



TOWNSHIP OF MELANCTHON

A G E N D A

Thursday July 17, 2014 - 6:00 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 - July 3, 2014**
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. **Correspondence**

*** Items for Information Purposes**

1. GRCA Current - July 2014 Volume 19, Number 7
2. AMO Communications - Accountability Act Introduced Today
3. Email from Peggy Young-Lovelace, Township of Baldwin dated July 7, 2014, Re: Letter to Minister Naqvi, Ministry of Community Safety and Correctional Services - Re: Policing
4. Email from Nathan Garland, Grand River Conservation Authority dated July 4, 2014, Re: Notice of Study Commencement Highway 10 Rehabilitation and Drainage Improvements from Shelburne to Flesherton
5. Email from Helen Lawson, R.J. Burnside & Associates dated July 4, 2014, Re: Township of Melancthon - Structure 2028 Replacement
6. Highlights of the NVCA Board of Directors Meetings No. 6/14 - June 27, 2014
7. Letter from Hon. Bob Chiarelli, Minister of Energy dated July 4, 2014, Re: Municipal Energy Plan Program
8. AMO Communications - Ontario Speech from the Throne Delivered Today in the Legislature
9. Heads Up Alert - Ontario Good Roads Association - 2014 Throne Speech Affirms Pre-Election Commitments
10. Copy of a motion passed by the Town of Mono Council on June 24, 2014, Re: Dufferin County Forest Management Plan 2015 - 2035 Proposal to Permit Off Road Motorcycle Use of County Forest Properties
11. Email from Heather Kepran, NVCA dated June 30, 2014, Re: Response from NVCA to Green Party of Ontario Letter, June 2014
12. Nottawasaga Valley Conservation Authority - For Immediate Release - Volunteers put the "wiggle" back in Willow Creek
13. Email from Kelly Cole, Town of Penetanguishene dated June 27, 2014, Re: Call for a Formation of Small and Rural School Alliance
14. AMCTO Statement - Wynne Government Re-Introduces the Accountability Act
15. Memorandum from Wendy Atkinson, Treasurer to Denise Holmes, Mayor Hill and Council Members dated July 7, 2014, Re: Tax Sale

*** Items for Council Action**

1. Letter from Atkinson Farms dated July 3, 2014, Re: Renewal of Agreement regarding location of a pump and associated equipment
2. Email from Lou Battiston, Industry Canada dated July 9, 2014, Re: Amendments to Industry Canada's Antenna Tower Siting Procedures
3. Letter from Burnsides dated June 17, 2014, Re: Bradley-French Drainage Works Maintenance and Repair, 2014

4. Letter from James Corcoran, Environment Planner, Ministry of Transportation dated July 9, 2014, Re: Request for Exemption from Noise By-law #31-2002 - Highway 10 Rehabilitation from Southgate Road 24 to Flesherton, Dufferin and Grey Counties

***County Official Plan**

1. Letter from Mark Christie, MCIP-RPP, Manager, Community Planning and Development Ministry of Municipal Affairs and Housing to Tracey Atkinson dated July 7, 2014, Draft County Official Plan, May 2014

***Melancthon Official Plan**

1. Memorandum from Denise Holmes to Mayor Hill and Members of Council dated July 11, 2014, Re: Comments from the Public regarding the Draft Official Plan - March 2014

10. General Business

1. Memorandum from Denise Holmes to Mayor Hill and Council Members dated July 9, 2014, Re: Establishing and Regulating By-law
2. Applications to Permit
3. New/Other Business
4. Unfinished Business
 1. Second Draft - Township of Melancthon Simplified Risk Assessment
 2. OFM Recommendations - Update
 3. Horning's Mills Park Play Structure

11. Road Business

1. Return tender cheque to Fleshcon in the amount of \$24,816.00

12. Delegations

1. 6:30 p.m. - Jim Hill - update on property after fire on June 30, 2014
2. 7:00 p.m. - 2014 Development Charge Study Public Meeting - Nancy Neale, Watson and Associates will be in attendance
3. 7:30 p.m. - Dale Flynn - ERTH Corporation - Township of Melancthon ERTH's LED Street Light Upgrade Program

13. Closed Session (if required)

14. Notice of Motion

15. Confirmation By-law

16. Adjournment and Date of Next Meeting - Thursday, August 14, 2014 6:00 p.m.

17. On Sites

18. Correspondence on File at the Clerk's Office

1. Minutes of the July 8, 2014 North Dufferin Recreation and Community Centre Meeting
2. Minutes of the Shelburne and District Fire Board meeting held on June 3, 2014

GRCA Current



July 2014 • Volume 19, Number 7

GRCA General Membership

Chair	Jane Mitchell
Vice-Chair	Vic Prendergast
Townships of Amaranth, East Garafraxa, Melancthon and Southgate and Town of Grand Valley	Tom Nevills
Townships of Mapleton and Wellington North	Pat Salter
Township of Centre Wellington	Joanne Ross-Zuj
Town of Erin, Townships of Guelph/Eramosa and Puslinch	John Brennan
City of Guelph	Bob Bell, Maggie Laidlaw
Region of Waterloo	Les Armstrong, Todd Cowan, Jan d'Ailly, Rob Deutschmann, Jean Haalboom, Ross Kelterborn, Geoff Lorentz, Claudette Miller, Jane Mitchell, Warren Stauch
Municipality of North Perth and Township of Perth East	George Wicke
Halton Region	J. Barry Lee
City of Hamilton	Jeanette Jamieson
Oxford County	Bruce Banbury
County of Brant	Brian Coleman, Steve Schmitt
City of Brantford	Robert Hillier, Vic Prendergast
Haldimand and Norfolk Counties	Lorne Boyko, Fred Morison

Snyder's Flats and dogs

Recent efforts to enforce the regulation that requires dogs to remain leashed at Snyder's Flats in Waterloo have resulted in a great deal of interest from the public.

Some members of the public are in support of the enforcement efforts while others advocate that this should become a leash-free dog park. Feelings on both sides are strong.

Increase enforcement in June came about in response to a complaint from a resident whose children were frightened by off-leash dogs.

During June, GRCA staff visited the site on nine occasions. They laid seven charges for dogs off leash, three trespass bans and 21 people received warnings for swimming in the ponds. While there are six off-leash parks in Guelph, the number in Waterloo Region is more limited, so this is a well-used location.

Snyder's Flats has been owned by the GRCA since 1969 and recent work on the property had the primary goal of increasing fish and wildlife habitat within the Grand River floodplain. Volunteers and donor organizations helped achieve this by contributing funds for a variety of wetlands and habitats as well as an interpreted trail.

The presentations on the issue and discussion at the board table revealed that board members are also on both sides of this issue.

GRCA staff were asked to provide a report with more details about the impact of dogs at Snyder's Flats. This report will be brought to the board in July.

ner watershed municipalities, the provincial ministries of Environment, Agriculture and Food, Natural Resources, Environment Canada, Six Nations of the Grand River and the GRCA came together to review the current water management, address critical issues and identify action plans. These will be carried out by partners collectively.

The provincial and federal government ministries and the two First Nations in the Grand River are also being asked to endorse the plan.

For more information check www.grandriver.ca/wmp.

New appointments to GRCF

Two new directors were appointed to the Grand River Conservation Foundation in June— Wayne Pyffe of Paris and James den Ouden of Kitchener.

At the same annual general meeting, Brantford resident Joy O'Donnell was elected for a two-year term as chair while Doug Brock from Waterloo becomes the past chair.

Founded in 1965, the GRCF channels donations from individuals, foundations, groups and businesses to Grand River Conservation Authority projects. More than \$10 million has been raised so far.

The annual report is posted on www.grcf.ca and printed copies are also available.

Warm June weather

June began very dry with below the long-term average rainfall in the first half of the month across the watershed, except at Guelph Lake.

During the middle of the month, there were rainfall events in the northern part of the watershed, but the southern Grand remained dry. Rainfall near the end of the month was widespread.

The average temperature was 18 degrees, about one degree above the long-term average at the Shand Dam climate station. The warm weather in May and June has ended a six month stretch of cool weather.

Board endorses Grand River Water Management Plan

The GRCA endorsed the updated Grand River Watershed Water Management Plan as a plan of best practices.

The draft plan was posted to the website in April for endorsement by member municipalities. Most have endorsed the plan which has been developed over the past five years. Staff from part-



Reservoirs are within the normal operating range for this time of year. Augmentation from the large reservoirs accounted for about 40 per cent of the flow through Kitchener, 15 per cent at Brantford and 15 per cent on the Speed River below Guelph.

Wet conditions since last fall resulted in rising groundwater levels at various monitoring wells throughout the watershed.

Apps' Mill Nature Centre receives major gifts

Apps' Mill Nature Centre in Brant County will get a major upgrade next year thanks to donations made through the Grand River Conservation Foundation.

SC Johnson & Son Ltd. of Brantford has taken a leadership role on the renovations with a \$100,000 donation that will support upgrades to classroom and outdoor learning spaces as well as improved accessibility to the centre. The company is a long-term partner of the GRCF.

Improvements that are being undertaken include an elevator, exterior landscaping such as the outdoor classroom, ramps, better storage and fully accessible washrooms and classroom upgrades.

While the project is still in the planning stage, the upgrades are planned for the summer of 2015. So far about \$250,000 has been raised of the \$300,000 that is needed from many donors.

If you would like to contribute to this or any other project supported by the GRCF, please contact Sara Wilbur at 519-621-2763, ext. 2272.

GRCA provincial offences officers

The GRCA has 28 staff members who are designated to enforce the regulations applicable on land owned by the GRCA.

Five new staff members were appointed as regulations officers in June. Typically, park superintendents, assistant superintendents and park operations technicians have been designated as POA officers once they have completed training.

Over the years, the role and importance of the GRCA's enforcement program has changed due to shifting needs. The current challenges result from increased pressure on GRCA properties that are used by the public.



This is a rest stop for kayakers exploring Conestogo Lake and other recreational facilities. The lake is especially popular for fishing, power boats, sailing and camping, but it is also a great place for paddlers.

With increasing use of GRCA lands, there are an increasing number of issues such as alcohol abuse, vandalism, dogs that are off-leash and trespassing. Local police are not always in a position to respond and the GRCA must ensure that adequate staff are available to protect the land, GRCA staff and the public at these locations.

One-year contract

The GRCA and Ontario Public Service Employees Union (OPSEU) Local 259, which represents unionized staff, have negotiated a one-year contract that will expire on Dec. 31, 2014.

The contract includes a 1.1 per cent wage increase, changes to benefits for full-time, temporary and seasonal staff, as well as language about lateral transfers, sick days and one new personal day off.

Negotiations between the union and the GRCA took place this spring over five days.

River recreation surveys

DSS Management Consultants Inc., on behalf of Environment Canada, is carrying out surveys to learn more about recreational activities in the Grand River.

You can help by participating in these surveys on boating, fishing and swimming.

The work is being financed by Environment Canada under its Great Lakes Nutrient Initiative, which is aimed at improving the health of Lake Erie. The Grand River watershed is a major source of water to the lake.

The survey results will be used to help estimate the types, levels and distribution of these activities as well as their economic value. To see the surveys go to www.grandriver.ca/newsroom/news.cfm.

The issue of GRCA Current was published in July 2014.

It is a summary of the news featured in the Grand River Current (which is published by the GRCA) and includes as well as other news of interest.

The Grand River Conservation Authority will cover the copying, forwarding and distribution of GRCA Current.

Next board meeting: Friday, July 25 at 8:00 a.m. at the Administration Centre.

Report mentioned in GRCA Current: www.grandriver.ca/MeetingNews

For more news, please see www.grandriver.ca/News

The Grand River Newsletter is available online at www.grandriver.ca/GrandRiver

Wendy Atkinson

From: AMO Communications <communicate@amo.on.ca>
Sent: July-08-14 3:58 PM
To: watkinson@melancthontownship.ca
Subject: AMO Report to Members - Accountability Act

TO THE IMMEDIATE ATTENTION OF THE CLERK AND COUNCIL

July 8, 2014

***Accountability Act* Introduced Today**

The Premier's commitment to introduce new rules on transparency and accountability for the Province again captures other parts of the broader public sector, including municipal governments.

In response to the Association's letter to all the party leaders during the election, the Liberal Party stated with respect to the *Accountability Act*, that: "Ontario Liberals remain committed to expanding accountability in the public sector. If we form another government, we will work with AMO and the entire Broader Public Service to identify the best ways to expand accountability and give Ontarians confidence in their public service".

AMO President Russ Powers wants the Association's membership to know that AMO is very concerned that it has not been given any opportunity to work with the government prior to the Act's reintroduction. A request for an urgent meeting has been sent to the Premier. "This government has an outstanding track record of pre-consulting and getting input and feedback, so this is an extremely surprising and disappointing situation" says the AMO President.

We have been advised that this re-introduced Bill has been amended to address another area but apparently there is no change to the municipal government section. If the Bill introduced today is identical to the one previously introduced, then:

- A municipal government must appoint a municipal Ombudsman, no matter its size and if it does not, then the Provincial Ombudsman becomes the municipal Ombudsman by default. The *Municipal Act* currently describes the function of an Ombudsman (S.223.13.(1)) as reporting to a council on an investigation of any decision or recommendation made or act done or omitted in the course of the administration of the municipality. Investigations can be triggered by individuals or by the designated Ombudsman.
- Even if there is a municipally appointed local ombudsman, the Ontario Ombudsman would have the jurisdiction to investigate complaint(s) after a municipal Ombudsman has completed and reported on a complaint of maladministration or decides a complaint has no merit and dismisses it. In practice, this means an investigation undertaken by an independent ombudsman is not necessarily the last stop. It would also permit the Ontario Ombudsman to undertake a systemic investigation where she/he believes there is a more universal maladministration issue than in just one municipality.
- In terms of closed meeting investigations, there is no change to the appointment of an investigator. In other words, the current default model continues such that if no one is appointed by the Council then the provincial Ombudsman has jurisdiction. However, as above for maladministration complaints, there will be an 'appeal' process to the Provincial Ombudsman.

- For those municipal governments who do not appoint and by default fall under the services of the Ontario Ombudsman, there is no ability to have a review of his/her decision. In other words, there is no ability to have the decision of the Ontario Ombudsman reviewed.
- The Bill also does not scope in anyway the review of a municipal ombudsman or closed meeting investigation.
- There is no change to the legislative function of either an ombudsman or closed meeting investigation. The law continues to require that the function of these positions be independent and impartial; to maintain confidentiality and have credible investigative processes.
- In terms of application to local boards, AMO was advised that the original Bill would not capture police services boards, library boards, boards of health, boards of long-term care and Children's Aid Societies and municipal corporations created under S. 203 of the *Municipal Act*.

This means that these entities would remain out of the jurisdiction of any closed meeting investigator or ombudsman. At the time the Ontario Ombudsman had been promoting that his Office would have jurisdiction for these boards. AMO received written confirmation in the spring from the Minister of the day that Ontario's Ombudsman would not oversee them. We assume that this has not changed; however, we do not have a copy of the Bill nor its intended regulations to ascertain this.

The additional oversight approach contained in this Bill suggests that all the closed meeting investigators – all learned professionals, including lawyers, are not trusted. Yet, there has been no evidence provided by the government that in its eyes the system is not functioning to meet the existing Acts' provisions for independence and impartiality, confidentiality and a credible investigative process.

Again, we call on the Province to engage in active discussion with us before this legislation proceeds any further.

Contact: Monika Turner, Director of Policy, mturner@amo.on.ca, 416-971-9856 ext. 318.

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

DISCLAIMER These are final versions of AMO documents. AMO assumes no responsibility for any discrepancies that may have been transmitted with the electronic version. The printed versions of the documents stand as the official record.

Total Control Panel

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To: watkinson@melanctontownship.ca

Message Score: 20

High (60): Pass

From: communicate@amo.on.ca

My Spam Blocking Level: Medium

Medium (75): Pass

Denise Holmes

From: Peggy Young-Lovelace <peggy@townshipofbaldwin.ca>
Sent: July-07-14 4:36 PM
To: undisclosed-recipients:
Subject: Letter to Minister Naqvi re policing
Attachments: Letter to Minister Naqvi.pdf

Happy Monday Everyone

Reeve Bovin requested that I circulate the attached letter to all communities with a population of under 5,000. He also asked me to respectfully request that those municipalities not having passed this resolution as of yet please reconsider.

Hope all is well!

Peggy Young-Lovelace

Clerk-Treasurer
Baldwin Township
PH 705-869-0225
FX 705-869-5049

*Where there is **UNITY** there is always **VICTORY**.*
- *Pubilius Syrus*

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To: dholmes@melancthontownship.ca [Remove this sender from my allow list](#)
From: peggy@townshipofbaldwin.ca

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



The Corporation of the
TOWNSHIP OF BALDWIN

P.O. BOX 7095
MCKERROW, ONTARIO
POP 1M0

TEL: (705) 869-0225 • FAX: (705) 869-5049

July 7, 2014

The Honourable Yasir Naqvi
Ministry of Community Safety
and Correctional Services
George Drew Building
18th Floor
25 Grosvenor Street
Toronto ON
M7A 1Y6

By FAX: 1.416.325.6067

Dear Minister Naqvi,

On behalf of the members of Council I reiterate our congratulations as outlined in my correspondence of April 4, 2014 as you continue in your appointment. I have attached a copy for ease of reference.

We look forward to working with you to transition the responsibility and associated cost of policing for municipalities, population under 5,000, back to the Province. Prior to the Local Services Realignment exercise, municipalities of our size did not have responsibility for policing. We appreciate the efforts that have been made by others to find alternatives to the billing model proposed by the OPP. However, we remain committed to the course of action decided in January at the meeting of small municipalities in Sudbury organized by my colleague Mayor Falldien (Nairn and Hyman Township) and myself. At this meeting the communities present decided they no longer wanted to be in the policing business.

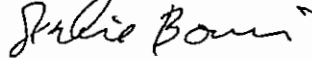
There was a follow up meeting in April in Nairn Centre as well as a meeting with a number of additional municipalities at the FONOM conference held in early May. The communities stood strong in their commitment to the January resolution that the Province take back policing responsibility for small municipalities. To date we have received the same resolution passed by 60 municipalities and we expect to receive more in the coming weeks.

Mayor Falldien and I look forward to meeting with you in person to further discuss this matter. While our budgets prohibit us from travelling to Toronto we could travel to Sudbury to meet with you there. Additionally, we might be able to make arrangements to meet by video conference if face to face is not

possible. As you can well imagine this matter is of utmost importance to our small communities and time is of the essence. Please contact the Township office at 705-869-0225 or by email to peggy@townshipofbaldwin.ca to arrange a convenient date and time.

Thank you in advance for your attention to our request. Again, congratulations on your appointment and I look forward to hearing from you soon.

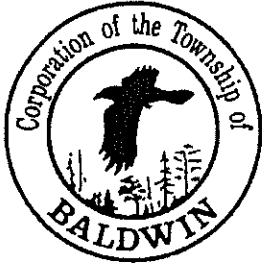
Sincerely



Archie Bovin

Reeve

cc: Mayor Falldien, Nairn and Hyman Township
The Honourable Kathleen Wynne, Premier
Municipalities Under 5,000 population



The Corporation of the
TOWNSHIP OF BALDWIN

P.O. BOX 7095
MCKERROW, ONTARIO
POP 1M0

TEL: (705) 869-0225 • FAX: (705) 869-5049

April 4, 2014

The Honourable Yasir Naqvi
Ministry of Community Safety
and Correctional Services
18th Floor
25 Grosvenor Street
Toronto ON
M7A 1Y6

By FAX: 1.416.326.0498

Dear Minister Naqvi,

On behalf of the members of Council I extend our congratulations on your recent appointment as Minister of Community Safety and Correctional Services. Your new post does not come without its challenges. As I am sure you are aware, many municipalities have expressed their lack of support for the proposed changes to the Ontario Provincial Police billing model; which will be an important issue to resolve.

Baldwin Township is a small northern rural community. We are one of the 44% of Ontario municipalities with a population of less than 5,000 and one of the 49% of Northern Ontario communities with a population of less than 1,000. We are also one of the sixteen communities that pay more than six hundred dollars per household for OPP policing costs. Council, at our February 10th meeting passed the following resolution:

14-019 Fairbairn Golden

WHEREAS municipalities have been legislated to provide police services;

AND WHEREAS municipalities have been paying inequitable costs for policing service;

AND WHEREAS the Ontario Provincial Police have developed a model for billing their services to municipalities;

AND WHEREAS there are a number of small municipalities who disagree with this funding model and do not believe that they will be beneficiaries of any proposed billing model;

NOW THEREFORE BE IT RESOLVED that the Province of Ontario take back the responsibility for policing small municipalities with a population of 5,000 or less.

There are a number of different organizations and groups of municipalities that have come together to voice their concern over the whole cost of policing issue. Our taxpayers cannot continue to sustain the cost of policing as it is or will be; with inflation and increases due to wage negotiations.

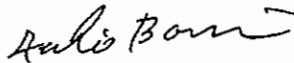
We are mandated to provide policing services. Currently, we are too small to establish our own force and have always relied on the OPP for service. We do not get to negotiate service level or cost. We are just expected to pay.

Mayor Falldien of Nairn and Hyman Township, our neighbouring municipality and myself organized a meeting of small municipalities in Sudbury. The resolution included earlier, was the outcome of the meeting. We are planning on hosting a follow up meeting in Nairn Centre in the near future and respectfully invite you to join us. If however, your time and schedule may not allow for this, we would be willing to travel to Sudbury to meet with you if that is more convenient to you. Video conference might also be another way we could connect in person on this matter.

On behalf of Council and our taxpayers, we look forward to the opportunity to meet with you and look at the issues and concerns around the billing model and how we see our resolution being implemented.

Again, congratulations on your appointment and I look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Archie Bovin". The signature is fluid and cursive, with a long horizontal stroke at the end.

Archie Bovin
Reeve

Denise Holmes

From: Nathan Garland <ngarland@grandriver.ca>
Sent: July-04-14 4:10 PM
To: 'amanda.waldick@ontario.ca'; 'james.corcoran@ontario.ca'
Cc: dholmes@melanctontownship.ca; 'dmilliner@town.southgate.on.ca'
Subject: GRCA Comments on Hwy 10 Rehabilitation and Drainage Improvements
Attachments: [Untitled].pdf

Hello Amanda and James,

Thank-you for circulating the Notice of Study Commencement for Highway 10 regarding Drainage Works and Resurfacing.

Please find attached a copy of our comments. Originals will be sent via mail.

Regards,

Nathan Garland
Resource Planner
Grand River Conservation Authority
(519) 621-2763 EXT. 2236

-----Original Message-----

From: Nathan Garland [<mailto:ngarland@grandriver.ca>]
Sent: July-04-14 3:53 PM
To: Nathan Garland
Subject: scanned document from copier

Total Control Panel

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To: dholmes@melanctontownship.ca

Message Score: 15

High (60): Pass

From: ngarland@grandriver.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.



400 Clyde Road, P.O. Box 729, Cambridge, ON N1R 5W6
Phone: 519-621-2761 Toll free: 866-900-4722 www.grandriver.ca

July 4th, 2014

Ms. Amanda Waldick
Project Manager
Ministry of Transportation
659 Exeter Road
London, ON N6E 1L3

Mr. James Corcoran
Environmental Planner
Ministry of Transportation
659 Exeter Road
London, ON N6E 1L3

Dear Ms. Waldick and Mr. Corcoran;

**Re: Notice of Study Commencement
Highway 10 Rehabilitation and Drainage Improvements from Shelburne to Flesherton**

We wish to acknowledge receipt of the notice of study commencement for the Highway 10 rehabilitation and drainage improvements from Shelburne and Flesherton in Dufferin and Grey Counties.

Based on the map provided with the notice, one area of drainage improvements are located within the G.R.C.A. watershed. The area identified is upstream of the Village of Dundalk on a tributary of the James Foley Municipal Drain. (See map provided).

Drainage improvements in this area and for the tributaries upstream of Dundalk should ensure that pre-post flow conditions are maintained or that improvements do not create an adverse impact downstream. We would recommend that should culvert replacement be considered for this area culvert sizing should be maintained, or should enlarged culverts be proposed a report demonstrating that no adverse impacts downstream and through the Town of Dundalk should be completed.

Should you have any questions or require any information, please contact me at 519-621-2763 ext. 2236.

Yours truly,

A handwritten signature in black ink, appearing to read "Nathan Garland".

Nathan Garland
Resource Planner
Grand River Conservation Authority

c.c. Denise Holmes, CAO/Clerk, Township of Melancthon
David Milliner, CAO, Township of Southgate



Grand River Conservation Authority

Map created: July 3, 2014
Prepared by: bl



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THIS MAP IS NOT TO BE USED FOR NAVIGATION

LEGEND

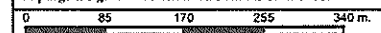
- WATERSHED BOUNDARY (GRCA)
- UTILITY LINE (NRVIS)
- ROADS-ADDRESSED (MNR)
- RAILWAY (NRVIS)
- DRAINAGE-NETWORK (GRCA)
- PARCELS-ASSESSMENT (MPAC)
- FLOODPLAIN-SPECIAL POLICY AREA (GRCA)
- FLOODPLAIN (GRCA)
- ENGINEERED
- APPROXIMATE
- ESTIMATED
- WETLAND (GRCA)
- SLOPE VALLEY (GRCA)
- STEEP
- OVERSTEEP
- SLOPE EROSION (GRCA)
- STEEP
- OVERSTEEP
- TOE
- WETLAND (NRVIS)
- PROVINCIALLY SIGNIFICANT
- LOCALLY SIGNIFICANT
- UNEVALUATED
- PARKS (GRCA)
- REGULATION LIMIT 2014 (GRCA)
- DRAINAGE-POLY (NRVIS)
- 2010 ORTHO (ONT)

GRCA Disclaimer

This map is for illustrative purposes only. Information contained hereon is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.

The source for each data layer is shown in parentheses in the map legend. For a complete listing of sources and citations go to:

<https://grims.grandriver.ca/docs/SourcesCitations1.htm>



NAO 1983, UTM Zone 17

Scale 1:7,500



Denise Holmes

From: Helen Lawson <Helen.Lawson@rjburnside.com>
Sent: July-04-14 1:58 PM
To: dholmes@melanctontownship.ca; roads@melanctontownship.ca;
jerry@moorefieldex.ca; info@moorefieldex.ca; steve.riley@rjburnside.com;
matt.brooks@rjburnside.com; matt.doner@rjburnside.com;
chris.knechtel@rjburnside.com
Subject: Township of Melancthon - Structure 2028 Replacement, Project No. 300033214
Attachments: 140626 Minutes-Pre-con_300033214.pdf

Attached are the minutes of the pre-construction meeting held on June 26, 2014. Please contact Chris Knechtel if you have any questions.



Helen Lawson

R.J. Burnside & Associates Limited
15 Townline
Orangeville, Ontario L9W 3R4
Helen.Lawson@rjburnside.com
Office: 519-941-5331
Direct Line: 519-938-3027
www.rjburnside.com

Please Note: Our company has a new direct dial telephone system. You can now reach me by calling our general office line or by calling my direct office telephone number. Refer to my email signature for updated contact information.

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Minutes of Pre-Construction Meeting

Township of Melancthon – Structure 2028 Replacement Pre-Construction Meeting

Meeting Date: June 26, 2014 Date Prepared: July 2, 2014
Time: 3:00 p.m.
Location: Structure Location
File No.: 300033214

Those in attendance were:

Craig Micks	Township of Melancthon (Township)	roads@melancthontownship.ca
Jerry Roubos	Moorefield Excavating Ltd. (Moorefield)	jerry@moorefieldex.ca
Chris Knechtel	R.J. Burnside & Associates Limited (Burnside)	chris.knechtel@rjburnside.com

The following items were discussed:	Action by
<p>1.0 Construction Schedule</p> <ul style="list-style-type: none">Starting Date – July 17, 2014 (anticipated road closure date)Contractor submitted copies of the detailed construction schedule at the pre-construction meeting showing all works being completed by September 15, 2014.Contract Administrator reminded Contractor that all provisional roadwork is to be included in the proposed schedule.Contractor to notify Contract Administrator any time during construction if they feel they are unable to meet the contract deadline.	
<p>1.1 No in-water activity will be allowed between Sept. 30th and July 1st.</p>	
<p>1.2 No seasonal shut down is planned and the Contractor is expected to work continuously from the project start to completion.</p>	
<p>1.3 All work must be substantially completed by September 15, 2014.</p>	

Items Discussed:	Action by
2.0 Working Days	
2.1 Proposed hours of work: Monday to Friday – 7:00 a.m. to 6:00 p.m.	
2.2 The Township advised the Contractor that they will permit work on Saturdays to occur, as long as they are given a day’s notice in case they are contacted by local residents.	
2.3 Should the Contractor wish to carry on its operations on a day other than a Working Day, that is a holiday on which the Owner employees are not required to work, written application for approval shall be made at least twenty-four hours (24 hours) in advance of such event.	
3.0 Requirements for Additional Drawings or Documents	
<ul style="list-style-type: none"> The Contractor previously received two copies of the Contract Documents and copies of the issued for tender drawings via mail. 	
<ul style="list-style-type: none"> The Contractor requires three full size copies of the “Issued for Construction” drawings. 	Burnside
<ul style="list-style-type: none"> The Township requires one half size copy of the “Issued for Construction” drawings. 	Burnside
4.0 Review of Contract Document Status	
<ul style="list-style-type: none"> The Contract has been executed by the Contractor and the Township. 	
<ul style="list-style-type: none"> The Contractor has provided the required Performance, Labour and Materials Bonds. 	
<ul style="list-style-type: none"> The Contractor has provided the required liability Insurances. 	
<ul style="list-style-type: none"> The Contractor has provided the required WSIB Clearance Certificate. 	
<ul style="list-style-type: none"> The Contractor is to provide the required traffic control plan. 	Moorefield
<ul style="list-style-type: none"> The Contractor provided a waterway control and de-watering plan at the pre-construction meeting and noted that after observing current site conditions will be changing their bypass pipe from 450 mm dia. to 750 mm dia. Contractor to submit a digital copy of the updated plan. 	Moorefield

Items Discussed:	Action by
5.0 Correspondence Concerning the Contract	
5.1 Owner:	
Township of Melancthon 157101 Highway 10 Melancthon, ON L9V 2E6	
Attention: Ms. Denise Holmes - CAO/Clerk Telephone: 519-925-5525 Fax: 519-925-1110 Email: dholmes@melancthontownship.ca	
Site Contact:	
Attention: Mr. Craig Micks – Road Superintendent Cell: 519-939-1957 Fax: 519-925-1110 Email: roads@melancthontownship.ca	
5.2 Contractor:	
Moorefield Excavating Ltd. 6297 Wellington Road 109 South, RR#3 Harriston, ON N0G 1Z0	
Attention: Mr. Jerry Roubos Telephone: 519-510-3571 Cell: 519-741-6598 Fax: 519-510-3277 Email: jerry@moorefieldex.ca info@moorefieldex.ca	
5.3 Contract Administrator:	
R.J. Burnside & Associates Limited 15 Townline Orangeville, ON L9W 3R4	
Attention: Mr. Chris Knechtel Telephone: 519-941-5331, ext. 327 Cell: 519-939-1397 Fax: 519-941-8120 Email: chris.knechtel@rjburnside.com	

Items Discussed:	Action by
<p>Site Inspector:</p> <p>Chris Knechtel <i>and/or</i> Matt Doner</p> <p>Cell: 519-939-1397 519-939-7336</p>	
<p>5.4 Contractor's Site Superintendent</p> <p>Name: Brett Claussen</p> <p>Contact Number: 519-741-6400</p> <p>E-Mail: brett@moorefieldex.ca</p> <p>24-hour Emergency Contact Number: 519-741-6400 or 519-741-6598</p>	
<p>6.0 Signing Authority</p> <ul style="list-style-type: none"> • Contractor – Jerry Roubos • Township of Melancthon – Denise Holmes • Burnside – Chris Knechtel or Matt Doner 	
<p>7.0 Permits and Notification to Concerned Bodies</p> <ul style="list-style-type: none"> • Ministry of Labour – Contractor has provided a copy of the Notice of Project and Form 1000. • Nottawasaga Conservation Authority Permit – Burnside delivered copies of the permit to Contractor at pre-construction meeting. Contractor to review conditions of the permit and ensure a copy is present on site while working at all times. • Contract Administrator to contact Wendy from the Township to coordinate notification of emergency services, police, fire, etc. of the road closure. • Contract Administrator to prepare and distribute road closure notices to affected residents within the contract limits. Township to review and approve notice prior to delivery. • Contractor to obtain permission from local property owners before completing any work on private property. 	<p>Burnside/ Township</p> <p>Burnside</p>
<p>8.0 Notices To Be Posted on Site</p> <ul style="list-style-type: none"> • Notice of Project – Ministry of Labour • List of designated substances • Emergency spills contact list • Contractor to immediately notify MOE's Spills Action Centre in case of a spill. Toll Free – 1-800-265-7672. • NVCA Permit 	

Items Discussed:	Action by
<p>9.0 Retaining Wall Substitution</p> <ul style="list-style-type: none"> Contractor having difficulties finding the specified size armour stone. Township approved the precast retaining wall substitute. Contractor to submit stamped retaining wall drawings to the Contract Administrator for review prior to constructing the walls. 	<p>Moorefield</p>
<p>10.0 Utilities/Tree Clearing</p> <ul style="list-style-type: none"> Township had subcontractor remove the required trees to facilitate the Bell relocation work. Contractor to remove any remaining trees which are in conflict with the proposed contract work. Contractor to notify Contract Administrator if any trees on private property are in conflict so that permission can be granted prior to removal. Bell has completed relocation work moving the conflict buried cable to overhead on the east side of the structure. Contractor shall be aware of all utilities in the area including overhead Hydro and Bell lines, gas, etc., and utility locates are the contractor's responsibility as required. Contractor to contact Hydro One to determine the voltage of the overhead lines. 	<p>Moorefield Moorefield</p>
<p>11.0 Traffic Control Signing</p> <ul style="list-style-type: none"> Agreed to place contract identification and public advisory signs at Main St. and CR 124 (south of construction) and Main Street and 15 Sideroad (north of construction). Township noted that detour signs will not be required for this project, only an additional 'Culvert Out' road closure notification sign at Main Street and River Road. Owner advised Contractor to include the July 17, 2014 closure date on the Public Advisory Signs so they can be installed prior to the closure. Contractor to send Contract Administrator sign mock-ups for review. 	<p>Moorefield Moorefield Moorefield</p>
<p>12.0 Safety</p> <ul style="list-style-type: none"> The Contractor is to ensure all staff is wearing proper safety equipment at all times (hardhat, safety vest, work boots). The Contractor is to provide a copy of their company's Health & Safety Policy and Safe Work Procedures which apply to this project. Contractor's Health & Safety Site Representative – TBD. 	<p>Moorefield</p>

Items Discussed:	Action by
<ul style="list-style-type: none">• To Ontario Regulation 213/91 – OH&SA for Construction Projects.<ul style="list-style-type: none">– During off-working hours, site must be kept safe and open.– Excavations are to be protected with a fence.– Contract Administrator is to notify Ministry of Labour if in his opinion, unsafe conditions exist on site.	
<p>13.0 Environmental Protection Measures</p> <ul style="list-style-type: none">• All environmental protection measures shall be installed prior to construction work commencing and shall be maintained throughout the contract to the satisfaction of the Contract Administrator and Township of Melancthon; all deficiencies noted shall be repaired/corrected within 24 hours of being advised or the Owner may correct the deficiencies at the Contractor's expense.• Contract Administrator/Site Inspector will be recording status of environmental protection measures regularly.• No tools or equipment are permitted in the waterway.	
<p>14.0 Progress Payment Certificates</p> <ul style="list-style-type: none">• Payment Certificates are to be signed by the Owner, Contractor and Contract Administrator.• Cut-off date for measurement – end of the month.• First payment certificate is to be issued at the end of July. Payment certificates are to be issued at the end of each month.• WSIB Certificate required every 60 days during the contract.• Holdbacks:<ul style="list-style-type: none">– Holdback percentage (10%)– Statutory Holdback = 8%– Warranty Holdback = 2% <p>The Contractor shall, upon request by the Owner's representative, attend on site to measure and agree upon the quantities of the work performed. Should the Contractor fail to meet the request within two weeks' time, the Owner's representative shall measure the quantities of the completed work in the absence of the Contractor and those quantities shall be deemed to be accepted and agreed upon by the Contractor as the quantities of work performed by the Contractor for that part of the contract.</p>	
<p>15.0 Release of Holdback</p> <p>In accordance with the Construction Lien Act prior to release of the holdback the Contractor shall submit to the Owner the following documents:</p>	

Items Discussed:	Action by
<ul style="list-style-type: none"> • Workplace Safety and Insurance Board Certificate of Clearance dated after the commencement of the 45-day Lien period • A Standard Statutory Declaration. • Proof of Publication of Certification of Substantial Performance of contract under Section 32 of the Construction Lien Act, R.S.O., 1990 C., 30, (as amended). <p>Upon receipt of the above documents and confirmation that the contract is free of liens or unsettled claims, the holdback shall be released.</p> <p>Notwithstanding the above, the Owner may retain a portion of the holdback as assurance for the rectification of any outstanding deficiencies or accounts.</p>	
<p>16.0 Shop Drawings / Mix Designs</p>	
<ul style="list-style-type: none"> • Contractor is to submit copy (digital or hard copies) of shop drawings to Engineer (Pre-cast Structure, Retaining Walls, etc.). Contractor or Sub-Contractor shall check and initial all shop drawings before submission to the Contract Administrator for review. Contract Administrator is to send reviewed shop drawings back to Contractor or Sub-Contractor. 	Moorefield
<ul style="list-style-type: none"> • Contractor to re-submit pre-cast culvert shop drawings with updated OPSS reference. 	Moorefield
<ul style="list-style-type: none"> • The Contractor must submit mix designs for: <ul style="list-style-type: none"> - Concrete - Asphalt 	Moorefield
<p>17.0 Procedures for Extra Work/Change Order</p>	
<ul style="list-style-type: none"> • An agreement of the compensation for extra work and the basis of its payment must be approved by the Owner and Contract Administrator prior to commencement of work. • Contractor must provide quotation where applicable and a revised completion date for extra work/change order. 	
<p>18.0 Disputes Regarding "Extra Work"</p>	
<p>Where there is a difference of opinion on whether or not work is an extra, notice of any claim for extra work must be given by the Contractor immediately so that the Contract Administrator can record the time, material and labour, etc. The Contractor must substantiate a claim within 30 days of completion of the related extra work.</p>	

Items Discussed:	Action by
19.0 Clarification of Scope of Work <ul style="list-style-type: none">No clarification of scope is required at this point in time.	
20.0 Other Items <ul style="list-style-type: none">Contract Administrator took a set of pre-construction photos prior to the pre-construction meeting.Contract Administrator to provide Contractor with bench mark(s) and a working point prior to July 17th. Contractor responsible for the culvert and road layout.	Burnside
21.0 Meetings <ul style="list-style-type: none">Meeting Frequency – As required.Next Meeting TBD.	

The preceding are the minutes of the meeting as observed by the undersigned. Should there be a need for revision, please advise within seven days. In the absence of notification to the contrary, these minutes will be deemed to be an accurate record of the meeting.

Minutes prepared by:

R.J. Burnside & Associates Limited



Chris Knechtel, P.Eng.
Contract Administrator
CK:hl

Distribution:

Denise Holmes – dholmes@melancthontownship.ca
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Steve Riley – steve.riley@rjburnside.com
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Matt Doner – matt.doner@rjburnside.com
Chris Knechtel – chris.knechtel@rjburnside.com



HIGHLIGHTS

of the NVCA BOARD OF DIRECTORS MEETINGS
No. 06/14 – June 27, 2014

Revised Source Protection Plan endorsed by NVSPA

The NVCA Board met at the Nottawasaga Valley Source Protection Authority (NVSPA) prior to the board meeting.

As the NVSPA, they approved a revised Source Protection Plan for South Georgian Bay-Lake Simcoe to be submitted to the Ministry of the Environment. The revised plan addresses comments from the Ministry and changes to water quantity policies since the plan was first submitted in 2012. It also incorporates comments received during consultation on the revisions. The revised Source Protection Plan was not substantially changed from the first draft, and the NVSPA unanimously approved its submission to the Ministry.

Tornado damage at Tiffin Centre

The board learned the extent of the damage suffered at the Tiffin Centre for Conservation as a result of an EF-2 tornado that hit the property on June 17.

In total, 12 acres of forested land were affected and 13 outbuildings were either destroyed or sustained damage, among them the storage shed and tent platforms at the group campground, the Sugar Shack, and the Rotary gazebo and skating shed. The hydro line entering the property was destroyed. This line is crucial to operations at the Tiffin Centre as it powers the well pump that allows for clean, running water in the administration and education buildings. (Photos of the damage follow.)

The torrential rains on June 24 exacerbated the problems, causing further damage to the berm between Papa and Mama Bear ponds. The berm had been compromised by the tornado and heavy equipment crossing to clear storm debris.

Although the tornado significantly damaged the property, the office and Tiffin Conservation Area were closed to the public for just one day. Trail use at Tiffin remains limited as the clean-up continues.

Staff reported that they are working with contractors and the NVCA's insurer to remove debris in a safe and cost efficient manner. The board authorized the release of funds from the NVCA's capital reserve to offset any costs not covered by insurance and disaster relief funds. Further, the board agreed to take the opportunity to replace the overhead power supply with an underground power supply, reducing future maintenance costs and service interruptions.

NVCA Board directs staff to ensure Midhurst development meets high standards

NVCA has been one of a number of parties involved in an Ontario Municipal Board (OMB) hearing regarding development in the Village of Midhurst.

After receiving an update on the hearing, the NVCA board directed staff to continue working with the County of Simcoe, Township of Springwater, development applicants and legal advisors to ensure that the Midhurst Draft Plan of Subdivision is consistent with provincial and municipal planning guidelines, and NVCA's strategic plan, development review guidelines and technical standards. Once NVCA receives technical and planning documentation adequately addressing staff's concerns, the board authorized the Chair and the CAO/Secretary-Treasurer to sign the hearing's minutes of settlement.

For more information:

Wayne Wilson, CAO/Secretary-Treasurer
(705) 424-1479 ext. 225 or wwilson@nvca.on.ca

For the full meeting agenda including documents and reports, visit the NVCA website at www.nvca.on.ca/about/boardofdirectors.

Future meetings & events:

July 3 – Workshop on Wetland Conservation (with Ducks Unlimited, Tiffin Centre)

July 5 – Pine River Restoration Work Day (Angus)

July 7 – Beeton Creek Restoration Field Trip (organized by Society of Ecological Restoration of Ontario, New Tecumseth)

July 18 – Special Session, NVCA Board of Directors (Angus Recreation Centre)

July 19 – Paddle the Nottawasaga River (Wasaga Beach)

August 8 – Jammin' Down the River II: Willow Creek Restoration Work Day (with Nature Conservancy of Canada, Minesing)

August 22 – NVCA Board of Directors Meeting (Utopia Hall, Utopia)

Photos of Tornado Damage to the Tiffin Centre for Conservation (June 17, 2014)



Downed hydro line and transformer.



Rotary Gazebo destroyed.



Damage to trails across the property.



Sugar Shack damaged.



Group campsite – significant tree loss and damage to storage shed.



Logs from downed trees. Much of the wood is being recovered to help offset clean-up costs.

Wendy Atkinson

From: Hon. Bob Chiarelli <write2us@ontario.ca>
Sent: July-04-14 2:49 PM
To: Hill
Subject: Letter from the Hon. Bob Chiarelli, Minister of Energy

Ministry of Energy

Office of the Minister

4th Floor, Hearst Block
900 Bay Street
Toronto ON M7A 2E1
Tel.: 416-327-6758
Fax: 416-327-6754

Ministère de l'Énergie

Bureau du ministre

4e étage, édifice Hearst
900, rue Bay
Toronto ON M7A 2E1
Tél. : 416 327-6758
Télééc. : 416 327-6754



July 4, 2014

MEMORANDUM TO: Ontario Municipal Leaders

MEMORANDUM FROM: The Honourable Bob Chiarelli

RE: Municipal Energy Plan program

Ontario's updated Long-Term Energy Plan, *Achieving Balance*, is committed to putting conservation first. Putting conservation first means ensuring conservation is the first resource considered before building new generation and transmission facilities, wherever cost-effective. Conservation is the cleanest and cheapest energy resource and it offers consumers a way to reduce their energy bills.

To continue our efforts to put conservation first, our government is supporting local energy planning and engaging municipalities through the **Municipal Energy Plan (MEP) program**.

I am pleased to announce that as of today, Ontario will begin accepting MEP applications on an ongoing basis for two funding streams:

- Funding Stream to Develop a New Municipal Energy Plan: Successful applicants to this stream will receive 50 per cent of eligible costs, up to a maximum of \$90,000.
- New Funding Stream to Enhance an Existing Energy Plan: Successful applicants to this stream will receive 50 per cent of eligible costs, up to a maximum of \$25,000.

Launched in 2013, the MEP program supports municipalities' efforts to better understand their local energy needs, develop plans to meet their goals, and identify opportunities for energy efficiency and clean energy. MEPs will help municipalities:

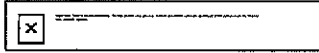
- assess the community's energy use and greenhouse gas (GHG) emissions;
- identify opportunities to conserve, improve energy efficiency and reduce GHG emissions;

- consider impact of future growth and options for local clean energy generation; and
- support local economic development.

The MEP program takes an integrated approach to energy planning by aligning energy, growth, infrastructure, and land use planning. Supporting local energy planning is part of the government's economic plan that is creating jobs for today and tomorrow. The comprehensive plan and its six priorities focus on Ontario's greatest strengths - its people and strategic partnerships.

Your staff can review the **program guidelines** and complete the **application form** at <http://www.energy.gov.on.ca/en/municipal-energy/>. If staff have any questions about the MEP program, they can email MEP@ontario.ca.

Sincerely,



Bob Chiarelli
Minister

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Wendy Atkinson

From: AMO Communications <communicate@amo.on.ca>
Sent: July-03-14 5:25 PM
To: watkinson@melancthontownship.ca
Subject: Policy Update - Ontario Speech from the Throne Delivered Today in the Legislature

TO THE IMMEDIATE ATTENTION OF THE CLERK AND COUNCIL

July 3, 2014

Ontario Speech from the Throne Delivered Today in the Legislature

Today in the Legislative Assembly of Ontario, Lieutenant Governor David C. Onley delivered the Speech from the Throne laying out Premier Kathleen Wynne's priorities for government in the next legislative session. In the Speech, the Lieutenant Governor noted that the government's first priority was job creation and economic development and that it intended to re-introduce the 2014 Budget on July 14th after passage of the Throne Speech in the Legislature. Click here for [AMO's Budget analysis](#).

Government priorities of importance to municipalities are:

Infrastructure:

- Reaffirmed \$130 billion over ten years for public infrastructure investments including the \$29 billion Moving Ontario Forward plan which prioritizes:
 - \$15 billion for transit in the Greater Toronto and Hamilton Areas (GTHA) including two-way, all day GO rail expansion and;
 - \$14 billion for transportation including roads and bridges outside of the GTHA.
- Consult with local governments and communities in setting priorities for these investments.
- Creating a Ring of Fire Development Corporation to lead development of this area and \$1 billion for transportation to access the Ring of Fire.

Economic and Financial Management:

- Eliminating the deficit in three years. No increases in Harmonized Sales Tax or the Ontario Gas Tax are planned. However, the government did commit to an increase on higher wage earners in the province.
- The President of Treasury Board will have responsibility for government spending, accountability, transparency, and labour relations within Ontario Public Service and Broader Public Sector.
- A \$2.5 billion Jobs and Prosperity Fund to invest in traditional and emerging industries and regions impacted by the global recession. Industries from agribusiness, advanced manufacturing, resources, tourism, media, and culture are expected to benefit.

Accountability and Transparency:

- Will bring the *Public Sector and MPP Accountability and Transparency Act* back to the House. This legislation extends the oversight of the Provincial Ombudsman to the municipal sector.
- Noted the government would "engage with Ontarians to consider what it can do in the context of our labour and employment law regime to continue to protect workers while supporting business in today's modern economy". The 2013 Throne Speech included language which committed the government to

build a sustainable model of wage negotiation that is respectful of both collective bargaining and a fair, transparent process for interest arbitration in Ontario.

Accessibility, Social Services and Community Services:

- Reiterated the commitment to make Ontario fully accessible by 2025 and will create a new Poverty Reduction Strategy, index the Ontario Child Benefit and minimum wage as well as expanding investments in housing and homelessness.
- Focus on community health and wellness with the expansion of home and community care and the implementation of its Cycling Strategy to which the Budget committed \$25 million.

Climate Change, Energy and Environment:

- The new Ministry of Environment and Climate Change will be responsible for working across government to coordinate action to reduce greenhouse gases and renew work with communities on work to adapt to climate change impacts.
- Work with other provinces and territories to create a Canadian Energy Strategy that recognizes the importance of climate change, renewable energy, and energy conservation.

AMO will continue to work with the government and all MPPs on municipal priorities and looks forward to engaging with the government.

For more information, please contact: Craig Reid, Senior Advisor, at (416) 971-9856 ext. 334 or creid@amo.on.ca.

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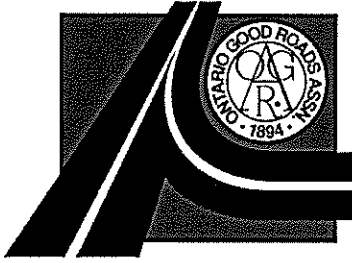
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Working for Municipalities

Heads UP



keeping members informed.

July 3rd, 2014

2014 Throne Speech Affirms Pre-Election Commitments

Significant Investments in Infrastructure, Transportation, and Public Transit

Earlier today, Lieutenant Governor David Onley presented the new Ontario government's Speech from the Throne.

The commitments outlined in the speech mirrored those found in the pre-election budget. OGRA is happy to see that the government has made it a priority to build infrastructure and a modern transportation network.

Relevant highlights include:

- \$130 billion on public infrastructure over the next decade on new hospitals, schools, undergraduate campuses, safer roads, better public transit, and all-day, two-way GO Regional Express Rail;
- \$29 billion over the next 10 years for public transit, transportation infrastructure, and other priority infrastructure projects across the province;
 - \$15 billion has been allocated for the Greater Toronto and Hamilton Area; and
 - \$14 billion for the rest of Ontario;
- \$1 billion to build a road link to the remote resource-rich Ring of Fire region in Northern Ontario. This money is no longer contingent on receiving matching funds from the federal government;
- Reaffirming the commitment to making Ontario fully accessible by 2025; and
- Reintroducing the Public Sector and MPP Accountability and Transparency Act.

OGRA is pleased that the Government of Ontario will continue to address the infrastructure deficit in the province. OGRA remains hopeful that municipalities would be afforded the authority to pursue new revenue tools to address local needs. Such responsibility would reflect the fact that local governments are the most responsive, transparent order of government in Canada. OGRA will continue to advocate for this right in the future.

ONTARIO GOOD ROADS ASSOCIATION
1525 Cornwall Road, Unit 22 Oakville L6J 0B2
289-291-OGRA (6472)
www.ogra.org

(9)

JUL 17 2014



Town of Mono

347209 Mono Centre Road
Mono, Ontario L9W 6S3

July 2, 2014

Ms. Caroline Mach,
County Forest Manager
County of Dufferin
936029 Airport Road
Mulmur, ON L9V 0L3

Dear Ms. Mach,

**RE: Dufferin County Forest Management Plan 2015-2035
Proposal to Permit Off Road Motorcycle Use of County Forest Properties**

Town of Mono Council passed the following motion during its meeting of June 24, 2014.

Resolution #8-11-2014

That Council accepts the staff report dated June 3, 2014 (as amended by council), and directs that it be posted on the town website, and that it be circulated to the County of Dufferin, the Credit Valley Conservation Authority, the Ministry of Natural Resources, the Nottawasaga Valley Conservation Authority and the Niagara Escarpment Commission.

That Council opposes the use of off-road vehicles within the two county forests located within the Town of Mono, and requests that the County of Dufferin prohibit these uses in the Dufferin County Forest Plan 2015-2035.

The Town of Mono suggests to the County of Dufferin that off-road vehicles be prohibited from using county forest properties in other county areas outside of Mono. Failing that prohibition council suggests that such vehicles only be allowed if they have been thoroughly washed and are free of wet or dried mud to reduce transfer of invasive species seeds.

That Council opposes hunting in the two county forests in Mono due to the proximity with Island Lake and Mono Cliffs Park, and requests that the County of Dufferin continue the prohibition against hunting in these two tracts in the Dufferin County Forest Plan 2015-2035. "Carried"

A copy of the CAO's report has been included.

Yours truly,

A handwritten signature in black ink, appearing to read 'K. McNenly', written in a cursive style.

Keith J. McNenly
CAO/Clerk

Encl.

- C. County of Dufferin Clerk Pam Hillock
Ministry of Natural Resources
Credit Valley Conservation
Nottawasaga Valley Conservation Authority
Niagara Escarpment Commission
Dufferin Municipalities

TOWN OF MONO

REPORT

Town of Mono
Item # <u>Unfin 2</u>
Council
Session # <u>11-2014</u>

TO: Members of Council

FROM: Keith McNenly, CAO/Clerk

DATE: June 3, 2014

SUBJECT: Proposed Comment from Council to Dufferin County on the document 'Dufferin County Forest Management Plan 2015-2035, and on the proposal to permit Off Road Motorcycles use of County forest properties

1. TOWN OF MONO COMMENTS RELATING TO THE COUNTY FOREST PROPERTIES LOCATED IN THE TOWN OF MONO.

The following county forests are located in Mono and are shown on Schedule A and B to this letter.

Schedule A - W ½ lot 5 concession 1WHS

Schedule B - Lot 22 Concession 1 EHS

GENERAL OBSERVATIONS

HIGHWAY TRAFFIC ACT

The Highway Traffic Act, section 191.8 (1) states 'No person shall drive an off-road vehicle on a highway except in accordance with the regulations and any applicable municipal bylaws.'

In early 2007 Council for the Town of Mono was approached by a local ATV club with a request to pass a bylaw as allowed under the Highway Traffic Act, section 191.8 (3) to permit such operation of off-road vehicles on highways under the jurisdiction of the town.

Council decided during their meeting of May 8, 2007 not to pass such a bylaw, keeping it illegal to drive off-road vehicles on roads under the town's jurisdiction.

Should the County of Dufferin permit the use of off-road vehicles (including motorcycles, ATV's) in the county forests within the Town of Mono, the use will create an enforcement issue for policing off-road vehicles using town roads to travel to the county forest properties in Mono. Permitting the use will also spread the use of off-road vehicles onto adjoining farm properties, as is currently occurring in areas of Mono.

STRATEGIC PLAN

The Environment goal within the town's strategic plan provides the following:

3. Preserve and enhance forest cover, aquifer and stream health in Mono.

3.1. Council will work with the Forest Committee, Conservation Authorities (C.A.'s) and land-owners to set achievable tasks to continue the work of former generations of Mono residents and forest committees to restore sustainable native forest cover in Mono in appropriate areas of the town, while still maintaining scenic outlook views and meadow environments.

Permitting the use of off-road vehicles except snowmobiles would conflict with the goals of the town's Strategic Plan.

NOISE BYLAW

Noise, defined under the town Noise Bylaw is defined as 'unwanted sound'. The operation of an off-road vehicle which emits 'noise', is prohibited by the Noise Bylaw. (Note: this does not include vehicles that can be licensed for the road).

INCOMPATIBLE WITH ADJOINING USES

Due to uses on adjoining lands and the uses within the two county forests in Mono, the use of off-road vehicles and the resulting danger to other users and the effects of noise renders such use an incompatible use in the county forest properties in Mono.

MONO OWNED FOREST PROPERTIES

The Town of Mono owns and operates approximately 500 acres of town forest properties in Mono and the town does not permit off-road vehicles or ATV's or hunting on the town owned properties.

INVASIVE SPECIES

A major problem is becoming more and more relevant in our forests. Garlic mustard native to Europe are transferred by all types of transportation modes. Mud on off-road vehicles, ATV's or motorcycles could carry invasive seeds from all parts of Ontario and transfer them to our area. The Town of Mono is working to control this in our forests. Some jurisdictions will not allow off-road vehicles onto their lands unless they have been thoroughly washed of all traces of mud.

FOREST FLOOR EROSION

We do have motorized vehicles illegally using one of our forest properties and the cost of the resultant erosion sections is escalating within the forest and on roadways approaching the town forest by the illegal use of these off-road vehicles.

HUNTING IN COUNTY FOREST PROPERTIES

Hunting is currently prohibited within the two county forest properties in Mono and is prohibited on all Town of Mono owned properties and forests.

The Town of Mono requests and recommends that the prohibition of hunting within the two county forests in Mono be continued into the new County Forest plan.

SITE SPECIFIC COMMENTS

HOCKLEY ROAD COUNTY FOREST, 51 ACRES

The attached air photo illustrates the location of this forest relative to adjoining uses.

This forest is a wetland adjacent to a subdivision, a church, a school, several estate properties and the significant wetland complex and conservation area known as Island Lake. The forest currently houses an access trail to the Vicki Baron Trail in Island Lake. This trail is restricted to use by walkers, bicyclists, and is an accessible trail.

The property is contiguous with CVC and town owned lands, which are unfenced from the county forest. If the county allows off-road vehicle use and/or hunting on this forest property, the town will require fencing of our mutual property boundary.

Additional parking will be required for offloading transported off-road vehicles.

The Town of Mono opposes the use of any off-road vehicles or hunting in the Hockley Road County Forest property.

COUNTY FOREST PROPERTY ADJACENT TO MONO CLIFFS PARK, LOT 22, CON1 EHS, 175 ACRES

The attached air photo illustrates the location of this forest relative to adjoining uses.

This forest is adjacent to several estate and farm properties and the Mono Cliffs Provincial Park, a natural park property. The forest currently houses trails which are contiguous to the trail system in Mono Cliffs Park. This trail system is restricted to use by walkers, bicyclists and horses. It is expected that should off-road vehicles be allowed in this county forest, that the contiguous nature of the trail system within the county forest connecting with Mono Cliffs Park would have to be severed and the properties fenced from one another to keep off-road vehicles out of the provincial park.

Parking will be required for offloading off-road vehicles at this location.

The Town of Mono opposes the use of any off-road vehicles or hunting in the County Forest property adjacent to Mono Cliffs Park.

2. OTHER COUNTY FOREST PROPERTIES NOT WITHIN THE TOWN OF MONO

The Town of Mono is generally opposed to the use of off-road vehicles in any county forest properties. Use of off-road vehicles is:

- incompatible with the natural enjoyment of these properties by other users
- has potential harmful effects on the flora and fauna within the forest and on adjacent properties
- will bring invasive species into the forest and adjoining properties

The Town of Mono suggests to the County of Dufferin that off-road vehicles be prohibited from using any county forest property.

Final comments approved by Council will be posted on the town website and will be forwarded to the County of Dufferin and to neighboring public land owners of the two county forests in Mono, the Credit Valley Conversation Authority and the Ministry of Natural Resources.

SUMMARY AND RECOMMENDED RESOLUTION

That Council accepts the staff report dated June 3, 2014 (as amended by council), and directs that it be posted on the town website, and that it be circulated to the County of Dufferin, the Credit Valley Conservation Authority and the Ministry of Natural Resources.

That Council opposes the use of off-road vehicles within the two county forests located within the Town of Mono, and requests that the County of Dufferin prohibit these uses in the Dufferin County Forest Plan 2015-2035.

The Town of Mono suggests to the County of Dufferin that off-road vehicles be prohibited from using county forest properties in other county areas outside of Mono. Failing that prohibition council suggests that such vehicles only be allowed if they have been thoroughly washed and are free of wet or dried mud to reduce transfer of invasive species seeds.

That Council opposes hunting in the two county forests in Mono due to the proximity with Island Lake and Mono Cliffs Park, and requests that the County of Dufferin continue the prohibition against hunting in these two tracts in the Dufferin County Forest Plan 2015-2035.

Keith McNenly



Denise Holmes

From: Heather Kepran <hkepran@nvca.on.ca>
Sent: June-30-14 10:08 AM
To: undisclosed-recipients:
Subject: NVCA: Reponse from NVCA to Green Party of Ontario Letter, June 2014
Attachments: N Bifolchi Letter to M Schreiner June 27 2014.pdf

Please find attached a letter from NVCA Chair Nina Bifolchi to Green Party of Ontario Leader Mike Schreiner. The letter is in response to Mr. Schreiner's June 27th letter regarding transparent and accountable decision making by the NVCA Board of Directors.

If you have any questions or concerns about this matter please contact Chair Bifolchi (council4@wasagabeach.com) or Wayne Wilson, CAO/Secretary-Treasurer of the NVCA (705-424-1479 x225, wwilson@nvca.on.ca).

Heather Kepran

Communications & Public Relations Coordinator

Nottawasaga Valley Conservation Authority
John Hix Conservation Admin. Centre, Tiffin Centre for Conservation
8195 8th Line, Utopia, On L0M 1T0
Tel 705-424-1479 ext. 254, Fax 705-424-2115
or online @ **website:** www.nvca.on.ca **Twitter:** [@NottawasagaCA](https://twitter.com/NottawasagaCA) **Facebook:** [Nottawasaga Valley CA](https://www.facebook.com/NottawasagaValleyCA)

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June 27, 2014

Mike Schreiner
P.O. Box 1132 Station F
Toronto, ON, M4Y 2T8

Dear Mr. Schreiner, Leader Green Party of Ontario,

I am in receipt of your letter (attached) sent to Hon. Minister Bill Mauro dated June 26, 2014 that I was copied on. I feel the need to clarify the incorrect information in your letter.

The Nottawasaga Valley Conservation Authority (NVCA) Board of Directors held its regular monthly meeting on Friday June 27th.

Your letter references the "discussion regarding the Efficiency Audit report **related** to the Midhurst mega-development." This is inaccurate. The two items you reference in your letter, the Efficiency Audit and the Midhurst mega-development are two separate issues.

The NVCA Board of Directors has hired a consultant to conduct an Efficiency Audit/Operational Review. The consultant was in attendance on June 27th to provide aspects of his report that are considered appropriate to hold in camera as it was dealing with "personal matters about an identifiable individual."

On a separate matter held in camera, NVCA Staff were updating the Board of Directors regarding the Midhurst Development which as you may be aware is currently at the OMB and all parties in mediation. Again, appropriate to hold in camera.

At the NVCA we are an open and transparent organization. In the future, prior to implying to others that we are "not being transparent" I would insist that you contact me to ensure you receive correct information.

Please feel free to contact me if you require further clarification for any other misunderstanding you may have.

Regards,

Nina Bifulchi
Chair, NVCA Board of Directors

cc: Premier Kathleen Wynne
cc: Hon. Minister Bill Mauro
cc: Kellie Leitch, MP
cc: Jim Wilson, MPP

cc: NVCA Member Municipalities
(CAO's and NVCA Representative
Board Members)

**Member
Municipalities**

- Adjala-Tosorontio
- Amaranth
- Barrie
- The Blue Mountains
- Bradford-West Gwillimbury
- Clearview
- Collingwood
- Essa
- Innisfil
- Melancthon
- Mono
- Mulmur
- New Tecumseth
- Oro-Medonte
- Grey Highlands
- Shelburne
- Springwater
- Wasaga Beach

**Watershed
Counties**

- Simcoe
- Dufferin
- Grey

Member of



Conservation
ONTARIO
Natural Champions

Conserving our Healthy Waters

PO Box 1132 Station F Toronto, ON M4Y 2T8

Hon. Minister Bill Mauro
5501 - 99 Wellesley Street West 5th Floor, Whitney Block
Toronto, ON M7A 1W3
bmauro.mpp.co@liberal.ola.org
416-585-6763

cc: Premier Kathlyeen Wynne
cc: Chair Nina Bifulchi, NVCA

June 26, 2014

Dear Hon. Minister Bill Mauro

I'm deeply concerned that the Nottawasaga Valley Conservation Authority is not being transparent in its discussions regarding the Efficiency Audit report related to the Midhurst mega-development.

Community and citizens groups concerned about the threats to water, natural heritage and the loss of farmland due to the proposed development in Midhurst have now raised objections to behind closed door discussions related to the proposed development by the NVCA. They are concerned that public policy decisions are being made without proper public consultation. This is unacceptable.

Your Ministry has a responsibility to oversee Ontario's Conservation Authorities. You have a duty to ensure decisions are made in a transparent and accountable way. You have a responsibility to ensure the public is consulted and that decisions are made that put the public interest before private corporate interests.

Your government has already violated public trust and environmental protection by granting exemptions to the Places to Grow Act for the Midhurst mega-development to proceed.

Minister, I believe it is essential for you to ensure Conservation Authority decisions are made in a transparent and accountable way. I hope you take this opportunity to take action to ensure that CAs are strengthened, not further weakened, under your watch.

I also encourage you to ask your new Cabinet colleagues to reconsider exemptions to the Places to Grow Act that allow the Midhurst mega-development to proceed. This development threatens 1,900 acres of farmland, the Minesing Wetlands, the Nottawasaga watershed and important natural heritage.

It is time for the provincial government to put the public interest before those of private developers.

Regards,



Mike Schreiner
Leader, Green Party of Ontario

T: 416-977-7476 1-888-647-3366 F: (416) 977-5476 admin@gpo.ca www.gpo.ca

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FOR IMMEDIATE RELEASE

Volunteers put the "wiggle" back in Willow Creek

Utopia, Ontario, June 26, 2014 – "We want to put the natural meander, or wiggle, back into the river," Shannon Stephens of the Nottawasaga Valley Conservation Authority (NVCA) explained to more than 20 volunteers that came out to help restore Willow Creek on June 26.

Staff from the NVCA and Nature Conservancy of Canada were on-hand to help the volunteers as they gained first-hand experience with conservation work, learned about stream morphology and improved fish habitat.

"Real rivers have curves!" said Ms. Stephens. "This historically dredged and straightened section of the Willow Creek was shallow and featureless with a flat sand bottom. Creating a more natural, meandering, river environment will restore a dynamic mosaic of different habitat types like deep pools, weed flats and sand banks. These habitats are perfect for a variety of fish, frogs, turtles and aquatic life."

The volunteers geared-up in chest waders and learned how to create "wing-deflectors." These are triangular habitat improvement structures constructed by anchoring fresh-cut coniferous trees into the bed of the stream along the banks. These structures narrow the stream and re-align the flow into an "S" shaped meandering pattern.

The work was completed as part of the Nottawasaga Watershed Improvement Program (N-WIP), a Community Action Project for the Lake Huron – Georgian Bay Watershed that is coordinated by a committee of local stakeholders supported by Environment Canada, the Province of Ontario and private donations.

Those interested in volunteering for hands-on restoration projects are welcome to sign up for the NVCA's monthly e-newsletter or visit www.nvca.on.ca for upcoming events. Donations to support NVCA's on-the-ground stewardship projects are always welcome. NVCA is a registered charity and donations are tax deductible.

###

About the NVCA:

The Nottawasaga Valley Conservation Authority is a public agency dedicated to the preservation of a healthy environment through specialized

Member Municipalities

Adjala-Tosorontio

Amaranth

Barrie

The Blue Mountains

Bradford-West Gwillimbury

Clearview

Collingwood

Essa

Innisfil

Melancthon

Mono

Mulmur

New Tecumseth

Oro-Medonte

Grey Highlands

Shelburne

Springwater

Wasaga Beach

Watershed Counties

Simcoe

Dufferin

Grey

Member of



Conservation ONTARIO
Natural Champions

Conserving our Healthy Waters

NOTTAWASAGA VALLEY CONSERVATION AUTHORITY • Centre for Conservation
John Hix Conservation Administration Centre • Tiffin Conservation Area • 8195 8th Line • Utopia, On L0M 1T0
Telephone: 705.424.1479 • Fax: 705.424.2115 • Web: www.nvca.on.ca • Email: admin@nvca.on.ca

12

JUL 17 2014

programs to protect, conserve and enhance our water, wetlands, forests and lands.

Media contacts:

Shannon Stephens, Healthy Waters Program Coordinator
705-424-1479 ext. 239, sstephens@nvca.on.ca

Heather Kepran, Communications & PR Coordinator
705-424-1479 ext. 254, hkepran@nvc.a.on.ca

Photo thumbnail and description (high-res jpeg attached to email):

Volunteers help put the curves back into Willow Creek.



Denise Holmes

From: Kelly Cole <kcole@penetanguishene.ca>
Sent: June-27-14 11:34 AM
To: undisclosed-recipients:
Subject: Call for a Formation of Small and Rural School Alliance
Attachments: Letter to call for Formation of Small and Rural School Alliance.pdf

Good morning,

Please see the attached letter to the Premier Kathleen Wynne regarding a call for a Formation of Small and Rural School Alliance.

At the regular meeting of Council held on June 25, 2014, the Council of the of the Town of Penetanguishene passed a resolution which calls for a formation of Small and Rural School Alliance.

Please find attached a copy of the above noted resolution which indicates the call for support of this resolution from all small town and rural Ontario municipalities that face or have faced the possibility of school closures within their municipality and that these small town and rural Ontario municipalities jointly lobby for a moratorium on all school closures until such time that the administrative process on accommodation reviews is completed by the Provincial Government.

If you require further information, please do not hesitate to contact the undersigned.

Thanks,

Kelly Cole

Corporate Services Administrative Support/Assistant to the Mayor
Town of Penetanguishene
10 Robert Street West, P.O. Box 5009
Penetanguishene, ON L9M 2G2
(tel) 705-549-7453
(fax) 705-549-3743



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June 25, 2014

Premier Kathleen Wynne
Legislative Building, Room 281
Queen's Park
Toronto, ON
M7A1A1

Dear Hon. Kathleen Wynne:

Re: Call for a Formation of Small and Rural School Alliance

At the regular meeting of Council held on June 25, 2014, the Council of the Town of Penetanguishene passed a resolution which calls for a formation of Small and Rural School Alliance.

Please find enclosed a copy of the above noted resolution which indicates the call for support of this resolution from all small town and rural Ontario municipalities that face or have faced the possibility of school closures within their municipality and that these small town and rural Ontario municipalities jointly lobby for a moratorium on all school closures until such time that the administrative process on accommodation reviews is completed by the Provincial Government.

If you require further information, please do not hesitate to contact the undersigned at 705-549-7453 or gmarshall@penetanguishene.ca.

Most Sincerely,

Gerry Marshall, Mayor
Town of Penetanguishene

/kg

Encl.

cc. Hon. Liz Sandals, Minister of Education
Hon. Jeff Leal, Minister of Rural Affairs
The Federation of Northern Ontario Municipalities
The Association of Ontario Small Urban Municipalities
MPP Garfield Dunlop
MP Bruce Stanton





Regular Meeting of Council
June 25, 2014

Moved By: Councillor Daryl O'Shea
Seconded By: Deputy Mayor Patrick Marlon

WHEREAS Education is one of the largest assets that a municipality can provide to its residents in terms of offering quality of life and quality of community;

AND WHEREAS one of the challenges that small town and rural communities face are closures of both elementary and high schools in their communities;

AND WHEREAS the levels of Educational service and costs associated with said services are funded by the Province of Ontario;

AND WHEREAS the Ontario Government has not directly consulted nor communicated with small town rural Ontario municipalities being serviced by the School Boards in regards to school closures;

AND WHEREAS these potential closures are subject to an administrative School Board process called an Accommodation Review Committee (ARC);

AND WHEREAS there is lack of public trust in the Accommodation Review process as School Boards are not being held accountable for the recommendations of the ARC;

AND WHEREAS there is support from other small and rural municipalities to jointly lobby for a moratorium on all school closures until such time that the administrative process on accommodation reviews is completed by the Provincial Government;

NOW THEREFORE BE IT RESOLVED THAT the Town of Penetanguishene request the support of this resolution from all small town and rural Ontario municipalities that face or have faced the possibility of school closures within their municipalities;

AND THAT the Mayor is authorized to reach out to interested communities to form an alliance to approach the Provincial Government via the Ministry of Education and Ministry of Rural Affairs on this issue;

AND FURTHER THAT this joint effort request meetings with the Minister of Education and Minister of Rural Affairs at the upcoming Association of Municipalities of Ontario Conference to represent all supporting municipalities to clearly and directly communicate to the Province the concerns with the policies of local School Boards in reference to ARC processes;

AND FURTHER THAT said municipalities are encouraged to forward letters in support of this resolution to the Premier, Minister of Education, Minister of Rural Affairs, the

Association of Municipalities of Ontario, the Federation Northern Ontario Municipalities, the association of Ontario Small Urban Municipalities and local Members of Provincial Parliament;

AND FINALLY THAT this resolution be forwarded to the appropriate government agencies and communities as outlined within.

CARRIED.

Mayor Gerry Marshall

From: AMCTO <amcto@amcto.com>
Sent: July-10-14 2:00 PM
To: dholmes@melancthontownship.ca
Subject: AMCTO Statement - Wynne Government Re-Introduces the Accountability Act

If this email does not display properly, please view our [online version](#).



July 10, 2014

AMCTO Statement - Wynne Government Re-Introduces the Accountability Act

Wynne Government Re-Introduces the Accountability Act

Ontario Premier, Kathleen Wynne intends again to bring forth the *Accountability Act*, which ostensibly creates an additional layer of Provincial oversight for Ontario's municipalities.

In March of 2014, AMCTO expressed concern with the introduction of this Bill. The very same concerns exist today; particularly on why the government has not engaged the sector nor indicated what current deficiencies exist in the system to prompt the creation of an additional layer of provincial oversight.

AMCTO fears that this move will require municipal professionals across the Province to develop new and/or possibly redundant processes to review complaints around service delivery and/or choose whether to have service complaints investigated by Ontario's Ombudsman.

While AMCTO has always strongly supported the notions of professionalism and appropriate oversight, we are greatly concerned that these newly proposed requirements only increases the red tape to a service based sector already burdened with excessive regulatory and reporting requirements. It is also concerning that these new municipal accountability measures seem to represent a shift away from the Municipal Act recognition that municipalities are to be viewed as a responsible and accountable order of government.

As was the case in March, AMCTO agrees with AMO's comments below:

"The Ontario Government would layer Provincial oversight and new administrative processes on municipal government. It represents duplication and inefficiency, and importantly, it suggests that Wynne's Government does not trust in the capacity of municipal government to expose and address questions about performance and integrity.

No one knows what it would cost municipal government to fulfill these new responsibilities. But new costs are inevitable, the administrative burden is likely to be substantial, and



REPORT

TO: Denise Holmes, CAO/Clerk, Mayor Bill Hill and Council Members

FROM: Wendy Atkinson, Treasurer

SUBJECT: Tax Sale

DATE: July 7, 2014

Recommendation:

That Council gives the Treasurer direction to deem the taxes as uncollectible pursuant to Section 354(2) and (3) of the Municipal Act, 2001 and charge back to the upper tier school boards their proportionate share for the unpaid taxes that are written off (subsection 353(3)) on the property located at part Lot 304, Concession 3 S.W., Parcel 3, Roll Number 2219 000 006 12403 0000.

Background:

On June 26, 2014 a tender opening was conducted, at the Municipal Office, for a tax sale of properties that were registered for tax arrears more than a year ago. Three properties were advertised for sale, two vacant properties and one with a house on it. The tax sale was advertised in a local newspaper four weeks prior to the tender opening and once in the Ontario Gazette as per the Municipal Act's requirement.

The three properties for the tender opening were:

Part Lot 304, Concession 2 SW, minimum tender amount of \$7,100.00

Part Lot 303, Concession 3 SW, Part 1,7R1045, minimum tender amount of \$16,200.00

Part Lot 23, Concession 6 SW, minimum tender amount of \$10,000.00

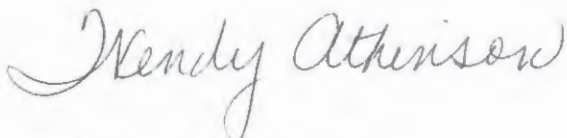
No tenders were received for the first property. Six tenders were received on the second property. The highest tender received was \$45,000.00. Seven tenders were received on the third property. The highest tender received was \$86,020.00. As per the Municipal Act deposits from the two highest bidders on each property were kept and the other deposits were returned to the bidders. The top tenderer on each property has been sent a letter by regular mail advising that his tender is the highest and that he has 14 days from the mailing of the notice to pay the balance of the amount tendered, the applicable land transfer tax and any accumulated taxes, in cash, to the Treasurer. The deadline is July 11, 2014. If the top tenderer does not meet the conditions required then the parcel of land will be offered to the second highest bidder.

With regard to the property that did not receive a tender, the Solicitor will register a Notice of Vesting and the property will then be tax exempt as is any property owned by the municipality. Council, on the treasurer's recommendation, can write off the taxes pursuant to section 354(2) and (3) of the Municipal Act, 2001 and charge back to the upper tier and school board their proportionate share of the unpaid taxes that are written off (subsection 353(3)).

Financial:

Melancthon's portion of the taxes to be written off on the property at Part Lot 304, Concession 2 S.W. is \$3,875.89.

Respectfully submitted,

A handwritten signature in cursive script that reads "Wendy Atkinson".

Wendy Atkinson
Treasurer

Atkinson Farms Ltd.

July 03, 2014

Township of Melancthon
157101 Highway 10
Melancthon ON
L9V 2E6

Attention: Members of Council

Dear Members of Council:

I am requesting renewal of our agreement regarding the location of a pump and associated equipment and piping on road allowance, between Concessions 2 and 3 O.S. from and including Lot 31, southbound to and including Lot 28, for irrigation purposes. All guidelines and restrictions remain the same

Yours truly,

Marc Atkinson
Atkinson Farms Ltd.

①

JUL 17 2014

Denise Holmes

From: Lou.Battiston@ic.gc.ca
Sent: July-09-14 9:59 AM
To: Lou.Battiston@ic.gc.ca
Subject: Amendments to Industry Canada's Antenna Tower Siting Procedures / les modifications des procédures d'Industrie Canada régissant l'implantation des pylônes d'antennes

Good morning.

This notice announces the release of the document entitled *Decision on Amendments to Industry Canada's Antenna Tower Siting Procedures*, which sets out the Department's decisions resulting from the consultation process undertaken through DGSO-001-14 — Consultation on Amendments to Industry Canada's Antenna Tower Siting Procedures.

These decisions, effective July 15, 2014, reflected in Industry Canada's Client Procedures Circular CPC-2-0-03, Radiocommunication and Broadcasting Antenna Systems, Issue 5, apply to all new antenna system proposals and in relation to all ongoing obligations.

These improvements will strengthen the requirements for the wireless industry to consult with local residents, increase transparency for municipalities and improve communications throughout the tower siting process.

The amended procedures include changes related to the:

- application of the Procedures;
- default public consultation process;
- time limit for construction;
- criteria for installations that may be excluded from consultation; and
- Canadian Environmental Assessment Act, 2012 (CEAA 2012).

We invite you to review the new procedures. Should you have any questions or require clarification regarding the changes, please feel free to contact me at 905-639-6508.

Regards,

Bonjour.

Le présent avis annonce la publication du document intitulé *Décision relative aux modifications des procédures d'Industrie Canada régissant l'emplacement des pylônes d'antennes* qui présente les décisions d'Industrie Canada découlant du processus de consultation lancé dans le cadre de l'avis de la Gazette DGSO-001-14 — Consultation sur les modifications des procédures d'Industrie Canada régissant l'implantation des pylônes d'antennes.

La CPC-2-0-03, Systèmes d'antennes de radiocommunications et de radiodiffusion , 5^e édition, tient compte de ces décisions et sera en vigueur le 15 juillet 2014; elle s'applique à toutes les nouvelles propositions et est en corrélation avec toutes les obligations courantes.

Ces améliorations renforceront les exigences de consultation auprès de la population locale que doit respecter l'industrie du service sans fil, accroîtront la transparence du processus pour les municipalités et amélioreront la communication à toutes les étapes du choix de l'emplacement des pylônes.

Ces améliorations comprennent les modifications proposées qui sont liées :

- à l'application des procédures;
- au processus de consultation publique par défaut;

- à la limite de temps de construction;
- aux critères permettant à certaines installations d'être exemptées de consultation;
- à la Loi canadienne sur l'évaluation environnementale 2012 (LCEE 2012).

Nous vous invitons à examiner les nouvelles procédures. Si vous avez des questions ou voulez obtenir des éclaircissements concernant les changements, veuillez communiquer avec moi au 905-639-6508.

Salutations,

Lou Battiston
Director | Directeur
Central and Western Ontario District Office | District du centre et de l'ouest de l'Ontario
Spectrum Management Operations Branch | Direction générale des opérations de la gestion du spectre
Spectrum, Information Technologies and Telecommunications Sector | Secteur du Spectre, des technologies de l'information et des télécommunications

Industry Canada | Industrie Canada
4475 North Service Road, Suite 100, Burlington ON L7L 4X7 | 4475 chemin Service Nord, Bureau 100, Burlington ON L7L 4X7

Lou.Battiston@ic.gc.ca
Telephone | Téléphone 905-639-6508
Facsimile | Télécopieur 905-639-6551
Teletypewriter | Télécopieur 1-866-694-8389
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Canada

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Canada

DGSO-001-14
February 2014

Consultation on Amendments to Industry Canada's Antenna Tower Siting Procedures

Aussi disponible en français

Canada

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1. Intent

1. Radiocommunication antenna systems, including their supporting towers, are a matter of exclusive federal jurisdiction, with the Minister of Industry being responsible for the orderly development of communication facilities. In this context, Industry Canada is proposing specific updates to the procedures for the siting of antenna systems in order to improve transparency and to address concerns that local residents and municipalities have expressed about antenna tower siting. Comments are being sought on: the application of the procedures; an updated default public consultation process; a new construction time limit; updates to the exclusions from consultation; as well as updates to reflect the new [*Canadian Environmental Assessment Act, 2012*](#) (CEAA 2012).

2. Mandate

2. Under the [*Radiocommunication Act*](#), the Minister may, taking into account all matters that the Minister considers relevant for ensuring the orderly development and efficient operation of radiocommunication in Canada, approve each site where antenna systems, including antenna towers, may be located. The installation or operation of an antenna system that is not in accordance with the Minister's requirements may result in its alteration or removal and other sanctions against the operator in accordance with the *Radiocommunication Act*.

3. Policy

3. Although the siting of antenna systems is a matter of federal jurisdiction, Industry Canada has procedures in place to address reasonable and relevant concerns of the local land-use authority (generally, the local municipality) and the community that it represents. The main objective of the antenna siting procedures is to facilitate an open, transparent process that promotes the continued safe expansion of wireless technologies and services while ensuring that the associated infrastructure is deployed responsibly by allowing for local input into antenna siting decisions.

4. Anyone (also referred to herein as "the proponent") planning to install or modify an antenna system is required to notify and consult with the municipality and the local community as set out in Industry Canada's antenna siting procedures. Unless the proposal meets exclusion criteria, proponents must consult with the local land-use authority, with the aim of obtaining its concurrence in writing. The Department's procedures include a dispute resolution process to be followed in the event that a proponent and municipality reach an impasse, which allows either one of them to ask Industry Canada to resolve the concerns under dispute. In cases where the local authority does not have an applicable public consultation process, proponents must follow Industry Canada's default public consultation process in order to ensure that local residents are consulted.

4. Background

5. Updated procedures for the siting of antenna systems, outlined in Client Procedures Circular CPC-2-0-03, Issue 4, [*Radiocommunication and Broadcasting Antenna Systems*](#), came into effect on January 1, 2008. The procedures apply to everyone seeking to install or modify an antenna system, irrespective of their nature of business or legal status, including government, Crown agencies and

federally incorporated companies. The proposed changes below are suggested updates to CPC-2-0-03, Issue 4.

6. Since 2008, the mobile phone industry has experienced tremendous growth, which has been driven largely by the public's demand for mobile broadband services. To facilitate the growth, operators of mobile services have sought to install a growing number of new antenna systems and, increasingly, the locations sought for the new installations are located in residential neighbourhoods. This is because the antenna systems must be located nearby to those who use the services in order that Canadians have access to the latest and fastest services. Consequently, finding appropriate locations has become more difficult and has resulted in growing concerns about antenna systems, highlighting the importance of including municipalities and communities in the process.

7. The vast majority of antenna installations are constructed in a spirit of cooperation between municipalities, other land-use authorities, local residents and proponents and in accordance with any applicable consultation procedures. However, given the factors of growth, all stakeholders are interested in ensuring that antenna siting procedures keep pace with current circumstances.

8. On February 28, 2013, the Federation of Canadian Municipalities (FCM) and the Canadian Wireless Telecommunications Association (CWTA) announced the release of an [*Antenna System Siting Protocol Template*](#).¹ The two national organizations worked together in partnership in order to establish a template to provide municipalities with a tool to develop customized protocols for the siting of antenna systems within their municipality. Industry Canada supports development of local consultation protocols and stakeholders working together to find mutually agreeable solutions.²

9. The members of both the FCM and CWTA support the use of the protocol template as a model for an effective public consultation process under Industry Canada's antenna siting procedures. Municipalities that are members of the FCM are not obligated to use the protocol template; however, it is recognized that there is merit in harmonizing antenna siting protocols across the country. Some of the proposed updates, outlined in Section 5 below, align Industry Canada's antenna siting procedures with key elements of the FCM/CWTA protocol template.

10. Moreover, since the publication of the antenna siting procedures in 2008, Industry Canada has received and responded to several requests for clarification. Some of the proposed updates reflect these clarifications. Furthermore, the procedures require an update to reflect the new CEAA 2012.

11. This document refers to "antenna systems," which are normally composed of an antenna and some type of supporting structure. For the purposes of this consultation, we will refer to all structures that are built for the purpose of supporting antennas as "towers." Most antennas have their own integral mast so that they can be fastened directly to a building or a tower. Thus, where this document refers to an "antenna," the term includes the integral mast or other fastener. Finally, for the purposes of this document, a "proposal" means either the planned installation or modification of an antenna or an antenna system.

¹ The [FCM/CWTA template](#) can be found on the FCM's website.

² See Industry Canada's [Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols](#).

5. Review of Updates

12. The following are proposed updates to Industry Canada's antenna siting procedures and a discussion on the rationale for the updates. Noteworthy changes appear in **bold** text.

5.1 Antenna Siting Procedures

Proposed Update to Section 1.2 of CPC-2-0-03

The requirements of this document apply to anyone (referred to in this document as the proponent) who is planning to install or modify an antenna system, regardless of the type. **This includes telecommunications carriers,³ businesses, governments, Crown agencies and the public. Anyone who proposes, uses or owns an antenna system must follow these procedures. The requirements also apply to those who install towers or antenna systems on behalf of others or for leasing purposes ("third party tower owners").** As well, parts of this process contain obligations that apply to existing antenna system owners.

Rationale for Update

13. The term "telecommunications carriers", or "carriers", replaces the terms "Personal Communications Services (PCS)" and "cellular" in order to capture various types of operators that provide a broad range of services that have evolved significantly over the past 30 years. Over this period, Canadians have increasingly demanded better coverage, faster data rates and more advanced, data-intensive mobile applications, such as video-on-demand. In response, carriers have deployed ubiquitous, high-capacity radio networks based on state-of-the-art technologies, which rely on antenna systems, including towers.

14. Third party tower owners have become more prevalent in Canada and other countries. This is especially true in the United States where carriers rely extensively on the sites provided by third party tower owners. In Canada, under the *Radiocommunication Act*, the Minister's mandate on siting applies to any mast, tower or other structure built for the purpose of supporting an antenna. This is the case whether the proponent is subject to a radio authorization or wishes to build on behalf of, or in order to lease antenna space to, an authorized user. Accordingly, Industry Canada is of the view that the antenna siting procedures should be updated to explicitly include third party tower owners.

15. Industry Canada is seeking comments on the proposed update.

³ Under the *Telecommunications Act*, "telecommunications common carrier" means a person who owns or operates a transmission facility used by that person or another person to provide telecommunications services to the public for compensation.

5.2 Industry Canada's Default Public Consultation Process

Proposed Update to Section 4.2 of CPC-2-0-03

Public Notification

1. Proponents must ensure that the local public, the land-use authority and Industry Canada are notified of the proposed antenna system. As a minimum, proponents must provide a notification package (see Appendix 2) to the local public (including nearby residences, community gathering areas, public institutions, schools, etc.), neighbouring land-use authorities, businesses, and property owners, etc. located within a radius of three times the tower height, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater. For the purpose of this requirement, the outside perimeter begins at the furthest point of the supporting mechanism, be it the outermost guy line, building edge, face of the self-supporting tower, etc. **Public notification of an upcoming consultation must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by regular mail or be hand delivered. The face of the envelope must clearly indicate that the recipient is within the prescribed notification radius of the proposed antenna system.**
2. It is the proponent's responsibility to ensure that the notification provides at least 30 days for written public comment.
3. In addition to the minimum notification distance noted above, in areas of seasonal residence, the proponent, in consultation with the land-use authority, is responsible for determining the best manner to notify such residents to ensure their engagement.
4. In addition to the public notification requirements noted above, proponents of antenna systems that are proposed to be 30 metres or more in height must place a notice in a local community newspaper circulating in the proposed area. **Height is measured from the lowest ground level at the base, including foundation, to the tallest point of the antenna system. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) is unacceptable.**

Rationale for Update

16. Industry Canada requires that nearby residents be consulted regarding non-excluded antenna proposals. The Department is concerned that residents may not realize that they have received notification of a proposed tower. The FCM/CWTA protocol template includes specific language to be used on the outside of the envelope addressed to the occupant.⁴ Industry Canada supports the use of clear messaging to identify the notification and prevent the notification as being viewed as junk mail.
17. Similarly, the Department has concerns regarding notification when the proposed support structure is 30 metres or more in height. The update includes new language to clarify how height is measured.
18. Industry Canada is seeking comments on the appropriateness of these proposed updates.

⁴ See [FCM/CWTA protocol template](#), page 20.

5.3 Post-Consultation Construction Time Limit

Proposed New Section 4.4 to be added to CPC-2-0-03

Whether the proponent followed a land-use authority's process or Industry Canada's default public consultation process, construction of an antenna system must be completed within three years of conclusion of consultation. After three years, previous consultations will no longer be deemed to be valid.

Rationale for Update

19. The FCM/CWTA protocol template includes a limit on the duration of a concurrence by a municipality.⁵ Specifically, a concurrence will remain in effect for a maximum of three years from the date that it was issued.

20. The Department agrees that there is benefit in specifying a time frame for construction following completion of the consultation given that many factors, such as additional residential development, could occur in the interim.

21. Industry Canada is seeking public input on the appropriateness of specifying a three-year time frame for completion of construction.

5.4 Exclusions

Proposed Update to Section 6 of CPC-2-0-03

All proponents must consult the land-use authority and the public unless a proposal is specifically excluded. Individual circumstances vary with each antenna system installation and modification, and the exclusion criteria below should be applied in consideration of local circumstances. Consequently, it may be prudent for the proponent to consult even though the proposal meets an exclusion noted below. Therefore, when applying the criteria for exclusion, proponents should consider such things as:

- the antenna system's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;
- the location of the proposed antenna system on the property and its proximity to neighbouring residents;
- the likelihood of an area being a community-sensitive location; and
- Transport Canada's marking and lighting requirements for the proposed structure.

The following proposals are excluded from land-use authority and public consultation requirements, but must still satisfy the General Requirements outlined in Section 7:

- ***New Antenna Systems:*** where the height is less than 15 metres above ground level. **This exclusion does not apply to antenna systems to be used by broadcasting undertakings or**

⁵ See [FCM/CWTA protocol template](#), page 24.

telecommunications carriers;

- **Existing Towers:** modifications may be made, or the tower may be replaced, to facilitate sharing or the addition of antennas, provided that the total height increase is no greater than 25% of the height of the initial antenna system installation.⁶ **No increase in height may occur within one year of completion of the initial construction;**
- **Non-Tower Structures:** antennas on buildings, water towers, lamp posts, etc. may be installed provided that the height of the structure is not increased by more than 25%; **and**
- **Temporary Antenna Systems:** used for special events or emergency operations and must be removed three months after the start of the emergency or special event.

No consultation is required prior to performing maintenance on an existing antenna system.

Proponents who are not certain if their proposals are excluded, or whether consultation may still be prudent, are advised to contact the land-use authority and/or Industry Canada for guidance.

Height is measured from the lowest ground level at the base, including foundation, to the tallest point of the antenna system. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be taken into account in the measurement.

Rationale for Update

22. Industry Canada has concerns about the application of the current exclusions. In developing the FCM/CWTA protocol template, the FCM and CWTA agreed that proponents will follow all or part of the consultation process for previously excluded antenna systems, as long as these requirements are reasonable. Industry Canada believes that local residents and municipalities should be consulted and the proposed update modifies certain exclusions.

23. The explosive demand for broadband services is accelerating new site development. With advancements in wireless technology, new sites will increasingly involve smaller cells deployed in localized indoor and outdoor areas. Newer technologies will be deployed on utility poles and street lamps. The smaller cells will also transmit signals at power levels much lower than existing larger cells. Some installations may also be less visible (e.g. rooftop installation). Given that the small cells cover a smaller area, more installations will be required to provide the same coverage area as a larger cell.

24. With this proposed update to its procedures, Industry Canada's objective is to allow local residents and municipalities to be informed about new commercial towers in their communities. However, municipalities and proponents may feel increased administrative burden if these proponents must consult on all towers. The Department recognizes the potential administrative burden from this update; however, the antenna siting procedures also provide municipalities and other land-use authorities with the latitude to exclude certain antenna systems from all, or part of, their consultation process or to have different public consultation processes tailored to different types of locations or structures.

25. Industry Canada is seeking comments on the updates to the exclusions proposed above.

⁶ Initial antenna system installation refers to the system as it was first consulted on or installed.

5.5 Canadian Environmental Assessment Act, 2012

Proposed Update to Section 7.4 of CPC-2-0-03

Industry Canada requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation. This includes the [Canadian Environmental Assessment Act, CEAA 2012](#), where the antenna system is incidental to a physical activity or project designated under CEAA 2012, or is located on federal lands.

An antenna system may not proceed where it is incidental to a designated project (as described in the [Regulations Designating Physical Activities](#)), or is otherwise expressly designated by the Minister of the Environment without satisfying certain requirements applicable to designated projects. Therefore, a proponent of this type of project must contact Industry Canada for direction on how to proceed.

Any proposed antenna system on federal land may not proceed without a determination of environmental effects by Industry Canada. In order to assist the Department in making such a determination, proponents must submit a project description to Industry Canada, considering and addressing those elements of the environment described in CEAA 2012, as well as any determination of environmental effects that may have been made by the authority responsible for managing the federal land. Industry Canada may also require further information before it can complete its assessment. Industry Canada will inform the proponent of the results of its determination and may impose conditions related to mitigating any adverse effects after making its determination and/or may need to refer the matter to the Governor-in-Council under CEAA 2012.

Also, notices under Industry Canada's default public consultation process require written confirmation of the project's status under CEAA 2012 (e.g., whether it is incidental to a designated project or, if not, whether it is on federal lands).

In addition to CEAA requirements, proponents are responsible to ensure that antenna systems are installed and operated in a manner that respects the local environment and that complies with other statutory requirements, such as those under the *Canadian Environmental Protection Act, 1999*, the *Migratory Birds Convention Act, 1994*, and the *Species at Risk Act*, as applicable.

For projects north of the 60th parallel, environmental assessment requirements may arise from federal statutes other than the aforementioned Acts or from Comprehensive Land Claim Agreements. Industry Canada requires that installation or modification of antennas or antenna-supporting structures be done in accordance with these requirements, as appropriate.

Rationale for Update

26. Industry Canada's antenna siting procedures require an update to reflect the requirements of CEAA 2012. The Act offers an updated approach that responds to Canada's current economic and environmental context. The former CEAA captured thousands of small and routine proposals that had little risk of significant adverse environmental effects. CEAA 2012 focuses on major proposals with significant risks to the environment. Under the former CEAA, the vast majority of antenna installations

were excluded from environmental assessment, and so, even fewer assessments are anticipated under CEEA 2012.

27. Industry Canada is seeking comments on these updates.

6. Submitting Comments

28. Industry Canada is seeking comments on the specific updates noted above, and also welcomes comments on any other suggested changes to [CPC-2-0-03](#) that relate to the above updates.

Industry Canada may make consequential updates elsewhere in the antenna siting procedures (CPC-2-0-03).

29. Respondents are requested to provide their comments in electronic format (Microsoft Word or Adobe PDF) to the following [email address](#): spectrum.operations@ic.gc.ca. Soon after the close of the comment period, all comments will be posted on Industry Canada's [Spectrum Management and Telecommunications website](#) at www.ic.gc.ca/spectrum. All comments will be reviewed and considered by Industry Canada in order to arrive at the final procedures.

30. Written submissions should be addressed to the Director, Spectrum Management Operations, Industry Canada, 235 Queen Street, Ottawa, Ontario K1A 0H5. All submissions should cite the *Canada Gazette*, Part I, the publication date, the title and the notice reference number (DGSO-001-14). Parties should submit their comments no later than March 31, 2014, to ensure consideration.



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CPC-2-0-03

Issue 5

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Spectrum Management and Telecommunications

Client Procedures Circular

Radiocommunication and Broadcasting Antenna Systems

Comments and suggestions may be directed to the following address:

Industry Canada
Spectrum Management Operations Branch
235 Queen Street
Ottawa, Ontario
K1A 0H5

Attention: DOSP

Via e-mail: spectrum_pubs@ic.gc.ca

All Spectrum Management and Telecommunications publications are available on the following website at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/home>.

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1. Introduction

Radiocommunication and broadcasting services are important for all Canadians and are used daily by the public, safety and security organizations, government, wireless service providers, broadcasters, utilities and businesses. In order for radiocommunication and broadcasting services to work, antenna systems including masts, towers, and other supporting structures are required. Antenna systems are normally composed of an antenna and some type of supporting structure, often called an antenna tower. Most antennas have their own integral mast so that they can be fastened directly to a building or a tower. There is a certain measure of flexibility in the placement of antenna systems which is constrained to some degree by: the need to achieve acceptable coverage for the service area; the availability of sites; technical limitations; and safety. In exercising its mandate, Industry Canada believes that it is important that antenna systems be deployed in a manner that considers the local surroundings.

1.1 Mandate

Section 5 of the *Radiocommunication Act* states that the Minister may, taking into account all matters the Minister considers relevant for ensuring the orderly development and efficient operation of radiocommunication in Canada, issue radio authorizations and approve each site on which radio apparatus, including antenna systems, may be located. Further, the Minister may approve the erection of all masts, towers and other antenna-supporting structures. Accordingly, proponents must follow the process outlined in this document when installing or modifying an antenna system. Also, the installation of an antenna system or the operation of a currently existing antenna system that is not in accordance with this process may result in its alteration or removal and other sanctions against the operator in accordance with the *Radiocommunication Act*.

1.2 Application

The requirements of this document apply to anyone (referred to in this document as the proponent) who is planning to install or modify an antenna system,¹ regardless of the type. This includes telecommunications carriers,² businesses, governments, Crown agencies, operators of broadcasting undertakings and the public (including for amateur radio operation and over-the-air TV reception). Anyone who proposes, uses or owns an antenna system must follow these procedures. The requirements also apply to those who install towers or antenna systems on behalf of others or for leasing purposes (“third party tower owners”). As well, parts of this process contain obligations that apply to existing antenna system owners and operators.

1.3 Process Overview

This document outlines the process that must be followed by proponents seeking to install or modify antenna systems. The broad elements of the process are as follows:

¹ For the purposes of this document, an “antenna system” is normally composed of an antenna and some sort of supporting structure, normally a tower. Most antennas have their own integral mast so that they can be fastened directly to a building or a tower. Thus, where this document refers to an “antenna,” the term includes the integral mast.

² For the purpose of this document, a “telecommunications carrier” means a person who owns or operates a transmission facility used by that person or another person to provide telecommunications services to the public for compensation.

1. Investigating sharing or using existing infrastructure before proposing new antenna-supporting structures.
2. Contacting the land-use authority (LUA) to determine local requirements regarding antenna systems.
3. Undertaking public notification and addressing relevant concerns, whether by following local LUA requirements or Industry Canada's default process, as is required and appropriate.
4. Satisfying Industry Canada's general and technical requirements.
5. Completing the construction.

It is Industry Canada's expectation that steps (2) to (4) will normally be completed within *120 days*. Some proposals may be excluded from certain elements of the process (see Section 6). It is Industry Canada's expectation that all parties will carry out their roles and responsibilities in good faith and in a manner that respects the spirit of this document. If the requirements of this document are satisfied and the proposal proceeds then, under step (5), construction of the antenna system must be completed within three years of conclusion of consultation.

2. Industry Canada Engagement

There are a number of points in the processes outlined in this document where parties must contact Industry Canada to proceed. Further, anyone with any question regarding the process may contact the local Industry Canada office³ for guidance. Based on a query by an interested party, Industry Canada may request parties to provide relevant records and/or may provide direction to one or more parties to undertake certain actions to help move the process forward.

3. Use of Existing Infrastructure (Sharing)⁴

This section outlines the roles of proponents and owners/operators of existing antenna systems. In all cases, parties should retain records (such as analyses, correspondence and engineering reports) relating to this section.

Before building a new antenna-supporting structure, Industry Canada requires that proponents first explore the following options:

- consider sharing an existing antenna system, modifying or replacing a structure if necessary;

³ Please refer to Radiocommunication Information Circular RIC-66 for a list of addresses and telephone numbers for Industry Canada's regional and district offices. RIC-66 is available via the Internet at: http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf06073.html.

⁴ See also Client Procedures Circular CPC-2-0-17, *Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements*. CPC-2-0-17 is available via the Internet at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf09081.html>.

- locate, analyze and attempt to use any feasible existing infrastructure such as rooftops, water towers etc.

A proponent is not normally expected to build a new antenna-supporting structure where it is feasible to locate an antenna on an existing structure, unless a new structure is preferred by the land-use authority.

Owners and operators of existing antenna systems are to respond to a request to share in a timely fashion and to negotiate in good faith to facilitate sharing where feasible. It is anticipated that 30 days is reasonable time for existing antenna system owners/operators to reply to a request by a proponent in writing with either:

- a proposed set of reasonable terms to govern the sharing of the antenna system; or
- a detailed explanation of why sharing is not possible.

4. Land-use Authority and Public Consultation

Contacting the Land-use Authority

Proponents must always contact the applicable land-use authorities to determine the local consultation requirements and to discuss local preferences regarding antenna system siting and/or design, unless their proposal falls within the exclusion criteria outlined in Section 6. If the land-use authority has designated an official to deal with antenna systems, then proponents are to engage the authority through that person. If not, proponents must submit their plans directly to the council, elected local official or executive. The 120-day consultation period commences only once proponents have formally submitted, in writing, all plans required by the land-use authority, and does not include preliminary discussions with land-use authority representatives.

Proponents should note that there may be more than one land-use authority with an interest in the proposal. Where no established agreement exists between such land-use authorities, proponents must, as a minimum, contact the land-use authority(ies) and/or neighbouring land-use authorities located within a radius of three times the tower height, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater. As well, in cases where proponents are aware that a potential Aboriginal or treaty right or land claim may be affected by the proposed installation,⁵ they must contact Industry Canada in order to ensure that the requirements for consultation are met.

Following the Land-use Authority Process

Proponents must follow the land-use consultation process for the siting of antenna systems, established by the land-use authority, where one exists. In the event that a land-use authority's existing process has no public consultation requirement, proponents must then fulfill the public consultation requirements contained in Industry Canada's Default Public Consultation Process (see Section 4.2). Proponents are not required to follow this requirement if the LUA's established process explicitly excludes their type of

⁵ Proponents are encouraged to refer to local community and online resources (for example, the Aboriginal and Treaty Rights Information System (ATRIS) (http://sidait-atris.aadnc-aandc.gc.ca/atris_online/home-accueil.aspx) as applicable.

proposal from consultation or it is excluded by Industry Canada's criteria.⁶ Where proponents believe the local consultation requirements are unreasonable, they may contact the local Industry Canada office in writing for guidance.

Broadcasting Undertakings

Applicants for broadcasting undertakings are subject to Canadian Radio-television and Telecommunications (CRTC) licensing processes in addition to Industry Canada requirements. Although Industry Canada encourages applicants to consult as early as practical in the application process, in some cases it may not be prudent for the applicants to initiate public and municipal/land-use consultation before receiving CRTC approval, as application denial by the CRTC would have result in unnecessary work for all parties involved. Therefore, assuming that the proposal is not otherwise excluded, broadcasting applicants may opt to commence land-use consultation after having received CRTC approval. However, broadcasting applicants choosing this approach are required, at the time of the CRTC application, to notify the land-use authority with a Letter of Intent outlining a commitment to conduct consultation after receiving CRTC approval. If the land-use authority raise concerns with the proposal as described in the Letter of Intent, applicants are encouraged to engage in discussions with the land-use authority regarding their concerns and attempt to resolve any issues. Refer to Broadcasting Procedures and Rules, Part 1 (BPR-1), for further details.

4.1 Land-use Authority Consultation

Industry Canada believes that any concerns or suggestions expressed by land-use authorities are important elements to be considered by proponents regarding proposals to install, or make changes to, antenna systems. As part of their community planning processes, land-use authorities should facilitate the implementation of local radiocommunication services by establishing consultation processes for the siting of antenna systems.

Unless the proposal meets the exclusion criteria outlined in Section 6, proponents must consult with the local land-use authority(ies) on any proposed antenna system prior to any construction. The aim of this consultation is to:

- discuss site options;
- ensure that local processes related to antenna systems are respected;
- address reasonable and relevant concerns (see Section 4.2) from both the land-use authority and the community they represent; and
- obtain land-use authority concurrence in writing.

Land-use authorities are encouraged to establish reasonable, relevant, and predictable consultation processes⁷ specific to antenna systems that consider such things as:

⁶ In all cases, telecommunications carriers, broadcasting undertakings and third party tower owners must notify and consult with the local public when proposing a new antenna tower either by following Industry Canada's Default Public Consultation Process or, where one exists, the land-use authority's public consultation process..

⁷ Industry Canada is available to assist land-use authorities in the development of local processes. In addition, land-use authorities may wish to consult Industry Canada's guide for the development of local consultation processes.

- the designation of suitable contacts or responsible officials;
- proposal submission requirements;
- public consultation;
- documentation of the concurrence process; and
- the establishment of milestones to ensure consultation process completion within *120 days*.

Where they have specific concerns regarding a proposed antenna system, land-use authorities are expected to discuss reasonable alternatives and/or mitigation measures with proponents.

Under their processes, land-use authorities may exclude from consultation any antenna system installation in addition to those identified by Industry Canada's own consultation exclusion criteria (Section 6). For example, an authority may wish to exclude from consultation those installations located within industrial areas removed from residential areas, low visual impact installations, or certain types of structures located within residential areas such as personal antenna systems (e.g. used for over the air and satellite television reception or amateur radio operation).

4.2 Industry Canada's Default Public Consultation Process

Proponents must follow Industry Canada's Default Public Consultation Process where the local land-use authority does not have an established and documented public consultation process applicable to antenna siting. Industry Canada's default process has three steps whereby the proponent:

1. provides written notification to the public, the land-use authority and Industry Canada of the proposed antenna system installation or modification (i.e. public notification);
2. engages the public and the land-use authority in order to address relevant questions, comments and concerns regarding the proposal (i.e. responding to the public); and
3. provides an opportunity to the public and the land-use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns (i.e. public reply comment).

Public Notification

1. Proponents must ensure that the local public, the land-use authority and Industry Canada are notified of the proposed antenna system. As a minimum, proponents must provide a notification package (see Appendix 1) to the local public (including nearby residences, community gathering areas, public institutions, schools, etc.), neighbouring land-use authorities, businesses, and property owners, etc.

Municipalities may also wish to refer to the protocol template developed in partnership between the Federation of Canadian Municipalities (FCM) and the Canadian Wireless Telecommunications Association (CWTA). The FCM/CWTA template can be found on the [FCM's website](http://www.fcm.ca) www.fcm.ca.

located within a radius of three times the tower height.⁸ The radius is measured from the outside perimeter of the supporting structure. For the purpose of this requirement, the outside perimeter begins at the furthest point of the supporting mechanism, be it the outermost guy line, building edge, face of the self-supporting tower, etc. Public notification of an upcoming consultation must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by mail or be hand delivered. The face of the package must clearly reference that the recipient is within the prescribed notification radius of the proposed antenna system.

2. It is the proponent's responsibility to ensure that the notification provides at least 30 days for written public comment.
3. In addition to the minimum notification distance noted above, in areas of seasonal residence, the proponent, in consultation with the land-use authority, is responsible for determining the best manner to notify such residents to ensure their engagement.
4. In addition to the public notification requirements noted above, proponents of an antenna system proposed to be 30 metres or more in height must place a notice in a local community newspaper circulating in the proposed area.⁹ Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the antenna system.

Responding to the Public

Proponents are to address all reasonable and relevant concerns, make all reasonable efforts to resolve them in a mutually acceptable manner and must keep a record of all associated communications. If the local public or land-use authority raises a question, comment or concern relating to the antenna system as a result of the public notification process, then the proponent is required to:

1. respond to the party in writing within **14 days** acknowledging receipt of the question, comment or concern and keep a record of the communication;
2. address in writing all reasonable and relevant concerns within **60 days** of receipt or explain why the question, comment or concern is not, in the view of the proponent, reasonable or relevant; and
3. in the written communication referred to in the preceding point, clearly indicate that the party has **21 days** from the date of the correspondence to reply to the proponent's response. The proponent must provide a copy of all public reply comments to the local Industry Canada office.

⁸ Proponents are advised that municipalities may set reasonable public notification distances appropriate for their communities when establishing their own protocols.

⁹ The notice must be synchronized with the distribution of the public notification package. It must be legible and placed in the public notice section of the newspaper. The notice must include: a description of the proposed installation; its location and street address; proponent contact information and mailing address; and an invitation to provide public comments to the proponent within **30 days** of the notice. In areas without a local newspaper, other effective means of public notification must be implemented. Proponents may contact the local Industry Canada office for guidance.

Responding to reasonable and relevant concerns may include contacting a party by telephone, engaging in a community meeting or having an informal, personal discussion. Between steps 1 and 2 above, the proponent is expected to engage the public in a manner it deems most appropriate. Therefore, the letter at step 2 above may be a record of how the proponent and the other party addressed the concern at hand.

Public Reply Comments

As indicated in step 3 above, the proponent must clearly indicate that the party has *21 days* from the date of the correspondence to reply to the response. The proponent must also keep a record of all correspondence/discussions that occurred within the *21-day* public reply comment period. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding.

The factors that will determine whether a concern is reasonable or relevant according to this process will vary but will generally be considered if they relate to the requirements of this document and to the particular amenities or important characteristics of the area surrounding the proposed antenna system. Examples of concerns that proponents are to address may include:

- Why is the use of an existing antenna system or structure not possible?
- Why is an alternate site not possible?
- What is the proponent doing to ensure that the antenna system is not accessible to the general public?
- How is the proponent trying to integrate the antenna into the local surroundings?
- What options are available to satisfy aeronautical obstruction marking requirements at this site?
- What are the steps the proponent took to ensure compliance with the general requirements of this document including the *Canadian Environmental Assessment Act* (CEAA), Safety Code 6, etc.?

Concerns that are not relevant include:

- disputes with members of the public relating to the proponent's service, but unrelated to antenna installations;
- potential effects that a proposed antenna system will have on property values or municipal taxes;
- questions whether the *Radiocommunication Act*, this document, Safety Code 6, locally established by-laws, other legislation, procedures or processes are valid or should be reformed in some manner.

4.3 Concluding Consultation

The proponent may only commence installation/modification of an antenna system after the consultation process has been completed by the land-use authority, or Industry Canada confirms concurrence with the consultation portion of this process, and after all other requirements under this process have been met. Consultation responsibilities will normally be considered complete when the proponent has:

1. concluded consultation requirements (Section 4.1) with the land-use authority;
2. carried out public consultation either through the process established by the land-use authority or Industry Canada's Default Public Consultation Process where required; and
3. addressed all reasonable and relevant concerns.

Concluding Land-use Authority Consultation

Industry Canada expects that land-use consultation will be completed within *120 days* from the proponent's initial formal contact with the local land-use authority. Where unavoidable delays may be encountered, the land-use authority is expected to indicate when the proponent can expect a response to the proposal. If the authority is not responsive, the proponent may contact Industry Canada. Depending on individual circumstances, Industry Canada may support additional time or consider the land-use authority consultation process concluded.

Depending on the land-use authority's own process, conclusion of local consultation may include such steps as obtaining final concurrence for the proposal via the relevant committee, a letter or report acknowledging that the relevant municipal process or other requirements have been satisfied, or other valid indication, such as the minutes of a town council meeting indicating LUA approval. Compliance with informal city staff procedures, or grants of approval strictly related to zoning, construction, etc. will not normally be sufficient.

Industry Canada recognizes that approvals for construction (e.g. building permits) are used by some land-use authorities as evidence of consultation being concluded. Proponents should note that Industry Canada does not consider the fact a permit was issued as confirmation of concurrence, as different land-use authorities have different approaches. As such, Industry Canada will only consider such approvals as valid when the proponent can demonstrate that the LUA's process was followed and that the LUA's preferred method of concluding LUA consultation is through such an approval.

Concluding Industry Canada's Default Public Consultation Process

Industry Canada's Default Public Consultation Process will be considered concluded when the proponent has either:

- received no written questions, comments or concerns to the formal notification within the *30-day* public comment period; or
- if written questions, comments or concerns were received, the proponent has addressed and resolved all reasonable and relevant concerns and the public has not provided further comment within the *21-day* reply comment period.

In the case where the public responds within the *21-day* reply comment period, the proponent has the option of making further attempts to address the concern on its own, or can request Industry Canada engagement. If a request for engagement is made at this stage, Industry Canada will review the relevant material, request any further information it deems pertinent from any party and may then decide that:

- the proponent has met the consultation requirements of this process and that Industry Canada concurs that installation or modification may proceed; or
- the parties should participate in further attempts to mitigate or resolve any outstanding concern.

4.4 Post-Consultation

Whether the proponent followed a land-use authority's consultation process or Industry Canada's default public consultation process, construction of an antenna system must be completed within three years of the conclusion of consultation. After three years, consultations will no longer be deemed valid except in the case where a proponent secures the agreement of the relevant Land-Use Authority to an extension for a specified time period in writing. A copy of the agreement must be provided to the local Industry Canada office.

5. Dispute Resolution Process

The dispute resolution process is a formal process intended to bring about the timely resolution where the parties have reached an impasse.

Upon receipt of a written request from a stakeholder other than the general public, asking for Departmental intervention concerning a reasonable and relevant concern, the Department may request that all involved parties provide and share all relevant information. The Department may also gather or obtain other relevant information and request that parties provide any further submissions if applicable. The Department will, based on the information provided, either:

- make a final decision on the issue(s) in question, and advise the parties of its decision; or
- suggest the parties enter into an alternate dispute resolution process in order to come to a final decision. Should the parties be unable to reach a mutually agreeable solution, either party may request that the Department make a final decision.

Upon resolution of the issue under dispute, the proponent is to continue with the process contained within this document as required.

6. Exclusions

All proponents must satisfy the General Requirements outlined in Section 7 regardless of whether an exclusion applies to their proposal. All proponents must also consult the land-use authority and the public unless a proposal is specifically excluded. Individual circumstances vary with each antenna system installation and modification, and the exclusion criteria below should be applied in consideration of local circumstances. Consequently, it may be prudent for the proponent to consult even though the proposal meets an exclusion noted below. Therefore, when applying the criteria for exclusion, proponents should consider such things as:

- the antenna system's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;

- the location of the proposed antenna system on the property and its proximity to neighbouring residents;
- the likelihood of an area being a community-sensitive location; and
- Transport Canada's marking and lighting requirements for the proposed structure.

The following proposals are excluded from land-use authority and public consultation requirements:

- **New Antenna Systems:** where the height is less than 15 metres above ground level. This exclusion does not apply to antenna systems proposed by telecommunications carriers, broadcasting undertakings or third party tower owners;
- **Existing Antenna Systems:** where modifications are made, antennas added or the tower replaced¹⁰, including to facilitate sharing, provided that the total cumulative height increase is no greater than 25% of the height of the initial antenna system installation¹¹. No increase in height may occur within one year of completion of the initial construction. This exclusion does not apply to antenna systems using purpose built antenna supporting structures with a height of less than 15 metres above ground level operated by telecommunications carriers, broadcasting undertakings or third party tower owners;
- **Non-Tower Structures:** antennas on buildings, water towers, lamp posts, etc. may be excluded from consultation provided that the height above ground of the non-tower structure, exclusive of appurtenances, is not increased by more than 25%;¹² and
- **Temporary Antenna Systems:** used for special events or emergency operations and must be removed within three months after the start of the emergency or special event.

No consultation is required prior to performing maintenance on an existing antenna system.

Proponents who are not certain if their proposals are excluded, or whether consultation may still be prudent, are advised to contact the land-use authority and/or Industry Canada for guidance.

Height is measured from the lowest ground level at the base, including the foundation, to the tallest point of the antenna system. Depending on the particular installation, the tallest point may be an antenna, lightning rod, aviation obstruction lighting or some other appurtenance. Any attempt to artificially reduce the height (addition of soil, aggregate, etc.) will not be included in the calculation or measurement of the height of the antenna system.

7. General Requirements

In addition to roles and responsibilities for site sharing, land-use consultation and public consultation, proponents must also fulfill other important obligations including: compliance with Health Canada's

¹⁰ The exclusion for the replacement of existing antenna systems applies to replacements that are similar to the original design and location.

¹¹ Initial antenna system installation refers to the system as it was first consulted on, or installed.

¹² Telecommunication carriers, operators of broadcasting undertakings and third party tower owners may benefit from local knowledge by contacting the land-use authority when planning an antenna system that meets this exclusion criteria.

Safety Code 6 guideline for the protection of the general public; compliance with radio frequency immunity criteria; notification of nearby broadcasting stations; environmental considerations; and Transport Canada/NAV CANADA aeronautical safety responsibilities.

7.1 Radio Frequency Exposure Limits

Health Canada has established safety guidelines for exposure to radio frequency fields, in its Safety Code 6 publication, entitled: *Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3 kHz to 300 GHz*.¹³ While the responsibility for developing Safety Code 6 rests with Health Canada, Industry Canada has adopted this guideline for the purpose of protecting the general public. Current biomedical studies in Canada and other countries indicate that there is no scientific or medical evidence that a person will experience adverse health effects from exposure to radio frequency fields, provided that the installation complies with Safety Code 6.

It is the responsibility of proponents and operators of installations to ensure that all radiocommunication and broadcasting installations comply with Safety Code 6 at all times, including the consideration of combined effects of nearby installations within the local radio environment.

Telecommunications common carriers and operators of broadcasting undertakings are to carry out an exposure evaluation on all new installations and following any increases in radiated power. Either measurement surveys or mathematical or numerical computations can be used for this evaluation. Where the radio frequency emission of any installation, whether telecommunications carrier or broadcasting operator, is greater than, or is equal to, 50%, of the Safety Code 6 limits for uncontrolled environments at locations accessible to the general public (i.e. not solely available for access by workers), the operator(s) of radio frequency emitters must notify Industry Canada and demonstrate compliance with Safety Code 6. This determination of 50% of Safety Code 6 must be in consideration of the local radio environment.

For all proponents following Industry Canada's Default Public Consultation Process, the proponent's notification package must provide a written attestation that there will be compliance with Safety Code 6 for the protection of the general public, including consideration of nearby radiocommunication systems. The notification package must also indicate any Safety Code 6 related signage and access control mechanisms that may be used.

Compliance with Safety Code 6 is an ongoing obligation. At any time, antenna system operators may be required, as directed by Industry Canada, to demonstrate compliance with Safety Code 6 by (i) providing detailed calculations, and/or (ii) conducting site surveys and, where necessary, by implementing corrective measures.¹⁴ At the request of Industry Canada, telecommunications carriers and operators of broadcasting undertakings must provide detailed compliance information for individual installations within five days of the request. Proponents and operators of existing antenna systems must retain copies of all information related to Safety Code 6 compliance such as analyses and measurements.

¹³ To obtain an electronic copy of Safety Code 6, contact: publications@hc-sc.gc.ca.

¹⁴ See Client Procedures Circular [CPC-2-0-20](#), *Radio Frequency (RF) Fields – Signs and Access Control*.

7.2 Radio Frequency Immunity

All radiocommunication and broadcasting proponents and existing spectrum users are to ensure that their installations are designed and operated in accordance with Industry Canada's immunity criteria as outlined in EMCAB-2¹⁵ in order to minimize the malfunctioning of electronic equipment in the local surroundings. Broadcasting proponents and existing undertakings should refer to Broadcasting Procedures and Rules - Part 1, *General Rules* (BPR-1) for additional information and requirements¹⁶ on this matter.

Proponents are advised to consider the potential effect that their proposal may have on nearby electronic equipment. In this way, they will be better prepared to respond to any questions that may arise during the public and land-use consultation processes, or after the system has been installed.

Land-use authorities should be prepared to advise proponents and owners of broadcasting undertakings of plans for the expansion or development of nearby residential and/or industrial areas. Such expansion or development generally results in the introduction of more electronic equipment in the area and therefore an increased potential for electronic equipment to malfunction. By keeping broadcasters aware of planned developments and changes to adjacent land-use, they will be better able to work with the community. Equally, land-use authorities have a responsibility to ensure that those moving into these areas, whether prospective residents or industry, are aware of the potential for their electronic equipment to malfunction when located in proximity to an existing broadcasting installation. For example, the LUA could ensure that clear notification be provided to future prospective purchasers.

7.3 Proximity of Proposed Structure to Broadcasting Undertakings

Where the proposal would result in a structure that exceeds 30 metres above ground level, the proponent is to notify operators of AM, FM and TV undertakings within 2 kilometres, due to the potential impact the physical structure may have on these broadcasting undertakings. Metallic structures close to an AM directional antenna array may change the antenna pattern of the AM broadcasting undertaking. These proposed structures can also reflect nearby FM and TV signals, causing "ghosting" interference to FM/TV receivers used by the general public.

7.4 Canadian Environmental Assessment Act

Industry Canada requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation. This includes the *Canadian Environmental Assessment Act, 2012* (CEAA 2012), where the antenna system is incidental to a physical activity or project designated under CEAA 2012, or is located on federal lands.

An antenna system may not proceed where it is incidental to a designated project (as described in the *Regulations Designating Physical Activities*), or is otherwise expressly designated by the Minister of the

¹⁵ For more information see *EMCAB-2*, entitled: *Criteria for Resolution of Immunity Complaints Involving Fundamental Emissions of Radiocommunications Transmitters* available at: <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf01005.html>.

¹⁶ *BPR-1 - Part I: General Rules* can be found on the Spectrum Management and Telecommunications website at: <http://strategis.ic.gc.ca/epic/internet/insmt-gst.nsf/en/sf01326e.html>.

Environment without satisfying certain requirements applicable to designated projects. Therefore, a proponent of this type of project must contact Industry Canada for direction on how to proceed.

Any proposed antenna system on federal land may not proceed without a determination of environmental effects by Industry Canada. In order to assist the Department in making such a determination, proponents must submit a project description to Industry Canada, considering and addressing those elements of the environment described in CEAA 2012, as well as any determination of environmental effects that may have been made by the authority responsible for managing the federal land. Industry Canada may also require further information before it can complete its assessment. Industry Canada will inform the proponent of the results of its determination and may impose conditions related to mitigating any adverse effects after making its determination and/or may need to refer the matter to the Governor-in-Council under CEAA 2012.

In addition, notices under Industry Canada's default public consultation process require written confirmation of the project's status under CEAA 2012 (e.g., whether it is incidental to a designated project or, if not, whether it is on federal lands).

In addition to CEAA requirements, proponents are responsible to ensure that antenna systems are installed and operated in a manner that respects the local environment and that complies with other statutory requirements, such as those under the *Canadian Environmental Protection Act, 1999*, the *Migratory Birds Convention Act, 1994*, and the *Species at Risk Act*, as applicable.

For projects north of the 60th parallel, environmental assessment requirements may arise from federal statutes other than the aforementioned Acts or from Comprehensive Land Claim Agreements. Industry Canada requires that installation or modification of antennas or antenna supporting structures be done in accordance with these requirements, as appropriate.

7.5 Aeronautical Safety

Proponents must ensure their proposals for any antenna system are first reviewed by Transport Canada and NAV CANADA.

Transport Canada will perform an assessment of the proposal with respect to the potential hazard to air navigation and will notify proponents of any painting and/or lighting requirements for the antenna system. NAV CANADA will comment on whether the proposal has an impact on the provision of their national air navigation system, facilities and other services located off-airport.

As required, the proponent must:

1. submit an Aeronautical Obstruction Clearance form to Transport Canada;
2. submit a Land-use Proposal Submission form to NAV CANADA;
3. include Transport Canada marking requirements in the public notification package;
4. install and maintain the antenna system in a manner that is not a hazard to aeronautical safety; and

5. retain all correspondence.

For those antenna systems subject to Industry Canada's Default Public Consultation Process, the proponent will inform the community of any marking requirements. Where options are possible, proponents are expected to work with the local community and Transport Canada to implement the best and safest marking options. Proponents should be aware that Transport Canada does not advise Industry Canada of marking requirements for proposed structures. Proponents are reminded that the addition of, or modification to, obstruction markings may result in community concern and so any change is to be done in consultation with the local public, land-use authority and/or Transport Canada, as appropriate.

References and Details

Aeronautical Obstruction Clearance forms are available from any Transport Canada Aviation Group Office. Both the Aeronautical Obstruction Clearance form (#26-0427) and a list of Transport Canada Aviation Group regional offices are available on the Transport Canada website.¹⁷ Completed forms are to be submitted directly to the nearest Transport Canada Aviation Group office. (Refer to Canadian Aviation Regulations, Standard 621.19, Standards Obstruction Markings).

Land-use Proposal Submission forms are available from NAV CANADA¹⁸ and completed forms are to be sent to the appropriate NAV CANADA General Manager Airport Operations (GMAO) office, East or West.

¹⁷ The Transport Canada website can be found at: <http://www.tc.gc.ca>.

¹⁸ Search keywords "Land-use Proposal" on the NAV CANADA website at: <http://www.navcanada.ca>.

Appendix 1 – Industry Canada’s Default Public Consultation Process - Public Notification Package

The proponent must ensure that at least **30 days** are provided for public comment. Notification must provide all information on how to submit comments to the proponent in writing. Notices must be clearly marked, making reference to the proposed antenna system, so that it is not misinterpreted as junk mail. The notice must be sent by mail or be hand delivered. The face of the package must clearly indicate that the recipient is within the prescribed notification radius of the proposed antenna system. The proponent must also provide a copy of the notification package to the land-use authority and the local Industry Canada office at the same time as the package is provided to the public.

Notification must include, but need not be limited to:

- 1) the proposed antenna system’s purpose, the reasons why existing antenna systems or other infrastructure cannot be used, a list of other structures that were considered unsuitable and future sharing possibilities for the proposal;
- 2) the proposed location within the community, the geographic coordinates and the specific property or rooftop;
- 3) an attestation¹⁹ that the general public will be protected in compliance with Health Canada’s Safety Code 6 including combined effects within the local radio environment at all times;
- 4) identification of areas accessible to the general public and the access/demarcation measures to control public access;
- 5) information on the environmental status of the project, including any requirements under the *Canadian Environmental Assessment Act, 2012*;
- 6) a description of the proposed antenna system including its height and dimensions, a description of any antenna that may be mounted on the supporting structure and simulated images of the proposal;
- 7) Transport Canada’s aeronautical obstruction marking requirements (whether painting, lighting or both) if available; if not available, the proponent’s expectation of Transport Canada’s requirements together with an undertaking to provide Transport Canada’s requirements once they become available;
- 8) an attestation that the installation will respect good engineering practices including structural adequacy;
- 9) reference to any applicable local land-use requirements such as local processes, protocols, etc.;

¹⁹ Example: I, (*name of individual or representative of company*) attest that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada’s Safety Code 6, as may be amended from time to time, for the protection of the general public, including any combined effects of nearby installations within the local radio environment.

- 10) notice that general information relating to antenna systems is available on Industry Canada's Spectrum Management and Telecommunications website (<http://www.ic.gc.ca/towers>);
- 11) contact information for the proponent, land-use authorities and the local Industry Canada office;
and
- 12) closing date for submission of written public comments (not less than *30 days* from receipt of notification).



June 17, 2014

Via: Delivered

Ms. Denise Holmes, A.M.C.T.
CAO/Clerk
Township of Melancthon
157101 Highway 10
Melancthon, ON L9V 2E6

Same as before ->
Station of
me Cuy

Dear Denise:

Re: **Bradley-French Drainage Works
Maintenance and Repair, 2014
File No.: D-ME-SUP
Project No.: MSO019743.2014**

On November 21, 2014, Council accepted a notification for the maintenance and repair of the Bradley-French Drainage Works under Section 79 of the Drainage Act signed by Barb Bany, Owner of Lots 245 - 248, Concession 1 NE and Lot 26, Concession 3 NE. Council further directed that we investigate and report back with our findings and recommendations.

The Bradley-French Drainage Works was last repaired and improved in accordance with a 1998 report. The work commenced in Lot 245, Concession 1 NE and terminated in Lot 28, Concession 5 NE, as shown on the attached plan. The total length of the drain was 5,118 m (16,791 ft.).

As far as we are aware, not much has been done on the open drain since the 1998 work was completed. Our filed investigation shows the drain has silted-in very little in places and by up to 400mm (16 in.) in depth in other places. These silt filled sections within the drain, including the thick growth of vegetation, is keeping the water-level higher than normal. This is also blocking the free outlet of several tiles along the route of the drain.

We recommend that the entire drain be cleaned out to the original depth and cross section. We have talked with most of the directly affected owners and they are in agreement with the work. The excavation work should be completed this summer/fall and the levelling completed next summer when the spoil has dried out.

③

JUL 17 2014


In order to expedite the work we completed and forwarded a Notification of Municipal Drain Maintenance Work to the Grand River Conservation Authority. A copy of the completed notification form is enclosed.

The estimated cost of the recommended maintenance work is \$13,000 plus H.S.T. This cost is assessable to the watershed area in accordance with Section 74 of the Drainage Act. We recommend that Hanna & Hamilton Construction be retained on an hourly basis to complete the work as they undertook the 1998 work and are familiar with the drain.

Should you have any questions, please call.

Yours truly,

R.J. Burnside & Associates Limited



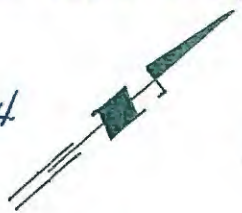
T.M. Pridham, P. Eng.
Drainage Superintendent
TMP:tw

Enclosure(s) Plan Showing Location of Proposed Clean-out
Notification of Municipal Drain Maintenance Work

BRADLEY-FRENCH DRAINAGE WORKS

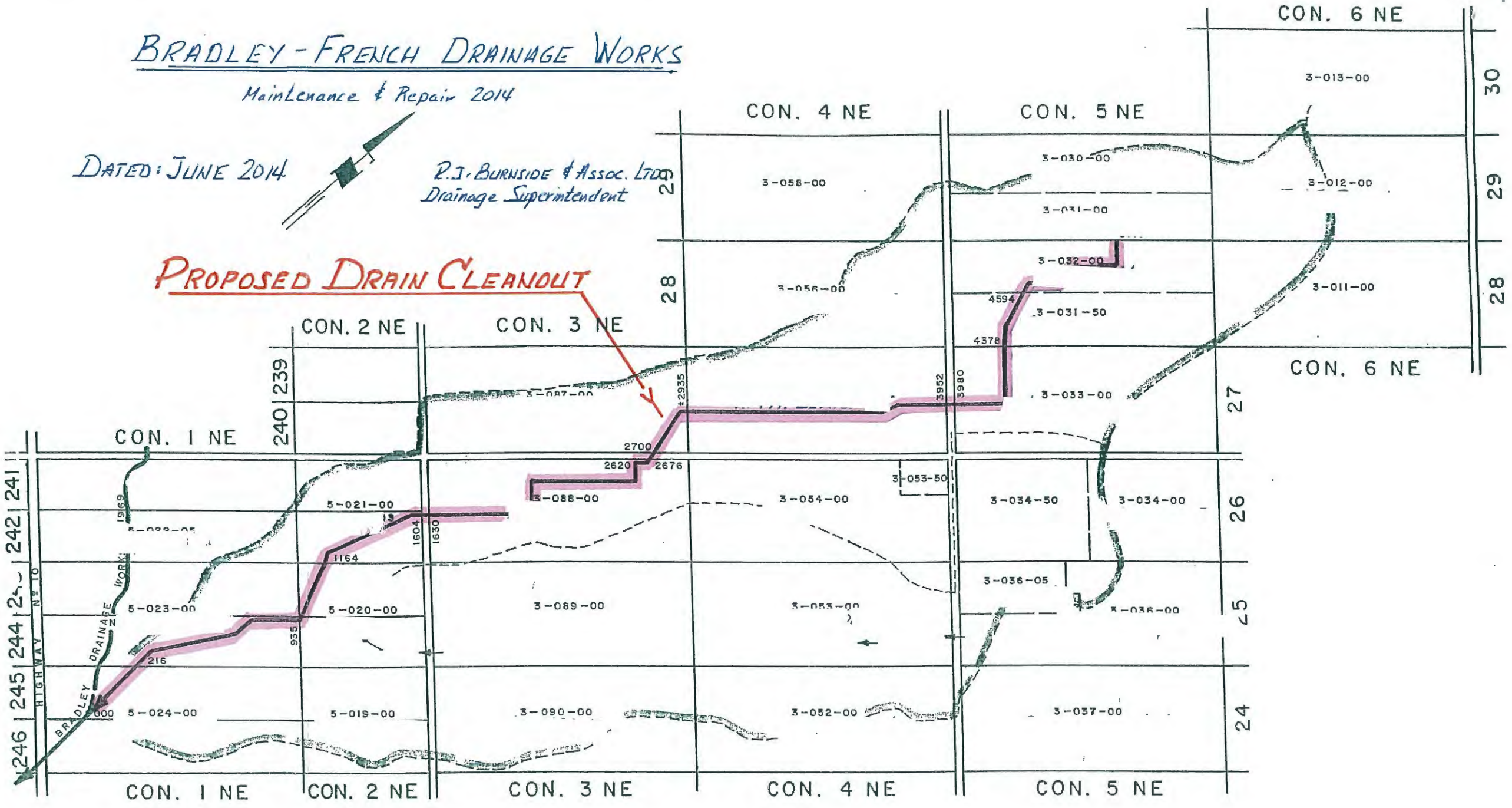
Maintenance & Repair 2014

DATED: JUNE 2014



P.J. BURNSIDE & Assoc. LTD.
Drainage Superintendent

PROPOSED DRAIN CLEANOUT



NOTIFICATION OF DRAIN MAINTENANCE OR REPAIR SUBJECT TO:

- Federal *Fisheries Act*, s. 35(2) (Class Authorization)
- Federal *Species at Risk Act* (SARA), s. 32 (Individual Organisms), s. 33 (Residences) and s. 58 (Critical Habitat)
- Ontario *Endangered Species Act, 2007* (ESA, 2007), s. 9 (Species) and s. 10 (Habitat);
- Ontario *Conservation Authorities Act*, s. 28 Regulations (O. Reg 97/04-"Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses")

Please send this form separately to each applicable reviewing agency.
This notification form may be updated periodically to reflect current legislative requirements.

Reviewing agency use only.

Reviewing agency: _____ File number: _____

Municipality: Township of Melancthon

Contact Name: Tom Pridham, P. Eng., Drainage Superintendent c/o R.J. Burnside & Associates Limited

Mailing Address: 15 Townline, Orangeville, Ontario, L9W 3R4

Phone#: 519-938-3077 Fax#: 519-941-8120 Email: tom.pridham@rjburnside.com

Drain Name: (as referred to under the Drainage Act)
Bradley-French Drainage Works

Geographic Township:
Township of Melancthon

Location: (please attach a location map)

By-Law No.:
7 - 1998

Work Zone*	FROM	Lot:	Conc:	TO	Lot:	Conc:
		245	1 NE		28	5 NE

Impact Zone†	FROM	Lot:	Conc:	TO	Lot:	Conc:
		245	1 NE		248	1 SW

Length of Work Zone: 5,118 Metres

* Work Zone = part of the drain where the work is actually occurring

† Impact Zone = linear length of watercourse extending 1 km downstream of the bottom end of the Work Zone

Dates of Proposed Work:

START Day: 1 Month: August Year: 2014

FINISH Day: 15 Month: September Year: 2014

Drain Classification (classification of drain will be verified by local Conservation Authority and/or Fisheries & Oceans Canada)

Drainage Activities Proposed:

Drain Class	Work Zone*	Impact Zone†	Drain Type:
A	<input type="checkbox"/>	<input type="checkbox"/>	Tile & Surface Water

B	<input type="checkbox"/>	<input type="checkbox"/>	Drainage Act Section: Section 74 - Maintenance
---	--------------------------	--------------------------	---

C	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance/Repair Activities:
---	--------------------------	--------------------------	---------------------------------------

D	<input type="checkbox"/>	<input type="checkbox"/>	Bottom only cleanout
---	--------------------------	--------------------------	----------------------

E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
---	--------------------------	-------------------------------------	--

F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other (please specify):
---	-------------------------------------	--------------------------	-------------------------

Unknown	<input type="checkbox"/>	<input type="checkbox"/>	Specify disposal of material, if applicable (e.g., location, method):
---------	--------------------------	--------------------------	---

Natural Watercourse	<input type="checkbox"/>	<input type="checkbox"/>	On site levelling with Bulldozer
---------------------	--------------------------	--------------------------	----------------------------------

Pre-screening for location-specific attributes if known (located along or adjacent to the watercourse or drain)

Species at Risk (SARA/ESA)

Information for use by MNR/DFO as applicable

Is this drain covered under an ESA Exemption Agreement (S. 23 of O. Reg. 242/08)?

Yes No

Species at Risk present:

- | | |
|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Turtles | <input type="checkbox"/> Amphibians |
| <input type="checkbox"/> Snakes | <input type="checkbox"/> Mussels |
| <input type="checkbox"/> Fish | <input type="checkbox"/> Birds |
| <input type="checkbox"/> Plants | |

Species At Risk Act maps are available here:

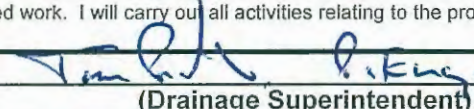
<http://www.conservationontario.ca/projects/DFO.html>

Other Considerations for Review Agencies (Please specify):

Sediment and Erosion Control Measures to be Used:

Method	Notes
<input type="checkbox"/> Reseeding	Use native, non-invasive herbaceous material
Erosion control mats:	Please specify:
<input type="checkbox"/> Temporary	
<input type="checkbox"/> Permanent	
<input type="checkbox"/> Two-stage/low-flow channel	See definition and diagram, Drainage Act and CA Act Protocol, Appendix III
<input type="checkbox"/> Light-duty straw bale barrier	See OPSD 219.100
<input type="checkbox"/> Light-duty silt fence barrier	See OPSD 219.110
<input type="checkbox"/> Heavy-duty silt fence barrier	See OPSD 219.130
Flow check dams:	
<input type="checkbox"/> Straw bale	See OPSD 219.180
<input checked="" type="checkbox"/> Silt fence	See OPSD 219.190
<input type="checkbox"/> Rock, V-ditch	See OPSD 219.210
<input type="checkbox"/> Rock, flat-bottom ditch	See OPSD 219.211
<input type="checkbox"/> Staged cleanout	See definition, Drainage Act and CA Act Protocol
<input checked="" type="checkbox"/> Sediment traps	See OPSD 219.220
<input type="checkbox"/> Rip rap	See OPSS 511 unless specified in Engineer's Report
<input type="checkbox"/> Other	Please specify:

I, the undersigned, representing the above named municipality, hereby declare my intention to carry out the works or undertakings described above in the classified drain. Furthermore, I request that I be provided with the appropriate authorizations under the Fisheries Act, Conservation Authorities Act, or Endangered Species Act for the proposed work. I will carry out all activities relating to the project within the designated time frames and conditions as specified in the authorizations provided.

Signature:  (Drainage Superintendent)

Date: June 17, 2014

FOR INTERNAL USE:

CONSERVATION AUTHORITY: The classification of the municipal drain indicated above has been verified by this office. Receipt of notification form is acknowledged and will be assessed under the appropriate Conservation Authorities Act S. 28 regulation and the Drainage Act and Conservation Authorities Act Protocol. Signature of this form does not constitute permission under a Conservation Authorities Act S.28 regulation.

SIGNED: _____ **Date:** _____
Conservation Authority

MINISTRY OF NATURAL RESOURCES: Receipt of notification form is acknowledged and will be assessed in accordance with the Endangered Species Act, 2007 or, if applicable, in accordance with the agreement entered into between the Municipality and the Minister of Natural Resources under s. 23 of O. Reg. 242/08.

SIGNED: _____ **Date:** _____
District Office (MNR)

FISHERIES AND OCEANS CANADA: Receipt of notification form and verification of the drain classification by CA are acknowledged. A Class Authorization for a Class ____ Drain is issued pursuant to S 35(2) of the Fisheries Act.

SIGNED: _____ **Date:** _____
District Office (DFO)

Ministry of Transportation

Engineering Office
Environmental Section
West Region

659 Exeter Road
London, Ontario N6E 1L3
Telephone: (519) 873-4741
Facsimile: (519) 873-4600
Email: James.Corcoran@ontario.ca

Ministère des Transports

Bureau du génie
Section de l'environnement
Région de l'Ouest

659, rue Exeter
London (Ontario) N6E 1L3
Téléphone: (519) 873-4741
Télécopieur: (519) 873-4600



July 9, 2014

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

Ms. Holmes:

**RE: Request for Exemption from Noise By-Law # 31-2002
Highway 10 Rehabilitation from Southgate Road 24 to Flesherton, Dufferin and
Grey Counties
Pavement Rehabilitation and Drainage Improvements
Detail Design and Class Environmental Assessment Study
G.W.P. 3043-13-00**

The Ministry of Transportation (MTO) is undertaking a detail design project for the rehabilitation of Highway 10 from the Southgate Road 24/ Melancthon-Artemesia Townline to the south limits of Flesherton at Campbell Street with isolated drainage improvements between Shelburne and Southgate Road 24/ Melancthon-Artemesia Townline. Please refer to the attached key plan for detailed site locations.

On behalf of the project team, I am writing to request an exemption from the Township of Melancthon Noise Control By-Law # 31-2002 to undertake overnight construction operations should the need arise during the construction project. Construction will require the operation of excavators, milling and paving equipment. It is requested that this noise by-law exemption be granted from **May 19, 2015 to November 20, 2015**.

Contract specifications will require the Contractor to provide advance notification of construction through direct correspondence to emergency service providers that operate within and in proximity to the study area including fire, police and ambulance services.

The Contractor is required to keep idling of construction equipment to a minimum and to maintain equipment in good working order to reduce noise. In addition, the MTO construction noise protocol requires that the Contract Administrator monitor and investigate any complaints regarding construction noise.

Consideration of this application for exemption at your earliest convenience would be most appreciated. If you have any questions or require additional information, please do not hesitate to contact me.

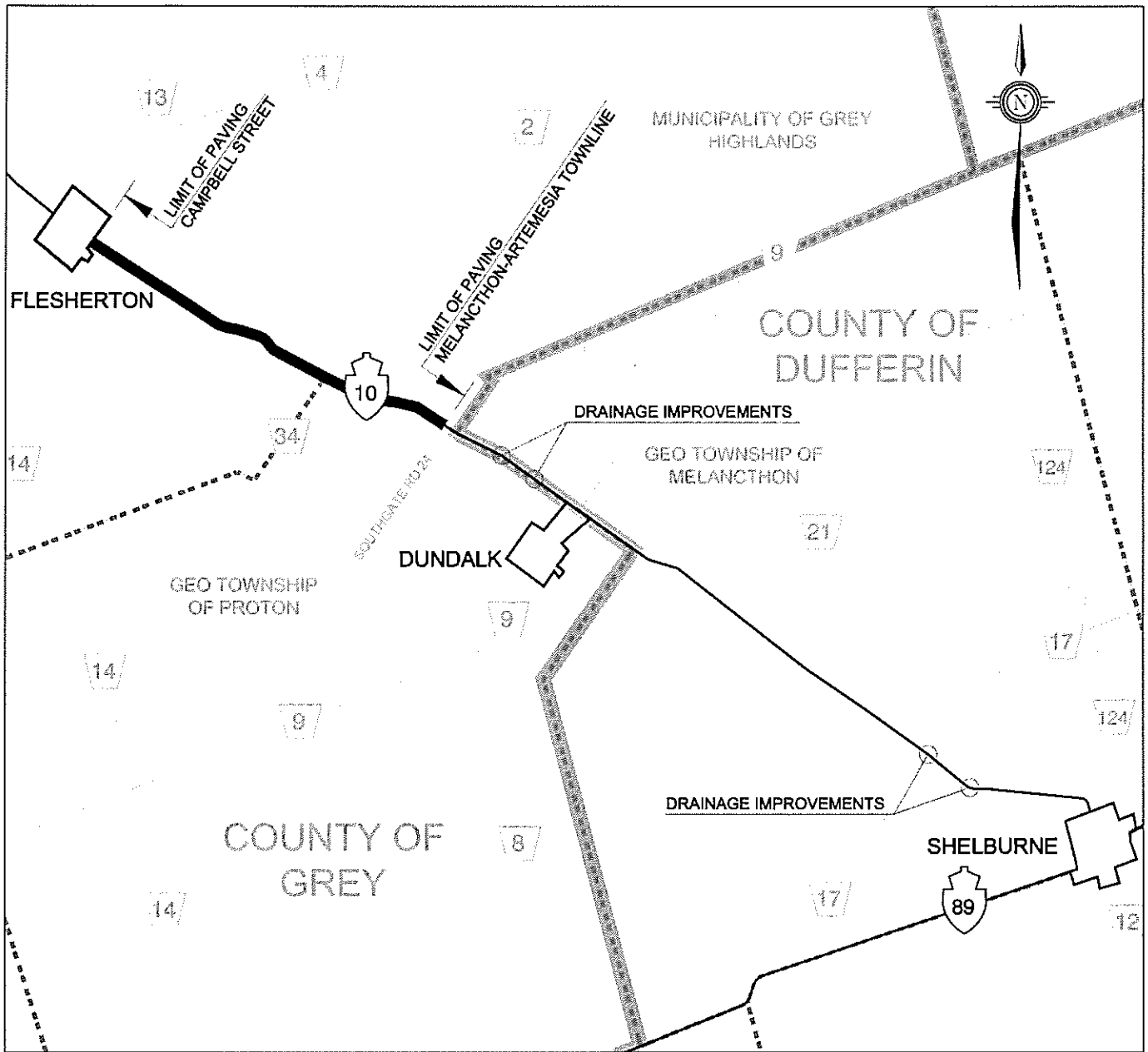
Yours truly,

A handwritten signature in black ink, appearing to read "James Corcoran". The signature is stylized with a large, looped initial "J" and a cursive "C" for "Corcoran".

James Corcoran
Environmental Planner
Ministry of Transportation
659 Exeter Road
London ON N6E 1L3
519 873-4741
James.Corcoran@ontario.ca
1 800 265-6072 ext. 519 873-4741

c: Amanda Waldick, MTO

Encl. G.W.P. 3043-13-00 from Southgate Road 24 to Flesherton Key Plan



KEY PLAN



**Ministry of
Municipal Affairs
and Housing**

Municipal Services Office
Central Ontario
777 Bay Street, 13TH Floor
Toronto ON M5G 2E5
Phone: 416 585-6226
Fax: 416 585-6882
Toll-Free: 1 800 668-0230

**Ministère des
Affaires municipales
et du Logement**

Bureau des services aux municipalités
du Centre de l'Ontario
777, rue Bay, 13^e étage
Toronto ON M5G 2E5
Téléphone : 416 585-6226
Télécopieur : 416 585-6882
Sans frais : 1 800-668-0230



July 7, 2014

Ms. Tracey Atkinson
Project Manager, Dufferin County Official Plan
County of Dufferin
55 Zina Street
Orangeville, ON
L9W 1E5

Dear Ms. Atkinson:

Re: Draft County Official Plan, May 2014
MMAH File No.: 22-OP-143362

Thank you for the opportunity to provide One Window comments on the May 2014 draft County Official Plan (County OP). We commend you and your consultant team on drafting this important document that, when in effect, will lead decision making as it relates to land use planning throughout the County.

As you know, since September 2013, staff from the Ministry of Municipal Affairs and Housing have been participating in periodic technical meetings along with staff from the local municipalities and conservation authorities and you and your consultant team. During those meetings important issues have been tabled and staff have advised you and your consultants about the direction provided in provincial policy and legislation as it relates to those matters; these comments should be considered in the context of those discussions.

Below you will find comprehensive One Window comments regarding the County OP. These comments are provided with the input from our One Window partner ministries and the relevant conservation authorities who have jurisdiction within the County. These comments are provided largely to ensure that the forthcoming County Official Plan will be consistent with Provincial Policy Statement, 2014 and will conform with the applicable provincial plans.

We believe that the County OP is well organized, easy to read, and provides an excellent basis for land use planning at the County level. However, we have identified several matters that need to be addressed, specifically:

- A. Growth management matters, including the identification of an alternative intensification target and the identification of an affordable housing target for the County;
- B. Natural heritage system development and identification approach;
- C. Cultural heritage and County responsibilities as it relates to the conservation of cultural heritage;
- D. Employment and economic development, exploring opportunities to enhance the OP;
- E. Aging population, exploring opportunities to enhance the OP;
- F. Plan Administration as it relates to County and lower tier responsibilities; and
- G. Technical matters.

Our comments are provided at a high level in this letter, with recommended modifications on the attached table. In the table, we have identified recommended modifications along with the rationale for each. Please note that in some instances the recommendations are to address specific issues of consistency with the PPS and conformity with the provincial plans, and in other cases, just recommendations to address consistency, clarity and technical matters in the document.

Growth Management

Shelburne Allocation

Based on discussions with Shelburne, the County and the Ministry of the Environment, we recommend that the Shelburne population allocation remain as 8,400 per the Minister of Infrastructure's letter of August 2010. We recommend that a note be placed in **table 3.2a** that identifies that a portion of the unallocated population is to be "reserved" for the Town of Shelburne. In support of this note on the table, a policy should be crafted that identifies the work that Shelburne is undertaking, as well as the town's financial and resource commitment to addressing servicing capacity to accommodate future growth. Any further allocation to Shelburne will occur as a result of the outcome of the Municipal Comprehensive Review, but this note in the table and new policy is intended to provide for more certainty to Shelburne that portions of the unallocated are intended to support Shelburne's efforts and investments to provide for additional growth.

Municipal Water and Wastewater Services

We note that policy 7.3.1 (e) of the Draft OP recognizes the need for servicing assurance prior to development approval.

In order for this policy to be effective, the term “servicing agreement” needs to be defined wherein it is clarified that such an agreement shall be executed once the EA process has been completed. Furthermore, **policy 7.3.1 (e)** should be modified by replacing the word: “or” with “and not” in the first sentence so that it reads:

“The local municipality must confirm the availability of the required servicing capacity prior to *development* being approved and not until a servicing agreement is in place to ensure that such capacity will be available to service the *development* within a reasonable timeframe.”

Presently, we understand that certain local municipalities are in the process of determining the assimilative capacity of receiving water bodies to handle additional development growth. This analysis is critical to determining whether expansions and/or additional population and job allocations within a particular municipality are feasible. Given this specific issue within the County, we recommend that the County OP include specific policies regarding the need for this analysis to be completed prior to granting new development approvals that would exceed the current capacity of existing or planned sewage treatment plants. We have recommended a new sub-policy be added to **policy 3.5.1.1** as provided in the attached table.

Community Settlement Areas

Community settlement areas are hamlets identified in lower tier official plans. Presently, the draft official plan schedules do not provide boundaries for the “community settlement areas.” As per our discussions at the technical committee meeting, given the County’s growth management responsibilities and the constrained growth capabilities of the urban settlement areas, we believe the County Plan should provide firm boundaries for these hamlet areas and that a hamlet expansion should require both a County OPA as well as a lower tier OPA as part of a County comprehensive review. As such, **policy 3.3.3 (a)** should indicate that boundaries of community settlement areas are identified within the County Official Plan as well as local official plans, and all the applicable Schedules of the County OP should be updated accordingly.

Intensification

Presently, the official plan includes an intensification target which together results in a Countywide minimum intensification target of 37%. The County OP may provide a minimum intensification target of less than 40% only where the Minister of Infrastructure has first reviewed and permitted it. Presently, the County has made no such request for an alternative target, nor has it provided justification for the alternative proposed. As such, the Official Plan should include the targets as identified in the Minister's letter of August 2010.

Settlement Boundary Expansion

Section 3.5 of the County Official Plan proposes three settlement boundary expansion policy scenarios:

- Section **3.5.1.1** Urban Settlement Area boundary expansion;
- Section **3.5.1.2** Shelburne Urban Area expansion; and
- Section **3.5.2** Community Settlement Area expansion.

The Growth Plan only provides one suite of policies to permit an urban boundary expansion. Presently, none of the three sets of policies conform with the Growth Plan. Recommendations for policy modifications are provided in the attached table.

Policy 3.5.2 seems to indicate that some hamlet boundaries have not been appropriately delineated and that adjustments to the boundaries may be necessary. This issue/concern was not identified in the Background Report, 2014. This policy suggests that a municipality may initiate a process of "swapping" lands through a municipal comprehensive review. The policy appears to authorize the designation and de-designation of land based solely on a land quantum that does not increase. However, the designation and/or de-designation of land needs to be considered comprehensively and impacts assessed when doing either change in land use. While in principle we support the concept of rationalizing settlement area boundaries, such a rationalization should take place through the official plan review and comprehensive review processes of the *Planning Act* and Growth Plan. Consequently, this policy should be removed.

Local municipal comprehensive review (LMCR)

Policy 2.2.8.2 (a) (ii) of the Growth Plan authorizes a local municipal comprehensive review. This review for the purpose of an urban boundary expansion would occur once it is established that from a county-wide perspective there is not sufficient land to accommodate forecasted growth. The County must then undertake analysis as to where best to accommodate forecasted growth and it is at this time where one or more lower-tiers would be engaged in a more

comprehensive exercise to determine where new growth can best be accommodated. The preamble to **policy 3.5.2.1** however suggests that a LMCR would be used to adjust the community settlement area boundary. This should not be the intent of the LMCR, but rather the LMCR should be used to assess how and where a municipality can accommodate its allocated growth. As such, recommended modifications are provided in the attached table.

Affordable Housing Target

In accordance with Section 1.4.3 a) of the PPS, 2014 and policy 3. 2.6.5 of the Growth Plan, the County is required to provide an affordable housing target. We understand that the presently the County's Housing and Homelessness Plan has not specified a target for the County; however, the Plan does provide context from which a target could be derived. The Housing and Homelessness Plan recognizes that much of the residential growth in the County will occur in the urban areas with municipal servicing – Orangeville, Shelburne, and to a lesser extent Grand Valley. The Plan also provides estimates for total unit growth within each lower tier municipality. To determine an appropriate target for the OP, the County may wish to research the number of "affordable" housing units that have been constructed in the County on an annual basis over the past five years or so. That number/percentage can be used as the baseline measure for the affordable housing target. For your information, similar counties in western region of Ontario have affordable housing targets in the 20% to 30% range in their OPs, most upper tiers in the Greater Golden Horseshoe use a target of 30%. The County minimum affordable housing target then provides direction for lower tier OP targets, this target can be reviewed as part of a forthcoming municipal comprehensive review and/or future five year OP review.

Natural Heritage System

We recognize that owing to the short timeline for developing this official plan and the limited resources to undertake the work, the County is not presently in a position to establish a full Countywide natural heritage system.

We appreciate, therefore, that the County official plan includes a commitment to develop a natural heritage system strategy and to amend the official plan upon its completion in order to fully identify a natural heritage system for the County. However, in the meantime, in order to be consistent with the PPS 2014, we believe that the County official plan must have as a minimum, a policy framework along with mapping, that identifies those known features and linkages which would become part of the initial natural heritage system, much of which is already provided in Schedule E which includes natural heritage features, and which appear to be much of the white areas shown in the Countryside Area on Schedule C. This work can then

be enhanced, upon the completion of the strategy. In support of the identified preliminary system, the OP is required to have policy that sets out the framework of a system, along with policy regarding the maintenance, restoration and possible improvement of the system, as well as criteria for the further identification and development of linkages among features and the provincial natural heritage systems.

Cultural Heritage

Section 3.10 regarding cultural heritage provides policies for local municipalities to follow in the development of their official plans and/or when making planning decisions. The OP uses language and terminology that is not consistent with the PPS or *Ontario Heritage Act*. In particular, certain defined terms have been added in place of those provided in the PPS. Furthermore, policies in the OP appear to be less directive than those provided in the PPS. As such, the policies and defined terms need to be revised to be directive for all decision makers whether at the County or local municipality. Recommended modifications are provided in the attached table.

Employment and Economic Development

The PPS 2014 encourages integrated planning with other municipal initiatives, such as economic development. Additionally, it encourages policy frameworks which support long term economic prosperity.

The Background Report, 2014, identified challenges and trends regarding employment and economic development within the County. Presently, the County does not provide sufficient jobs to accommodate its working population and as a result many residents work outside of the County in neighbouring communities. The report made several recommendations for the OP to enhance economic development within the County and ultimately create more jobs. Some of these recommendations are evident within the draft OP. We recommend that consideration of further policy direction related to economic development be given in light of the following additional recommendations from the background report:

- Recognize growth sectors and foster emerging economic opportunities;
- Strive to strengthen the County's economic base through a greater diversification of available and flexible-use employment land;
- Reflect different strategies for different areas of the County in an effort to focus specific economic activities in close proximity to necessary resources, amenities and forms of existing development;
- Encourage tourism uses and activities in close proximity to recreational areas, areas of natural heritage appreciation, where appropriate;

- Support the expansion and development of transportation, parking and telecommunications infrastructure to increase the locational advantage of existing and proposed business and employment uses.
- Encouraging efficient and coordinated communications and telecommunications infrastructure, and
- Consider defining County strategic employment lands particularly those well situated along major transportation corridors to ensure the protection of these lands for long term employment uses. The detailed employment designations and policies should continue to be addressed in the local municipal official plans.

Aging Population

The Background Report, 2014, also identified that the County is experiencing an aging population which is a trend that is projected to continue. The report recommended:

‘Encourage the provision of housing to accommodate an aging population and address the physical and social factors that contribute to independent and active aging, including outdoor spaces and public buildings, accessible transportation, range of housing forms and services, and social participation.’

In support of this recommendation, and the PPS 2014 policy recognition of older persons, additional policy should be provided in the Official Plan specific to addressing issues identified in the report. As noted in our letter regarding the background report, a helpful resource in developing policy is: “Finding the Right Fit, Age-Friendly Community Planning,” provided at: http://www.seniors.gov.on.ca/en/resources/AFCP_Eng.pdf.

Plan Administration

The County OP has been prepared on the basis that the majority of the plan will be implemented through local official plans and local decision makers, consistent with the County’s recent request for the ability to exempt lower tier official plan amendments from its approval once the County official plan comes into effect. The Plan should be crafted such that regardless of the outcome of any exemption request, the plan can be implemented.

The policies of the Draft OP should acknowledge the County’s role regarding land use planning within the County, even in instances that are specific to lower tier matters. The *Planning Act* and associated regulations provide guidance regarding upper and lower tier responsibilities as it relates to particular *Planning Act* matters, including the provision of notice and pre-consultation responsibilities.

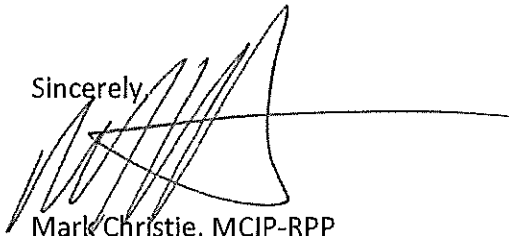
Technical

Throughout the OP, the statement which precedes policies starts with: "It will be the policy of the County that:" Given that at the time of decision making, the policy is in effect, the preamble statement should be in the present tense. Once the official plan is in effect, these policies will guide County decision making as it relates to planning. Decision makers must understand that the approved policy is not intended for a future date but rather is to be applied in the present situation. As such, please modify all sections that commence with this statement so that they read: "It is the policy"

Conclusion

Staff from the province are prepared to meet with the County and its consultants to discuss the content of this letter and the attached table in detail. Thank you for your consideration of this information and we look forward to scheduling a meeting with you within the next few weeks. In the meantime, should you have any questions or concerns, feel free to contact me at 416-585-6063 or at mark.christie@ontario.ca.

Sincerely,



Mark Christie, MCIP-RPP

Manager, Community Planning and Development

- Attachments:
1. Recommended and Suggested Modifications Table
 2. Marked-up Schedule F: Waste Disposal Sites
 3. DRAFT InfoSheet - Wildland Fire Policies in the Provincial Policy Statement

- c.c.
- M. Harris, Ministry of Infrastructure
 - C. Dixon, Ministry of Transportation
 - T. Di Fabio, Ministry of Transportation
 - D. Laidlaw, Ministry of Northern Development and Mines
 - K. Benner, Ministry of Natural Resources
 - E. Boyd, Ministry of Municipal Affairs and Housing
 - R. Zirger, Ministry of Tourism and Culture
 - B. Slattery, Ministry of the Environment
 - C. Neumann, Ministry of Agriculture and Food and Ministry of Rural Affairs

K. McCormack, Niagara Escarpment Commission
C. Bonner, CVC
C. Hibberd, NVCA
C. Woodland, TRCA
N. Garland, GRC
E. Downing, SVCA

ATTACHMENT 1

Recommended and suggested modifications:

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
Provincial Context			
Section 1.1.2	The statement does not make reference to the provincial plans which are also applicable within the County or parts thereof.	Section 3 (5) (b) of the <i>Planning Act</i> requires decisions to conform with provincial plans or that decisions not conflict with them, as the case may be.	In the first paragraph, include the words: "and conform or not conflict with provincial plans, as the case may be" after the words: "the <i>Planning Act</i> which requires municipalities to be "consistent with" the provincial policy statements"
	The paragraph indicates that the <i>Planning Act</i> outlines upper-tier responsibilities, the PPS and provincial plans also provide specific direction regarding upper-tier responsibility.	The <i>Planning Act</i> provisions are largely related to processing of <i>Planning Act</i> matters; the PPS and provincial plan co-ordination policies provide greater guidance regarding land use decision making.	In the third paragraph: add "Provincial Policy Statements, and provincial plans" after words " <i>Planning Act</i> "
Basis			
1.1.3 (2)	The paragraph indicates that the 20-year planning horizon goes to 2036; however, the 20-year would take it to 2034. Under the Growth Plan, the designation of settlement area is limited to no more than 20-years of land supply, the planning horizon, however can be to the horizon of the Growth Plan.	Growth Plan 2.2.1 (1) and 2.2.8.2 (b); PPS 1.1.2	Delete the words: "20-year"
Purpose			
1.1.4 (7)	The purpose of the Official Plan is to implement provincial policy, not "respond" to it. Respond would imply: "may include policy that is neither consistent with nor in conformity with provincial policy as the case may be".	<i>Planning Act</i> , as noted above, and legislation related to each of the provincial plans require that the Official Plan conform with provincial	Replace the word "Respond" with the word "Implement"

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
		plans	
Goals			
1.1.5 (f) and 5.1 (b)	The term "provincially" is not a defined term. The statement implies that the Greenbelt Plan Area is a "feature" or "landform" which is not the case.	Grammatical	Remove italics from the word "provincially." Replace the words: "such as" with the words: "located within"
1.1.5 (n)	The goal identifies means of achieving active transportation, the statement should be adjusted to ensure that it is not limited to only those identified.	Clarity	Insert the words: "a variety of means, including" after the word "through"
1.2 Organization...			
Preamble	The first sentence should be clarified that not only is it important to determine what policies may have an "impact" but also that all relevant policies must be applied when making a planning decision in the County.	Clarity	Suggest adding: "and to ensure that all relevant policies are applied when deciding on planning matters within the County."
2.0 ...Provincial Plans	Presently, section 2 of the Draft OP identifies the provincial plans that apply in various parts of the County (Greenbelt, Oak Ridges Moraine Conservation and Niagara Escarpment Plans) and indicates that applicable lower tier municipalities are to ensure that their official plans conform with the relevant provincial plans. This section is specific to the Provincial resource management plans and does not acknowledge the Growth Plan for the Greater Golden Horseshoe (Growth Plan). To ensure that there is no misunderstanding regarding the application of the Growth Plan which applies throughout the County, this section should include a new subsection regarding the Growth Plan.		
3.0 Growth and Settlement Areas			
3.2 Growth Projections	See comment re: Growth Management in letter		
Section 3.2.1	The text in Section 3.2.1 provides the Growth Plan's 2036 population and employment projections while table 3.1 provides the forecasts to 2041. The use of the word "approximately" in the first paragraph should be removed as the Growth plan requires the County to Plan for the forecast	Clarification Growth Plan, policy 2.2.1	The table and the text should be aligned. Please remove the word "approximately."

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
	number		
Table 3.2 (a)	Table 3.2 (a) identifies a population of 10,000 for Shelburne, which is contingent on servicing. The increase in population should be shown in a note rather than in the table.	Clarification	Modify the table to show the forecast population of 8,400 for Shelburne. See comments in letter under the heading: ShelburneAllocation which provides additional recommendations to address Shelburne’s current planning initiatives.
Table 3.2 (b)	In terms of Table 3.2 (b) , given that Amendment 2 of the Growth Plan has increased the County employment growth by 4000 jobs to 2036, and that the County Growth management work has not yet advanced sufficiently to determine how these jobs should be allocated, it is appropriate to provide an employment “unallocated” portion to 2036. However, this “unallocated should not include “no fixed place of work.”	Clarification	The table should continue to have a note regarding the “no fixed place of work” sector or an additional row which provides a figure for the total forecasted jobs within this sector, recognizing that this sector represents approximately 10% of jobs within the County.
Policy 3.3.1 (g)(ii)	This policy indicates that local municipalities are to promote long term economic prosperity by providing “a supply of land to meet long term requirements.” This policy is not consistent with the PPS and Growth Plan which recommend land supply to not exceed 20 years.	While policy 3.3.1 generally reflects policy 1.7.1 of the PPS, the present wording conflicts with PPS 1.1.2 and Growth Plan 2.2.8.2 (b).	Replace policy 3.3.1 (g)(ii) with wording that reflects the policy intent of PPS 1.7.1 (b) which directs municipal planning to optimize land, resources, infrastructure, etc. for the long term.
Policy 3.3.2 (d)	This policy contemplates permitting interim servicing solutions where a local municipality has planned municipal servicing.	Clarification required.	Please explain the reason for this policy. We are not aware of a local OP that presently includes such a policy. Consultation with the province should occur prior to approval of an interim servicing policy. This requirement should be explicit in the County OP policy.
Policy 3.3.2 (f)	This policy directs lower tiers to identify “areas in transition” within the urban settlement area. This term is not defined.	Clarification required.	Please discuss the intent of this policy as it relates to such areas.
3.3.3 Settlement Structure	See comments re: Community Settlement Area in letter.		
3.4 Intensification	See comments re: Community Settlement Area and Intensification in letter.		

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
3.4.3 New Greenfield Development	See comments re: Community Settlement Area in letter.		
3.5.1.1 Settlement Boundary Expansion	See comments in letter re: Settlement Boundary Expansion	Growth Plan, policy 2.2.8.2	<p>Please reword Sub-policy (a) such that the assessment of need for settlement boundary expansion is first considered on a county-wide basis and then within a lower tier, should there be a deficiency of land supply via intensification and greenfield areas to satisfy the forecasted County growth per Growth Plan policy 2.2.8.2 (a);</p> <p>Sub-policy (c) should refer to the intensification target, in addition to the intensification policies per Growth Plan policy 2.2.8.2 (c);</p> <p>Sub-policy (e) the list of “constraints” should include the protection of prime agricultural areas for the long term,</p> <p>Sub-policy (g) should be revised to be consistent with the PPS 2014 direction that where prime agricultural areas are considered for expansion that alternative sites are first evaluated before they are considered for the expansion;</p> <p>Sub-policy (j) should be modified to clarify that prior to approval of the expansion, studies have been completed to confirm that the existing or planned infrastructure required to accommodate the proposed expansion can be provided in a financially and environmentally sustainable manner. This study may also provide recommendations regarding the phasing, financing and construction of the infrastructure to support the expansion.</p>
Policy 3.5.1.2	See comments in letter re: Settlement Boundary Expansion		Please delete this policy. As noted in the the letter, a policy which recognizes that a portion of the unallocated will be reserved for Shelburne subject to the completion of the county comprehensive review should be added to the Official Plan within section 3.2. A

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
			settlement boundary expansion within Shelburne will be based on the same tests identified in policy 3.5.1.1.
Policy 3.5.2.1	See comment in letter regarding Local Municipal Comprehensive Review	Growth Plan, policy 2.2.8.2	Remove the third and fourth sentences in the first paragraph of the pre-amble to the policy; Replace “community settlement areas” with “settlement areas” throughout this policy to capture both urban and community settlement areas as part of the LMCR process. Remove the phrase: “for the purpose of an adjustment to the community settlement area boundaries,” in the second paragraph of the pre-amble ; Insert the words “and jobs” after the word “population” in sub-policy (e) ; Remove the second sentence in sub-policy (g) , given that the purpose of the LMCR is not to adjust settlement boundaries; Remove all of the sub-items in sub-policy (h) and any reference to a boundary adjustment; instead cross-reference policy 3.5.1.1 where a boundary expansion is warranted. Modify sub-policy (i) to indicate that the implementing Official Plan amendment to expand/modify the settlement boundary shall be initiated in conjunction with or subsequent to a corresponding County Official Plan Amendment.
Policy 3.5.2.1	See comments re: Settlement Boundary Expansion and Local municipal comprehensive review in letter		-
3.6 Economic			
Policy 3.6.1 (c)	This policy regarding tourism and recreation should be clarified to be in conformity with the Growth Plan.	Growth Plan, Policy 2.2.2.1.(i)	Add the words: “where they cannot be accommodated within settlement areas” at the end of the second sentence.
Policy 3.6.1 (g)	This policy addresses the Growth Plan policy which encourages employment areas to be located in areas that are proximate to major	Growth Plan, policy 2.2.6.9 and PPS 1.3.2.4	For ease of implementation, please provide these two statements as separate policies.; and, with respect to the second statement delete the phrase: “in accordance

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
	goods movement interchanges and facilities within settlement areas and the PPS policy that recognizes a municipality's ability to plan beyond 20 years for the long term protection of employment areas. This policy also connects the long term planning to the 2041 forecast; which is not yet allocated to the lower tier municipalities.		with the 2041 employment forecast identified in Table 3.1", given that these forecasts are not yet allocated.
Section 3.6.3	See comments in letter re: cultural heritage and in table re: section 3.10 below.	Clarification	Please insert the word: "cultural" before the words "heritage resources" and remove the italics in the preamble. Add a policy in this section regarding tourism and recreation and its link with cultural heritage resources.
3.7 Housing and Affordability			
Policy 3.7.1.1 and 8.5 (a) (vii)	This policy uses the PPS and Growth Plan term: "regional market area." Given that Dufferin County is the regional market area, to simplify the policy, it would be appropriate to reference the County rather than using the RMA term.	Clarity	Replace the words: "Regional Market Area" with "Dufferin County;" as such remove RMA from the definition section as well.
Policy 3.7.2 (b)	See comments in letter, re: Affordable Housing Target		
Policy 3.7.3 (h)	This policy indicates that an Accessibility Committee will be established by the County. It is our understanding that the County as well as lower tier municipalities with population greater than 10,000 already have these committees in place, in accordance with the <i>Accessibility for Ontarians with Disabilities Act, 2005</i> .	Clarification	Modify the policy by replacing the words: "will work towards establishing an Accessibility Committee" with wording such as: "will work with County and local Accessibility Committees where appropriate to ensure on-going adherence to these requirements."
3.9 Community Design and Revitalization			
Policy 3.9.2 (b) (i) and (iii)	These sub-policies identify actions the County can take on its own with respect to the designation and by-laws related to a Community	Section 28 (2) and O. Reg. 221/07	Revise policy (b) to limit the County's involvement in CIPs to a participant of a local CIP.

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	Improvement Area. This provision of the <i>Planning Act</i> only applies to prescribed upper-tier municipalities. Presently, the County is not one of them.		
3.10 Cultural Heritage	<p>To improve the readability of the plan, we suggest using sub-headings for archeology and cultural heritage, with policies (a) and (c) under the sub-heading: “Built Heritage and Cultural Heritage Landscapes” and the remaining draft policies under the sub-heading: “Archeology”.</p> <p>The OP provides a defined term: “heritage resource” and in the policy indicates that heritage resources generally include the defined terms: “built heritage resources”, “cultural heritage landscapes” and “archaeological resources”; however, the definition provided for “heritage resource” is not consistent with the definitions for all three of those resource types.</p> <p>The policy standard appears to be predominantly preservation whereas the PPS directs that cultural heritage and archaeology be conserved, as such the OP policies need to be modified accordingly.</p> <p>Several policies need to be modified from encouragement to directive to be consistent with the PPS and implement the OHA.</p>	<p>Clarification</p> <p>PPS, 2014, Section 2.6 and Ontario Heritage Act</p>	<p>To avoid confusion, we recommend that “heritage resource” not be italicized and that the policy preamble be modified by removing the word “generally” from the last sentence of the first paragraph.</p> <p>Please ensure that the terms “preserve” and “preservation” are replaced with “conserved” and “conservation” throughout this section of the OP and that the term “conserve” and associated PPS definition be provided in Section 8 of the OP.</p> <p>The second sentence of the preamble paragraph needs to be further modified by removing the words: “wherever practical” and by replacing the word: “respects” with the word “conserves.” Also, please use the italicized term “cultural heritage landscapes” in this sentence in place of “cultural landscape.”</p>
Policy 3.10 (a)	This policy addresses three matters: designation of heritage properties, conservation policies and	Clarification	Separate this policy into two policies such as:

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	the requirement of heritage impact assessments. This policy should be separated into two policies for ease of implementation.		<p>“Local municipal official plans will include policies that encourage council to utilize its authority under the <i>Ontario Heritage Act</i> to designate individual properties under Part IV and heritage conservation districts under Part V that are of cultural heritage value or interest. Local municipalities may also prepare a conservation plan for municipally owned heritage properties to address their on-going care and management of the cultural heritage resource or protected property.”</p> <p>“A heritage impact assessment by a qualified professional will be required whenever cultural heritage resources may be impacted by a proposed development. Such an assessment will include recommendations regarding mitigation measures on how impacted cultural heritage resources shall be conserved.”</p>
Policy 3.10 (c)	This policy regarding Municipal Heritage Committees should be revised to read that the role of the Municipal Heritage Committee is to advise and assist local council on matters related to Parts IV and V of the OHA and on cultural heritage matters, and that local council is encouraged to seek the advice of the committee.	<p><i>Ontario Heritage Act, s. 28</i></p> <p><i>Ontario Heritage Act, s. 7</i></p>	<p>Please revise the policy in accordance with the comments provided.</p> <p>Also, please add the following policy:</p> <p>“The municipal clerk of local municipalities shall maintain a register of all properties designated under Part IV and Part V of the <i>Ontario Heritage Act</i>.”</p>
New Policy	The OP lacks policy with respect to the County’s responsibility to conserve built heritage resources and significant cultural heritage landscapes.	per PPS 2014, policy 2.6.1	<p>Insert a new policy as follows:</p> <p>“Significant built heritage resources and significant cultural heritage landscapes shall be conserved”</p>
New Policy	The OP lacks policy with respect to the County’s responsibility to protect heritage properties from development on adjacent lands.	PPS 2014, policy 2.6.3	<p>Insert a new policy as follows:</p> <p>“Development and site alteration shall not be permitted on adjacent lands to protected heritage properties except where proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected property will be</p>

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Policy 3.10 (d)	This policy appears to address two matters: (1) to require an archeological assessment and (2) to comply with provincial requirements. The policy is unclear and would benefit by being broken down into four policies.	<p>PPS, 2014 policy 2.6.2</p> <p><i>Ontario Heritage Act, s. 48</i></p> <p>Ministry of Tourism, Culture and Sport, 2011 Standards and Guidelines for Consultant Archaeologists</p>	<p>conserved.”</p> <p>Break down the policy into four policies, as follows:</p> <p>“Development and site alteration shall not be permitted on lands containing archeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.”</p> <p>“Archeological assessments carried out by consultant archaeologists licensed under the <i>Ontario Heritage Act</i>, shall be required as a condition of any development proposal affecting areas containing a known archaeological site or considered to have archaeological potential</p> <p>“Archaeological assessment reports prepared by licensed consultant archaeologists are to be in compliance with the 2011 Standards and Guidelines for Consultant Archaeologists as set out by the Ministry of Tourism, Culture and Sport, as well as the terms and conditions of an archaeological licence under the <i>Ontario Heritage Act</i>.”</p> <p>“Areas of archaeological potential are determined through the use of provincial screening criteria, or criteria developed by a licensed consultant archaeologist based on the known archaeological record the municipality and its surrounding region. Such criteria may include a range of environmental, physiographic and historical features, information from local stakeholders and the effects of past land use.”</p>
Policy 3.10 (f)	This policy regarding Aboriginal communities, appears to combine two concepts regarding consultation as	Clarification to be consistent with the PPS and the identified	<p>Replace the policy with the following two policies:</p> <p>“The interests of Aboriginal communities shall be</p>

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	required by the PPS and requirements of the <i>Ontario Heritage Act</i> and <i>Funeral, Burial and Cremations Act</i> regarding burial sites.	legislation.	considered in conserving cultural heritage and archaeological resources." "An archaeological assessment by a licensed consultant archaeologist is required when a known or suspected cemetery or burial site may be affected by a proposed development."
4.0 Countryside Area			
Preamble to section 4.0	The preamble describes the areas that constitute the Countryside area, which appear to reflect all lands that are not settlement areas as per the Plan's definition of the term.	Clarification	Insert the words: "and community settlement areas" after the words: "urban settlement areas."
4.2 Agricultural Areas			
New sub-policy in section 4.2.2	Within the list of permitted uses, a broad policy consistent with the PPS 2014 policy 2.3.3.2.	PPS 201,4 policy 2.3.3.2	Please add a new policy stating: "All types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards."
Policy 4.2.2 (a)	The list of permitted uses is generally consistent with the PPS 2014 definition of Agriculture; however, there are some elements of the definition that are not included.	PPS, 2014 definition of Agriculture	Add the word "biomass" after the word "nursery" in item (i); add the words "but not limited to livestock facilities, manure storage, value retaining facilities, and" after the word "including" in item (viii).
Policy 4.2.2 (c)	This policy regarding agricultural related uses is not consistent with the PPS 2014 definition of agricultural-related uses.	PPS, 2014 definition of agricultural-related uses	Please replace this policy with the PPS 2014 definition for agricultural-related uses.
Policy 4.2.2 (d)	This policy addresses on farm diversified uses; however, it does not include the limitations provided in the PPS definition requiring that the use be secondary to the principle agricultural use and are limited in area. This policy also includes "vineyards" as an example of such a use, vineyards are considered	PPS, 2014 definitions of: "on farm diversified uses"	Include the limitations that the use be secondary to the principle agricultural use and are limited in area within the policy. Remove the word "vineyards" from the first sentence.

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	to be an agriculture use not an on-farm diversified use.		
New Policy	This section does not include policy direction provided in the PPS 2014 policy 2.3.3.1 regarding compatibility of agricultural related and on-farm diversified uses.	PPS 2014, policy 2.3.3.1	Please add a policy such as: "Proposed agriculture related and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations."
Policy 4.2.2. (e) (i)	This policy addresses home occupations within the agricultural area. Item (i) permits "sales outlets for agricultural products produced on the farm." This permission is more suited to the general "on farm diversified uses" provided in sub-policy (d).	PPS, 2014 policy 2.3.3.1 and definitions of: "on farm diversified uses"	Move the direction provided in sub-policy (e) (i) to sub-policy (d).
Policy 4.2.2 (g)	This policy regarding the compliance with minimum distance separation formulae should also apply to situations where a new land use, including the creation of a new lot, is being proposed.	PPS, 2014 policy 2.3.3.3.	Please add the following to the beginning of this policy: "New land uses, including the creation of lots, and"
Policy 4.2.3 (a)	This policy addresses changes to the designation of prime agricultural areas and includes a statement that any changes to the designation requires an amendment to the County OP "unless otherwise identified." This phrase needs to be clarified or removed.	Clarity	Please clarify in what instances a County OPA would not be required when changes to the prime agricultural area designation are proposed or remove the phrase from the policy.
Policy 4.2.3 (b)	This policy states that: " the application of the <i>Minimum Distance Separation Formulae</i> will take its direction from the applicable local planning document." The application of MDS should be consistently applied across the County. The PPS and the County OP already include policies wherein the MDS is required to be applied.	Clarity	Remove the last sentence of the policy as it appears to imply that the MDS is not consistently applied across the County.
Policy 4.2.3 (e)	This policy states that lands may be removed or excluded from <i>prime agricultural areas</i> for conversion to <i>rural areas</i> . The PPS 2014 directs that where certain criteria is met, prime	PPS 2014, policy 2.3.6.1	Remove the phrase "or conversion to <i>rural area</i> " from policy 4.2.3 (e)

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	<p>agricultural areas may be used for non-agricultural uses such as extraction of non-renewable resources and limited non-residential uses, without redesignating the land use. The rationale for this policy change is that many of these non-agricultural uses are “temporary” and by maintaining the designation, the long-term use for these lands remains agriculture.</p>		
<p>Policy 4.2.3.1</p>	<p>This policy implements PPS 2014 policy 2.3.6.1. The criteria provided however should explicitly require an evaluation of alternative locations when considering prime agricultural areas and areas with lower priority agricultural lands. The second last sentence of this policy states that permission for non-agricultural uses within the Prime Agricultural Area does not require an amendment to the County OP. Please provide a rationale for this statement. The last sentence states that resource extraction is permitted in accordance with policies in Section 4.4.</p>	<p>PPS 2014 policy 2.3.6.1. (b)(4)</p> <p>Clarity</p>	<p>Revise criteria (c) and (d) to require an evaluation of alternative sites, per PPS 2014 policy 2.3.6.1 (b) (4)</p> <p>Please provide the rationale as to why site specific exceptions to permitted non-agricultural uses does not require a County OPA.</p> <p>Clarify this policy by stating that, at a minimum, such uses require a local OPA which maintains the property within the Agricultural designation; but, allows for this temporary use.</p>
<p>Policy 4.2.4</p>	<p>This policy encourages the development and implementation of programs and plans to support and sustain agriculture. However, the policy does not state that it is a policy of the County nor does it state who would be developing and implementing the programs and plans.</p>	<p>Clarity</p>	<p>Please clarify that this too is a policy of the County and identify who may be responsible for implementing this policy.</p>
<p>Policy 4.2.5 (a)</p>	<p>This policy is related to lot creation within the Agricultural Area. Clarification should be provided to ensure that lot creation is permitted only for the specified uses in sub-policies b-e. Also, there is no direction regarding minimum lot size in accordance with PPS 2014 policy 2.3.4.1</p>	<p>PPS 2014 policy 2.3.4.1 (a)</p>	<p>Please insert the words: “and the uses set out below” at the end of the first sentence.</p> <p>Please include PPS provision regarding minimum lot size: “provided the lots are of a size appropriate for the</p>

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	(a). Furthermore, it should be noted that for lands within the Greenbelt Plan protected countryside, the minimum size for agricultural uses is 100 acres.		type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations.” Please also note in policy that there are minimum lots size requirements for lands within the Greenbelt Plan protected countryside area per section 4.6 of the Greenbelt Plan.
Policy 4.2.5 (d)	This policy addresses the enlargement of a farm parcel to permit a non-farm use. For clarity, the policy should cross reference the policy regarding when a non-farm use could be permitted.	Clarity	Please modify the policy by adding the words: “ in accordance with policy 4.2.3.1.” after the words “ non-farm use.”
Policy 4.2.5 (e)	This policy should clarify that boundary adjustments of lot lines are permitted for legal or technical reasons as defined in the PPS, 2014.	PPS, 2014, policy 2.3.4.2	Please delete the first sentence and replace with the following: “Lot adjustments in the Agricultural Area may be permitted for <i>legal or technical reasons</i> .” Provide the PPS definition for: <i>legal or technical reasons</i>
4.3 Rural Lands			
Objective 4.3.1 (f)	The objective (f), while building on the PPS 2014 policy 1.1.5.6 should be qualified in accordance with Growth Plan policy 2.2.2.1 (a). There should also be an objective regarding protection of natural heritage features and their functions.	Growth Plan policy 2.2.2.1 (a).	Please clarify this objective by inserting the words: “and that cannot be located in settlement area” at the end of the sentence. Please include an objective regarding protection of natural heritage features and their functions.
Policies 4.3.2 and 4.3.3	The Rural Lands policies area generally consistent with the PPS 2014. Given that the County must also conform with the Growth Plan, the range of rural uses within this designation limits some of the uses that might be supported by the PPS outside of the Greater Golden Horseshoe. Specifically, the Growth Plan limits residential development on rural lands to three lots or less. This policy also permits “service and tourist commercial uses,” this is a very broad permission Several policies in this section pertain to “rural	Growth Plan, 2.2.2.1 (i)	The permitted use policy 4.3.2 (a) and 4.3.2 (c) should include the limitation of 3 lots or less. The permission should be more specific to recreational and tourist commercial uses and should be clarified that new or expanding uses must be compatible with the rural landscape and be sustained by rural service levels,

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	<p>industrial uses.” Historically, municipalities within the County have established rural industrial or rural employment areas. Many of these areas are subject to the Growth Plan transition regulations and as such are permitted to continue. On a go-forward basis, both the PP5 and the Growth Plan direct most industrial type land uses to settlement areas. As such, the policies in this section need to be revised. For example, Policy 4.3.2 (b) states: “rural industrial/commercial uses which are resources based uses, including dry industrial/commercial uses.” While we agree that the rural industrial/commercial use can be resource based, the additional phrase “including dry industrial/commercial uses” is not clear.</p>		<p>per PPS 2014 policy 1.1.5.4.</p> <p>The reference to “dry ... uses” is with respect to servicing and can be broadly interpreted; as such and to conform with the Growth Plan, we suggest removing the phrase “including dry industrial/commercial uses” in policies 4.3.2 (b) and 4.3.3 (k).</p> <p>Please add the words: “that cannot be located in settlement areas” at the end of policies 4.3.1(a) and 4.3.2 (a)(vii).</p>
<p>Policy 4.3.3 (j)</p>	<p>This policy regarding the need for permits to access County or municipal roads should be expanded to include the Ministry of Transportation with respect to provincial highways, such as highways 9, 10 and 89 that run through the County.</p>	<p>Public Transportation and Highway Improvement Act, sections 31, 34, and 38.</p> <p>Any development located within MTOs permit control area is subject to MTO review and approval prior to the issuance of entrance, building and land use permits.</p>	<p>Insert the word: “Provincial Highway,” after the words: “Access to” and insert the words: “Ministry of Transportation” after the words: “approval from the” and insert the words: “as applicable” at the end of the sentence.</p>
<p>Policy 4.3.3 (l)</p>	<p>This policy defers to the local official plan regarding policy direction for lot creation. The County OP does provide direction for lot creation, as such the policy should be clarified to state that lot creation will be in accordance with the policies of the County OP as well as the local OPs.</p>	<p>Clarity</p>	<p>Insert the words: “of this plan and” before the words “local municipal official plans.”</p>

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4.4 Management of Mineral Aggregate, Minerals and Petroleum Resources			
Section 4.4	Presently, the OP does not include policy direction and/or objective regarding the conservation of mineral aggregate resources.	PPS, 2014 policy 2.5.2.3	Please add objectives/policies regarding the conservation of mineral aggregate resources.
Policy 4.4.2	This policy indicates that significant mineral aggregate resource areas are identified on schedule D, consistent with PPS policy 2.5.1. The PPS 2014 also requires municipal official plans to identify all <i>mineral aggregate operations</i> . As such the policy should also indicate that operations are also identified on this schedule.	PPS, 2014 policy 2.4.2.1	Please include in this policy that mineral aggregate operations are also shown on this schedule and update Schedule D to include these operations accordingly.
Policy 4.4.2 (d)	This policy requires local official plans to “designate” mineral aggregate resources and mineral aggregate operations. To be consistent with the PPS, the local OPs should identify” these areas, not designate them.	PPS 2014, policies 2.3.6 (a), 2.4.2.1, 2.4.2.2, and 2.5.1	Please replace the word “designated” with “identified.”
Policy 4.4.2.1 (b)	This policy provides the tests for when development may be permitted in relation to new or existing mineral aggregate operations. The policy does not specify that it applies to activities as well as development nor does it indicate in what areas this policy would be applicable.	PPS, 2014 policy 2.5.2.5	Insert the words: and activities in known deposits of mineral aggregate resources and on adjacent lands,” after the word: “Development” at the beginning of the policy.
Policy 4.4.2.1 (d)	This policy requires a County OPA for mineral aggregate expansion or new operations that are greater than 250 acres. The PPS 2014 requires municipal official plans to identify all mineral aggregate operations on a schedule. It is unclear how the County Official Plan will be updated in the case of new or expanding operations that are	PPS, 2014 policy 2.4.2.1	Please revise this policy to indicate how the Official Plan will be updated to identify expanding or new mineral aggregate operations.

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	less than 250 acres in area.		
Policy 4.4.2.2 (a)	This policy regarding rehabilitation is not consistent with the PPS.	PPS, 2014, policy 2.5.2.3	Please insert the words: "to the extent possible" at the end of the first sentence.
Policy 4.4.2.3	This policy under the heading of "development adjacent to mineral aggregate resource areas" uses the term "in proximity to" within the policy, which may be confusing.	Clarification and policy 2.5.2.4 and PPS definition	Please replace the words "in proximity to" with "adjacent to" in both instances. "Adjacent to" in this instance should generally include lands within 1000 meters of existing pits, quarries and aggregate reserves. This measure should also be provided in the policy to assist with its implementation.
Policy 4.4.4 (a)	This policy regarding the protection of petroleum resource areas does not include lands adjacent to these resource areas.	PPS 2014, policy 2.4.2.2	Insert the words: "in these resource areas or on adjacent lands" after the words "development and activities"
5.0 Natural Heritage and Water Resources			
Objectives (a) and (b)	These objectives appear to be in support of PPS policy 2.1.2, the objective should be enhanced to include the objective of protecting these features and areas over the long-	PPS, 2014, policy 2.1.2	Include a new objectives to include the objective of protecting these features and areas over the long-term
Section 5.2	See comment re: natural heritage system in letter.		
Preamble of section 5.2	The preamble states the purpose of the natural heritage system is to "sustain" natural heritage features and areas over the long term. "Sustain" is a lesser test than "maintain, restore or improve" as required by the PPS.	PPS 2.1.2	In the case of natural features and areas, the PPS direction is that these areas will be protected over the long term. Please replace the words: "sustained in" with "maintained, restored and where possible improved" in the last sentence on page 55.
Policy 5.2 (a)	This policy indicates that the County will "endeavour" to undertake a County-wide Natural Heritage System Strategy. Given that the PPS requires that a natural heritage system be identified in the official plan of the County, the policy should commit to undertaking the strategy.	PPS, 2014 policy 2.1.3	Remove the word "endeavour" in the third sentence.

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Policy 5.2 (d) (i)	This policy indicates that natural heritage linkages may occur for features and areas in public ownership. The ownership of land should not have a bearing on whether a feature or area should be linked within the natural heritage system.	Clarification,	Remove the words: "in public ownership."
Preamble to policy 5.3 (par. 2)	The second paragraph should acknowledge that the schedules only show "known" features and areas. In recognition of this, there should be policy direction requiring further site assessment prior to new planning approvals.	PPS, 2014 policy 4.7 and definition of significance	To implement the natural heritage policies of the PPS, site assessments are required to determine whether features exist on or near a site and if so whether or not they are significant. As such, a policy should be inserted within this section of the OP which requires an ecological site assessment by a qualified professional (i.e. biologist/ecologist) for site specific applications where natural vegetation or landscapes features exist on or near the site. And further, the policy should direct that where features are identified a more detailed assessment of the feature to determine significance should be carried out by the appropriate specialist (i.e. botanist, herpetologist, wetland specialist, hydrological engineer, etc.)
Policy 5.3.(a)	This policy prohibits development in "coastal wetlands;" however there are none within the County.	Clarity	Since the County would not have any coastal wetlands, we recommend removing the reference to it in the policy and from the definitions sections.
Policy 5.3	Policy 5.3 Determining Significance (b) and (c) acknowledge that the County has not yet developed criteria for determining the significance of woodlands, valleyland and wildlife habitat. The PPS 2014 definition of "significant" states that the determination of a woodland significance is based on provincial criteria whereas the determination of significance for valley land and wildlife habitat may be based on municipal approaches that achieve or exceed the same objectives as recommended by the Province. The County OP presently does not	PPS, 2014 policy 2.1.5 and associated definitions	This section should be revised to indicate that while a Countywide direction is not yet in place for the determination of significance, the policies in local official plans shall continue to apply, (given that most lower tier official plans do provide direction in that regard). Furthermore, the OP should provide direction that until such time as County criteria are established, the County will rely on criteria provided in the Natural Heritage Reference Manual. Furthermore, the policy should state that where technical papers are in effect related to provincial plans, the criteria provided in those papers shall prevail over any County or local official plan

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	provide direction regarding significance and as such is not consistent with the PPS, 2014.		policy within the specific provincial plan area. Finally, this section should also clarify the purpose of the schedules provided in the OP, for example: Schedule E identifies all known woodlands, and that the significance of these woodlands must be determined prior to approving new development or site alteration.
Policy 5.3.1 (b)	This policy provides direction on both development within a PSW as well as on adjacent lands. Sub-policy (c) also provides direction regarding adjacent lands. The policies should be reviewed to ensure no conflict between them.	Clarity	Remove the first sentence in sub-policy (b), so that the policy reads: "No development or site alteration is permitted within a <i>Provincially Significant Wetland</i> ." Sub-policy (c) alone appropriately addresses adjacent lands.
Policy 5.3.1 (c)	This policy regarding lands adjacent to PSWs requires clarification to be consistent with the PPS.	PPS, 2014, policy 2.1.8	Delete the words: "and/or hydrologic" and "that cannot be adequately mitigated" from the second sentence, to be consistent with the PPS. For clarity please also replace the words: "or abutting areas identified as being" with the word "of" in the fourth sentence. Please also remove the reference to the MNR in the fifth sentence, as the Ministry would not generally be involved in the review of an EIS for a site specific application.
Section 5.3.2	This section refers to "Provincially Significant" habitat, however the PPS 2014 removed the reference to "provincially significant".	PPS 2014, policy 2.1.7	To be consistent with the PPS 2014, please remove the term "provincially significant" from the title and also the word "significant" from the references to habitat in this section.
Policy 5.3.2 preamble	The policy should clarify why habitat is not shown on schedule E. The policy should also provide a data source for current species information.	Clarity	At the end of the first sentence, add the words: "since species and habitat information is limited." Replace the second sentence with: "Endangered and threatened species are listed or categorized on the Ontario Ministry of Natural Resources' official Species at Risk list, as updated and amended from time to time." Replace the last "for" in the last sentence of the first paragraph with the word "of."

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	The third paragraph of the pre-amble regarding significant habitat should clarify that the criteria that follows in this policy also applies to the adjacent lands of significant habitat of endangered and threatened species.		Insert the words: "and adjacent lands" after the words "threatened species."
Policy 5.3.2	This policy which identifies how significant habitat of endangered and threatened species will be the determined requires clarification.	Clarification	Please explain the need for this policy given the definitions and policy provided.
Policy 5.3.4	This policy regarding woodlands should include the direction that any development application will require an evaluation of the woodland on or adjacent to the site to determine its significance.	PPS, 2014, policy 4.7 and definition of "significant"	Please include a statement in this section which requires that any development application will require an evaluation of the woodland on or adjacent to the site to determine its significance. The policy should also identify whether it will be the County or another agency responsible for the review of such a study.
Policy 5.3.5	This policy regarding wildlife habitat could be enhanced by providing a broader explanation of what constitutes significant habitat.	PPS, 2014 policy 2.1.5 Natural Heritage Reference Manual, Section 9.3.1	The PPS policy protects for "significant wildlife habitat." The second sentence of this policy should include the word "significant" before the words: "wildlife habitat" unless it is the intent of the County to include other types of habitat. Please also add the following to the description of significant wildlife habitat: "Significant wildlife habitat may include areas where there are: <ul style="list-style-type: none"> - seasonal concentrations of animals; - rare vegetation communities and specialized habitats for wildlife; - habitats of species of "special concern" and other significant wildlife habitat, or - animal movement corridors." The policy should also identify whether it will be the County or another agency responsible for the review of such a study.

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
Policy 5.3.6	This policy regarding unevaluated wetlands should include a statement that prior to development on or adjacent to a site with an unevaluated wetland, the wetland shall be evaluated and the appropriate policy framework will be applied accordingly.	PPS, 2014, policy 4.7 and definition of “significant”	Please include a statement in this section which requires that any development application will require an evaluation of the unevaluated wetland on or adjacent to the site to determine its significance, and should the wetland be determined not to be provincially significant, then the no-negative impact test can be applied. The policy should also identify whether it will be the County or another agency responsible for the review of such a study.
Policy 5.3.10	<p>This policy provides guidance regarding the purpose and content of an EIS and the process involved in its development and application. Presently, this policy does not indicate how or when the County is to be involved with the preparation and review of the EIS.</p> <p>The requirements of an EIS should include that it be undertaken by a qualified professional, and should identify potential impacts from proposed development and site alteration, and proposed mitigation measures to protect the values associated with the features and areas.</p>	<p>The implementation of the provincial and County natural heritage policies are reliant on a properly prepared EIS. Without a proper EIS, decision makers cannot be sure that the tests of the provincial and County policies are being met.</p> <p>Natural Heritage Reference Manual, Section 13</p>	<p>As the approval authority for all lower tier OP and OPAs, the County has a responsibility to participate in the preparation/pre-consultation and review of an EIS.</p> <p>Please update this policy to identify the County’s role in the preparation and review of an EIS.</p> <p>Please enhance the policy by indicating that the EIS shall be prepared by a qualified professional and that the EIS shall include identification of potential impacts from proposed development and site alteration and shall propose mitigation measures to protect the values associated with the features and areas. Furthermore, the policy should require that the EIS “identify linkages between and among natural heritage features and areas, surface water features and ground water features” to support the County’s natural heritage system.</p> <p>The policy should also identify whether it will be the County or another agency responsible for the review of such a study. Please note that where lands are within the jurisdiction of the NEC, they will also review the EIS.</p>

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
Policy 5.4.1 (e)	This policy regarding water taking for industrial, commercial or other large water user does not presently define what is considered to be "large water" use.	Ontario Water Resources Act s. 34	This policy could be enhanced by defining a minimum volumetric measure that would trigger the need for a hydrogeologic assessment. For example, the trigger for a Permit to Take Water pursuant to the Ontario Water Resources Act is 50,000 L/day.
Policy 5.4.2 (a)	This sub-policy should also reference "depletion" as a matter to be addressed via Source Water Protection Plans.	Clean Water Act	Please insert the words: "and depletion" in the fourth sentence after the words: "and areas susceptible to groundwater contamination."
Policy 5.4.2 (b)	Sub-policy (b) includes policy direction regarding vulnerable areas that supply drinking water, to assist in the implementation of this policy a corresponding schedule should be provided in the OP and reference to that schedule should be provided in the policy.	PPS, 2014, 2.2.1 (e)	Provide a schedule of vulnerable aquifers and refer to the schedule in this policy.
6.0 Natural and Human-made Hazards			
Section 6.2	This section should also include policies regarding wildland fire consistent with the PPS.	PPS, 2014, policy 3.1.8	To assist with policy development regarding wildland fire, see attached Draft Information Sheet. See also comments regarding schedule F wherein such potential hazard area could be identified.
Policy 6.2.1 (b)	This policy indicates that under 'specific conditions' development may be permitted within or adjacent to the regulatory floodplain; however, there is no policy direction regarding what those conditions may be. Furthermore, while adjacent is italicized in this policy, there is no definition for what it means in this context. Similarly, the term "regulatory flood plain" is not defined, and the definition for "regulatory flood" that is provided is not consistent with the PPS, 2014. Additionally, the policy indicates that proposed development requires approval from the conservation authority, which is misleading given the first statement in the policy. This policy	PPS 2014 policies 3.1.1 and 3.1.2 provide direction regarding where development is prohibited or conditionally permitted.	Revise policy to be consistent with the PPS 2014. The revision may require the use of several policies and definitions to make it more digestible.

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
	should be revised to be consistent with the PPS.		
Policy 6.2.1 (d)	This policy suggests that where there is an existing lot of record, development may be permitted. This is not consistent with the PPS, which prohibits new development within the floodplain.	PPS 2014 policy 3.1.2	Revise the policy to indicate where there is existing development within the floodplain, replacement or minor expansion to the development may be permitted subject to the matters provided in the policy.
Policy 6.2.1 (e)	This policy indicates that development and site alteration may be permitted where a Special Policy Area (SPA) is approved. Given that there are no approved SPAs within the County, this policy may be misleading for the general reader of the Official Plan.	PPS 2014 policy 3.1.4	Delete policy (e) or clarify the policy to indicate that there are no such approved areas in the County, and that such approval must come from the Ministers of Municipal Affairs and Housing and Natural Resources.
Policy 6.2.2 (d)	This policy regarding the requirement for a geotechnical study where development is proposed <u>in</u> a hazard area is inconsistent with the PPS.	PPS, 2014 section 3.1	Replace the word "in" with the words: "adjacent to"
Section 6.3.2	This section regarding contaminated sites does not provide policy direction regarding when development/redevelopment would be permitted on, abutting or adjacent to contaminated sites.	PPS, 2014, policy 3.2.1	Please include a new policy that is consistent with PPS, 2014 policy 3.2.1 where "development may only be permitted on, abutting or adjacent to contaminated sites subject to rehabilitation or mitigation being underway or completed.
New Policy	This section of the OP does not appear to provide general policies regarding the protection of corridors for major infrastructure development subject to an EA and nor does it provide a policy to promote green infrastructure.	PPS 2014, section 1.6.8.1 and 1.6.8.3, and 1.6.2	Please provide general policies regarding protection of corridors and promotion of green infrastructure. This policy addition may warrant the need to provide a definition for <i>adjacent lands</i> as it relates to such corridors.
Policy 7.2.1 (a)	This policy regarding the development of a Transportation Master plan should be a clear commitment from the County Council, in order to ensure that transportation and land use planning are aligned, especially in areas where new growth and development are directed.	PPS, 2014, section 1.6	This policy should be enhanced by replacing the word "may" with "will." The policy could also state: "The County will assess current levels of its transportation services, average commute distances and other factors, when undertaking this Master Plan process." Furthermore, the OP could include a policy that states: "Infrastructure master plans undertaken by the County

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
			will be reviewed in conjunction with a County municipal comprehensive review."
Section 7.2.1 (f)	This policy regarding truck routes should be modified to appropriately recognize processes under the <i>Public Transportation and Highway Improvement Act</i> , (PTHIA).	PTHIA, section 3.1 and 3.3.3	Please insert the following at the beginning of the policy: "The County will undertake planning studies in consultation with relevant stakeholders to identify truck routes." Delete the words "Provincial Highways" within the policy, and add the following sentence at the end of the policy: "The County/local municipalities will comply with the requirements of the <i>Public Transportation and Highway Improvement Act</i> while planning truck routes and consult with MTO while planning routes to assess any potential impacts on the provincial Highway system."
Section 7.2.5	This section provides policies regarding airports; however, the schedules of the Official Plan do not identify where any airports or related NEF/NEP contours are identified.	Clarity	It is noted that the background report identifies two small airfields in Shelburne and Orangeville. If these airfields have NEF/NEP contours, they should be identified on a schedule, otherwise, the County may wish to modify this policy to address land-use compatibility issues related to noise, dust, lighting, etc.
Section 7.3 Sewage and Water Systems			
Section 7.3.1	This section addresses water and wastewater servicing. While the policies address hierarchy of preferred servicing method they do not appear to address the PPS requirements regarding efficient, sustainable and financially viable use of existing and planned infrastructure provided in policy 1.6.6.1 of the PPS, nor do they reflect the PPS direction regarding financial viability over the lifecycle of specific infrastructure, also provided in the PPS.	PPS 2014, policy 1.6.6.1 and 1.6.1 (a)	Include the policy directions provided in policies 1.6.6.1 and 1.6.1 (a) of the PPS 2014.
7.3.2 (c)	This policy providing a reference to guidance material to assist with the planning and design of stormwater management facilities would benefit by also referencing material prepared by the	Technical	Include at the end of the policy: "and also guidance material prepared by the local conservation authorities."

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
	local conservation authorities such as the Conservation Authority Stormwater Management guideline which addresses water quality, quantity and balance as well as erosion.		
7.5 (e)	This policy permits utilities as of right in any land use designation. This approach is not consistent with the PPS and the policies of the County OP.	PPS, 2014	Please revise the policy to include a statement that: permission for such uses is subject to the policies of the Plan, especially within the Agricultural Area designation and in accordance with natural heritage policies.
7.6 Energy Conservation, Air Quality and Climate Adaptation			
Policy 7.6.1	<p>This policy regarding alternative and renewable Energy proposes to encourage the province to consult with the County and local municipalities. Since the OP is implemented by the County and lower tiers, this policy has no effect on the province.</p> <p>It may be helpful for the reader of the OP to also understand that such applications are subject to the approval of many Ministries and other approval authorities.</p>	<p>Clarity</p> <p>See the: Guide to Provincial Approvals for Renewable Energy Projects which explains the updated approval process for renewable energy projects. http://www.energy.gov.on.ca/en/renewable-energy-facilitation-office/resources-and-contacts-2/guide-to-provincial-approvals-for-renewable-energy-projects/#Overview</p>	<p>Please revise the second paragraph to state that the County and lower tiers will provide input to the Province when applications for renewable energy projects are proposed within the County.</p> <p>Please include an additional statement that acknowledges that such facilities are subject to the approval or permits of different ministries and approval bodies such as MOE, MTO, MNR, conservation authorities and the Niagara Escarpment Commission.</p>
8.3 Monitoring and Review of the Plan			
Policy 8.3.1 (d)	This policy relates to situations where an application for a County OPA also requires an application for a local OPA. The second sentence	Clarity	Delete second sentence in policy 8.3.1. (d).

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
	appears to assume that there may be situations where a local OPA may be exempt from County approval. Given that the County does not presently have the authority to do so, the second sentence is not necessary. Should the County receive authority to exempt local OPAs, the County could stipulate that all local OPA applications which require a County OPA are subject to County approval, and as such the second sentence is still not required.		
Policy 8.5 (a)(vii)	See comment re: policy 3.7.1.1 above.		Replace “based on regional market area” with “for the County.”
Section 8.6	This section could benefit by also providing guidance regarding the need for permits from the Niagara Escarpment Commission and Conservation Authorities.	Clarification	Include sub-sections regarding the permitting role of the NEC and CAs.
Section 8.6.1	The third paragraph in this section presumes that the County has authority to exempt lower tier OPAs from its approval. This authority is granted by the Minister by regulation which has not yet been given to the County. As such, this paragraph is misleading.	Section 17 (10) <i>Planning Act</i>	Remove the third paragraph from this section.
Section 8.6.2 (b)	See comments in letter re: Cultural Heritage	PPS, 2014 s. 2.6 and definitions	Please replace with the following: “b) conservation of <i>built heritage resources</i> and <i>cultural heritage landscapes</i> ”
Section 8.6.3	This policy regarding Draft Plan Approval of Plans of Subdivision and Condominium could be enhanced to better assist with the implementation of the Growth Plan by referencing <i>Planning Act</i> provisions that may be applied regarding the lapsing of approval and the de-registering of existing plans of subdivision that do not conform with the OP.	<i>Planning Act</i> , sections 50(4) and 51(32).	Modify the section heading to be more generic, e.g. Plans of Subdivision and Condominium and insert sub-policies such as: “It is the policy of Council: “That if approval of a draft plan of subdivision lapses, opportunities for achieving the growth management policies this Plan shall be considered as part of the development review process.

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
			<p>“That if a plan of subdivision or part thereof has been registered for eight years or more, and does not conform to the policies of this Plan, County Council or the Council of the respective local municipality shall use its authority under Section 50(4) of the <i>Planning Act</i> to deem it not to be a registered plan of subdivision.”</p> <p>“That County Council or the Council of the respective local municipality shall require that approvals of draft plans of subdivisions include a lapsing date in accordance with Section S1(32) of the <i>Planning Act</i>.”</p>
Section 8.6.3	This policy section could be further enhanced to also require that applications for plans of subdivision within designated greenfield areas are required to provide density analysis to demonstrate how the proposed development will assist the County and/or local municipality to achieve the official plan density target(s). This analysis may be a part of a planning justification report that is required in accordance with the complete application policies of the OP.	Clarity	Please include a policy requiring the provision of density calculations as part of a plan of subdivision application within designated greenfield areas.
Section 8.6.9	This section addresses “existing uses” this section should also indicate that provincial plans may also include existing use policies which take precedents over the County OP.	Clarity.	Include policy direction that provincial plans may also include existing use policies which take precedents over the County OP.
Section 8.7	This section regarding pre-consultation should also address the role of the Conservation Authorities and the Niagara Escarpment Commission and when they too should be involved in pre-consultation.	Technical	Include policy direction regarding when conservation authorities and/or the NEC should be involved in the pre-consultation process in order to streamline approvals and ensure that necessary technical material is prepared and provided early on in the planning process.
Section 8.7.2	This section regarding complete application states that requested materials are to be submitted “to the satisfaction of the local	Sections 22 (6) and 22 (7.0.2)	Remove the phrase: “satisfaction of the”

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
	<p>municipality.” The <i>Planning Act</i> does not qualify the content of the requested material for the purposes of determining an application is complete given that it may take more than 30 days for the recipient of the material to review the provided material and determine whether it is “satisfactory.” This does not mean that the recipient cannot request more information but it does mean that the <i>Planning Act</i> clock does not stop. Furthermore, since the recipient of complete application material is the County, the reference should be the County as opposed to the local municipality.</p>		<p>Replace: “local municipality” with “the County.”</p>
<p>Policy 8.8.1 (c)</p>	<p>This policy regarding numbers and quantities should be modified to conform with the Growth Plan.</p>	<p>Clarification</p>	<p>Delete the first sentence of the policy. By doing so, it is clear that numbers such as growth allocations and density targets are not subject to administrative changes but rather an amendment to the OP.</p>
<p>Policy 8.8.1 (g)</p>	<p>This policy regarding numerical values does not conform with the Growth Plan wherein density and intensification targets are minimums and cannot be decreased without amendment to an OP and in some circumstances approval from the Minister of Infrastructure.</p>	<p><i>Places to Grow Act</i>, 2005 Growth Plan policies 2.2.1, 2.2.3, and 2.2.7</p>	<p>Delete policy (g)</p>
<p>Policy 8.8.1 (m)</p>	<p>This policy regarding “as of right permissions” for municipal buildings, etc. should also exclude this permission for lands designated as Agriculture.</p>	<p>PPS 2014, policy 2.3.3</p>	<p>Insert the words: “and designated Agricultural Areas” after the words: “natural heritage features and areas.”</p>
<p>Policy 8.8.1 (r)</p>	<p>This policy regarding public works undertaken by the Federal or Provincial governments does not accurately describe the effect of an official plan on Crown works.</p>	<p><i>Planning Act</i>, s. 6(2) and <i>Legislation Act</i>, 2006 s. 71</p>	<p>Please remove this policy.</p>
<p>Policy 8.8.1 (t)</p>	<p>This policy regarding how the County is to apply the PPS and provincial policy implementation standards provided in the <i>Planning Act</i> does not appropriately reflect provincial legislation and policies.</p>		<p>Further discussion is required as to how such a policy will be of assistance to the implementation of the County OP and how it can be revised to be in accordance with provincial legislation and policy.</p>

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
Definitions			
Adjacent Lands	See comment re: new policy in section 7.0		Suggest adding the PPS definition for "adjacent lands" as it relates to infrastructure corridors.
Built-up Area	See comment in letter, re: Local Municipal Comprehensive Review		
Coastal Wetland	See comment re: Policy 5.3.(a) above.		Please remove this term and definition.
Heritage Resource	See comment in letter re: Cultural heritage		Please remove this term and definition.
Legal or technical reasons	See comment re: policy 4.2.5 (e) above.		Please insert this term and associated PPS, 2014 definition.
Preserve	See comment in letter re: Cultural heritage		Please remove this term and definition, and instead and the term and PPS definition: "Conserve"
Quality and Quantity of water	This definition is not consistent with the definition provided in the PPS, 2014.	PPS, 2014 definition	Please insert the words: "associated with hydrologic function" after the word "indicator."
Regional Market Area	See comment re: Policy 3.7.1.1 and 8.5 (a) (vii)		Please remove this term and definition.
Transportation system	While the definitions references the PPS 2014, it omits certain examples of features of the system, such as sidewalks and parking facilities.	PPS, 2014 definition	While certain examples provided in the PPS definition would not apply to Dufferin County, e.g. marinas, features such as parking facilities and sidewalks should be included since the definition is referencing the PPS as the source and to assist with a fulsome implementation of the policy.
Watercourse	See comment re: policy 5.3.8		Please add this new term and corresponding definition.
Schedules			
All schedules	See comment in letter re: Community Settlement Area.		Please replace conceptual dots with actual settlement area boundaries for all hamlets.
Schedule A	Consider identifying specific designations of the provincial plans on this schedule.,:	Each of the Provincial Plans include policy wherein designations are to be identified in local official plans.	Include the following on this schedule: <ul style="list-style-type: none"> • Greenbelt boundary, Protected Countryside and natural heritage system overlay. • Oak Ridges Moraine Conservation Plan boundary, designations (Countryside, Natural Linkage and Natural Core) • Niagara Escarpment Plan boundary and designations
Schedule B	Include the Countryside designation within the	Clarification	Apply the orange colouring under the provincial plan

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
	provincial plan areas overlay. The map presently only identifies PSWs, per comments in the letter re: Natural Heritage System, this schedule should include the current NHS for the County.	PPS 2014, policy 2.1.3	overlay. Identify the County Natural Heritage System.
Schedule B1	The built-boundary for Grand Valley's urban area should be adjusted to not include lands that are outside of the settlement area; which has resulted from the boundary change approved by the Ontario Municipal Board. The provincial highway 9 is not labelled on the Orangeville map.	Clarification, Built Boundary, 2008, Step 4, rule xi.	Adjust the built boundary line in Grand Valley. Label Highway 9 on the Orangeville map.
Schedule C	Presently, this Schedule applies the Agricultural Area designation to lands where lower tier official plans (in effect, adopted or in draft form) have applied this designation. Where the lower tier OP/OPA is not yet in effect, there may need to be adjustments to the designation shown on this schedule. All areas shown in white have no associated legend item, a legend item (likely Natural Heritage System) should be associated with those lands. The provincial highway 9 is not labelled.	PPS 2914, policy 2.1.3	Further discussion may be required to finalize the Agriculture designation on this schedule. Identify the white areas on the legend. Label Highway 9 on the Orangeville map.
Schedule D	Include existing mineral operations as well as petroleum resources.	PPS, 2014 policies 2.4.2.1 and 2.4.2.2	Include all existing mineral and petroleum operations as well as petroleum resources on the map.
Schedule E	This schedule identifies the provincial plan boundaries, and identifies significant features within them; but does not include the provincial natural heritage systems.	Provincial Plans	Please include the provincial natural heritage systems; such as: the Greenbelt NHS, the ORMCP linkage and core designated areas and the Niagara Escarpment Plan escarpment natural and escarpment protection designated areas, on this schedule.
Schedule F	MOE has identified additional sites that may warrant identification on this schedule, please see Attachment 2 to this letter.	PPS 2014, policy 3.2.1	Please contact Gary Tomlinson the environmental officer responsible for Dufferin County regarding additional sites and confirmation of site suitability for this schedule at: 519-826-4272 or

OP/OPA Policy	Comment/Concern	Provincial policy/guideline/legislation	Recommended Action/Proposed Modification
	<p>Consider adding approved waste-disposal sites that may not yet be operating such as the Dufferin Eco-Energy Park (DEEP).</p> <p>Consider adding to this map or providing a separate schedule identifying other man-made hazards such as known oil and gas hazards, and known areas that may be considered "hazardous forest types for wildland fire".</p>		<p>gary.tomlinson@ontario.ca</p> <p>Perhaps identify DEEP as proposed waste disposal site.</p> <p>Note: the Oil Gas and Salt Resources Library found at: http://www.ogslibrary.com/maps/ identifies a few oil and gas hazards within the County. MNR has identified potential areas susceptible to wildland fire, this information can be accessed directly from the MNR office, please contact Kim Benner at 705-725-7534.</p>
New Appendix: Conservation Authorities	Given that the County is within the jurisdiction of five conservation authorities, a map identifying their jurisdictions should be included in the OP. This map should also identify the regulated areas of the CAs. Through this identification, readers of the County OP will know when the CAs should be involved in the pre-consultation process as recommended in the above comments regarding section 8.7.	Clarification/ease of OP implementation	Provide a map identifying their jurisdictions of all of the CAs and their regulated areas.
New Appendix: Source Water Protection	Given that the County will be subject to three Source Protection Plans, a map identifying the jurisdiction of the three plans should be included in the OP. This schedule should also identify the associated Assessment Report Municipal Well Protection Areas. Additionally, this schedule or a separate one should also include vulnerable aquifers to implement PPS policy and to implement the OP policy 5.4.2.	Clean Water Act - Source Protection Plans PPS, 2014 policy 2.2.1 (e)	Provide a map identifying the jurisdiction of the three plans and identify the associated Assessment Report Municipal Well Protection Areas. Identify vulnerable aquifers on this schedule or a separate.

Attachment 2: Marked-up Schedule F; Waste Disposal Sites

Attachment 3: Draft Info-Sheet – Wildland Fire Policies in the Provincial Policy Statement

InfoSheet – Wildland Fire Policies in the Provincial Policy Statement

An Interim Training Tool for the Provincial Policy Statement, 2014

What is the purpose of this document?

The guidance in this document has been produced as training material to assist planning authorities and other participants in the land use planning system, in the implementation of the wildland fire policies of the PPS.

What are hazardous forest types for wildland fire?

Hazardous forest types for wildland fire are forest types assessed as being associated with the risk of high to extreme wildland fire. These generally are forested areas which are composed of a certain type and condition of forest fuels. Vegetation (fuel types) that are high to extreme risk for wildland fire include natural conifer forests and unmanaged conifer plantations that can include spruce (black or white), jack pine and balsam fir tree species along with immature red and white pine; and mixed wood forests greater than 50% conifer composition (jack pine, spruce, balsam fir and immature red or white pine)¹.

There is an inherent risk to the public when changes to the landscape occur, such as encroachment of development into forested areas associated with high to extreme risk, and changes resulting from climate change, (e.g., changes in weather patterns resulting in increased frequency and severity of drought). In Ontario most wildland fires that occur within three kilometers of our communities are attributed to human activities and have the potential to damage property and infrastructure, and put the health and safety of Ontario's residents at risk.

What does the Provincial Policy Statement, 2014 (PPS) direct in regard to wildland fire?

The PPS policies for wildland fire, as a first priority, direct development proposals that require approval under the *Planning Act* away from areas of high to extreme risk for wildland fire. This is the same approach that has been applied to other natural and human-made hazards in the PPS, such as flooding hazards. If it is determined that the risk can be mitigated, appropriate measures need to be taken to ensure that the mitigation is implemented, provided the mitigation is environmentally appropriate (e.g., meets the PPS requirements for the protection of natural heritage). Assessments for the presence of areas of high to extreme risk for wildland fire are required to determine the level of risk on subject lands.

¹ From A Silvicultural Guide to Managing Southern Ontario Forests, Ver. 1.1 (OMNR, 2000.) Conifer is defined as "A tree belonging to the order Coniferae, usually evergreen with cones, needle-shaped leaves and producing wood known commercially as 'softwood.'"

The PPS addresses the risk of wildland fire, as follows:

3.1 Natural Hazards

3.1.8 *Development* shall generally be directed to areas outside of lands that are unsafe for *development* due to the presence of *hazardous forest types for wildland fire*.

Development may however be permitted in lands with *hazardous forest types for wildland fire* where the risk is mitigated in accordance with *wildland fire assessment and mitigation standards*.

Relevant PPS Definitions:

Development: means the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the *Planning Act*, but does not include:

- a) activities that create or maintain *infrastructure* authorized under an environmental assessment process;
- b) works subject to the *Drainage Act*; or
- c) for the purposes of policy 2.1.4(a), underground or surface mining of *minerals* or advanced exploration on mining lands in *significant areas of mineral potential* in Ecoregion 5E, where advanced exploration has the same meaning as under the *Mining Act*. Instead, those matters shall be subject to policy 2.1.5(a).

Hazardous forest types for wildland fire: means forest types assessed as being associated with the risk of high to extreme wildland fire using risk assessment tools established by the Ontario Ministry of Natural Resources, as amended from time to time.

Wildland fire assessment and mitigation standards: means the combination of risk assessment tools and environmentally appropriate mitigation measures identified by the Ontario Ministry of Natural Resources to be incorporated into the design, construction and/or modification of buildings, structures, properties and/or communities to reduce the risk to public safety, infrastructure and property from wildland fire.

Provincial Policy Statement 2014, Section 6.0 Definitions

How should planning authorities apply other PPS policies?

Users of this guidance material should read the PPS in its entirety, apply all relevant policies in each situation, and fully understand other PPS policies when applying wildland fire policies. It is recommended that users of this document review other relevant support material that the responsible ministries have developed.

What is wildland fire assessment & how should planning authorities ensure that appropriate wildland fire assessment has been undertaken?

Wildland fire assessment is the evaluation of the wildland fire risk factors of an area or site. This is necessary to determine the presence of hazardous forest types for wildland fire (i.e., areas of high to extreme risk for wildland fire), and to inform the selection of environmentally appropriate measures to mitigate the determined risk of wildland fire.

Approaches to assessing for wildland fire and compiling associated information will vary depending on the availability of information such as forest resource inventories, the characteristics of the hazardous forest types present, and the extent of development pressures within the municipality or planning area. Planning authorities should undertake a detailed assessment to identify the presence of areas of high to extreme risk for wildland fire when developing official plan policies for their jurisdiction. This review should consider risk factors such as predominant vegetation, topography, slope, road patterns, water sources, and historic patterns of wildland fire for the planning area.

A site specific approach to meeting the test of consistency with the PPS could consist of:

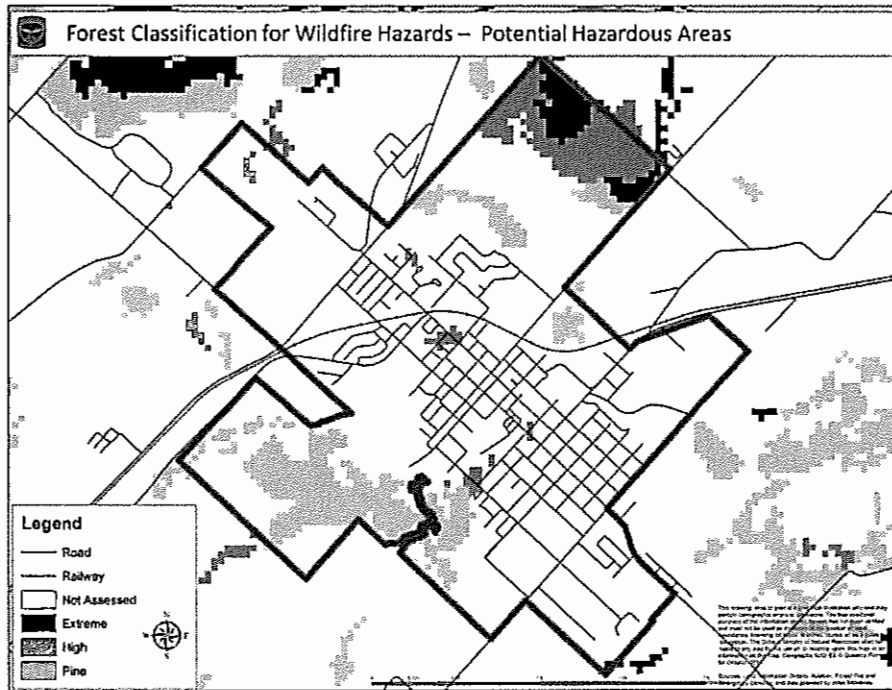
1. a review of generalized wildland fire hazard mapping produced by the Ministry of Natural Resources (MNR) (as discussed below); and
2. a requirement for a wildland fire assessment to accompany a *Planning Act* application. This assessment should consider and document the following factors for subject lands and adjacent lands (to the extent possible):
 - predominant vegetation (fuel types), particularly those that are high to extreme risk for wildland fire
 - forest condition (e.g., presence of storm or insect damage)
 - topography and slope
 - presence of water source(s)
 - distance to organized response resources (e.g., fire station)
 - access

MNR Generalized Wildland Fire Hazard Spatial Data / Mapping

The MNR is in the process of producing generalized wildland fire hazard spatial data / mapping. The spatial data / mapping will depict areas that may have hazardous forest types for wildland fire, based on forest resource inventories. MNR is planning to make the spatial data available through the Land Information Ontario (LIO) warehouse. Where a planning authority cannot make use of spatial data from LIO, local MNR District offices should be contacted to investigate the availability of map products. Planning authorities are not obligated to utilize the spatial data / mapping produced by MNR if they have alternative information.

Spatial data / mapping of hazardous forest types for wildland fire is intended to be used as general indicators of areas with the greatest potential risk. Complete assessment of risk and determination of any needed mitigation measures can only be done with confidence on a site specific basis. Lands that are not identified by the MNR in the generalized wildland fire hazard spatial data / mapping as being within a hazardous forest type for wildland fire may require less intensive assessment, which could be in the form of a desktop exercise using tools such as

satellite imagery or aerial photos. The sample below is an image of a generalized wildland fire hazard map, where the shaded areas depict potential hazardous forest types for wildland fire.



Note: The shaded areas on the map depict potential hazardous forest types for wildland fire, based on available information. Complete assessment of risk and determination of any needed mitigation measures can only be done with confidence on a site specific basis. "Pine" indicates the presence of pine forests. All pine forests have the potential for being hazardous forest types for wildland fire, dependent on the condition of the forest. Therefore, further assessment is required to determine the level of risk. "Not assessed" indicates areas which may contain forested areas that have not been classified and should be assessed to determine if hazardous forest types for wildland fire exist.

What should official plans address?

Official Plan Policies

It is recommended that official plans should include, at a minimum, the following policies:

- Development shall generally be directed to areas outside of lands that are unsafe for development due to the presence of hazardous forest types for wildland fire.
- Development may be permitted in lands with hazardous forest types for wildland fire where the risk is mitigated in accordance with wildland fire assessment and mitigation standards, as identified by the Ministry of Natural Resources.
- In the absence of detailed municipal assessments, proponents submitting a planning application shall undertake a site review to assess for the presence of areas of high to extreme risk for wildland fire on the subject lands and adjacent lands (to the extent possible). If development is proceeding where high to

An Interim Training Tool for the Provincial Policy Statement, 2014

extreme risk for wildland fire is present, measures should be identified by proponents to outline how the risk will be mitigated.

- Areas designated as site plan control areas can be based on the findings of wildland fire assessments (i.e., lands determined to be of high to extreme risk for wildland fire could be designated as site plan control areas).
- Policies could be included in the official plan to promote “environmentally appropriate mitigation measures”. An example of such a policy as it relates to significant wildlife habitat could be as follows:
 - Wildland fire mitigation measures which would result in development or site alteration shall not be permitted in significant wildlife habitat unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.

Official plan policies could also address how hazardous forest types for wildland fire may influence other land use planning considerations including but not limited to:

- land use patterns and the orderly progression of growth
- density and housing
- sensitive uses
- lands adjacent to Crown land
- transportation
- safety
- site design and layout

Official Plan Mapping

Planning authorities could use generalized wildland fire hazard spatial data / mapping from the MNR as an information map or screening tool for the official plan, as an interim measure. When a detailed assessment is undertaken as discussed above, resulting spatial data / mapping could be included in the official plan as an overlay or schedule.

What should zoning by-laws address?

- Zoning could be informed by the generalized wildland fire hazard spatial data / mapping produced by MNR, augmented by a targeted wildland fire assessment focusing on areas with potential for high to extreme risk for wildland fire and/or future growth areas, undertaken by the planning authority.
- Detailed wildland fire assessments, as discussed above, could form the basis of zoning in the following ways:
 - Zoning that recognizes the constraint (e.g., suffixed category)
 - Zone provisions (e.g., Setbacks from known or potential hazardous forest types for wildland fire)

What should planning authorities consider when reviewing Planning Act applications?

The following outlines a number of considerations when reviewing some types of applications under the *Planning Act* in areas of hazardous forest types for wildland fire.

Subdivisions/Condominiums

- Relocate to alternative, lower risk site (should be part of early consultation and also consider when making decision)
- Site specific wildland fire assessment
- Planning for vegetation and fuel management via subdivision agreement (e.g., thinning, selected removal of vegetation, removal of woody debris, etc.)²
- Subdivision layout and design, including:
 - road patterns and connectivity, location and adequacy of water supply, public infrastructure, fire suppression infrastructure and emergency services; parcel density; setbacks; and
 - the inclusion of wildland fire mitigation techniques such as the creation of fuel breaks using green spaces, natural features and/or recreational areas (e.g., parks, recreational fields and trails, etc.)
- Site-specific zoning categories to control land uses and provisions such as setbacks and minimum yard requirements

Consents

- Relocate to alternative, lower risk site (should be part of early consultation and also consider when making decision)
- Site specific wildland fire assessment
- Planning for vegetation and fuel management (e.g., thinning, selected removal of vegetation, removal of debris, etc.)²
- Size of lot and location of building envelope relative to risk factors
- Location of accessory structures and flammable materials (e.g., fuel tanks)

Site Plan Control Areas

- Conditions of site plan approval shall identify appropriate site landscaping, placement of buildings and parking facilities, and access driveways.

Who should I contact if I have questions about wildland fire policies?

The MNR is in the process of developing more detailed guidance material to assist planning authorities in implementing the wildland fire policies of the PPS. If you have questions regarding wildland fire policies, please contact your local MNR district office.

² MNR's FireSmart program can guide mitigation on an ongoing basis. More information about MNR's FireSmart program can be found at http://www.mnr.gov.on.ca/en/Business/AFFM/2ColumnSubPage/STEL02_165412.html.



The Corporation of

THE TOWNSHIP OF MELANCTHON

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

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

CORPORATION OF THE TOWNSHIP OF MELANCTHON

MEMORANDUM

TO: MAYOR HILL AND MEMBERS OF COUNCIL

FROM: DENISE HOLMES, CAO/CLERK

**SUBJECT: COMMENTS FROM THE PUBLIC REGARDING THE DRAFT
OFFICIAL PLAN - MARCH 2014**

DATE: JULY 11, 2014

On June 19, 2014, Council held the Statutory Public Meeting for the Official Plan. At that meeting, Council passed the following resolution: *"The Council of the Township of Melancthon requests that written comments on the Draft Official Plan (March 2014) be submitted to the CAO/Clerk by 12 noon on July 4, 2014. Further we direct the CAO/Clerk to refer all written comments received to Jerry Jorden, Township Planner for review, report and preparation of any necessary revisions to the draft Official Plan."*

Three comment sheets were received (attached) and forwarded to Township Planner Jerry Jorden, who will be reporting to Council on them in August as part of the process of finalizing the new Official Plan for Council's adoption by By-law.

TOWNSHIP OF MELANCTHON
PROPOSED NEW OFFICIAL PLAN

REQU/RECEIVED
- 3 -07- 2014

COMMENT SHEET

PLEASE PRINT

Name: WAYNE HANNOU

Address: _____

Property Location, If Township Property Owner or Resident: _____

Please provide your comments on the draft of the proposed Official Plan:

(1) There has been no disclosure on any economic outcomes or impacts from the development policies within this proposed plan of Deputy Mayor Whites or Councillor Malachuk's employment.

(2) There has been no disclosure if any of Mayor Hall's investment clients will be impacted in any way by the development proposals within this proposed plan.

(3) Prime farmland has been converted to the rural designation on the basis that the entire farm was not prime land due to bush (over)

Your comments will be reviewed by Council as it finalizes the proposed Plan. Please either leave the completed comment sheet tonight or provide your comments to the Township by Friday, July 4th, 2014, at the following address:

Township of Melancthon
157101 Highway 10
Melancthon, Ont.
L9V 2E6

Additional commenting space, if needed

or wetlands. This could potentially allow the loss of significant acreage of prime farmland to future development and create significant conflicts with the surrounding farmers.

(4) The township has allowed many manufacturing plants onto prime farmland and is proposing to continue to do so. No haul routes have been built to accommodate the heavy transport traffic to them and they are not proposing any future haul routes. There are no policies or proposed policies to ensure haul route agreements are in place for this industrial development and have left the taxpayers open to significant financial burdens for this type of development.

(5) Plowed farmland is being shown as significant wetland and deer feeding areas. The significance of this area is unexplained to date. There can be no feed value in plant material that has had roundup applied to it and plowed under.

TOWNSHIP OF MELANCTHON
PROPOSED NEW OFFICIAL PLAN

REQU/RECEIVED
24-06-2014

COMMENT SHEET

PLEASE PRINT

Name: TIM & GWEN FILNSTON

Address: _____

Property Location, If Township Property Owner or Resident.. _____

Please provide your comments on the draft of the proposed Official Plan:

PLEASE SEE ATTACHED, OUR COMMENTS
AS WELL AS COPIES OF DOCUMENTS FROM
NIAGARA ESCARPMENT COMMISSION FOR
DEVELOPMENT PERMIT APPLICATION: D/R/2010-2011/351
FOR DON AND MARGARET RITCHIE.

Your comments will be reviewed by Council as it finalizes the proposed Plan. Please either leave the completed comment sheet tonight or provide your comments to the Township by Friday, July 4th, 2014, at the following address:

Township of Melancthon
157101 Highway 10
Melancthon, Ont.
L9V 2E6

June 23, 2014

Jerry – our concern is after hearing the severances that are allowed on a 100 acre property, our 6.9 acres under rural designation leaves us very little possibilities of a severance or 2 as we have discussed. We feel strongly it should be included in the Town of Horning's Mills residential zoning, as the property has very limited use for any other purpose due to the shape. Our only other option would be for Commercial Zoning but still would need a severance and zoning approval.

We have attached a copy of letter from Niagara Escarpment Commission of Notice of Decision for a development permit for the lot severed off the corner of our parcel. Please note the "**Location**" for Don and Margaret Ritchie as:

w/s Main Street, Horning's Mills,
Township of Melancthon,
County of Dufferin.

Could you advise us on your decision and what direction we can go from here.

Sincerely,

Jim & Gwen Funston

**NOTICE OF DECISION
OF THE NIAGARA ESCARPMENT COMMISSION**

REGARDING

**AN APPLICATION FOR A DEVELOPMENT PERMIT UNDER SECTION 25
OF THE NIAGARA ESCARPMENT PLANNING AND DEVELOPMENT ACT,
R.S.O. 1990, CHAPTER N.2**

FILE NUMBER: D/R/2010-2011/351

APPLICANT: Don and Margaret Ritchie
Agent: N/A
Owner: Same as Applicant

LOCATION:
w/s Main Street, Horning's Mills
Township of Melancthon, County of Dufferin

PROPOSED DEVELOPMENT:


To construct a 1 storey (plus walkout), ± 428 sq m (± 4607 sq ft) single dwelling (floor area includes basement level, covered porches and attached garage), having a maximum height of ± 9.1 m (± 30 ft), 1 storey, ± 63 sq m (± 676 sq ft) accessory storage building (hydro service only), septic system and driveways (single entrance), on an existing 0.368 ha (0.91 ac) lot.

DECISION of the NIAGARA ESCARPMENT COMMISSION:

The application for a Development Permit, as described above, has been **CONDITIONALLY APPROVED**.

The **Conditions of Approval** are listed on the attached **APPENDIX**.

DATE: May 3, 2011

SIGNED: 
Ken Whitbread
Manager

THIS IS NOT A DEVELOPMENT PERMIT
DEVELOPMENT IS NOT TO COMMENCE UNTIL THE DEVELOPMENT PERMIT HAS BEEN ISSUED

TOWNSHIP OF MELANCTHON
PROPOSED NEW OFFICIAL PLAN

COMMENT SHEET

PLEASE PRINT

Name: JOHN GEIST

Address: 11 11

Property Location, If Township Property Owner or Resident: _____

Please provide your comments on the draft of the proposed Official Plan:

I AM ONE OF THREE OWNERS OF THE ABOVE CAPTIONED
LANDS. ACCORDING TO MY UNDERSTANDING OF THE
PROPOSED LAND USE + ROADS PLAN DATED MARCH 2014
APPROX 1/2 OF THE LANDS (WEST 1/2) IS TO BE DESIGNATED
RURAL AND THE OTHER (EAST 1/2) IS TO BE DESIGNATED
AS AGRICULTURAL. IT IS MY OPINION THAT THESE DESIGNATIONS
ARE AT THIS TIME NO LONGER APPROPRIATE. MY
PLANNER WILL PROVIDE A MORE DETAILED ANALYSIS
AT A FUTURE DATE.

Your comments will be reviewed by Council as it finalizes the proposed Plan. Please either leave the completed comment sheet tonight or provide your comments to the Township by Friday, July 4th, 2014, at the following address:

Township of Melancthon
157101 Highway 10
Melancthon, Ont.
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The Corporation of

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CORPORATION OF THE TOWNSHIP OF MELANCTHON

MEMORANDUM

TO: MAYOR HILL AND MEMBERS OF COUNCIL

FROM: DENISE HOLMES, CAO/CLERK

SUBJECT: ESTABLISHING AND REGULATING BY-LAW

DATE: JULY 9, 2014

On March 6, 2014, the Council of the Township of Melancthon passed By-law No. 15-2014 which is a By-law to Establish and Regulate a Fire Department for the Township of Melancthon. This By-law is comprised of information that was taken from the Township of Mulmur's and the Town of Shelburne's Establishing and Regulating By-laws.

As part of the overall review of the OFM Recommendations, on July 7, 2014, Joe Casey, OFM, Mayor Hill and I met at 9:00 a.m. at the Township Office. We reviewed the By-law and Mr. Casey advised he had concerns about Appendix 1 (A) in our By-law.

After discussions and his suggestions during the meeting, I made the revisions to the By-law and sent them to Mr. Casey. He reviewed the documents, made some slight changes and sent them back with his approval. The documents were sent to the Chiefs of Shelburne and Southgate Fire Department on July 9, 2014 for comments as soon as possible.

As these changes are recommended by the OFM, I am asking you also to please provide any comments or concerns you have with the By-law and Appendices and I am recommending that this By-law be passed at the August 14, 2014 (provided there are no comments or concerns).

①

JUL 17 2014

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. -2014

BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT FOR THE CORPORATION OF THE TOWNSHIP OF MELANCTHON AND TO REPEAL BY-LAW NO. 15-2014

WHEREAS Section 8 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS Section 130 of the Municipal Act, 2001, provides that a municipality may regulate matters for the health, safety and wellbeing of the inhabitants of the municipality;

AND WHEREAS Section 5 of the Fire Protection and Prevention Act, 1997, provides that the Council of a municipality may establish, maintain and operate a fire department for all or any part of the municipality;

NOW THEREFORE be it resolved that the Council of the Corporation of the Township of Melancthon hereby enacts the following:

1. In this By-Law, unless the context otherwise requires,
 - a) "Additional Service(s)" includes retaining a private contractor, renting special equipment not normally carried on fire apparatus, or using more materials than are carried on a fire apparatus normally.
 - b) "Approved" means approved by the Council of the Township of Melancthon.
 - c) "Chief Administrative Officer" means the person appointed by the Council of the Township of Melancthon to act as Chief Administrative Officer for the Corporation.
 - d) "Confined Space" means any space that has limited or restricted means for entry or exit, such as tanks, vessels, silos, storage bins, hoppers, vaults, trenches, excavations and pits, and which are not designed for continuous human occupancy.
 - e) "Corporation" means the Corporation of the Township of Melancthon.
 - f) "Council" means the Council of the Township of Melancthon.
 - g) "Deputy Fire Chief" means the person(s) recommended by the Fire Board and appointed by the Council of the Township of Melancthon to act in the place of the Fire Chief in the Fire Chief's absence, or in the case of a vacancy in the position of Fire Chief.
 - h) "Fire Chief" means the person recommended by the Fire Board and appointed by the Council of the Township of Melancthon to act as Fire Chief of the fire department and is ultimately responsible to the Council of the Township of Melancthon as defined in the *Fire Protection and Prevention Act*.
 - i) "Fire Code" means the *Ontario Fire Code Ontario Regulation 213/07* established under Part IV of the FPPA.
 - j) "FPPA" means the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c 4, as amended.

- k) "Fire Department(s)" means the Shelburne and District Fire Department, the Mulmur Melancthon Fire Department and the Township of Southgate Fire Department.
 - l) "Fire Board" means the elected representatives appointed from the participating municipalities covered by the Shelburne and District Fire Department and the Mulmur Melancthon Fire Department is hereby referenced in this document as "the Board".
 - m) "Fire Protection Agreement" is a contract between municipalities, other agencies, individuals, or a company that clearly defines the responsibilities, terms, conditions, and all other aspects of the fire services purchased, provided and/or required.
 - p) "Fire Protection Services" includes fire suppression, fire prevention, fire safety education, communications, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all of those services.
 - n) "Member" means any persons employed in, or appointed to, a fire department and assigned to undertake fire protection services and includes its volunteer officers and volunteer firefighters.
 - o) "Officer" means person(s) appointed to the rank of District Fire Chief, Training Officer, Captain, Lieutenant or Fire Prevention Officer.
 - p) "Specialized rescue" shall mean rescue response to low angle rope rescue, shore based water rescue, confined space rescue, trench collapse awareness, auto extrication, Mission Specific Operations Level Hazardous Materials Response, Awareness Level Hazardous Materials Response in accordance with available resources, other rescues deemed by the fire service to fall within available training skill sets, available personnel and required specialized equipment.
 - q) "Volunteer Firefighter" means a firefighter who provides fire protection services either voluntarily or for a nominal consideration, honorarium, training or activity allowance.
2. The fire departments servicing the Corporation are the Shelburne and District Fire Department, the Mulmur Melancthon Fire Department and the Township of Southgate Fire Department and the head of those departments shall be known as the Fire Chief.
 3. The Southgate Fire Department will service the portion of the municipality as outlined in Appendix C under Fire Protection Agreement dated May 19, 2011.
 4. The fire departments may be structured with a Fire Chief, Deputy Fire Chief, officers and firefighters in accordance with the organization chart and the Fire Protection Services defined in this section.
 5. The Fire Chief shall report to the Fire Board(s) and the Chief Administrative Officer but is ultimately responsible to the Council of the Township of Melancthon for the delivery of fire protection services and for proper administration and operation of the fire department
 6. The Fire Chief may recommend to the Board/Council, the appointment of any qualified person as a member of the fire department subject to the approved hiring policies of the Board/Council.
 7. A person is qualified to be appointed as a member who:
 - a) Is not less than 18 years of age and not more than 60 years of age for Fire Suppression;
 - b) Passes such tests, exams and interviews as shall be required by the Fire Chief; and,
 - c) Is medically fit to be a member as certified by a licensed physician. If the existing

member is 60 or older and wishes to remain in a Fire Suppression role on the fire department they must pass and annual medical and fitness testing as outlined by the fire department; which shall be paid for by the Board.

8. Persons appointed as members of the fire department shall be on probation for a period of twelve months during which period the probationary member shall take such special training and examinations as may be required by the Fire Chief.
9. If a probationary member fails any such examinations, the Fire Chief may recommend to the Board/Council that he/she be dismissed.
10. Working conditions and remuneration for all firefighters shall be determined by the Board/Council.
11. If a medical examiner finds a member is physically unfit to perform assigned duties and such condition is attributed to and a result of employment in any fire department serving Melancthon Township, the Board/Council may assign the member to another position in the fire department or may retire him/her. The Board/Council may provide retirement allowances to members, subject to *the Municipal Act*.
12. The Fire Chief may appoint an existing member or any other person deemed appropriate, to the position of Fire Department Chaplain. The Chaplain may provide services including but not limited to:
 - a) Critical incident stress counselling and debriefing
 - b) Chaplaincy services at official functions, fire service funerals and memorials
13. Nothing in this By-Law will restrict the Fire Department to providing only Core Services (Appendix A) or limit the provision of the Fire Protection Services at the discretion of the Chief Fire Official or Incident Commander provided that fire department staff is not requested to perform duties outside of their provided training, equipment, resources and sufficient staff availability
14. The Fire Chief shall implement and review periodically all approved policies and shall develop such standard operating procedures and guidelines, general orders and departmental rules as necessary and shall ensure the appropriate care and protection of all fire department equipment. The Fire Chief may establish a committee consisting of such members of the fire department as the Fire Chief may determine from time to time to assist in these duties.
15. The Fire Chief shall submit to the Township of Melancthon or the Board for approval, the annual budget estimates for the fire department, an annual report and any other specific reports requested by the Board/Council.
16. Each division of the fire department is the responsibility of the Fire Chief and is under the direction of the Fire Chief or a member designated by the Fire Chief. Designated members shall report to the Fire Chief on divisions and activities under their supervision and shall carry out all orders of the Fire Chief.
17. Where the Fire Chief designates a member to act in the place of an officer in the fire department, such member, when so acting, has all powers and shall perform all duties of the officer replaced.
18. The Fire Chief may reprimand, suspend or dismiss any member for an infraction of any of the provisions of this bylaw, policies, general orders and department rules that in the opinion of the Fire Chief would be detrimental to the discipline and efficiency of the fire department.
19. Following the dismissal to a member, the Fire Chief shall report in writing the reasons for the dismissal to the Board.

20. A volunteer firefighter shall not be dismissed without being afforded the opportunity for a review of termination by the Board if he/she makes a written request for such a review within seven working days after receiving the notification of the proposed dismissal.
21. The Fire Chief shall take all proper measures for the prevention, control and extinguishment of fires and the protection of life and property. The Fire Chief shall exercise all powers mandated by *the Fire Protection and Prevention Act*, and the Fire Chief shall be empowered to authorize:
 - a) Pulling down or demolishing any building or structure to prevent the spread of fire.
 - b) All necessary actions which may include boarding up or barricading of buildings or property to guard against fire or other danger, risk or accident, when unable to contact the property owner.
 - c) Recovery of expenses incurred by such necessary actions for the Board/Council and/or municipalities in the manner provided through *the Municipal Act* and *the Fire Protection and Prevention Act*.
 - d) Shall prepare an annual report and present to the municipalities it represents including activities according to *the Fire Protection and Prevention Act*.
22. That as a result of a Fire Department's response to a fire or emergency incident, the Fire Chief or his designate determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on fire apparatus or use more materials that are carried on a fire apparatus in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, control and eliminate an emergency, carry out or prevent damage to equipment owned by or contracted to the Corporation, assist in or otherwise conduct fire cause investigation or determination or otherwise carry out the duties and functions of the Fire Department and/or to generally make "safe" an incident or property, the owner of the property requiring or causing the need for the "Additional Service" or expense shall be charged the full costs to provide the "Additional Service" including all applicable taxes. Property shall mean personal and real property
23. The fire department shall not respond to a call with respect to a fire or emergency outside the limits of the municipalities represented in the Board/Council except with respect to a fire or emergency:
 - a) That, in the opinion of the Fire Chief or designate of the fire department, threatens property in the municipality represented in the Board/Council or property situated outside the municipalities represented by the Board/Council that it is owned or occupied by the municipality.
 - b) In the municipalities represented by the Board/Council with which an approved agreement has been entered into to provide fire protection services which may include mutual or automatic aid.
 - c) On property with which an approved agreement has been entered into with any person or corporation to provide fire protection services.
 - d) At the discretion of the Fire Chief, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program.
 - e) On property beyond the municipal boundary of the municipalities represented by the Board/Council, where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures, acceptable to the Fire Chief or designate.

AND FURTHER THAT the attached Appendix A titled "Core Services", Appendix B titled "Fire Prevention Policy", Appendix C "Fire Areas" and Appendix D "Organizational Chart" shall constitute part of this By-law. Appendices may be updated as need by a motion of the Council of the Township of Melancthon.

This by-law comes into effect the day it is passed by Council of the Township of Melancthon. By-law 15-2014 passed on March 6, 2014 is hereby repealed.

BY-LAW read a first, second and a third time and finally passed in open Council of the Township of Melancthon this day of , 2014.

.....
CLERK

.....
MAYOR

APPENDIX A

Township of Melancthon - Core Services

All Fire Departments shall have an operational guideline and/or procedure for each of the Core Services listed below.

Interior Suppression & Rescue

Performed when staffing and building integrity permit entry, performed with fire suppression support, performed as water supply permits and implemented to rescue trapped persons.

Offensive Operations (interior fire suppression)

Performed when staffing, water supply and building integrity permit entry and implemented to prevent further dollar loss.

Defensive Operations

Performed when there is insufficient staffing and/or structural instability, performed as water supply permits and implemented to reduce loss to surrounding areas.

Areas without Municipal Water Supply

In areas without municipal water supply, the fire department will respond with water tankers. This service does not meet Superior Tanker Shuttle accreditation.

Rural Firefighting Operations

In areas outside of a 4 kilometer radius of a fire station, which may or may not have municipal water supply, there may be increased response times due to travel distance, road grades and weather conditions. Fire suppression operations will be determined by accessibility, staffing, structural integrity and water supply.

Tiered Response

The fire department does have an agreement to respond as a tiered agency with OPP and EMS. The fire department will respond as requested to provide assistance for the OPP or EMS.

Motor Vehicle Accidents

The fire department will respond as a tiered agency and will offer traffic control, patient care, scene stabilization and spill/debris cleanup as needed.

Vehicle Extrication

The fire department will respond as a tiered agency and will gain access to patients trapped in vehicles, for removal by EMS or other agencies using hand tools, heavy hydraulics and air bags as required.

Remote Extrication

The fire department will assist police and/or EMS in the search/extrication of patients from remote locations. Typical patients include hikers, bikers, skiers, horseback riders, snowshoers and climbers. The fire department will respond with ATV and trailer mounted stretcher and respond on foot where ATV access is not possible. Extrication is limited by terrain and weather conditions. All personnel will be trained in the operation of the ATV.

The fire department is trained to confined space awareness level only. The fire department will respond based on conditions and circumstances

Farm Accidents

The fire department is trained to confined space awareness level only. The fire department will respond based on conditions and circumstances to assist in remote areas, roll overs, entanglements, confined space* and silos* using hand tools, heavy hydraulics, air bags as required.

Industrial Accidents

The fire department is trained to confined space and HazMat awareness level only. The fire department will respond based on conditions and circumstances to assist with entanglements, confined space*, electrical hazards and chemical hazards using hand tools, heavy hydraulics and/or air bags as required.

Confined Space Rescue

****Confined Space Rescue is only performed providing that all training, equipment, knowledge and personnel are available to facilitate rescue.***

The fire department is trained to confined space awareness level only. The fire department will respond based on conditions and circumstances to assist with rescue from areas not designed for human occupancy, restricted means for entry or exit, back up for municipal employees working in these areas including but not limited to cisterns and vaults and municipal water tower (interior only).

Rescue shall be provided using hand tools, ropes, tripod and confined space self-contained breathing equipment.

Low Angle Rescue (steep slope)

This form of rescue will be used to perform remote extrication and vehicle accidents with rescue provided using hand tools, ropes, pulley systems.

Water Rescue

All firefighters shall wear a life jacket when engaged in water rescue.

Water rescue shall be delivered in 3 methods dependent on the circumstances and shall include search and rescue on the surface but does not include salvage or recovery. Static Water (harbour, shoreline); Swift Water (shoreline), and Ice Water (harbour, shoreline).

Rescue will be administered shore based using ropes.

Services Requiring Outside Agencies

Building Collapse Rescue and Trench Rescue

Mutual Aid coordinator shall be contacted and the fire department will provide support and assistance to the responding agency.

Awareness Level Response Hazardous Materials (transporting, storage)

Includes all hazardous materials and fire incidents involving propane storage, agricultural and industrial process. CANUTEC shall be contacted. The fire department will provide support and assistance to the responding agency.

Electrical Hazards

Includes responses to downed or arcing hydro wires. Hydro and OPP shall be contacted and the fire department will provide scene security and traffic control as required until the responding agencies arrive.

Carbon Monoxide

Includes responses to residential and commercial carbon monoxide alarms or as requested by outside agencies. Will include using air monitoring detectors to determine the presence of carbon monoxide, evacuate the areas as required, and notify outside agencies as required to respond, locate and repair source of carbon monoxide leak.

Natural Gas Leaks

Includes responses to gas line ruptures or as requested by outside agencies. Gas Company and the OPP shall be contacted. The fire department will provide scene security and traffic control as required until the responding agencies arrive.

Mutual Aid

The fire department will activate Provincial Mutual Aid when the need arises and will follow all the procedures in the plan.

The fire department will respond to assist with Mutual aid when requested.

APPENDIX B

Township of Melancthon - Fire Prevention Policy

This Fire Prevention Policy has been reviewed and approved by the Municipal Council of the Township of Melancthon on _____ and is applicable in its entirety for the whole of the municipality.

For the purposes of this Policy, fire safety includes safety from the risk that a fire, if started, would seriously endanger the health and safety of any person or the quality of the natural environment for any use that can be made of it. 1997, c.4, s.18. *Fire Protection and Prevention Act* Part VI s.18

Fire Prevention Records Keeping

Current records relating to all fire prevention activities must be prepared and retained at the Fire Hall and a copy forwarded to the Township. These records include:

- Emergency response statistics using the Standard Fire Incident Report
- Fire investigations (with a copy to the Ontario Fire Marshal) including post-fire follow-up inspection reports.
- Simplified risk assessment and any other needs analysis processes containing a current community fire profile identifying current public education and prevention needs
- List of complaint, request and routine fire safety inspections completed according to schedule. Report of follow up to ensure that all (if any) outstanding Ontario Fire Code contraventions or fire hazards as per Ontario Fire Marshal (OFM) Technical Guideline OFM-TG-01-2012 Fire Safety Inspections and Enforcement are completed.
- List of pre-incident plans for all extreme and high risk occupancies
- Record of all personnel who have completed a training program on pre-incident planning
- Detail of implementation including strategies to enforce legislation, to ensure continuity of service and consistent messaging regarding OFMEM's Alarmed for Life smoke alarm program.
- Record and copies of distribution of Public Fire Safety information and media releases
- Record of Fire Department attendance at municipal events for Public Fire Safety
- Copies of lectures, demonstrations and presentations to the public
- Building code plans examinations
- Written delegations of a chief fire official where referenced in the *Ontario Fire Code*

- Written designations of Assistants to the Fire Marshal as outlined in OFM Communique 2009-1324 for all personnel who are conducting fire safety

inspections and verification that personnel attended training session on OFM Technical Guideline OFM-TG-01-2012 Fire Safety Inspections and Enforcement

- Fire safety plans for “approved” buildings regulated by Article 2.8.1.1 of the *Ontario Fire Code*.
- List of designated personnel that have received their Building Code Inspection Number (BCIN) from the Ontario Ministry of Municipal Affairs and Housing in order to be able to complete plan reviews and final occupancy inspections.
- List of personnel involved in fire prevention activities that are trained to perform their municipal and legislative responsibilities and duties.

Inspections:

Issues as they relate to the Ontario Building Code for new construction and/or alterations to existing buildings shall be referred to the Building Department.

New Construction

- Compliance issues which reference the Ontario Building Code through the Ontario Fire Code shall be addressed in consultation with the Building Department.
- The fire department shall consult with the Building Department for tactical purposes in regard to life safety systems, suppression systems, fire routes, and water supply and f/d connections.
- The fire prevention department shall consult with the Building Department prior to commercial building occupancy, to ensure proper placement of fire extinguishers and fire safety plan development.
- The Building Department will be requested to advise the fire department when building occupancy has been granted and/or building permits closed.
- To ensure accurate records for the maintenance of fire systems within buildings after occupancy has been granted, the Building Department will be requested to forward copies of all installation, test and verification reports to the fire department upon completion of the project or occupancy of the building.

Routine

- It is the policy of the fire departments to conduct fire prevention inspections of occupancies, at the frequencies indicated in this policy as approved by Council.

Request

- Request inspections shall be completed by qualified staff within 5 business days or as soon as practical as determined by fire and life safety concerns.

Complaint Inspections

- Complaint inspections shall be completed by qualified staff within 1 business day or as soon as practical as determined by fire and life safety concerns.

Boarding Lodging and Rooming Houses

- When the fire department becomes aware of Boarding Lodging and Rooming Houses, as described by Fire Code Commission Ruling 2011A012-177, or through request and/or complaint inspections, they shall be inspected in accordance with section 9.3 Div B of the Ontario Fire Code. Requirements of the Ontario Fire Code shall be enforced. Requirements of the Ontario Fire Code which are relevant to the Ontario Building Code shall be directed to the Building Department and completed under permit as applicable.

Fireplaces and Woodstoves

- These appliances will be inspected upon request. Inspections will be limited to the visible portions of the existing unit only, as at the time of inspection.
- The inspection shall include only those maintenance items regulated by Ontario Fire Code Div B 2.6.
- WETT (Wood Energy Technical Training) inspections shall be requested. The subsequent reports shall be forwarded to the fire and Building Departments.
- The building department should be advised of the inspection and subsequent findings to ensure the appliance has been installed under permit.

Retrofit

- The fire department will take a pro-active approach to notifying any/all property owners whose property is governed under the Ontario Fire Code Retrofit legislation.
- The fire department will inspect any properties governed by retrofit legislation as requested by the property owner to ensure compliance and advise the owners in writing of their compliance requirements.
- The building owner will be required to consult Building Department where OBC requirements are identified to comply with the Ontario Fire Code.
- The Chief Fire Prevention Officer (CFPO) shall advise the Chief Building Officer (CBO) accordingly.

Fire Code Enforcement

- With discretion, the fire department shall enforce the Ontario Fire Code in accordance with Part VII of the Fire Protection & Prevention Act, where building owners fail to comply with requirements of the Act or the regulations.

Ontario Fire Code References to the Ontario Building Code

- Where the Ontario Fire Code references the Ontario Building Code(OBC) for compliance requirements, the following shall apply:
 - The Chief Building Official shall be notified in writing by the Chief Fire Prevention Officer, of the circumstances, and provided with a copy of the report/order which has been issued to the building owner.
 - The CFPO shall direct the building owner to Building Department for all issues relating to the OBC and related permits.
 - The CBO shall keep the CFPO informed of project status and approvals.

- The CBO shall be responsible for accepting all requirements of the OBC referenced by the OFC.

Zoning Related Issues

- The Planner shall be advised of all Zoning inquiries and concerns.

Fire And Life Safety Education:

- The fire department will provide public fire and life safety education programs to the residents of the municipality on an ongoing basis.
- Programs will be developed internally or where applicable utilize Ontario Fire Marshal and Emergency Management programs such as: Learn Not to Bum, Alarmed for Life, TAPP-C etc.

Distribution of Fire Safety Information:

- The fire department will provide public fire safety messages and awareness campaigns through all available media.
- The fire department will make fire prevention information, pamphlets and literature available to the public.

Smoke Alarm Program:

- The fire department will maintain a working smoke alarm program throughout the municipality.
- The program shall be reviewed and revised annually, or as required, due to changes in legislation and/or demographics.

Risk Assessment:

- The Risk Assessment shall be reviewed and revised every three years.

Fire Investigation and Cause Determination:

- The fire department will investigate all fires within its responding area with the intent to determine cause for the purposes of developing public education programs accordingly.
- The Office of the Fire Marshal and Emergency Management (OFMEM) shall be notified to investigate fire scenes in accordance with OFMEM Guidelines.
- Buildings damaged by fire, will be assessed for structural integrity by a qualified person, should there be any question in regards to the safety of personnel entering for investigation purposes.

Fire Loss Statistics:

- Fire loss statistics will be gathered, analyzed and used in the development of future fire prevention/education programs.

Fire Prevention Staff Training:

- To ensure the required level of Fire Prevention and Public Education as outlined by this policy, an ongoing comprehensive training program will be put in place for fire department personnel.
- To ensure the required level of Fire Prevention and Public Education as outlined by this policy; prevention staff will participate in-service training and Ontario Fire College prevention curriculum.

Conclusion:

Fire Prevention includes public education, early detection and early suppression as integral components in the protection of life and property in the municipality. Reducing injuries and losses coupled with empowering owners to maintain their buildings; is a cornerstone in the foundation of developing a fire safe community. The fire prevention policy provides for the participation of all members of the department in fire prevention activities. The inspections, enforcement and public education duties will be regulated by the Chief Fire Prevention Officer in consultation with the Fire Chief. The types and frequency of inspections approved by Council are listed on the following table.

TYPES AND FREQUENCY OF INSPECTION
 Not including by complaint or by request
 Detailed listing included in the Simplified Risk Assessment

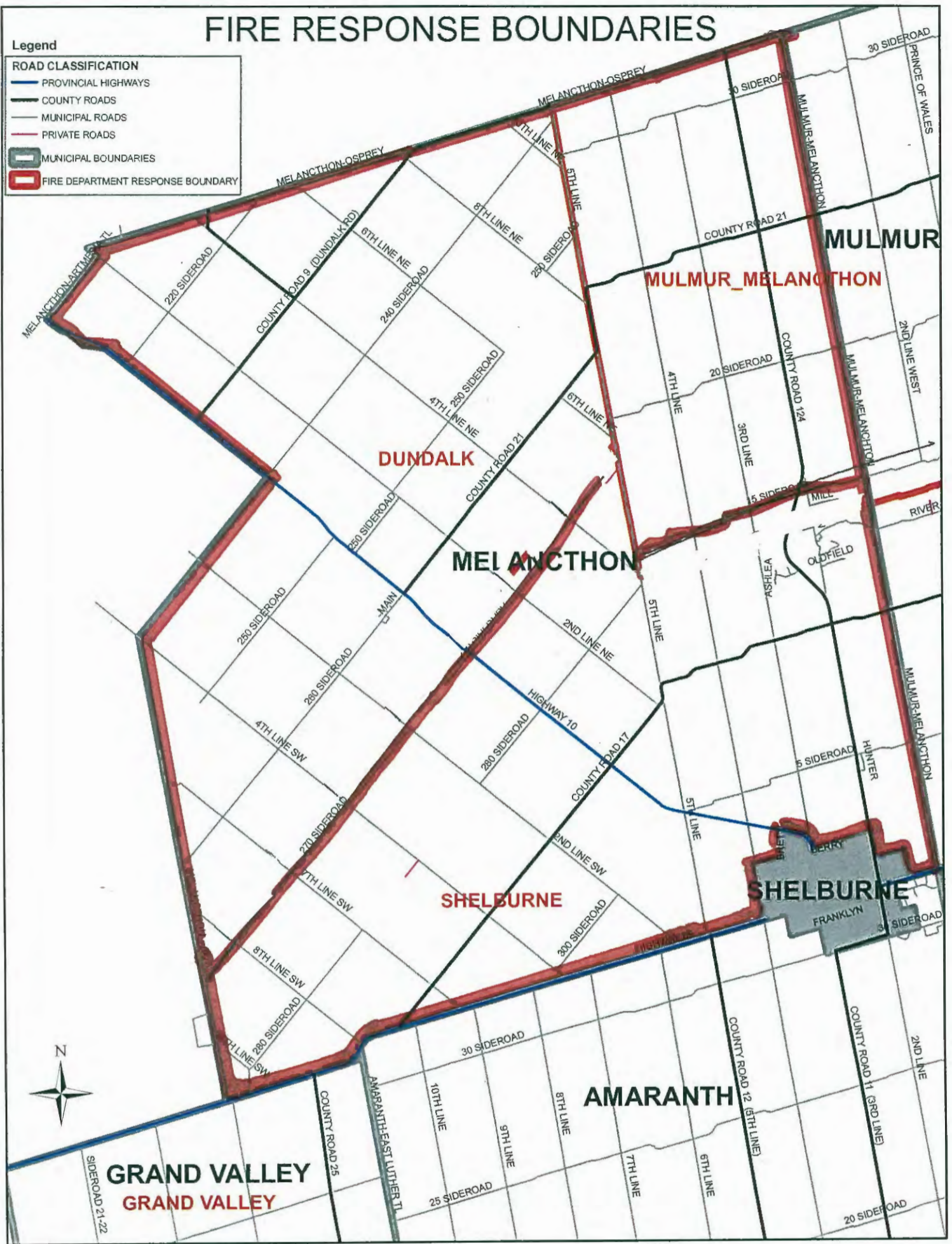
<i>Occupancy</i>	<i>Frequency</i>
Group A - Assembly - An assembly occupancy is defined as one that is used by a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purposes or for the consumption of food or drink (more than 30 persons) Includes Arenas and occupancies in which occupants are gathered in the open air.	Every two years or annually if possible
Group B - Care or Detention Occupancies - A care or detention occupancy means the occupancy or use of a building or part thereof by persons who (a) are dependent on others to release security devices to permit egress,(b) receive special care and treatment, or(c) receive supervisory care	Annually
Group C - Residential - A residential occupancy is defined as one that is used by persons for whom sleeping accommodation is provided but who are not harboured or detained to receive medical care or treatment or are not involuntarily detained.	As noted below
Single Family Dwelling Units	Complaint or request only
Multi-unit Residential	Every two years or annually if possible

Hotel/Motel	Every two years or annually if possible
Mobile Homes and Trailers	Every two years or annually if possible
Residential Schools / Treatment Centre	Annually
Group D - Business and Personal Services Occupancies - A business and personal services occupancy is defined as one that is used for the transaction of business or the rendering or receiving of professional or personal services.	Complaint or request only
Group E - Mercantile Occupancies - A mercantile occupancy is defined as one that is used for the displaying or selling of retail goods, wares or merchandise	Complaint or request only
Group F - High/Medium/Low Hazard Industrial Occupancies An industrial occupancy is defined as one for the assembling, fabricating, manufacturing, processing, repairing or storing of goods and materials. This category is divided into low hazard (F3), medium hazard (F2) and high hazard (F1) based on its combustible content and the potential for rapid fire growth.	Complaint or request only
Other Properties - Not Classified in OBC, not including farm buildings. Includes those that contain large quantities of combustible materials, Aggregates, propane storage facilities, outdoor tire storage yards, grasslands/forests, plastic recycling depot, railway lines used to transport high volumes of large quantities of hazardous chemicals, etc.	Complaint or request only

FIRE RESPONSE BOUNDARIES

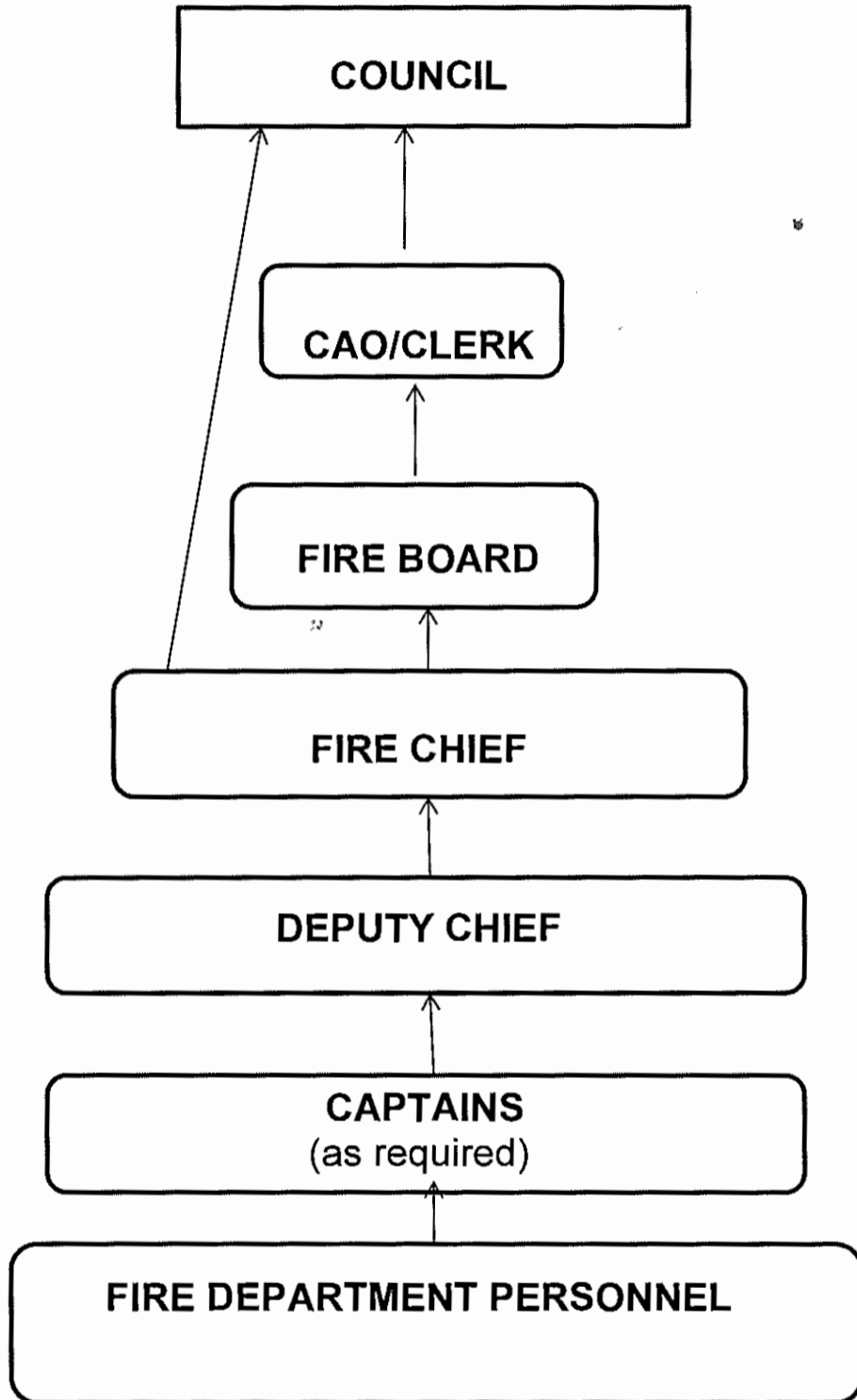
Legend

- ROAD CLASSIFICATION**
- PROVINCIAL HIGHWAYS
 - COUNTY ROADS
 - MUNICIPAL ROADS
 - PRIVATE ROADS
- MUNICIPAL BOUNDARIES
- FIRE DEPARTMENT RESPONSE BOUNDARY



APPENDIX D

Township of Melancthon - Fire Organizational Chart



TOWNSHIP OF MELANCTHON

DEVELOPMENT CHARGE BACKGROUND STUDY AND PROPOSED BY-LAW

JULY 2, 2014



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 Planning for growth

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EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

1. The report provided herein represents the Development Charge Background Study for the Township of Melancthon required by the *Development Charges Act* (DCA). This report has been prepared in accordance with the methodology required under the DCA. The contents include the following:
 - Chapter 1 – Overview of the legislative requirements of the Act;
 - Chapter 2 – Review of present DC policies of the Township;
 - Chapter 3 – Summary of the residential and non-residential growth forecasts for the Township;
 - Chapter 4 – Approach to calculating the development charge;
 - Chapter 5 – Review of historic service standards and identification of future capital requirements to service growth and related deductions and allocations;
 - Chapter 6 – Calculation of the development charges;
 - Chapter 7 – Development charge policy recommendations and rules; and
 - Chapter 8 – By-law implementation.

2. Development charges provide for the recovery of growth-related capital expenditures from new development. The *Development Charges Act* is the statutory basis to recover these charges. The methodology is detailed in Chapter 4; a simplified summary is provided below:
 - 1) Identify amount, type and location of growth;
 - 2) Identify servicing needs to accommodate growth;
 - 3) Identify capital costs to provide services to meet the needs;
 - 4) Deduct:
 - Grants, subsidies and other contributions;
 - Benefit to existing development;
 - Statutory 10% deduction (soft services);
 - Amounts in excess of 10-year historic service calculation;
 - DC reserve funds (where applicable);
 - 5) Net costs are then allocated between residential and non-residential benefit; and
 - 6) Net costs divided by growth to provide the DC charge.

3. The growth forecast (Chapter 3) on which the Township-wide development charge is based, projects the following population, housing and non-residential floor area for the 10-year (mid 2014-mid 2023), and 18-year (mid 2014-mid 2031) periods.

Measure	10 Year 2014-2023	18 Year 2014-2031
(Net) Population Increase	306	472
Residential Unit Increase	151	246
Non-Residential Gross Floor Area Increase (ft ²)	40,200	68,200

Source: Watson & Associates Economists Ltd. Forecast 2014

4. On November 5, 2009, the Township of Melancthon passed By-law 2009-22 under the *Development Charges Act, 1997*. The Township amended By-law 2009-22 on December 16, 2010 to include an exemption for non-residential agricultural developments. These by-laws impose development charges on residential and non-residential uses. By-law 2009-22, as amended, will expire on November 5, 2014. The Township is undertaking a development charge public process and anticipates passing a new by-law in advance of the expiry date. The mandatory public meeting has been set for July 17th, 2014 with adoption of the by-law subsequent to the public meeting.
5. The development charges currently in effect are \$5,256 for single detached dwelling units. Non-residential charges are \$3.82 per square foot. This report has undertaken a recalculation of the charge based on future identified needs (presented in Schedule ES-1 for residential and non-residential). Charges have been provided on a Township-wide basis for all services. The corresponding single-detached unit charge is \$6,737 and the non-residential charge is \$2.37 per square foot of building area. For Wind Turbines, the calculated rate is \$4,222 per unit. These rates are submitted to Council for its consideration.
6. The *Development Charges Act* requires a summary be provided of the gross capital costs and the net costs to be recovered over the life of the by-law. This calculation is provided by service and is presented in Table 6-5. A summary of these costs is provided below:

Total gross expenditures planned over the next five years	\$ 3,561,649
Less:	
Benefit to existing development	\$ 2,214,500
Post planning period benefit	\$ 7,750
Ineligible re: Level of Service	\$ -
Mandatory 10% deduction for certain services	\$ 17,917
Grants, subsidies and other contributions	\$ 5,000
Net Costs to be recovered from development charges	\$ 1,316,482

Hence, \$2.25 million (or an annual amount of \$0.45 million) will need to be contributed from taxes and rates, or other sources. Of the total, \$7,750 is growth-related but outside of the forecast period.

Based on the previous table, the Township plans to spend/contribute to shared services \$3.56 million over the next five years, of which \$1.32 million (37%) is recoverable from development charges. Of this net amount, \$1.19 million is recoverable from residential development and \$0.13 million from non-residential development. It is noted also that any exemptions or reductions in the charges would reduce this recovery further.

7. Considerations by Council – The background study represents the service needs arising from residential and non-residential growth over the forecast periods. The following Township-wide services are calculated based on a 18-year forecast:

- Roads and Related Services;
- Fire Protection Services; and
- Police Services.

All other Township-wide services are calculated based on a 10-year forecast. These include Outdoor Recreation Services, Indoor Recreation Services, Library Services, and Administration. However, Council will consider the findings and recommendations provided in the report and, in conjunction with public input, approve such policies and rates it deems appropriate. These directions will refine the draft DC by-law which is appended in Appendix E. These decisions may include:

- adopting the charges and policies recommended herein;
- considering additional exemptions to the by-law; and
- considering reductions in the charge by class of development (obtained by removing certain services on which the charge is based and/or by a general reduction in the charge).

**TABLE ES-1
SCHEDULE OF DEVELOPMENT CHARGES**

Service	RESIDENTIAL				NON-RESIDENTIAL	Wind Turbines
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per ft ² of Gross Floor Area)	
Municipal Wide Services:						
Roads and Related	3,921	2,093	1,311	2,790	1.59	3,921
Fire Protection Services	301	161	101	214	0.13	301
Police Services	11	6	4	8	0.00	-
Outdoor Recreation Services	66	35	22	47	0.01	-
Indoor Recreation Services	1,463	781	489	1,041	0.29	-
Library Services	183	98	61	130	0.04	-
Administration	792	423	265	564	0.31	-
Total Municipal Wide Services	6,737	3,597	2,253	4,794	2.37	4,222

1. INTRODUCTION

1. INTRODUCTION

1.1 Purpose of this Document

This background study has been prepared pursuant to the requirements of the *Development Charges Act, 1997* (s.10) and, accordingly, recommends new development charges and policies for the Township of Melancthon.

The Township retained Watson & Associates Economists Ltd. (Watson), to undertake the development charges (DC) study process in 2014. Watson worked with Municipal staff in preparing the DC analysis and policy recommendations.

This development charge background study, containing the proposed development charge by-law, will be distributed to members of the public in order to provide interested parties with sufficient background information on the legislation, the study's recommendations and an outline of the basis for these recommendations.

This report has been prepared, in the first instance, to meet the statutory requirements applicable to the Township's development charge background study, as summarized in Chapter 4. It also addresses the requirement for "rules" (contained in Chapter 7) and the proposed by-law to be made available as part of the approval process (included as Appendix E).

In addition, the report is designed to set out sufficient background on the legislation (Chapter 4), Melancthon's current DC policy (Chapter 2) and the policies underlying the proposed by-law, to make the exercise understandable to those who are involved.

Finally, it addresses post-adoption implementation requirements (Chapter 8) which are critical to the successful application of the new policy.

The Chapters in the report are supported by Appendices containing the data required to explain and substantiate the calculation of the charge. A full discussion of the statutory requirements for the preparation of a background study and calculation of a development charge is provided herein.

1.2 Summary of the Process

The public meeting required under Section 12 of the *Development Charges Act, 1997*, has been scheduled for July 17, 2014. Its purpose is to present the study to the public and to solicit public input. The meeting is also being held to answer any questions regarding the study's purpose, methodology and the proposed modifications to the Township's development charges.

In accordance with the legislation, the background study and proposed DC by-law will be available for public review on July 2, 2014.

The process to be followed in finalizing the report and recommendations includes:

- consideration of responses received prior to, at, or immediately following the Public Meeting; and
- finalization of the report and Council consideration of the by-law subsequent to the public meeting.

Figure 1-1 outlines the proposed schedule to be followed with respect to the development charge by-law adoption process.

**FIGURE 1-1
SCHEDULE OF KEY DEVELOPMENT CHARGE PROCESS DATES
FOR THE TOWNSHIP OF MELANCTHON**

1. Data collection	March-May 2014
2. Council Workshop	June 5, 2014
3. Public meeting advertisement placed in newspaper(s)	June 27, 2014
4. Background study and proposed by-law available to public	July 2, 2014
5. Public meeting of Council	July 17, 2014
6. Council considers adoption of background study and passage of by-law	Subsequent to Public Meeting
7. Newspaper notice given of by-law passage	By 20 days after passage
8. Last day for by-law appeal	40 days after passage
9. Township makes pamphlet available (where by-law not appealed)	By 60 days after in force date

2. CURRENT TOWNSHIP OF MELANCTHON POLICY

2. CURRENT TOWNSHIP OF MELANCTHON POLICY

2.1 Schedule of Charges

On November 5, 2009, the Township of Melancthon passed By-law 2009-22 under the *Development Charges Act, 1997*. The by-law imposes development charges for residential and non-residential uses. Further, on December 16, 2010, the Township passed By-law 2010-32 amending By-law 2009-22 which provided an exemption for non-residential agricultural developments.

The table below provides the rates currently in effect since the By-law passage.

Service	Residential				Non-Residential
	Single & Semi Detached	Multiples	Apartments with >= 2 Bedrooms	Apartments with < 2 Bedrooms	per ft ²
Roads and Related	3,599	3,131	2,125	1,451	2.97
Fire Protection Services	647	563	382	261	0.19
Outdoor Recreation Services	73	63	43	29	0.05
Indoor Recreation Services	581	505	343	234	0.36
Library Services	85	74	50	34	0.05
Administration	271	236	160	109	0.20
Total	5,256	4,572	3,103	2,118	3.82

2.2 Services Covered

The following services are covered under By-law 2009-22:

- Roads and Related;
- Fire Protection Services;
- Outdoor Recreation Services;
- Indoor Recreation Services;
- Library Services; and
- Administration.

2.3 Timing of DC Calculation and Payment

Development charges are calculated and payable in full on the date that the first building permit is issued in relation to a building or structure on land to which a development charge applies.

2.4 Indexing

By-law 2009-22 provides for the annual indexing of charges on January 1st of each year, without amendment to the by-law, in accordance with the prescribed index in the Act.

2.5 Redevelopment Allowance

As a result of the redevelopment of land, a building or structure existing on the same land within 5 years prior to the date of payment of development charges in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- (1) In the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charge under subsection 3.11 by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and
- (2) In the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charges under subsection 3.12 by the gross floor area that has been or will be demolished or converted to another principal use;

Provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment.

2.6 Exemptions

The following exemptions are provided under By-law 2009-22:

- a) Statutory exemptions:
 - The Township of Melancthon or a local board thereof;
 - a board of education;
 - the Corporation of the County of Dufferin or a local board thereof;
 - an enlargement to an existing dwelling unit;
 - one or two additional dwelling units in an existing single detached dwelling; or
 - one additional dwelling unit in any other existing residential building.
 - Notwithstanding any other provision of this by-law, no development charge is payable with respect to an enlargement of the gross floor area of an existing industrial building where the gross floor area is enlarged by 50 percent or less.

3. ANTICIPATED DEVELOPMENT IN THE TOWNSHIP OF MELANCTHON

3. ANTICIPATED DEVELOPMENT IN THE TOWNSHIP OF MELANCTHON

3.1 Requirements of the Act

Chapter 4 provides the methodology for calculating a development charge as per the *Development Charges Act, 1997*. Figure 4-1 presents this methodology graphically. It is noted in the first box of the schematic that in order to determine the development charge that may be imposed, it is a requirement of Section 5 (1) of the *Development Charges Act* that “the anticipated amount, type and location of development, for which development charges can be imposed, must be estimated.”

The growth forecast contained in this chapter (with supplemental tables in Appendix A) provides for the anticipated development for which the Township of Melancthon will be required to provide services, over a 10-year (2014-2024), and long-term (2014-2031) time horizon.

3.2 Basis of Population, Household and Non-Residential Gross Floor Area Forecast

The DC growth forecast has been derived from the Dufferin County Growth Management Strategy (GMS), 2008. In compiling the growth forecast, a number of information sources were also consulted to help assess residential and non-residential development potential over the forecast period; including:

- The Township of Melancthon Official Plan, Draft March, 2014;
- 2011 Census; and
- Discussions with Township planning staff.

3.3 Summary of Growth Forecast

A detailed analysis of the residential and non-residential growth forecasts is provided in Appendix A and the methodology employed is illustrated in Figure 3-1. The discussion provided herein summarizes the anticipated growth for the Township and describes the basis for the forecast. The results of the residential growth forecast analysis are summarized in Table 3-1 below, and *Schedule 1* in Appendix A.

The population is summarized both including and excluding the net Census undercount. The Census undercount represents the net number of persons missed during Census enumeration. As of 2011, the net Census undercount is estimated at approximately 4%. It is noted that the DC

calculation has been derived based on the population forecast excluding the net Census undercount. Accordingly, all references provided herein to the population forecast exclude the Census undercount.

As identified in Table 3-1 and *Schedule 1*, the Township’s population is anticipated to reach approximately 3,110 by 2024, and 3,280 by 2031, resulting in an increase of 310 and 470 persons, respectively, over the 10-year and long-term (2014 to 2031) forecast periods.

**FIGURE 3-1
HOUSEHOLD FORMATION – BASED POPULATION AND HOUSEHOLD FORECAST MODEL**

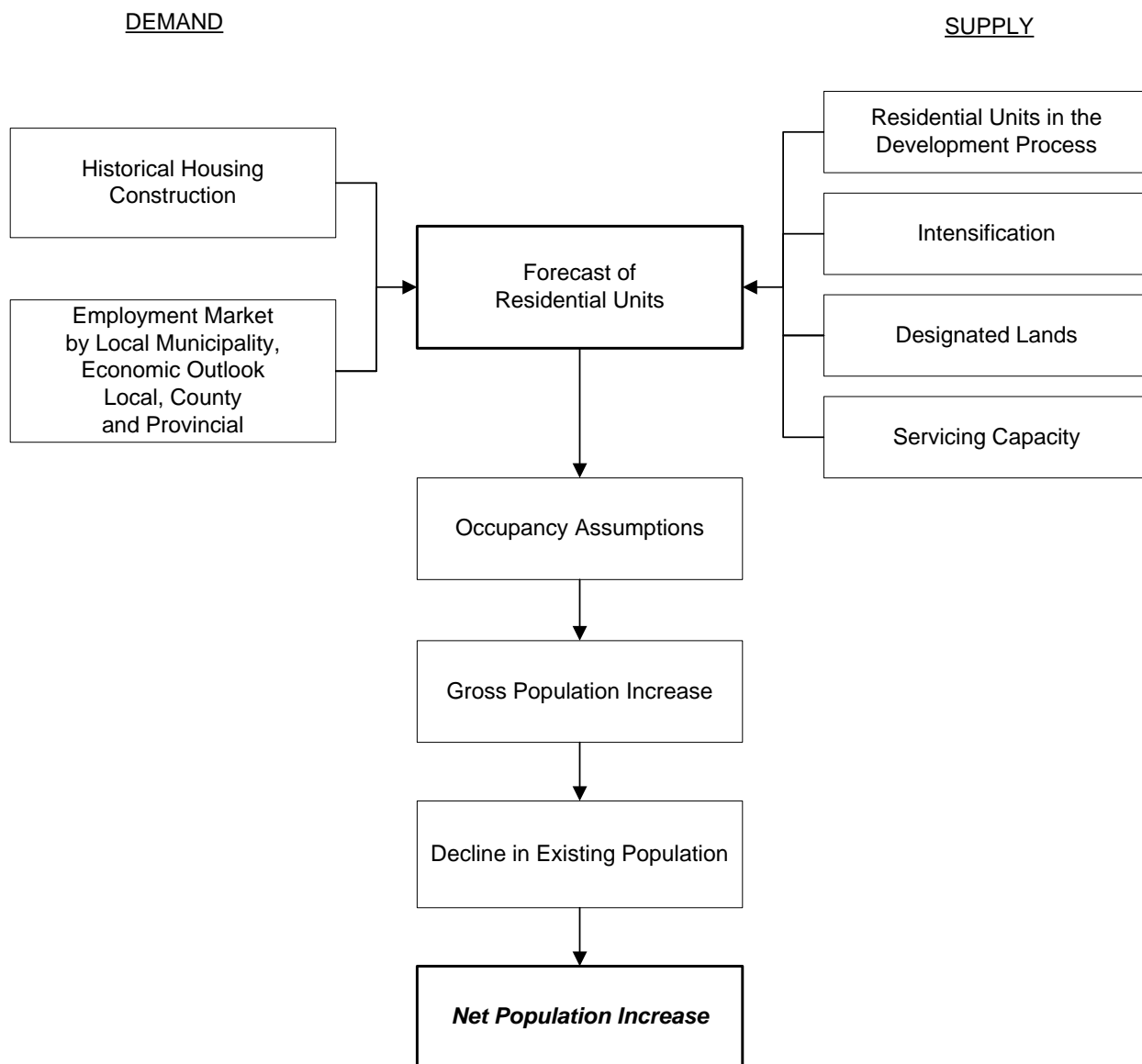


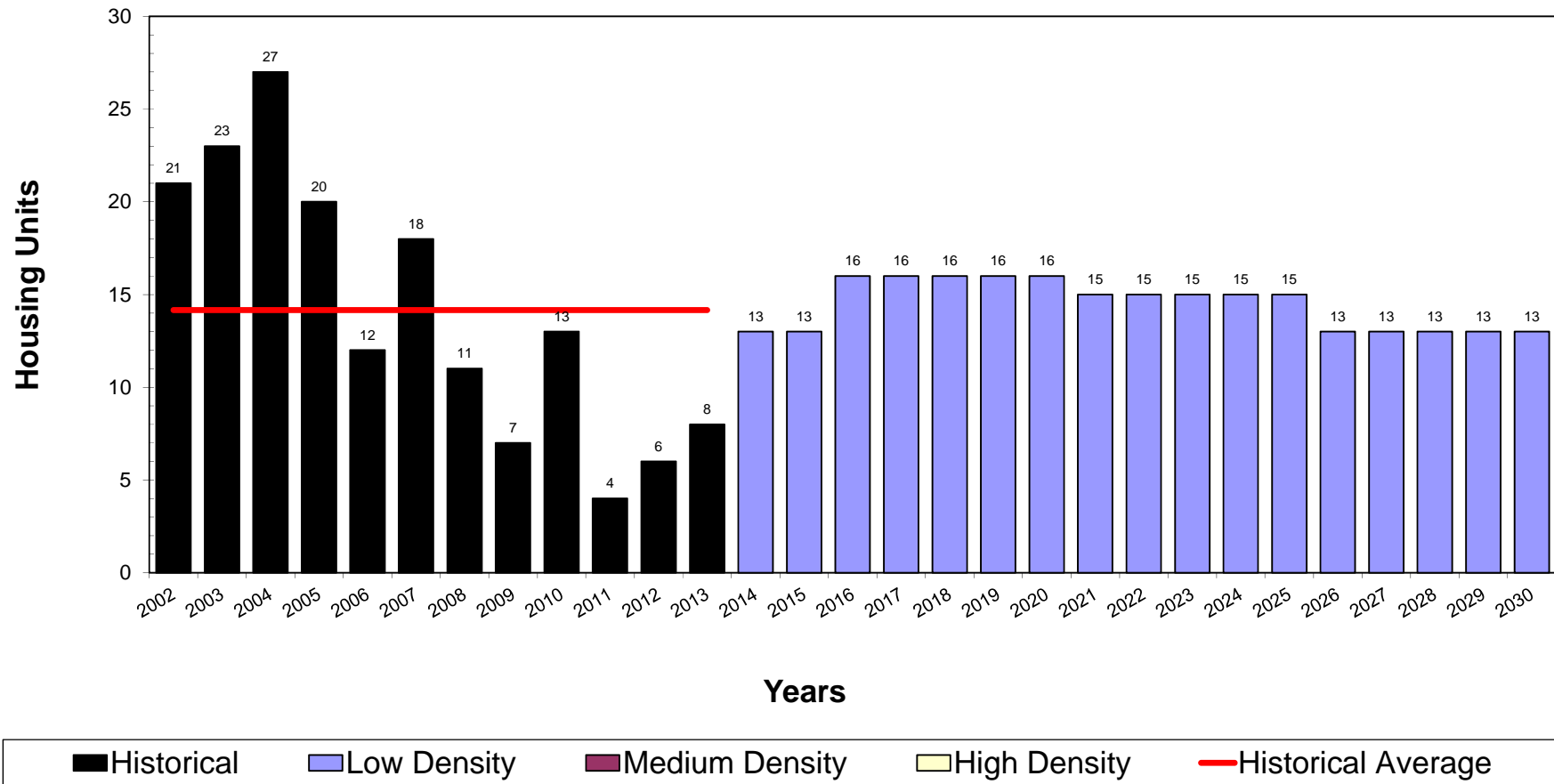
TABLE 3-1
TOWNSHIP OF MELANCTHON
RESIDENTIAL GROWTH FORECAST SUMMARY

Year	Population (Excluding Census Undercount)	Population (Including Census Undercount) ¹	Housing Units					Total Households	Person Per Unit (PPU)
			Singles & Semi- Detached	Multiple Dwellings ²	Apartments ³	Other			
<i>Mid 2001</i>	2,796	2,910	885	10	20	5	920	3.04	
<i>Mid 2006</i>	2,895	3,010	960	35	10	0	1,005	2.88	
<i>Mid 2011</i>	2,839	2,950	945	20	5	0	970	2.93	
<i>Mid 2014</i>	2,808	2,920	963	20	5	0	988	2.84	
<i>Mid 2024</i>	3,114	3,240	1,114	20	5	0	1,139	2.73	
<i>Mid 2031</i>	3,280	3,410	1,209	20	5	0	1,234	2.66	
Mid 2001 - Mid 2006	99	100	75	25	-10	-5	85		
Mid 2006 - Mid 2011	-56	-60	-15	-15	-5	0	-35		
Mid 2011 - Mid 2014	-31	-30	18	0	0	0	18		
Mid 2014 - Mid 2024	306	320	151	0	0	0	151		
Mid 2014 - Mid 2031	472	490	246	0	0	0	246		

Source: Watson & Associates Economists Ltd., 2014. Derived from the Ministry of Energy and Infrastructure memo regarding Dufferin County allocations, August 13, 2010. Forecasts contained in this memo are consistent with the Growth Plan for the Greater Golden Horseshoe targets, as identified in Schedule 3 of the Growth Plan.

1. Census Undercount estimated at approximately 4%. Note: Population Including the Undercount has been rounded.
2. Includes townhomes and apartments in duplexes.
3. Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

FIGURE 3-2
ANNUAL HOUSING FORECAST¹



Source: Historical housing activity (2002-2013) based on Statistics Canada building permits, Catalogue 64-001-XIB
1. Growth Forecast represents calendar year.

1. Unit Mix (Appendix A – Schedules 1 through 5)

- The unit mix for the Township was derived from a review of historical development activity (as per *Schedule 5*), and discussions with planning staff regarding anticipated residential development trends for the Township.
- Based on the above, the long-term (2014-2031) household growth forecast is comprised of a housing unit mix of approximately 100% low density (single detached and semi-detached), 0% medium density (multiples except apartments) and 0% high density (bachelor, 1 bedroom and 2 bedroom apartments).

2. Geographic Location of Residential Development (Appendix A – Schedule 1)

- Schedule 1 summarizes the anticipated amount, type and location of development for the Township of Melancthon.

3. Planning Period

- Short and longer-term time horizons are required for the DC process. The DCA limits the planning horizon for certain services, such as parks, recreation and libraries, to a 10-year planning horizon. Services such as roads, fire, water and wastewater services utilize a longer planning period.

4. Population in New Units (Appendix A - Schedules 2 through 4)

- The number of permanent housing units to be constructed in Melancthon during the short-term and long-term periods are presented on Figure 3-2. Over the long-term (2014-2031) forecast period, the Township is anticipated to average 14 new housing units per year.
- Population in new units is derived from *Schedules 2, 3, and 4*, which incorporate historical development activity, anticipated units (see unit mix discussion) and average persons per unit by dwelling type for new units.
- *Schedule 6* summarizes the average number of persons per unit (PPU) for the new housing units by age and type of dwelling based on a 2011 custom Census data. Due to data limitations, low, medium and high density PPU's were derived from the Dufferin County as outlined in *Schedule 6*. The total calculated PPU for all density types has been adjusted to account for the downward PPU trend which has been recently experienced in both new and older units, largely due to the aging of the population. Adjusted 20-year average PPU's by dwelling type are as follows:

- Low density: 3.26
- Medium density: 2.32
- High density: 1.37

5. Existing Units and Population Change (Appendix A – Schedules 2, 3 and 4)

- Existing households as of 2014 are based on the 2011 Census households, plus estimated residential units constructed between 2011 and 2013 assuming a 6-month lag between construction and occupancy (see *Schedule 3*).
- The decline in average occupancy levels for existing housing units is calculated in *Schedules 2 through 4*, by aging the existing population over the forecast period. The forecast population decline in existing households over the 2014 to 2031 forecast period is estimated at approximately 330.

6. Employment (Appendix A, Schedules 8a through 10)

- The employment projections is largely based on the activity rate method, which is defined as the number of jobs in a municipality divided by the number of residents. Key employment sectors include primary, industrial, commercial/population-related, institutional, and work at home, which are considered individually below.
- The Township of Melancthon 2011¹ employment by place of work is outlined in *Schedule 8a*. The 2011 employment base is comprised of the following sectors:
 - 0 primary (approx. 0%);
 - 215 work at home employment (approx. 78%);
 - 35 industrial (approx. 13%);
 - 25 commercial/population related (approx. 9%); and
 - 0 institutional (approx. 0%).
- The 2011 employment estimate by usual place of work, including work at home, is estimated at 275. An additional 40 employees have been identified for the Township in 2011 that have no fixed place of work (NFPOW).² The 2011 employment base, including NFPOW, totals approximately 315.
- Total employment, including work at home and NFPOW, for the Township of Melancthon is anticipated to reach approximately 360 by 2024 and 380 by 2031.

¹ Derived from 2011 "Place of Work" employment data, Statistics Canada.

² Statistics Canada defines "No Fixed Place of Work" (NFPOW) employees as, "persons who do not go from home to the same work place location at the beginning of each shift. Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc."

This represents an employment increase of 40 for the 10-year forecast period, and 60 for the long-term (2014-2031) forecast period.

- *Schedule 8b*, Appendix A, summarizes the employment forecast, excluding work at home employment and NFPOW employment, which is the basis for the DC employment forecast. The impact on municipal services from work at home employees have already been included in the population forecast. The impacts of municipal services related to NFPOW employees have largely been included in the employment forecast by usual place of work (i.e. employment and GFA in the retail and accommodation sector generated from NFPOW construction employment). Furthermore, since these employees have no fixed work address, they cannot be captured in the non-residential gross floor area (GFA) calculation. Accordingly, work at home and NFPOW employees have been removed from the DC employment forecast and calculation.
- Total employment for the Township of Melancthon (excluding work at home and NFPOW employment) is anticipated to reach approximately 100 by 2024, and 120 by 2031. This represents an employment increase of 30 and 50, over the 10-year and long-term (2014-2031) forecast periods, respectively.

7. Non-Residential Sq.ft. Estimates (Gross Floor Area (GFA), Appendix A, *Schedule 8b*)

- Square footage estimates were calculated in *Schedule 8b* based on the following employee density assumptions:
 - 2,000 sq.ft. per employee for industrial;
 - 600 sq.ft. per employee for commercial/population-related; and
 - 900 sq.ft. per employee for institutional employment.
- The Township-wide incremental Gross Floor Area (GFA) increase is anticipated to be approximately 40,200 sq.ft. over the 10-year, and 68,200 sq.ft. over the long-term (2014-2031) forecast period.
- In terms of percentage growth, the long-term incremental GFA forecast by sector is broken down as follows:
 - industrial – (approx. 76%);
 - commercial/population-related – (approx. 24%); and
 - institutional – (approx. 0%).

4. THE APPROACH TO CALCULATION OF THE CHARGE

4. THE APPROACH TO CALCULATION OF THE CHARGE

4.1 Introduction

This chapter addresses the requirements of s.s.5(1) of the DCA, 1997 with respect to the establishment of the need for service which underpins the development charge calculation. These requirements are illustrated schematically in Figure 4-1.

4.2 Services Potentially Involved

Table 4-1 lists the full range of municipal service categories which are provided within the Township.

A number of these services are defined in s.s.2(4) of the DCA, 1997 as being ineligible for inclusion in development charges. These are shown as “ineligible” on Table 4-1. Two ineligible costs defined in s.s.5(3) of the DCA are “computer equipment” and “rolling stock with an estimated useful life of (less than) seven years...” In addition, local roads are covered separately under subdivision agreements and related means (as are other local services). Services which are potentially eligible for inclusion in the Township’s development charge are indicated with a “Yes.”

4.3 Increase in the Need for Service

The development charge calculation commences with an estimate of “the increase in the need for service attributable to the anticipated development,” for each service to be covered by the by-law. There must be some form of link or attribution between the anticipated development and the estimated increase in the need for service. While the need could conceivably be expressed generally in terms of units of capacity, s.s.5(1)3, which requires that Municipal Council indicate that it intends to ensure that such an increase in need will be met, suggests that a project-specific expression of need would be most appropriate.

4.4 Local Service Policy

Some of the need for services generated by additional development consists of local services related to a plan of subdivision. As such, they will be required as a condition of subdivision agreements or consent conditions.

Figure 4-1
The Process of Calculating a Development Charge under the DCA, 1997

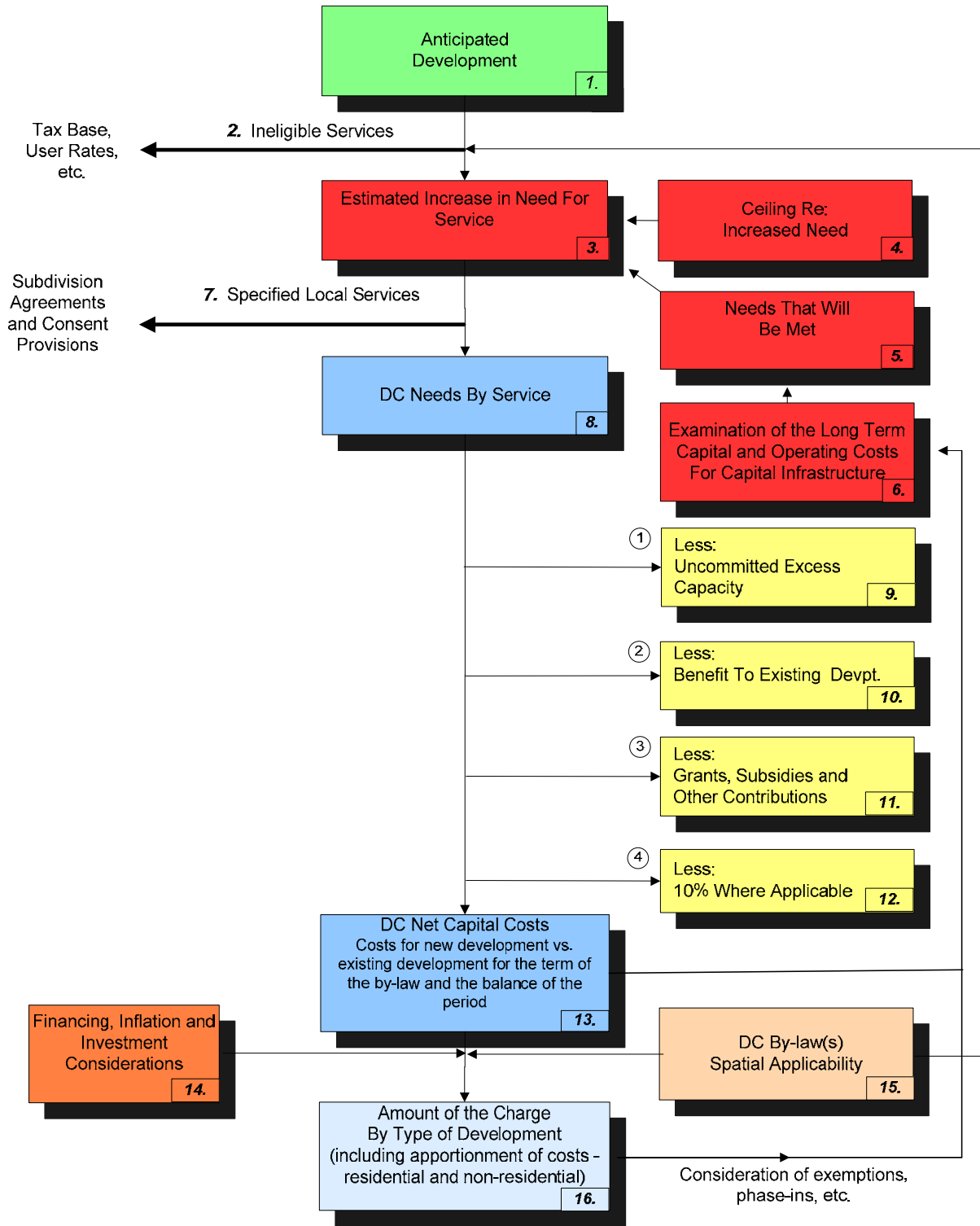


TABLE 4-1
CATEGORIES OF MUNICIPAL SERVICES
TO BE ADDRESSED AS PART OF THE CALCULATION

CATEGORIES OF MUNICIPAL SERVICES	ELIGIBILITY FOR INCLUSION IN THE DC CALCULATION	SERVICE COMPONENTS	MAXIMUM POTENTIAL DC RECOVERY %
1. Services Related to a Highway	Yes Yes No Yes Yes	1.1 Arterial roads 1.2 Collector roads 1.3 Area municipal roads 1.4 Traffic signals 1.5 Sidewalks and streetlights	100 100 0 100 0-100
2. Other Transportation Services	n/a n/a n/a No Yes Yes n/a n/a	2.1 Transit vehicles 2.2 Other transit infrastructure 2.3 Municipal parking spaces - indoor 2.4 Municipal parking spaces - outdoor 2.5 Works Yards 2.6 Rolling stock ¹ 2.7 Ferries 2.8 Airport facilities	90 90 90 90 100 100 90 90
3. Storm Water ² Drainage and Control Services	No No No	3.1 Main channels and drainage trunks 3.2 Channel connections 3.3 Retention/detention ponds	0-100 0-100 0-100
4. Fire Protection Services	Yes Yes Yes	4.1 Fire stations 4.2 Fire pumpers, aerials and rescue vehicles 4.3 Small equipment and gear	100 100 100
5. Outdoor Recreation Services (i.e. Parks and Open Space)	Ineligible Yes Yes n/a Yes Yes	5.1 Acquisition of land for parks, woodlots and ESAs 5.2 Development of area municipal parks 5.3 Development of district parks 5.4 Development of Community County-wide parks 5.5 Development of special purpose parks 5.6 Parks rolling stock ¹ and yards	0 90 90 90 90 90
6. Indoor Recreation Services	Yes Yes	6.1 Arenas, indoor pools, fitness facilities, community centres, etc. (including land) 6.2 Recreation vehicles and equipment ¹	90 90
7. Library Services	Yes Yes	7.1 Public library space (incl. furniture and equipment) 7.2 Library materials	90 90
8. Electrical Power Services	Ineligible Ineligible Ineligible	8.1 Electrical substations 8.2 Electrical distribution system 8.3 Electrical system rolling stock ¹	0 0 0
9. Provision of Cultural, Entertainment and Tourism Facilities and Convention Centres	Ineligible Ineligible	9.1 Cultural space (e.g. art galleries, museums and theatres) 9.2 Tourism facilities and convention centres	0 0
10. Waste Water Services	n/a n/a	10.1 Treatment plants 10.2 Sewage trunks	100 100

¹with 7+ year life time

*same percentage as service component to which it pertains
computer equipment excluded throughout

²Included as a local service

CATEGORIES OF MUNICIPAL SERVICES	ELIGIBILITY FOR INCLUSION IN THE DC CALCULATION	SERVICE COMPONENTS	MAXIMUM POTENTIAL DC RECOVERY %
	n/a n/a	10.3 Local systems 10.4 Vehicles and equipment	0 100
11. Water Supply Services	n/a n/a n/a	11.1 Treatment plants 11.2 Distribution systems 11.3 Local systems	100 100 0
12. Waste Management Services	Ineligible Ineligible Ineligible	12.1 Collection, transfer vehicles and equipment 12.2 Landfills and other disposal facilities 12.3 Other waste diversion facilities	0 0 0
13. Police Services	No No Yes	13.1 Police detachments 13.2 Police rolling stock ¹ 13.3 Small equipment and gear	100 100 100
14. Homes for the Aged	n/a	14.1 Homes for the aged space	90
15. Day Care	n/a	15.1 Day care space	90
16. Health	n/a	16.1 Health department space	90
17. Social Services	n/a	17.1 Social service space	90
18. Ambulance	n/a n/a	18.1 Ambulance station space 18.2 Vehicles ¹	90 90
19. Hospital Provision	Ineligible	19.1 Hospital capital contributions	
20. Provision of Headquarters for the General Administration of Municipalities and Area Municipal Boards	Ineligible Ineligible Ineligible	20.1 Office space (all services) 20.2 Office furniture 20.3 Computer equipment	0 0 0
21. Other Services	Yes Yes	21.1 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land [*] and facilities, including the DC background study cost 21.2 Interest on money borrowed to pay for growth-related capital	0-100 0-100

¹ with a 7+ year life time

* same percentage as service component to which it pertains

4.5 Capital Forecast

Paragraph 7 of s.s.5(1) of the DCA requires that “the capital costs necessary to provide the increased services must be estimated.” The Act goes on to require two potential cost reductions and the Regulation sets out the way in which such costs are to be presented. These requirements are outlined below.

These estimates involve capital costing of the increased services discussed above. This entails costing actual projects or the provision of service units, depending on how each service has been addressed.

The capital costs include:

- a) costs to acquire land or an interest therein (including a leasehold interest);
- b) costs to improve land;
- c) costs to acquire, lease, construct or improve buildings and structures;
- d) costs to acquire, lease or improve facilities, including rolling stock (with a useful life of 7 or more years), furniture and equipment (other than computer equipment), materials acquired for library circulation, reference or information purposes;
- e) interest on money borrowed to pay for the above-referenced costs;
- f) costs to undertake studies in connection with the above-referenced matters; and
- g) costs of the development charge background study.

In order for an increase in need for service to be included in the DC calculation, Municipal Council must indicate “...that it intends to ensure that such an increase in need will be met” (s.s.5 (1)3). This can be done if the increase in service forms part of a Council-approved Official Plan, capital forecast or similar expression of the intention of Council (O.Reg. 82/98 s.3). The capital program contained herein reflects the Township’s approved and proposed capital budgets and master servicing/needs studies.

4.6 Treatment of Credits

Section 8 para. 5 of O.Reg. 82/98 indicates that a development charge background study must set out “the estimated value of credits that are being carried forward relating to the service.” s.s.17 para. 4 of the same Regulation indicates that “...the value of the credit cannot be recovered from future development charges,” if the credit pertains to an ineligible service. This implies that a credit for eligible services can be recovered from future development charges. As a result, this provision should be made in the calculation, in order to avoid a funding shortfall with respect to future service needs. There are no outstanding credit obligations to be included in the DC calculations at this time.

4.7 Eligible Debt and Committed Excess Capacity

Section 66 of the DCA, 1997 states that, for the purposes of developing a development charge by-law, a debt incurred with respect to an eligible service may be included as a capital cost, subject to any limitations or reductions in the Act. Similarly, s.18 of O.Reg. 82/98 indicates that debt with respect to an ineligible service may be included as a capital cost, subject to several restrictions.

In order for such costs to be eligible, two conditions must apply. First, they must have funded excess capacity which is able to meet service needs attributable to the anticipated development. Second, the excess capacity must be “committed,” that is, either before or at the time it was created, Council must have expressed a clear intention that it would be paid for by development charges or other similar charges; for example, this may have been done as part of previous development charge processes. It is noted that there is not outstanding debentures issued to-date on growth related projects and therefore, no interest costs are required to be recovered at this time.

4.8 Existing Reserve Funds

Section 35 of the DCA states that:

“The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 8 of subsection 5(1).”

There is no explicit requirement under the DCA calculation method set out in s.s.5(1) to net the outstanding reserve fund balance as part of making the DC calculation; however, s.35 does restrict the way in which the funds are used in future.

For services which are subject to a per capita based, service level “cap,” the reserve fund balance should be applied against the development-related costs for which the charge was imposed, once the project is constructed (i.e. the needs of recent growth). This cost component is distinct from the development-related costs for the next 10-year period, which underlie the DC calculation herein.

The alternative would involve the Township spending all reserve fund monies prior to renewing each by-law, which would not be a sound basis for capital budgeting. Thus, the Township will use these reserve funds for the Township’s cost share of applicable development-related projects, which are required but have not yet been undertaken, as a way of directing the funds to the benefit of the development which contributed them (rather than to future development, which will generate the need for additional facilities directly proportionate to future growth).

The Township's Development Charge Reserve Fund Balance by service at December 31, 2013 is shown below:

Service	Totals
Roads and Related	\$352,617.83
Fire Protection Services	\$39,422.64
Police Services	\$26,419.91
Parks & Recreation	\$85,107.98
Library Services	\$10,418.09
Administration	\$33,827.70
Total	\$547,814.15

4.9 Deductions

The DCA, 1997 potentially requires that five deductions be made to the increase in the need for service. These relate to:

- the level of service ceiling;
- uncommitted excess capacity;
- benefit to existing development;
- anticipated grants, subsidies and other contributions; and
- 10% reduction for certain services.

The requirements behind each of these reductions are addressed as follows:

4.9.1 *Reduction Required by Level of Service Ceiling*

This is designed to ensure that the increase in need included in 4.3 does "...not include an increase that would result in the level of service (for the additional development increment) exceeding the average level of the service provided in the Township over the 10-year period immediately preceding the preparation of the background study..." O.Reg. 82.98 (s.4) goes further to indicate that "...both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service."

In many cases, this can be done by establishing a quantity measure in terms of units as floor area, land area or road length per capita and a quality measure, in terms of the average cost of providing such units based on replacement costs, engineering standards or recognized performance measurement systems, depending on circumstances. When the quantity and quality factor are multiplied together, they produce a measure of the level of service, which meets the requirements of the Act, i.e. cost per unit.

The average service level calculation sheets for each service component in the DC calculation are set out in Appendix B.

4.9.2 Reduction for Uncommitted Excess Capacity

Paragraph 5 of s.s.5(1) requires a deduction from the increase in the need for service attributable to the anticipated development that can be met using the Township's "excess capacity," other than excess capacity which is "committed" (discussed above in 4.6).

"Excess capacity" is undefined, but in this case must be able to meet some or all of the increase in need for service, in order to potentially represent a deduction. The deduction of uncommitted excess capacity from the future increase in the need for service would normally occur as part of the conceptual planning and feasibility work associated with justifying and sizing new facilities, e.g. if a road widening to accommodate increased traffic is not required because sufficient excess capacity is already available, then widening would not be included as an increase in need, in the first instance.

4.9.3 Reduction for Benefit to Existing Development

This step involves a further reduction in the need, by the extent to which such an increase in service would benefit existing development. The level of services cap in 4.4 is related, but is not the identical requirement. Sanitary, storm and water trunks are highly localized to growth areas and can be more readily allocated in this regard than other services such as roads which do not have a fixed service area.

Where existing development has an adequate service level which will not be tangibly increased by an increase in service, no benefit would appear to be involved. For example, where expanding existing library facilities simply replicates what existing residents are receiving, they receive very limited (or no) benefit as a result. On the other hand, where a clear existing service problem is to be remedied, a deduction should be made accordingly.

In the case of services such as recreation facilities, community parks, libraries, etc., the service is typically provided on a Township-wide system basis. For example, facilities of the same type may provide different services (i.e. leisure pool vs. competitive pool), different programs (i.e. hockey vs. figure skating) and different time availability for the same service (i.e. leisure skating available on Wednesday in one arena and Thursday in another). As a result, residents will travel to different facilities to access the services they want at the times they wish to use them, and facility location generally does not correlate directly with residence location. Even where it does, displacing users from an existing facility to a new facility frees up capacity for use by others and generally results in only a very limited benefit to existing development. Further, where an increase in demand is not met for a number of years, a negative service impact to existing development is involved for a portion of the planning period.

4.9.4 Reduction for Anticipated Grants, Subsidies and Other Contributions

This step involves reducing the capital costs necessary to provide the increased services by capital grants, subsidies and other contributions made or anticipated by Council and in accordance with various rules such as the attribution between the share related to new vs. existing development. That is, some grants and contributions may not specifically be applicable to growth, such as the COMRIF Grant program or where Council targets fundraising as a measure to offset impacts on taxes (O.Reg. 82.98 s.6).

4.9.5 The 10% Reduction

Paragraph 8 of s.s.(1) of the DCA requires that, “the capital costs must be reduced by 10 percent.” This paragraph does not apply to water supply services, waste water services, storm water drainage and control services, services related to a highway, police and fire protection services. The primary services to which the 10% reduction does apply include services such as parks, recreation, libraries, childcare/social services, the *Provincial Offences Act*, ambulance, homes for the aged, health and transit.

The 10% is to be netted from the capital costs necessary to provide the increased services, once the other deductions have been made, as per the infrastructure costs sheets in Chapter 5.

5. DEVELOPMENT CHARGE ELIGIBLE COST ANALYSIS BY SERVICE

5. DEVELOPMENT CHARGE ELIGIBLE COST ANALYSIS BY SERVICE

5.1 Introduction

This chapter outlines the basis for calculating eligible costs for the development charges to be applied on a uniform basis. In each case, the required calculation process set out in s.5(1) paragraphs 2 to 8 in the DCA, 1997 and described in Chapter 4, was followed in determining DC eligible costs.

The nature of the capital projects and timing identified in the Chapter reflects Council's current intention. However, over time, Township projects and Council priorities change and accordingly, Council's intentions may alter and different capital projects (and timing) may be required to meet the need for services required by new growth.

5.2 Service Levels and 10-Year Capital Costs for DC Calculation

This section evaluates the development-related capital requirements for all of the "softer" services over a 10-year planning period. Each service component is evaluated on two format sheets: the average historical 10-year level of service calculation (see Appendix B), which "caps" the DC amounts; and, the infrastructure cost calculation, which determines the potential DC recoverable cost.

5.2.1 Administration

The DCA permits the inclusion of studies undertaken to facilitate the completion of the Township's capital works program. The Township has made provision for the inclusion of new studies undertaken to facilitate this DC process, as well as other studies which benefit growth (in whole or in part). The listing of studies included in the DC includes the following:

- Official Plan;
- Zoning By-law;
- Two Development Charge Studies;
- Strategic Plan; and
- Fire Master Plan (Shared with Shelburne)

The cost of these studies is \$220,393, of which \$35,900 is existing benefit and the balance associated with growth over the forecast period. In addition to these studies; an deduction to recognize the surplus in the DC reserve fund balance has been made for \$33,828. The net growth-related capital cost, after the mandatory 10% deduction and the application of the

existing reserve balance, is \$132,216 and has been included in the development charge. This cost has been allocated 91% residential and 9% non-residential based on the incremental growth in population to employment for the 10-year forecast period.

INFRASTRUCTURE COSTS COVERED IN THE DC CALCULATION

Township of Melancthon
Service Administration Studies

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2014\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Subtotal	Less:	Potential DC Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development		Other (e.g. 10% Statutory Deduction)	Total	Residential Share	Non-Residential Share
	2014-2023											91%	9%
1	Development Charge Study	2014	17,220	0		17,220	0		17,220	1,722	15,498	14,031	1,467
2	Development Charge Study	2019	24,800	0		24,800	0		24,800	2,480	22,320	20,207	2,113
3	Official Plan	2014	63,600	0		63,600	15,900		47,700	4,770	42,930	38,866	4,064
4	Zoning By-law	2015	60,000	0		60,000	15,000		45,000	4,500	40,500	36,666	3,834
5	Strategic Plan	2016	50,000	0		50,000	5,000		45,000	4,500	40,500	36,666	3,834
6	Fire Master Plan (Share of Shelburne Plan - 15.91% of \$30,000)	2019	4,773	0		4,773	0		4,773	477	4,296	3,889	407
7	Reserve Fund Adjustment			0			33,828		(33,828)		(33,828)	(30,625)	(3,203)
	Total		220,393	0	0	220,393	69,728	0	150,665	18,449	132,216	119,699	12,517

5.2.2 Indoor Recreation Services

With respect to recreation facilities, the Township currently provides the service from a number of facilities that are shared with neighbouring municipalities as well as the Horning Mills Hall which is located within the Township. Based on the shared portions Melancthon is responsible for, these facilities amount to a total of 13,853 sq.ft. of space. The average historic level of service for the previous ten years has been approximately 4.49 sq.ft. of space per capita or an investment of \$877 per capita. Based on this service standard, the Township would be eligible to collect \$268,365 from DCs for facility space.

The Township has provided for their portion (15%) of the Centre Dufferin Recreation Complex Arena Project which includes the addition of a second ice pad and walking track. The Township's share of this project equates to a total of \$642,400 with \$223,600 attributable to existing development, \$65,400 attributable to growth in the post 10-year forecast period, and the balance of \$353,400 attributable to growth within the 10-year forecast period. A deduction for the surplus balance in the DC reserve fund of \$85,108 has also been made. Therefore, the net balance after the mandatory 10% deduction, of \$232,952 has been included in the development charge.

While indoor recreation service usage is predominately residential-based, there is some use of the facility by non-residential users. To acknowledge this use, the growth-related capital costs have been allocated 95% residential and 5% non-residential.

5.2.3 Outdoor Recreation Services

The Township currently provides 2.5 acres of parkland at Horning Mills Park. This provides an average of 0.9 acres of parkland per 1,000 population or \$38 per capita. When applied over the forecast period, this average level of service translates into a DC-eligible amount of \$11,747.

The Development of a play structure has been identified for inclusion in the DC at a total cost of \$21,000. From this amount, deductions of \$4,300 for existing benefit and \$5,000 from other sources and a net \$11,700 from growth within the 10-year forecast period. After the 10% mandatory deduction the amount for inclusion in the DC is \$10,530.

As the predominant users of outdoor recreation tend to be residents of the Township, the forecast growth-related costs have been allocated 95% to residential and 5% to non-residential.

INFRASTRUCTURE COSTS COVERED IN THE DC CALCULATION

Township of Melancthon
Service Parkland Development

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2014\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Subtotal	Less:	Potential DC Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development		Other (e.g. 10% Statutory Deduction)	Total	Residential Share	Non- Residential Share
	2014-2023											95%	5%
1	Horning Mills Park Development Play Structure	2014	21,000	0		21,000	4,300	5,000	11,700	1,170	10,530	10,004	527
	Total		21,000	0	0	21,000	4,300	5,000	11,700	1,170	10,530	10,004	527

5.2.4 Library Services

The Township provides Library facility space through shared agreements with Shelburne and Southgate. Based on Melancthon's share, there is a total of 911 sq.ft. of floor area. Over the past ten years, the average level of service was 0.32 sq.ft. of space per capita or an investment of \$67 per capita. Based on this service standard, the Township would be eligible to collect \$20,349 from DC's for library facility space.

Currently a provision for upgrades, renovations and furnishings at the Shelburne Library has been identified with Melancthon responsible for 15.6% of the costs or \$18,000. Of the total cost, 50% will benefit existing development and 50% will benefit growth over the 10-year forecast period. In addition to the Shelburne project, a provision of \$10,000 has been included for future expansion needs required to service growth over the forecast period. The net total of these cost, after the 10% mandatory deduction, is \$17,100 for inclusion in the development charge calculations.

The net growth-related capital cost, after a post period benefit deduction of \$5.4 million, the mandatory 10% deduction and the application of the existing reserve balance is \$1.0 million, and has been included in the development charge.

In addition to facility space, Melancthon shares in the cost of the collection of books and periodicals at the Shelburne library. The Township's share (15.6%) provides for a total of 6,151 items which translates into a service standard of \$48 per capita or 1.85 items per capita. This service standard provides the Township with an eligible amount of \$14,737 from DC's for additional library collection items. Growth will result in the need for the collection to increase over time, therefore, a provision of \$40,600 has been included with \$15,500 attributable to growth in the post 10-year forecast period and \$25,100 attributable to growth in the current 10-year forecast period. In addition to this provision, a deduction has been included to recognize the surplus in the DC reserve fund of \$10,418. The net amount, after the mandatory deduction of 10%, that has been included in the development charge calculations is \$12,172.

While library usage is predominately residential-based, there is some use of the facility by non-residential users. To acknowledge this use the growth-related capital costs have been allocated 95% residential and 5% non-residential.

INFRASTRUCTURE COSTS COVERED IN THE DC CALCULATION

Township of Melancthon
Service Library Collection Materials

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2014\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Subtotal	Less:	Potential DC Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development		Other (e.g. 10% Statutory Deduction)	Total	Residential Share	Non- Residential Share
	2014-2023											95%	5%
1	Additional Collection Materials	2014-2023	40,600	15,500		25,100	0		25,100	2,510	22,590	21,461	1,130
2	Reserve Fund Adjustment						10,418		(10,418)		(10,418)	(9,897)	(521)
	Total		40,600	15,500	0	25,100	10,418	0	14,682	2,510	12,172	11,563	609

5.3 Service Levels and 18-Year Capital Costs for Melancthon's DC Calculation

This section evaluates the development-related capital requirements for those services with 18-year capital costs.

5.3.1 Fire Protection Services

The Fire Services is a shared service between the Township of Melancthon, Township of Mulmur, Township of Southgate and Town of Shelburne. Each Township/Town shares the stations situated in each respective municipality as well as the vehicles and equipment. Melancthon's share of the Mulmur/Melancthon station is 50%, 5.52% of the Southgate (Dundalk) station and 15.91% of the Shelburne station. Therefore, Melancthon share of facility space is equal to 4,596 sq.ft. of facility space, providing for a per capita average level of service of 1.53 sq.ft. per capita or \$288 per capita. This level of service provides the Township with a maximum DC-eligible amount for recovery over the forecast period of \$136,101.

Based on the most recent DC study for Shelburne, a provision for expansion of additional facility space has been identified with 15.91% attributable to Melancthon. This equates to \$50,500 for inclusion in the DC. A deduction of \$39,423 to recognize the current DC reserve fund surplus has been made resulting in a net of \$11,077 to be included in the calculation of the DCs.

Based on the current shares as mention above, Melancthon's share of the current vehicle inventory equates to 4.36 vehicles. The total DC-eligible amount calculated for fire vehicles over the forecast period is approximately \$118,800, based on a standard of \$252 per capita. The need for an additional vehicle in Shelburne, as well as additional vehicles at the Mulmur/Melancthon station have been identified at a total cost of \$64,300. This amount has been included in the development charge.

Melancthon's share of small equipment and gear provides \$165,159 of for the use in fire services. The calculated average level of service for the historic 10-year period is \$57 per capita, providing for a DC-eligible amount over the forecast period of approximately \$27,000 for small equipment and gear.

Based on growth-related needs projected through Shelburne's DC study, the Township is responsible for their share of costs for small equipment and gear for eight additional firefighters over the forecast period. This equates to \$7,103 which has been included in the development charge calculations.

These costs are shared between residential and non-residential based on the incremental population and employment forecast, resulting in 90% being allocated to residential development and 10% being allocated to non-residential development.

5.3.2 Police Services

The Township provides police services through an agreement with the OPP. As part of the agreement Melancthon is responsible to outfit police officers. Based on the current agreement with the OPP, 2.49 police officers are accommodated for provision of services. This provides for a per capita average level of service of 0.8 officers per capita or \$6 per capita. This level of service provides the Town with a maximum DC-eligible amount for recovery over the 18-year forecast period of \$2,941.

To service growth over the 18-year forecast period, staff have identified for the need to include a provision for additional equipment and gear for police officers at a total amount of 29,360. The current surplus in the DC reserve fund of \$26,420 has been deducted resulting in a net growth related cost of \$2,940 for inclusion in the DC calculations.

The residential/non-residential capital cost allocation for roads would be based on a 90%/10% split, based on the incremental growth in population to employment for the 18-year forecast period.

5.3.3 Roads and Related Services

Melancthon owns and maintains 567 km of arterial and collector roads, as well as 20 bridges/structure and 28 culverts. This provides an average level of investment of \$18,406 per capita, resulting in a DC-eligible recovery amount of \$8.69 million over the 18-year forecast period.

With respect to future needs, the identified roads program was reviewed with staff and totals \$3,104,000. The capital projects include various works related to adding capacity to the roads system including upgrades to roads, bridges and culverts. Deductions have been made against the total cost in the amounts of \$2,422,500 for costs related to existing development and \$352,618 to recognize the current DC reserve fund surplus. Therefore, the net growth related cost attributable to growth in the 18-year forecast is \$328,882, which has been included in the DC calculations.

The Public Works Department has a variety of vehicles and major equipment totalling \$2,115,000. The inventory provides for a per capita standard of \$750. Over the forecast period, the DC-eligible amount for vehicles and equipment is \$353,953. A provision for additional vehicles and equipment has been identified for the forecast period in the amount of \$350,000. This amount has been included in the DC calculation.

The Township operates their Public Works service from one main works garage facility along with a sand storage facility. These buildings provide 14,336 sq. ft. of building area, providing for an average level of service of 5.02 sq. ft. per capita or \$838/capita. This level of service provides the Township with a maximum DC-eligible amount for recovery over the 18 year forecast period of \$395,527. The Township has identified the need for additional facility space at a total cost of \$420,000. From this amount, a deduction of \$24,500 has been made for the component that benefits existing development. The net growth related of \$395,500 has been included in the DC calculations.

The residential/non-residential capital cost allocation for roads would be based on a 90%/10% split, based on the incremental growth in population to employment for the 18-year forecast period.

INFRASTRUCTURE COSTS COVERED IN THE DC CALCULATION

Township of Melancthon
Service: Roads

Prj .No	Increased Service Needs Attributable to Anticipated Development 2014-2031	Timing (year)	Gross Capital Cost Estimate (2014\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential DC Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 90%	Non-Residential Share 10%
	Road Upgrades										
1	2nd Ln NE Cty 9 to Townline (pulverize, gravel and pave)	2015	350,000	0		350,000	260,000		90,000	80,914	9,086
2	5th Ln - Cty Rd 17 N to 15 Sideroad (pulverize, gravel and pave)	2016	302,000	0		302,000	224,400		77,600	69,766	7,834
3	4th Ln NE from 250 Sideroad N to Cty 9	2017	440,000	0		440,000	326,900		113,100	101,682	11,418
4	4th Ln OS - Hwy 10 to Cty 17 (pulverize, gravel, pave, dig out soft spots)	2018	458,000	0		458,000	340,200		117,800	105,908	11,892
5	7th Ln SW - Riverview S to 270 Sideroad	2019	216,000	0		216,000	160,500		55,500	49,897	5,603
	Bridges and Culverts										
6	Reconstruct Main St. Horning's Mills from South End to Mill Lane	2015	728,000	0		728,000	618,800		109,200	98,176	11,024
7	Horning's Mills (new structure)	2016	251,000	0		251,000	186,500		64,500	57,989	6,511
8	2027 - 15 Sideroad (West of Cty 17)	2017	146,000	0		146,000	124,100		21,900	19,689	2,211
9	0011 - Anderson Bridge 8th Ln SW (3.4km N of Hwy 89)	2018	32,000	0		32,000	27,200		4,800	4,315	485
10	0004 - Curphy Bridge 5 Sideroad	2018	49,000	0		49,000	41,700		7,300	6,563	737
11	2023 - 4th Ln (400m South of Cty 21)	2019	46,000	0		46,000	39,100		6,900	6,203	697
12	2003 - 3rd Ln (1km South of 5 Sideroad)	2020	86,000	0		86,000	73,100		12,900	11,598	1,302
13	Reserve Fund Adjustment						352,618		(352,618)	(317,020)	(35,598)
	Total		3,104,000	0	0	3,104,000	2,775,118	0	328,882	295,681	33,201

INFRASTRUCTURE COSTS COVERED IN THE DC CALCULATION

Township of Melancthon
 Service: Depots and Domes

Prj .No	Increased Service Needs Attributable to Anticipated Development 2014-2031	Timing (year)	Gross Capital Cost Estimate (2014\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential DC Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 90%	Non-Residential Share 10%
1	Public Works Facility Provision (2,500 sq.ft.)	2014-2018	420,000	0		420,000	24,500		395,500	355,573	39,927
	Total		420,000	0	0	420,000	24,500	0	395,500	355,573	39,927

INFRASTRUCTURE COSTS COVERED IN THE DC CALCULATION

Township of Melancthon
 Service: Roads and Related Vehicles

Prj .No	Increased Service Needs Attributable to Anticipated Development 2014-2031	Timing (year)	Gross Capital Cost Estimate (2014\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential DC Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 90%	Non-Residential Share 10%
1	Provisions for Public Works Vehicles and Equipment (2)	2014-2031	350,000	-		350,000	-		350,000	314,667	35,333
	Total		350,000	-	-	350,000	-	-	350,000	314,667	35,333

6. DEVELOPMENT CHARGE CALCULATION

6. DEVELOPMENT CHARGE CALCULATION

Table 6-1 calculates the proposed uniform development charge to be imposed on anticipated development over an 18-year planning horizon for Township-wide services. Table 6-2 calculates the proposed uniform development charge to be imposed on anticipated development in the Township over a 10-year planning horizon for general services.

The calculation for residential development is generated on a per capita basis and is based upon four forms of housing types (single and semi-detached, apartments 2+ bedrooms, apartments bachelor and 1 bedroom, all other multiples). The non-residential development charge has been calculated on a per sq.ft. of gross floor area basis for all types of non-residential development (industrial, commercial and institutional).

The DC-eligible costs for each service component were developed in Chapter 5 for all municipal services, based on their proposed capital programs.

For the residential calculations, the total cost is divided by the “gross” (new resident) population to determine the per capita amount. The eligible DC cost calculations set out in Chapter 5 are based on the net anticipated population increase (the forecast new unit population less the anticipated decline in existing units). The cost per capita is then multiplied by the average occupancy of the new units (Appendix A, Schedule 5) to calculate the charge in Tables 6-1 and 6-2. Wind Turbines are deemed to be equivalent to a residential single detached unit as it relates to Roads and Related and Fire Protection Services only.

With respect to non-residential development, the total costs in the uniform charge allocated to non-residential development (based on need for service) have been divided by the anticipated development over the planning period to calculate a cost per sq.ft. of gross floor area.

Table 6-3 summarizes the total development charge that is applicable and Table 6-4 summarizes the gross capital expenditures and sources of revenue for works to be undertaken during the 5-year life of the by-law.

TABLE 6-1
TOWNSHIP OF MELANCTHON
DEVELOPMENT CHARGE CALCULATION
Municipal-wide Services
2014-2031

SERVICE	2014 \$ DC Eligible Cost		2014 \$ DC Eligible Cost	
	Residential	Non-Residential	SDU	per ft ²
	\$	\$	\$	\$
1. Roads and Related				
1.1 Roads	295,681	33,201	1,200	0.48
1.2 Depots and Domes	355,573	39,927	1,444	0.59
1.3 PW Rolling Stock	314,667	35,333	1,277	0.52
	965,921	108,461	3,921	1.59
2. Fire Protection Services				
2.1 Fire facilities	9,959	1,118	40	0.02
2.2 Fire vehicles	57,809	6,491	235	0.10
2.3 Small equipment and gear	6,386	717	26	0.01
	74,154	8,327	301	0.13
3. Police Services				
3.1 Small equipment and gear	2,643	297	11	0.00
	2,643	297	11	0.00
TOTAL	\$1,042,718	\$117,085	\$4,233	\$1.72
DC ELIGIBLE CAPITAL COST	\$1,042,718	\$117,085		
20 Year Gross Population / GFA Growth (ft ² .)	803	68,200		
Cost Per Capita / Non-Residential GFA (ft ² .)	\$1,298.53	\$1.72		
By Residential Unit Type	p.p.u			
Single and Semi-Detached Dwelling	3.26	\$4,233		
Apartments - 2 Bedrooms +	1.74	\$2,259		
Apartments - Bachelor and 1 Bedroom	1.09	\$1,415		
Other Multiples	2.32	\$3,013		

TABLE 6-2
TOWNSHIP OF MELANCTHON
DEVELOPMENT CHARGE CALCULATION
Municipal-wide Services
2014-2023

SERVICE	2014 \$ DC Eligible Cost		2014 \$ DC Eligible Cost	
	Residential	Non-Residential	SDU	per ft ²
	\$	\$	\$	\$
4. Outdoor Recreation Services				
4.1 Parkland development, amenities & trails	10,004	527	66	0.01
4.2 Parks vehicles and equipment	0	0	0	0.00
	10,004	527	66	0.01
5. Indoor Recreation Services				
5.1 Recreation facilities	221,304	11,648	1,463	0.29
5.2 Recreation vehicles and equipment	0	0	0	0.00
	221,304	11,648	1,463	0.29
6. Library Services				
6.1 Library facilities	16,245	855	107	0.02
6.2 Library materials	11,563	609	76	0.02
	27,808	1,464	183	0.04
7. Administration				
7.1 Studies	119,699	12,517	792	0.31
TOTAL	\$378,815	\$26,155	\$2,504	\$0.65
DC ELIGIBLE CAPITAL COST	\$378,815	\$26,155		
10 Year Gross Population / GFA Growth (ft ² .)	493	40,200		
Cost Per Capita / Non-Residential GFA (ft ² .)	\$768.39	\$0.65		
By Residential Unit Type	p.p.u			
Single and Semi-Detached Dwelling	3.26	\$2,505		
Apartments - 2 Bedrooms +	1.74	\$1,337		
Apartments - Bachelor and 1 Bedroom	1.09	\$838		
Other Multiples	2.32	\$1,783		

TABLE 6-3
TOWNSHIP OF MELANCTHON
DEVELOPMENT CHARGE CALCULATION
TOTAL ALL SERVICES

	2014 \$ DC Eligible Cost		2014 \$ DC Eligible Cost	
	Residential	Non-Residential	SDU	per ft ²
	\$	\$	\$	\$
Municipal-wide Services 18 Year	1,042,718	117,085	4,233	1.72
Municipal-wide Services 10 Year	378,815	26,155	2,504	0.65
TOTAL	1,421,533	143,240	6,737	2.37

Table 6-4
TOWNSHIP OF MELANCTHON
GROSS EXPENDITURE AND SOURCES OF REVENUE SUMMARY
FOR COSTS TO BE INCURRED OVER THE LIFE OF THE BY-LAW

SERVICE	TOTAL GROSS COST	SOURCES OF FINANCING							
		TAX BASE OR OTHER NON-DC SOURCE				POST DC PERIOD BENEFIT	DC RESERVE FUND		
		OTHER DEDUCTIONS	BENEFIT TO EXISTING	OTHER FUNDING	LEGISLATED REDUCTION		RESIDENTIAL	NON-RESIDENTIAL	
1. Roads and Related									
1.1 Roads	2,756,000	0	2,149,800	0	0	0	545,003	61,197	
1.2 Depots and Domes	420,000	0	24,500	0	0	0	355,573	39,927	
1.3 PW Rolling Stock	97,222	0	0	0	0	0	87,407	9,815	
2. Fire Protection Services									
2.1 Fire facilities	14,028	0	0	0	0	0	12,612	1,416	
2.2 Fire vehicles	32,150	0	0	0	0	0	28,904	3,246	
2.3 Small equipment and gear	1,973	0	0	0	0	0	1,774	199	
3. Police Services									
3.1 Small equipment and gear	8,156	0	0	0	0	0	7,332	823	
4. Outdoor Recreation Services									
4.1 Parkland development, amenities & trails	21,000	0	4,300	5,000	1,170	0	10,004	527	
5. Indoor Recreation Services									
5.1 Recreation facilities	0	0	0	0	0	0	0	0	
6. Library Services									
6.1 Library facilities	0	0	0	0	0	0	0	0	
6.2 Library materials	20,300	0	0	0	1,255	7,750	10,730	565	
7. Administration									
7.1 Studies	190,820	0	35,900	0	15,492	0	126,228	13,200	
TOTAL EXPENDITURES & REVENUES	\$3,561,649	\$0	\$2,214,500	\$5,000	\$17,917	\$7,750	\$1,185,566	\$130,915	

7. DEVELOPMENT CHARGE POLICY RECOMMENDATIONS AND DEVELOPMENT CHARGE BY-LAW RULES

7. DEVELOPMENT CHARGE POLICY RECOMMENDATIONS AND DEVELOPMENT CHARGE BY-LAW RULES

7.1 Introduction

s.s.5(1)9 states that rules must be developed:

“...to determine if a development charge is payable in any particular case and to determine the amount of the charge, subject to the limitations set out in subsection 6.”

Paragraph 10 of the section goes on to state that the rules may provide for exemptions, phasing in and/or indexing of development charges.

s.s.5(6) establishes the following restrictions on the rules:

- the total of all development charges that would be imposed on anticipated development must not exceed the capital costs determined under 5(1) 2-8 for all services involved;
- if the rules expressly identify a type of development, they must not provide for it to pay development charges that exceed the capital costs that arise from the increase in the need for service for that type of development; however, this requirement does not relate to any particular development; and
- if the rules provide for a type of development to have a lower development charge than is allowed, the rules for determining development charges may not provide for any resulting shortfall to be made up via other development.

With respect to “the rules,” Section 6 states that a DC by-law must expressly address the matters referred to above re s.s.5(1) para. 9 and 10, as well as how the rules apply to the redevelopment of land.

The rules provided are based on the Township’s existing policies; however, there are items under consideration at this time and these may be refined prior to adoption of the by-law.

7.2 Development Charge By-law Structure

It is recommended that:

- the Township uses a uniform Township-wide development charge calculation for all municipal services.

7.3 Development Charge By-law Rules

The following subsections set out the recommended rules governing the calculation, payment and collection of development charges in accordance with Section 6 of the *Development Charges Act, 1997*.

It is recommended that the following sections provide the basis for the development charges:

7.3.1 *Payment in any Particular Case*

In accordance with the *Development Charges Act, 1997*, s.2(2), a development charge be calculated, payable and collected where the development requires one or more of the following:

- a) the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the *Planning Act*;
- b) the approval of a minor variance under Section 45 of the *Planning Act*;
- c) a conveyance of land to which a by-law passed under section 50(7) of the *Planning Act* applies;
- d) the approval of a plan of subdivision under Section 51 of the *Planning Act*;
- e) a consent under Section 53 of the *Planning Act*;
- f) the approval of a description under section 50 of the *Condominium Act*, or
- g) the issuing of a building permit under the *Building Code Act* in relation to a building or structure.

7.3.2 *Determination of the Amount of the Charge*

The following conventions be adopted:

- 1) Costs allocated to residential uses will be assigned to different types of residential units based on the average occupancy for each housing type constructed during the previous decade. Costs allocated to non-residential uses will be assigned based on the amount of square feet of gross floor area constructed for eligible uses (i.e. industrial, commercial and institutional).
- 2) Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance, e.g.
 - for Administration, the costs have been based on a population vs. employment growth ratio (91%/9%) for residential and non-residential, respectively) over the 10-year forecast period;

- for Indoor Recreation Services , Outdoor Recreation Services, and Library Services, a 5% non-residential attribution has been made to recognize use by the non-residential sector; and
- for all other services (i.e. Fire Protection Services, Police Services and Roads and Roads Related), a 90% residential/10% non-residential attribution has been made based on a population vs. employment growth ratio over the 18-year forecast period;

7.3.3 Application to Redevelopment of Land (Demolition and Conversion)

If a development involves the demolition of and replacement of a building or structure on the same site, or the conversion from one principal use to another, the developer shall be allowed a credit equivalent to:

- 1) the number of dwelling units demolished/converted multiplied by the applicable residential development charge in place at the time the development charge is payable; and/or
- 2) the gross floor area of the building demolished/converted multiplied by the current non-residential development charge in place at the time the development charge is payable.

The demolition credit is allowed only if the land was improved by occupied structures and if the demolition permit related to the site was issued less than five years prior to the issuance of a building permit. The credit can, in no case, exceed the amount of development charges that would otherwise be payable.

7.3.4 Exemptions (full or partial)

- a) Statutory exemptions
 - industrial building additions of up to and including 50% of the existing gross floor area (defined in O.Reg. 82/98, s.1) of the building; for industrial building additions which exceed 50% of the existing gross floor area, only the portion of the addition in excess of 50% is subject to development charges (s.4(3)) of the DCA;
 - buildings or structures owned by and used for the purposes of any municipality, local board or Board of Education (s.3);
 - residential development that results only in the enlargement of an existing dwelling unit, or that results only in the creation of up to two additional dwelling units (based on prescribed limits set out in s.2 of O.Reg. 82/98).

b) Non-statutory exemptions:

- Lands, buildings or structures used as a place of worship, cemetery or burial ground exempt from taxation under the *Assessment Act*.

7.3.5 Phasing in

No provisions for phasing-in the development charge are provided in the development charge by-law.

7.3.6 Timing of Collection

A development charge that is applicable under Section 5 of the *Development Charges Act* shall be calculated and payable;

- where a permit is required under the *Building Code Act* in relation to a building or structure, the owner shall pay the development charge prior to the issuance of a permit of prior to the commencement of development or redevelopment as the case may be; and
- despite the above, Council, from time to time, and at any time, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable or to be paid in installments as agreed upon.

7.3.7 Wind Turbines

As part of the Development Charge process, staff reviewed the projects included within the development charge background study and the various rules that would ultimately be incorporated into the development charge by-law. In regards to Wind Turbines, the services that are impacted by this type of development include Roads and Related and Fire Protection Services. The impact on these services are similar to a residential single detached unit and therefore, 100% of the Roads and Related and Fire Protection Services are recommended as the charge for future Wind Turbines developed within the Township.

7.3.8 Indexing

Indexing of the development charges shall be implemented on a mandatory basis annually on January 1st, in accordance with the Statistics Canada Quarterly, Construction Price Statistics for the most recent year over year period.

7.3.9 The Applicable Areas

The charges developed herein provide for varying charges within the Township, as follows:

- All Township-wide Services – the full residential and non-residential charge will be imposed on all lands within the Township.

7.4 Other Development Charge By-law Provisions

It is recommended that:

7.4.1 Categories of Services for Reserve Fund and Credit Purposes

The Township's development charge collections are currently reserved in six separate reserve funds: Roads and Related, Fire Protection Services, Police Services, Parks & Recreation, Library Services and Administration. It is recommended that the Township provides for seven separate reserve funds under the new 2014 by-law, including: Roads and Related, Fire Protection Services, Police Services, Indoor Recreation Services, Outdoor Recreation Services, Library Services and Administration. Appendix D outlines the reserve fund policies that the Township is required to follow as per the *Development Charges Act*.

7.4.2 By-law In-force Date

A by-law under the DCA, 1997 comes into force on the day after which the by-law is passed by Council.

7.4.3 Minimum Interest Rate Paid on Refunds and Charged for Inter-Reserve Fund Borrowing

The minimum interest rate is the Bank of Canada rate on the day on which the by-law comes into force (as per s.11 of O.Reg. 82/98).

7.5 Other Recommendations

It is recommended that Council:

“Whenever appropriate, request that grants, subsidies and other contributions be clearly designated by the donor as being to the benefit of existing development (or new development as applicable)”;

“Adopt the assumptions contained herein as an ‘anticipation’ with respect to capital grants, subsidies and other contributions”;

“Approve the capital project listing set out in Chapter 5 of the Development Charges Background Study dated July 2, 2014, subject to further annual review during the capital budget process”;

“Approve the Development Charges Background Study dated July 2, 2014, as amended (if applicable)”;

“Determine that no further public meeting is required”; and

“Approve the Development Charge By-law as set out in Appendix E.”

8. BY-LAW IMPLEMENTATION

8. BY-LAW IMPLEMENTATION

8.1 Public Consultation Process

8.1.1 *Introduction*

This chapter addresses the mandatory, formal public consultation process (Section 8.1.2), as well as the optional, informal consultation process (Section 8.1.3). The latter is designed to seek the co-operation and participation of those involved, in order to produce the most suitable policy. Section 8.1.4 addresses the anticipated impact of the development charge on development from a generic viewpoint.

8.1.2 *Public Meeting of Council*

Section 12 of the DCA, 1997 indicates that before passing a development charge by-law, Council must hold at least one public meeting, giving at least 20 clear days' notice thereof, in accordance with the Regulation. Council must also ensure that the proposed by-law and background report are made available to the public at least two weeks prior to the (first) meeting.

Any person who attends such a meeting may make representations related to the proposed by-law.

If a proposed by-law is changed following such a meeting, Council must determine whether a further meeting (under this section) is necessary (i.e. if the proposed by-law which is proposed for adoption has been changed in any respect, Council should formally consider whether an additional public meeting is required, incorporating this determination as part of the final by-law or associated resolution. It is noted that Council's decision, once made, is final and not subject to review by a Court or the OMB).

8.1.3 *Other Consultation Activity*

There are three broad groupings of the public who are generally the most concerned with municipal development charge policy:

1. The first grouping is the residential development community, consisting of land developers and builders, who are typically responsible for generating the majority of the development charge revenues. Others, such as realtors, are directly impacted by development charge policy. They are, therefore, potentially interested in all aspects of the charge, particularly the quantum by unit type, projects to be funded by the DC and

the timing thereof, and municipal policy with respect to development agreements, DC credits and front-ending requirements.

2. The second public grouping embraces the public at large and includes taxpayer coalition groups and others interested in public policy (e.g. in encouraging a higher non-automobile modal split).
3. The third grouping is the industrial/commercial/institutional development sector, consisting of land developers and major owners or organizations with significant construction plans, such as hotels, entertainment complexes, shopping centres, offices, industrial buildings and institutions. Also involved are organizations such as Industry Associations, the Chamber of Commerce, the Board of Trade and the Economic Development Agencies, who are all potentially interested in municipal development charge policy. Their primary concern is frequently with the quantum of the charge, gross floor area exclusions such as basements, mechanical or indoor parking areas, or exemptions and phase-in or capping provisions in order to moderate the impact.

8.2 Anticipated Impact of the Charge on Development

The establishment of sound development charge policy often requires the achievement of an acceptable balance between two competing realities. The first is that high non-residential development charges can, to some degree, represent a barrier to increased economic activity and sustained industrial/commercial growth, particularly for capital intensive uses. Also, in many cases, increased residential development charges can ultimately be expected to be recovered via higher housing prices and can impact project feasibility in some cases (e.g. rental apartments).

On the other hand, development charges or other municipal capital funding sources need to be obtained in order to help ensure that the necessary infrastructure and amenities are installed. The timely installation of such works is a key initiative in providing adequate service levels and in facilitating strong economic growth, investment and wealth generation.

8.3 Implementation Requirements

8.3.1 *Introduction*

Once the Township has calculated the charge, prepared the complete background study, carried out the public process and passed a new by-law, the emphasis shifts to implementation matters.

These include notices, potential appeals and complaints, credits, front-ending agreements, subdivision agreement conditions and finally the collection of revenues and funding of projects.

The sections which follow overview the requirements in each case.

8.3.2 Notice of Passage

In accordance with s.13 of the DCA, when a DC by-law is passed, the Township clerk shall give written notice of the passing and of the last day for appealing the by-law (the day that is 40 days after the day it was passed). Such notice must be given no later than 20 days after the day the by-law is passed (i.e. as of the day of newspaper publication or the mailing of the notice).

Section 10 of O.Reg. 82/98 further defines the notice requirements which are summarized as follows:

- notice may be given by publication in a newspaper which is (in the Clerk's opinion) of sufficient circulation to give the public reasonable notice, or by personal service, fax or mail to every owner of land in the area to which the by-law relates;
- s.s.10(4) lists the persons/organizations who must be given notice; and
- s.s.10(5) lists the eight items which the notice must cover.

8.3.3 By-law Pamphlet

In addition to the "notice" information, the Township must prepare a "pamphlet" explaining each development charge by-law in force, setting out:

- a description of the general purpose of the development charges;
- the "rules" for determining if a charge is payable in a particular case and for determining the amount of the charge;
- the services to which the development charges relate; and
- a general description of the general purpose of the Treasurer's statement and where it may be received by the public.

Where a by-law is not appealed to the OMB, the pamphlet must be readied within 60 days after the by-law comes into force. Later dates apply to appealed by-laws.

The Township must give one copy of the most recent pamphlet without charge, to any person who requests one.

8.3.4 Appeals

Sections 13-19 of the DCA, 1997 set out the requirements relative to making and processing a DC by-law appeal and OMB Hearing in response to an appeal. Any person or organization may appeal a DC by-law to the OMB by filing a notice of appeal with the Township clerk, setting out the objection to the by-law and the reasons supporting the objection. This must be done by the last day for appealing the by-law, which is 40 days after the by-law is passed.

The Township is carrying out a public consultation process, in order to address the issues which come forward as part of that process, thereby avoiding or reducing the need for an appeal to be made.

8.3.5 Complaints

A person required to pay a development charge, or his agent, may complain to the Township Council imposing the charge that:

- the amount of the charge was incorrectly determined;
- the credit to be used against the development charge was incorrectly determined; or
- there was an error in the application of the development charge.

Sections 20-25 of the DCA, 1997 set out the requirements that exist, including the fact that a complaint may not be made later than 90 days after a DC (or any part of it) is payable. A complainant may appeal the decision of Township Council to the OMB.

8.3.6 Credits

Sections 38-41 of the DCA, 1997 set out a number of credit requirements, which apply where a Township agrees to allow a person to perform work in the future that relates to a service in the DC by-law.

These credits would be used to reduce the amount of development charges to be paid. The value of the credit is limited to the reasonable cost of the work which does not exceed the average level of service. The credit applies only to the service to which the work relates, unless the Township agrees to expand the credit to other services for which a development charge is payable.

8.3.7 Front-Ending Agreements

The Township and one or more landowners may enter into a front-ending agreement which provides for the costs of a project which will benefit an area in the Township to which the DC by-

law applies. Such an agreement can provide for the costs to be borne by one or more parties to the agreement who are, in turn, reimbursed in future by persons who develop land defined in the agreement.

Part III of the DCA, 1997 (Sections 44-58) addresses front-ending agreements and removes some of the obstacles to their use which were contained in the DCA, 1989. Accordingly, the Township assesses whether this mechanism is appropriate for its use, as part of funding projects prior to municipal funds being available.

8.3.8 Severance and Subdivision Agreement Conditions

Section 59 of the DCA, 1997 prevents a Township from imposing directly or indirectly, a charge related to development or a requirement to construct a service related to development, by way of a condition or agreement under s.51 or s.53 of the *Planning Act*, except for:

- “local services, related to a plan of subdivision or within the area to which the plan relates, to be installed or paid for by the owner as a condition of approval under section 51 of the *Planning Act*,” and
- “local services to be installed or paid for by the owner as a condition of approval under Section 53 of the *Planning Act*.”

It is also noted that s.s.59(4) of the DCA, 1997 requires that the municipal approval authority for a draft plan of subdivision under s.s.51(31) of the *Planning Act*, use its power to impose conditions to ensure that the first purchaser of newly subdivided land is informed of all the development charges related to the development, at the time the land is transferred.

In this regard, if the Township in question is a commenting agency, in order to comply with subsection 59(4) of the *Development Charges Act, 1997* it would need to provide to the approval authority, information regarding the applicable municipal development charges related to the site.

If the Township is an approval authority for the purposes of section 51 of the *Planning Act*, it would be responsible to ensure that it collects information from all entities which can impose a development charge.

The most effective way to ensure that purchasers are aware of this condition would be to require it as a provision in a registered subdivision agreement, so that any purchaser of the property would be aware of the charges at the time the title was searched prior to closing a transaction conveying the lands.

APPENDIX A
BACKGROUND INFORMATION ON RESIDENTIAL AND
NON-RESIDENTIAL GROWTH FORECAST

**SCHEDULE 1
TOWNSHIP OF MELANCTHON
RESIDENTIAL GROWTH FORECAST SUMMARY**

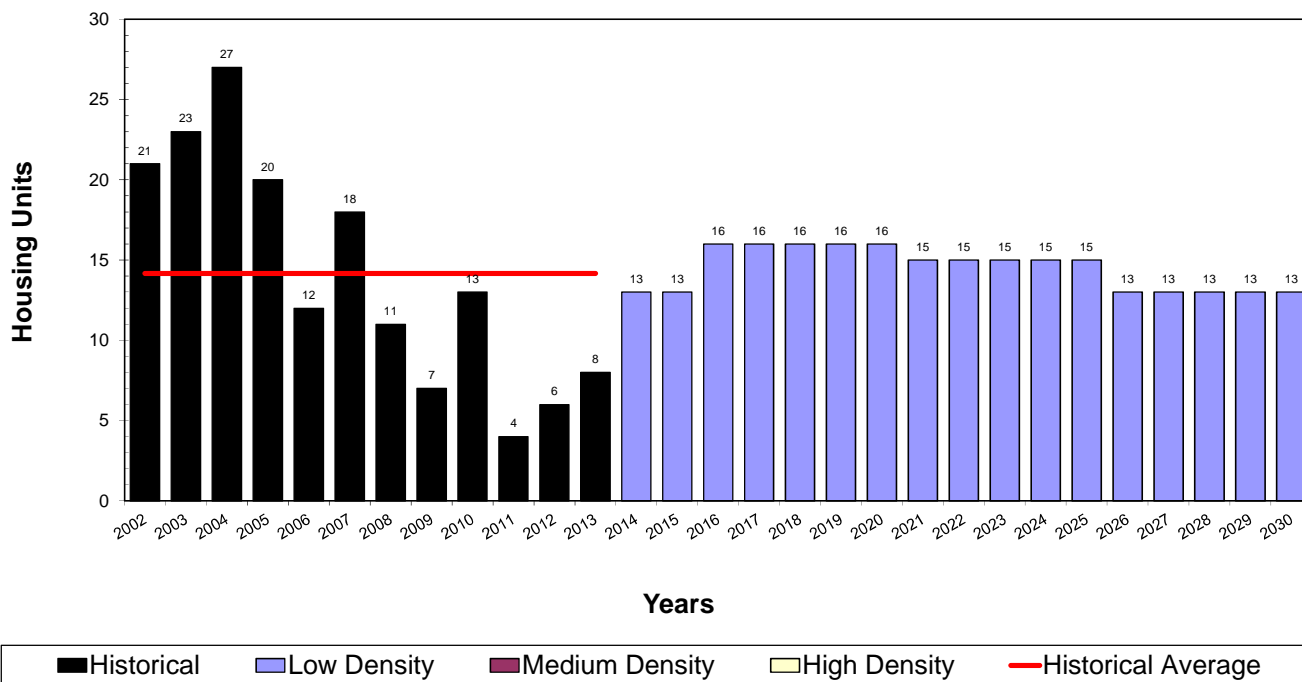
Year	Population (Excluding Census Undercount)	Population (Including Census Undercount) ¹	Housing Units					Total Households	Person Per Unit (PPU)
			Singles & Semi Detached	Multiple Dwellings ²	Apartments ³	Other			
<i>Mid 2001</i>	2,796	2,910	885	10	20	5	920	3.04	
<i>Mid 2006</i>	2,895	3,010	960	35	10	0	1,005	2.88	
<i>Mid 2011</i>	2,839	2,950	945	20	5	0	970	2.93	
<i>Mid 2014</i>	2,808	2,920	963	20	5	0	988	2.84	
<i>Mid 2024</i>	3,114	3,240	1,114	20	5	0	1,139	2.73	
<i>Mid 2031</i>	3,280	3,410	1,209	20	5	0	1,234	2.66	
Mid 2001 - Mid 2006	99	100	75	25	-10	-5	85		
Mid 2006 - Mid 2011	-56	-60	-15	-15	-5	0	-35		
Mid 2011 - Mid 2014	-31	-30	18	0	0	0	18		
Mid 2014 - Mid 2024	306	320	151	0	0	0	151		
Mid 2014 - Mid 2031	472	490	246	0	0	0	246		

Source: Watson & Associates Economists Ltd., 2014. Derived from the Ministry of Energy and Infrastructure memo regarding Dufferin County allocations, August 13, 2010. Forecasts contained in this memo are consistent with the Growth Plan for the Greater Golden Horseshoe targets, as identified in Schedule 3 of the Growth Plan.

1. Census Undercount estimated at approximately 4%. Note: Population Including the Undercount has been rounded.
2. Includes townhomes and apartments in duplexes.
3. Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

FIGURE A-1

ANNUAL HOUSING FORECAST¹



Source: Historical housing activity (2002-2013) based on Statistics Canada building permits, Catalogue 64-001-XIB

1. Growth Forecast represents start year.

**SCHEDULE 2
TOWNSHIP OF MELANCTHON
CURRENT YEAR GROWTH FORECAST
MID 2011 TO MID 2014**

		POPULATION
Mid 2011 Population		2,839
Occupants of New Housing Units, Mid 2011 to Mid 2014	<i>Units (2)</i>	18
	<i>multiplied by persons per unit (3)</i>	3.16
	<i>gross population increase</i>	57
		57
Decline in Housing Unit Occupancy, Mid 2011 to Mid 2014	<i>Units (4)</i>	970
	<i>multiplied by ppu decline rate (5)</i>	-0.0910
	<i>total decline in population</i>	-88
		-88
Population Estimate to Mid 2014		2,808
<i>Net Population Increase, Mid 2011 to Mid 2014</i>		-31

- (1) 2011 population based on StatsCan Census unadjusted for Census Undercount.
- (2) Estimated residential units constructed, Mid 2011 to the beginning of the growth period, assuming a six month lag between construction and occupancy.
- (3) Average number of persons per unit (ppu) is assumed to be:

Structural Type	Persons Per Unit ¹	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	3.16	100%	3.16
<i>Multiples (6)</i>	1.54	0%	0.00
<i>Apartments (7)</i>	1.36	0%	0.00
Total		100%	3.16

¹ Based on 2011 Census custom database

² Based on Building permit/completion activity

- (4) 2011 households taken from StatsCan Census.
- (5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.
- (6) Includes townhomes and apartments in duplexes.
- (7) Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

**SCHEDULE 3
TOWNSHIP OF MELANCTHON
TEN YEAR GROWTH FORECAST
MID 2014 TO MID 2024**

		POPULATION
Mid 2014 Population		2,808
Occupants of New Housing Units, Mid 2014 to Mid 2024	<i>Units (2)</i>	151
	<i>multiplied by persons per unit (3)</i>	3.26
	<i>gross population increase</i>	493
Decline in Housing Unit Occupancy, Mid 2014 to Mid 2024	<i>Units (4)</i>	988
	<i>multiplied by ppu decline rate (5)</i>	-0.1886
	<i>total decline in population</i>	-186
Population Estimate to Mid 2024		3,114
<i>Net Population Increase, Mid 2014 to Mid 2024</i>		306

(1) Mid 2014 Population based on:

2011 Population (2,839) + Mid 2011 to Mid 2014 estimated housing units to beginning of forecast period (18 x 3.16 = 57) + (970 x -0.091 = -88) = 2,808

(2) Based upon forecast building permits/completions assuming a lag between construction and occupancy.

(3) Average number of persons per unit (ppu) is assumed to be:

Structural Type	Persons Per Unit ¹	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	3.26	100%	3.26
<i>Multiples (6)</i>	2.32	0%	0.00
<i>Apartments (7)</i>	1.37	0%	0.00
<i>one bedroom or less</i>	1.09		
<i>two bedrooms or more</i>	1.74		
Total		100%	3.26

¹ Persons per unit based on adjusted Statistics Canada Custom 2011 Census database.

² Forecast unit mix based upon historical trends and housing units in the development process.

(4) Mid 2014 households based upon 970 (2011 Census) + 18 (Mid 2011 to Mid 2014 unit estimate) = 988

(5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.

(6) Includes townhomes and apartments in duplexes.

(7) Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

**SCHEDULE 4
TOWNSHIP OF MELANCTHON
LONG TERM GROWTH FORECAST
MID 2014 TO MID 2031**

		POPULATION
Mid 2014 Population		2,808
Occupants of New Housing Units, Mid 2014 to Mid 2031	<i>Units (2)</i>	246
	<i>multiplied by persons per unit (3)</i>	3.26
	<i>gross population increase</i>	803
		803
Decline in Housing Unit Occupancy, Mid 2014 to Mid 2031	<i>Units (4)</i>	988
	<i>multiplied by ppu decline rate (5)</i>	-0.3340
	<i>total decline in population</i>	-330
		-330
Population Estimate to		3,280
<i>Net Population Increase, Mid 2014 to Mid 2031</i>		472

(1) Mid 2014 Population based on:

2011 Population (2,839) + Mid 2011 to Mid 2014 estimated housing units to beginning of forecast period (18 x 3.16 = 57) + (970 x -0.091 = -88) = 2,808

(2) Based upon forecast building permits/completions assuming a lag between construction and occupancy.

(3) Average number of persons per unit (ppu) is assumed to be:

Structural Type	Persons Per Unit ¹	% Distribution of Estimated Units ²	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	3.26	100%	3.26
<i>Multiples (6)</i>	2.32	0%	0.00
<i>Apartments (7)</i>	1.37	0%	0.00
<i>one bedroom or less</i>	1.09		
<i>two bedrooms or more</i>	1.74		
Total		100%	3.26

¹ Persons per unit based on adjusted Statistics Canada Custom 2011 Census database.

² Forecast unit mix based upon historical trends and housing units in the development process.

(4) Mid 2014 households based upon 970 (2011 Census) + 18 (Mid 2011 to Mid 2014 unit estimate) = 988

(5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.

(6) Includes townhomes and apartments in duplexes.

(7) Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

SCHEDULE 5

**TOWNSHIP OF MELANCTHON
HISTORICAL RESIDENTIAL BUILDING PERMITS
YEARS 2002 - 2013**

Year	RESIDENTIAL BUILDING PERMITS			
	Singles & Semi Detached	Multiples ¹	Apartments ²	Total
2002	21	0	0	21
2003	23	0	0	23
2004	27	0	0	27
2005	20	0	0	20
2006	12	0	0	12
Sub-total	103	0	0	103
Average (2002 - 2006)	21	0	0	21
% Breakdown	100.0%	0.0%	0.0%	100.0%
2007	16	1	1	18
2008	11	0	0	11
2009	7	0	0	7
2010	12	1	0	13
2011	4	0	0	4
2012	6	0	0	6
2013	8	0	0	8
Sub-total	64	2	1	67
Average (2007 - 2013)	9	0	0	10
% Breakdown	95.5%	3.0%	1.5%	100.0%
2002 - 2013 Total	167	2	1	170
Average	14	0	0	14
% Breakdown	98.2%	1.2%	0.6%	100.0%

Sources:

Building Permits - Statistics Canada Publication, 64-001XIB

1. Includes townhomes and apartments in duplexes.
2. Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

SCHEDULE 6

DUFFERIN COUNTY
PERSONS PER UNIT BY AGE AND TYPE OF DWELLING
(2011 CENSUS)

Age of Dwelling	SINGLES AND SEMI-DETACHED						Adjusted PPU ¹	20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	1.789	3.266	4.545	3.126	3.16	
6-10	-	-	3.294	3.385	4.645	3.476	3.49	
11-15	-	-	2.318	3.086	4.727	3.165	3.17	
16-20	-	-	-	3.299	-	3.226	3.23	3.26
20-25	-	-	2.938	2.987	3.531	3.052	3.05	
25-35	0.077	-	-	2.966	3.706	3.011	3.01	
35+	-	1.609	2.268	2.774	3.674	2.717	2.72	
Total	0.468	1.571	2.479	2.991	4.000	2.967		

Age of Dwelling	MULTIPLES ²						Adjusted PPU ¹	20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	-	-	1.538	1.54	
6-10	-	-	-	3.136	-	3.000	3.00	
11-15	-	-	-	3.083	-	2.350	2.35	
16-20	-	-	-	2.613	-	2.395	2.40	2.32
20-25	-	-	-	3.318	-	3.000	3.00	
25-35	-	-	-	3.667	-	2.594	2.59	
35+	1.105	-	-	3.452	-	2.986	2.99	
Total	0.483	-	3.448	3.340	-	2.692		

Age of Dwelling	APARTMENTS ³						Adjusted PPU ¹	20 Year Average
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	-	-	1.364	1.36	
6-10	-	-	-	-	-	-	-	
11-15	-	1.190	1.500	-	-	1.294	1.29	
16-20	-	1.214	-	-	-	1.450	1.45	1.37
20-25	-	1.250	1.783	-	-	1.639	1.64	
25-35	-	-	1.846	-	-	1.659	1.66	
35+	0.476	1.283	1.900	-	-	1.559	1.56	
Total	0.632	1.274	1.849	-	-	1.537		

Age of Dwelling	ALL DENSITY TYPES					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	-	1.563	3.108	4.636	2.911
6-10	-	-	2.880	3.366	4.800	3.409
11-15	-	1.261	1.975	3.025	4.727	2.958
16-20	-	1.294	2.000	3.153	-	2.976
20-25	-	1.421	2.350	3.000	3.645	2.915
25-35	-	1.364	2.255	2.892	3.706	2.721
35+	-	1.351	2.158	2.760	3.444	2.566
Total	0.846	1.341	2.159	2.952	3.917	2.793

1. The Census PPU has been adjusted to account for the downward PPU trend which has been recently experienced in both new and older units, largely due to the aging of the population

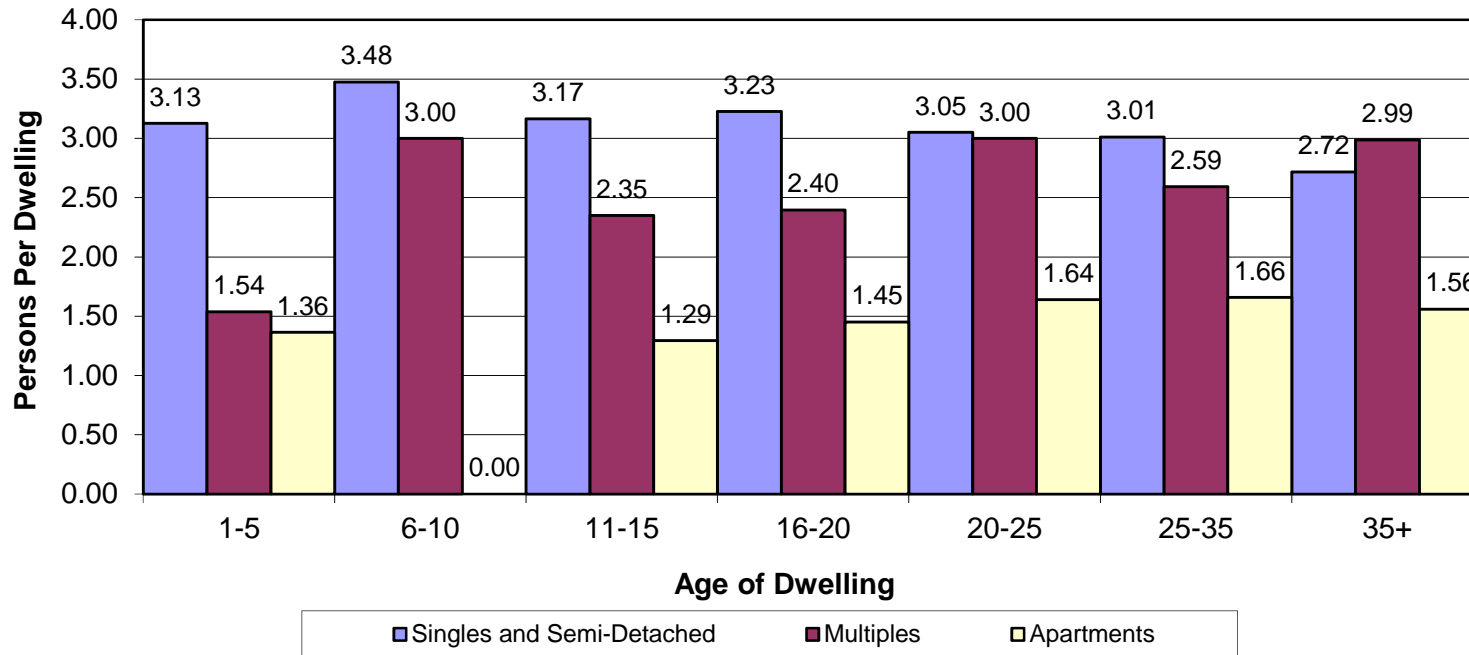
2. Includes townhomes and apartments in duplexes.

3. Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

Note: Does not include Statistics Canada data classified as 'Other'

PPU Not calculated for samples less than or equal to 50 dwelling units, and does not include institutional population

**SCHEDULE 7
TOWNSHIP OF MELANCTHON
PERSONS PER UNIT BY STRUCTURAL TYPE AND AGE OF DWELLING
(2011 CENSUS)**



PPUs are based on Dufferin County.

**SCHEDULE 8a
TOWNSHIP OF MELANCTHON
EMPLOYMENT FORECAST, 2014 TO 2031**

Period	Population	Activity Rate								Employment								Employment Total (Excluding NFPOW and Work at Home)
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	NFPOW ¹	Total Including NFPOW	Primary	Work at Home (Primary)	Industrial	Commercial/ Population Related	Institutional	Total	NFPOW ¹	Total Employment (Including NFPOW)	
2001	2,796	0.007	0.075	0.009	0.009	0.007	0.107	0.014	0.122	20	210	25	25	20	300	40	340	90
2006	2,895	0.003	0.083	0.012	0.009	0.000	0.107	0.014	0.121	10	240	35	25	0	310	40	350	70
Mid 2011	2,839	0.000	0.076	0.012	0.009	0.000	0.097	0.014	0.111	0	215	35	25	0	275	40	315	60
Mid 2014	2,808	0.000	0.076	0.014	0.010	0.000	0.101	0.014	0.115	0	215	40	28	0	283	40	323	68
Mid 2024	3,114	0.000	0.071	0.018	0.014	0.000	0.103	0.013	0.116	0	220	55	45	0	320	40	360	100
Mid 2031	3,280	0.000	0.067	0.020	0.017	0.000	0.104	0.012	0.116	0	220	66	55	0	341	40	380	120
Incremental Change																		
2001 - 2006	99	-0.004	0.008	0.003	0.000	-0.007	0.000	0.000	-0.001	-10	30	10	0	-20	10	0	10	-20
2006 - Mid 2011	-56	-0.0035	-0.0072	0.0002	0.0002	0.0000	-0.0102	0.0003	-0.0099	-10	-25	0	0	0	-35	0	-35	-10
Mid 2011 - Mid 2014	-31	0.0000	0.0007	0.0018	0.0011	0.0000	0.0037	0.0000	0.0041	0	0	5	3	0	8	0	8	8
Mid 2014 - Mid 2024	306	0.0000	-0.0058	0.0036	0.0044	0.0000	0.0022	-0.0011	0.0006	0	5	15	17	0	37	0	37	32
Mid 2014 - Mid 2031	473	0.0000	-0.0093	0.0060	0.0068	0.0000	0.0035	-0.0019	0.0008	0	5	26	27	0	58	0	58	52
Annual Average																		
2001 - 2006	20	-0.00074	0.00156	0.00063	-0.00006	-0.00143	-0.00004	-0.00010	-0.00014	-2	6	2	0	-4	2	6	6	-6
2006 - Mid 2011	-11	-0.0007	-0.0014	0.0000	0.0000	0.0000	-0.0020	0.0001	-0.0020	-2	-5	0	0	0	-7	0	-7	-2
Mid 2011 - Mid 2014	-10	0.00000	0.00024	0.00060	0.00038	0.00000	0.00123	0.00000	0.00136	0	0	2	1	0	3	0	3	3
Mid 2014 - Mid 2024	31	0.00000	-0.00058	0.00036	0.00044	0.00000	0.00022	-0.00011	0.00006	0	1	2	2	0	4	0	4	3
Mid 2014 - Mid 2031	28	0.00000	-0.00055	0.00035	0.00040	0.00000	0.00020	-0.00011	0.00005	0	0	2	2	0	3	0	3	3

Source: Watson & Associates Economists Ltd., 2014. Derived from the Ministry of Energy and Infrastructure memo regarding Dufferin County allocations, August 13, 2010. Forecasts contained in this memo are consistent with the Growth Plan for the Greater Golden Horseshoe targets, as identified in Schedule 3 of the Growth Plan.
1. Statistics Canada defines no fixed place of work (NFPOW) employees as "persons who do not go from home to the same work place location at the beginning of each shift". Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc.

**SCHEDULE 8b
TOWNSHIP OF MELANCTHON
EMPLOYMENT GROSS FLOOR AREA (GFA) FORECAST, 2014 TO 2031**

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) ¹			
		Primary	Industrial	Commercial/ Population Related	Institutional	Total	Industrial	Commercial/ Population Related	Institutional	Total
2001	2,796	20	25	25	20	90				
2006	2,895	10	35	25	0	70				
Mid 2011	2,839	0	35	25	0	60				
Mid 2014	2,808	0	40	28	0	68				
Mid 2024	3,114	0	55	45	0	100				
Mid 2031	3,280	0	66	55	0	121				
Incremental Change										
2001 - 2006	99	-10	10	0	-20	-20				
2006 - Mid 2011	-56	-10	0	0	0	-10				
Mid 2011 - Mid 2014	-31	0	5	3	0	8	10,000	1,800	0	11,800
Mid 2014 - Mid 2024	306	0	15	17	0	32	30,000	10,200	0	40,200
Mid 2014 - Mid 2031	473	0	26	27	0	53	52,000	16,200	0	68,200
Annual Average										
2001 - 2006	20	-2	2	0	-4	2	0	0	0	0
2006 - Mid 2011	-11	-2	0	0	0	-7	0	0	0	0
Mid 2011 - Mid 2014	-10	0	2	1	0	3	3,333	600	0	3,933
Mid 2014 - Mid 2024	31	0	2	2	0	3	3,000	1,020	0	4,020
Mid 2014 - Mid 2031	28	0	2	2	0	3	3,059	953	0	4,012

Source: Watson & Associates Economists Ltd., 2014. Derived from the Ministry of Energy and Infrastructure memo regarding Dufferin County allocations, August 13, 2010. Forecasts contained in this memo are consistent with the Growth Plan for the Greater Golden Horseshoe targets, as identified in Schedule 3 of the Growth Plan.

1. Square Foot Per Employee Assumptions

Industrial	2,000
Commercial/ Population Related	600
Institutional	900

**SCHEDULE 9
TOWNSHIP OF MELANCTHON
NON-RESIDENTIAL CONSTRUCTION VALUE
YEARS 2002 - 2013
(000's 2014 \$)**

YEAR	Industrial				Commercial				Institutional				Total			
	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total	New	Improve	Additions	Total
2002	2,239	129	0	2,367	158	0	0	158	0	0	0	0	2,396	129	0	2,525
2003	735	272	0	1,007	832	27	0	858	0	13	0	13	1,566	312	0	1,878
2004	1,933	116	0	2,048	204	48	0	252	0	0	0	0	2,136	164	0	2,300
2005	1,423	191	0	1,613	380	6	0	386	0	0	0	0	1,803	197	0	2,000
2006	648	167	0	815	118	35	0	153	0	0	0	0	765	203	0	968
2007	966	397	0	1,363	1,075	114	0	1,189	0	0	0	0	2,041	511	0	2,552
2008	21,011	22	0	21,032	163	0	0	163	0	0	0	0	21,173	22	0	21,195
2009	1,081	329	0	1,410	141	0	0	141	0	0	0	0	1,222	329	0	1,551
2010	1,703	168	0	1,871	258	0	0	258	0	0	0	0	1,961	168	0	2,129
2011	955	261	0	1,216	987	136	0	1,123	0	0	0	0	1,942	396	0	2,338
2012	594	165	0	759	0	0	750	750	0	0	0	0	594	165	750	1,509
2013	4,365	448	0	4,813	0	160	0	160	0	25	0	25	4,365	633	0	4,998
Subtotal	37,652	2,663	0	40,315	4,314	526	750	5,590	0	38	0	38	41,966	3,227	750	45,944
Percent of Total	93%	7%	0%	100%	77%	9%	13%	100%	0%	100%	0%	100%	91%	7%	2%	100%
Average	3,138	222	0	3,360	360	44	63	466	0	3	0	3	3,497	269	63	3,829
2002 - 2013 Period Total				40,315				5,590				38				45,944
2002-2013 Average				3,360				466				3				3,829
% Breakdown				87.7%				12.2%				0.1%				100.0%

Source: Statistics Canada, Publication 64-001-XIB

Note: Inflated to year-end 2013 (January, 2014) dollars using Reed Construction Cost Index

SCHEDULE 10
TOWNSHIP OF MELANCTHON
EMPLOYMENT TO POPULATION RATIO BY MAJOR EMPLOYMENT SECTOR, 1996 TO 2011

	Year				Change			Comments
	1996	2001	2006	2011	96-01	01-06	06-11	
Employment by industry								
1.0 Primary Industry Employment								Categories which relate to local land-based resources.
1.1 <i>All primary</i>	210	150	115	120	-60	-35	5	
Sub-total	210	150	115	120	-60	-35	5	
2.0 Industrial and Other Employment								Categories which relate primarily to industrial land supply and demand.
2.1 <i>Manufacturing</i>	20	10	30	20	-10	20	-10	
2.2 <i>Wholesale trade</i>	10	0	20	0	-10	20	-20	
2.3 <i>Construction</i>	0	20	30	35	20	10	5	
2.4 <i>Transportation, storage, communication and other utility</i>	25	5	10	0	-20	5	-10	
Sub-total	55	35	90	55	-20	55	-35	
3.0 Population Related Employment								Categories which relate primarily to population growth within the municipality.
3.1 <i>Retail trade</i>	0	50	15	0	50	-35	-15	
3.2 <i>Finance, insurance, real estate operator and insurance agent</i>	20	0	0	0	-20	0	0	
3.3 <i>Business service</i>	10	15	50	25	5	35	-25	
3.4 <i>Accommodation, food and beverage and other service</i>	25	40	40	0	15	0	-40	
Sub-total	55	105	105	25	50	0	-80	
4.0 Institutional								
4.1 <i>Government Service</i>	0	0	0	0	0	0	0	
4.2 <i>Education service, Health, Social Services</i>	10	10	0	0	0	-10	0	
Sub-total	10	10	0	0	0	-10	0	
Total Employment	330	300	310	200	-30	10	-110	
Population	2,607	2,796	2,895	2,839	189	99	-56	
Employment to Population Ratio								
Industrial and Other Employment	0.02	0.01	0.03	0.02	-0.01	0.02	-0.01	
Population Related Employment	0.02	0.04	0.04	0.01	0.02	0.00	-0.03	
Institutional Employment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Primary Industry Employment	0.08	0.05	0.04	0.04	-0.03	-0.01	0.00	
Total	0.13	0.11	0.11	0.07	-0.02	0.00	-0.04	

Source: Statistics Canada Employment by Place of Work

Note: 1996-2011 employment figures are classified by Standard Industrial Classification (SIC) Code

APPENDIX B
LEVEL OF SERVICE

APPENDIX B - LEVEL OF SERVICE CEILING

TOWNSHIP OF MELANCTHON

SUMMARY OF SERVICE STANDARDS AS PER DEVELOPMENT CHARGES ACT, 1997

Service Category	Sub-Component	10 Year Average Service Standard					Maximum Ceiling LOS
		Cost (per capita)	Quantity (per capita)		Quality (per capita)		
Roads and Related	Roads	\$11,598.70	0.1509	km of roadways	\$76,863	per lane km	\$5,474,586
	Bridges/Structure and Cluverts	\$6,807.10	0.0159	No. of bridges/structures & culverts	\$428,119	per bridge/structure & culvert	\$3,212,951
	Depots and Domes	\$837.98	5.0178	ft ² of building area	\$167	per ft ²	\$395,527
	Roads and Related Vehicles	\$749.90	0.0036	No. of vehicles and equipment	\$208,306	per vehicle	\$353,953
Fire Protection Services	Fire Facilities	\$288.35	1.5333	ft ² of building area	\$188	per ft ²	\$136,101
	Fire Vehicles	\$251.73	0.0015	No. of vehicles	\$167,820	per vehicle	\$118,817
	Fire Small Equipment and Gear	\$57.22	0.0063	No. of equipment and gear	\$9,083	per Firefighter	\$27,008
Police Services	Police Small Equipment and Gear	\$6.23	0.0008	No. of equipment and gear	\$7,788	per Officer	\$2,941
Outdoor Recreation Services	Parkland Development	\$38.39	0.0009	No. of developed parkland acres	\$42,656	per acre	\$11,747
Indoor Recreation Services	Indoor Recreation Facilities	\$877.01	4.4869	ft ² of building area	\$195	per ft ²	\$268,365
Library Services	Library Facilities	\$66.50	0.3187	ft ² of building area	\$209	per ft ²	\$20,349
	Library Collection Materials	\$48.16	1.8524	No. of library collection items	\$26	per collection item	\$14,737

**Township of Melancthon
Service Standard Calculation Sheet**

Service: Roads
Unit Measure: km of roadways

Quantity Measure

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Value (\$/km)
Asphalt - Rural	62.3	62.3	63.9	63.9	73.6	77.0	78.4	80.4	80.4	81.3	\$76,500
Asphalt - Semi-Urban	2.2	2.2	2.2	2.2	2.2	2.5	3.5	3.5	3.5	3.5	\$81,500
Asphalt - Urban	2.6	2.6	2.6	2.6	2.6	3.4	3.4	3.4	3.4	3.4	\$273,300
Asphalt - Municipal Road	80.6	80.6	80.6	80.6	80.6	80.6	80.6	80.6	80.6	80.6	\$151,900
Gravel - Rural	4.4	13.6	13.6	14.1	30.7	84.7	124.6	168.0	168.0	168.0	\$4,100
Gravel - Municipal Road	31	31	31	31	31	31	31	31	31	31	\$75,200
Gravel - Other									47	47	\$4,900
Other - Municipal Road	152	152	152	152	152	152	152	152	152	152	\$76,100
Total	336	345	346	347	373	432	474	519	566	567	

Population	2,833	2,875	2,895	2,884	2,890	2,875	2,848	2,839	2,822	2,812
Per Capita Standard	0.12	0.12	0.12	0.12	0.13	0.15	0.17	0.18	0.20	0.20

10 Year Average	2004-2013
Quantity Standard	0.1509
Quality Standard	\$76,863
Service Standard	\$11,599

DC Amount (before deductions)	18 Year
Forecast Population	472
\$ per Capita	\$11,599
Eligible Amount	\$5,474,586

**Township of Melancthon
Service Standard Calculation Sheet**

Service: Roads
Unit Measure: Number of Bridges & Culverts

Quantity Measure

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Value (\$/km)
Bridge/Structure	19	19	19	19	20	20	20	20	20	20	\$578,100
Culvert	23	24	24	24	27	27	27	27	27	28	\$314,500
Total	42	43	43	43	47	47	47	47	47	48	

Population	2,833	2,875	2,895	2,884	2,890	2,875	2,848	2,839	2,822	2,812
Per Capita Standard	0.0148	0.0150	0.0149	0.0149	0.0163	0.0163	0.0165	0.0166	0.0167	0.0171

10 Year Average	2004-2013
Quantity Standard	0.0159
Quality Standard	\$428,119
Service Standard	\$6,807

DC Amount (before deductions)	18 Year
Forecast Population	472
\$ per Capita	\$6,807
Eligible Amount	\$3,212,951

**Township of Melancthon
Service Standard Calculation Sheet**

Service: Depots and Domes
 Contact :
 Unit Measure: ft² of building area

Quantity Measure

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Bld'g Value (\$/ft²)	Value/ft² with land, site works, etc.
Sand Storage Facility	4,736	4,736	4,736	4,736	4,736	4,736	4,736	4,736	4,736	4,736	\$148	\$167
Public Works Garage	9,600	9,600	9,600	9,600	9,600	9,600	9,600	9,600	9,600	9,600	\$148	\$167
Total	14,336	14,336	14,336	14,336	14,336	14,336	14,336	14,336	14,336	14,336		

Population	2,833	2,875	2,895	2,884	2,890	2,875	2,848	2,839	2,822	2,812
Per Capita Standard	5.0604	4.9864	4.9520	4.9709	4.9606	4.9864	5.0337	5.0497	5.0801	5.0982

10 Year Average		2004-2013
Quantity Standard		5.0178
Quality Standard		\$167
Service Standard		\$838

DC Amount (before deductions)		18 Year
Forecast Population		472
\$ per Capita		\$838
Eligible Amount		\$395,527

**Township of Melancthon
Service Standard Calculation Sheet**

Service: Roads and Related Vehicles
Unit Measure: No. of vehicles and equipment

Quantity Measure

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Value (\$/Vehicle)
Champion Grader	1	1	1	1	1	1	1	1	-	-	\$368,000
GMC Dump Truck	1	1	1	1	1	1	1	1	1	1	\$285,000
Freightliner Dump Truck	1	1	1	1	1	1	-	-	-	-	\$285,000
GMC Pickup	2	2	2	2	2	2	2	2	2	2	\$31,000
JBC Backhoe	1	1	1	1	1	1	1	1	1	1	\$225,000
Western Star Plow	1	1	1	1	1	1	1	1	1	1	\$285,000
Western Star Dump Truck	1	1	1	1	1	1	1	1	1	1	\$285,000
John Deer Grader	-	-	-	-	-	-	-	-	1	1	\$314,000
CAT Grader	-	1	1	1	1	1	1	1	1	1	\$314,000
Volvo vehicles	-	-	-	-	-	-	2	2	2	2	\$129,000
CAT Loader	1	1	1	1	1	1	1	1	1	1	\$87,000
											\$0
Total	9	10	10	10	10	10	11	11	11	11	

Population	2,833	2,875	2,895	2,884	2,890	2,875	2,848	2,839	2,822	2,812
Per Capita Standard	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

10 Year Average	2004-2013
Quantity Standard	0.0036
Quality Standard	\$208,306
Service Standard	\$750

DC Amount (before deductions)	18 Year
Forecast Population	472
\$ per Capita	\$750
Eligible Amount	\$353,953

**Township of Melancthon
Service Standard Calculation Sheet**

Service: Fire Facilities
Unit Measure: ft² of building area

Quantity Measure

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Bld'g Value (\$/ft ²)	Value/ft ² with land, site works, etc.
Mulmur Melancthon (Honeywood) Fire Station (50% Melancthon portion)	3,240	3,240	3,240	3,240	3,240	3,240	3,240	3,240	3,240	3,240	\$162	\$ 182.00
Shelburne Fire Station (15.91% Melancthon portion)	843	843	843	843	843	843	843	843	1,114	1,114	\$200	\$ 224.00
Southgate (Dundalk) Fire Station (5.52% Melancthon portion)	242	242	242	242	242	242	242	242	242	242	\$120	\$ 136.00
Total	4,326	4,326	4,326	4,326	4,326	4,326	4,326	4,326	4,596	4,596		

Population	2,833	2,875	2,895	2,884	2,890	2,875	2,848	2,839	2,822	2,812
Per Capita Standard	1.5269	1.5046	1.4942	1.4999	1.4968	1.5046	1.5188	1.5236	1.6287	1.6345

10 Year Average	2004-2013
Quantity Standard	1.5333
Quality Standard	\$188
Service Standard	\$288

DC Amount (before deductions)	18 Year
Forecast Population	472
\$ per Capita	\$288
Eligible Amount	\$136,101

**Township of Melancthon
Service Standard Calculation Sheet**

Service: Fire Vehicles
Unit Measure: No. of vehicles

Quantity Measure

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Value (\$/Vehicle)
Shelburne (15.91% Melancthon portion):											
Rescue Van (Township's Share)	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	\$350,000
Pumper 1 (Township's Share)	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	\$824,000
Pumper 7 (Township's Share)	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	\$450,000
Tanker (Township's Share)	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	\$350,000
Training Maze (Township's Share)	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	\$2,400
Ford Crew Cab (Township's Share)	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	0.16	\$30,000
Ariel Truck (Township's Share)	-	-	-	-	-	-	-	-	0.16	0.16	\$1,000,000
Mulmur Melancthon (Honeywood) Fire Vehicles (50% Melancthon portion):											
2000 Freightliner	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	\$203,000
1987 Ford Tanker	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	\$162,000
1988 Simon Duplex Pumper	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	\$102,000
2000 Ford	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	\$81,000
2007 Trailer 20'	-	-	-	0.50	0.50	0.50	0.50	0.50	0.50	0.50	\$15,000
Argo	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	\$6,500
Southgate (Dundalk) (Melancthon Share 5.52%)											
Rescue Van	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	\$265,000
Pumper	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	\$345,200
Tanker	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	\$264,400
Pumper	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	\$512,600
Total	3.70	3.70	3.70	4.20	4.20	4.20	4.20	4.20	4.36	4.36	

Population	2,833	2,875	2,895	2,884	2,890	2,875	2,848	2,839	2,822	2,812
Per Capita Standard	0.0013	0.0013	0.0013	0.0015	0.0015	0.0015	0.0015	0.0015	0.0015	0.0016

10 Year Average	2004-2013
Quantity Standard	0.0015
Quality Standard	\$167,820
Service Standard	\$252

DC Amount (before deductions)	18 Year
Forecast Population	472
\$ per Capita	\$252
Eligible Amount	\$118,817

**Township of Melancthon
Service Standard Calculation Sheet**

Service: Fire Small Equipment and Gear
Unit Measure: No. of equipment and gear

Quantity Measure

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Value (\$/item)
Mulmur Melancthon (Honeywood) Fire Fighters (50% Melancthon portion)	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	\$6,500
Shelburne Firefighters and Small Equipment (15.91% Melancthon portion)	4.45	4.61	4.61	4.77	4.77	4.77	4.77	4.77	4.77	4.77	16,160
Southgate (5.52%):											
Fire Fighter Equipment	1.49	1.49	1.49	1.49	1.49	1.49	1.49	1.49	1.49	1.55	\$5,800
Hurst Auto Extractor	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	\$13,900
S.C.B.A.'s	0.55	0.55	0.55	0.55	0.55	0.55	0.55	0.55	0.55	0.55	\$8,100
Defibrillators	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	\$8,100
Trunk Radios	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11	0.11	\$5,800
Portable Pumps	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	\$7,300
Ram Kits	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	\$7,800
AirBags	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	\$8,500
TMX Gas Detectors	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	0.06	\$5,200
Mt. Forest Firefighters (Southgate Share)	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	0.28	\$5,800
Durham Firefighters (Southgate Share)	0.23	0.23	0.23	0.23	0.23	0.23	0.23	0.23	0.23	0.23	\$5,800
Thermal Imaging Camera	-	-	-	-	-	-	0.06	0.06	0.06	0.06	\$10,800
Total	18	18	18	18	18	18	18	18	18	18	

Population	2,833	2,875	2,895	2,884	2,890	2,875	2,848	2,839	2,822	2,812
Per Capita Standard	0.0063	0.0062	0.0062	0.0063	0.0063	0.0063	0.0064	0.0064	0.0064	0.0065

10 Year Average	2004-2013
Quantity Standard	0.0063
Quality Standard	\$9,083
Service Standard	\$57

DC Amount (before deductions)	18 Year
Forecast Population	472
\$ per Capita	\$57
Eligible Amount	\$27,008

**Township of Melancthon
Service Standard Calculation Sheet**

Service: Police Small Equipment and Gear
Unit Measure: No. of equipment and gear

Quantity Measure

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Value (\$/item)
Equipped Officers - OPP	2.35	2.35	2.35	2.35	2.35	2.35	2.49	2.49	2.49	2.49	\$7,400
Total	2.35	2.35	2.35	2.35	2.35	2.35	2.49	2.49	2.49	2.49	

Population	2,833	2,875	2,895	2,884	2,890	2,875	2,848	2,839	2,822	2,812
Per Capita Standard	0.0008	0.0008	0.0008	0.0008	0.0008	0.0008	0.0009	0.0009	0.0009	0.0009

10 Year Average	2004-2013
Quantity Standard	0.0008
Quality Standard	\$7,788
Service Standard	\$6

DC Amount (before deductions)	18 Year
Forecast Population	472
\$ per Capita	\$6
Eligible Amount	\$2,941

**Township of Melancthon
Service Standard Calculation Sheet**

Service: Parkland Development
Unit Measure: No. of developed parkland acres

Quantity Measure

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Value (\$/Acre)
Horning Mills Park	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	\$44,400
Total	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	

Population	2,833	2,875	2,895	2,884	2,890	2,875	2,848	2,839	2,822	2,812
Per Capita Standard	0.0009	0.0009	0.0009	0.0009	0.0009	0.0009	0.0009	0.0009	0.0009	0.0009

10 Year Average	2004-2013
Quantity Standard	0.0009
Quality Standard	\$42,656
Service Standard	\$38

DC Amount (before deductions)	10 Year
Forecast Population	306
\$ per Capita	\$38
Eligible Amount	\$11,747

**Township of Melancthon
Service Standard Calculation Sheet**

Service: Indoor Recreation Facilities
Unit Measure: ft² of building area

Quantity Measure

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Bld'g Value (\$/ft ²)	Value/ft ² with land, site works, etc.
Centre Dufferin Recreation Complex (15% Melancthon portion)	4,660	4,660	4,660	4,660	4,660	4,660	4,660	4,660	5,958	5,958	\$216	\$241
Southgate Dundalk Community Centre (10% Melancthon portion)	3,052	3,052	3,052	3,052	3,052	3,052	3,052	3,052	3,052	3,052	\$141	\$159
Horning Mills Hall	3,240	3,240	3,240	3,240	3,240	3,240	3,240	3,240	3,240	3,240	\$151	\$171
North Dufferin Community Centre - Mulmur/Melancthon Area - Arena	1,402	1,402	1,402	1,402	1,402	1,402	1,402	1,402	1,402	1,402	\$162	\$182
North Dufferin Community Centre - Mulmur/Melancthon Area - Hall	202	202	202	202	202	202	202	202	202	202	\$108	\$122
Total	12,556	12,556	12,556	12,556	12,556	12,556	12,556	12,556	13,853	13,853		

Population	2,833	2,875	2,895	2,884	2,890	2,875	2,848	2,839	2,822	2,812
Per Capita Standard	4.4320	4.3673	4.3371	4.3537	4.3446	4.3673	4.4087	4.4227	4.9091	4.9265

10 Year Average	2004-2013
Quantity Standard	4.4869
Quality Standard	\$195
Service Standard	\$877

DC Amount (before deductions)	10 Year
Forecast Population	306
\$ per Capita	\$877
Eligible Amount	\$268,365

**Township of Melancthon
Service Standard Calculation Sheet**

Service: Library Facilities
 Unit Measure: ft² of building area
Quantity Measure

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Bld'g Value (\$/ft ²)	Value/ft ² with land, site works, etc.
Shelburne Library (Melancthon portion 15.6%)	780	780	780	780	780	780	780	780	780	780	\$200	\$224
The Ruth Hargrave Memorial Library (Southgate/Dundalk) (Melancthon portion 4.08%)	131	131	131	131	131	131	131	131	131	131	\$103	\$117
Total	911	911	911	911	911	911	911	911	911	911		

Population	2,833	2,875	2,895	2,884	2,890	2,875	2,848	2,839	2,822	2,812
Per Capita Standard	0.3214	0.3167	0.3145	0.3157	0.3151	0.3167	0.3197	0.3207	0.3227	0.3238

10 Year Average	2004-2013
Quantity Standard	0.3187
Quality Standard	\$209
Service Standard	\$67

DC Amount (before deductions)	10 Year
Forecast Population	306
\$ per Capita	\$67
Eligible Amount	\$20,349

**Township of Melancthon
Service Standard Calculation Sheet**

Service: Library Collection Materials
Unit Measure: No. of library collection items

Quantity Measure

Description	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014 Value (\$/item)
Circulation Books & Periodicals (Melancthon Share 15.6%)	4,747	4,950	5,134	4,724	4,930	5,136	5,379	5,584	6,151	6,151	\$26
Total	4,747	4,950	5,134	4,724	4,930	5,136	5,379	5,584	6,151	6,151	

Population	2,833	2,875	2,895	2,884	2,890	2,875	2,848	2,839	2,822	2,812
Per Capita Standard	1.68	1.72	1.77	1.64	1.71	1.79	1.89	1.97	2.18	2.19

10 Year Average	2004-2013
Quantity Standard	1.8524
Quality Standard	\$26
Service Standard	\$48

DC Amount (before deductions)	10 Year
Forecast Population	306
\$ per Capita	\$48
Eligible Amount	\$14,737

APPENDIX C
LONG TERM CAPITAL AND OPERATING COST
EXAMINATION

APPENDIX C - LONG TERM CAPITAL AND OPERATING COST EXAMINATION

TOWNSHIP OF MELANCTHON ANNUAL CAPITAL AND OPERATING COST IMPACT

As a requirement of the *Development Charges Act, 1997* under subsection 10(2)(c), an analysis must be undertaken to assess the long-term capital and operating cost impacts for the capital infrastructure projects identified within the development charge. As part of this analysis, it was deemed necessary to isolate the incremental operating expenditures directly associated with these capital projects, factor in cost saving attributable to economies of scale or cost sharing where applicable, and prorate the cost on a per unit basis (i.e. sq.ft. of building space, per vehicle, etc.). This was undertaken through a review of the Township's approved 2012 Financial Information Return (FIR).

In addition to the operational impacts, over time the initial capital projects will require replacement. This replacement of capital is often referred to as life cycle cost. By definition, life cycle costs are all the costs which are incurred during the life of a physical asset, from the time its acquisition is first considered, to the time it is taken out of service for disposal or redeployment. The method selected for life cycle costing is the sinking fund method which provides that money will be contributed annually and invested, so that those funds will grow over time to equal the amount required for future replacement. The following factors were utilized to calculate the annual replacement cost of the capital projects (annual contribution = factor X capital asset cost) and are based on an annual growth rate of 2% (net of inflation) over the average useful life of the asset:

ASSET	LIFECYCLE COST FACTORS	
	AVERAGE USEFUL LIFE	FACTOR
Roads	20	0.04116
Facilities	40	0.01656
Public Works Vehicles & Equipment	10	0.09133
Fire vehicles	15	0.05783
Fire Small equipment and gear	8	0.11651
Police Small equipment and gear	10	0.09133
Parkland Development	30	0.02465
Library materials	10	0.09133

Table C-1 depicts the annual operating impact resulting from the proposed gross capital projects at the time they are all in place. It is important to note that, while Township program

expenditures will increase with growth in population, the costs associated with the new infrastructure (i.e. facilities) would be delayed until the time these works are in place.

Insert Table C-1

**Table C-1
TOWNSHIP OF MELANCTHON
OPERATING AND CAPITAL EXPENDITURE IMPACTS
FOR FUTURE CAPITAL EXPENDITURES**

SERVICE		NET GROWTH RELATED EXPENDITURES	ANNUAL LIFECYCLE EXPENDITURES	ANNUAL OPERATING EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1.	Roads and Related				
1.1	Roads	328,882	13,500	433	13,933
1.2	Depots and Domes	395,500	6,500	520	7,020
1.3	PW Rolling Stock	350,000	32,000	460	32,460
2.	Fire Protection Services				
2.1	Fire facilities	11,077	200	3,791	3,991
2.2	Fire vehicles	64,300	3,700	22,008	25,708
2.3	Small equipment and gear	7,103	800	2,431	3,231
3.	Police Services				
3.1	Small equipment and gear	2,940	300	67,696	67,996
4.	Outdoor Recreation Services				
4.1	Parkland development, amenities & trails	10,530	300	465	765
5.	Indoor Recreation Services				
5.1	Recreation facilities	232,952	3,900	4,741	8,641
6.	Library Services				
6.1	Library facilities	17,100	300	433	733
6.2	Library materials	12,172	1,100	308	1,408
7.	Administration				
7.1	Studies	132,216	0	0	0

APPENDIX D
DEVELOPMENT CHARGE RESERVE FUND POLICY

APPENDIX D - DEVELOPMENT CHARGE RESERVE FUND POLICY

D.1 Legislative Requirements

The DCA, 1997 requires development charge collections (and associated interest) to be placed in separate reserve funds. Sections 33 through 36 of the Act provide the following regarding reserve fund establishment and use:

- a Municipality shall establish a reserve fund for each service to which the DC by-law relates; s.7(1), however, allows services to be grouped into categories of services for reserve fund (and credit) purposes, although only 100% eligible and 90% eligible services may be combined (minimum of two reserve funds);
- the Municipality shall pay each development charge it collects into a reserve fund or funds to which the charge relates;
- the money in a reserve fund shall be spent only for the “capital costs” determined through the legislated calculation process (as per s.5(1) 2-8);
- money may be borrowed from the fund but must be paid back with interest (O.Reg. 82/98, s.11(1) defines this as the Bank of Canada rate either on the day the by-law comes into force or, if specified in the by-law, the first business day of each quarter); and
- DC reserve funds may not be consolidated with other municipal reserve funds for investment purposes (s.37).

Annually, the Treasurer of the Township is required to provide Council with a financial statement related to the DC by-law(s) and reserve funds. This statement must also be forwarded to the Minister of Municipal Affairs and Housing within 60 days of the statement being filed with Council.

O.Reg. 82/98 prescribes the information that must be included in the Treasurer’s statement, as follows:

- opening balance;
- closing balance;
- description of each service and/or service category for which the reserve fund was established;
- transactions for the year (e.g. collections, draws);
- list of credits by service or service category (outstanding at beginning of the year, given in the year and outstanding at the end of the year by holder);
- amounts borrowed, purpose of the borrowing and interest accrued during previous year;

- amount and source of money used by the Township to repay municipal obligations to the fund;
- schedule identifying the value of credits recognized by the Township, the service to which it applies and the source of funding used to finance the credit; and
- for each draw, the amount spent on the project from the DC reserve fund and the amount and source of any other monies spent on the project.

Based upon the above, Figure D-1 sets out the format for which annual reporting to Council should be provided.

D.2 DC Reserve Fund Application

Section 35 of the DCA states that:

“The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 8 of subsection 5(1).”

This provision clearly establishes that reserve funds collected for a specific service are only to be used for that service.

Appendix D-1
SAMPLE DEVELOPMENT CHARGE RESERVE FUNDS STATEMENT
TOWNSHIP OF MELANCTHON
FOR THE YEAR _____

Reserve Fund	Town Wide						
	Roads and Related	Fire Protection Services	Police Services	Indoor Recreation	Outdoor Recreation	Library Services	Administration
Balance as of January 1							
Plus:							
Development Charge Collections							
Accrued Interest							
Repayment of Monies Borrowed from Fund and Associated Interest							
SUB-TOTAL							
Less:							
Amount Transferred to Capital (or Other) Funds {1}							
Amounts Refunded							
Amounts Loaned to Other DC Service Category							
Credits {2}							
Monies Borrowed from Fund for Other Municipal Purposes							
SUB-TOTAL							
December 31 Closing Balance							

{1}See Attachment 1 for details

{2}See Attachment 2 for details

Attachment 1

**SAMPLE DEVELOPMENT CHARGE RESERVE FUND STATEMENT
TOWNSHIP OF MELANCTHON
FOR THE YEAR _____**

DISCOUNTED SERVICES RESERVE FUND TRANSFERS					
Capital Project	DC Reserve Fund Draw	Operating Fund Draw	Other Reserves Fund Draw	Debt	Total

Attachment 2

DEVELOPMENT CHARGE RESERVE FUND STATEMENT
TOWNSHIP OF MELANCTHON
FOR THE YEAR _____

LISTING OF CREDITS UNDER DCA, 1997, s.38 BY HOLDER					
Credit Holder	Applicable DC Reserve Fund	Credit Balance - Beginning of Year	Additional Credits Granted During Year	Credits Used by Holder During Year	Credit Balance - End of Year



APPENDIX E
PROPOSED DEVELOPMENT CHARGE BY-LAW

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

By-law Number 2014-__

BEING A BY-LAW to establish development charges for the Township of Melancthon and to repeal Development Charge By-law Number 2009-22.

WHEREAS subsection 2(1) of the *Development Charges Act, 1997*, S.O. 1997, c. 27, as amended (the "Act"), provides that the council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for services arising from development of the area to which the by-law applies;

AND WHEREAS a Development Charges Background Study for the Township of Melancthon, dated July 2, 2014 (the "Study") as required by section 10 of the Act was presented to Council along with a draft of this By-law as then proposed on July 2, 2014 and was completed within a one-year period prior to the enactment of this By-law;

AND WHEREAS notice of a public meeting was given pursuant to subsection 12(1) of the Act, and in accordance with the regulations under the Act, on or before June 27, 2014, and copies of the Study and this proposed development charge by-law were made available to the public not later than July 2, 2014 in accordance with subsection 12(1) of the Act;

AND WHEREAS a public meeting was held on July 17, 2014 in accordance with the Act to hear comments and representations from all persons who applied to be heard (the "Public Meeting");

AND WHEREAS any person who attended the public meeting was afforded an opportunity to make representations and the public generally were afforded an opportunity to make written submissions relating to this proposed By-law;

AND WHEREAS the Council of the Township of Melancthon has determined that no further public meeting is required in accordance with Section 12(3) of the *Development Charges Act, 1997*, S.O. 1997, c. 27;

NOW THEREFORE The Corporation of the Township of Melancthon by its Council enacts the following:

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

1.0 DEFINITIONS

1.1 In this By-law,

- (a) “Act” means the *Development Charges Act, 1997*, S.O. 1997, c. 27, as amended, or any successor thereto;
- (b) “administration service” means any and all development related studies carried out by the municipality which are with respect to eligible services for which a development charge by-law may be imposed under the Act;
- (c) “accessory use” means where used to describe a use, building, or structure that the use, building or structure is naturally and normally incidental, subordinate in purpose of floor area or both, and exclusively devoted to a principal use, building or structure;
- (d) “agricultural use” means a farming operation conducted by a business with a valid Farm Business Registration Number issued by the Ontario Ministry of Agriculture, Food and Rural Affairs;
- (e) “apartment unit” means any residential unit within a building containing three or more dwelling units where access to each residential unit is obtained through a common entrance or entrances from the street level and the residential units are connected by an interior corridor;
- (f) “*Assessment Act*” means the *Assessment Act*, R.S.O. 1990, c. A.31, as amended or any successor thereto;
- (g) “bedroom” means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a living room, dining room or kitchen
- (h) “benefiting area” means an area defined by map, plan or legal description in a front-ending agreement as an area that will receive a benefit from the construction of a service;
- (i) “board” has the same meaning as that specified in the *Education Act*, R.S.O. 1990, c. E.2, as amended or any successor thereto;
- (j) “*Building Code Act*” means the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, and all Regulations made under it including the Building Code, as amended, or any successors thereto;

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- (k) “capital cost” means costs incurred or proposed to be incurred by the municipality or a local board thereof directly or by others on behalf of, and as authorized by, the municipality or local board
- (a) to acquire land or an interest in land, including a leasehold interest;
 - (b) to improve land;
 - (c) to acquire, lease, construct or improve buildings and structures;
 - (d) to acquire, lease, construct or improve facilities including,
 - (i) rolling stock with an estimated useful life of seven years or more,
 - (ii) furniture and equipment, other than computer equipment, and
 - (iii) materials acquired for circulation, reference or information purposes by a library board as defined in the *Public Libraries Act*, R.. O. 1990, c. 57, and
 - (iv) to undertake studies in connection with any of the matters referred to in clauses (a) to (d);
 - (f) to complete the development charge background study under Section 10 of the Act;
 - (g) interest on money borrowed to pay for costs in (a) to (d); required for provision of services designated in this by-law within or outside the municipality;
- (l) “commercial” means any use of land, structures or buildings for the purposes of buying or selling commodities and services, but does not include industrial or agricultural uses, but does include hotels, motels, motor inns and boarding, lodging and rooming houses;
- (m) “Council” means the Council of the Township of Melancthon;
- (n) “development” means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that the effect of increasing the size of usability thereof, and includes redevelopment;
- (o) “development charge” means a charge imposed pursuant to this By-law;
- (p) “dwelling unit” means any part of a building or structure used, designed or intended to be used as a domestic establishment in which one or more persons

may sleep and are provided with culinary and sanitary facilities for their exclusive use;

- (q) “*Education Act*” means the *Education Act*, R.S.O. 1990, c. E.2, as amended or any successor thereto;
- (r) “existing industrial” means an industrial building or buildings existed on a lot in the Township on the day this By-law comes into effect or the first industrial building or buildings constructed and occupied on a vacant lot pursuant to site plan approval under section 41 of the Planning Act subsequent to this By-law coming into effect for which full Development Charges were paid
- (s) “grade” means the average level of finished ground adjoining a building or structure at all exterior walls;
- (t) “gross floor area” means:
- a. in the case of a residential building or structure, the total area of all floors above grade of a dwelling unit measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of party walls dividing the dwelling unit from any other dwelling unit or other portion of a building; and
 - b. in the case of a non-residential building or structure, or in the case of a mixed-use building or structure in respect of the non-residential portion thereof, the total area of all building floors above or below grade measured between the outside surfaces of the exterior walls, or between the outside surfaces of exterior walls and the centre line of party walls dividing a non-residential use and a residential use, except for:
 - (i) a room or enclosed area within the building or structure above or below that is used exclusively for the accommodation of heating, cooling, ventilating, electrical, mechanical or telecommunications equipment that service the building;
 - (ii) loading facilities above or below grade; and

a part of the building or structure below grade that is used for the parking of motor vehicles or for storage or other accessory use;

- (u) “industrial” means lands, buildings or structures used or designed or intended for use for manufacturing, processing, fabricating or assembly of raw goods, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include the sale of commodities to the general public through a warehouse club, or any land, buildings or structures used for an agricultural use;
- (v) “institutional” means land, buildings, structures or any part thereof used by any organization, group or association for promotion of charitable, educational or benevolent objectives and not for profit or gain;
- (w) “Local Board” means a school board, public utility, commission, transportation commission, public library board, board of park management, local board of health, board of commissioners of police, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of the municipality or any part or parts thereof;
- (x) “mixed use” means land, buildings or structures used, or designed or intended for use, for a combination of residential and non-residential uses;
- (y) “multiple dwellings” means all dwellings other than single-detached, semi-detached and apartment unit dwellings.
- (z) “municipality” (or the “Township”) means The Corporation of the Township of Melancthon;
- (aa) “non-residential use” means a building or structure of any kind whatsoever used, designed or intended to be used for other than a residential use;
- (bb) “owner” means the owner of land or a person who has made an application for approval for the development of land upon which a development charge is imposed;
- (cc) “Official Plan” means the Official Plan adopted for the municipality, as amended and approved;
- (dd) “place of worship” means a building or structure that is used primarily for worship

and religious practices and purposes, including related administrative, assembly and associated spaces, but does not include portions of such building or structure used for any commercial use, including but not limited to daycare facilities;

- (ee) “*Planning Act*” means the *Planning Act*, R.S.O. 1990, c. P.13, as amended or any successor thereto;
- (ff) “rate” means the interest rate established weekly by the Bank of Canada based on Treasury Bills having a term of 91 days;
- (gg) “redevelopment” means the construction, erection or placing of one (1) or more buildings or structures on land where all or part of a building or structure has previously been demolished on such land, or changing the use of a building or structure from residential to non-residential or from non-residential to residential;
- (hh) “regulation” means any regulation made under the Act;
- (ii) “residential dwelling” means a building, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, containing one or more dwelling units but not including motels, hotels, tents, truck campers, tourist trailers, mobile camper trailers or boarding, lodging or rooming houses;
- (jj) “residential use” means the use of a building or structure or portion thereof for one or more dwelling units. This also includes a dwelling unit on land that is used for an agricultural use;
- (kk) “semi-detached dwelling” means a dwelling unit in a residential building consisting of two dwelling units having one vertical wall or one horizontal wall, but not other parts, attached or another dwelling unit where the residential unit are not connected by an interior corridor;
- (ll) “service” means a service designed in Schedule “A” to this By-law, and “services” shall have a corresponding meaning;
- (mm) “Single detached dwelling” means a completely detached building containing only one dwelling unit;
- (nn) “Wind Turbine” means any wind energy system, comprising one or more turbines, that converts energy into electricity, with a combined nameplate generating capacity greater than 500 kilowatts and a height greater than 100 metres, that converts energy into electricity, and consists of a wind turbine, a

tower, and associated control or conversion electronics. A wind turbine and energy system may be connected to the electricity grid in circuits at a substation to provide electricity off-site for sale to an electrical utility or other intermediary;

- (oo) “Zoning By-Law” means the Zoning By-Law of the Township or any successor thereof passed pursuant to Section 34 of the *Planning Act, S.O. 1998*;

2.0 DESIGNATION OF SERVICES

2.1 The categories of services for which development charges are imposed under this By-law are as follows:

- a) Library Services;
- b) Fire Protection Services;
- c) Police Services
- d) Indoor Recreation Services;
- e) Outdoor Recreation Services;
- f) Roads and Related; and
- g) Administration.

2.2 The components of the services designated in subsection 2.1 are described in Schedule “A” to this By-law.

3.0 APPLICATION OF BY-LAW RULES

3.1 Development charges shall be payable in the amounts set out in this By-law where:

- a) the lands are located in the area described in subsection 3.2; and
- b) the development of the lands requires any of the approvals set out in clause 3.4(a).

Area to Which By-law Applies

3.2 Subject to subsection 3.3, this By-law applies to all lands in the geographic area of the Township of Melancthon.

3.3 This By-law shall not apply to lands that are owned by and used for the purposes of:

- a) the Township of Melancthon or a local board thereof;
- b) a board as defined in section 1(1) of the *Education Act*; or

- c) the Corporation of the County of Dufferin or a local board thereof.

Approvals for Development

- 3.4 (a) Development charges shall be imposed on all lands, buildings or structures that are developed for residential or non-residential uses if the development requires:
- (i) the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the *Planning Act*;
 - (ii) the approval of a minor variance under section 45 of the *Planning Act*;
 - (iii) a conveyance of land to which a by-law passed under subsection 50(7) of the *Planning Act* applies;
 - (iv) the approval of a plan of subdivision under section 51 of the *Planning Act*;
 - (v) a consent under section 53 of the *Planning Act*;
 - (vi) the approval of a description under section 50 of the *Condominium Act*, R.S.O. 1990, Chap. C.26, as amended, or any successor thereof; or
 - (vii) the issuing of a permit under the *Building Code Act* in relation to a building or structure.
- (b) No more than one development charge for each service designated in subsection 2.1 shall be imposed upon any lands, buildings or structures to which this By-law applies even though two or more of the actions described in subsection 3.4(a) are required before the lands, buildings or structures can be developed.
- (c) Despite subsection 3.4(b), if two or more of the actions described in subsection 3.4(a) occur at different times, additional development charges shall be imposed if the subsequent action has the effect of increasing the need for services.

Exemptions

- 3.5 Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to:
- (a) an enlargement to an existing dwelling unit;
 - (b) one or two additional dwelling units in an existing single detached dwelling; or

(c) one additional dwelling unit in any other existing residential building;

3.6 Notwithstanding section 3.5(b), development charges shall be imposed if the total gross floor area of the additional one or two units exceeds the gross floor area of the existing dwelling unit.

3.7 Notwithstanding section 3.5, development charges shall be imposed if the additional unit has a gross floor area greater than

- i. in the case of a semi-detached or row dwelling, the gross floor area of the existing dwelling unit; and
- ii. in the case of any other residential building, the gross floor area of the smallest dwelling unit contained in the residential building.

3.8 Exemption for Industrial Development:

3.8.1 Notwithstanding any other provision of this by-law, no development charge is payable with respect to an enlargement of the gross floor area of an existing industrial building where the gross floor area is enlarged by 50 percent or less.

3.8.2 If the gross floor area of an existing industrial building is enlarged by greater than 50 percent, the amount of the development charge payable in respect of the enlargement is the amount of the development charge that would otherwise be payable multiplied by the fraction determined as follows:

- 1) determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;
- 2) divide the amount determined under subsection 1) by the amount of the enlargement

3.8.3 For the purpose of section 3.8 herein, “existing industrial building” is used as defined in the Regulation made pursuant to the Act.

3.9 Other Exemptions:

- 3.9.1 Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to Lands, buildings or structures used as a place of worship, cemetery or burial ground exempt from taxation under the *Assessment Act*.
- 3.9.2 Notwithstanding the provisions of this By-law, development charges shall not be imposed on “an agricultural use, including barns, silos, or other storage facilities for produce, livestock, or machinery and equipment used in connection with an existing agricultural operation, and other ancillary development to an agricultural use, but excluding a residential use”

Amount of Charges

Residential Uses

- 3.10 The development charges set out in Schedule B shall be imposed on residential uses of lands, buildings or structures, including a dwelling unit accessory to a non-residential use and, in the case of a mixed use building or structure, on the residential uses in the mixed use building or structure, according to the type of residential unit, and calculated with respect to each of the services according to the type of residential use.

Non-Residential Uses

- 3.11 The development charges described in Schedule B to this by-law shall be imposed on non-residential uses of lands, buildings or structures, and, in the case of a mixed use building or structure, on the non-residential uses in the mixed use building or structure, and calculated with respect to each of the services according to the total floor area of the non-residential use.

Wind Turbines

- 3.12 The development charges described in Schedule B to this by-law shall be imposed on wind turbines with respect to roads and related and fire protection services on a per unit basis.

Reduction of Development Charges for Redevelopment

- 3.13 Despite any other provisions of this By-law, where, as a result of the redevelopment of land, a building or structure existing on the same land within 5 years prior to the date of payment of development charges in regard to such redevelopment was, or is to be

demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- (a) in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charge under subsection 3.10 by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and
- (b) in the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charges under subsection 3.11 by the gross floor area that has been or will be demolished or converted to another principal use;

provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment.

Time of Payment of Development Charges

3.14 Development charges imposed under this By-law are calculated, payable, and collected upon issuance of a building permit for the development.

3.15 Despite section 3.14, Council from time to time, and at any time, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the Act.

4. PAYMENT BY SERVICES

4.1 Despite the payment required under subsections 3.11 and 3.12, Council may, by agreement, give a credit towards a development charge in exchange for work that relates to a service to which a development charge relates under this By-law.

5. INDEXING

5.1 Development charges imposed pursuant to this By-law shall be adjusted annually, without amendment to this By-law, on January 1st of each year, in accordance with the prescribed index in the Act.

6. SCHEDULES

6.1 The following schedules shall form part of this By-law:

Schedule A - Components of Services Designated in section 2.1

Schedule B - Schedule of Development Charges

7. CONFLICTS

7.1 Where the Township of Melancthon and an owner or former owner have entered into an agreement with respect to land within the area to which this By-law applies, and a conflict exists between the provisions of this By-law and such agreement, the provisions of the agreement shall prevail to the extent that there is a conflict.

7.2 Notwithstanding section 7.1, where a development which is the subject of an agreement to which section 7.1 applies, is subsequently the subject of one or more of the actions described in subsection 3.4(a), an additional development charge in respect of the development permitted by the action shall be calculated, payable and collected in accordance with the provisions of this By-law if the development has the effect of increasing the need for services, unless such agreement provides otherwise.

8. SEVERABILITY

8.1 If, for any reason, any provision of this By-law is held to be invalid, it is hereby declared to be the intention of Council that all the remainder of this By-law shall continue in full force and effect until repealed, re-enacted, amended or modified.

9. DATE BY-LAW IN FORCE

9.1 This By-law shall come into effect at 12:01 AM on August __, 2014.

10. DATE BY-LAW EXPIRES

10.1 This By-law will expire at 12:01 AM on August __, 2014 unless it is repealed by Council at an earlier date.

11. EXISTING BY-LAW REPEALED

11.1 By-law Number 2009-22 is hereby repealed as of the date and time of this By-law coming into effect.

12.0 SHORT TITLE

12.1 This By-law may be referred to as the "Development Charges By-law".

READ A FIRST AND SECOND TIME THIS 8th DAY OF AUGUST, 2014.

READ A THIRD TIME AND FINALLY PASSED THIS 8th DAY OF AUGUST, 2014.

BILL HILL, MAYOR

DENISE HOLMES, CAO/CLERK

Schedule "A"

**Township of Melancthon
Components of Service**

- 1.0 Library Services
- 2.0 Fire Protection Services
- 3.0 Police Services
- 4.0 Indoor Recreation Services
- 5.0 Outdoor Recreation Services
- 6.0 Roads and Related
- 7.0 Administration

SCHEDULE "B"

BY-LAW NO. 2014 - _____

SCHEDULE OF DEVELOPMENT CHARGES

Service	RESIDENTIAL				NON-RESIDENTIAL	Wind Turbines
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per ft ² of Gross Floor Area)	
Municipal Wide Services:						
Roads and Related	3,921	2,093	1,311	2,790	1.59	3,921
Fire Protection Services	301	161	101	214	0.13	301
Police Services	11	6	4	8	0.00	-
Outdoor Recreation Services	66	35	22	47	0.01	-
Indoor Recreation Services	1,463	781	489	1,041	0.29	-
Library Services	183	98	61	130	0.04	-
Administration	792	423	265	564	0.31	-
Total Municipal Wide Services	6,737	3,597	2,253	4,794	2.37	4,222



Township of Melancthon ERTH's LED Street Light Upgrade Program



A division of



JUL 17 2014

ERTH



CORPORATION



ERTH



LIMITED

ERTH



BUSINESS TECHNOLOGIES INC.

ERTH



HOLDINGS INC.

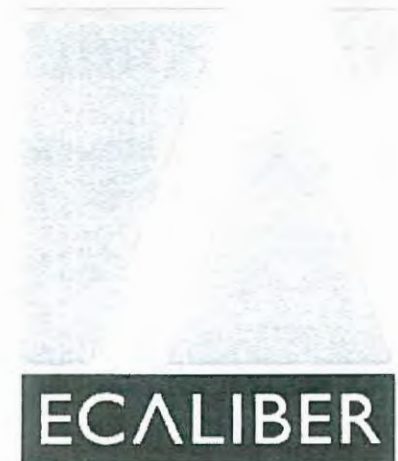
Municipality Owned



ERTH



HOLDINGS INC.





Design and
installation of
U/G subdivisions

Street light maintenance





Solar installations



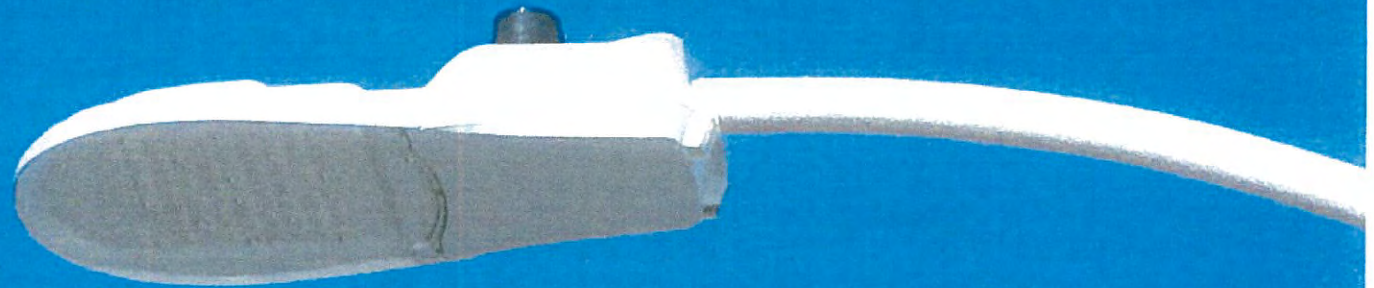
**Traffic signal maintenance,
rebuilds, and new installations**



Street lighting specifications for municipalities

Hydro installations

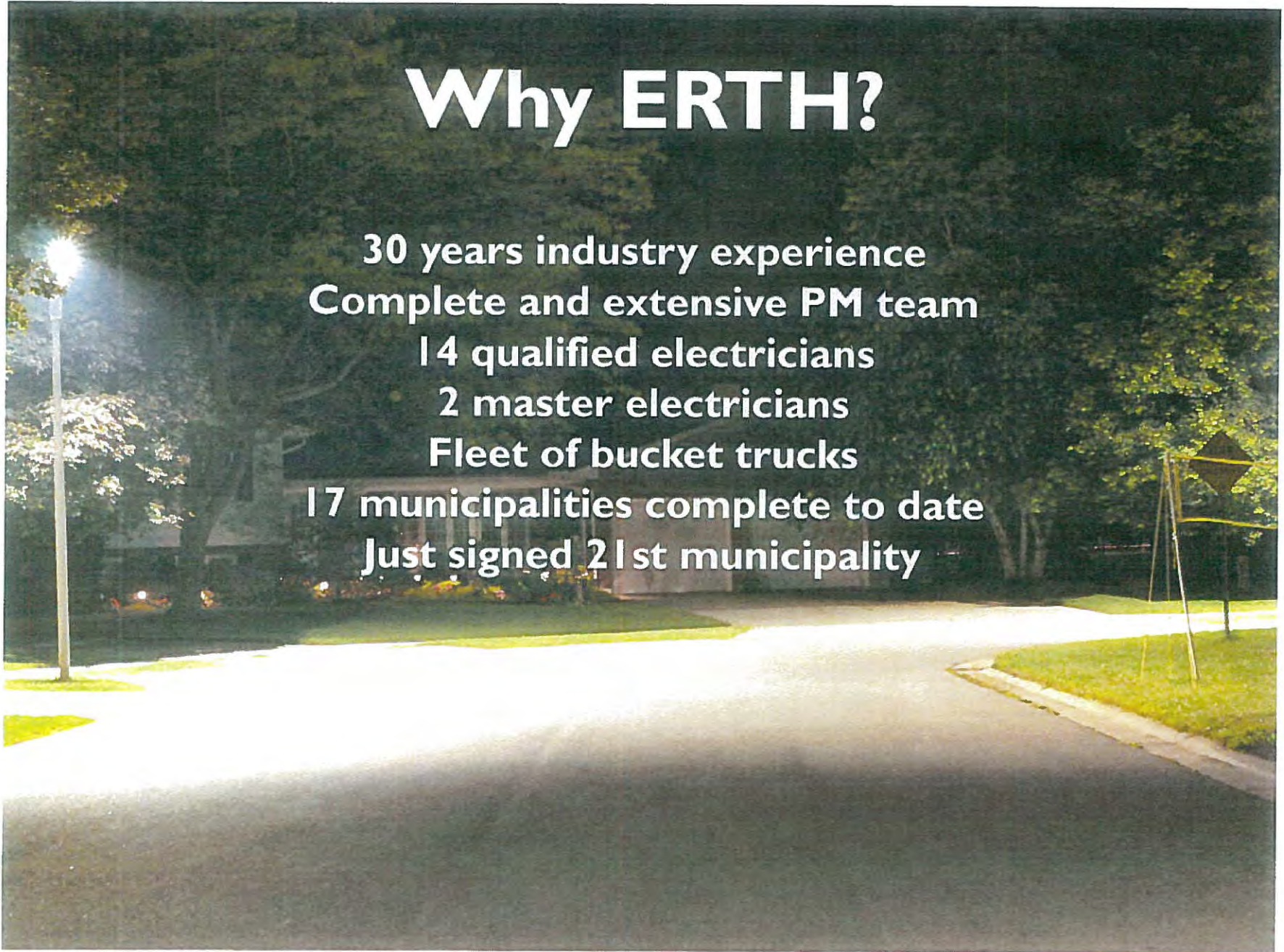




Design of LED lighting and installations

Why ERTH?

30 years industry experience
Complete and extensive PM team
14 qualified electricians
2 master electricians
Fleet of bucket trucks
17 municipalities complete to date
Just signed 21st municipality





LED Street Lighting

Large street light hydro bill savings (50% or more)

Complete design/analysis

Complete set of photometrics

Brighter and cleaner illumination

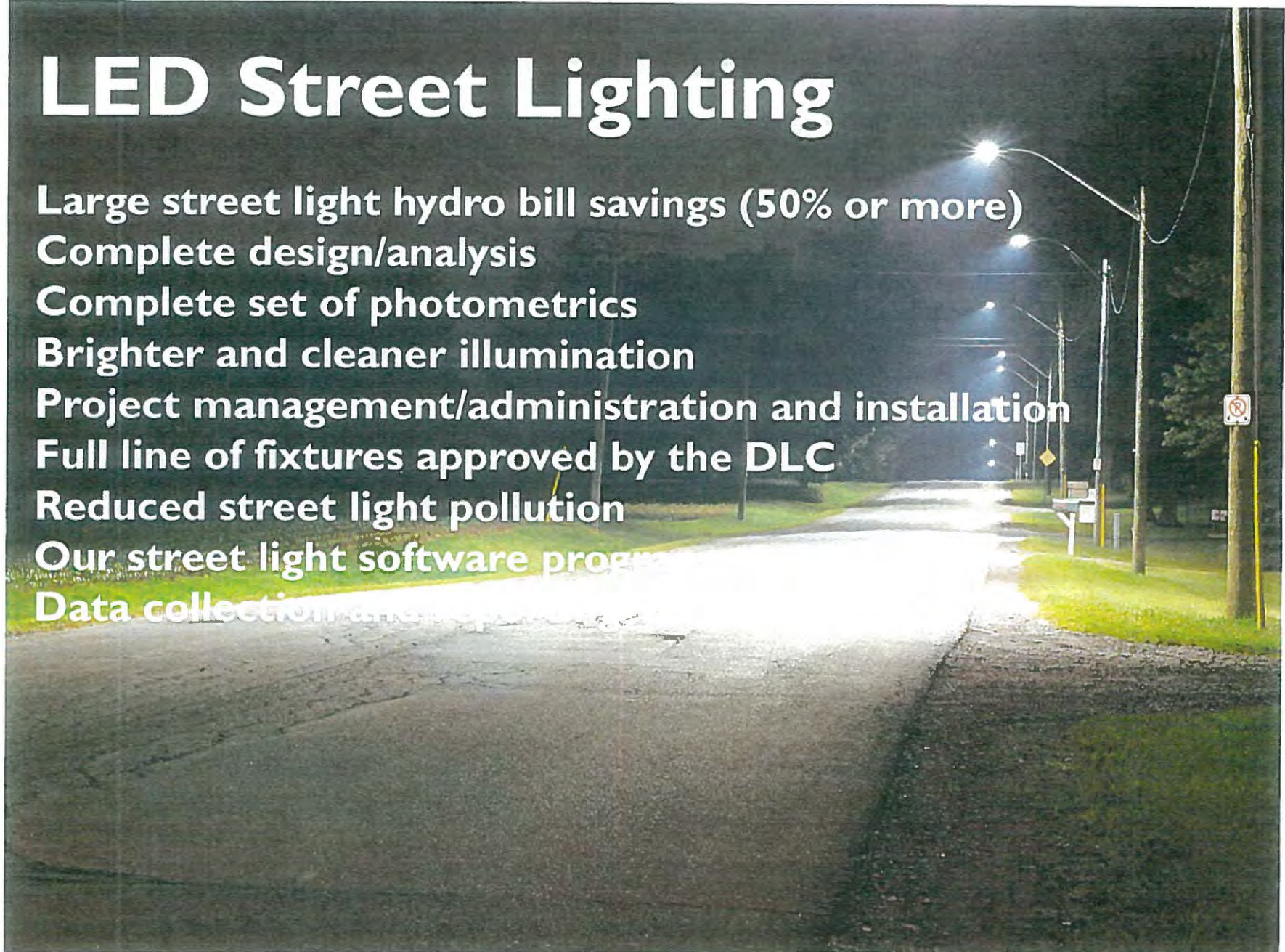
Project management/administration and installation

Full line of fixtures approved by the DLC

Reduced street light pollution

Our street light software program

Data collection and reporting



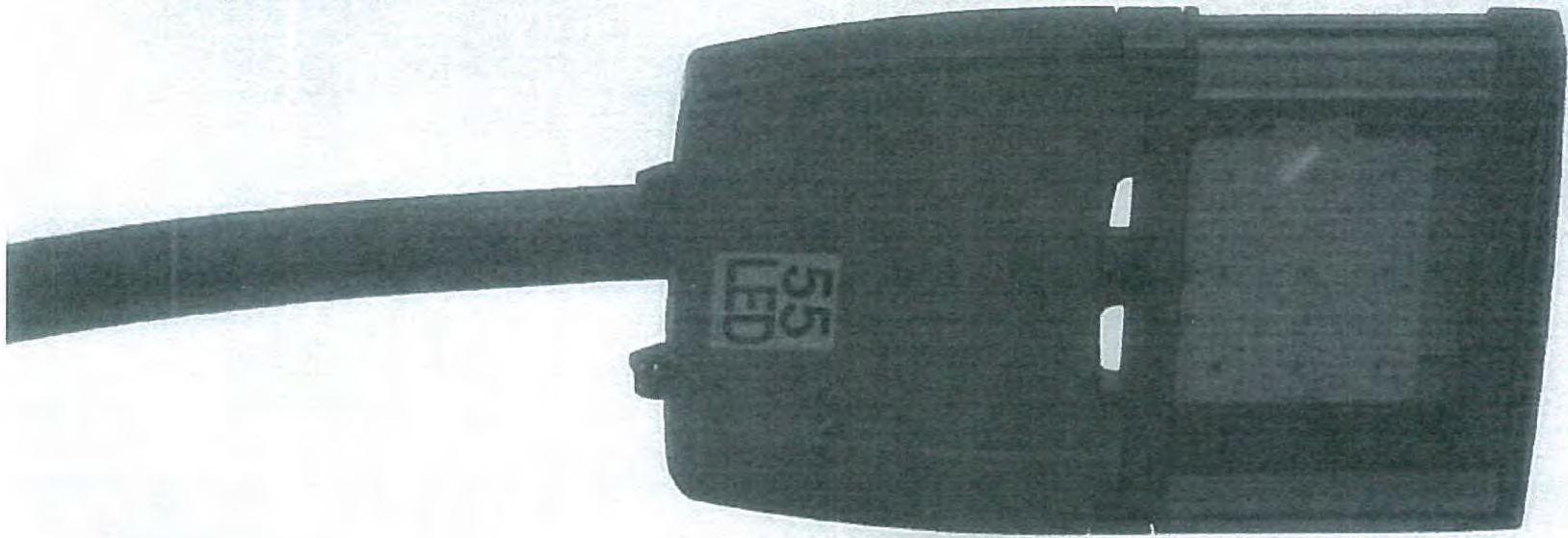
Program Overview

Turnkey program to convert to LED lighting system
Financing at municipal rates included
Immediate year one budget savings
10 year warranty on fixtures and photocells
Pay back prior to warranty expiration



Photometrics

Project Administration



OPA funding application

Street light conversion (weekly) to LDC, software

Recycle program

Final OPA/LDC results

Asset management with street light inventory

Complete design & photometrics

Streetlight Mapping and Engineering data



Some of the info collected and extracted includes:

- GPS Location (accurate to +/- 50 cm)
- Type of fixture
- Wattage of fixture
- Measurements (Height of Fixture, Length of Arm, etc.)
- Picture of Pole & Fixture

RETURN ON INVESTMENT

The vehicle captures ALL visible road and Right-Of-Ways assets, and this information can be extracted as needed to support other municipal infrastructure projects and potentially realize significant cost savings. Other applications for the data include:

- ✓ Roadway Asset Inventories (incl. traffic signs and retro reflectivity analysis)
- ✓ Vegetation Encroachment
- ✓ Roads Needs Analysis
- ✓ And More!

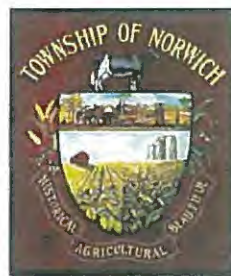


Financial Analysis

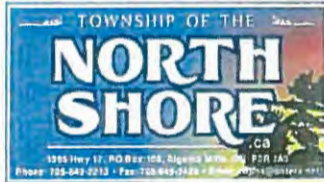
	<u>2013 HPS</u>	<u>2013 LED</u>
Energy Costs	\$ 11,049.20	\$ 4,114.91
Maintenance Costs	\$ 2,209.95	\$ 1,240.50
Total Costs	\$ 13,259.15	\$ 5,355.41
Year One Savings		\$ 7,903.74
OPA Rebate to the Municipality		\$ 1,684.52
Total Cost of Project		\$ 35,831.00
Recommend 50% Rewires included in Total		\$ 2,925.00
Savings to Warrantied Life		\$ 103,590.65
Savings to rated life 100,000 Hrs (20 Yrs)		\$ 284,072.06

The above project costing includes all new street lights, photocells, 50% rewires billed on actuals, OPA Applications, LDC Submissions, 100% Recycling of all existing fixtures.

Participating Municipalities



Participating Municipalities



TOWNSHIP OF
Malahide



Visit
South Dundas



Your Lights
Your Savings
Your Community
Our Expertise



A division of

