe and effective way to remove invasive species.

## Phragmites control plan developed for Taquanyah

The natural heritage department is developing a management plan for Phragmites at Taquanyah Conservation Area.

Nearly \$6,000 was provided for this plan by the province through the Species at Risk Stewardship Fund. The funding has allowed mapping of Phragmites to determine the location and development of a plan to bring it under control at this location. The mapping shows that 21 per cent of the 65-hectare property is covered with Phragmites.

While Phragmites is a problem throughout the province, it is a special concern at Taquanyah — one of only two locations in Ontario where an endangered plant, Virginia mallow, grows. Controlling the Phragmites is an essential step in



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OCT 15 2015

ensuring that the Virginia mallow will continue to thrive throughout the riparian habitat at Taquanyah.

Virginia mallow is a perennial that can grow up to three metres tall. It has clusters of white flowers that bloom in late summer.

Once the Phragmites plan is complete, the next step will be to find funding to implement the plan and bring the Phragmites under control.

---

## New Nolan Melchin Outdoor Classroom

On Saturday, Oct. 3, the Nolan Melchin Memorial Outdoor Classroom at Laurel Creek Nature Centre in Waterloo will officially open.

The 11 a.m. ceremony will celebrate Nolan's life and will include an interactive animal show, bug hunt, frog slosh, dragonfly count, face painting and crafts at the new discovery tables.

Nolan Melchin passed away on March 28, 2013, following a courageous battle with an aggressive brain tumour. Since his passing, Nolan's family and friends have raised \$30,000 for this outdoor classroom.

---

## Reduced river flows downstream of Shand Dam

The GRCA had to reduce flows downstream of Shand Dam to approximately three cubic metres per second (m<sup>3</sup>/s) for a few days toward the end of September.

The flow was reduced while Bissell Dam in Elora was being repaired, but flows were brought back up by Sept. 25. By this time, the repairs were completed and flows returned to normal for the tail end of the trout season.

Flows were also reduced in this section of river during the week after Labour Day in order to facilitate a fisheries enhancement project being completed by the Ministry of Natural Resources and Forestry upstream of West Montrose.

---

## New chair for source protection

Wendy Wright-Cascaden has been appointed as the acting chair of the Lake Erie



Phragmites, also called European common reed, is a very tall invasive reed. The GRCA is taking steps to bring it under control at Taquanyah and Snyder's Flats. Once you know what it looks like, you will notice it in roadside ditches throughout the watershed.

---

### Region Source Protection Committee.

She has replaced Craig Ashbaugh, who served as chair for eight years. Wright-Cascaden is a Waterloo resident who has been a Lake Erie Region Source Protection Committee member since 2007 and was been actively involved in the development of the plans.

She chaired the Municipal Working Group responsible for drafting the policies, some public consultation meetings and, more recently, the Implementation Working Group. She is a retired professional planner with over 35 years municipal experience.

---

## Short-term trail closings in Drayton and Brantford

Rehabilitation of a 500-metre section of a channel on the Conestogo River in Drayton began the week of September 21 and will be completed by mid to late October.

During construction, the section of the trail that runs along the Conestogo River from Main Street to Mill Street is closed to the public. Barriers have been placed at both ends of the trail.

Repair to a 200-metre section of concrete slabs protecting the Brantford Dyke, just downstream of the Veterans Memorial Bridge, is set to begin the week of Oct. 5 and will be completed in late November. During construction, the section of the Trans Canada Trail that runs along the top of the dyke will be closed to the public and parking will be restricted at the entrance.

---

## Order trees now

Landowners can order trees to be planted in the spring 2016 starting Oct. 2.

Trees to be planted by the GRCA must be ordered before Dec. 1, and those to be planted by landowners can be ordered before March 1, 2016.

To order trees and find out the details visit <https://www.grandriver.ca/TreeOrders>.

This issue of *GRCA Current* was published in October 2015.

It is a summary of the September 2015 business conducted by the Grand River Conservation Authority board and committees as well as other noteworthy happenings and topics of interest.

The Grand River Conservation Authority welcomes distribution, photocopying and forwarding of *GRCA Current*.

### Next board meeting:

Oct. 23 at 9:30 a.m.  
GRCA Administration Centre.

### Subscribe to GRCA Current:

[GRCAcurrent-subscribe@grandriver.ca](mailto:GRCAcurrent-subscribe@grandriver.ca)

### View meeting reports:

[www.grandriver.ca/MeetingReports](http://www.grandriver.ca/MeetingReports)

### View coming events:

[www.grandriver.ca/Calendar](http://www.grandriver.ca/Calendar)

### Grand Actions newsletter:

[www.grandriver.ca/GrandActions](http://www.grandriver.ca/GrandActions)

# Whitewater

Hydrogeology Ltd.



## **2014 COMPLIANCE GROUNDWATER MONITORING REPORT.**

### **SHELBURNE PIT (NORTH)**

Prepared for:  
Strada Aggregates

Whitewater Hydrogeology Ltd  
Phone: 705.888.7064  
Email: [tecia@white-water.ca](mailto:tecia@white-water.ca)

Date: September 18, 2015

September 18, 2015

Strada Aggregates Inc.  
30 Floral Parkway  
Concord, Ontario  
L4K 4R1

Attention: Mr. Grant Horan  
Controller

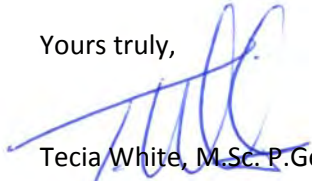
**Re: 2014 Compliance Report: Strada Aggregates: Shelburne Pit (North)**

Dear Sir:

Whitewater Hydrogeology Ltd. (Whitewater) is pleased to present the Compliance Groundwater Monitoring Report for 2014. The findings indicate that the extraction of aggregate from above the water table has had no measurable influence on the groundwater regime.

If you have any questions or concerns, please do not hesitate to call at any time.

Yours truly,



Tecia White, M.Sc. P.Geo.  
Senior Hydrogeologist  
Whitewater Hydrogeology Ltd.

Cc.: Diane Schwier, Ministry of Natural Resources and Forestry  
Denise Holmes, Township of Melancthon

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## 1.0 INTRODUCTION

Strada Aggregates Inc. (Strada) owns and operates the Shelburne North Pit, which is located on Lot 13, Concession, 3, Township of Melancthon, Dufferin County. This Class A Pit Above Water is licensed to extract sand and gravel to an elevation of no less than 488.55 masl, or to within 1.5 m of the water table, or within 1 m of the bedrock surface where no water is encountered.

Whitewater Hydrogeology Ltd. (Whitewater) has been retained by Strada to monitor and report on the groundwater conditions and the impact, if any, on the influence of the aggregate extraction on this regime. The compliance monitoring has been completed to comply with the site license, which is regulated under the Aggregate Resources Act.

## 2.0 GROUNDWATER COMPLIANCE MONITORING PROGRAM

The 2014 groundwater monitoring program was carried out under the existing Operations Plan. A summary of the compliance program is provided on Table 1. Monitoring locations are provided on Figure 1.

**Table 1: Groundwater Monitoring Program**

Regulation	Requirement	Frequency
<b>Aggregate Resources Act</b>		
Operations Plan		
G3	Groundwater levels of all on-site monitoring wells and local domestic water wells (i.e., Nelson/Arnold, Banks (MW6), Garner)	Quarterly
G4	Groundwater quality sampling (general chemistry, TPHs, and VOCs)	Annually

Note:

1. The Garner well is inaccessible and therefore no water levels are collected from this location.
2. Nelson/Arnold has been removed from the monitoring program. It was determined that this well is not representative of the overburden conditions at the site

The groundwater monitoring wells that make up the compliance groundwater monitoring program are shown on Figure 1. Copies of all water well records are provided in Appendix A.

### 2.1 Compliance Reporting Requirements

The Site Plans do not include a reporting deadline. However, Stephen May (the Former Aggregates Technical Specialist) indicated that the Ministry of Natural Resources and Forestry (MNRF) expects to have reports available to review in conjunction with the Compliance Assessment Reports. The Compliance Assessment Reports are due at the end of September.

**FIGURE 1: SITE LOCATION MAP**

### 3.0 SITE SETTING

#### 3.1 Physiography and Hydrology

The subject property resides within the physiographic region referred to as the Horseshoe Moraines (Chapman and Putnam, 1984). From Singhampton south to Caledon Village, the moraines lie along the brow and slopes of the Niagara Escarpment. Associated with these moraines is a system of spillways with board gravel and sand terraces. The Shelburne North Pit extracts the sand and gravels from this spillway system referred to as the Orangeville Moraine.

A Digital Elevation Model (DEM) of the region is presented on Figure 2. DEM data files are digital representations of cartographic information in raster format. DEMs consist of a sampled array of elevations for a number of ground positions at regularly spaced intervals (10 m resolution in southern Ontario). The DEM model has been conditioned to be hydrologically correct which simply means, spurious sinks (depressions) within a DEM have been removed and the data are topologically flow corrected.

The most dominant feature on the DEM in this region is the glacial re-entrant valley of the Pine River (Figure 2). This valley extends east of Horning Mills, terminating at Terra Nova. The Boyne River is also obvious on the DEM just north of Primrose. Both re-entrant valley systems cut deeply into the bedrock escarpment from the east. The subject property is located on the plateau formed by the dolostone cap rock, west of the Niagara Escarpment face.

The subject lands are within the Nottawasaga watershed, which covers an area of 3,361 km<sup>2</sup>. Smaller rivers and streams within the study area are outside of this system, draining to Nottawasaga Bay west of Wasaga Beach.

#### 3.2 Geology

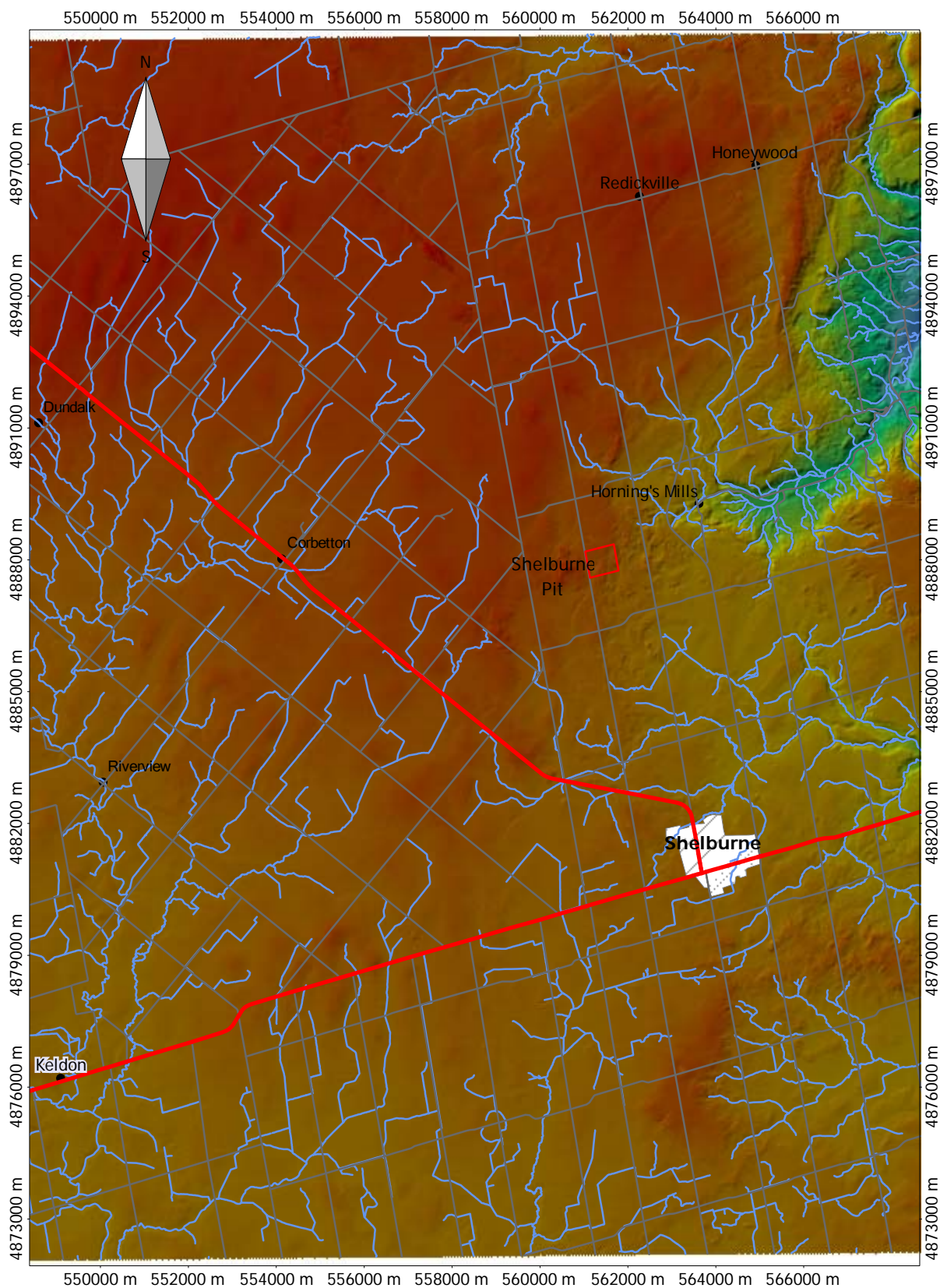
##### 3.2.1 Quaternary Geology

The Quaternary materials consist of ice-contact stratified deposits that are incised into the underlying fine grained till. The ice-contact drift materials are described as mainly medium-grained sand with some gravel, pebbly sand, and bouldery sand (Gwyn, 1972). This sand and gravel unit is the material extracted from the Shelburne pit. The unconsolidated sand and gravel resource is underlain by a silty clay till deposit at various locations across the pit. This till unit may represent the regionally extensive Tavistock Till sheet, which is found at the surface in the vicinity of the subject property. Tavistock Till is a calcareous silty clay to silt till largely derived from glaciolacustrine sediments. This till sheet overlies the Paleozoic bedrock.

##### 3.2.2 Paleozoic Geology

The Paleozoic bedrock beneath the subject property is made up of a sedimentary rock sequence consisting primarily of layered dolostone, shale and sandstones units that were deposited in an ocean environment 400 to 500 million years ago. Located at the top of the bedrock column is what was formally known as the Amabel Formation. Between 2008 and 2011, the Ontario Geological Survey completed a project which provided an update of the Early Silurian stratigraphy along the Niagara Escarpment, which included revisions to the stratigraphic nomenclature used extensively in the abovementioned studies (Brunton and Brintnell, 2011). Of particular relevance to the study area is the recognition that the previously mapped un-subdivided Amabel Formation now represents the Goat Island, Gasport, and Irondequoit Formation; and the Lions Head member



**FIGURE 2: DIGITAL ELEVATION MODEL**

of the basal Amabel Formation is actually a carbonate equivalent of part of the Rochester Formation. These recent changes in the geological units and nomenclature have been adopted for this hydrogeological assessment to ensure consistency with Provincial documentation.

The top of the bedrock was mapped as part of the hydrogeological assessment for an adjacent property (Whitewater 2010) and ranges between approximately 492 masl and 480 masl beneath the subject lands. The topography appears to mimic ancestral drainage systems. The bedrock surface at the site slopes toward the southeast, with the lowest point being measured at MW2.



**FIGURE 3: TOP OF BEDROCK (FROM WHITEWATER 2010)**

## 4.0 HYDROGEOLOGICAL EVALUATION

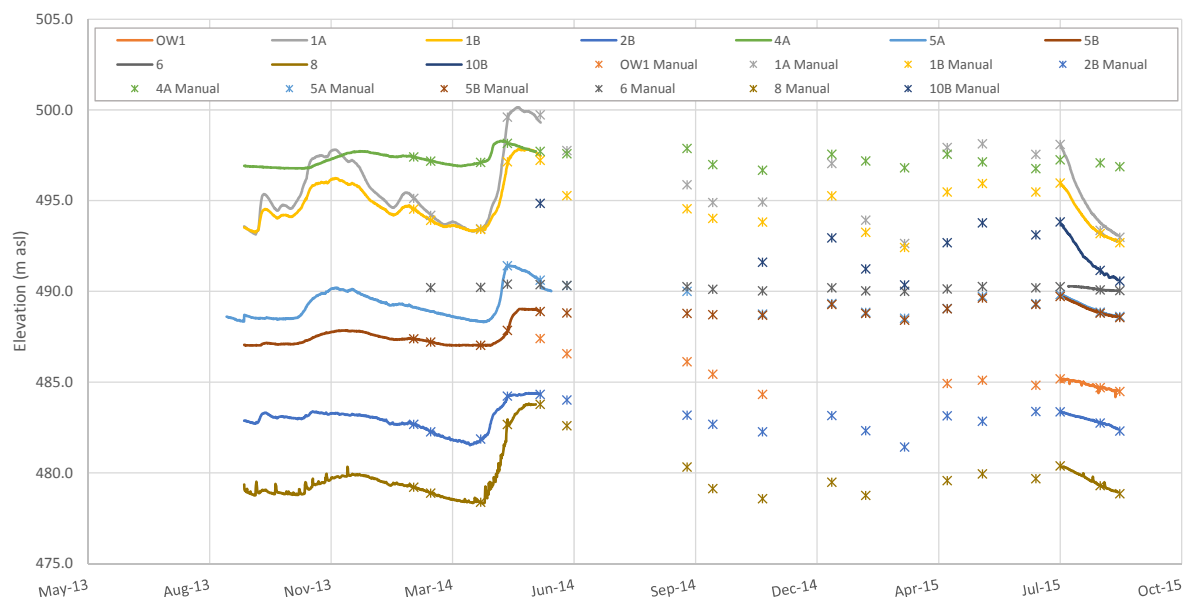
### 4.1 Groundwater Elevations

The groundwater monitoring network at the Shelburne Pit consists of multi-level monitoring wells that are constructed in the overburden and bedrock aquifers. The shallow wells, which are constructed in the sand and gravel aquifer (extraction unit) are identified as monitors “A”. The remaining wells are constructed in the Amabel Formation (limestone bedrock) and are identified as monitors “B”, as well as OW1, MW6 and OW8.

As stipulated on the Site Plans for the Shelburne Pit, quarterly manual water levels shall be collected from the on-site monitoring wells. The manual water level measurements are provided in Table 2.

**Table 2: 2015 Groundwater Measurements**

Well ID	Base of Well (masl)	Jan. 29	Feb. 12	Mar. 25	Apr. 16	May 13	Jun. 4	Sept. 11	Oct. 2	Nov. 12
MW1A	492.1	495.12	494.19	493.45	499.61	499.72	497.76	495.88	494.89	494.92
MW1B	487.5	494.53	493.91	493.41	497.14	497.23	495.28	494.55	494.02	493.82
MW2A	484.1	Dry	Dry	Dry	Dry	Dry	Dry	Dry	Dry	Dry
MW2B	476.8	482.68	482.26	481.86	484.23	484.33	484.01	483.18	482.68	482.26
MW4A	495.2	497.40	497.18	497.11	498.16	497.71	497.58	497.87	496.99	496.68
MW4B	489.4	Dry	Dry	Dry	Dry	Dry	Dry	Dry	Dry	Dry
MW5A	489.9	Dry	Dry	Dry	491.41	490.61	490.32	490.01	Dry	Dry
MW5B	478.9	487.38	487.21	487.03	487.85	488.89	488.81	488.78	488.71	488.69
MW6	N/A	N/A	490.21	490.22	490.40	490.37	490.33	490.26	490.11	490.03
MW8	469.9	479.21	478.89	478.38	482.66	483.77	482.59	480.32	479.12	478.57
MW9A	489.6	Dry	Dry	Dry	Dry	Dry	Dry	Dry	Dry	Dry
MW9B	486.2	Dry	Dry	Dry	Dry	Dry	Dry	Dry	Dry	Dry
MW10	490.2	Dry	Dry	Dry	494.20	494.13	Dry	Dry	Dry	490.89
OW1	455.3	487.38	487.34	487.28	N/A	487.40	486.56	486.12	485.44	484.32



**FIGURE 4: GROUNDWATER ELEVATIONS**



#### 4.1.1 Overburden Groundwater Elevations

Water levels were reported in the sand and gravel unit at MW1A, MW4A, and MW10. MW1A and MW10 show the greatest response to seasonal conditions (> 5 m rise in head during the spring melt), while MW4A generally fluctuates approximately 1-2 m annually. Historically, MW1A and MW10 have gone dry during drier periods of the year. The water level response measured at these wells may represent the groundwater recharging the bedrock system during the spring melt (i.e. hydraulic pressure from the bedrock regime).

MW4A is the only multi-level monitor that is constructed to measure the water level in the overburden along the northern property boundary. Water levels are reported to range between 498.16 and 496.68 masl. Unlike MW1A, the overburden at this location remains saturated throughout the year and the magnitude of the seasonal response (i.e., spring time highs) is minor (1 m versus 5 m). The upper bedrock is unsaturated. As the presence of groundwater in the overburden is not laterally continuous at the site, the groundwater monitored in MW4A is considered to represent perched conditions. Under the Revision of Policies and Procedures Manual for the Administration of the Aggregate Resources Act (May 2005) a perched groundwater table is not usually considered the water table for the purpose of establishing the on-site groundwater conditions. Therefore, the groundwater table (potentiometric surface) at the site is found to be within the bedrock aquifer unit

The overburden continues to be dry in the western portion of the property, which is supported by the installation of new down-gradient wells. MW9A was installed to replace the overburden well at the MW2 well nest. Although there is only 90 m between the MW9 and MW2 well nests, the bedrock surface drops by 6.5 m (low being at MW2). Therefore, the overburden/bedrock contact screened at MW9A is approximately 3 m higher in elevation.

#### 4.1.2 Bedrock Groundwater Elevations

The bedrock monitoring program includes the monitoring of wells that are either constructed as:

1. discrete screened intervals that allow for the potentiometric surface to be monitored for a fracture zone; or as
2. open-holed wells where the water level corresponds to a composite hydraulic head that represents a weighted average of hydraulic heads based upon the transmissivity of different bedding plane fractures. This composite head is typically dominated by the most permeable fracture intersecting the bedrock well

The bedrock monitoring wells which discretely monitor a fracture interval (typically 1.5 to 3 m span in the bedrock) include: MW1B, MW2B, MW4B, MW5B, and MW9B. Of these, MW4B and MW9B monitor the upper 3 meters of the bedrock (immediately below the overburden contact). MW9B has remained dry since it was installed in June 2012. Similarly, MW4B has remained dry since 2004. The data indicates that the upper portion of the bedrock is unsaturated in the vicinity of these wells.

Saturated conditions of discretely monitored portions of the bedrock are reported at MW1B, MW2B, and MW5B, all located along the southern property boundary. The top of the bedrock surface at MW1B is approximately 491 masl. The water levels in MW1B range between approximately 497 and 493 masl. At MW2B, the bedrock contact is at approximately 483 masl. Water levels range between approximately 484 and 480 masl. The drop in elevation of the bedrock surface across the site (from west to east) is also reflected in the water level elevations.

The open-hole water level within the bedrock is measured at MW6 (Scale House Well), OW1, and OW8. The water level in MW6 is relatively constant at 490 masl. Slight increases are evident during the spring freshet. OW1 and OW8 both report larger seasonal fluctuation than OW6, and are within the seasonal ranges observed at MW1B and MW2B.

The sites water level low of 478.38 masl was measured at MW8. MW8 has a water level ranging seasonally between 1 and 4 m lower than the water levels reported from MW2B, which is located approximately 150 m to the south. As reported over the years, open-hole water levels must be interpreted with caution in heterogeneous fractured rock aquifers.

#### **4.2 Groundwater Flow**

Regionally, groundwater flow in the bedrock regime will be controlled by the glacial re-entrant valley of the Pine River, which begins in the vicinity of Horning Mills (Figure 2). This northwesterly regional flow direction is supported by on-site bedrock water level data, as well as work completed at adjacent sites (Whitewater, 2010). Figure 6 presents the groundwater flow contours for data collected at the Shelburne Pit and an adjacent site to the south.

#### **4.3 Groundwater Quality**

Groundwater sampling took place on May 13, 2014. Water level measurements were obtained prior to any disturbance of the piezometric surface within each monitor. Groundwater samples were collected from dedicated monitoring wells following purging of at least three borehole volumes of water from each monitoring well (or until well pumped dry) using dedicated check valve pumps and tubing. Groundwater samples for inorganic analysis were also filtered using disposable 0.45 µm filters (where permissible). The samples obtained for VOC/PHC analyses were obtained from the top of the water column within the well utilizing dedicated bailers prior to any purging.

The laboratory provided all sample bottles, which were prepared with preservatives for consistency, as required. Samples were maintained in coolers with freezer packs and were delivered to the required laboratory within 24 to 36 hours of collection. The raw results from AGAT are provided in Appendix B.

The groundwater geochemistry at the site is characterized by relatively low concentrations for most parameters. This is illustrated by the fact many inorganic parameters have a concentration that is below laboratory detection limits. The 2014 data was compared to historical site data, which correlate well. In addition to the inorganic sampling discussed above, several petroleum hydrocarbon parameters were analyzed. There was no detection of petroleum hydrocarbons in 2014.

### **5.0 CONCLUSIONS**

1. The operation of the Shelburne Pit is currently not having any measureable impacts on the groundwater regime.
2. It is recommended that the compliance monitoring program continue as stipulated on the Site Plans.



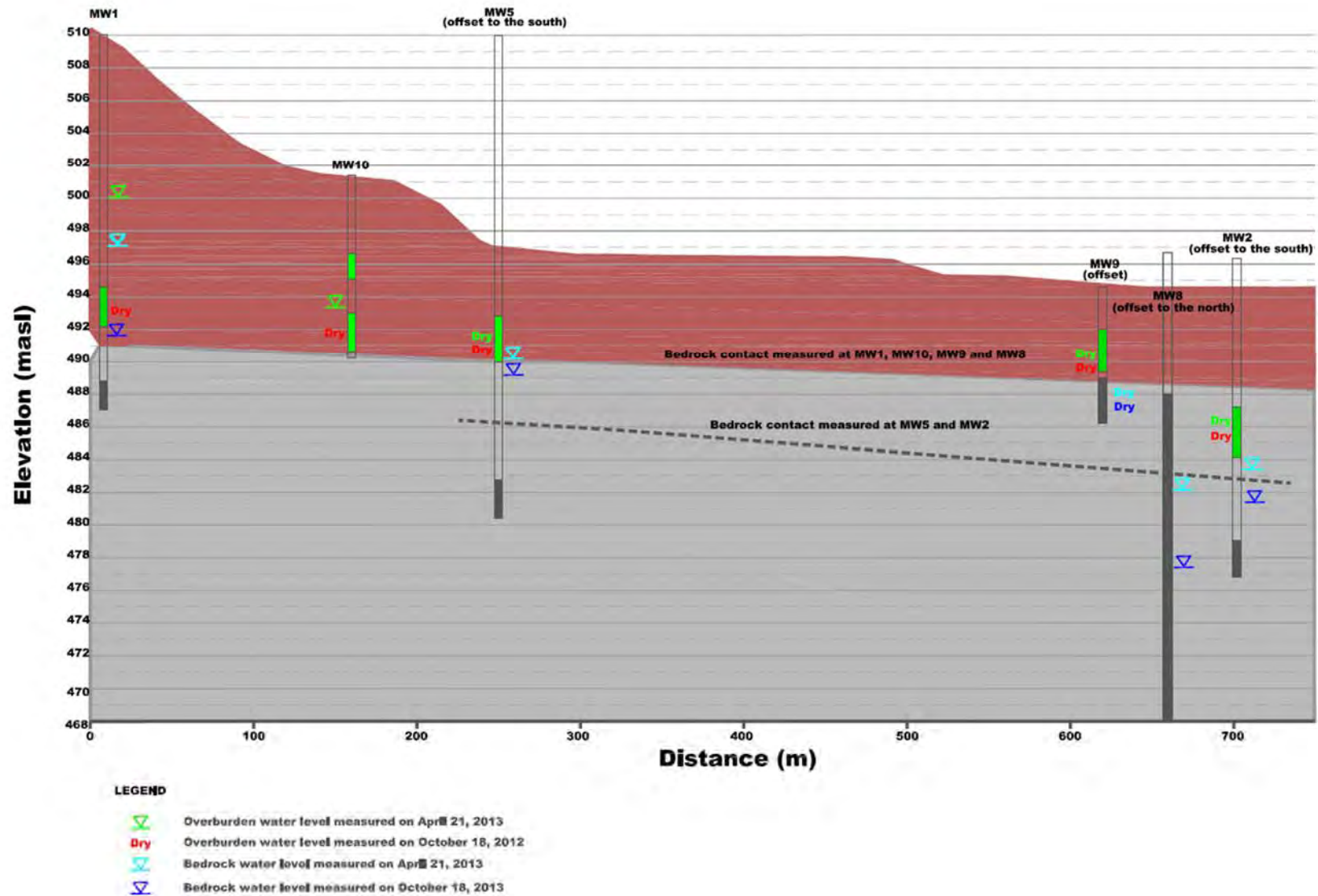


FIGURE 5: GEOLOGICAL AND HYDROGEOLOGICAL CROSS SECTION

**FIGURE 6: BEDROCK GROUNDWATER FLOW CONTOURS**

## 6.0 REFERENCES

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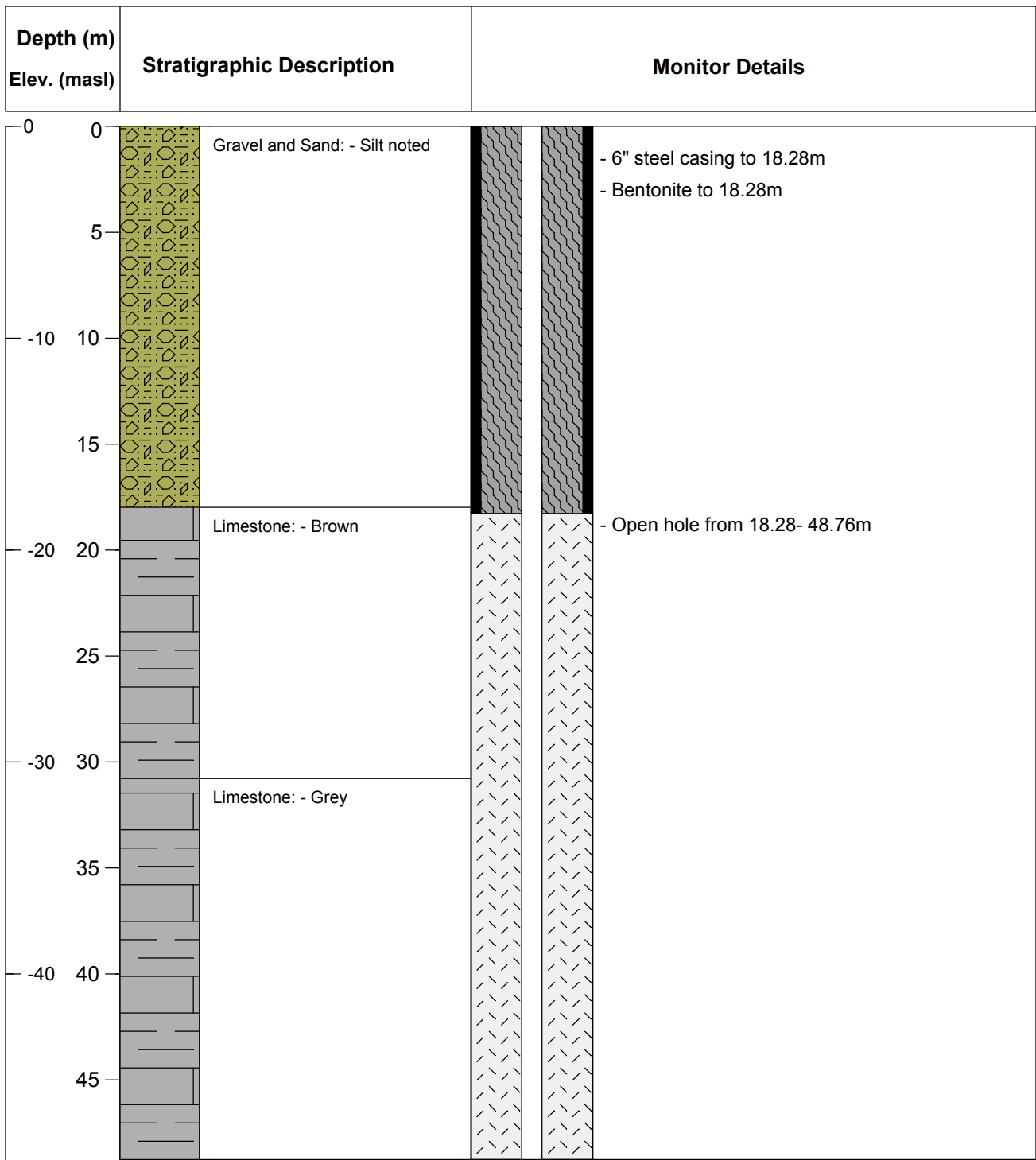
Level 2 Hydrogeological Assessment: Proposed Melancthon Pit. Prepared for Strada Aggregates.

## APPENDIX A

### BOREHOLE LOGS

# Well Name: OW1

<b>Project No:</b> 07-253p <b>Date:</b> August 2, 2004		<b>Location:</b> Lot 12, Con 3, Twp. of Melancthon Shelbourne	
<b>Logged By:</b> Keith Lang		<b>Total Depth:</b> 48.76m <b>Ground Elevation:</b> 504.07 (masl)	<b>Top of Casing:</b> 504.77 (masl)
<b>Drilled by:</b> Keith Lang Well Drilling		<b>UTM:</b> Northing: 4888237 Easting: 561395	
<b>MOE Well Tag I.D.</b> A 006830			



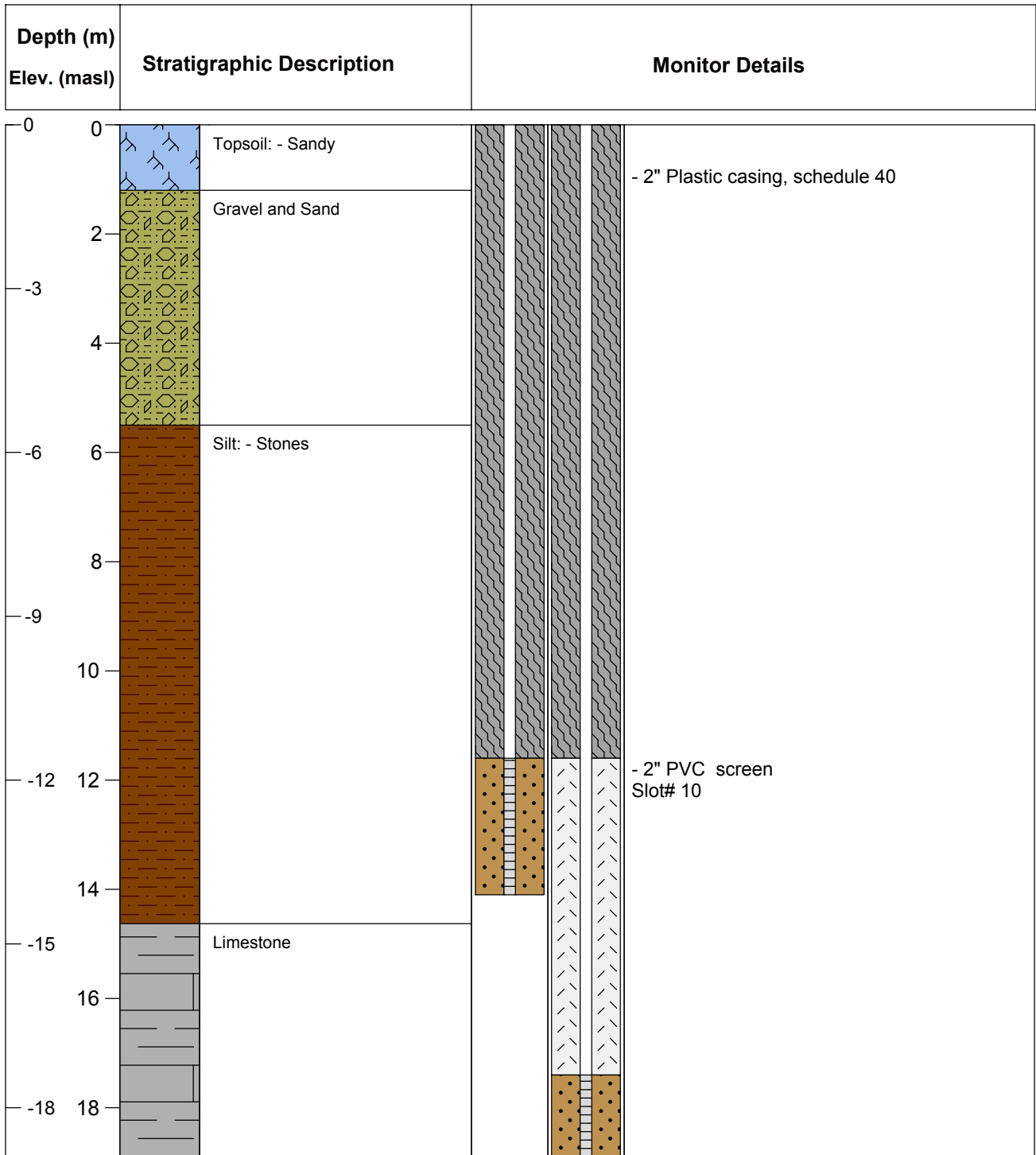
**Prepared By: Goffco Limited**

**Prepared For:**



# Well Name: MW1-01

<b>Project No:</b> 07-253p <b>Date:</b> December 1, 2001		<b>Location:</b> Lot 12, Con 3, Twp. of Melancthon Shelbourne	
<b>Logged By:</b> Keith Lang		<b>Total Depth:</b> 18.9m	<b>Ground Elevation:</b> 507 (masl)
<b>Drilled by:</b> Keith Lang Well Drilling		<b>Top of Casing:</b> (masl)	
<b>MOE Well Tag I.D.</b> MW1-01		<b>UTM:</b> Northing: 4887604 Easting: 561145	



**Prepared By: Goffco Limited**

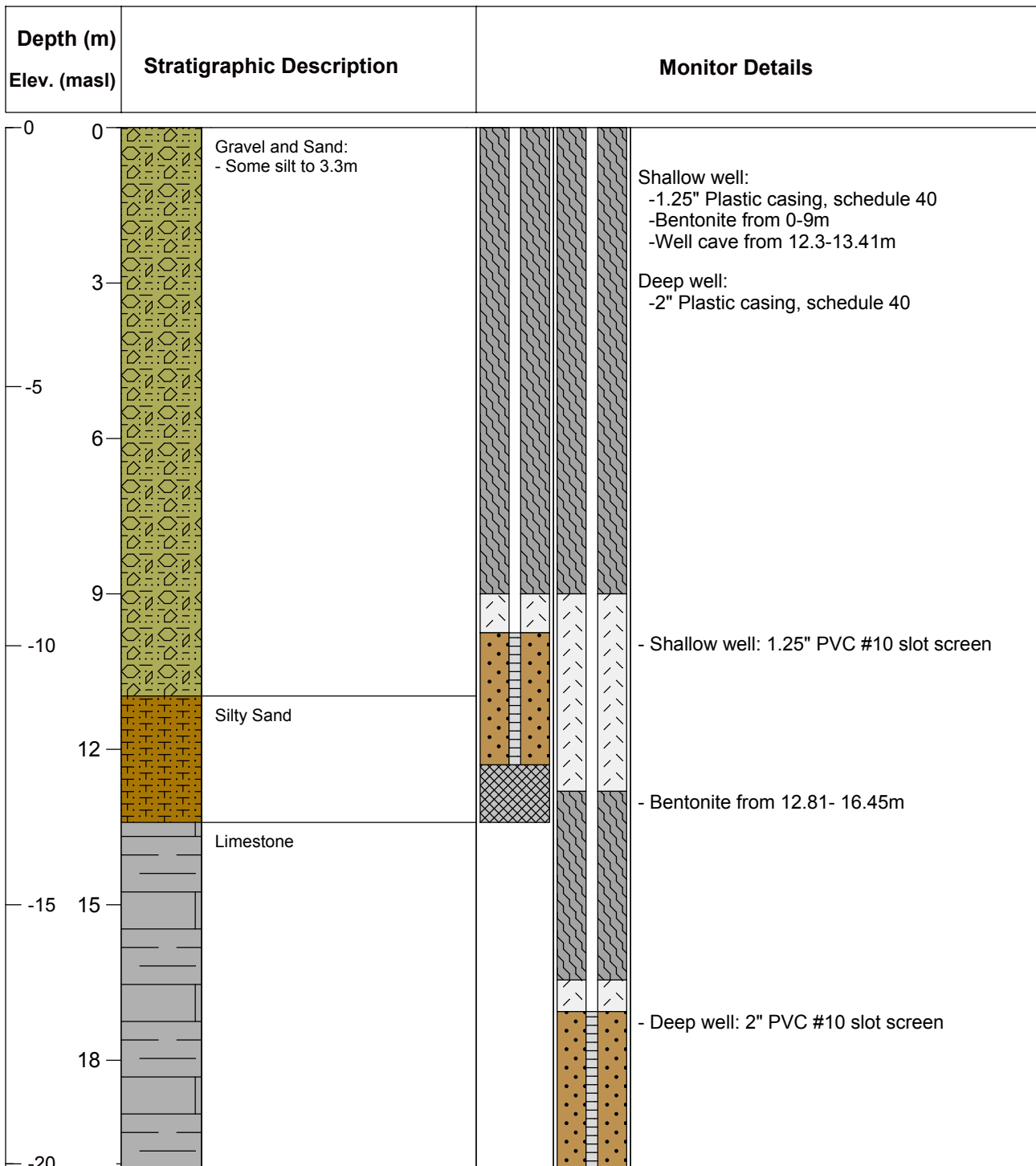
**Prepared For:**





# Well Name: MW2-04

<b>Project No:</b> 07-253p <b>Date:</b> August 1, 2004		<b>Location:</b> Lot 12, Con 3, Twp. of Melancthon Shelbourne
<b>Logged By:</b> Keith Lang		<b>Total Depth:</b> 20.11m <b>Ground Elevation:</b> 496.32 (masl) <b>Top of Casing:</b> 497.36 (masl)
<b>Drilled by:</b> Keith Lang Well Drilling		<b>UTM:</b> Northing: 4887847 Easting: 561769
<b>MOE Well Tag I.D.</b> A 006815		



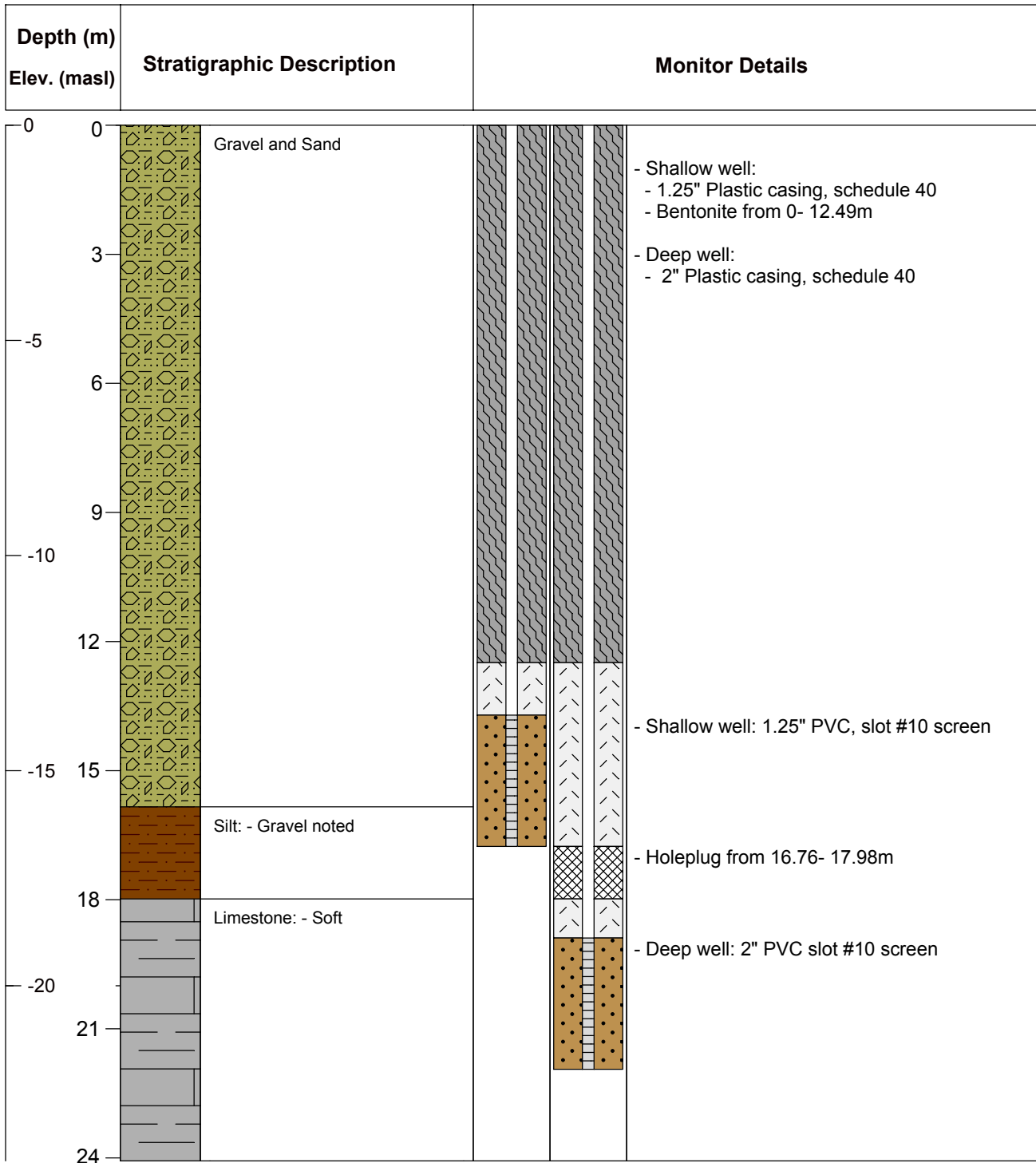
**Prepared By: Goffco Limited**

**Prepared For:**



# Well Name: MW4-04

<b>Project No:</b> 07-253p <b>Date:</b> August 1, 2004	<b>Location:</b> Lot 12, Con 3, Twp. of Melancthon Shelbourne
<b>Logged By:</b> Keith Lang	<b>Total Depth:</b> 24.07m <b>Ground Elevation:</b> 511.17 (masl) <b>Top of Casing:</b> 512.08 (masl)
<b>Drilled by:</b> Keith Lang Well Drilling	<b>UTM:</b> Northing: 4888243 Easting: 561230
<b>MOE Well Tag I.D.</b> A 006827	



**Prepared By: Goffco Limited**

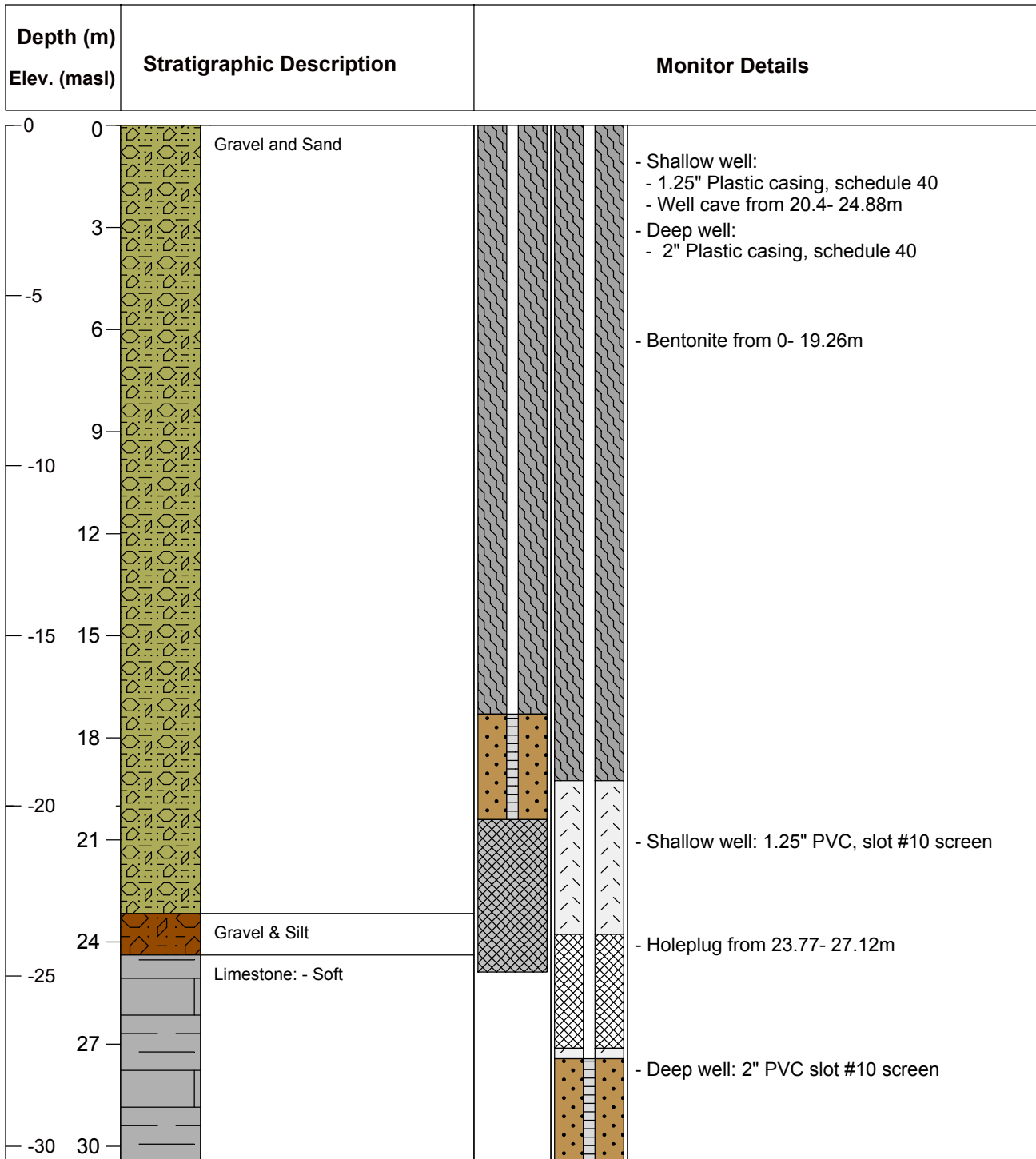
**Prepared For:**





# Well Name: MW5-04

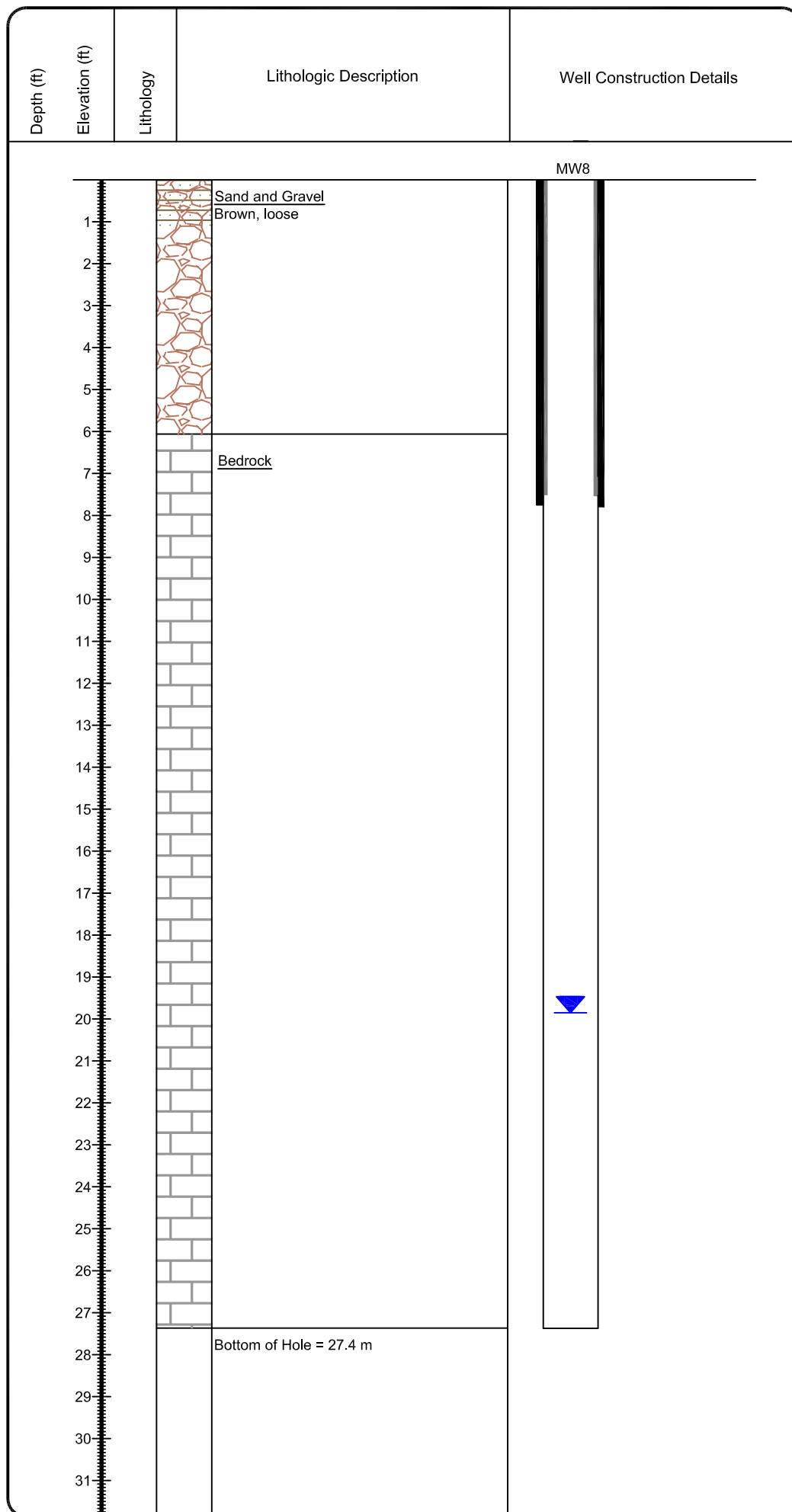
<b>Project No:</b> 07-253p <b>Date:</b> August 8, 2004	<b>Location:</b> Lot 12, Con 3, Twp. of Melancthon Shelbourne
<b>Logged By:</b> Keith Lang	<b>Total Depth:</b> 30.48m <b>Ground Elevation:</b> 510.35 (masl) <b>Top of Casing:</b> 511.48 (masl)
<b>Drilled by:</b> Keith Lang Well Drilling	<b>UTM:</b> Northing: 4887669 Easting: 561431
<b>MOE Well Tag I.D.</b> A 006826	



**Prepared By: Goffco Limited**

**Prepared For:**





MONITORING WELL NEST  
MW8

Shelburne Pit  
Compliance Monitoring  
Hydrogeological Assessment








Lot 12, Con 3  
Township of Melancthon

DRILLING DETAILS  
Drill Date: June 2012  
Drilling Method: Mud Rotary  
Driller: Keith Lang Well Drilling  
Geologist: Tecia White

MONITORING WELL INFORMATION  
NAD83 Zone 17    Easting:  
Northing:

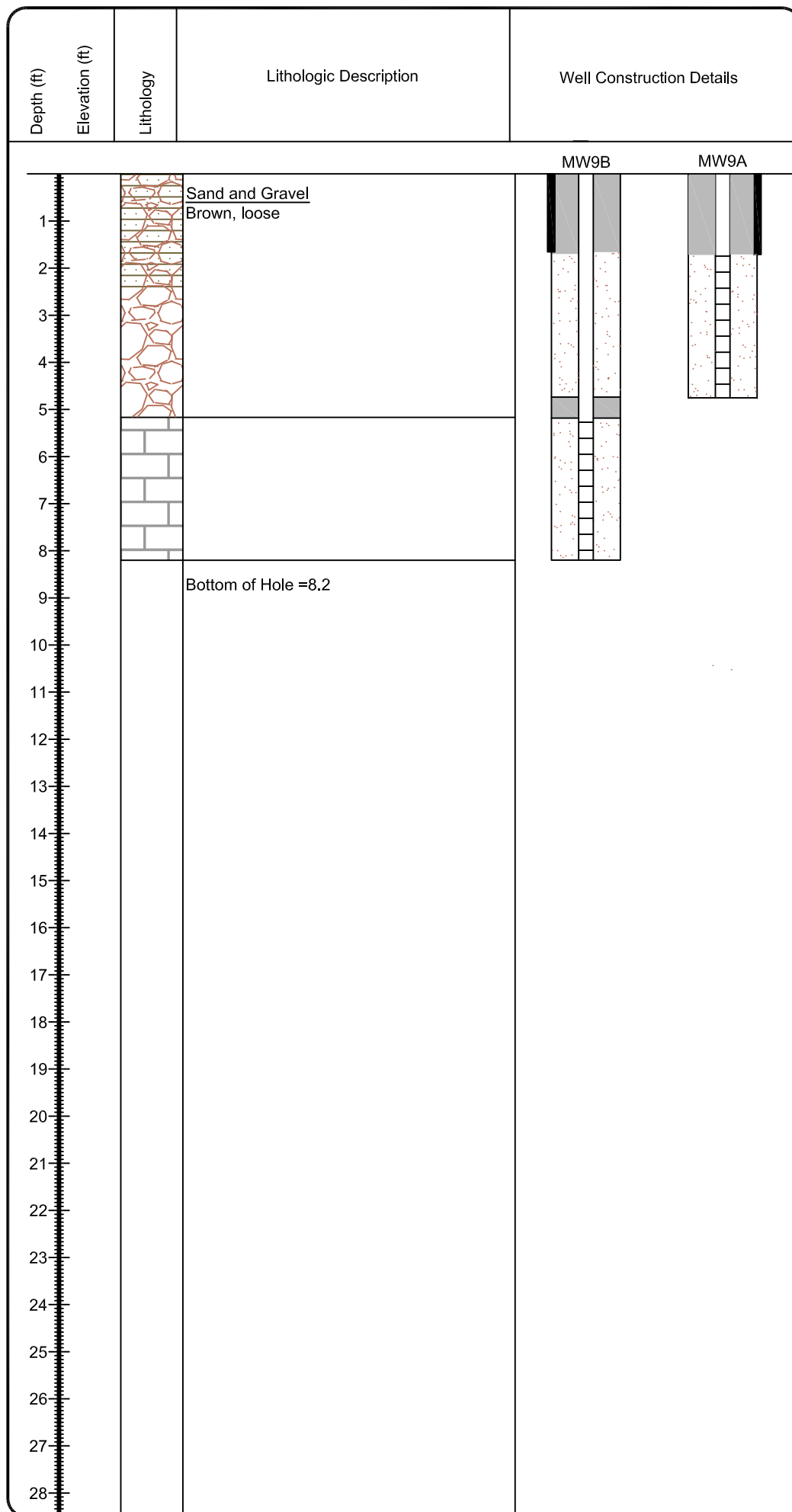
Monitoring Well	MW8		
Ground Elev.			
Top of Casing Elev.			
Stick Up (m)			
Well Depth (m)	27.4 m		
High Water Level (date of water level)			

All units expressed as metres above sea level unless otherwise noted

LEGEND  
 Water Level Elevation  
 Bentonite Slurry  
 Backfill  
 Silica Sand  
 Schedule 40 (2") PVC Riser Pipe  
 Schedule 40 (2") 10-slot PVC Screen  
 Protective Casing (4")

Whitewater Hydrogeology Ltd.

Date Issued: 2012	Page 1 of 1
Created By: Whitewater Hydrogeology	
Project No.	
File Name: -	



MONITORING WELL NEST  
MW9

Shelburne Pit  
Compliance Monitoring  
Hydrogeological Assessment  
  
Lot 12, Con 3  
Township of Melancthon

DRILLING DETAILS

Drill Date: June 2012  
Drilling Method: Mud Rotary  
Driller: Keith Lang Well Drilling  
Geologist: Tecia White








MONITORING WELL INFORMATION

NAD83 Zone 17    Easting:  
Northing:

Monitoring Well	MW9A	MW9B	
Ground Elev.			
Top of Casing Elev.			
Stick Up (m)			
Well Depth (m)	4.8 m	8.2 m	
High Water Level (date of water level)			

All units expressed as metres above sea level unless otherwise noted

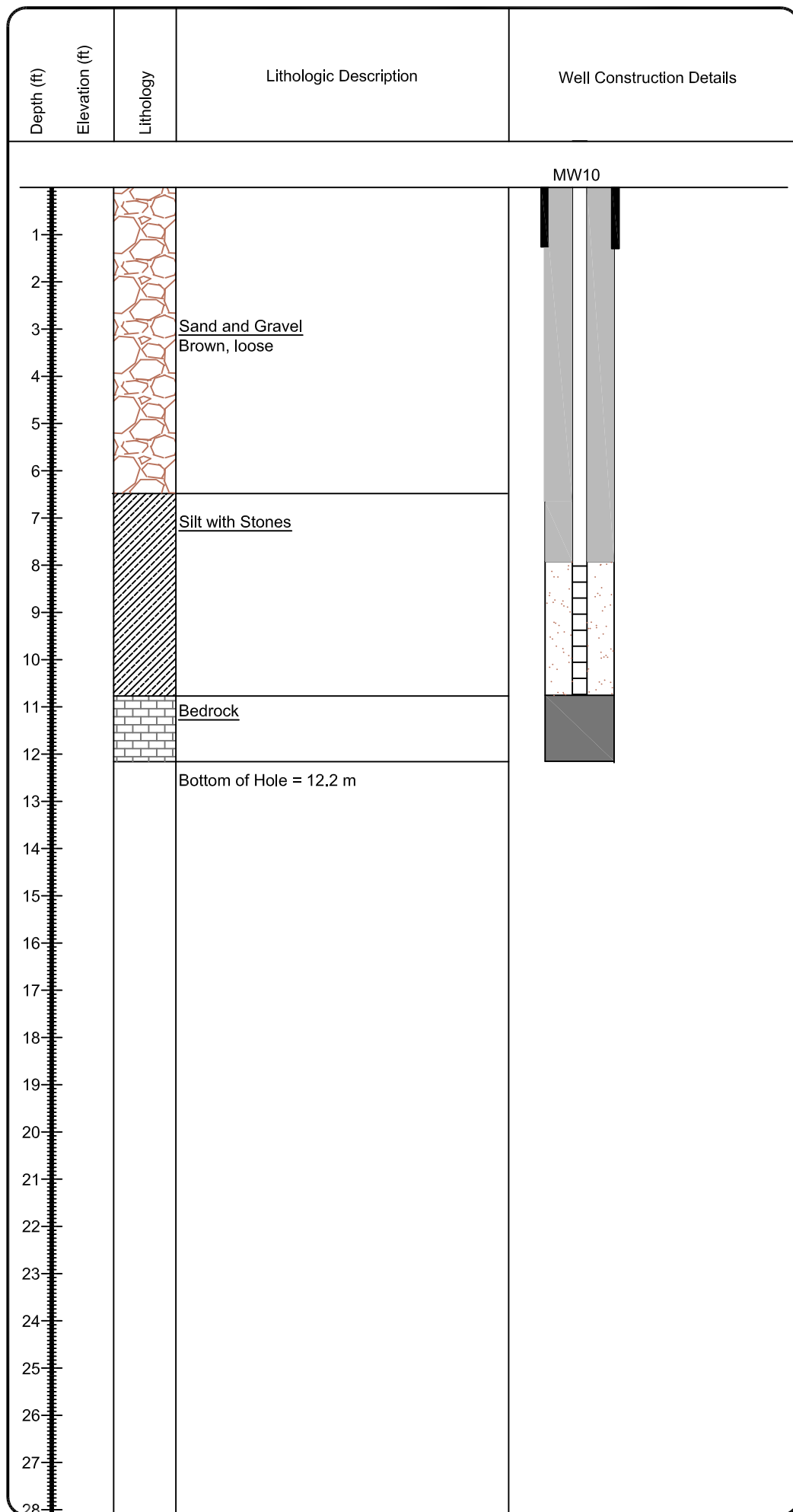
LEGEND

 Water Level Elevation  
  
 Bentonite Slurry  
 Backfill  
 Silica Sand  
 Schedule 40 (2") PVC Riser Pipe  
 Schedule 40 (2") 10-slot PVC Screen  
 Protective Casing (4")

Whitewater Hydrogeology Ltd.

Date Issued: 2012  
Created By: Whitewater Hydrogeology  
Project No.  
File Name: -

Page  
1 of 1



MONITORING WELL NEST

MW10

Shelburne Pit

Compliance Monitoring

Hydrogeological Assessment

Lot 12, Con 3

Township of Melancthon

-

DRILLING DETAILS

Drill Date: 22/06/11

Drilling Method: Hollow Stem

Driller: Keith Lang Well Drilling

Geologist: Tecia White

MONITORING WELL INFORMATION

NAD83 Zone 17    Easting:

Northing:

Monitoring Well	MW10		-
Ground Elev.			-
Top of Casing Elev.			-
Stick Up (m)	0.8 m		-
Well Depth (m)	10.8 m		-
High Water Level <small>(date of water level)</small>	dry October 2012		-

All units expressed as metres above sea level unless otherwise noted

LEGEND

Bentonite Slurry

Backfill

Silica Sand

Schedule 40 (2") PVC Riser Pipe

Schedule 40 (2") 10-slot PVC Screen

Protective Casing (4")

Whitewater Hydrogeology Ltd.

Date Issued: November, 2011

Created By: Whitewater Hydrogeology

Project No. 00-000

File Name: -

Page

1 of 1



Ministry of  
the Environment

Well Tag No. (Pls  
115091 A115091

Well Record

Regulation 903 Ontario Water Resources Act

Measurements recorded in: ☐ Metric ☐ Imperial

Page 1 of 1

Well Owner Information  
First Name STRADA AGGERAGATES Last Name / Organization E-mail Address ☐ Well Constructed by Well Owner

Mailing Address (Street Number/Name) 30 FLORAL PARKWAY Municipality CONCORD Province ONT Postal Code L4K 4R1 Telephone No. (inc. area code)

Well Location  
Address of Well Location (Street Number/Name) Township MELANCTHON Lot 13 Concession 3

County/District/Municipality DUFFERIN City/Town/Village Province Ontario Postal Code

UTM Coordinates Zone 17 Easting 561721 Northing 4887995 Municipal Plan and Sublot Number Other

General Colour	Most Common Material	Other Materials	General Description	Depth (m/f)
BROWN	SAND & GRAVEL			From To
BROWN	LIMESTONE SOFT			20ft 37ft

Depth Set at (m/f)	Type of Sealant Used (Material and Type)	Volume Placed (m <sup>3</sup> /ft <sup>3</sup> )
0 25ft	BENTONITE 87BAGS	

Method of Construction	Well Use
<input type="checkbox"/> Cable Tool <input type="checkbox"/> Rotary (Conventional) <input type="checkbox"/> Rotary (Reverse) <input type="checkbox"/> Boring <input type="checkbox"/> Air percussion <input type="checkbox"/> Other, specify	<input type="checkbox"/> Public <input type="checkbox"/> Commercial <input type="checkbox"/> Not used <input type="checkbox"/> Domestic <input type="checkbox"/> Municipal <input type="checkbox"/> Test hole <input type="checkbox"/> Dewatering <input type="checkbox"/> Livestock <input type="checkbox"/> Test hole <input type="checkbox"/> Monitoring <input type="checkbox"/> Irrigation <input type="checkbox"/> Cooling & Air Conditioning <input type="checkbox"/> Industrial <input type="checkbox"/> Other, specify

Inside Diameter (mm/in)	Open Hole OR Material (Galvanized, Fiberglass, Concrete, Plastic, Steel)	Well Thickness (mm/in)	Depth (m/f)	Water Supply
2in	plastic	40	0 26ft	<input type="checkbox"/> Replacement Well <input type="checkbox"/> Test Hole <input type="checkbox"/> Recharge Well <input type="checkbox"/> Dewatering Well <input type="checkbox"/> Observation and/or Monitoring Hole <input type="checkbox"/> Alteration (Construction) <input type="checkbox"/> Abandoned, Insufficient Supply <input type="checkbox"/> Abandoned, Poor Water Quality <input type="checkbox"/> Abandoned, other, specify <input type="checkbox"/> Other, specify

Outside Diameter (mm/in)	Material (Plastic, Galvanized, Steel)	Slot No.	Depth (m/f)
2in	plastic	.10	26ft 36ft

Water found at Depth (m/f)	Kind of Water: <input type="checkbox"/> Fresh <input type="checkbox"/> Untested <input type="checkbox"/> Gas <input type="checkbox"/> Other, specify	Depth (m/f)	Diameter (mm/in)
35ft		0 37ft	6in

Business Name of Well Contractor KEITH LANG WELL DRILLING INC Well Contractor's Licence No. 7154  
Business Address (Street Number/Name) 251 ELDON ST GODERICH Municipality  
Province ONT Postal Code N7A 3K9 Business E-mail Address

Bus. Telephone No. (inc. area code) Name of Well Technician (Last Name, First Name) KEITH LANG  
Well Technician's Licence No. 1440 Signature of Technician and/or Contractor Date Submitted Y Y Y Y M M D D  
Well Owner's Information package delivered ☐ Yes ☐ No Date Package Delivered Y Y Y Y M M D D  
Date Work Completed 2012.6.20 Y Y Y Y M M D D  
Received 142139

☐ Wall Constructed by M.F.O.

Telephone No. (Incl. area code)

Lot	13
-----	----

Postal Code

Other	
-------	--

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Ontario

Ministry of  
the Environment

Well Tag No. (Pls)

A115096

Well Record

Regulation 903 Ontario Water Resources Act

Measurements recorded in: ☐ Metric ☐ Imperial

115096

Page of

Well Owner Information  
 First Name: STRADA AGGERGATES Last Name / Organization: Mailing Address (Street Number/Name): 30 FLORAL PARKWAY  
 E-mail Address: ☐ Well Constructed by Well Owner

Well Location  
 Municipality: CONCORD ONT Province: ONT Postal Code: L4K 4R1 Telephone No. (inc. area code):

Address of Well Location (Street Number/Name): Township: MELANCTHON Lot: 13 Concession: 3

County/District/Municipality: DUFFERIN City/Town/Village: Province: Ontario Postal Code: UTM Coordinates: Zone: 17 Easting: 561634 Northing: 4887857 Municipal Plan and Sublot Number: Other:

General Colour: Most Common Material: Other Materials: General Description: Depth (mft) From To

BROWN SAND GRAVEL 0 17ft  
 BROWN LIMESTONE SOFT 17ft 27ft

Depth Set at (mft) From To Type of Sealant Used (Material and Type) Volume Placed (m<sup>3</sup>/ft<sup>3</sup>)

0 6ft bentonite®

After test of well yield, water was: ☒ Clear and sand free ☐ Other, specify: If pumping discontinued, give reason: Pump intake set at (mft): Pumping rate (l/min / GPM): Duration of pumping: hrs + min: Final water level end of pumping (mft): If flowing give rate (l/min / GPM): Recommended pump depth (mft): Recommended pump rate (l/min / GPM): Well production (l/min / GPM): Disinfected? ☐ Yes ☐ No

Draw Down: Time (min) Water Level (mft) Recovery: Time (min) Water Level (mft)

1 1  
 2 2  
 3 3  
 4 4  
 5 5  
 10 10  
 15 15  
 20 20  
 25 25  
 30 30  
 40 40  
 50 50  
 60 60

Inside Diameter (cm/in): Open Hole OR Material (Galvanized, Fiberglass, Concrete, Plastic, Steel): Wall Thickness (cm/in): Depth (mft) From To

1 1/4 plastic 40 0 6ft  
 1 1/4 plastic 40 0 18ft

Outside Diameter (cm/in): Material (Plastic, Galvanized, Steel): Slot No.: Depth (mft) From To

1 1/4 plastic .10 6ft 16ft  
 1 1/4 plastic .10 17ft 27ft

Water found at Depth (mft) Kind of Water: ☐ Fresh ☐ Untested ☐ Gas ☐ Other, specify: Depth (mft) From To Diameter (cm/in)

Water found at Depth (mft) Kind of Water: ☐ Fresh ☐ Untested ☐ Gas ☐ Other, specify: 0 28ft 5in

Water found at Depth (mft) Kind of Water: ☐ Fresh ☐ Untested ☐ Gas ☐ Other, specify:

Business Name of Well Contractor: KEITH LANG WELL DRILLING INC Well Contractor's Licence No.: 71549  
 Business Address (Street Number/Name): 251 ELDON ST GODERICH ONT Municipality: Province: Postal Code: N7A3R9 Business E-mail Address:

Bus. Telephone No. (inc. area code): Name of Well Technician (Last Name, First Name): KEITH LANG  
 Well Technician's Licence No.: 1449 Signature of Technician and/or Contractor: Date Submitted: Y Y Y Y M M D D

Well owner's information package delivered: ☐ Yes ☒ No Date Package Delivered: Y Y Y Y M M D D Date Work Completed: 2012 6 20 Y Y Y Y M M D D

Well owner's information package delivered: ☐ Yes ☒ No Date Package Delivered: Y Y Y Y M M D D Date Work Completed: 2012 6 20 Y Y Y Y M M D D

Well owner's information package delivered: ☐ Yes ☒ No Date Package Delivered: Y Y Y Y M M D D Date Work Completed: 2012 6 20 Y Y Y Y M M D D

Well owner's information package delivered: ☐ Yes ☒ No Date Package Delivered: Y Y Y Y M M D D Date Work Completed: 2012 6 20 Y Y Y Y M M D D

Well owner's information package delivered: ☐ Yes ☒ No Date Package Delivered: Y Y Y Y M M D D Date Work Completed: 2012 6 20 Y Y Y Y M M D D

Well owner's information package delivered: ☐ Yes ☒ No Date Package Delivered: Y Y Y Y M M D D Date Work Completed: 2012 6 20 Y Y Y Y M M D D

Well owner's information package delivered: ☐ Yes ☒ No Date Package Delivered: Y Y Y Y M M D D Date Work Completed: 2012 6 20 Y Y Y Y M M D D

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Please provide a map below following instructions on the back.

SCALE  
 HOUSE  
 LAKE  
 STRADA  
 PIT  
 X WELL

## APPENDIX B

### GROUNDWATER WATER QUALITY



CLIENT NAME: WHITEWATER HYDROGEOLOGY LTD  
80 CHAMBERLAIN CRES  
COLLINGWOOD, ON L9Y0G8  
(705) 791-1988

ATTENTION TO: TECIA WHITE

PROJECT: Shelburne North

AGAT WORK ORDER: 14T840214

TRACE ORGANICS REVIEWED BY: Oksana Gushyla, Trace Organics Lab Supervisor

WATER ANALYSIS REVIEWED BY: Parvathi Malemath, Data Reviewer

DATE REPORTED: Jun 05, 2014

PAGES (INCLUDING COVER): 16

VERSION\*: 2

Should you require any information regarding this analysis please contact your client services representative at (905) 712-5100

**\*NOTES**

VERSION 2: Revised version with additional analyses reported on June 5, 2014

All samples will be disposed of within 30 days following analysis. Please contact the lab if you require additional sample storage time.



## Certificate of Analysis

AGAT WORK ORDER: 14T840214

PROJECT: Shelburne North

5835 COOPERS AVENUE  
MISSISSAUGA, ONTARIO  
CANADA L4Z 1Y2  
TEL (905)712-5100  
FAX (905)712-5122  
<http://www.agatlabs.com>

CLIENT NAME: WHITEWATER HYDROGEOLOGY LTD

ATTENTION TO: TECIA WHITE

### O. Reg. 153(511) - PHCs F1 - F4 (-BTEX) (Water)

DATE RECEIVED: 2014-05-15

DATE REPORTED: 2014-06-05

SAMPLE DESCRIPTION:				MW1b	OW1	OW2b	OW4a	OW6	OW5a	OW5b	MW10b
SAMPLE TYPE:				Water	Water	Water	Water	Water	Water	Water	Water
DATE SAMPLED:				5/13/2014	5/13/2014	5/13/2014	5/13/2014	5/13/2014	5/13/2014	5/13/2014	5/13/2014
Parameter	Unit	G / S	RDL	5372698	5372708	5372716	5372724	5372732	5372740	5372748	5372756
F1 (C6 to C10)	µg/L		25	<25	<25	<25	<25	<25	<25	<25	<25
F1 (C6 to C10) minus BTEX	µg/L		25	<25	<25	<25	<25	<25	<25	<25	<25
F2 (C10 to C16)	µg/L		100	<100	<100	<100	<100	<100	<100	<100	<100
F3 (C16 to C34)	µg/L		100	<100	<100	<100	<100	<100	<100	<100	<100
F4 (C34 to C50)	µg/L		100	<100	<100	<100	<100	<100	<100	<100	<100
Gravimetric Heavy Hydrocarbons	µg/L		500	NA	NA	NA	NA	NA	NA	NA	NA
Surrogate	Unit	Acceptable Limits									
Terphenyl	%		60-140	75	80	63	94	60	60	99	74
SAMPLE DESCRIPTION:				MW9	OW8						
SAMPLE TYPE:				Water	Water						
DATE SAMPLED:				5/13/2014	5/13/2014						
Parameter	Unit	G / S	RDL	5372764	5372772						
F1 (C6 to C10)	µg/L		25	<25	<25						
F1 (C6 to C10) minus BTEX	µg/L		25	<25	<25						
F2 (C10 to C16)	µg/L		100	<100	<100						
F3 (C16 to C34)	µg/L		100	<100	<100						
F4 (C34 to C50)	µg/L		100	<100	<100						
Gravimetric Heavy Hydrocarbons	µg/L		500	NA	NA						
Surrogate	Unit	Acceptable Limits									
Terphenyl	%		60-140	64	76						

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard

5372698-5372772 The C6-C10 fraction is calculated using Toluene response factor.

The C10 - C16, C16 - C34, and C34 - C50 fractions are calculated using the average response factor for n-C10, n-C16, and n-C34.

Gravimetric Heavy Hydrocarbons are not included in the Total C16 - C50 and are only determined if the chromatogram of the C34 - C50 Hydrocarbons indicated that hydrocarbons >C50 are present.

Total C6-C50 results are corrected for BTEX and PAH contributions.

This method complies with the Reference Method for the CWS PHC and is validated for use in the laboratory.

nC6 and nC10 response factors are within 30% of Toluene response factor.

nC10, nC16 and nC34 response factors are within 10% of their average.

C50 response factor is within 70% of nC10 + nC16 nC34 average.

Linearity is within 15%.

Extraction and holding times were met for this sample.

Fractions 1-4 are quantified without the contribution of PAHs. Under Ontario Regulation 153, results are considered valid without determining the PAH contribution if not requested by the client.

Certified By:



## Certificate of Analysis

AGAT WORK ORDER: 14T840214

PROJECT: Shelburne North

5835 COOPERS AVENUE  
MISSISSAUGA, ONTARIO  
CANADA L4Z 1Y2  
TEL (905)712-5100  
FAX (905)712-5122  
<http://www.agatlabs.com>

CLIENT NAME: WHITEWATER HYDROGEOLOGY LTD

ATTENTION TO: TECIA WHITE

VOCs (Water)											
DATE RECEIVED: 2014-05-15				DATE REPORTED: 2014-06-05							
SAMPLE DESCRIPTION:				MW1b	OW1	OW2b	OW4a	OW6	OW5a	OW5b	MW10b
SAMPLE TYPE:				Water	Water	Water	Water	Water	Water	Water	Water
DATE SAMPLED:				5/13/2014	5/13/2014	5/13/2014	5/13/2014	5/13/2014	5/13/2014	5/13/2014	5/13/2014
Parameter	Unit	G / S	RDL	5372698	5372708	5372716	5372724	5372732	5372740	5372748	5372756
Dichlorodifluoromethane	µg/L		0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Vinyl Chloride	µg/L	2	0.17	<0.17	<0.17	<0.17	<0.17	<0.17	<0.17	<0.17	<0.17
Bromomethane	µg/L		0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Trichlorofluoromethane	µg/L		0.40	<0.40	<0.40	<0.40	<0.40	<0.40	<0.40	<0.40	<0.40
Acetone	µg/L		1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0
1,1-Dichloroethylene	µg/L	14	0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
Methylene Chloride	µg/L		0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
trans- 1,2-Dichloroethylene	µg/L		0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Methyl tert-butyl ether	µg/L		0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,1-Dichloroethane	µg/L		0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
Methyl Ethyl Ketone	µg/L		1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0
cis- 1,2-Dichloroethylene	µg/L		0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Chloroform	µg/L		0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,2-Dichloroethane	µg/L	5	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,1,1-Trichloroethane	µg/L		0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
Carbon Tetrachloride	µg/L	5	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Benzene	µg/L	5	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,2-Dichloropropane	µg/L		0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Trichloroethylene	µg/L	5	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Bromodichloromethane	µg/L		0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Methyl Isobutyl Ketone	µg/L		1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0
1,1,2-Trichloroethane	µg/L		0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Toluene	µg/L	(24)	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Dibromochloromethane	µg/L		0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Ethylene Dibromide	µg/L		0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Tetrachloroethylene	µg/L	30	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
1,1,1,2-Tetrachloroethane	µg/L		0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Chlorobenzene	µg/L		0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
Ethylbenzene	µg/L		0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
m & p-Xylene	µg/L		0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Bromoform	µg/L		0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10

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# Certificate of Analysis

AGAT WORK ORDER: 14T840214

PROJECT: Shelburne North

5835 COOPERS AVENUE  
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<http://www.agatlabs.com>

CLIENT NAME: WHITEWATER HYDROGEOLOGY LTD

ATTENTION TO: TECIA WHITE

## VOCs (Water)

DATE RECEIVED: 2014-05-15

DATE REPORTED: 2014-06-05

		SAMPLE DESCRIPTION:		MW1b	OW1	OW2b	OW4a	OW6	OW5a	OW5b	MW10b
		SAMPLE TYPE:		Water	Water	Water	Water	Water	Water	Water	Water
		DATE SAMPLED:		5/13/2014	5/13/2014	5/13/2014	5/13/2014	5/13/2014	5/13/2014	5/13/2014	5/13/2014
Parameter	Unit	G / S	RDL	5372698	5372708	5372716	5372724	5372732	5372740	5372748	5372756
Styrene	µg/L		0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,1,2,2-Tetrachloroethane	µg/L		0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
o-Xylene	µg/L		0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,3-Dichlorobenzene	µg/L		0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,4-Dichlorobenzene	µg/L	5	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,2-Dichlorobenzene	µg/L	200	0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10	<0.10
1,3-Dichloropropene	µg/L		0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30	<0.30
Xylene Mixture	µg/L	(300)	0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
n-Hexane	µg/L		0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20	<0.20
Surrogate	Unit	Acceptable Limits									
Toluene-d8	% Recovery	50-140		112	116	116	116	117	118	118	116
4-Bromofluorobenzene	% Recovery	50-140		110	114	111	109	109	113	113	108

Certified By:



# Certificate of Analysis

AGAT WORK ORDER: 14T840214

PROJECT: Shelburne North

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CLIENT NAME: WHITEWATER HYDROGEOLOGY LTD

ATTENTION TO: TECIA WHITE

VOCs (Water)					
DATE RECEIVED: 2014-05-15			DATE REPORTED: 2014-06-05		
SAMPLE DESCRIPTION:		MW9	OW8		
SAMPLE TYPE:		Water	Water		
DATE SAMPLED:		5/13/2014	5/13/2014		
Parameter	Unit	G / S	RDL	5372764	5372772
Dichlorodifluoromethane	µg/L		0.20	<0.20	<0.20
Vinyl Chloride	µg/L	2	0.17	<0.17	<0.17
Bromomethane	µg/L		0.20	<0.20	<0.20
Trichlorofluoromethane	µg/L		0.40	<0.40	<0.40
Acetone	µg/L		1.0	<1.0	<1.0
1,1-Dichloroethylene	µg/L	14	0.30	<0.30	<0.30
Methylene Chloride	µg/L		0.30	<0.30	<0.30
trans- 1,2-Dichloroethylene	µg/L		0.20	<0.20	<0.20
Methyl tert-butyl ether	µg/L		0.20	<0.20	<0.20
1,1-Dichloroethane	µg/L		0.30	<0.30	<0.30
Methyl Ethyl Ketone	µg/L		1.0	<1.0	<1.0
cis- 1,2-Dichloroethylene	µg/L		0.20	<0.20	<0.20
Chloroform	µg/L		0.20	<0.20	<0.20
1,2-Dichloroethane	µg/L	5	0.20	<0.20	<0.20
1,1,1-Trichloroethane	µg/L		0.30	<0.30	<0.30
Carbon Tetrachloride	µg/L	5	0.20	<0.20	<0.20
Benzene	µg/L	5	0.20	<0.20	<0.20
1,2-Dichloropropane	µg/L		0.20	<0.20	<0.20
Trichloroethylene	µg/L	5	0.20	<0.20	<0.20
Bromodichloromethane	µg/L		0.20	<0.20	<0.20
Methyl Isobutyl Ketone	µg/L		1.0	<1.0	<1.0
1,1,2-Trichloroethane	µg/L		0.20	<0.20	<0.20
Toluene	µg/L	(24)	0.20	<0.20	<0.20
Dibromochloromethane	µg/L		0.10	<0.10	<0.10
Ethylene Dibromide	µg/L		0.10	<0.10	<0.10
Tetrachloroethylene	µg/L	30	0.20	<0.20	<0.20
1,1,1,2-Tetrachloroethane	µg/L		0.10	<0.10	<0.10
Chlorobenzene	µg/L		0.10	<0.10	<0.10
Ethylbenzene	µg/L		0.10	<0.10	<0.10
m & p-Xylene	µg/L		0.20	<0.20	<0.20
Bromoform	µg/L		0.10	<0.10	<0.10

Certified By:





# Certificate of Analysis

AGAT WORK ORDER: 14T840214

PROJECT: Shelburne North

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CLIENT NAME: WHITEWATER HYDROGEOLOGY LTD

ATTENTION TO: TECIA WHITE

## VOCs (Water)

DATE RECEIVED: 2014-05-15

DATE REPORTED: 2014-06-05

		SAMPLE DESCRIPTION:		MW9	OW8
		SAMPLE TYPE:		Water	Water
		DATE SAMPLED:		5/13/2014	5/13/2014
Parameter	Unit	G / S	RDL	5372764	5372772
Styrene	µg/L		0.10	<0.10	<0.10
1,1,2,2-Tetrachloroethane	µg/L		0.10	<0.10	<0.10
o-Xylene	µg/L		0.10	<0.10	<0.10
1,3-Dichlorobenzene	µg/L		0.10	<0.10	<0.10
1,4-Dichlorobenzene	µg/L	5	0.10	<0.10	<0.10
1,2-Dichlorobenzene	µg/L	200	0.10	<0.10	<0.10
1,3-Dichloropropene	µg/L		0.30	<0.30	<0.30
Xylene Mixture	µg/L	(300)	0.20	<0.20	<0.20
n-Hexane	µg/L		0.20	<0.20	<0.20
Surrogate	Unit	Acceptable Limits			
Toluene-d8	% Recovery	50-140		116	116
4-Bromofluorobenzene	% Recovery	50-140		106	110

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard: Refers to O.Reg.169/03(ug/L)

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AGAT WORK ORDER: 14T840214

PROJECT: Shelburne North

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CLIENT NAME: WHITEWATER HYDROGEOLOGY LTD

ATTENTION TO: TECIA WHITE

### Inorganic Chemistry (Water)

DATE RECEIVED: 2014-05-15

DATE REPORTED: 2014-06-05

		SAMPLE DESCRIPTION: MW1b				OW1				OW2b				OW4a			
		SAMPLE TYPE: Water				Water				Water				Water			
		DATE SAMPLED: 5/13/2014				5/13/2014				5/13/2014				5/13/2014			
Parameter	Unit	G / S	RDL	5372698	RDL	5372708	RDL	5372716	RDL	5372724							
Electrical Conductivity	uS/cm		2	511	2	414	2	613	2	413							
pH	pH Units	(6.5-8.5)	NA	8.15	NA	8.23	NA	8.06	NA	8.09							
Total Hardness (as CaCO3)	mg/L	(80-100)	10	243	10	205	10	298	10	199							
Bicarbonate (as CaCO3)	mg/L		5	252	5	206	5	321	5	200							
Carbonate (as CaCO3)	mg/L		5	<5	5	<5	5	<5	5	<5							
Chloride	mg/L	(250)	0.20	4.67	0.10	2.49	0.20	5.58	0.10	1.46							
Sulphate	mg/L	(500)	0.20	8.15	0.10	10.7	0.20	6.50	0.10	8.70							
Total Phosphorus	mg/L		0.05	<0.05	0.05	<0.05	0.05	0.17	0.05	0.51							
Calcium	mg/L		0.05	71.7	0.05	47.0	0.05	79.7	0.05	54.4							
Magnesium	mg/L		0.05	15.6	0.05	21.2	0.05	24.1	0.05	15.3							
Sodium	mg/L	20 (200)	0.05	4.91	0.05	1.72	0.05	2.53	0.05	2.01							
Potassium	mg/L		0.05	0.93	0.05	0.58	0.05	0.82	0.05	0.72							

		SAMPLE DESCRIPTION: OW6				OW5a				OW5b				MW10b				MW9			
		SAMPLE TYPE: Water				Water				Water				Water				Water			
		DATE SAMPLED: 5/13/2014				5/13/2014				5/13/2014				5/13/2014				5/13/2014			
Parameter	Unit	G / S	RDL	5372732	RDL	5372740	RDL	5372748	RDL	5372756	RDL	5372764									
Electrical Conductivity	uS/cm		2	576	551	2	422	2	456	2	176										
pH	pH Units	(6.5-8.5)	NA	8.28	8.28	NA	8.25	NA	8.27	NA	8.12										
Total Hardness (as CaCO3)	mg/L	(80-100)	10	271	214	10	210	10	205	10	82										
Bicarbonate (as CaCO3)	mg/L		5	268	235	5	193	5	192	5	72										
Carbonate (as CaCO3)	mg/L		5	<5	<5	5	<5	5	<5	5	<5										
Chloride	mg/L	(250)	0.20	11.7	7.04	0.10	6.61	0.20	6.22	0.10	5.72										
Sulphate	mg/L	(500)	0.20	13.7	13.4	0.10	10.8	0.20	25.4	0.10	4.39										
Total Phosphorus	mg/L		0.05	<0.05	<0.05	0.05	0.06	0.05	0.15	0.05	1.06										
Calcium	mg/L		0.05	73.4	59.2	0.05	59.0	0.05	48.5	0.05	27.5										
Magnesium	mg/L		0.05	21.4	16.1	0.05	15.3	0.05	20.4	0.05	3.35										
Sodium	mg/L	20 (200)	0.05	5.82	8.86	0.05	2.75	0.05	13.0	0.05	4.32										
Potassium	mg/L		0.05	2.35	0.93	0.05	0.84	0.05	1.30	0.05	1.31										

Certified By:

*Parvathi Malenath*



# Certificate of Analysis

AGAT WORK ORDER: 14T840214

PROJECT: Shelburne North

5835 COOPERS AVENUE  
MISSISSAUGA, ONTARIO  
CANADA L4Z 1Y2  
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<http://www.agatlabs.com>

CLIENT NAME: WHITEWATER HYDROGEOLOGY LTD

ATTENTION TO: TECIA WHITE

## Inorganic Chemistry (Water)

DATE RECEIVED: 2014-05-15

DATE REPORTED: 2014-06-05

		SAMPLE DESCRIPTION:		OW8
		SAMPLE TYPE:		Water
		DATE SAMPLED:		5/13/2014
Parameter	Unit	G / S	RDL	5372772
Electrical Conductivity	uS/cm		2	428
pH	pH Units	(6.5-8.5)	NA	8.16
Total Hardness (as CaCO <sub>3</sub> )	mg/L	(80-100)	10	213
Bicarbonate (as CaCO <sub>3</sub> )	mg/L		5	204
Carbonate (as CaCO <sub>3</sub> )	mg/L		5	<5
Chloride	mg/L	(250)	0.10	5.21
Sulphate	mg/L	(500)	0.10	8.21
Total Phosphorus	mg/L		0.05	<0.05
Calcium	mg/L		0.05	60.8
Magnesium	mg/L		0.05	14.8
Sodium	mg/L	20 (200)	0.05	3.74
Potassium	mg/L		0.05	1.02

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard: Refers to O.Reg.169/03(mg/L)

5372698 Anion Analysis: The RDL is changed to reflect the dilution required to keep the analytes in a valid calibration range of the instrument.

5372716 Anion Analysis: The RDL is changed to reflect the dilution required to keep the analytes in a valid calibration range of the instrument.

5372732-5372740 Anion Analysis: The RDL is changed to reflect the dilution required to keep the analytes in a valid calibration range of the instrument.

5372756 Anion Analysis: The RDL is changed to reflect the dilution required to keep the analytes in a valid calibration range of the instrument.

Certified By:



# Certificate of Analysis

AGAT WORK ORDER: 14T840214

PROJECT: Shelburne North

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CLIENT NAME: WHITEWATER HYDROGEOLOGY LTD

ATTENTION TO: TECIA WHITE

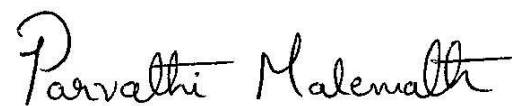
## Metals - in Water

DATE RECEIVED: 2014-05-15

DATE REPORTED: 2014-06-05

SAMPLE DESCRIPTION:				MW1b	OW1	OW2b	OW4a	OW6	OW5a	OW5b	MW10b
SAMPLE TYPE:				Water	Water	Water	Water	Water	Water	Water	Water
DATE SAMPLED:				5/13/2014	5/13/2014	5/13/2014	5/13/2014	5/13/2014	5/13/2014	5/13/2014	5/13/2014
Parameter	Unit	G / S	RDL	5372698	5372708	5372716	5372724	5372732	5372740	5372748	5372756
Antimony	µg/L	6	0.5	<0.5	<0.5	<0.5	<0.5	<0.5	<0.5	<0.5	<0.5
Arsenic	µg/L	25	1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0
Barium	µg/L	1000	2.0	53.8	23.8	78.4	74.7	42.9	49.4	25.3	83.5
Beryllium	µg/L		0.5	<0.5	<0.5	<0.5	<0.5	<0.5	<0.5	<0.5	<0.5
Boron	µg/L	5000	10.0	<10.0	<10.0	<10.0	<10.0	<10.0	<10.0	<10.0	<10.0
Cadmium	µg/L	5	0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2
Chromium	µg/L	50	2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0
Cobalt	µg/L		0.5	<0.5	<0.5	<0.5	<0.5	<0.5	<0.5	<0.5	<0.5
Copper	µg/L	(1000)	1.0	<1.0	<1.0	<1.0	<1.0	28.0	<1.0	<1.0	<1.0
Iron	µg/L	(300)	10.0	< 10.0	339	< 10.0	< 10.0	<10.0	<10.0	<10.0	<10.0
Lead	µg/L	10	0.5	<0.5	<0.5	<0.5	<0.5	0.7	<0.5	<0.5	<0.5
Molybdenum	µg/L		0.5	<0.5	<0.5	<0.5	<0.5	<0.5	1.1	<0.5	5.5
Nickel	µg/L		1.0	< 1.0	< 1.0	< 1.0	< 1.0	<1.0	<1.0	<1.0	<1.0
Selenium	µg/L	10	1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0	<1.0
Silver	µg/L		0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2	<0.2
Thallium	µg/L		0.3	<0.3	<0.3	<0.3	<0.3	<0.3	<0.3	<0.3	<0.3
Uranium	µg/L	20	0.5	0.6	0.7	<0.5	<0.5	<0.5	0.7	<0.5	2.6
Vanadium	µg/L		0.4	<0.4	<0.4	<0.4	<0.4	<0.4	<0.4	<0.4	<0.4
Zinc	µg/L	(5000)	5.0	<5.0	<5.0	12.9	<5.0	7.4	<5.0	<5.0	<5.0

Certified By:





# Certificate of Analysis

AGAT WORK ORDER: 14T840214

PROJECT: Shelburne North

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CLIENT NAME: WHITEWATER HYDROGEOLOGY LTD

ATTENTION TO: TECIA WHITE

## Metals - in Water

DATE RECEIVED: 2014-05-15

DATE REPORTED: 2014-06-05

		SAMPLE DESCRIPTION:		MW9	OW8
		SAMPLE TYPE:		Water	Water
		DATE SAMPLED:		5/13/2014	5/13/2014
Parameter	Unit	G / S	RDL	5372764	5372772
Antimony	µg/L	6	0.5	<0.5	<0.5
Arsenic	µg/L	25	1.0	<1.0	<1.0
Barium	µg/L	1000	2.0	14.8	44.4
Beryllium	µg/L		0.5	<0.5	<0.5
Boron	µg/L	5000	10.0	<10.0	<10.0
Cadmium	µg/L	5	0.2	<0.2	<0.2
Chromium	µg/L	50	2.0	<2.0	<2.0
Cobalt	µg/L		0.5	<0.5	<0.5
Copper	µg/L	(1000)	1.0	<1.0	2.2
Iron	µg/L	(300)	10.0	<10.0	<10.0
Lead	µg/L	10	0.5	<0.5	<0.5
Molybdenum	µg/L		0.5	<0.5	<0.5
Nickel	µg/L		1.0	<1.0	<1.0
Selenium	µg/L	10	1.0	<1.0	<1.0
Silver	µg/L		0.2	<0.2	<0.2
Thallium	µg/L		0.3	<0.3	<0.3
Uranium	µg/L	20	0.5	<0.5	<0.5
Vanadium	µg/L		0.4	<0.4	<0.4
Zinc	µg/L	(5000)	5.0	<5.0	14.0

Comments: RDL - Reported Detection Limit; G / S - Guideline / Standard: Refers to O.Reg.169/03(ug/L)

Certified By:

## Guideline Violation

AGAT WORK ORDER: 14T840214

PROJECT: Shelburne North

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CLIENT NAME: WHITEWATER HYDROGEOLOGY LTD

ATTENTION TO: TECIA WHITE

SAMPLEID	SAMPLE TITLE	GUIDELINE	ANALYSIS PACKAGE	PARAMETER	GUIDEVALUE	RESULT
5372698	MW1b	O.Reg.169/03(mg/L)	Inorganic Chemistry (Water)	Total Hardness (as CaCO <sub>3</sub> )	(80-100)	243
5372708	OW1	O.Reg.169/03(mg/L)	Inorganic Chemistry (Water)	Total Hardness (as CaCO <sub>3</sub> )	(80-100)	205
5372716	OW2b	O.Reg.169/03(mg/L)	Inorganic Chemistry (Water)	Total Hardness (as CaCO <sub>3</sub> )	(80-100)	298
5372724	OW4a	O.Reg.169/03(mg/L)	Inorganic Chemistry (Water)	Total Hardness (as CaCO <sub>3</sub> )	(80-100)	199
5372732	OW6	O.Reg.169/03(mg/L)	Inorganic Chemistry (Water)	Total Hardness (as CaCO <sub>3</sub> )	(80-100)	271
5372740	OW5a	O.Reg.169/03(mg/L)	Inorganic Chemistry (Water)	Total Hardness (as CaCO <sub>3</sub> )	(80-100)	214
5372748	OW5b	O.Reg.169/03(mg/L)	Inorganic Chemistry (Water)	Total Hardness (as CaCO <sub>3</sub> )	(80-100)	210
5372756	MW10b	O.Reg.169/03(mg/L)	Inorganic Chemistry (Water)	Total Hardness (as CaCO <sub>3</sub> )	(80-100)	205
5372772	OW8	O.Reg.169/03(mg/L)	Inorganic Chemistry (Water)	Total Hardness (as CaCO <sub>3</sub> )	(80-100)	213

## Quality Assurance

CLIENT NAME: WHITEWATER HYDROGEOLOGY LTD

AGAT WORK ORDER: 14T840214

PROJECT: Shelburne North

ATTENTION TO: TECIA WHITE

### Trace Organics Analysis

RPT Date: Jun 05, 2014			DUPLICATE			Method Blank	REFERENCE MATERIAL			METHOD BLANK SPIKE			MATRIX SPIKE		
PARAMETER	Batch	Sample Id	Dup #1	Dup #2	RPD		Measured Value	Acceptable Limits		Recovery	Acceptable Limits		Recovery	Acceptable Limits	
								Lower	Upper		Lower	Upper		Lower	Upper
VOCs (Water)															
Dichlorodifluoromethane	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	74%	50%	140%	125%	50%	140%	108%	50%	140%
Vinyl Chloride	1	5372748	< 0.17	< 0.17	0.0%	< 0.17	61%	50%	140%	93%	50%	140%	92%	50%	140%
Bromomethane	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	77%	50%	140%	114%	50%	140%	99%	50%	140%
Trichlorofluoromethane	1	5372748	< 0.40	< 0.40	0.0%	< 0.40	68%	50%	140%	111%	50%	140%	111%	50%	140%
Acetone	1	5372748	< 1.0	< 1.0	0.0%	< 1.0	107%	50%	140%	94%	50%	140%	119%	50%	140%
1,1-Dichloroethylene	1	5372748	< 0.30	< 0.30	0.0%	< 0.30	89%	50%	140%	110%	60%	130%	101%	50%	140%
Methylene Chloride	1	5372748	< 0.30	< 0.30	0.0%	< 0.30	85%	50%	140%	117%	60%	130%	107%	50%	140%
trans- 1,2-Dichloroethylene	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	98%	50%	140%	113%	60%	130%	118%	50%	140%
Methyl tert-butyl ether	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	96%	50%	140%	112%	60%	130%	102%	50%	140%
1,1-Dichloroethane	1	5372748	< 0.30	< 0.30	0.0%	< 0.30	85%	50%	140%	121%	60%	130%	125%	50%	140%
Methyl Ethyl Ketone	1	5372748	< 1.0	< 1.0	0.0%	< 1.0	75%	50%	140%	90%	50%	140%	82%	50%	140%
cis- 1,2-Dichloroethylene	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	96%	50%	140%	107%	60%	130%	97%	50%	140%
Chloroform	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	110%	50%	140%	116%	60%	130%	109%	50%	140%
1,2-Dichloroethane	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	95%	50%	140%	114%	60%	130%	100%	50%	140%
1,1,1-Trichloroethane	1	5372748	< 0.30	< 0.30	0.0%	< 0.30	94%	50%	140%	108%	60%	130%	99%	50%	140%
Carbon Tetrachloride	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	112%	50%	140%	124%	60%	130%	95%	50%	140%
Benzene	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	114%	50%	140%	123%	60%	130%	118%	50%	140%
1,2-Dichloropropane	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	97%	50%	140%	107%	60%	130%	101%	50%	140%
Trichloroethylene	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	104%	50%	140%	97%	60%	130%	90%	50%	140%
Bromodichloromethane	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	97%	50%	140%	111%	60%	130%	97%	50%	140%
Methyl Isobutyl Ketone	1	5372748	< 1.0	< 1.0	0.0%	< 1.0	107%	50%	140%	99%	50%	140%	84%	50%	140%
1,1,2-Trichloroethane	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	126%	50%	140%	115%	60%	130%	115%	50%	140%
Toluene	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	105%	50%	140%	100%	60%	130%	96%	50%	140%
Dibromochloromethane	1	5372748	< 0.10	< 0.10	0.0%	< 0.10	108%	50%	140%	106%	60%	130%	99%	50%	140%
Ethylene Dibromide	1	5372748	< 0.10	< 0.10	0.0%	< 0.10	105%	50%	140%	99%	60%	130%	98%	50%	140%
Tetrachloroethylene	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	111%	50%	140%	107%	60%	130%	96%	50%	140%
1,1,1,2-Tetrachloroethane	1	5372748	< 0.10	< 0.10	0.0%	< 0.10	119%	50%	140%	107%	60%	130%	99%	50%	140%
Chlorobenzene	1	5372748	< 0.10	< 0.10	0.0%	< 0.10	112%	50%	140%	111%	60%	130%	102%	50%	140%
Ethylbenzene	1	5372748	< 0.10	< 0.10	0.0%	< 0.10	100%	50%	140%	97%	60%	130%	89%	50%	140%
m & p-Xylene	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	97%	50%	140%	98%	60%	130%	90%	50%	140%
Bromoform	1	5372748	< 0.10	< 0.10	0.0%	< 0.10	101%	50%	140%	101%	60%	130%	93%	50%	140%
Styrene	1	5372748	< 0.10	< 0.10	0.0%	< 0.10	84%	50%	140%	93%	60%	130%	76%	50%	140%
1,1,2,2-Tetrachloroethane	1	5372748	< 0.10	< 0.10	0.0%	< 0.10	120%	50%	140%	125%	60%	130%	125%	50%	140%
o-Xylene	1	5372748	< 0.10	< 0.10	0.0%	< 0.10	96%	50%	140%	94%	60%	130%	84%	50%	140%
1,3-Dichlorobenzene	1	5372748	< 0.10	< 0.10	0.0%	< 0.10	82%	50%	140%	79%	60%	130%	72%	50%	140%
1,4-Dichlorobenzene	1	5372748	< 0.10	< 0.10	0.0%	< 0.10	92%	50%	140%	91%	60%	130%	80%	50%	140%
1,2-Dichlorobenzene	1	5372748	< 0.10	< 0.10	0.0%	< 0.10	86%	50%	140%	84%	60%	130%	74%	50%	140%
1,3-Dichloropropene	1	5372748	< 0.30	< 0.30	0.0%	< 0.30	91%	50%	140%	92%	60%	130%	79%	50%	140%
n-Hexane	1	5372748	< 0.20	< 0.20	0.0%	< 0.20	118%	50%	140%	121%	60%	130%	99%	50%	140%

## Quality Assurance

CLIENT NAME: WHITEWATER HYDROGEOLOGY LTD

AGAT WORK ORDER: 14T840214

PROJECT: Shelburne North

ATTENTION TO: TECIA WHITE

### Trace Organics Analysis (Continued)

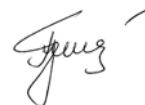
RPT Date: Jun 05, 2014			DUPLICATE			Method Blank	REFERENCE MATERIAL		METHOD BLANK SPIKE			MATRIX SPIKE			
PARAMETER	Batch	Sample Id	Dup #1	Dup #2	RPD		Measured Value	Acceptable Limits		Recovery	Acceptable Limits		Recovery	Acceptable Limits	
								Lower	Upper		Lower	Upper		Lower	Upper

Comments: NA Signifies Not Applicable

O. Reg. 153(511) - PHCs F1 - F4 (-BTEX) (Water)

F1 (C6 to C10)	1	< 25	< 25	0.0%	< 25	109%	60%	140%	100%	60%	140%	89%	60%	140%
F2 (C10 to C16)	1	< 100	< 100	0.0%	< 100	116%	60%	140%	60%	60%	140%	61%	60%	140%
F3 (C16 to C34)	1	< 100	< 100	0.0%	< 100	109%	60%	140%	67%	60%	140%	80%	60%	140%
F4 (C34 to C50)	1	< 100	< 100	0.0%	< 100	90%	60%	140%	76%	60%	140%	94%	60%	140%

Certified By:



## Quality Assurance

CLIENT NAME: WHITEWATER HYDROGEOLOGY LTD

AGAT WORK ORDER: 14T840214

PROJECT: Shelburne North

ATTENTION TO: TECIA WHITE

Water Analysis															
RPT Date: Jun 05, 2014			DUPLICATE			Method Blank	REFERENCE MATERIAL			METHOD BLANK SPIKE			MATRIX SPIKE		
PARAMETER	Batch	Sample Id	Dup #1	Dup #2	RPD		Measured Value	Acceptable Limits		Recovery	Acceptable Limits		Recovery	Acceptable Limits	
								Lower	Upper		Lower	Upper		Lower	Upper

### Metals - in Water

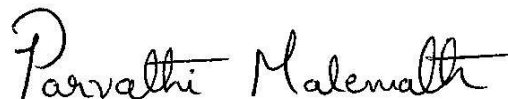
Antimony	1	5372698	< 0.5	< 0.5	0.0%	< 0.5	100%	70%	130%	95%	80%	120%	96%	70%	130%
Arsenic	1	5372698	< 1.0	< 1.0	0.0%	< 1.0	105%	70%	130%	108%	80%	120%	107%	70%	130%
Barium	1	5372698	53.8	52.4	2.6%	< 2.0	99%	70%	130%	107%	80%	120%	100%	70%	130%
Beryllium	1	5372698	< 0.5	< 0.5	0.0%	< 0.5	110%	70%	130%	94%	80%	120%	121%	70%	130%
Boron	1	5372698	< 10.0	< 10.0	0.0%	< 10.0	104%	70%	130%	101%	80%	120%	108%	70%	130%
Cadmium	1	5372698	< 0.2	< 0.2	0.0%	< 0.2	98%	70%	130%	111%	80%	120%	111%	70%	130%
Chromium	1	5372698	< 2.0	< 2.0	0.0%	< 2.0	100%	70%	130%	108%	80%	120%	102%	70%	130%
Cobalt	1	5372698	< 0.5	< 0.5	0.0%	< 0.5	101%	70%	130%	103%	80%	120%	101%	70%	130%
Copper	1	5372698	< 1.0	< 1.0	0.0%	< 1.0	109%	70%	130%	107%	80%	120%	116%	70%	130%
Iron	1	5372698	< 10.0	< 10.0	0.0%	< 10.0	110%	90%	110%	110%	90%	110%	113%	70%	130%
Lead	1	5372698	< 0.5	< 0.5	0.0%	< 0.5	105%	70%	130%	107%	80%	120%	106%	70%	130%
Molybdenum	1	5372698	< 0.5	< 0.5	0.0%	< 0.5	102%	70%	130%	98%	80%	120%	102%	70%	130%
Nickel	1	5372698	< 1.0	< 1.0	0.0%	< 1.0	102%	70%	130%	104%	80%	120%	110%	70%	130%
Selenium	1	5372698	< 1.0	< 1.0	0.0%	< 1.0	102%	70%	130%	98%	80%	120%	102%	70%	130%
Silver	1	5372698	< 0.2	< 0.2	0.0%	< 0.2	98%	70%	130%	92%	80%	120%	99%	70%	130%
Thallium	1	5372698	< 0.3	< 0.3	0.0%	< 0.3	101%	70%	130%	109%	80%	120%	98%	70%	130%
Uranium	1	5372698	0.6	0.6	0.0%	< 0.5	98%	70%	130%	104%	80%	120%	103%	70%	130%
Vanadium	1	5372698	< 0.4	< 0.4	0.0%	< 0.4	99%	70%	130%	105%	80%	120%	101%	70%	130%
Zinc	1	5372698	< 5.0	< 5.0	0.0%	< 5.0	102%	70%	130%	112%	80%	120%	110%	70%	130%

### Inorganic Chemistry (Water)

Electrical Conductivity	5392003		707	713	0.8%	< 2	106%	80%	120%	NA				NA	
pH	5392003		7.89	7.93	0.5%	NA	101%	90%	110%	NA				NA	
Bicarbonate (as CaCO3)	5392003		346	349	0.9%	< 5	NA			NA				NA	
Carbonate (as CaCO3)	5392003		< 5	< 5	0.0%	< 5	NA			NA				NA	
Chloride	5391754		33.0	32.1	2.9%	< 0.10	93%	90%	110%	96%	90%	110%	98%	80%	120%
Sulphate	5391754		32.5	31.7	2.4%	< 0.10	96%	90%	110%	100%	90%	110%	98%	80%	120%
Total Phosphorus	1	5372772	< 0.05	< 0.05	0.0%	< 0.05	96%	80%	120%	93%	90%	110%	85%	70%	130%
Calcium	5372698	5372698	71.7	72.3	0.9%	< 0.05	95%	90%	110%	97%	90%	110%	98%	70%	130%
Magnesium	5372698	5372698	15.6	15.8	1.4%	< 0.05	103%	90%	110%	104%	90%	110%	100%	70%	130%
Sodium	5372698	5372698	4.91	5.01	1.9%	< 0.05	100%	90%	110%	104%	90%	110%	99%	70%	130%
Potassium	5372698	5372698	0.93	0.89	4.0%	< 0.05	100%	90%	110%	103%	90%	110%	102%	70%	130%

Comments: NA signifies Not Applicable.

Certified By:



## Method Summary

CLIENT NAME: WHITEWATER HYDROGEOLOGY LTD

AGAT WORK ORDER: 14T840214

PROJECT: Shelburne North

ATTENTION TO: TECIA WHITE

PARAMETER	AGAT S.O.P	LITERATURE REFERENCE	ANALYTICAL TECHNIQUE
Trace Organics Analysis			
F1 (C6 to C10)	VOL-91-5010	MOE PHC E3421	(P&T)GC/FID
F1 (C6 to C10) minus BTEX	VOL-91-5010	MOE PHC E3421	(P&T)GC/FID
F2 (C10 to C16)	VOL-91-5010	MOE PHC E3421	GC / FID
F3 (C16 to C34)	VOL-91-5010	MOE PHC E3421	GC / FID
F4 (C34 to C50)	VOL-91-5010	MOE PHC E3421	GC / FID
Gravimetric Heavy Hydrocarbons	VOL-91-5010	MOE PHC E3421	BALANCE
Terphenyl	VOL-91-5010		GC/FID
Dichlorodifluoromethane	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Vinyl Chloride	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Bromomethane	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Trichlorofluoromethane	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Acetone	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
1,1-Dichloroethylene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Methylene Chloride	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
trans- 1,2-Dichloroethylene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Methyl tert-butyl ether	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
1,1-Dichloroethane	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Methyl Ethyl Ketone	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
cis- 1,2-Dichloroethylene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Chloroform	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
1,2-Dichloroethane	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
1,1,1-Trichloroethane	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Carbon Tetrachloride	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Benzene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
1,2-Dichloropropane	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Trichloroethylene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Bromodichloromethane	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Methyl Isobutyl Ketone	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
1,1,2-Trichloroethane	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Toluene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Dibromochloromethane	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Ethylene Dibromide	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Tetrachloroethylene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
1,1,1,2-Tetrachloroethane	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Chlorobenzene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Ethylbenzene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
m & p-Xylene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Bromoform	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Styrene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
1,1,2,2-Tetrachloroethane	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
o-Xylene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
1,3-Dichlorobenzene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
1,4-Dichlorobenzene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
1,2-Dichlorobenzene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
1,3-Dichloropropene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Xylene Mixture	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
n-Hexane	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
Toluene-d8	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS
4-Bromofluorobenzene	VOL-91-5001	EPA SW-846 5030 & 8260	(P&T)GC/MS



## Method Summary

CLIENT NAME: WHITEWATER HYDROGEOLOGY LTD

AGAT WORK ORDER: 14T840214

PROJECT: Shelburne North

ATTENTION TO: TECIA WHITE

PARAMETER	AGAT S.O.P	LITERATURE REFERENCE	ANALYTICAL TECHNIQUE
Water Analysis			
Electrical Conductivity	INOR-93-6000	SM 2510 B	PC TITRATE
pH	INOR-93-6000	SM 4500-H+ B	PC TITRATE
Total Hardness (as CaCO <sub>3</sub> )	MET-93-6105	EPA SW-846 6010C & 200.7	ICP/OES
Bicarbonate (as CaCO <sub>3</sub> )	INOR-93-6000	SM 2320 B	PC TITRATE
Carbonate (as CaCO <sub>3</sub> )	INOR-93-6000	SM 2320 B	PC TITRATE
Chloride	INOR-93-6004	SM 4110 B	ION CHROMATOGRAPH
Sulphate	INOR-93-6004	SM 4110 B	ION CHROMATOGRAPH
Total Phosphorus	INOR-93-6057	QuikChem 10-115-01-3-A & SM 4500-P I	LACHAT FIA
Calcium	MET-93-6105	EPA SW-846 6010C & 200.7	ICP/OES
Magnesium	MET-93-6105	EPA SW-846 6010C & 200.7	ICP/OES
Sodium	MET-93-6105	EPA SW-846 6010C & 200.7	ICP/OES
Potassium	MET-93-6105	EPA SW-846 6010C & 200.7	ICP/OES
Antimony	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Arsenic	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Barium	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Beryllium	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Boron	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Cadmium	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Chromium	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Cobalt	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Copper	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Iron	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Lead	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Molybdenum	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Nickel	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Selenium	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Silver	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Thallium	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Uranium	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Vanadium	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS
Zinc	MET-93-6103	EPA SW-846 6020A & 200.8	ICP-MS





# AGAT Laboratories

21g work

5835 Coopers Avenue  
Mississauga, Ontario  
L4Z 1Y2

www.agatlabs.com • webearth.agatlabs.com

## Laboratory Use Only

Arrival Temperature: 3.7 - 3.5 - 4

AGAT WO #: 4.7 5.2 - 5.9 nice

Lab Temperature: 2.7 - 2.5 - 2.4

Notes: 4.2 - 4.4 - 4.1

## Chain of Custody Record

Ph.: 905.712.5100 • Fax: 905.712.5122 • Toll Free: 800.856.6261

### Client Information:

Company: Whitewater Hydrogeology Ltd  
Contact: Tecia White  
Address: 80 Chamberlain Cres  
Collingwood ON  
Phone: 705-888-7064 Fax: \_\_\_\_\_  
Project: Shelburne North PO: \_\_\_\_\_  
AGAT Quotation #: \_\_\_\_\_

Please note, if quotation number is not provided,  
client will be billed full price for analysis.

### Regulatory Requirements:

☐ Regulation 153/09  
(reg. 51.1 Amend.)

Table \_\_\_\_\_  
Indicate one

☐ Ind/Com

☐ Res/Park

☐ Agriculture

Soil Texture (check one)

☐ Coarse ☐ Fine

☐ Sewer Use

Region \_\_\_\_\_  
Indicate one

☐ Sanitary

☐ Storm

☐ Regulation 558

☐ CCME

☒ Other (specify)  
ODWS

☐ Prov. Water Quality  
Objectives (PWQO)

☐ None

### Turnaround Time Required (TAT) Required\*

Regular TAT

☒ 5 to 7 Working Days

Rush TAT (please provide prior notification)

Rush Surcharges Apply

☐ 3 Working Days

☐ 2 Working Days

☐ 1 Working Day

OR

Date Required (Rush surcharges may apply): \_\_\_\_\_

\*TAT is exclusive of weekends and statutory holidays

### Invoice To:

Same: Yes ☒ No ☐

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_

### Is this a drinking water sample?

(potable water intended for human consumption)

☐ Yes ☒ No

If "Yes", please use the  
Drinking Water Chain of Custody Form

### Is this submission for a Record of Site Condition?

☐ Yes ☒ No

### Legend Matrix

GW Ground Water O Oil  
SW Surface Water P Paint  
SD Sediment S Soil

### Report Information – reports to be sent to:

1. Name: Tecia White  
Email: tecia@white-water.ca  
2. Name: \_\_\_\_\_  
Email: \_\_\_\_\_

Sample Identification	Date Sampled	Time Sampled	Sample Matrix	# of Containers	Comments Site/Sample Information	Metals	Metal S	Hydride	Client C	ORPs: <div><input type="checkbox"/> B-HWS <input type="checkbox"/> Cl- <input type="checkbox"/> CN- <input type="checkbox"/> EC <input type="checkbox"/> FOC <input type="checkbox"/> Cr+6- <input type="checkbox"/> SAR <input type="checkbox"/> NO<sub>3</sub>/NO<sub>2</sub> <input type="checkbox"/> N-Total <input type="checkbox"/> Hg <input type="checkbox"/> pH</div>	Nutrient <div><input type="checkbox"/> TP <input type="checkbox"/> NH<sub>3</sub> <input type="checkbox"/> NO<sub>3</sub>/NO<sub>2</sub> <input type="checkbox"/> NO<sub>3</sub> <input type="checkbox"/> NO<sub>2</sub></div>	VOC: <div><input checked="" type="checkbox"/> VOC <input type="checkbox"/> THM <input type="checkbox"/> BTEX</div>	CCME F	ABNs	PAHs	Chlorophenols	PCBs	Organochlorine Pesticides	TCLP Metals/Inorganics	TCLP:	Sewer Use	
<del>MW1b</del>	2014-05-13		GW	2			X						X	X								
OW1	2014-05-13		GW	8																		
OW2b	}		}	}	please report as OW4a	}							}	}								
OW4b																						
OWb																						
OW5a																						
OW5b																						
MW10b	}		}	}		}							}	}								
MW9																						
OW8																						
													</									

Samples Relinquished by (print name & sign):

Tecia White

Date/Time

Samples Received by (print name & sign):

Samples Received by (print name & sign):

Date/Time

Date/Time

Print Copy – Client

Yellow + Golden Copy – AGAT

White Copy – AGAT

Page \_\_\_\_\_ of \_\_\_\_\_

NO:

## Denise Holmes

---

**From:** Sharpe, Bryce (MNRF) <Bryce.Sharpe@ontario.ca>  
**Sent:** Monday, September 28, 2015 2:18 PM  
**To:** tsalkeld@nvca.on.ca; dholmes@melancthontownship.ca; sburns@dufferincounty.ca  
**Cc:** Stewart, Sean D. (MNRF); Olah, Jennifer (MNRF)  
**Subject:** Niagara Escarpment Commission Request for Comments (D/R/2015-2015/211)  
**Attachments:** 16-211 Niagara Escarpment Commission Request for Comments Sept-28-2015.pdf

Hello,

Please note the attached request for comments regarding the above-noted file. Please send your comments to Sean Stewart at [sean.d.stewart@ontario.ca](mailto:sean.d.stewart@ontario.ca) with a cc to Jennifer Olah at [jennifer.olah@ontario.ca](mailto:jennifer.olah@ontario.ca) by **October 13, 2015**. Please note that an earlier application (D/R/2015-2016/048) received conditional approval from the Niagara Escarpment Commission. This is a revised development proposal to account for an increase in floor area. No hard copies will follow. Thank you.

**Bryce Sharpe**  
Planning Technician  
Niagara Escarpment Commission  
Telephone: (905) 877-8486  
Fax: 905) 873-7452  
Email: [bryce.sharpe@ontario.ca](mailto:bryce.sharpe@ontario.ca)  
[www.escarpment.org](http://www.escarpment.org)

"To enable us to serve you better, please call ahead to make an appointment."

---

### Total Control Panel

[Login](#)

To: [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)

Message Score: 1

High (60): Pass

From: [bryce.sharpe@ontario.ca](mailto:bryce.sharpe@ontario.ca)

My Spam Blocking Level: High

Medium (75): Pass

Low (90): Pass

[Block](#) this sender

[Block](#) ontario.ca

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

Niagara Escarpment Commission

232 Guelph St.  
Georgetown, ON L7G 4B1  
Tel: 905-877-5191  
Fax: 905-873-7452  
www.escarpment.org

Commission de l'escarpement du Niagara

232, rue Guelph  
Georgetown ON L7G 4B1  
No de tel. 905-877-5191  
Télécopieur 905-873-7452  
www.escarpment.org



Niagara Escarpment Commission  
An agency of the Government of Ontario

September 28, 2015

Tim Salkeld, Resource Planner, Nottawasaga Valley Conservation Authority  
Denise B. Holmes, Clerk-Treasurer, Township of Melancthon  
Scott Burns, Director of Public Works, County of Dufferin

**REQUEST FOR COMMENTS**

FILE NUMBER: D/R/2015-2016/211

APPLICANT: Greg Patton  
AGENT: None  
OWNER: Greg Patton

LOCATION: Plan 17A, Lot 9 S/S Mill  
69 Mill Lane  
Township of Melancthon, County of Dufferin

RELATED FILES: D/R/2015-2016/048


**DESCRIPTION OF PROPOSED DEVELOPMENT:** To construct a  $\pm 248.42$  sq m ( $\pm 2674$  sq ft) two storey dwelling (with attached garage and covered porch) with a maximum height of  $\pm 9.06$  m ( $\pm 29.74$  ft) to be serviced by a new on-site sewage disposal system, an existing well and existing hydro services, and to install a gravel driveway, on a vacant .20 ha (.50 ac) lot.

**Note:** An earlier application (D/R/2015-2016/048) received conditional approval from the Niagara Escarpment Commission. This is a revised development proposal to account for an increase in floor area.

The attached Development Permit application, which is summarized above, is being sent to you for your review. Your comments and recommendations are requested for the Niagara Escarpment Commission's consideration.

We request your comments by: **October 13, 2015**. If we do not receive your comments, we will assume you have no objection to the proposal. If you require additional time to provide comments, please call immediately.

If you require further information, please contact Sean Stewart at (905) 877-8581 or e-mail: [Sean.D.Stewart@ontario.ca](mailto:Sean.D.Stewart@ontario.ca)

FILE # D/R/2015-2061211

 Niagara Escarpment Commission  
 An Agency of the Government of Ontario

(For NEC office use only)

**NIAGARA ESCARPMENT DEVELOPMENT PERMIT APPLICATION**

(Revised April 17, 2014)

THE NIAGARA ESCARPMENT PLANNING AND DEVELOPMENT ACT, RSO, 1990, AS AMENDED

NIAGARA ESCARPMENT COMMISSION  
 232 Guelph Street, 3<sup>rd</sup> Floor  
 Georgetown, ON L7G 4B1

Phone: 905-877-5191

Fax: 905-873-7452

 Website: [www.escarpment.org](http://www.escarpment.org)  
 Email: [necgeorgetown@ontario.ca](mailto:necgeorgetown@ontario.ca)

Serving the areas of:

Dufferin County  
 Region of Halton  
 Region of Peel  
 Region of Niagara  
 City of Hamilton

**RECEIVED**

SEP 24 2015

NIAGARA ESCARPMENT  
COMMISSION

NIAGARA ESCARPMENT COMMISSION  
 Box 308, 99 King Street East  
 Thornbury, ON N0H 2P0

Phone: 519-599-3340

Fax: 519-599-6326

 Website: [www.escarpment.org](http://www.escarpment.org)  
 Email: [necthornbury@ontario.ca](mailto:necthornbury@ontario.ca)

Serving the areas of:

Bruce County  
 Grey County  
 Simcoe County

- Please ensure that the information you provide in this application is complete and accurate.
- Incomplete or inaccurate information will delay the processing of your application.
- Please contact your local Commission office if you have any questions about your proposal or this application.

**1. APPLICANT**Name: GREG PATTON
 Mailing Address: 705494 COUNTY ROAD 21 MELANCTHON ONTARIO L9U 2A4  
Street/P.O. Box City/Town Province Postal Code

 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: g.patt@rogers.com
**2. AGENT (if any)**Note: All correspondence will be sent to the Agent where an Agent is designated.

Name: \_\_\_\_\_

 Mailing Address: \_\_\_\_\_  
Street/P.O. Box City/Town Province Postal Code

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**3. OWNER (if different from applicant)**

Name: \_\_\_\_\_

 Mailing Address: \_\_\_\_\_  
Street/P.O. Box City/Town Province Postal Code

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**4. CONTRACTOR (if applicable)**

Name: \_\_\_\_\_

 Mailing Address: \_\_\_\_\_  
Street/P.O. Box City/Town Province Postal Code

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**14. PONDS – New pond / Existing pond work – dredging, maintenance, repair, etc.)**

The following information is the minimum information that is required for pond construction or alteration/maintenance. Generally, a hydrology/hydrogeology report and/or an environmental impact assessment is also required.

Pond is: ☐ Proposed ☐ Existing

Type of Pond: ☐ Dug ☐ Spring-fed ☐ Other (e.g., on-stream, by-pass) \_\_\_\_\_

Use of Pond: ☐ Recreation ☐ Livestock/farm ☐ Irrigation ☐ Other \_\_\_\_\_

Water Source: ☐ Precipitation/run-off ☐ Springs ☐ Well ☐ Other \_\_\_\_\_

Size of Pond: Water Area \_\_\_\_\_ Depth of Water \_\_\_\_\_

Height of Banks \_\_\_\_\_ Width of Banks \_\_\_\_\_

Setbacks: Distance to nearest watercourse, wetland and/or roadside ditch: \_\_\_\_\_

Distance to nearest existing or proposed septic system: \_\_\_\_\_

Construction Details/Inflow/Outflow Details, Emergency Outflow/Spillway Details: \_\_\_\_\_  
(describe type of construction, water supply, receiving area or watercourse, etc.)

Erosion/sediment control measures: \_\_\_\_\_

Placement of excavated material: \_\_\_\_\_

Finish grading and landscaping: \_\_\_\_\_

**15. AGRICULTURAL DEVELOPMENT**

If your proposal involves agricultural land or uses, indicate and briefly describe here; and complete other sections of this application form as applicable. Note: Additional detailed information may be required.

☐ Small Scale Commercial Use Accessory to Agriculture: \_\_\_\_\_

☐ Mobile Dwelling Accessory to Agriculture: \_\_\_\_\_

☐ Dwelling in Agricultural Area (near barns – MDS I): \_\_\_\_\_

☐ Livestock Facility (MDS II): \_\_\_\_\_

☐ Equestrian Facility (e.g., arenas, riding rings, events): \_\_\_\_\_

☐ Farm Pond: \_\_\_\_\_

☐ Winery: \_\_\_\_\_

☐ Winery Event: \_\_\_\_\_

☐ Farm Vacation Home: \_\_\_\_\_

☐ 'Agricultural Purposes Only' (APO) Lot Creation: \_\_\_\_\_

**16. LOT CREATION**

If this application involves the creation / severance of a new lot, please provide the following information:

i) Existing Lot:	ii) Proposed Lot:	iii) Retained Lot:	iv) Use of new Lot
Frontage _____	Frontage _____	Frontage _____	<input type="checkbox"/> Residential
Depth _____	Depth _____	Depth _____	<input type="checkbox"/> Agricultural/APO
Size _____	Size _____	Size _____	<input type="checkbox"/> Conservation
			<input type="checkbox"/> Lot Addition
			<input type="checkbox"/> Commercial
			<input type="checkbox"/> Industrial

**17. OTHER INFORMATION**

Additional information to clarify your proposal may be submitted here or on a separate attachment: \_\_\_\_\_

## 20. SITE PLAN

  
North

THERE IS NO CHANGE FROM SITE PLAN SUBMITTED  
FOR NEC FILE D/R/2015-2016/048. PLEASE REFER  
TO THAT EXISTING SITE PLAN.

G.A.

**5. PROPERTY LOCATION**County/Region DUFFERIN Municipality MELANCTHON (former) Municipality \_\_\_\_\_Lot 9 Concession \_\_\_\_\_ and/or Lot 9 Plan 17ACivic Address #/ (Fire/Emergency #) 69 MILL LAKE Street Address \_\_\_\_\_**6. LOT INFORMATION**Lot Size 0.5 ACRE Frontage 66' Depth 330'**7. SERVICING**

Existing Road Frontage:	<input checked="" type="checkbox"/> Municipal	<input type="checkbox"/> Private	<input type="checkbox"/> Right-of-Way	<input type="checkbox"/> Year-round
Proposed Road Frontage:	<input type="checkbox"/> Municipal	<input type="checkbox"/> Private	<input type="checkbox"/> Right-of-Way	<input type="checkbox"/> Year-round
Existing Water Supply:	<input type="checkbox"/> Municipal	<input type="checkbox"/> Communal	<input checked="" type="checkbox"/> Private Well	<input type="checkbox"/> Other: _____
Proposed Water Supply:	<input type="checkbox"/> Municipal	<input type="checkbox"/> Communal	<input type="checkbox"/> Private Well	<input type="checkbox"/> Other: _____
Existing Sewage System:	<input type="checkbox"/> Municipal	<input type="checkbox"/> Communal	<input type="checkbox"/> Private Septic	<input type="checkbox"/> Other: _____
Proposed Sewage System:	<input type="checkbox"/> Municipal	<input type="checkbox"/> Communal	<input checked="" type="checkbox"/> Private Septic	<input type="checkbox"/> Other: _____

**8. EXISTING and PROPOSED DEVELOPMENT**

**Note:** "Development" includes the construction of buildings and structures, alterations to the landscape, (e.g. placing fill, drainage alterations, pond construction or alteration), any change of use or new use (e.g. residential to commercial, new home business, etc). If additional space is required please include a separate attachment.

**Existing Development:** (describe)

↓

Residential \_\_\_\_\_

Recreational \_\_\_\_\_

Agricultural \_\_\_\_\_

Commercial \_\_\_\_\_

Other \_\_\_\_\_  
(e.g., industrial, institutional)

**Proposed Development:** (describe)

↓

TO BUILD A SINGLE FAMILY DWELLING

**9. EASEMENTS, COVENANTS, AGREEMENTS**

Describe the type and terms of any easements, right-of-ways, covenants, agreements or other restrictions registered on or affecting the title of the property and/or attach a copy:

N/A

**10. DATE OF PURCHASE**Date the property was purchased by the current owner: MAY 14, 2015

Date the property will be purchased by the applicant (if purchasing from current owner): \_\_\_\_\_

**Note regarding Sections 11, 12, 13, 14, 15, 16:**

Depending on the type or nature of the proposed development and/or the characteristics of the property, supporting information such as Environmental Impact Studies, Landscape Plans, Lighting Plans, Visual Assessments, Grading Plans, Erosion Control Plans, Slope Stability Studies, etc., may be required in support of the following information.

**11. CONSTRUCTION DETAILS****PLEASE NOTE**

Ground Floor Area is the total exterior measurements of any building, including attached garages and enclosed decks (as applicable).

Total Floor Area (i.e., total mass) is based on the exterior measurements of the building and includes the total of the ground floor area (including attached garages, etc), plus walkout basements, plus full or half second stories, etc.

Maximum Height is measured from the lowest grade (e.g., walkout side), to the peak of the roof.

	Ground Floor Area (Exterior measurements)	Total Floor Area	# of Storeys	Maximum Height (to peak)	Use of structure
Dwelling	1,550 ft <sup>2</sup>	2,614 ft <sup>2</sup>	2	29'9"	SINGLE FAMILY DWELLING
Dwelling Addition					
Accessory Building 1 (Structure Covered Porch)		60 ft <sup>2</sup>			
Accessory Building 2					
Accessory Building Addition					
Other Building					
Demolition (specify what structure)					

\*If fill is required for any of the developments proposed above please provide details in Section 12 below.

**12. ACCESSORY FACILITIES, STRUCTURES, FILLING, GRADING, etc.**

(e.g.: Driveways, Decks, Gazebos, Swimming Pools, Tennis Courts, Lighting, Signs, Wind Turbines, free-standing Solar Panels, Hydro Poles/Lines, Retaining Walls, Placement of Fill, Grading, Berms, Parking Areas, Tree/Site Clearing, etc.) (See next page for Ponds)

Describe and provide information such as: dimensions, size, height, amount of fill etc.

THERE WILL BE A DRIVEWAY TO GARAGE APPROX 100' x 16'

**13. HOME BUSINESS, CHANGE OF USE, NEW USE**

(e.g.: Establishing a Home Business, Home Occupation, Home Industry or Bed and Breakfast business.  
Converting or changing the use, or establishing a new use on a property or within any dwelling building or structure on a property.)

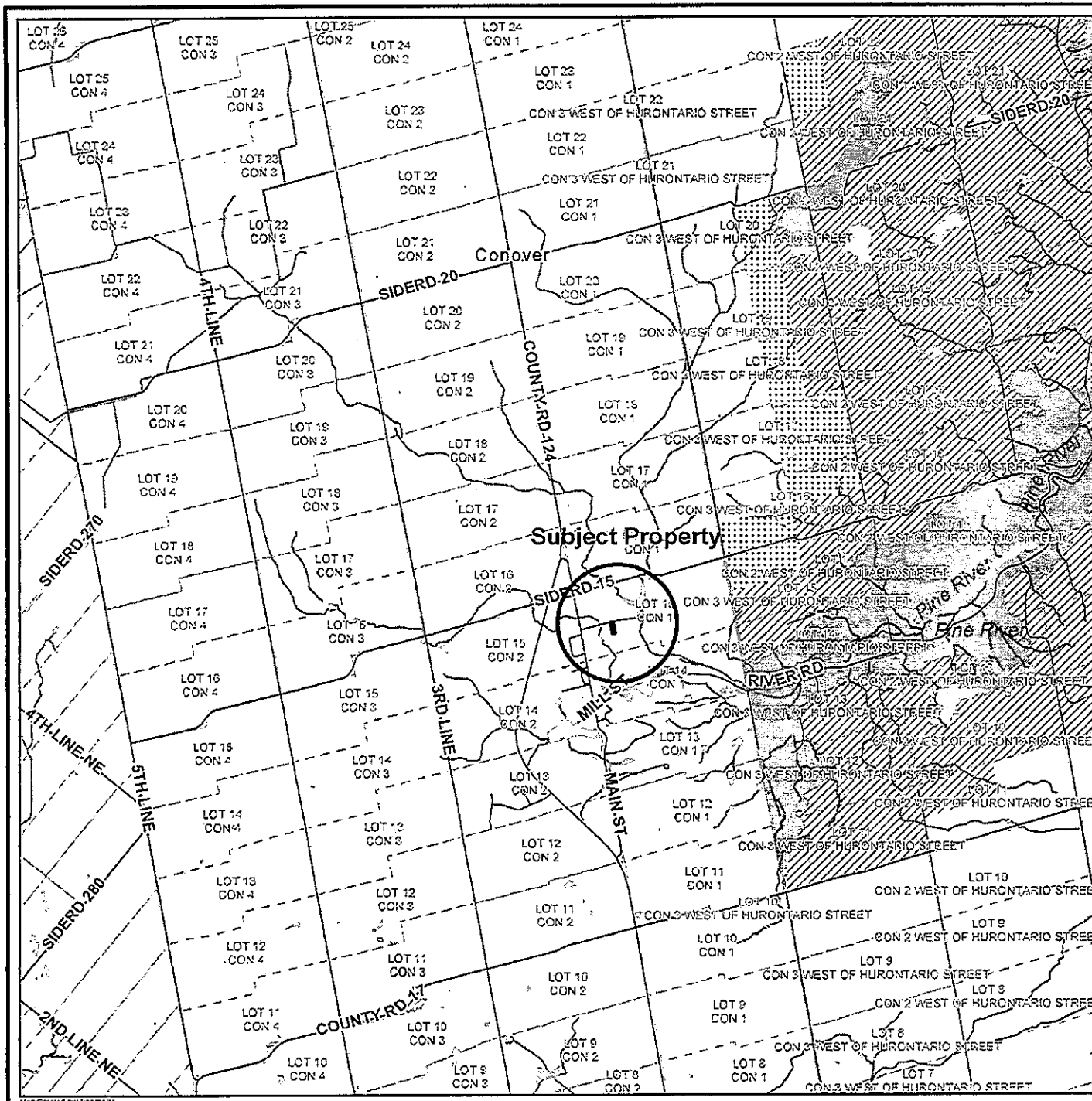
Describe the proposed business or new use and provide information such as:

Type of business or use, size or area of building &/or land to be occupied or altered by the use, construction or alteration details, number of employees, access, parking, storage details, sales, hours of operation, signage, etc.

Note: A separate, detailed, business overview or plan should be provided.

N/A





# Map 1A Niagara Escarpment Plan

Patton  
File: D/R/2015-2016/211

- Subject Property
- Plan Designations**
- Escarpment Natural Area
- Escarpment Protection Area
- Escarpment Rural Area
- Public Land (in Parks and Open Space System)
- Roads
- Waterbodies
- Watercourse
- Upper Tier Municipality
- Lower/Single Tier Municipality
- Lot and Concession Boundary

NOTE: The Niagara Escarpment Plan Designation boundaries shown on this map are approximate and subject to confirmation through site inspection and the application of the Interpretation of Boundaries section of the Niagara Escarpment Plan.

Scale 1:50,000

0 380 760 1140 1520

Metres

Printed on Sep 25, 2015

THIS IS NOT A PLAN OF SURVEY

This map is illustrative only. Do not rely on it as being a precise indicator of routes, location of features, nor as a guide to navigation. Data derived from various sources. Map compiled and produced by the Geographic Information Systems (GIS) Department of the Niagara Escarpment Commission, Ministry of Natural Resources.



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## Map 2 - Development Control Lot Configuration

Patton

File: D/R/2015-2016/211

- Subject Property
- Niagara Escarpment Plan Area
- Area of Development Control
- Roads
- Waterbodies
- Watercourse
- Contour (5 metre intervals)
- Upper Tier Municipality
- Lower/Single Tier Municipality
- Lot and Concession Boundary
- Parcel Boundary

Area of Development Control Drawn for  
Convenience Only. Refer to the appropriate  
Ontario Regulation for an accurate interpretation  
of the Development Control Area.

Scale 1:10,000

0 75 150 225 300

Metres

Printed on Sep 25, 2015

**THIS IS NOT A PLAN OF SURVEY**

This map is illustrative only. Do not rely on it as being a precise indicator of results,  
location of features, nor as a guide to navigation. Data derived from various sources.  
Map compiled and produced by the Geographic Information Systems  
(GIS) Department of the Niagara Escarpment Commission,  
Ministry of Natural Resources

Ontario

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# MAP 3 Site Plan

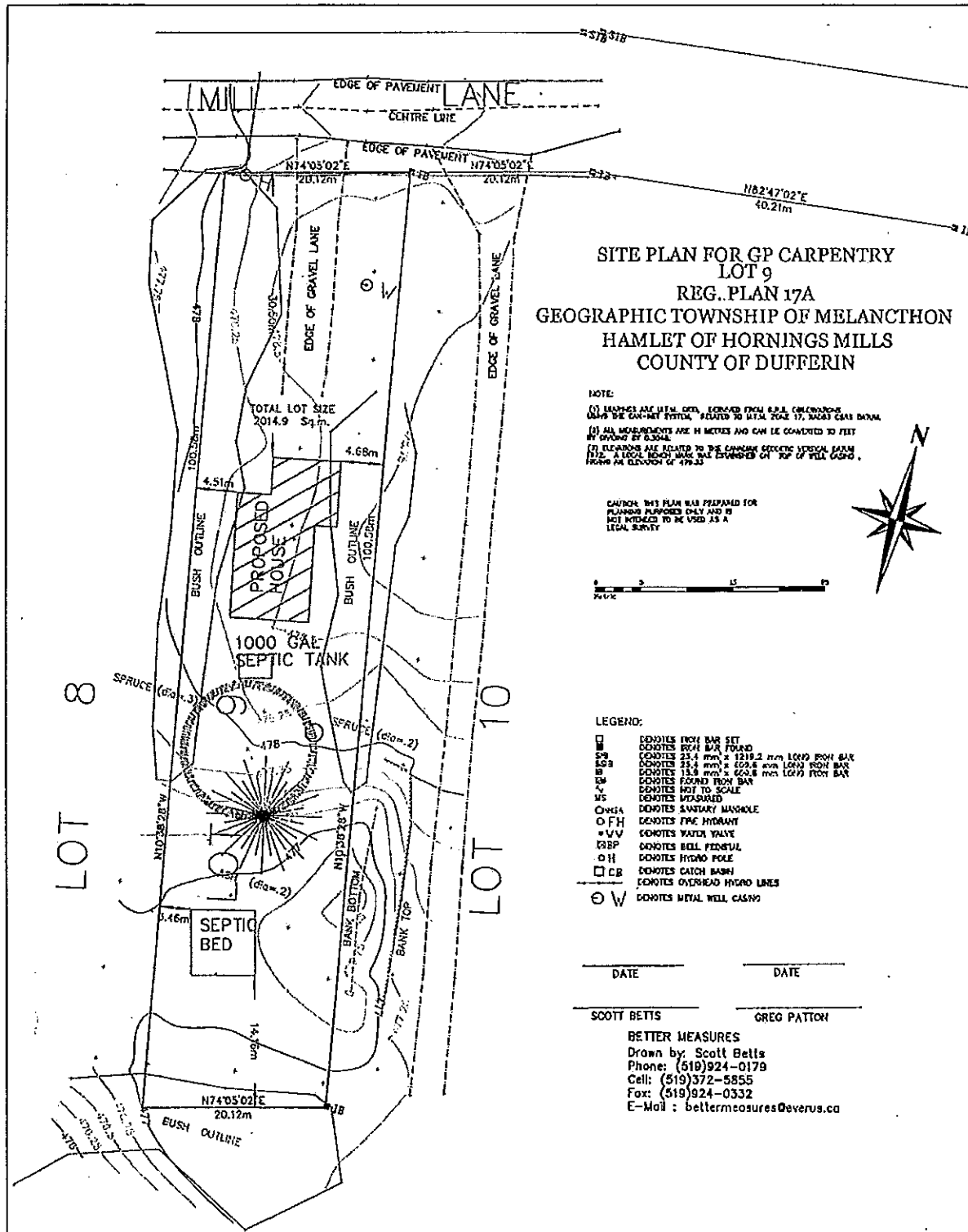
FILE NO. D/R/2015-2016/211

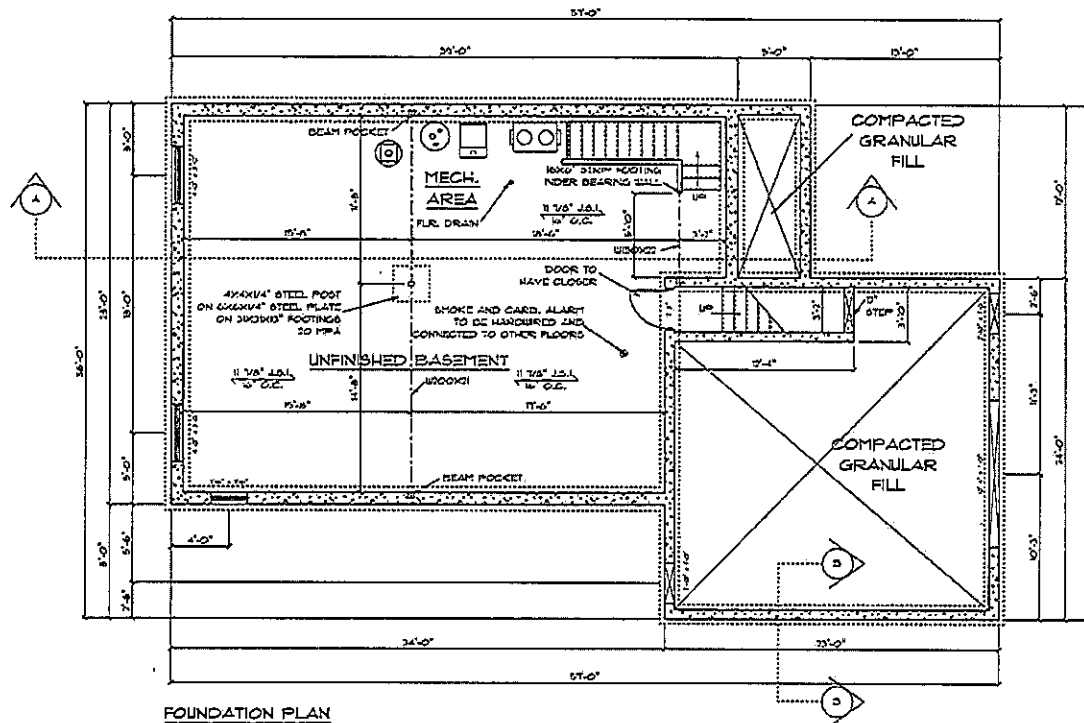
APPLICANT Patton

## RECEIVED

AUG 18 2015

NIAGARA ESCARPMENT  
COMMISSION





PROPOSED 1020 SQ.FT  
UNFINISHED BASEMENT

FOUNDATION PLAN

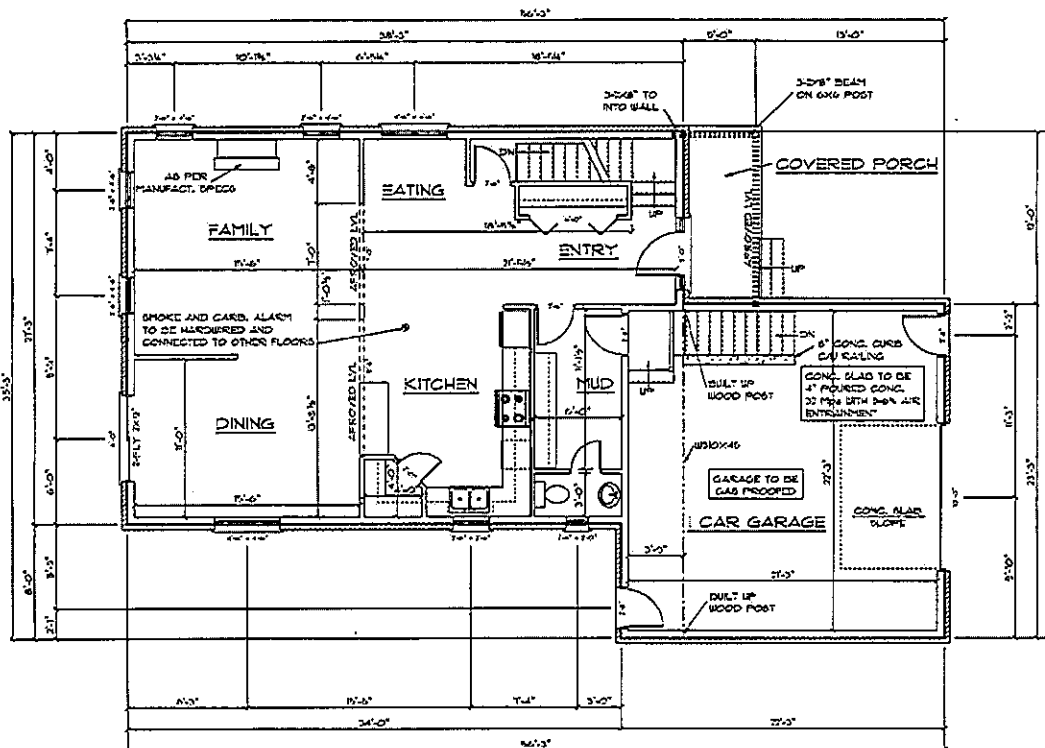
#### FOUNDATION NOTES

- ALL FOOTINGS TO BE ON UNDISTURBED SOIL
- ALL STEPS IN FOUNDATION TO MADE ON SITE
- CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE AND RED LINE ALL CHANGES
- LOAD BEARING SOIL TO BE FROM VEGETATION
- ALL MATERIALS AND METHODS USED WILL BE IN ACCORDANCE WITH C.S.A. AND O.B.C. REGULATIONS
- ALL BEARING POINTS TO BE FULL BLOCKED TO BEAM BELOW
- ALL INTERIOR PARTITIONS TO BE 2X4" • 16" O.C. UNLESS OTHERWISE NOTED
- ALL CABINETS, APPLIANCES, AND BATHROOM FIXTURES ARE BY OWNER

- TYVEK HOUSE WRAP, 2X4" STUDS 16" O.C. R-12 BATT INSULATION, 6-MIL POLY, ON PERIMETER WALLS WERE REQUIRED
- STEPS IN FOOTINGS AND FOUNDATION TO SUIT GRADE AND COMPLY WITH 9.15.3.9. OBC
- FOOTING TO BE 20"X6" CONC. STRIP 20 MPa
- ALL HEADERS ABOVE DOORS AND WINDOWS WILL BE A MIN. 2-PLY 2X10" SPRUCE
- FOUNDATION TO BE 10" CONC. 20 MPa C/W 1/2" ANCHOR BOLTS 4" O.C.

**FIGURE 1**  
Foundation Plan  
FILE NO. D181205-20X/211  
APPLICANT Patton

<p>THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THE DESIGN AND CONSTRUCTION OF THE FOUNDATION AND BASEMENT SET OUT IN THE ENTIRE BUILDING CODE TO BE A RESIDENT</p>	
<p>QUALIFICATION INFORMATION</p> <p>REQUIRED: ALL DESIGN IS IN FULL COMPLIANCE WITH THE O.B.C.</p>	
<p>DESIGNER</p> <p>NAME: <u>DEAN BAIRD</u></p>	<p>REGISTERED</p> <p>NUMBER: <u>33824</u></p>
<p>REGISTRATION INFORMATION</p> <p>REQUIRED: ALL DESIGN IS IN FULL COMPLIANCE WITH THE O.B.C.</p>	
<p>REGISTERED</p> <p>NAME: <u>DEAN BAIRD</u></p>	<p>REGISTERED</p> <p>NUMBER: <u>33824</u></p>
<p>PROJECT:</p> <p>PROPOSED HOUSE FOR GP CARPENTRY</p>	
<p>TITLE: AS SHOWN</p>	
<p>DATE: AUG, 2015</p>	
<p>SCALE: 1/8" = 1'-0"</p>	
<p>JOB No.</p> <p>18-15</p>	<p>DRAWING No.</p> <p>1 OF 6</p>



1ST FLOOR PLAN

# FLOOR PLAN NOTES

-CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE AND RED LINE ALL CHANGES  
 -ALL MATERIALS AND METHODS USED WILL BE IN ACCORDANCE WITH C.S.A. AND O.B.C. REGULATIONS  
 -INTERIOR DIMENSIONS ARE TO FRAMING  
 -ALL DOORS TO GARAGE TO HAVE CLOSERS  
 -GARAGE TO BE GAS PROOFED  
 -ALL SMOKE AND CARB. DETECTORS TO BE HARDWIRED IN ACCORDANCE WITH O.B.C. SPECS

-ALL STAIRS TO BE 36" IN WIDTH UNLESS NOTED  
 -ALL HEADERS ABOVE DOORS AND WINDOWS WILL BE A MIN. OF 2-PLY 2X10" SPRUCE  
 -ALL BATHROOM AND STOVE VENTS TO VENT OUTSIDE  
 -ALL CLOSETS TO BE 25" IN DEPTH  
 -ALL INTERIOR PARTITIONS TO BE 2X4" @ 16" O.C. UNLESS OTHERWISE NOTED  
 -ALL STAIRS AND RAILINGS TO COMPLY WITH 9.0.2.1 OF THE O.B.C. AND 58-7  
 -ALL INTERIOR AND EXTERIOR BEAMS WILL BE FULL BLOCKED DOWN TO BEARING

PROPOSED 1020 SQ.FT 1ST FLOOR C/W  
 530 SQ.FT. ATTACHED GARAGE

THE DRAWING HAS BEEN REVIEWED AND FOUND TO BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE O.B.C. AND THE O.B.C. REGULATIONS SET OUT IN THE O.B.C. BUILDING CODE TO BE A DESIGN	
QUALIFICATION INFORMATION	REQUIRED UNDER O.B.C. IS DEPT. 1000.2.1.1. OF THE O.B.C.
DESIGNER NAME	JOHN B. BAIRD
REGISTRATION INFORMATION	REQUIRED UNDER O.B.C. IS DEPT. 1000.2.1.1. OF THE O.B.C.
REGISTERED NAME	JOHN B. BAIRD

**B** BAIRD  
**C** CONSULTING &  
**D** DESIGNS  
 dean.baird@sympatco.ca

PROJECT:  
 PROPOSED HOUSE  
 FOR  
 GP CARPENTRY

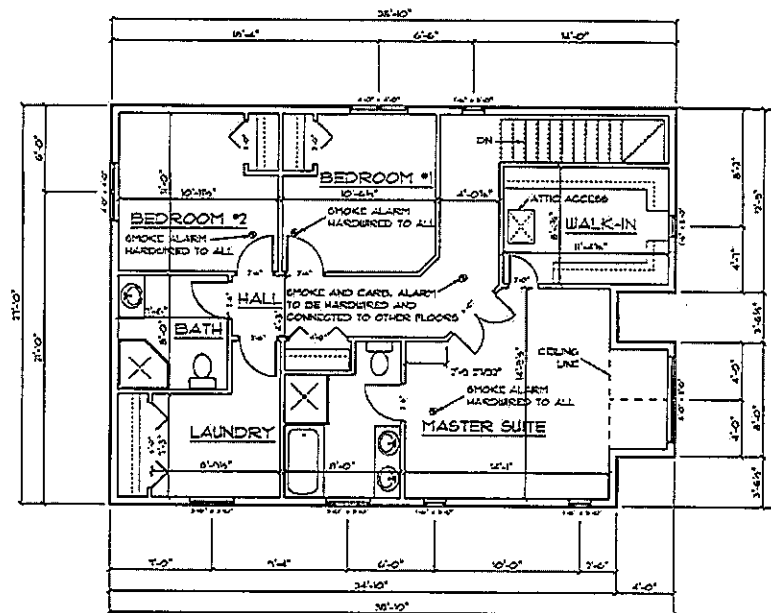
TITLE: AS SHOWN
DATE: AUG, 2015
SCALE: 1/8" = 1'-0"
JOB No. 18-15
DRAWING No. 2 OF 6

## FIGURE 2

1st Floor Plan

FILE NO. DIR/2015-206/211  
 APPLICANT Patton

PROPOSED 1064 SQ.FT 2ND FLOOR



2ND FLOOR PLAN

# FLOOR PLAN NOTES

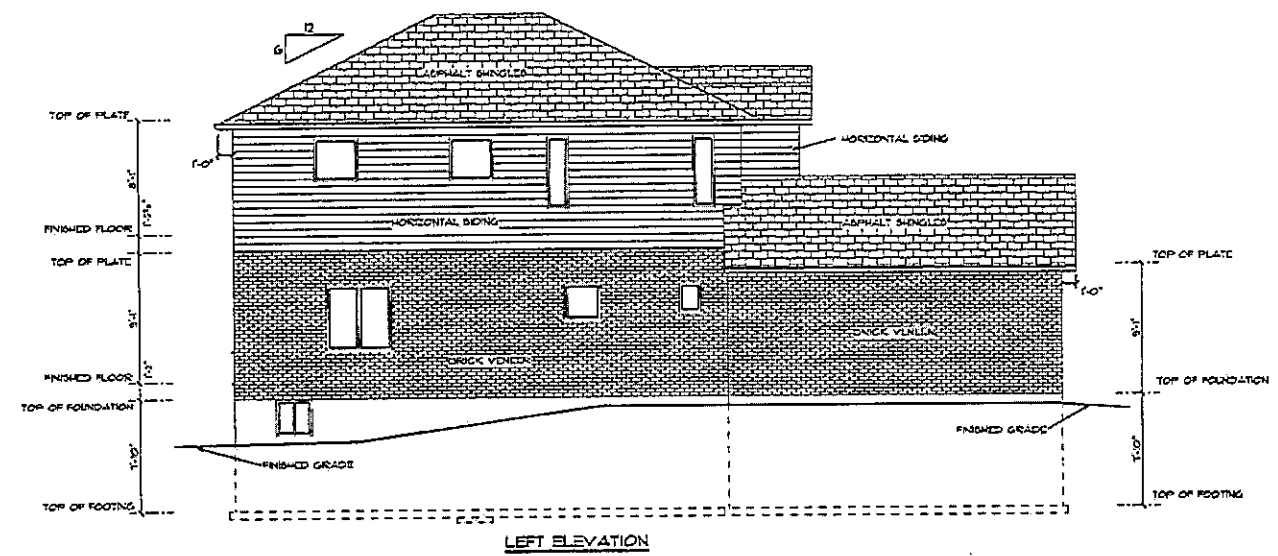
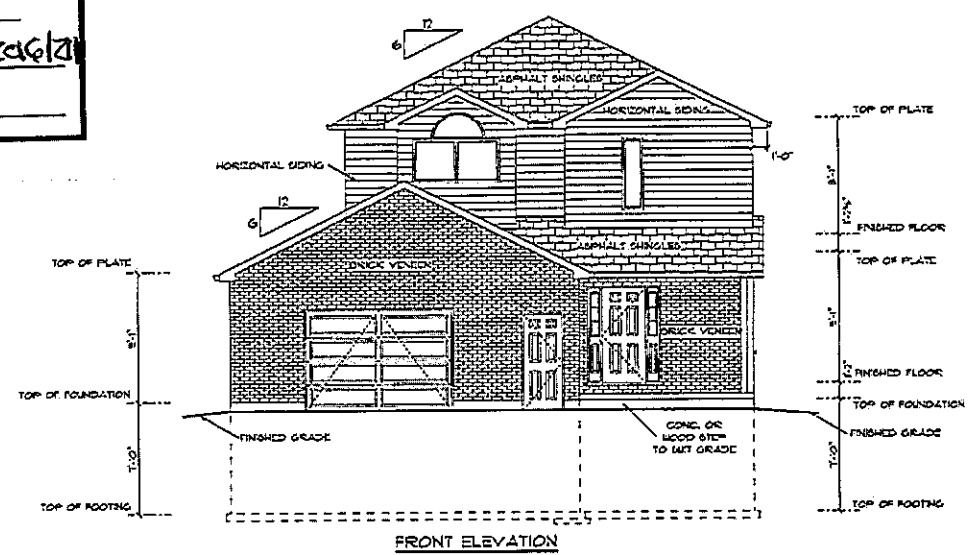
- CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE AND RED LINE ALL CHANGES
- ALL MATERIALS AND METHODS USED WILL BE IN ACCORDANCE WITH C.S.A. AND O.B.C. REGULATIONS
- INTERIOR DIMENSIONS ARE TO FRAMING
- ALL DOORS TO GARAGE TO HAVE CLOSERS
- GARAGE TO BE GAS PROOFED
- ALL SMOKE AND CARB. DETECTORS TO BE HARDWIRED IN ACCORDANCE WITH O.B.C. SPECS

- ALL STAIRS TO BE 36" IN WIDTH UNLESS NOTED
- ALL HEADERS ABOVE DOORS AND WINDOWS WILL BE A MIN. OF 3-PLY 2X10" SPRUCE
- ALL BATHROOM AND STOVE VENTS TO VENT OUTSIDE
- ALL CLOSETS TO BE 25" IN DEPTH
- ALL INTERIOR PARTITIONS TO BE 2X4" @ 16" O.C. UNLESS OTHERWISE NOTED
- ALL STAIRS AND RAILINGS TO COMPLY WITH 9.8.8.1 OF THE O.B.C. AND SB-7
- ALL INTERIOR AND EXTERIOR BEAMS WILL BE FULL BLOCKED DOWN TO BEARING

**FIGURE 3**  
**2nd Floor Plan**  
 FILE NO. DIR1205-206/211  
 APPLICANT Patten

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, INCLUDING THE CALCULATIONS AND FIGURES, AND AGREES TO BE A DESIGNER FOR THE CHURCH OF CHRIST, AND TO BE A DESIGNER FOR THE CHURCH OF CHRIST.	
<b>QUALIFICATION INFORMATION</b> REQUIRED UNDER DESIGN IS DESIGN UNDER 2001 OF THE O.B.C.	
DESIGNER NAME: _____ SIGNATURE: _____ EXPIRATION: _____	REGISTERED INFORMATION REQUIRED UNDER DESIGN IS DESIGN UNDER 2001 OF THE O.B.C.
DESIGNER'S LICENSE NO. _____ DESIGNER'S LICENSE EXPIRATION DATE: _____	REGISTERED INFORMATION REQUIRED UNDER DESIGN IS DESIGN UNDER 2001 OF THE O.B.C.
<b>BAIRD CONSULTING &amp; DESIGNS</b> dean.baird@sympatico.ca	
<b>PROJECT:</b> PROPOSED HOUSE FOR GP CARPENTRY	
<b>TITLE:</b> AS SHOWN	
<b>DATE:</b> AUG, 2015	
<b>SCALE:</b> 1/8" = 1'-0"	
<b>JOB No.</b> 12-15	<b>DRAWING No.</b> 3 OF 6

**FIGURE 4**  
Elevations (1)  
 FILE NO. D1212as-zag/21  
 APPLICANT Rtton



THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN. I AM A REGISTERED PROFESSIONAL ARCHITECT IN THE PROVINCE OF ONTARIO. I HAVE THE QUALIFICATIONS AND FEELS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A PERSON.

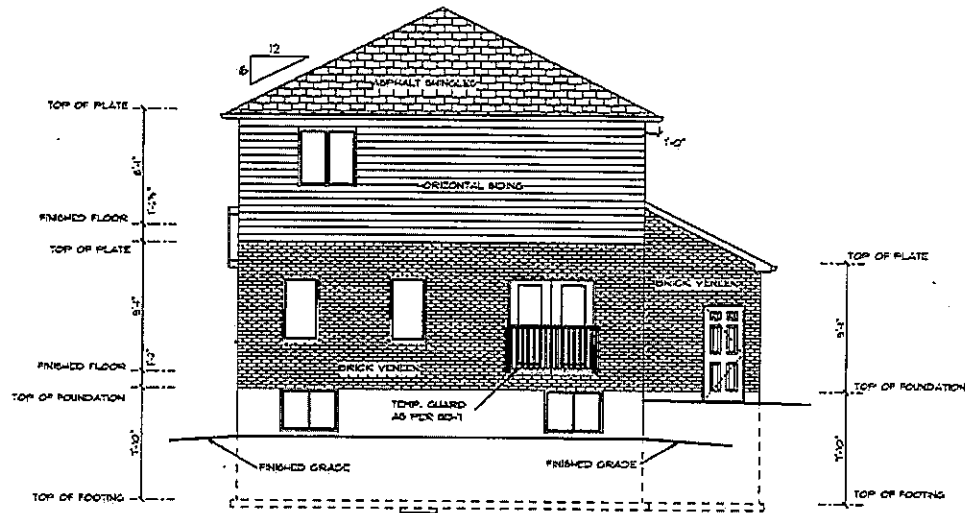
QUALIFICATION INFORMATION	
REQUIRED: UNLESS DESIGN IS EXCEPT UNDER TITLE OF THE O.B.C.	
DEAN BAIRD	ARCHITECT
NAME	ENTITLED
REGISTRATION INFORMATION	
REQUIRED: UNLESS DESIGN IS EXCEPT UNDER TITLE OF THE O.B.C.	
BAIRD CONSULTING & DESIGNS	3112 DOWNSIDE
PORT HURON	

**B** BAIRD  
**C** CONSULTING &  
**D** DESIGNS  
 dean.baird@sympatico.ca

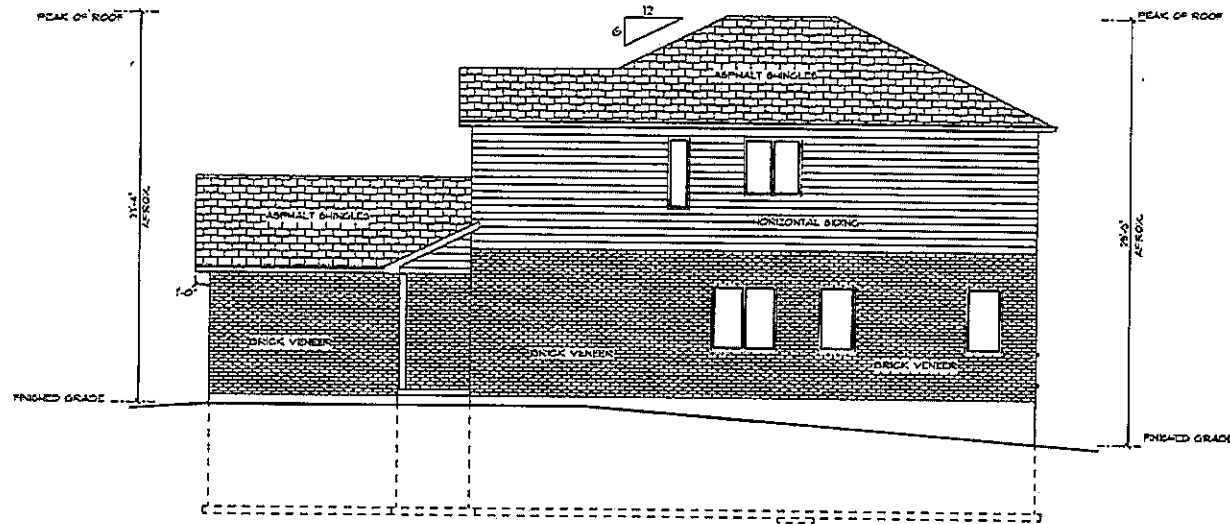
PROJECT:  
 PROPOSED HOUSE  
 FOR  
 GP CARPENTRY

TITLE: AS SHOWN  
 DATE: AUG, 2015  
 SCALE: 1/8" = 1'-0"

JOB No.	DRAWING No.
18-15	4 OF 6



REAR ELEVATION



RIGHT ELEVATION

## FIGURE 5

### Elevations (2)

FILE NO. DIR/2015-2061211

APPLICANT Barton

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DRAWING. ANY CHANGES OR MODIFICATIONS AND THEIR DIMENSIONS SET OUT IN THE CHANGED PARTS OF THIS CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION  
REGISTERED ARCHITECT IS EMPLOYED BY THE O.B.C.

REGULATORY BOARD  
NAME ADVISORY BOARD

REGISTRATION INFORMATION  
REGISTERED ARCHITECT IS EMPLOYED BY THE O.B.C.

REGISTERED ARCHITECT IS EMPLOYED BY THE O.B.C.

REGISTERED ARCHITECT IS EMPLOYED BY THE O.B.C.

**B** BAIRD  
**C** CONSULTING &  
**D** DESIGNS

dean.baird@sympatico.ca

PROJECT:  
PROPOSED HOUSE  
FOR  
GP CARPENTRY

TITLE: AS SHOWN

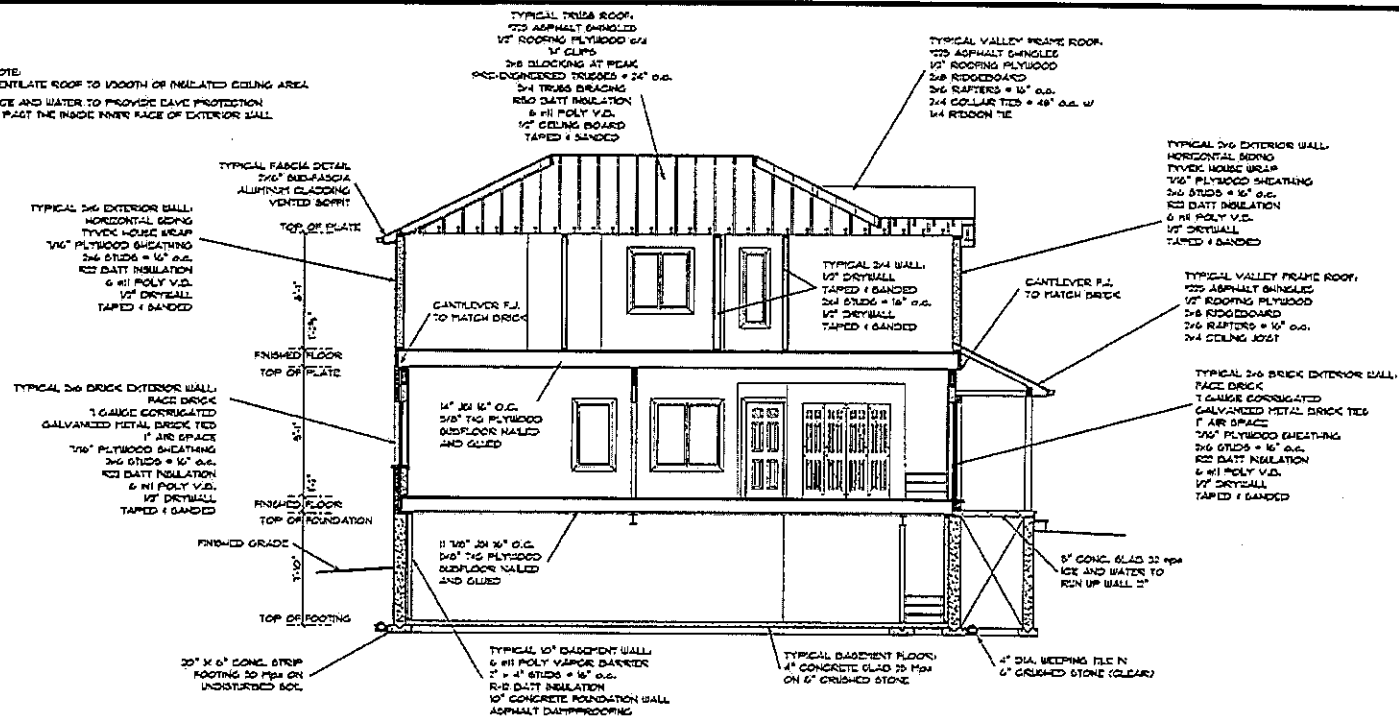
DATE: AUG, 2015

SCALE: 1/8" = 1'-0"

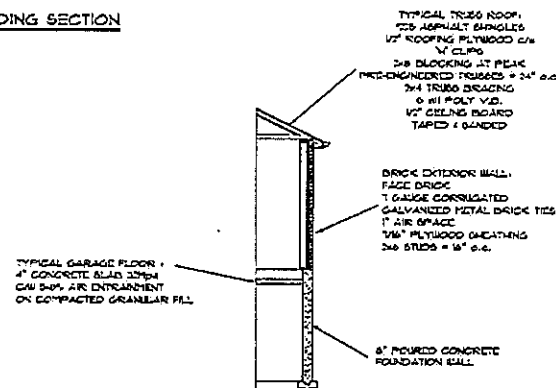
JOB No. 18-15 DRAWING No. 5 OF 6



NOTE:  
VENTILATE ROOF TO MOOUTH OF INSULATED CEILING AREA  
ICE AND WATER TO PROVIDE DAVE PROTECTION  
1" PAST THE INSIDE INNER FACE OF EXTERIOR WALL



**BUILDING SECTION**



**WALL SECTION**

## FIGURE 6

*Building Section*

FILE NO. DIRIZAS-ZOGI/ZII

APPLICANT Patton

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER			
QUALIFICATION INFORMATION			
REGISTERED UNDER THE O.B.C.		DESIGN	
DESIGN NAME	QUALIFICATION	SIGNED BETWEEN	
REGISTRATION INFORMATION			
REGISTERED UNDER THE O.B.C.		DESIGN	
DESIGN NAME	QUALIFICATION	SIGNED BETWEEN	

**B** AIRD  
**C**ONSULTING &  
**D**ESIGNS  
dean.baird@sympatico.ca

PROJECT:  
PROPOSED HOUSE  
FOR  
GP CARPENTRY

TITLE: AS SHOWN

DATE: AUG, 2015

SCALE: 1/8" = 1'-0"

JOB No.	DRAWING No.
18-15	6 OF 6



**Nottawasaga Valley**  
Conservation Authority

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September 28, 2015

Sean Stewart  
Niagara Escarpment Commission  
232 Guelph Street  
Georgetown, Ontario  
L7G 4B1

Dear Mr. Stewart;

Re: **File Number: D/R/2015-2016/211 (Patton)**  
**Part Lot 15, Concession 1 O.S., 69 Mill Lane, Horning's Mills**  
**Township of Melancthon, County of Dufferin**

The Nottawasaga Valley Conservation Authority (NVCA) has reviewed this application in concert with regulations established under the Conservation Authorities Act.

The NVCA has reviewed this application for the construction of a new dwelling, septic system and driveway. The proposed development is within an area regulated by the NVCA under Ontario Regulation 172/06 due to it being within 120 metres of an unevaluated wetland feature in association with the nearby Pine River tributary and valley system. The NVCA has no objection to the approval of this application subject to the Niagara Escarpment Commission including the following condition on any approval:

- That a permit (or clearance) be obtained from the Nottawasaga Valley Conservation Authority under the Conservation Authorities Act.

Thank you for circulating this application to the NVCA and please advise us of the Commission's decision. Should you have any questions, please contact the undersigned at extension 233.

Sincerely,

A handwritten signature in cursive script that reads "Tim Salkeld".

Tim Salkeld  
Resource Planner

## Denise Holmes

---

**From:** Scott Burns <[sburns@dufferincounty.ca](mailto:sburns@dufferincounty.ca)>  
**Sent:** Monday, September 28, 2015 2:21 PM  
**To:** Sharpe, Bryce (MNRF); [tsalkeld@nvca.on.ca](mailto:tsalkeld@nvca.on.ca); [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)  
**Cc:** Stewart, Sean D. (MNRF); Olah, Jennifer (MNRF)  
**Subject:** RE: Niagara Escarpment Commission Request for Comments (D/R/2015-2015/211)

Good afternoon,

No comments from Dufferin County Public Works.

Scott

**Scott Burns, P.Eng., C.E.T. | Director of Public Works and County Engineer |**  
**County of Dufferin | Phone: 519-941-2816 Ext. 2601 | [sburns@dufferincounty.ca](mailto:sburns@dufferincounty.ca) | 55 Zina Street, Orangeville,**  
**ON L9W 1E5**

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**From:** Sharpe, Bryce (MNRF) [<mailto:Bryce.Sharpe@ontario.ca>]  
**Sent:** Monday, September 28, 2015 2:18 PM  
**To:** [tsalkeld@nvca.on.ca](mailto:tsalkeld@nvca.on.ca); [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca); Scott Burns <[sburns@dufferincounty.ca](mailto:sburns@dufferincounty.ca)>  
**Cc:** Stewart, Sean D. (MNRF) <[Sean.D.Stewart@ontario.ca](mailto:Sean.D.Stewart@ontario.ca)>; Olah, Jennifer (MNRF) <[Jennifer.Olah@ontario.ca](mailto:Jennifer.Olah@ontario.ca)>  
**Subject:** Niagara Escarpment Commission Request for Comments (D/R/2015-2015/211)

Hello,

Please note the attached request for comments regarding the above-noted file. Please send your comments to Sean Stewart at [sean.d.stewart@ontario.ca](mailto:sean.d.stewart@ontario.ca) with a cc to Jennifer Olah at [jennifer.olah@ontario.ca](mailto:jennifer.olah@ontario.ca) by **October 13, 2015**. Please note that an earlier application (D/R/2015-2016/048) received conditional approval from the Niagara Escarpment Commission. This is a revised development proposal to account for an increase in floor area. No hard copies will follow. Thank you.

**Bryce Sharpe**  
Planning Technician  
Niagara Escarpment Commission  
Telephone: (905) 877-8486  
Fax: 905) 873-7452  
Email: [bryce.sharpe@ontario.ca](mailto:bryce.sharpe@ontario.ca)  
[www.escarpment.org](http://www.escarpment.org)

"To enable us to serve you better, please call ahead to make an appointment."



**Nottawasaga Valley  
Conservation Authority**

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October 6, 2015

Mayor Darren White and Council  
The Township of Melancthon  
c/o Denise Holmes, Chief Administrative Officer/Clerk  
157101 Hwy 10  
Melancthon, Ontario  
L9V 2E6

Dear Mayor White & Council:

Enclosed, please find the 2016 Nottawasaga Valley Conservation Authority Draft Budget Booklet (Attachment 1). This draft budget was received for circulation/input, at the October 2, 2015 NVCA Board meeting through the following resolution:

**RESOLVED THAT:** the Staff Report No. 55-09-15-BOD regarding the NVCA's 2016 Draft Budget be received; and

**THAT:** the Board of Directors receive the NVCA's 2016 Draft Budget; and

**THAT:** staff be directed to distribute the 2016 Draft Budget booklet to municipalities for the 30 day review period.

As per the resolution, we ask that Municipalities review the attached budget and forward any comments to the undersigned by November 13, 2015. After municipal comments and any presentations have been received; on December 11, 2015, the NVCA Board members will deliberate and vote on this circulated budget.

The 2016 draft budget has been developed to minimize the increase to our Municipal partners while maintaining the current level of conservation services. This budget reflects a status quo year where program service levels will be maintained. The total NVCA budget is \$4,990,861 which reflects significant grants and projects. The average levy paid by the 18 NVCA Municipalities reflects a 3% increase (\$64,303). For The Township of Melancthon the proposed increased amount is \$234.77 which is 2.338%, for a total 2016 levy contribution of \$10,277.62. This amount is calculated based on the Current Value Assessment apportionment from the Ministry of Natural Resources & Forestry.

We would be pleased to make a deputation to your Council or work directly with your staff to answer any questions regarding the 2015 draft budget. Please contact Laurie Barron, Coordinator, CAO & Corporate Services at 705-424-1479, ext. 222 or [lbarron@nvca.on.ca](mailto:lbarron@nvca.on.ca) to schedule a deputation or a meeting with staff. We believe the 2016 draft budget represents a wise investment for the long term health of our environment and our local economy.

A link to the complete 2016 Draft Budget booklet can also be found on the NVCA web site home page @ [www.nvca.on.ca](http://www.nvca.on.ca).

Yours in Conservation,

A handwritten signature in black ink, appearing to read 'D. Gayle Wood', is written over a diagonal line that extends from the bottom left towards the center of the page.

D. Gayle Wood  
Chief Administrative Officer

Attachments:

1. 2016 Draft Budget Booklet





# NVCA Draft Budget 2016

## Budget Highlights

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### Background

The NVCA Board of Directors received the 2016 Draft Budget at their October 2, 2015 meeting.

Following guidelines set by the board, staff prepared a budget with a 3% increase in the municipal levy. This increase, \$64,303 in total, is split among all 18 watershed municipalities based on current value assessment apportionment provided by the Ministry of Natural Resources and Forestry.

The budget projects revenues and expenses of \$4.99 million in 2016, a 2.3% increase over 2015.

The budget is status quo in comparison to 2015, with the exception of the elimination of the board advisory committees. The budget contains no increases or decreases to service levels.

### Changes to Revenue

Key changes to revenue include:

- A 50% decrease in revenue from other municipal contributions (funding for special projects with municipalities). This is due in large part to the completion of the New Tecumseth Phosphorus Trading Project in 2015.
- A 20% decrease in revenue from other provincial sources due to the completion of the flood database project in 2015.
- A 63%, or \$244,324, increase in revenue from federal sources owing to grants under the Lake

Simcoe/South-eastern Georgian Bay Clean-up Fund.

- A 50%, or \$121,160, increase in contributions, primarily due to grants received from Trees Ontario for NVCA's forestry program.
- Increases and decreases in user fees, depending on the program:
  - Forestry will see a 53% decrease in user fees, which is more than offset by gains under the Trees Ontario grants mentioned above.
  - Conservation Lands and Tiffin Centre Operations will see about a 20% increase owing to a new parking payment system and revenue from facility rentals and hunting permits.
  - Environmental Education is expecting an increase of 47% due to increased programming, particularly school field trip bookings and Camp Tiffin.

### Changes to Expenses

Key changes to expenses include:

- A 2.3% increase in overall staff wages, which includes a cost of living adjustment of 2%. Cost of living is calculated by averaging Statistics Canada's monthly Consumer Price Index over the 12-month period June 2014-May 2015.

Also included in this 2.3% increase are the wages for two contract positions added to assist with projects under the Lake Simcoe/South-eastern Georgian Bay

Clean-Up Fund. While their wages are reflected in this line item, these positions are full funded through project grants.

- A 17% decrease in staff education and training costs.
- A 25% decrease in materials & supplies-general, owing in large part to the completion of the New Tecumseth Phosphorus Trading Project. Conversely, the cost of trees is expected to increase by 27%, or \$29,000, in 2016 as NVCA's forestry program expands to plant 185,000 trees. This cost is covered by contributions from Trees Ontario.
- A 20% reduction in equipment costs.
- A 20%, or \$4,000, drop in transportation costs by eliminating the board advisory committees.

Combined with the savings in board member per diems, eliminating the advisory committees will save \$11,000 in 2016.

- A 108%, or \$141,114, increase in the cost of consultants owing to on-the-ground projects including a longer contract period for the forestry machine planter and consultants to assist with Lake Simcoe/South-eastern Georgian Bay Clean-Up Fund projects. These expenditures are covered by grants and do not affect the municipal levy.

### **Questions or Comments**

NVCA's Draft 2016 Budget is available online at [www.nvca.on.ca](http://www.nvca.on.ca). Hard copies may be requested by contacting the NVCA at 705-424-1479.

Questions regarding the draft budget should be directed to:

Sheryl Flannagan  
Director of Corporate Services  
705-424-1479 ext. 228  
[sflannagan@nvca.on.ca](mailto:sflannagan@nvca.on.ca)





# **2016 Draft Budget**

Information for  
Member Municipalities

September 2015

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## EXECUTIVE SUMMARY

On May 5, 1960, the Nottawasaga Valley Conservation Authority (NVCA) was created by Order-in-Council OC-1837-60 to:

**“establish and undertake, in the area over which it has jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources...”(Section 20 (1) of the Conservation Authorities Act.**

The NVCA has been operating for over 55 years with its municipal, provincial and federal partners as well as local stakeholders. Like Ontario's other 35 conservation authorities, NVCA operates under three fundamental principles:

### Fundamental Principles:

- Watershed jurisdiction
- Local decision making
- Funding partnerships



# Nottawasaga Valley Conservation Authority's Strategic Plan – 2014 to 2018



Innovative watershed management supporting a healthy environment, communities and lifestyles.



Working together to lead, promote, support and inspire innovative watershed management.



We are committed to carrying out our responsibilities, providing services to our customers and working with our partners in a professional, accountable, responsible and dedicated manner.

We are:

- an adaptive organization - constantly striving to improve; committed to anticipating change and thinking strategically
- a "can-do" organization - collaborative, decisive and efficient, committed to finding solutions that work for all
- a science-based organization - committed to using the best available watershed science and knowledge to inform decisions
- a professional organization - authentic and credible, respectful of all and receptive to the ideas of others
- an open organization - approachable, committed to customer service excellence, honest, open, transparent and effective
- a responsible organization - trustworthy, committed to fiscal prudence and the responsible use of resources



## Governance

The municipalities within the natural boundaries of the watershed govern the NVCA through a Board of Directors. Directors are responsible for making decisions as a collective working for the benefit of the whole watershed. They act as liaisons between their municipalities and the NVCA.

### Member Municipalities

Township of Adjala-Tosorontio

Township of Amaranth

City of Barrie

Town of the Blue Mountains

Bradford/West Gwillimbury

Clearview Township

Town of Collingwood

Township of Essa

Municipality of Grey Highland

Town of Innisfil

Township of Melancthon

Town of Mono

Mulmur Township

Town of New Tecumseth

Township of Oro-Medonte

Town of Shelburne

Township of Springwater

Town of Wasaga Beach



## Budget Process

In August, 2015, the Finance and Administrative Advisory Committee received a staff report on the budget pressures projected for 2016. Subsequently, the Board of Directors approved the committee's recommendation and staff were directed to create a draft budget for the October 2, 2015 meeting. Upon approval, the draft budget will be circulated to our watershed municipalities for comments. The Board of Directors will vote on the budget and associated municipal levy at the December 11, 2015 Board meeting.

## Budget Vote

Directors of the Board will vote on the budget and levy using a weighted vote based on the Current Value Assessment levy apportionment formula from the next page. If a municipality has two members representing their municipality on the Board then the percentage is split between the two members unless there is a resolution from their council giving the full vote to one member.





## 2016 Draft Budget

The 2016 Draft Operation budget is organized into business units and departments and is intended to reflect all associated costs. Operating programs have been maintained at the previous years' service levels.

A 3% increase in municipal levy, \$64,303, is needed to support the operating expenditures. The operating levy is shared by the municipal partners based on an apportionment percentage supplied to us by the Ministry of Natural Resources.

### SUMMARY OF MUNICIPAL LEVY CONTRIBUTION

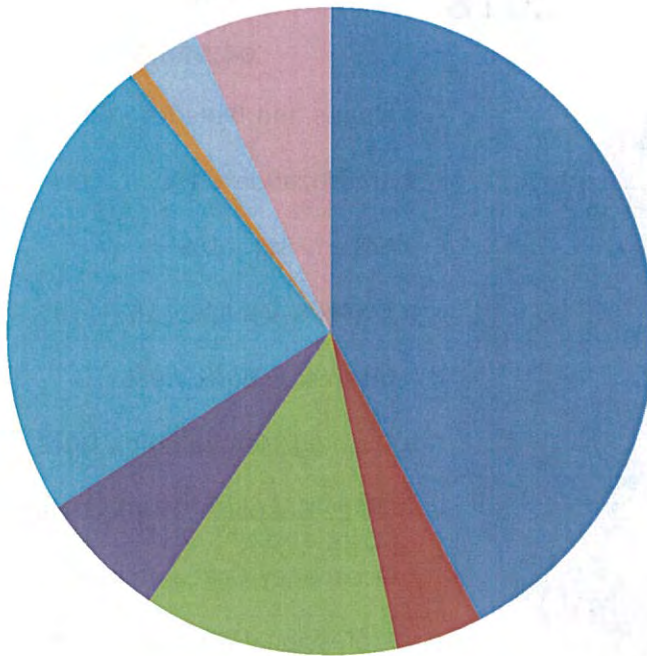
	2015 CVA Apportionment Percentage	2016 CVA Apportionment Percentage	2015 Operating Levy	2016 Draft Operating Levy	\$ Increase	% Increase
			\$ 2,083,580.22	\$ 2,147,883.48	\$ 64,303.26	3%
Amaranth Township	0.2250%	0.2231%	\$4,688.06	\$4,791.93	\$103.87	2.216%
Melancthon Township	0.4820%	0.4785%	\$10,042.86	\$10,277.62	\$234.77	2.338%
Town of Mono	3.6323%	3.6704%	\$75,681.88	\$78,835.92	\$3,154.03	4.167%
Mulmur Township	1.8106%	1.8029%	\$37,725.30	\$38,724.19	\$998.89	2.648%
Town of Shelburne	1.6806%	1.7785%	\$35,016.65	\$38,200.11	\$3,183.46	9.091%
Town of The Blue Mountains	1.5877%	1.5672%	\$33,081.00	\$33,661.63	\$580.63	1.755%
Municipality of Grey Highlands	0.3953%	0.3926%	\$8,236.39	\$8,432.59	\$196.20	2.382%
Adjala-Tosorontio Township	4.3945%	4.3273%	\$91,562.93	\$92,945.36	\$1,382.43	1.510%
City of Barrie	15.6435%	15.6193%	\$325,944.87	\$335,484.36	\$9,539.49	2.927%
Town Bradford W. Gwillimbury	3.5006%	3.5793%	\$72,937.81	\$76,879.19	\$3,941.38	5.404%
Clearview Township	5.4641%	5.4032%	\$113,848.91	\$116,054.44	\$2,205.53	1.937%
Town of Collingwood	10.6887%	10.5614%	\$222,707.64	\$226,846.57	\$4,138.93	1.858%
Essa Township	6.8066%	6.8139%	\$141,820.97	\$146,354.63	\$4,533.66	3.197%
Town of Innisfil	6.2730%	6.2867%	\$130,702.99	\$135,030.99	\$4,328.00	3.311%
Town of New Tecumseth	12.1363%	12.2140%	\$252,869.55	\$262,342.49	\$9,472.94	3.746%
Oro-Medonte Township	7.8035%	7.8358%	\$162,592.18	\$168,303.85	\$5,711.67	3.513%
Springwater Township	7.3073%	7.2601%	\$152,253.46	\$155,938.49	\$3,685.03	2.420%
Town of Wasaga Beach	10.1685%	10.1860%	\$211,868.85	\$218,783.41	\$6,914.56	3.264%

## Sources of Revenue

**2016**

**Total Revenues for 2016**

**\$4,990,861**

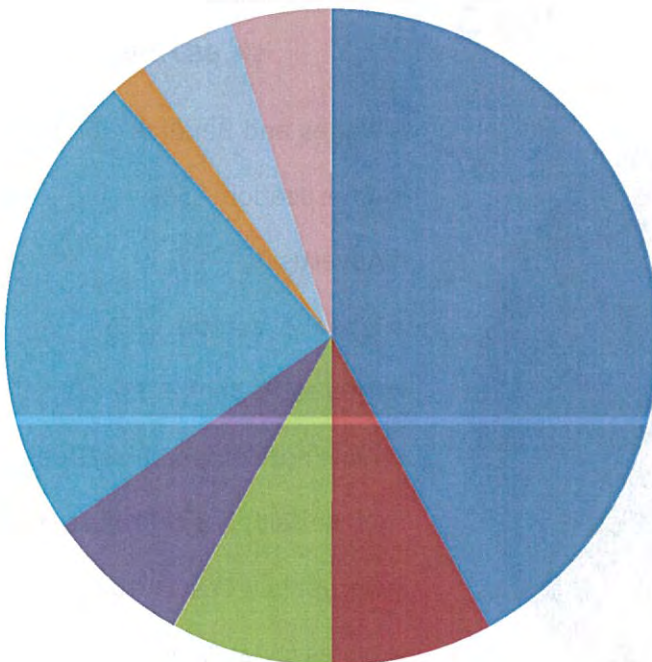


- Levy - 42%
- Municipal - Other - 4%
- Federal Grants - 13%
- Provincial Grants - 6%
- User Fees - 24%
- Capital Reserves - 1%
- Operational Reserves - 3%
- Contributions - 7%

**2015**

**Total Revenues for 2015**

**\$4,887,842**



- Levy - 42%
- Municipal - Other - 8%
- Federal Grants - 8%
- Provincial Grants - 7%
- User Fees - 23%
- Capital Reserves - 2%
- Operational Reserves - 5%
- Contributions - 5%

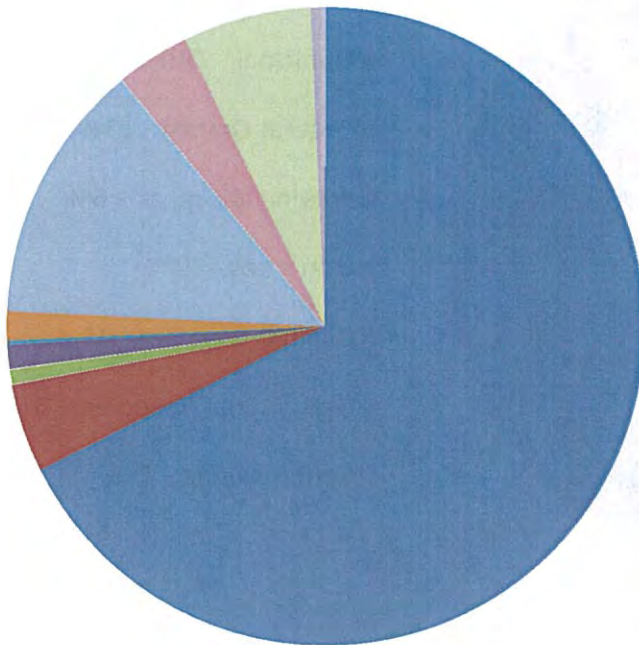


# Expenditures

**2016**

**Total Expenditures for  
2016**

**\$4,990,861**

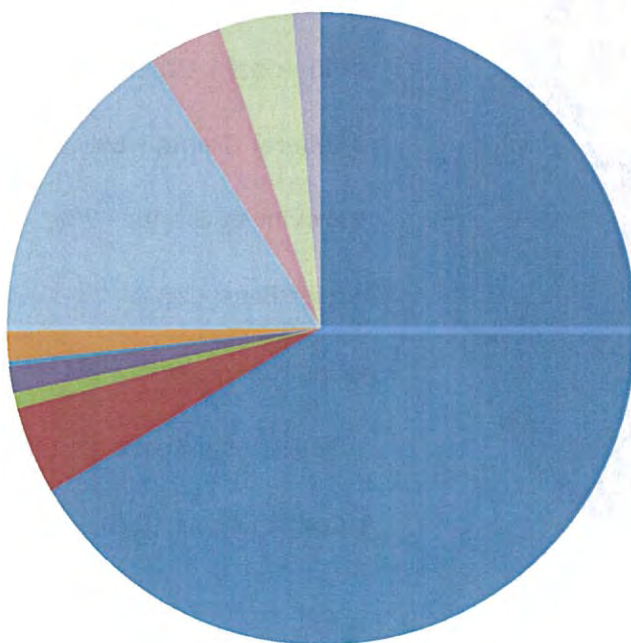


- Wages and Benefits - 68%
- Amortization - 4%
- Advertising - 1%
- Travel & Vehicle - 1%
- Interest & Bank - 0%
- Training/Memberships/Dues - 1%
- Office Supplies & Project Material Costs - 13%
- Occupancy Costs/Utilities - 4%
- Professional & Consulting Fees - 7%
- Purchased Assets - 1%

**2015**

**Total Expenditures for  
2015**

**\$4,887,842**



- Wages and Benefits - 66%
- Amortization - 5%
- Advertising - 1%
- Travel & Vehicle - 1%
- Interest & Bank - 0%
- Training/Memberships/Dues - 2%
- Office Supplies & Project Material Costs - 16%
- Occupancy Costs/Utilities - 4%
- Professional & Consulting Fees - 4%
- Purchased Assets - 1%

# Nottawasaga Valley Conservation Authority Proposed 2016 Budget

## Consolidated

From Division	110	Reforestation
To Division	680	Corporate Administration

	BUDGET 2015	BUDGET 2016	% CHANGE
<b>REVENUE:</b>			
Municipal Levy Non Match	1,897,590.22	1,961,893.47	3.39%
Matching Municipal Levy (Flood)	185,990.00	185,990.00	0.00%
Special Benefit Levy	2,500.00	2,500.00	0.00%
Oro-Medonte MOU	- 31,372.51	- 32,313.75	3.00%
Other Municipal Contributions	384,000.36	192,000.00	-50.00%
Total Municipal Revenue	2,438,708.07	2,310,069.72	-5.27%
MNR Transfer Payment-Flood	188,490.00	188,490.06	0.00%
Other Provincial Sources	166,500.00	133,500.00	-19.82%
Federal Sources	389,584.00	633,908.00	62.71%
Total Government Grants	744,574.00	955,898.06	28.38%
Contributions	239,500.00	360,660.00	50.59%
User Fees			
Reforestation	80,000.00	38,000.00	-52.50%
Conservation Lands	15,000.00	17,750.00	18.33%
Planning	758,000.00	755,500.00	-0.33%
Environmental Monitoring	13,000.00	13,000.00	0.00%
Environmental Education	151,500.00	222,500.00	46.86%
Tiffin Operations	63,800.00	78,500.00	23.04%
Conservation Land Leases	26,477.72	28,860.00	9.00%
Investment Income	25,000.00	25,000.00	0.00%
Total Contributions and User Fees	1,372,277.72	1,539,770.00	12.21%
Reserves	321,681.79	185,123.03	-42.45%
TOTAL REVENUE	4,877,241.58	4,990,860.81	2.33%

## EXPENSES:

Wages and Interprogram Charges	3,240,052.58	3,370,991.80	4.04%
	3,240,052.58	3,370,991.80	4.04%

Other Expenses			
Staff Cost	12,900.00	11,650.00	-9.69%
Memberships/Professional Dues	35,700.00	39,150.00	9.66%
Educations and Training	39,000.00	32,500.00	-16.67%
Materials & Supplies - General	608,584.00	458,250.00	-24.70%
Materials & Supplies - Cost of Trees	104,000.00	133,000.00	27.88%
Vehicles & Large Equipment Costs	47,150.00	46,150.00	-2.12%
Office Expenses	28,000.00	26,250.00	-6.25%
Equipment Costs	13,500.00	10,750.00	-20.37%
Transportation Costs	20,000.00	16,000.00	-20.00%
Legal	38,000.00	37,000.00	-2.63%
Consultants	131,000.00	272,114.00	107.72%
Insurance	72,700.00	78,450.00	7.91%
Taxes	20,010.00	21,460.00	7.25%
Heat and Hydro	32,000.00	32,000.00	0.00%
Telephones and Internet Access	28,000.00	26,000.00	-7.14%
Audit Fees	17,500.00	17,500.00	0.00%



# Nottawasaga Valley Conservation Authority Proposed 2016 Budget

## Consolidated

From Division  
To Division

110 Reforestation  
680 Corporate Administration

Interest and Bank Charges	12,000.00	12,000.00	0.00%
Maintenance Expense	32,900.00	30,400.00	-7.60%
Uniform Expense	4,525.00	4,525.00	0.00%
Leases	14,000.00	14,000.00	0.00%
Advertisement and Communications	38,220.00	38,220.00	0.00%
Bad Debt Expense	500.00	500.00	0.00%
Amortization Expense	217,500.00	225,000.00	3.45%
Capital Asset Purchases	69,500.00	37,000.00	-46.76%
	<u>1,637,189.00</u>	<u>1,619,869.00</u>	<u>-1.06%</u>
 TOTAL EXPENSES	 <u>4,877,241.58</u>	 <u>4,990,860.80</u>	 <u>2.33%</u>
 SURPLUS (DEFICIT)	 <u>-</u>	 <u>0.01</u>	 <u>0</u>

## Glossary of Terms

**Advertisement & Communications** – Includes advertisements, signage for all of the NVCA conservation areas as well as project site signage. This also includes the NVCA annual Evening of Thanks volunteer recognition event.

**Amortization Expense** – Annual expense for the capital purchases that are partially expenses annually following a fixed asset schedule.

**Contributions** – Includes donations, grants & special funding from non-government agencies.

**Federal Sources** – Federal grants or special projects funded by the federal government. (eg. Lake Simcoe/South-eastern Georgian Bay Clean-Up Fund)

**Leases** – Equipment leases such as photocopiers, postage meter, etc.

**Materials & Supplies** – Includes many things like offsite storage, materials and supplies purchased for weddings, education programs, etc., as well as project material costs required to complete specially funded projects.

**Membership/Professional Dues** – Includes membership with Conservation Ontario and Conservation Authorities Moraine Coalition for the Oak Ridges Moraine; as well as professional dues for staff as required.

**MNRF Transfer Payment** – Provincial money for the flood program, which is matched by the municipal levy.

**Municipal Levy** – Money provided by municipalities and apportioned by current value assessment. Other parts of levy include:

**Matching Levy – Flood** – This is the amount of levy that is matched by municipalities for the transfer payment from the MNRF.

**Special Benefit Levy** – This levy is only charged if the corresponding work is required and is for a specific municipality in relation to ice management

**Other Municipal Contributions** – Money contributed by specific municipalities for special municipal projects delivered by the NVCA or Risk Management Official work.

**Other Provincial Sources** – Other provincial grants or special projects funded by the province. (eg. Source Water Protection)..

**Staff Cost** – General staff costs include meals during conferences, mileage for non-fleet vehicles, etc.

**Taxes** – Property taxes for the NVCA owned properties paid to the municipalities.

**Transportation Cost** – Mileage paid to the NVCA Board of Directors.

**User Fees** – Fees for our programs and services paid by the user. These are not municipal funds.

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**DRAINAGE ENGINEER'S TENDER REPORT**

TO: Mayor White and Members of Council

FROM: Tom Pridham, P.Eng., Drainage Engineer

RE: Tender Results:  
Stinson Drainage Works, D Drain

DATE: October 6, 2015

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**RECOMMENDATION:**

THAT the tender for the construction of the Stinson Drainage Works, D Drain submitted by D.L.G. Services Inc. in the amount of \$19,549.00 including H.S.T. be accepted.

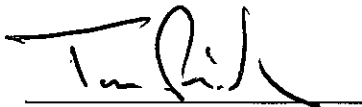
**BACKGROUND:**

Tenders for the construction of the Stinson Drainage Works, D Drain closed on Wednesday, September 30, 2015 at 3:00 p.m. Eight tender packages were circulated. Three bids were received as indicated on the attached Tender Opening Summary Form.

All tenders have been checked and verified for accuracy. The low bidder, D.L.G. Services Inc., are well known for their construction, aggregate and farm drainage expertise particularly in Simcoe County. They will have little difficulty completing this modest project.

We would recommend that the tender for the construction of the Stinson Drainage Works, D Drain submitted by D.L.G. Services Inc. in the amount of \$19,549.00 including H.S.T. be accepted.

Prepared By,



Tom Pridham, P.Eng.  
Drainage Engineer

## TENDER OPENING SUMMARY FORM

**Stinson Drainage Works, D Drain**

**Closing Date:**

**September 30, 2015 @ 3:00 p.m.**

**Township of Melancthon**

**Tender Opening Date:**

**October 1, 2015 @ 6:10 p.m.**

**File No.: D-ME-154**

**Project No.: 300035333.0000**

BIDDER	TENDER AMOUNT (incl. HST)	CERTIFIED CHEQUE/ DEPOSIT	START DATE	SUBSTANTIAL COMPLETION DATE	BIDDER POSITION
Hanna & Hamilton Construction	\$20,170.50	✓	Nov. 16, 2015	Nov. 30, 2015	2
Demmans Excavating					
McIntyre Aggregates	\$50,334.04	✓	Nov. 9, 2015	Nov. 20, 2015	3
Staveley Construction					
Cedarwell Excavating					
Reeves Construction					
AWF Contractors Ltd.					
DLG Services Inc.	\$19,549.00	✓	Oct. 19, 2015	Oct. 30, 2015	1
<b>Engineer's Estimate</b>	<b>\$16,950.00</b>				

Tender For:  
Stinson Drainage Works, D Drain  
September 2015

### FORM OF TENDER

#### *Stinson Drainage Works, D Drain*

To: Mayor and Council of the Township of Melancthon

The undersigned having carefully examined the drawings, specifications and location of the work, and fully understanding all conditions, hereby offer to enter into a contract to supply all labour, equipment and materials, and construct the Stinson Drainage Works, D Drain for the Township of Melancthon, complete and ready for use in accordance with the specifications for the following prices:

Item	Description	Approx. Quantity	Bid Price
<b>Work on 5th Line</b>			
1.0	Supply and install 250 mm dia. HDPE outlet pipe with insert rodent grate including clear stone bedding and stripping and replacing topsoil (Sta. 000 to Sta. 006)	6 lin.m	\$ <u>600.00</u>
2.0	Supply and place quarry stone rip-rap (500 mm thickness) on geotextile underlay as splash pad, embankment and tile outlet protection (Sta. 000)	20 sq.m	\$ <u>1,000.00</u>
3.0	Supply and install 250 mm dia. bell and gasket HDPE pipe including clear stone bedding, saw cutting and removing existing asphalt, stripping and replacing topsoil, removal and disposal of any excess material, supply, placement and compaction of all granular materials, connection to new catchbasin and seeding of all disturbed areas (Sta. 006 to Sta. 025)	19 lin.m	\$ <u>5,500.00</u>
4.0	Supply and install 600 mm x 600 mm on-line concrete catchbasin with bird cage style grate including quarry stone rip-rap inlet apron (Sta. 025)	1 ea.	\$ <u>2,800.00</u>
5.0	Supply and install 250 mm dia. bell and gasket HDPE pipe including clear stone bedding and stripping and releveling of topsoil (Sta. 025 to Sta. 038)	13 lin.m	\$ <u>1,300.00</u>

Tender For:  
 Stinson Drainage Works, D Drain  
 September 2015

Item	Description	Approx. Quantity	Bid Price
<b>Contingencies</b>			
6.0	Contingency for unforeseen conditions including additional clear stone bedding in areas of soil instability, etc.		\$1,250.00
<b>Work on Private Lands</b>			
7.0	Supply and install 250 mm dia. bell and gasket HDPE pipe including clear stone bedding and stripping and releveling of topsoil (Sta. 038 to Sta. 064)	26 lin.m	\$ <u>2,600.00</u>
8.0	Supply and install 600 mm x 600 mm pre-benched concrete junction box (Sta. 064)	1 ea.	\$ <u>1,500.00</u>
<b>Contingencies</b>			
9.0	Contingency for unforeseen conditions including additional clear stone bedding in areas of soil instability, etc.		\$750.00
	Contract Subtotal		\$ <u>17,300.00</u>
	HST (13%)		\$ <u>2,249.00</u>
	Total Bid Price		\$ <u>19,549.00</u>

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**DRAINAGE ENGINEER'S TENDER REPORT**

TO: Mayor White and Members of Council

FROM: Tom Pridham, P.Eng., Drainage Engineer

RE: Tender Results:  
Bauman Drainage Works

DATE: October 6, 2015

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**RECOMMENDATION:**

THAT the tender for the construction of the Bauman Drainage Works submitted by Martin Drainage in the amount of \$4,859.00 including H.S.T. be accepted. Acceptance of the tender shall be subject to no appeals being filed prior to the October 18, 2015 expiry date of the appeal period prescribed in the Drainage Act.

**BACKGROUND:**

Tenders for the construction of the Bauman Drainage Works closed on Wednesday, September 30, 2015 at 3:00 p.m. Six tender packages were circulated. Two bids were received as indicated on the attached Tender Opening Summary Form.

Both tenders have been checked and verified for accuracy. Both bidders have considerable experience in the installation of municipal drains under the Drainage Act. The low bidder Martin Drainage is very familiar with the site and work required having completed the private tiling work for Manassa Bauman the petitioner for the drain.

We would recommend that the tender for the construction of the Bauman Drainage Works submitted by Martin Drainage in the amount of \$4,859.00 including H.S.T. be accepted. The acceptance of the tender needs to be subject to no appeals being filed prior to the October 18, 2015 expiry date of the appeal period prescribed in the Drainage Act.

Prepared By,



Tom Pridham, P.Eng.  
Drainage Engineer

## TENDER OPENING SUMMARY FORM

**Bauman Drainage Works**

**Closing Date:**

**September 30, 2015 @ 3:00 p.m.**

**Township of Melancthon**

**Tender Opening Date:**

**October 1, 2015 @ 6:05 p.m.**

**File No.: D-ME-158**

**Project No.: 300037592.0000**

BIDDER	TENDER AMOUNT (incl. HST)	CERTIFIED CHEQUE/ DEPOSIT	START DATE	SUBSTANTIAL COMPLETION DATE	BIDDER POSITION
Hanna & Hamilton Construction	\$7,175.50	✓	Nov.16, 2015	Nov. 30, 2015	2
Demmans Excavating					
Martin Drainage	\$4,859.00	✓	Oct.15, 2015	Dec. 31, 2015	1
Staveley Construction					
AWF Contractors Ltd.					
Reeves Construction					
Engineer's Estimate	\$5,085.00				



Tender For:  
Bauman Drainage Works  
September 2015

**FORM OF TENDER**  
*Bauman Drainage Works*

To: Mayor and Council of the Township of Melancthon

The undersigned having carefully examined the drawings, specifications and location of the work, and fully understanding all conditions, hereby offer to enter into a contract to supply all labour, equipment and materials, and construct the Bauman Drainage Works for the Township of Melancthon, complete and ready for use in accordance with the specifications for the following prices:

Item	Description	Approx. Quantity	Bid Price
1.0	Supply and install 375 mm dia. HDPE outlet pipe with insert rodent grate including clear stone bedding, grading additional cover material and stripping and replacing topsoil (Sta. 000 to Sta. 006)	6 lin.m	\$ <u>700 —</u>
2.0	Supply and place quarry stone rip-rap (500 mm thickness) on geotextile underlay as splash pad, embankment and tile outlet protection (Sta. 000)	20 sq.m	\$ <u>950 —</u>
3.0	Supply and install 375 mm dia. HDPE pipe including clear stone bedding, grading additional cover material and stripping and replacing topsoil (Sta. 006 to Sta. 021)	15 lin.m	\$ <u>1750 —</u>
4.0	Remove existing vertical HDPE stand pipe and connect existing 300 mm diameter drainage tubing including stripping and replacing topsoil (Sta. 021)	L.S.	\$ <u>400 —</u>

**Contingencies**

5.0	Contingency for unforeseen conditions including additional clear stone bedding in areas of soil instability, etc.	\$500.00
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Tender For:  
Bauman Drainage Works  
September 2015

Item	Description	Approx. Quantity	Bid Price
	Contract Subtotal		\$ <u>4300 -</u>
	HST (13%)		\$ <u>559</u>
	Total Bid Price		\$ <u>4859.00</u>

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**DRAINAGE ENGINEER'S TENDER REPORT**

TO: Mayor White and Members of Council

FROM: Tom Pridham, P.Eng., Drainage Engineer

RE: Tender Results:  
Fluney Drainage Works

DATE: October 6, 2015

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**RECOMMENDATION:**

THAT the tender for the construction of the Fluney Drainage Works submitted by Hanna & Hamilton Construction Co. Ltd. in the amount of \$203,221.46 including H.S.T. be accepted. Acceptance of the tender shall be subject to no appeals being filed prior to the October 18, 2015 expiry date of the appeal period prescribed in the Drainage Act.

**BACKGROUND:**

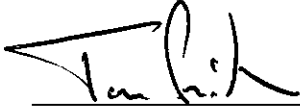
Tenders for the construction of the Fluney Drainage Works closed on Wednesday, September 30, 2015 at 3:00 p.m. Eight tender packages were circulated. Four bids were received as indicated on the attached Tender Opening Summary Form.

All tenders have been checked and verified for accuracy. The low bidder, Hanna & Hamilton, are very familiar with the site having completed numerous projects in the area. Their workmanship and the co-operation shown to the affected owners has always been outstanding.

Concern was expressed by Kevin and Don Fluney after the tender opening regarding the proposed commencement date. We have subsequently spoken with Bill Hamilton. Mr. Hamilton indicated they would move the commencement date forward in order to accommodate the owners.

We would recommend that the tender for the construction of the Fluney Drainage Works submitted by Hanna & Hamilton Construction Co. Ltd. in the amount of \$203,221.46 including H.S.T. be accepted. The acceptance of the tender needs to be subject to no appeals being filed prior to the October 18, 2015 expiry date of the appeal period prescribed in the Drainage Act.

Prepared By,

A handwritten signature in black ink, appearing to read 'Tom Pridham', written over a horizontal line.

Tom Pridham, P.Eng.  
Drainage Engineer

## TENDER OPENING SUMMARY FORM

**Fluney Drainage Works**

**Township of Melancthon**

**File No.: D-ME-153**

**Closing Date:**

**September 30, 2015 @ 3:00 p.m.**

**Tender Opening Date:**

**October 1, 2015 @ 6:20 p.m.**

**Project No.: 300032772.0000**

BIDDER	TENDER AMOUNT (incl. HST)	CERTIFIED CHEQUE/ DEPOSIT	START DATE	SUBSTANTIAL COMPLETION DATE	BIDDER POSITION
Hanna & Hamilton Construction	\$203,221.46	✓	Nov. 16, 2015	Nov. 30, 2015	1
Demmans Excavating					
McIntyre Aggregates	\$335,842.06	✓	Nov. 9, 2015	June 1, 2016	4
Staveley Construction					
Cedarwell Excavating					
Reeves Construction					
Martin Groundworks	\$206,297.32	✓	Oct. 15, 2015	Nov. 30, 2015	2
DLG Services Inc.	\$219,457.30	✓	Nov. 1, 2015	Dec. 11, 2015	3
Engineer's Estimate	\$201,987.50				

Tender For:  
Fluney Drainage Works  
September 2015

**FORM OF TENDER**  
*Fluney Drainage Works*

To: Mayor and Council of the Township of Melancthon

The undersigned having carefully examined the drawings, specifications and location of the work, and fully understanding all conditions, hereby offer to enter into a contract to supply all labour, equipment and materials, and construct the Fluney Drainage Works for the Township of Melancthon, complete and ready for use in accordance with the specifications for the following prices:

Item	Description	Approx. Quantity	Bid Price
<b>A Drain - Work on Private Lands</b>			
1.0	Excavate open drain including stripping and salvaging topsoil, hauling and disposal of excavated material and seeding of sideslopes. (Sta. A000 to Sta. A014)	125 cu.m	\$ <u>1150.00</u>
<b>A Drain - Work on 4th Line NE</b>			
2.0	Excavate open drain including stripping and salvaging topsoil, hauling and disposal of excavated material and seeding of sideslopes. (Sta. A014 to Sta. A018 and Sta. A038 to Sta. A044)	100 cu.m	\$ <u>975.00</u>
3.0	Supply and place 20 m, 1200 mm dia. CSP, 2.8 mmTh., 125 mm x 25 mm Corrugations at 100 mm below grade including granular bedding and backfill per OPSD 802.010. (Sta. A018 to Sta. A038)	20 lin.m	\$ <u>8550.00</u>
4.0	Supply and place quarry stone rip-rap (500 mm thickness) on geotextile underlay as CSP inlet and outlet protection (Sta. A018 and Sta. A038)	30 sq.m	\$ <u>2550.00</u>
<b>A Drain - Work on Private Lands</b>			
5.0	Excavate open drain including clearing, stripping and salvaging topsoil, hauling and disposal of excavated and cleared material and seeding of sideslopes. (Sta. A044 to Sta. A935)	9,350 cu.m	\$ <u>79500.00</u>

Tender For:  
Fluney Drainage Works  
September 2015

Item	Description	Approx. Quantity	Bid Price
6.0	Supply and install 450 mm dia. perforated HDPE outlet pipe with non-woven geotextile filter sock and insert rodent grate including clear stone bedding and stripping and replacing topsoil. (Sta. A935 to Sta. A941)	6 lin.m	\$ <u>1080.00</u>
7.0	Supply and place quarry stone rip-rap (500 mm thickness) on geotextile underlay as splash pad, embankment and tile outlet protection. (Sta. A935)	20 sq.m	\$ <u>1500.00</u>
8.0	Supply and install 450 mm dia. perforated HDPE pipe with non-woven geotextile filter sock including clear stone bedding and stripping and replacing topsoil. (Sta. A941 to Sta. A1207)	266 lin.m	\$ <u>35900.00</u>
<b>A Drain - Work on 5th Line</b>			
9.0	Supply and install 450 mm dia. perforated HDPE pipe with non-woven geotextile filter sock including clear stone bedding and stripping and replacing topsoil. (Sta. A1207 to Sta. A1209)	2 lin.m	\$ <u>450.00</u>
10.0	Supply and install 900 mm x 1200 mm offset concrete ditch inlet catchbasin with bird cage style grate including connection with 4 m of 375 mm dia. HDPE pipe and a 450 mm x 375 mm HDPE tee fitting and quarry stone rip-rap inlet apron. (Sta. A1209)	1 ea.	\$ <u>3950.00</u>
<b>B Drain - Work on Private Lands</b>			
11.0	Excavate open drain including clearing, stripping and replacing topsoil, spreading and levelling of excavated material and seeding all disturbed areas including levelled spoil and sideslopes. (Sta. B000 to Sta. B200)	1,050 cu.m	\$ <u>7500.00</u>
12.0	Excavate open drain including clearing, stripping and salvaging topsoil, hauling and disposal of excavated and cleared material and seeding of sideslopes. (Sta. B200 to Sta. B280)	325 cu.m	\$ <u>2762.00</u>

Tender For:  
Fluney Drainage Works  
September 2015

Item	Description	Approx. Quantity	Bid Price
13.0	Supply and install 300 mm dia. perforated HDPE outlet pipe with non-woven geotextile filter sock and insert rodent grate including clear stone bedding and stripping and replacing topsoil. (Sta. B280 to Sta. B286)	6 lin.m	\$ <u>525.00</u>
14.0	Supply and place quarry stone rip-rap (500 mm thickness) on geotextile underlay as splash pad, embankment and file outlet protection. (Sta. B280)	20 sq.m	\$ <u>1500.00</u>
15.0	Supply and install 300 mm dia. perforated HDPE pipe with non-woven geotextile filter sock including clear stone bedding and stripping and replacing of topsoil as detailed. (Sta. B286 to Sta. B525)	239 lin.m	\$ <u>17500.00</u>
16.0	Supply and install 900 mm x 1200 mm on-line concrete ditch inlet catchbasin with bird cage style grate and quarry stone rip-rap inlet apron. (Sta. B525)	1 ea.	\$ <u>2950.00</u>

#### Contingencies

17.0	Contingency for unforeseen conditions including regrading slumped sideslopes, additional clear stone bedding in areas of soil instability, etc.	\$11,500.00
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Contract Subtotal	\$ <u>179842.00</u>
HST (13%)	\$ <u>23379.46</u>
Total Bid Price	\$ <u>203221.46</u> ✓





*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](http://www.melancthontownship.ca)

Email: [info@melancthontownship.ca](mailto:info@melancthontownship.ca)

**CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**MEMORANDUM**

**TO: MAYOR WHITE AND MEMBERS OF COUNCIL**

**FROM: DENISE HOLMES, CAO/CLERK**

**SUBJECT: DRAFT BY-LAW TO PROVIDE FOR REDUCED LOAD PERIODS  
WITHIN THE TOWNSHIP OF MELANCTHON AND TO PROVIDE  
FOR EXEMPTIONS**

**DATE: OCTOBER 8, 2015**

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At the Council meeting held on May 7, 2015, Council approved a recommendation from the Road's Sub-committee for Staff to amend the current Reduced Loads By-law No. 10-2014 to include all Township Roads. It was also suggested at that meeting, that a clause be added to the By-law that would allow an exemption to certain roads. This was at the recommendation of the Township's Solicitor.

A By-law was drafted and the above recommendations were implemented. The draft was then sent to the Township Solicitor for his review and comments. The attached draft By-law is what he is recommending be passed by Council.

An administrative fee will have to be determined by Council for exemption permit applications.

GB2 -

OCT 15 2015

**CORPORATION OF THE TOWNSHIP OF MELANCTHON****BY-LAW NO. -2015****BY-LAW TO PROVIDE FOR REDUCED LOAD PERIODS WITHIN THE TOWNSHIP OF MELANCTHON AND TO PROVIDE FOR EXEMPTIONS**

**WHEREAS** Section 122(7) of the *Highway Traffic Act, R.S.O. 1990, c.H.8* provides that the Municipality or other authority having jurisdiction over a highway may by By-law designate the date on which a Reduced Load Period shall start or end and the highway or portion thereof under its jurisdiction to which the designation applies; and

**WHEREAS** Section 27(1) of the *Municipal Act, S.O. 2001, C.25*, provides that a municipality may pass By-laws in respect of a highway over which it has jurisdiction; and

**AND WHEREAS** Section 425 of the *Municipal Act, 2001, S.O. 2001, c.25* as amended, provides that any person who contravenes any by-law of the municipality, passed under this Act, is guilty of an offence;

**AND WHEREAS** Section 125, of the *Highway Traffic Act, R.S.O. 1990, c.H.8*, as amended provides the offence and penalty for any contravention of a by-law under Section 122(1), (2) or (3);

**WHEREAS** the Council of the Corporation of the Township of Melancthon deems it necessary and expedient to pass a By-law to designate a Reduced Load Period for highways under the jurisdiction of the Township of Melancthon.

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

1. That the provisions of Subsection 1, 2, 3 and 4 of Section 122 of the *Highway Traffic Act, R.S.O. 1990, c.H.8* apply to all highways under the jurisdiction of the Township of Melancthon.
2. That a reduced load period be and is hereby established for all highways under the jurisdiction of the Township of Melancthon commencing on the first day of March and ending on the 15<sup>th</sup> day of May, inclusive each and every year henceforth;
3. That the reduced load period may be altered if the Road Superintendent determines that the condition of the highway is such that there is risk of damage to the highway if the reduced load is not imposed.
4. That the Road Superintendent or his designate is hereby directed to erect the necessary signs in accordance with the *Highway Traffic Act, R.S.O. 1990, c.H.8*.
5. Pursuant to section 110 of the *Highway Traffic Act*, this By-law does not apply to:
  - (a) vehicles operated by or on behalf of the municipality or other authority having jurisdiction and control of a highway, where the vehicles are engaged in highway maintenance, including the carriage and application of abrasives or chemicals to the highway, the stockpiling of abrasives or chemicals for use on the highway, or the removal of snow from the highway;
  - (b) Vehicles used exclusively for the transportation of milk;
  - (c) Fire Apparatus;
  - (d) Vehicles operated by or on behalf of the municipality transporting waste; or

(e) Public utility emergency vehicles.

6. That upon application, in writing, a permit may be granted to a person to permit the moving of heavy vehicles, loads, objects or structures in excess of the load restrictions set out in this By-law during the reduced load periods. The holder of a permit is exempt from the provisions of Section 1 of this By-law to the extent as set out in the permit.
7. In accordance with Section 110 of the *Highway Traffic Act*, R.S.O. 1990, Chapter H.8. *as amended*, the Road Superintendent is authorized to issue permits.
8. A non-refundable administrative fee, as determined from time to time by Council, applies to any application for a permit under Section 6 above.
9. Permits issued under Section 6 shall be effective only for that time period specifically set out for that permit, and for the particular highway or highways set out for that permit. The exemption granted by Section 6 applies strictly and solely to the highways and times prescribed by the permit itself. The issuance of such permit shall be subject to the terms and conditions and permits as per schedule "A".
10. The Road Superintendent may impose any other reasonable conditions with respect to the permit referred to in Section 5, including, but not limited to those conditions necessary to:
  - (a) Protect person and/or property from injury or damage;
  - (b) Protect the structural integrity of the highway; and
  - (c) Prevent any further damage to the structure of the highway, persons or property.
11. It is deemed to be a condition of every permit issued, that the original of the permit be carried in the vehicle for which the permit was issued and be produced when demanded by the police officer or an officer appointed for carrying out the provisions of this By-law. Failure to comply with this condition constitutes an offence.
12. Any person who contravenes a provision of this by-law is guilty of an offence and upon conviction is liable to a fine set out in Section 125 of the *highway Traffic Act*, R.S.O. 1990, c.H.8.
13. If a court of competent jurisdiction declares any provision, or any part of a provision, of this by-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this by-law that each and every provision of this bylaw authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.
14. By-law No. 10-2014 is hereby repealed in its entirety.

By-law read a first and second time this                      day of                      , 2015

By-law read a third time and passed this                      day of                      , 2015.

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MAYOR

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CLERK

**SCHEDULE "A"**  
**CONDITIONS OF SPECIAL VEHICLE PERMIT**  
**(To Be Accompanied By The Special Vehicle Permit)**

**1. Acts and By-laws**

- a) The permit holder shall move the vehicle in accordance with the Highway Traffic Act of Ontario, Chapter H.8, R.S.O. 1990 and any amendments thereto.
- b) This permit is not valid on roads or structures, otherwise restricted by County By-Law.
- c) All moves are subject to By-laws of the municipalities or corporations, within which the move is being made.

**2. Control of Permit**

- a) The permit may be withdrawn on written notice at any time by the Public Works Personnel.
- b) Roads or structures may be restricted at any time.
- c) The permit is granted subject to the condition that the permit will be used at and within the time limits specified and that the particular highways used will be in accordance with those designated by the Public Works Personnel.

**3. General**

- a) No moves are to be made on Sundays.
- b) Vehicles, loads, objects or structures that are in excess of the width, length or both, prescribed under Section 109, of the Highway Traffic Act of Ontario, shall be marked with flags, lights or both and signs are prescribed.
- c) If it is necessary to cross a sidewalk with the load mentioned herein, the sidewalk must be covered with 4" planking.

**4. Axle Loads**

- a) Where the axle loads of any proposed loading arrangement cannot be easily calculated or are in doubt, it will be the applicant's responsibility to establish adequate proof of the accurate axle loadings, to the satisfaction of the Public Works Personnel. Any expense so incurred will be borne by the applicant.
5. The applicant understands that under the provisions of the Highway Traffic Act, Chapter H.8, R.S.O. 1990, as amended, the owner, operator or mover of a heavy vehicle, load, object or structure, in respect of which a permit is granted under that section, is nevertheless responsible for all damages that may be caused to the highway by reason of the driving, operating or moving of any such vehicle, load, object or structure and shall reimburse the Township of Whitewater Region for all costs associated with repairing such damage.
6. The applicant shall indemnify and save harmless the Township of Whitewater Region from any action, claim, damage or loss, arising from and in relation to the protection of persons and property, that may be caused by reason of driving, operating or moving of any such vehicle, load, object or structure.

## Denise Holmes

---

**From:** Heather Boston <hboston@mulmur.ca>  
**Sent:** Friday, October 09, 2015 3:19 PM  
**To:** dholmes@melanctontownship.ca  
**Cc:** Terry Horner  
**Subject:** Arena Agreement  
**Attachments:** ARENA AGREEMENT Melancthon Mulmur.pdf

Hi Denise,

Council approved Melancthon's suggested changes to the arena agreement. Please find attached the amended arena agreement per these changes.

Since the changes did not include a capital contribution, Council asked that Melancthon & Mulmur each place \$5,000 per year into their own Reserves for future capital projects.

Please let me know if you have any questions or concerns.

Kind Regards,

**Heather Boston, CPA, CA, CGA, BComm | Treasurer**  
Township of Mulmur | 758070 2<sup>nd</sup> Line East | Mulmur, Ontario L9V 0G8  
Phone 705-466-3341 ext. 233 | Fax 705-466-2922 | [hboston@mulmur.ca](mailto:hboston@mulmur.ca)



**mulmur**

*This message (including attachments, if any) is intended to be confidential and solely for the addressee. If you received this e-mail in error, please delete it and advise me immediately. E-mail transmission cannot be guaranteed to be secure or error-free and the sender does not accept liability for errors or omissions.*

---

### Total Control Panel

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To: [dholmes@melanctontownship.ca](mailto:dholmes@melanctontownship.ca)

Message Score: 15

High (60): Pass

From: [hboston@mulmur.ca](mailto:hboston@mulmur.ca)

My Spam Blocking Level: High

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.*

**AGREEMENT BETWEEN:**

**THE CORPORATION OF THE TOWNSHIP OF MULMUR,  
hereinafter referred to as "Mulmur"**

**-and-**

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON,  
hereinafter referred to as "Melancthon"**

**This Agreement witnesseth that, in consideration of the mutual covenants and conditions herein contained, Mulmur and Melancthon agree as follows:**

1. North Dufferin Community Centre, hereafter referred to as "NDCC," services and facility shall be used jointly by the parties hereto.
2. It is agreed that Melancthon and Mulmur will each be represented by one member of Council on a NDCC Board of Management, hereafter referred to as the "NDCC Board."
3. It is agreed that Melancthon will contribute \$17,500 towards the operating costs of the NDCC.
4. The funding shall be paid to Mulmur in quarterly installments due March 1<sup>st</sup>, June 1<sup>st</sup>, September 1<sup>st</sup> and December 1<sup>st</sup>.
5. A five year plan that will include capital requirements and operating utilization will be developed.
6. This Agreement shall be in effect for the two (2) year period January 1, 2016 to December 31, 2017 and after that time this Agreement will be reviewed and may be extended by the mutual agreement of both parties. This Agreement may be amended at any time with the joint consent of both Councils.
7. Either Council may terminate this Agreement at any time, by giving ninety (90) days written notice to the other Council.
8. The parties hereto shall execute such further assurance as may be reasonably required to carry out the terms hereof.
9. It is further agreed that this Agreement and everything herein shall respectively ensure to the benefit of and be binding upon the parties hereto.

In WITNESS WHEREOF each of the parties hereto has affixed its corporate seal attested to by the proper officers duly authorized in that behalf;

SIGNED, SEALED AND DELIVERED  
in the presence of:

THE CORPORATION OF THE  
TOWNSHIP OF MULMUR

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

THE CORPORATION OF THE  
TOWNSHIP OF MELANCTHON

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**NOTICE OF A PUBLIC MEETING  
TO INFORM THE PUBLIC OF A PROPOSED  
ZONING BY-LAW AMENDMENT**

**RECEIPT OF COMPLETE APPLICATION**

**TAKE NOTICE** that Township of Melancthon has received a complete application to amend Municipal Zoning By-law 12-79. The purpose of the rezoning is amend the Township's Comprehensive Zoning By-law to zone lands located at 398132 5<sup>th</sup> Line to permit the expansion of an existing home based woodworking business.

**AND PURSUANT** to Section 34 (10) of the Planning Act, the application file is available for review at the Municipal Office. Please contact the Municipal Clerk to arrange to review this file.

**NOTICE OF PUBLIC MEETING WITH COUNCIL**

**TAKE NOTICE** that the Council for The Corporation of the Township of Melancthon will be holding a public meeting (described below) under Section 34 of the Planning Act, R.S.O. 1990, c.P. 13 as amended, to allow the public to comment on the proposed Zoning By-law Amendment.

**DATE AND LOCATION OF PUBLIC MEETING**

Date: Thursday, October 15<sup>th</sup>, 2015  
Time: 5:45 pm  
Location: Township of Melancthon Municipal Office (Council Chambers)

**DETAILS OF THE ZONING BY-LAW AMENDMENT**

The application affects lands located in Part of Lot 16, Concession 7 N.E in the Township of Melancthon. A key map has been appended to this Notice which identifies the subject lands.

The purpose of the proposed by-law is to amend the Restricted Area (Zoning) By-Law No. 12-79 is to zone the subject lands to a General Agricultural Exception (A1-131) Zone, the purpose of which is to permit the expansion of a shop currently used for a home based woodworking business.

Information relating to this application is available at the Township of Melancthon Municipal Office for public review during regular office hours.

**FURTHER INFORMATION AND MAP OF LAND SUBJECT TO THE APPLICATION**

A key map has been appended that identifies the lands that are subject to this amendment. The applicant's building plan is also available for review at the Township office.

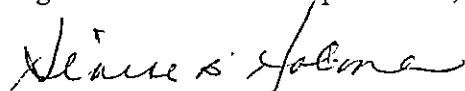
The purpose of this meeting is to ensure that sufficient information is made available to enable the public to generally understand the proposed Zoning By-law Amendment. Any person who attends the meeting shall be afforded an opportunity to make representations in respect of the proposed amendment.

If you wish to be notified of the decision of the Council for the Corporation of the Township of Melancthon in respect to the proposed Zoning By-law Amendment, you must submit a written request (with forwarding addresses) to the Clerk of the Township of Melancthon at 157101 Highway 10, Melancthon, Ontario, L9V 2E6 fax (519) 925-1110

If a person or public body files an appeal of a decision of the Council for the Corporation of the Township of Melancthon, as the approval authority in respect of the proposed Zoning By-law Amendment, but does not make oral submissions at a public meeting or make written submissions to Council before the proposed amendment is approved or refused, the Ontario Municipal Board may dismiss all or part of the appeal.

Further information regarding the proposed amendment is available to the public for inspection at the Township of Melancthon Municipal Office on Monday to Friday, between the hours of 8:30 a.m. and 4:30 p.m.

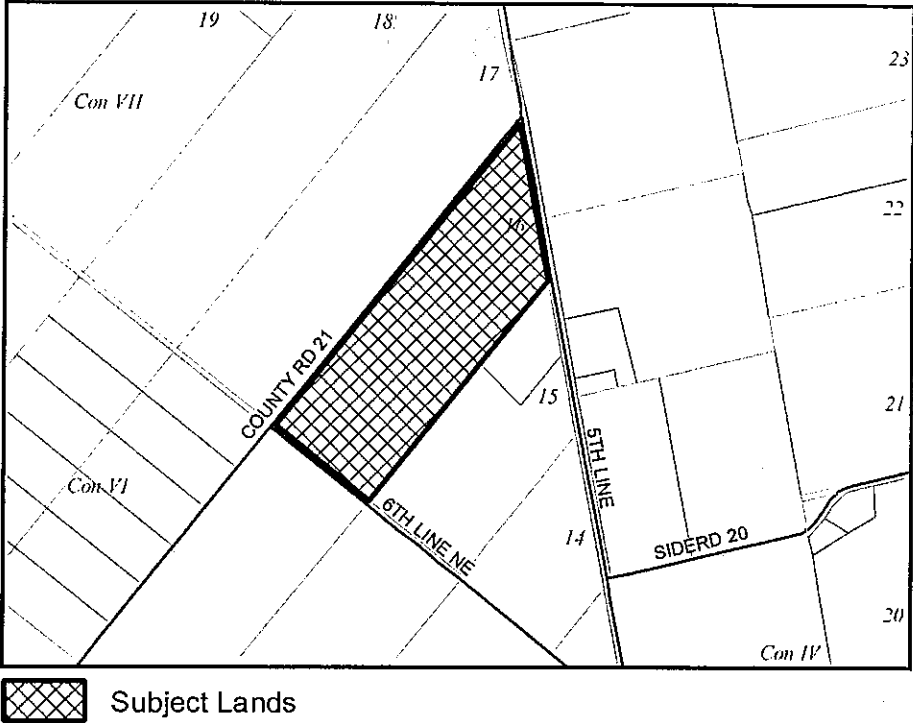
Mailing Date of this Notice: September 23, 2015



Denise Holines, CAO  
Township of Melancthon



LANDS SUBJECT TO APPLICATION FOR  
ZONING BY-LAW AMENDMENT





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**2015 Council Session - Melancthon**  
**October 15<sup>th</sup>, 2015**  
**Ministry of Municipal Affairs and Housing**  
**Municipal Services Office – Central Region**

# Disclaimer

These slides are provided by the Ministry of Municipal Affairs and Housing for convenience only

The slides should not be relied on for legal or official purposes. For authoritative text, recourse may be had to the legislation

As local facts and circumstances are variable, users may wish to consider obtaining their own legal advice when particular legal issues or decisions arise

# Ministry of Municipal Affairs and Housing

## Minister's Mandate

### 2014 Mandate Letter:

- Moving Forward on Social and Affordable Housing
- Improving Land Use Planning
- Reviewing Provincial Growth and Greenbelt Plans
- Reviewing Municipal Governance
- Strengthening Partnerships with Municipalities
- Amending the Building Code
- Reviewing Disaster Response
- Developing a Community Hubs Policy



# Ministry of Municipal Affairs and Housing Legislation

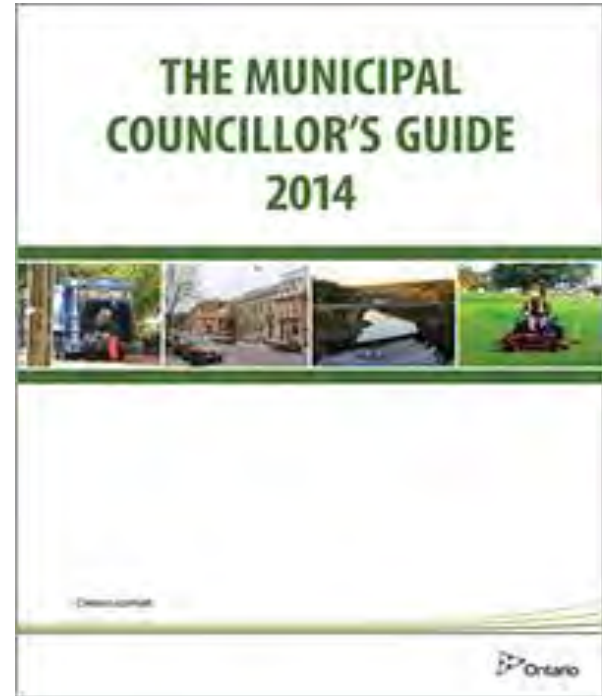
- MMAH administers approximately 50 statutes including:
  - Municipal Act, 2001
  - Planning Act
  - Housing Services Act, 2011
  - Building Code Act, 1992
  - Residential Tenancies Act, 2006
  - Line Fences Act
  - Municipal Elections Act, 1996
  - Municipal Conflict of Interest Act

# Municipal Services Office: Role

- Your primary point of contact with the Ministry
- Build municipal capacity
  - Provide information and facilitate connections regarding government initiatives
  - Identify and disseminate best practices
  - Partner with municipalities and others for common goals
  - Build effective relationships

# The Municipal Councillor's Guide

The Municipal Councillor's Guide  
link below:



<http://www.mah.gov.on.ca/AssetFactory.aspx?did=4965>

# Focus Of The Presentation

- Overview of Municipal Government
- Councillors as Lawmakers
- Accountability and Transparency and Conflict of Interest



# Municipal Government

- The Municipal Act, 2001 provides that municipalities are:
  - A geographic area whose inhabitants are incorporated
  - Created by the Province of Ontario
  - Responsible and accountable governments within their jurisdiction
  - Given powers and duties under the Act and many other Acts for the purpose of providing good government with respect to those matters

# Municipal Roles and Responsibilities

- The Municipal Act, 2001 establishes the basic framework for municipal government
- Authority for important municipal activities can also be found in many other acts

# Key Tips – Overview of Local Government

- Consider local circumstances when creating municipal committees and boards
- Seek municipal staff guidance and expertise on possible governance structures for program and service delivery
- Refer to terms of references for your municipality's local boards, other local bodies, and committees, to understand the scope and nature of their work

# Councillors as Lawmakers

# Legal Considerations on Exercising Power

- The *Constitution Act, 1982* (formerly the *British North America Act, 1867*)

# Sources of Law

## Statute Law

- Legislation enacted by the provincial or federal governments
  - General acts
  - Acts specific to individual municipalities
  - Private acts and
  - Regulations

e.g. Municipal Act, 2001, City of Hamilton Act, 1999, Canada Mortgage and Housing Corporation Act

## Administrative Law

- Decisions made by boards and tribunals

## Case Law

- Court decisions

# Municipal Powers

## Natural Person Powers

- Provides municipalities with flexibility similar to what individuals and corporations have in managing their organizational and administrative affairs, within their jurisdiction
- Powers may include:
  - Hire staff
  - Enter into agreements
  - Acquire land and equipment

# Municipal Powers (continued)

Broad Permissive Powers include, subject to certain limits:

- Governance structure of the municipality and its local boards
- Accountability and transparency of the municipality and its operations and of its local boards and their operations
- Financial management of the municipality and its local boards
- Public assets of the municipality acquired for the purpose of exercising its authority under this or any other act
- Economic, social and environmental well-being of the municipality
- Health, safety and well-being of persons
- Services and things that the municipality is authorized to provide
- Protection of persons and property, including consumer protection
- Animals\*
- Structures, including fences and signs\*
- Business licensing \*



# Municipal Powers (continued)

## Spheres of Jurisdiction in Two Tiered Systems

- Municipalities are also provided with spheres of jurisdiction (areas where municipalities have authority) to address the division of powers between upper-tier and lower-tier municipalities
- Spheres include rules about whether the upper-tier or lower-tier municipality (or both) may pass bylaws within all or part of each sphere
  - Highways, including parking and traffic on highways
  - Transportation systems, other than highways
  - Waste management
  - Public utilities
  - Culture, parks, recreation and heritage
  - Drainage and flood control, except storm sewers
  - Structures, including fences and signs.
  - Parking, except on highways
  - Animals
  - Economic development services
  - Business licencing

# Municipal Powers (continued)

## Specific Powers

- Powers given to municipalities under any act other than the broad permissive powers and the spheres of jurisdiction
- Could include specific powers under the Municipal Act, 2001 or many other statutes

## Municipal Limits

- Some limits are placed on municipal powers. Generally,
  - Bylaws cannot conflict with federal or provincial statutes or regulations
  - Broad powers and the spheres of jurisdiction are subject to procedural requirements and other limits
  - Except where expressly authorized, a municipality can only exercise powers within its municipal boundaries
  - Regulations can further limit the powers of a municipality
  - Additional rules exist in a two tier municipality under subsection 11(4) of the Municipal Act, 2001

# Municipal Powers (continued)

## Delegation

- Municipalities have the authority to delegate some powers and duties subject to certain rules
- Streamlines council decision-making by delegating minor matters
  - Permits council to focus on larger issues
- Builds on authority to create local bodies to assist with local decision-making
- Powers that cannot be delegated:
  - appointing or removing statutory officers
  - imposing taxes
  - incorporating corporations
  - adopting or amending official plans
  - passing zoning bylaws
  - passing certain bylaws related to small business counselling and municipal capital facilities
  - adopting community improvement plans which envisage bonusing
  - Approving and amending municipal budgets
  - Other powers as prescribed

# Council and Local Board Meetings

Powers of a municipality are generally exercised by by-law

- Occurs at council meetings

Quorum is generally required to conduct council business

**Meeting** *(as defined in the Municipal Act, 2001)*

Any regular, special or other meeting of a council, of a local board or of a committee of either of them

**Committee** *(as defined in the Municipal Act, 2001)*

Any advisory or other committee, subcommittee or similar entity of which at least 50% of the members are also members of one or more councils or local boards

# Committees, Local Boards and Other Special Purpose Bodies

- Considerable variety of committees, local boards and special purpose bodies
- Provincially and municipally established
- Committees – may be part of local governance structure
  - May include standing committees or advisory committees
  - Municipalities decide on composition
  - Can draw on members' areas of expertise/perspectives/experiences
- Local Boards - may carry special legal status
  - Particular rules/rights and responsibilities
  - Not all special bodies are local boards
  - Each needs to be looked at individually
- Municipal Services Boards – a kind of local board that municipalities use to help manage a broad range of municipal services such as public utilities, waste management, transportation systems, parking
  - Can be established by an individual municipality or by two or more municipalities

# Committees, Local Boards and Other Special Purpose Bodies

## Examples:

- municipal service boards
- school boards
- police services boards
- boards of health
- hospital boards
- transit commissions
- library boards
- conservation authorities
- children's aid societies,
- planning boards
- land division committees

# Procedure By-law

- Every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings *(as defined in the Municipal Act, 2001)*
  - Describes how meetings are to be conducted
  - Contents are generally up to the municipality
  - May be considered a transparency and accountability tool
  - Regular review of the bylaw ensures it effectively facilitates decision making
  - Shall provide for public notice

# Effective Meetings

## Suggestions for Chairing Effective Meetings

- Be aware of the rules of procedure, be timely, be impartial, be firm
- Prepare for the meeting by reviewing the entire agenda package
- Recognize that the presiding officer is a member of council:
  - He or she may wish to vote on questions being addressed by council
  - He or she may wish to temporarily step down as presiding officer during a meeting to debate an item on the agenda
  - Respecting and communicating decisions that are made by council as a whole may be part of the role



# Minutes - Record of meeting

- A municipality or local board or a committee of either of them shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not
- The record shall be made by:
  - The clerk, in the case of a meeting of council  
or
  - The appropriate officer, in the case of a meeting of a local board or committee

*(as defined in the Municipal Act, 2001)*

# Accountability and Transparency

- Maintaining public trust in council and in the management of a municipality is a priority
- The *Municipal Act, 2001* requires municipalities to have policies on:
  - Sale and other disposition of land
  - Hiring of employees
  - Procurement of goods and services
  - When and how notice is provided to the public
  - How the municipality will try to ensure accountability and transparency to the public
  - Delegation of powers and duties

# Accountability and Transparency (continued)

- To help ensure integrity and accountability in public office, the *Municipal Act, 2001* allows municipalities to pass bylaws to establish:
  - An Integrity Commissioner
  - A municipal Ombudsman
  - An Auditor General
  - A lobbyist registry and registrar
  - A code of conduct for council and local board members

# Public Sector and MPP Accountability and Transparency Act, 2014

- On December 11, 2014, the *Public Sector and MPP Accountability and Transparency Act, 2014* received Royal Assent
  - For municipalities and universities, the proclamation date is January 1, 2016
  - For school boards, the proclamation date is September 1, 2015
- The legislation expands the role of the Ontario Ombudsman to include all Ontario municipalities, publicly-assisted universities and school boards
- When proclaimed, the provisions will give the Ontario Ombudsman the authority to investigate complaints – only after local integrity officer processes have been completed
- In addition, the Ontario Ombudsman will be able to investigate matters in a municipality generally on their own initiative, as they can currently do for the province
- The aim of this legislation has always been increasing accountability and transparency and making sure every Ontarian – in every municipality – has access to an ombudsman

# Open and Closed Meetings: Public Business

- Transparent decision-making processes may be seen as part of the foundation of the good governance of a municipality
- Most municipal council and local board meetings shall be open to the public
- There are only a limited number of exceptions, for consideration of matters in closed session *(see next slide and section 239 of the Municipal Act, 2001 for more information about open meetings)*
- A resolution is required to be passed before going into closed meetings

# When A Meeting May Be Closed

- A meeting or part of a meeting may be closed to the public if the subject matter being considered is:
  - Security of municipal property
  - Personal matters about an identifiable individual
  - Proposed or pending land acquisition or disposal
  - Labour relations or employee negotiations
  - Litigation or potential litigation
  - Advice subject to solicitor-client privilege
  - A matter that can be closed under the authority of a statute other than the Municipal Act, 2001
  - Education or training sessions that meet certain conditions (*Refer to section 239 of the Municipal Act, 2001*)
- Freedom of Information requests may require council to close a meeting

# Closed Meeting Procedures

- Before holding a meeting closed to the public the council, local board or committee must adopt a resolution stating:
  - the fact of holding the closed meeting
  - the general nature of the matter to be discussed
- Generally, votes at a closed meeting may take place only in limited circumstances. These may include:
  - to give instruction to staff
  - procedural matters (example – adjournment)
- Minutes are required of all meetings, whether closed or not

# Closed Meeting Investigation

- Under sections 239.1 and 239.2 of the Act, a person may request an investigation of whether a closed meeting complied with the Act or a municipality's procedure bylaw
- The municipality may appoint an independent investigator who may report with recommendations to council
- If the municipality does not appoint an investigator, the Ontario Ombudsman may investigate



# Municipal Conflict of Interest

- The Municipal Conflict of Interest Act sets out what may be regarded as a primary set of ethical rules for council and local board members
- These rules apply, with some exceptions, to council and local board members if they have a pecuniary (financial) interest in a matter that is before a council (or a local board) at a meeting
- The legislation requires a member with this kind of interest – again with certain exceptions – to, among other things:
  - disclose the interest and its general nature before the matter is considered at the meeting
  - not take part in the discussion or voting on any question in respect of the matter
  - not attempt to influence the voting before, during, or after the meeting; and
  - immediately leave the meeting, if the meeting is closed to the public
- Potential penalties for contravention of the Act include removal from office. The courts decide whether or not a contravention of the Act has taken place

# Codes of Conduct

Municipal Act, 2001 authorizes the municipality to establish codes of conduct for members of the council of the municipality and of local boards of the municipality

# Municipal Freedom of Information and Protection of Privacy Act

- Provincial law which provides for:
  - Public access to municipal recordsand
  - Protection of privacy respecting government-held personal information held by a municipality
- Rules for collection, use and disclosure of personal and other confidential information

# Key Tips – Councillors as Lawmakers

- Be aware of the legal framework within which your municipality must operate and the need for legal advice
- Familiarize yourself with provincial legislation, such as the Municipal Act, 2001, Municipal Conflict of Interest Act and the Planning Act
- Review your municipality's existing bylaws
- Municipal staff should not be expected to provide you with legal advice; that is the responsibility of your municipal solicitor. In some cases, such as the Municipal Conflict of Interest Act, your own solicitor may provide you with personal advice
- Where there are complications in achieving your municipality's objectives, ask for advice on how things can be done

## Key Tips – Councillors as Lawmakers (continued)

- Familiarize yourself with accessing federal and provincial statutes, regulations and orders electronically
- Work within the legal framework
- Maintain a municipal library in hard copy or on-line which includes important municipal documents such as: minutes of meetings, official plans, strategic plans, budgets, performance measurements, bylaws, resolutions, policies, studies, inventories, registries, etc.

# Legislative Reviews

## ***Municipal Act, 2001 (MA)***

Came into force on January 1, 2003.

Legislative requirement to review every five years.  
Was last significantly updated in 2006 .

Ministry regularly receives suggestions for changes from stakeholders and the public given the Act's broad application.

## ***City of Toronto Act, 2006 (COTA)***

Came into force on January 1, 2007.

Legislative requirement to review every five years.  
Was last updated in 2009.

## Ontario Municipal Legislation Under Review

## ***Municipal Conflict of Interest Act (MCIA)***

Was passed in 1972. Last substantial amendments were made in 1983.

High profile legal proceedings and the public have called for updates to the Act.

## ***Municipal Elections Act (MEA) and Ranked Ballots*** **CONSULTATION CLOSED**

The Act came into force in 1996. Ministry reviews the Act following each municipal election.

Direction from the Minister's mandate letter.

# Municipal Act, Municipal Conflict of Interest Act, and City of Toronto Act

## Objectives of the review:

- Continue to promote financially sustainable, open and accountable municipalities
- Ensure that municipalities are using, and have in place, the powers to effectively and creatively serve their communities and respond to changing circumstances
- Review is scoped by key themes determined by feedback the Ministry has heard from municipalities, the public, and experts since the last reviews:
  - Accountability and Transparency
  - Municipal Financial Sustainability
  - Responsive and Flexible Municipal Government
- The Ministry encourages municipalities to submit council resolutions or other supporting materials on issues of interest
- Municipalities can submit their comments online here:  
<http://www.mah.gov.on.ca/Page11147.aspx> until October 31, 2015

# Discussion / Questions



# MSO Central Staff Contacts

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416-585-7356

**Manager, Local Government and  
Housing**

**Tammy Lomas-Jylha**

[tammy.lomas-jylha@ontario.ca](mailto:tammy.lomas-jylha@ontario.ca)