



TOWNSHIP OF MELANCTHON

A G E N D A

Thursday, January 12, 2017 - 4:00 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 - December 22, 2016**
6. **Business Arising from Minutes**
7. **Point of Privilege or Personal Privilege**
8. **Public Question Period** (Please visit our website under Agenda & Minutes for information on Public Question Period)
9. **Road Business**
10. **Planning Matters**
 1. Applications to Permit
11. **Police Services Board Matters**
 1. Information from the County of Dufferin regarding circulation of Traffic Brochure
12. **Correspondence**
 - *Board & Committee Minutes**
 1. Shelburne Public Library - Meeting November 15, 2016
 - * Items for Information Purposes**
 1. Letter from Sylvia Jones, MPP Dufferin Caledon dated December 8, 2016, Re - Bill 9, End Age Discrimination Against Stroke Recovery Patients Act, 2016
 2. Email from Michele Harris, Executive Director Headwaters dated December 9, 2016, Re - Headwaters Tourism Update - to 02 December 2016
 3. AMO Communications - AMO Policy Update - Members' Legislative Update
 4. GRCA Current - December, 2016 - Volume 21 Number 12
 5. Email from Michelle Dunne, Deputy Clerk, County of Dufferin dated December 12, 2016, Re - POA Administration Resolution
 6. Notice of Passing of By-law No 2016-43 By Council of the County of Dufferin To Adopt Dufferin County Official Plan Amendment No. 1
 7. Email from MR21Enquiry dated December 13, 2016, Re - 2017 Budget and Municipal Levy
 8. Email from Katrina Lemire, Fund Development Coordinator dated December 13, 2016, Re - Proclamation for Alzheimer Awareness Month
 9. The Corporation of the Township of Mulmur - Notice of Passing of Zoning By-law Amendment No. 35-16 - Bonnefield Farmland III Inc.
 10. Copy of a resolution passed by the Township of McMurrich / Monteith dated December 12, 2016, Re - Petition the Provincial Government to recognize Municipal Fire Service as a critical infrastructure
 11. Copy of a resolution passed by the Town of Mono dated December 19, 2016, Re - Acceptance of the 2017 Shelburne Public Library Budget
 12. NVCA Board Meeting Highlights, December 16, 2016
 13. Copy of a resolution passed by the Town of Mono dated December 19, 2016, Re - Support of the Township of McKellar calling on the Provincial Government to recognize Municipal Fire Service as a critical infrastructure by including funding for fire department infrastructure as part of Infrastructure Strategy to Move Ontario Forward
 14. Letter from Workforce Planning Board of Waterloo Wellington Dufferin dated December 16, 2016, Re - WBP establishing a Workforce Development Committee in Dufferin County
 15. Letter from AMO - Association of Municipalities Ontario - Office of the President dated December 15, 2016, Re - AMO's 2017-18 Strategic Objective

16. Email from Sean Fahey, Municipal Advisor dated December 23, 2016, Re - Excess Soil Management Policy Framework
17. Email from AWARE Simcoe dated January 3, 2017, Re - Nottawasaga River
18. Letter from the Grand River Conservation Authority dated December 23, 2016, Re - Grand River Conservation Authority (GRCA) Members' Meeting Attendance
19. Letter from Agriculture, Food and Rural Affairs Appeal Tribunal dated December 21, 2016, Re - Evan Bearss - Late Filing of Section 65(11) Appeal
20. Email from Kirby Sylvester, Office Manager, Building Department, County of Dufferin dated January 5, 2017, Re - Building Permit Reports 2016

*** Items for Council Action**

1. Email from Southgate Public Library dated December 16, 2016, Re - Library Use Contract
2. Email from Michelle Dunne, Deputy Clerk, County of Dufferin dated December 13, 2016, Re - Canada 150 Fund
3. Report to Council from Denise Holmes dated January 4, 2017, Re - 2018 Council Meeting Schedule
4. Letter from Shelburne & District Agricultural Society dated December 29, 2016, Re - 150th Shelburne Agricultural Society Fall Fair
5. Email from Bret Lemieux, Bluewater Geoscience Consultants Inc. dated January 3, 2017, Re - Proposal to Provide 2017 Semi-Annual Groundwater Monitoring and Sampling for Melancthon Landfill Site
6. Report to Council from Denise Holmes dated January 4, 2017, Re - Alternative Voting Method - 2018 Municipal Election

13. General Business

1. Accounts
2. Notice of Intent to Pass the following By-laws
 1. Borrowing By-law for 2017
 2. By-law to Provide for the Levy and Collection of Rates or Levies Required for the Township of Melancthon for the Interim Levy for the Year 2017
 3. James Foley Municipal Drain, Maintenance Levying By-law
 4. Fluney Drainage Works, Levying By-law, By-law to amend By-law Number 40-201
 1. Correspondence from RJ Burnside and Associates dated January 6, 2017
3. New/Other Business/Additions
 1. Draft Spring/Summer Newsletter
 2. Applications received for Board/Committee Vacancies
4. Unfinished Business
 1. Correspondence Item 1 from the December 22, 2016 Council meeting dealing with Expanding Medical Responses
 2. Correspondence Item 2 from the December 22, 2016 Council meeting - Town of Shelburne motion endorsing McKeller Township Motion to call on Provincial Government to recognize municipal fire service as critical infrastructure

14. Delegations

1. **4:30 p.m.** - Bert Tupling and Chester Tupling to discuss the vision of the Honeywood Arena and the North Dufferin Advisory Board as it relates to the best use for both Mulmur and Melancthon Townships
2. **5:00 p.m.** - Tom Pridham, P.Eng., Drainage Engineer to present the Report to Council on the Petervale Farms Drainage Works
3. **5:30 p.m.** - Public Meeting for a Zoning By-law Amendment on Part of Lot 16, Concession 7 SW (Dennis Martin)
4. **6:30 p.m.** - Request for Proposals for the Preparation of the Township of Melancthon's Strategic Plan - to be opened

15. Closed Session (if required)

16. Third Reading of By-laws (if required)

17. Notice of Motion

18. Confirmation By-law

19. Adjournment and Date of Next Meeting - Thursday, February 2, 2017 - 5:00 p.m.

20. On Sites

22. Correspondence on File at the Clerk's Office

*Minutes for Shelburne Public Library Board Meeting
Tuesday, November 15, 2016*

Present: Geoff Dunlop Larry Haskell Laurita Townsend
Erika Ulch Dave Besley Gail Little
Janet Horner Sharon Martin Harry Allen

Also Present: Rose Dotten, Head Librarian /CEO

Chair Dunlop called the meeting to order at 8:00 P.M.

Motion 45 -16 G. Little, E. Ulch

Be it resolved that we approve the agenda of the board meeting dated November 15, 2016.
Carried

Motion 46 -16 H. Allen, E. Ulch

Be it resolved that we approve the minutes of the board meeting dated October 18, 2016.
Carried

Financial Reports:

Motion 47 -16 L. Townsend, D. Besley

Be it resolved that we approve the Accounts Payable Register for September, 2016 with invoices and payments in the amount of \$20,616.40.

Carried

CEO/ Head Librarian's Report:

- **Statistics**

You will see from the statistics for October that statistics are down but still higher than last year for the month. We are looking at new children's programs for the new year and hope that will boost the circulation as that is one area where circulation will spike.

Correspondence

New Business

- **Motion required for transfers from Reserves**

Motion 48 -16 L. Townsend, D. Besley

Be it resolved that we approve the following Transfers:

1. Transfer from Special Projects Reserve--\$1,000 for fireplace, \$720 to furniture, \$280 to maintenance for installation

2. Transfer from Building Reserve--\$3072.80 to maintenance (\$2800 for front columns, 222.80 for light ballasts)
3. Transfer from Computer Reserve--\$1189.72 to computer capital expense.

Carried

- **Budget for 2017 discussion**

Motion 49 – 16 L. Haskell, S. Martin

Be it resolved that the Shelburne Public Library Board hereby approves the 2017 Budget as presented, as attached.

Carried

- **Silent Auction to be held Saturday, November 26, 2016**

Rose reminded the Board that the large annual fundraiser for the Library, the Silent Auction, will be held Saturday, November 26, 2016.

- **Auditors**

The Board instructed Rose to obtain quotations/tenders in order to retain an auditor/accountant that will be able to do the work as required by the Town of Shelburne and its auditor.

In-Camera Session: Not required

Motion 50-16 L. Townsend, H. Allen

That we now adjourn at 8:24 p.m., to meet again December 20, 2016, at 8 pm. or at call of the Chair. Please also note that the annual Christmas dinner for the board and volunteers will be held at 6:30 pm on December 20, 2016.

Carried



Sylvia Jones, MPP
Dufferin-Caledon

Room 443, Legislative Building
Toronto, Ontario M7A1A8

Tel: 416-325-1898

Fax: 416-325-1936

E-Mail: sylvia.jonesla@pc.ola.org

December 8th, 2016

Mayor Darren White and Council
Township of Melancthon
157101 Highway 10
Melancthon, Ontario
L9V 2E6

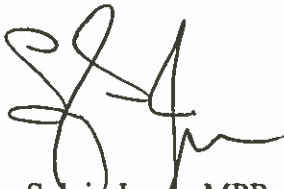

Dear Mayor White and Council,

I wanted to let you know that Bill 9 the *End Age Discrimination Against Stroke Recovery Patients Act, 2016*, was passed by the Ontario Legislature on December 5th.

As you know the bill calls on the Minister of Health and Long-Term Care to oversee and promote an evidence-based approach to the provision of physiotherapy services for post-stroke patients of all ages. The bill also places the control of stroke treatment into the hands of physicians.

On behalf of the Progressive Conservative Caucus, I would like to thank you for your resolution from November 17th in support of Bill 9.

Sincerely,



Sylvia Jones, MPP
Dufferin-Caledon

Info1

JAN 12 2017

Denise Holmes

From: Michele Harris <michele@headwaters.ca>
Sent: Friday, December 09, 2016 6:09 PM
Subject: Headwaters Tourism update - to 02 December 2016
Attachments: Headwaters Tourism - 02 December 2016.pdf

Good evening:

Please find attached the Headwaters Tourism update to December 2, 2016. Would you be good enough to include in your next Council package for information purposes?

Thank you so much, and please don't hesitate to contact me directly if you have any questions.

Regards,

M

Michele Harris Executive Director
519 942 0314 x201 | 519.215.2771
headwaters.ca | headwatersb2b.ca



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Headwaters Tourism - public profile & sector engagement



On November 30th, 2016, in Gatineau, QC, Headwaters Tourism was declared the WINNER in the following category:

WINNER: Visa Canada's Tourism Innovator of the Year
Headwaters Parade of Horses

Headwaters Tourism was also recognized as a **finalist for Marketing Campaign of the Year**, in the company of the Province of Newfoundland & Labrador, and the Province of Ontario. The Ontario "Where Am I" campaign was named the winner in this category.



On November 22nd, 2016, in Ottawa, Ontario, Headwaters Tourism was named the WINNER in the following categories:

WINNER: Tourism Marketing Campaign Under \$25K
Headwaters: Where Ontario Gets Real brand launch

WINNER: Tourism Print Collateral Award
Headwaters 2015 Four-Season Visitors' Guide

WINNER: Tourism Innovator of the Year
Headwaters Parade of Horses



Headwaters Tourism has been named a finalist in the following categories by the Economic Developers Council of Ontario:

Promotional Award Category | Print Publication
Headwaters 2016 Four-Season Visitors' Guide

Collaboration & Partnership Award | Regional & Cross-Border Collaboration

Headwaters: Evolution of a Centre of Equine Excellence
Collaboration & Partnership Award | Public-Private Partnership
Headwaters Parade of Horses

Winners will be announced on February 9, 2017 in Toronto

- Spoke at Orangeville Senior's Expo about the role of Headwaters Tourism
- Presented keynote address at the Ontario Ministry of Agriculture, Food & Rural Affairs Municipal Economic Development Agricultural Forum, hosted by the Town of Caledon. Topic: The Development of Headwaters as a Centre of Equine Excellence. (Presentation attached.)
- Attended Caledon Mayor's Luncheon (focus on local food sector).

Product development – Canada 150

- Public art project, "Real Ontario: Tradition & Transformation": Unfortunately, Headwaters Arts backed out of partnering on the submission of a Canada Council for the Arts funding grant just prior to the application deadline, leaving no opportunity for Headwaters Tourism to find another arts organization in time for the deadline. Headwaters Tourism will continue to explore opportunities for public/private partnership to move this initiative forward.

Product development – Fresh & Local

- Working with Town of Caledon on the development of a craft beer & cider festival, in conjunction with Caledon Day. Headwaters would be the presenter of "Cheers Caledon: Craft Beer & Cider Festival" taking place on Friday, June 15th, 2017.

Product development – Arts & Heritage

- Participated in Headwaters Cultural Round Table meeting; group is looking to determine "next steps" following their Arts & Culture Breakfast Symposium. Headwaters Tourism has shared with them the terms of reference developed by the Headwaters Equine Leadership Group to review as a potential framework for their own work.

Industry & municipal engagement:



The 2016 Headwaters Tourism Awards took place on Monday, December 5th at Adamo Estate Winery. Event sponsors included Adamo Estate Winery and Century Wood Products. The calibre of nominees is testament to the quality of tourism offerings in the Headwaters region. Congratulations to all the nominees & the winners.



Executive Director Report 02 December 2016

Best ARTS & HERITAGE Visitor Experience

Belfountain Music Festival

Mark Grice

Theatre Orangeville – WINNER

Tritone Music School

Empty Bowls Alton (Ann Randeraad)

Orangeville Blues & Jazz Festival - WINNER

Pickin' in the Park

Best FRESH & LOCAL Visitor Experience

Black Birch Restaurant

The Church Public Inn

Everdale - WINNER

Landman Gardens and Bakery

Wild Mushroom Foraging Weekend

Soulyve Carribean Kitchen

Heatherlea Harvest Table

Best FUN & FESTIVE Visitor Experience

The Church Public Inn

Grand River Rodeo

The Hip on Mill Street

Spirit Tree Wassailing Festival - WINNER

RCMP Musical Ride (Erin Fairgrounds)

North of 89 Studio Tour

CaribFest (Soulyve Carribean Kitchen)

Best NATURE & LEISURE Visitor Experience

GO Adventure Co.

Rawhide Adventures

Plant Paradise Country Gardens - WINNER

Snowberry Botanicals

Best HORSE & COUNTRY Visitor Experience

Little Creek Ranch

Silver Fox Equine

Dufferin Town & Country Farm Tour

RCMP Musical Ride (Erin Fairgrounds) - WINNER

Rawhide Adventures

Caledon Equestrian Park



Executive Director Report 02 December 2016

Best SEE, SHOP & STAY Visitor Experience

Best Western PLUS Orangeville Inn and Suites

Heatherlea Farm Shoppe - WINNER

Molly's Retreat B&B

More Than Just Baskets

Best NEW Tourism Business

The Church Public Inn

Snowberry Botanicals

Go Adventure Co. - WINNER

Tourism INNOVATOR of the Year

Landman Gardens and Bakery

Mario Adamo - WINNER

Tourism PARTNERSHIP Award

Westside Secondary School

Orangeville Home Hardware

RCMP Musical Ride (Erin Fairgrounds)

Alton Mill Arts Centre

Pommies Cider Co

Jamie Stam

Tour de Headwaters

Empty Bowls Alton - WINNER

Tourism CHAMPION of the Year

Terence Cutts

John Church

Susan Powell - WINNER

Gary van Bolderen - WINNER

Gail James

Sigrid Wolm

Nick & Lindsay Sutcliffe - WINNER

Leading With the Best Partnership Program

Welcome to our newest Leading With the Best partners. The program now boasts over 50 active partners.

- Adamo Estate Winery

Annual municipal council delegations:

Headwaters Tourism will delegate to partner Councils to provide updates on organizational undertakings.

- Town of Erin – December 6th, 2016
- Dufferin County General Government Services Committee – January 25th, 2017

Still need to schedule delegations to Town of Shelburne & Town of Mono.

Industry Development & Liaison

- Attended the annual Ontario Tourism Summit in Ottawa (November 21st and 22nd). Slide decks & presentations will be shared as they become available.
- Attended the Canadian Tourism Congress in Gatineau, QC (November 29th & 30th). Slide decks & presentations will be shared as they become available

Overall goal of attendance at both conferences was to learn and develop a stronger understanding of provincial and federal initiatives to support tourism development in Headwaters. Also had a goal of increasing awareness of the Headwaters region among industry leaders at both the provincial & federal level. Met with many industry leaders and will foster those connections as we move forward into 2017.

During time in Ottawa/Gatineau also held a number of meetings with industry colleagues including:

- Ottawa Tourism & Ottawa Hotel Association representatives re destination marketing fees & other opportunities to support destination marketing capacity;
- Meetings with tourism & economic development colleagues in the County of Renfrew; discussed rural/urban tourism development (vis-à-vis their geographic positioning relative to Ottawa); tourism economic impact data development partnership; RTO alignment; DMO modelling
- Humber College School of Hospitality, Recreation & Tourism's Academic Advisory Committee Bi-Annual meeting – major issue around the table still continues to be workforce development & labour shortage issues.

Central Counties Tourism:

Headwaters Tourism is developing a partnership with Central Counties Tourism to support an industry engagement strategy of near-market ready tourism businesses in the Headwaters region. This program will support objectives of both Central Counties and Headwaters Tourism to engage businesses into the tourism marketplace in a more active way, and ultimately encourage the development of quality tourism experiences throughout the region. Partnership is currently in draft format and awaiting approval from Central Counties.

Marketing:

- **2017 Headwaters Four-Seasons Visitors' Guide:** advertising sales currently underway; early-bird pricing to 2016 advertisers is now over and regular pricing is in effect; photography has also been started focusing on the "faces" and "finds" for 2017.

Digital engagement statistics: October 1st to October 31st, 2016

www.headwaters.ca www.headwatersb2b.ca www.headwatershorsecountry.ca	October 2016
Sessions	14,295
Page views	35,553
Facebook	October 2016
Total reach	13,268
Page impressions	40,734
Twitter	October 2016
Followers	4,622
Reach	114,982

Digital engagement statistics: November 1st to November 30th, 2016

www.headwaters.ca www.headwatersb2b.ca www.headwatershorsecountry.ca	November 2016
Sessions	10,235
Page views	24,017
Facebook	November 2016
Total reach	7,953
Page impressions	28,987
Twitter	November 2016
Followers	4,683
Reach	117,068

Headwaters social media posts: October 22nd to December 2nd, 2016



Headwaters with Granny Taught Us How and Heidi's Room and Mrs. Mitchell's Restaurant.

Published by Diane Murenbeld [?] · November 1 at 1:25pm

Enjoy Mrs. Mitchell's Restaurant's time-honoured (and limited time only) Pumpkin Cream Pie during #TasteoftheHarvest. #36yearsandcounting
<http://bit.ly/2eY5Xcb>



Headwaters

Published by Diane Murenbeld [?] · November 2 at 10:57am

Get your #TasteoftheHarvest at Jelly Craft Bakery and Cafe. On offer: pumpkin squash soup then finish off with pumpkin cookies or apple tarts. #Delish
<http://bit.ly/2lc0ajm>



Headwaters with Shop Local Erin and 3 others.

Published by Diane Murenbeld [?] · November 3 at 11:14am

"Pumpkin spice and everything nice, that's what Tintagels Tea Room & More is made of".
Enjoy a cuppa during #TasteoftheHarvest.
<http://bit.ly/2f8KbT>



Headwaters shared Landman Gardens and Bakery's video

Published by Diane Murenbeld [?] · November 4 at 12:40pm

Visit Landman Gardens and Bakery to find out why they crossed the road. #JustYoking #EggcameFirst #RealHeadwaters



Headwaters

Published by Diane Murenbeld [?] · November 4 at 5:57pm

Nominate a deserving Headwaters Horse Country business for a 2016 Headwaters Tourism Award → <http://conla.cc/2thRCiR>
Click here for more information about the awards → <http://bit.ly/2ekUj7>



Headwaters with Headwaters Food & Farming Alliance and Headwaters Local Food Map

Published by Diane Murenbeld [?] · November 4 at 6:00pm

Nominate a deserving FRESH & LOCAL business for a 2016 Headwaters Tourism Award → <http://conla.cc/2thQ0OQ>
Click here for more information about the awards → <http://bit.ly/2ekUj7>



Headwaters with Alton Mill Arts Centre and 4 others.

Published by Diane Murenbeld [?] · November 4 at 6:23pm

Nominate a deserving business for an 2016 Headwaters Tourism ARTS & HERITAGE award → <http://conla.cc/2eNINLe>
Click here for more information about the awards → <http://bit.ly/2ekUj7>



Headwaters

Published by Diane Murenbeld [?] · November 4 at 6:34pm

Nominate a deserving business for an 2016 Headwaters Tourism FUN & FESTIVE award → <http://conla.cc/2thWm00>
Click here for more information about the awards → <http://bit.ly/2ekUj7>



Headwaters

Published by Diane Murenbeld [?] · November 4 at 6:38pm

Nominate a deserving business for an 2016 Headwaters Tourism NATURE & LEISURE award → <http://conla.cc/2thYTYP>
Click here for more information about the awards → <http://bit.ly/2ekUj7>



Headwaters

Published by Diane Murenbeld [?] · November 4 at 6:41pm

Nominate a deserving business for an 2016 Headwaters TOURISM INNOVATOR award → <http://conla.cc/2th0cXp>
Click here for more information about the awards → <http://bit.ly/2ekUj7>



Headwaters

Published by Diane Murenbeld [?] · November 4 at 6:45pm

Nominate a deserving business for an 2016 Headwaters TOURISM PARTNERSHIP award → <http://conla.cc/2thXqja>
Click here for more information about the awards → <http://bit.ly/2ekUj7>

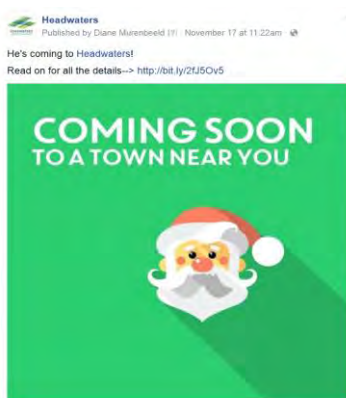


Headwaters

Published by Diane Murenbeld [?] · November 4 at 6:48pm

Nominate a deserving business for an 2016 Headwaters TOURISM CHAMPION award → <http://conla.cc/2e4mpm>
Click here for more information about the awards → <http://bit.ly/2ekUj7>







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HEADWATERS TOURISM SCORES A HAT TRICK AT ONTARIO TOURISM AWARDS

11/23/2016 9:25:03 PM







It was a clean sweep for Headwaters Tourism at the Ontario Tourism Awards Tuesday (Nov. 22).

Executive Director Michele Harris was very surprised to walk away at the end of the night with the three awards they were finalists for.

Headwaters Tourism won the Tourism Marketing Campaign Under \$25k award, the Tourism Print Collateral Award, and Tourism Innovator of the Year Award.

Spirit Tree Cider was a runner up for the Ontario Culinary Tourism Event of the Year Award.

John Church's cover photography for Headwaters' 2015 Glow, Snow and Go guide was also a runner up for the Travel Media Photography Award.







SANTA'S SLEIGH CONTEST

Guess the total amount of all the gifts in Santa's Sleigh, and win!

ORANGEVILLE TODAY

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HEADWATERS TOURISM RECOGNIZED FOR INNOVATION AT 2016 CANADIAN TOURISM AWARDS

12/1/2016 4:19:44 PM







Headwaters Tourism is bringing home more hardware.

It was the first time ever that Headwaters Tourism was named a finalist for an award at the Canadian Tourism Awards.

Headwaters Tourism was also a finalist for the Fairmont Marketing Campaign of the Year Award.

Executive Director Michele Harris says this helps put Headwaters on the map.

The national award comes a week after winning three provincial awards.





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six photos to your online Classified ad. It's easy and inexpensive.
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Headwaters announces tourism award nominations

ERIN - Headwaters Tourism announced the nominees for the 2016 Headwaters Tourism Awards that will take place on Dec. 5 at the new Adamo Estate Winery.

This annual evening of celebration honours those tourism businesses and individuals who exemplify excellence, and help profile the Headwaters region as one of Ontario's premier tourism destinations, and "Where Ontario Gets Real."

Categories have been modified for 2016 from previous years to reflect the key tourism sectors in the region and to mirror some of the categories at the provincial and national levels.

Nominees located in Erin include:

- Everdale and Landman Gardens and Bakery have been nominated for best fresh and local visitor experience;
- RCMP Musical Ride (Erin Fairgrounds) for best fun and festive visitor experience, best horse and county visitor experience and tourism partnership award;
- Snowberry Botanicals has been nominated for best nature and leisure visitor experience and best new tourism business; and
- Erin resident Susan Powell as nominated for tourism champion of the year.

The evening will conclude with a special presentation of the chairperson's award of merit by Headwaters Tourism's board chair, Stacey Coupland, recognizing commitment and passion for our regional tourism community.

Tickets for the 2016 Headwaters Tourism Awards, sponsored by Adamo Estate Winery and Century Wood Products, are \$60 each.

November 25, 2016

bayshore broadcasting

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Friday, November 25, 2016

Headwaters Tourism Wins Awards

Dufferin County | by Jill Young

Three awards handed out to for initiatives by Headwaters Tourism.

Headwaters Tourism won big honours this week at the Ontario Tourism Excellence Awards.

Headwaters Tourism is the small Ontario destination marketing organization representing Dufferin County including Shelburne and Mono – as well as the Towns of Caledon and Erin.

The organization took home three awards and were finalists in two other categories.

They won for Tourism Marketing Campaign under 25-thousand for the "Headwaters: Where Ontario Gets Real" brand launch.


The Print Collateral Award for the Headwaters 2015 Four Season Visitors' Guide and also won Tourism Innovator of the Year for the "Headwaters Parade of Horses".

John Church who did the photo for the Headwaters 2015 Glow Snow and Go Guide was also recognized as a finalist for the Travel Media Photography Award.

Spirit Tree Estate Cider Family Day was a finalist for Ontario Culinary Tourism Event of the Year.

Headwaters is also up for more awards at the Canadian Tourism Awards to be held November 30th.

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HEADWATERS
Where Ontario gets real.



MAGAZINE

Ontario Tourism Awards of Excellence

Written by Erna Chiappetta



The Ontario tourism industry's best and brightest were celebrated at the annual Ontario Tourism Awards of Excellence Gala on Tuesday, Nov. 22 at The Westin Ottawa. The Ontario Tourism Awards of Excellence recognize industry successes by acknowledging those who have made significant contributions to Ontario's tourism industry.

Jointly presented by the Culinary Tourism Alliance (CTA), the Ontario Tourism Marketing Partnership Corporation (OTMPC) and the Tourism Industry Association of Ontario (TIAO), the Ontario Tourism Awards of Excellence are divided into three respective categories. The Culinary Tourism Awards of Excellence are about the passion and excellence of those dedicated to advancing food tourism in Ontario, and recognizing those who work hard to tell the stories of our growers, producers, chefs, winemakers and brewers. The Tourism Marketing and Travel Media Awards of Excellence celebrate those who contribute to Ontario's tourism industry through impactful partnerships, marketing activities and media relations. The tourism industry awards of excellence are presented to organizations, businesses and individuals that represent the quality of outstanding offerings that make Ontario a world-class destination.

In addition to the Ontario Tourism Awards of Excellence, this year Attractions Ontario also presented its Ontario Choice Award for Top Attraction. New for 2016, Ontario's Choice Awards called upon Ontario tourists and locals alike to let their voices be heard. From February until September of this year, fans placed their votes for their favorite attractions in eight different categories.

The winners for 2016 are:

Ontario's Choice Award by Attractions Ontario

Top Attraction
LEGOLAND® Discovery Centre Toronto

Culinary Tourism Awards of Excellence

Culinary Tourism Leadership Award
Tourism Oxford

Culinary Tourism Experience Award
Tourism Windsor Essex Pelee Islands & EPIC Wineries

Culinary Tourism Event of the Year Award
Beau's All Natural Brewing Company: Beau's Oktoberfest

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Getaways

Whitehaven Beach, the WH Beachdays
Known as one of the planet's beaches to behold, the Whitehaven Beach is a sandy paradise.

Food journey in Rome
Many travellers to Rome will tell you that the best thing about Italy is the food. The best thing about Italy is the food.

Sunshine Coast
Quebec's beautiful coastline will have you in 10th anniversary year in 2017 with a host of summer festivals.

Vibe Hotel Rocksport Bay, Sydney
ROCKSPORT CAFE, BAR & RESTAURANT (HOSPITALITY) JAGGERS COFFMANN: View from Rocksport Bay Sydney has an...

Caribana delivers a sensational line-up of bookstore exhibitions
Every summer, Caribana delivers a sensational line-up of bookstore exhibitions in its art and culture galleries.

Meet Melbourne with Hidden Secrets Tour
We're going walking through the streets of Melbourne's intriguing secrets and a world of change. Hidden Secrets.

Why You Should Holiday in Montserrat
The island's long history and spectacular scenery make Montserrat the very best of Western Atlantic islands.

The Commons Street Feast Taken Over Caribana
Caribana's Street Feast is a new food festival in the heart of Caribana.

San Diego Events Not on the Menu in 2017
In a digital world, it's been hard to find a new venue for a new event. San Diego Events Not on the Menu in 2017.

What's New in San Diego
WINTER ATTRACTIONS: September 2016, LAQJ and the California Beer in San Diego.

Crayfish Month at The Star
The Star's Crayfish Month is a celebration of the Crayfish Month.

Tourism Marketing & Travel Media Awards of Excellence

Tourism Marketing Campaign Award Under \$25,000
Headwaters Tourism

Tourism Marketing Campaign Award Over \$25,000
Green South Transportation Company

Tourism Marketing Partnership Award
City of Greater Sudbury

Tourism Print Collateral Award
Headwaters Tourism

Tourism Digital Marketing Award
Grey County Tourism

Tourism Media Story Award
Josephine Mulvey

Tourism Media Photography Award
Colin Field

Tourism Industry Awards of Excellence (TIAO)

Accessible Tourism Award
Chelwa Hotel

Sustainable Tourism Award
Chippewa Tube Park

Tourism Employer of the Year
Haunted Walks Inc.

Tourism Champion of the Year
Sarnia Market

Tourism Innovator of the Year
Headwaters Tourism

Tourism Event of the Year
Sound of Music Festival

Lifetime Achievement Award
Grace Semat

For more information on each award category and the winners' achievements please see the attached background. Congratulations to all of the 2016 winners! Each one exemplifies Ontario's diverse, vibrant tourism industry, and demonstrates a commitment to making Ontario one of the best destinations in the world.

Quotes

"The Ontario Tourism Awards of Excellence celebrate our industry's top achievements. We're proud to recognize these achievements—and the individuals who bring them to fruition—each year as part of the Ontario Tourism Summit."

Beth Potter, President & CEO, Tourism Industry Association of Ontario (TIAO)

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The Hon. Eleanor McMahon, Minister of Tourism, Culture and Sport



Home > News > King Township shares in Headwaters Parade of...



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King Township shares in Headwaters Parade of Horses pair of tourism awards

King Connection
By Tim Kelly

The Headwaters Parade of Horses has centered away with a pair of major awards.

Part of Headwaters Tourism, of which King Township is affiliated, the Headwaters Parade of Horses includes seven horses -- sculptures of horses that have been designed by artists and are displayed throughout the region -- in King Township.

On Nov. 22, in Ottawa, the Headwaters Parade of Horses received the Tourism Innovator Award at the Ontario Tourism Award of Excellence.

And on Nov. 30, in Gatineau, Que., the Headwaters Parade of Horses was awarded the Visa Innovator of the Year Award at the Canadian Tourism Awards.

"We are proud we could be part of this initiative," said Jamie Smith, King Township's economic development officer.

Tim Kelly is a reporter with the King Connection and the Vaughan Citizen. He can be reached at tkelly@yrmg.com. Follow him on [Twitter](#) and YRMG on [Facebook](#)



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Black Friday November



Headwaters Parade of Horses trots away with Canadian and Ontario tourism awards



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Headwaters Parade of Horses trots away with Canadian and Ontario tourism awards



Rise of the machines

Caroline Hart

Judy Sherman (left) and Eva Folks get to work on Cyborg 3412. When complete it will be half machine, half horse.

Orangeville Banner
By Chris Halliday

Executives with the Hills of Headwaters Tourism Association paraded all over the stage at the Canadian and Ontario tourism awards late last month.

In total, the local tourism association brought home four awards, including three at the provincial level and one on the national stage for good measure.

The Headwaters Parade of Horses, or a "big idea with a \$0 budget" as provincial judges saw it, secured the Innovator of the Year award at both the Canadian and Ontario awards ceremonies.

The 26 life-sized fiberglass horses transformed by local artists were displayed in prominent locations throughout the Headwaters region during the 2015 Toronto Pan Am Games. The unique public art project was spearheaded by the Headwaters Equine Leadership Group.

"The Headwaters Parade of Horses showcases the power of community and this recognition by the Tourism Industry Association of Canada is a testament to community coming together to create a legacy for the Toronto 2015 Pan Am Games," said Headwaters board chair Stacey Coupland.

"A huge debt of gratitude to the Headwaters Equine Leadership Group for their vision; to Vicki Sword, project manager; to all the artists who voluntarily transformed the horses into magical works of art; and to the patrons who generously supported the project."

At the Ontario Tourism Awards in Ottawa on Nov. 22, the Hills of Headwaters was named the recipient of three awards. In addition to its Parade of Horses award, the association took home two others, including Tourism Marketing Campaign Under \$25K for its "Headwaters: Where Ontario Gets Real" launch, as well as a Tourism Print Collateral Award for its Headwaters 2015 Four-Season Visitors' Guide.

"This national recognition, along with the three awards we received the week before at the Ontario Tourism event in Ottawa, really helps put the Headwaters region on the map, and supports our local businesses and rural economies," said Headwaters executive director Michele Harris.

Chris Halliday covers Dufferin County, school board and police. He can be reached at challiday@orangevillebanner.com. Follow the Orangeville Banner on [Twitter](#) and [Facebook](#).

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Sunday, December 4, 2016

Local National Tourism Award Winner

Dufferin County | by Phil De Land

Headwaters Tourism has been picking up some more awards, this time Canada-wide.

Headwaters Tourism has been picking up some more awards.

They recently took home three awards at the Ontario Tourism Excellence Awards, and now they have been honoured at the national level.

Headwaters Tourism accepted an award for Innovator of the Year Award for the Headwaters Parade of Horses at the Canadian Tourism Awards this week.

They were also recognized as a finalist for campaign of the year for "Where Ontario Gets Real".

November 22nd, Headwaters Tourism was named a winner in the following categories by the Tourism Industry Association of Ontario:

Tourism Marketing Campaign Under \$25,000 for the Headwaters: Where Ontario Gets Real brand launch, Tourism Print Collateral Award for the Headwaters 2015 Four-Season Visitors' Guide, and Tourism Innovator of the Year for the Headwaters Parade of Horses.

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Announcing Winners of the 2016 Ontario Tourism Awards of Excellence



OTTAWA, Nov. 23, 2016 /CNW/ - The Ontario tourism industry's best and brightest were celebrated at the annual Ontario Tourism Awards of Excellence Gala on Tuesday, Nov. 22 at The Westin Ottawa. The Ontario Tourism Awards of Excellence recognize industry successes by acknowledging those who have made significant contributions to Ontario's tourism industry.

Jointly presented by the Culinary Tourism Alliance (CTA), the Ontario Tourism Marketing Partnership Corporation (OTMPC) and the Tourism Industry Association of Ontario (TIAO), the Ontario Tourism Awards of Excellence are divided into three respective categories. The Culinary Tourism Awards of Excellence are about the passion and excellence of those dedicated to advancing food tourism in Ontario, and recognizing those who work hard to tell the stories of our growers, producers, chefs, winemakers and brewers. The Tourism Marketing and Travel Media Awards of Excellence celebrate those who contribute to Ontario's tourism industry through impactful partnerships, marketing activities and media relations. The Tourism Industry Awards of Excellence are presented to organizations, businesses and individuals that represent the quality of outstanding offerings that make Ontario a world-class destination.

In addition to the Ontario Tourism Awards of Excellence, this year Attractions Ontario also presented its Ontario's Choice Award for Top Attraction. New for 2016, Ontario's Choice Awards called upon Ontario tourists and locals alike to let their voices be heard. From February until September of this year, fans placed their votes for their favourite attractions in eight different categories.

The winners for 2016 are:

Ontario's Choice Award by Attractions Ontario

Top Attraction	LEGOLAND® Discovery Centre Toronto
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Culinary Tourism Awards of Excellence

Culinary Tourism Leadership Award	Tourism Oxford
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Culinary Tourism Experience Award	Tourism Windsor Essex Pelee Island & EPIC Wineries
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Culinary Tourism Event of the Year Award	Beau's All Natural Brewing Company: Beau's Oktoberfest
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Tourism Marketing & Travel Media Awards of Excellence

Tourism Marketing Campaign Award Under \$25,000	Headwaters Tourism
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Tourism Marketing Campaign Award Over \$25,000	Owen Sound Transportation Company
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Tourism Marketing Partnership Award	City of Greater Sudbury
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Tourism Print Collateral Award	Headwaters Tourism
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Tourism Digital Marketing Award	Grey County Tourism
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Travel Media Story Award	Josephine Mayyas
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Travel Media Photography Award	Colin Field
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Tourism Industry Awards of Excellence (TIAO)

Accessible Tourism Award	Chelsea Hotel
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Sustainable Tourism Award	Chicopee Tube Park
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Tourism Employer of the Year	Haunted Walks Inc.
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Tourism Champion of the Year	Barrie Martin
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Tourism Innovator of the Year	Headwaters Tourism
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Tourism Event of the Year	Sound of Music Festival
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Lifetime Achievement Award	Grace Sammut
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Congratulations to all of the 2016 winners! Each one exemplifies Ontario's diverse, vibrant tourism industry, and demonstrates clear a commitment to making Ontario one of the best destinations in the world.

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The Hon. Eleanor McMahon, Minister of Tourism, Culture and Sport

"On behalf of the OTMPC, it is with great pleasure that we offer sincere congratulations to the 2016 finalists and award winners! It is a privilege to work with tourism industry partners that demonstrate the level of commitment, vision and passion that propels Ontario to greater economic success and whose efforts help us position Ontario as a preferred global destination."

Ronald Holgerson, President & CEO, OTMPC

Background

Ontario Culinary Tourism Leadership Award—Tourism Oxford

Through strategic product development and stakeholder consultations, Tourism Oxford helped reimagine the area's celebrated Cheese Trail, bringing in record amounts of visitors and creating a sense of community amongst those who live in the area. A new website coupled with their steadfast leadership has reinvigorated the area and brought new interest to the Dairy Capital of Canada.

Ontario Culinary Tourism Experience Award—Tourism Windsor Essex Pelee Island & EPIC Wineries

As you journey through Ontario's southernmost wine region, you quickly discover there's something special about Windsor-Essex Pelee Island wineries. The EPIC passport is a way to easily unlock their secrets and includes discounts, a full map, event listings and information of where to eat, stay and play in the region. It's a self-guided experience made better by the welcoming nature of the experiences along the way.

Ontario Culinary Tourism Event of the Year—Beau's All Natural Brewing Company: Beau's Oktoberfest

Since 2006, Beau's All Natural Brewing Company, located in Vankleek Hill, has been brewing award-winning beer using certified organic ingredients & local spring water. Beau's Oktoberfest is the company's annual signature fundraiser. The festival brings 20,000 people to the small Eastern-Ontario town every year to enjoy delicious craft beer from over 50 other craft breweries, as well as local cuisine created to reimagine the Bavarian theme from over twenty different restaurants from the area.

Tourism Print Collateral Award—Headwaters Tourism

The Headwaters 2015 Four-Season Visitors' Guide was the first embodiment of the region's new consumer identity. With a brand promise of "Where Ontario Gets Real", all content, photography, and in fact the entire team itself had to be authentically Headwaters. The editorial content was fresh, original and showcased everything that is our "real". Photography was critical. Our people were showcased in stark black & white. Edgy and funky – appealing to our target market. But also a bit of a throwback, a nod to our history and heritage – everything that makes Headwaters "real". It's not a traditional tourism guide; in fact, we call our Guide a consumer lifestyle magazine – and consumers loved it!

Tourism Digital Marketing Award—Grey County Tourism

Grey County Tourism provides destination management and marketing to increase sustainable tourism revenues through all four-seasons. The 2015 Summer/Fall Digital Campaign focused on promoting key trip-motivating experiences to Grey County; waterfalls, paddling, cycling and fall harvest & touring, including the Apple Pie Trail, Owen Sound Salmon Tour, and Saints & Sinners. The fall campaign also included the "Ultimate Fall Colour Adventure Contest". The digital campaign generated a total of 3.2 million impressions, 118% increase in web sessions, 250% increase Facebook engagement and resulted in 5,000 mailed packages and 6,500 downloads.

Tourism Marketing Partnership Award—City of Greater Sudbury

In August 2015, CTV's The Amazing Race Canada, Canada's most-watched summer television program, showcased to viewers an unexpected and eye-catching side of Greater Sudbury. Assembled by the Sudbury Tourism team, six organizations partnered to attract and host The Amazing Race Canada, a unique platform in a medium that is typically out of reach due to cost. In addition to the City of Greater Sudbury, OTMPC and Tourism Northern Ontario, along with Vale, Laurentian University, Science North and Health Sciences North were all integral to this innovative partnership.

Travel Media Story Award—Josephine Matyas

Josephine is a full-time freelance writer who explores and writes about destinations around the world. One of her favourites is right here in her backyard—the Thousand Islands of southeastern Ontario.

Travel Media Photography Award—Colin Field

Colin Field is a writer, photographer and editor that specializes in outdoor adventure. Formerly an editor at Mountain Life, SKIER and SBC Kiteboard he's now a full-time freelancer for various clients, both in a commercial and editorial capacity.

Tourism Marketing Campaign Award Under \$25,000—Headwaters Tourism

When Headwaters rebranded, it was positioned as the home of rural enjoyment and simple, authentic living (R-E-A-L). "Real" became our brand promise. Over the summer of 2015 the brand was activated through events, trade shows, and lots of other top-secret, guerilla-esque shenanigans. A Headwaters "horse" made an appearance in downtown Toronto; consumers were invited to "show us their real" and were placed on their own magazine cover. And because our brand is about our people and their connection to place, we decided to let them speak for themselves! So we introduced our people through digital storytelling that simply, eloquently, humorously and inspiringly told the story of Headwaters: Where Ontario Gets Real.

Tourism Marketing Campaign Award Over \$25,000—Owen Sound Transportation Company

The mission to expand our digital footprint and build awareness of the Chi-Cheemaun Ferry, while connecting with our target audience on an emotional level, was accomplished through the diversity of this campaign. Creative digital assets included web banners, pre-roll animated videos, promoted social posts, social media profiles & presence along with the re-design of www.ontariotourism.com, allowed for deep, engaging story telling. Overall, web traffic for the entire site season grew 17% increasing the total visits to 436,062 with 41,177 direct web visitors from paid media, which thus played a key role in the substantial growth in ridership.

Accessible Tourism Award—Chelsea Hotel

The Chelsea is committed to ensuring that persons with disabilities have access to the same information as all guests, consistent with the principles of dignity, independence, integration and equal opportunity. The Chelsea's innovation is best exemplified through its adoption of the Closing the GAP (Guest Accessibility Package) program; designed to enhance the hospitality experience for persons with disabilities, it provides guests of the Chelsea Hotel with amenities and surroundings in a way that speaks to persons with disabilities. The package helps minimize any potential accessibility barriers due to lack of communication and information. Designed by Accessibility Professionals of Ontario (APO), a full service accessibility consulting firm, the Chelsea Hotel was the first hotel in Ontario to implement the program.

Sustainable Tourism Award—Chicopee Tube Park

Chicopee Tube Park designed and built a Holding Pond to capture melting snow, rain and storm water-run-off, in an effort to reduce costs for electricity and remove reliance on municipal water to make artificial snow. The park requires about 4,023,340 gallons per winter seasons to make artificial snow, an approximate cost of almost \$39,000. Following construction of the Holding Pond, the park used stormwater to handle all of its snowmaking for 2015/16. All water used for snowmaking was recovered from the park site, energy savings resulted in approximately \$6,000 in electricity costs, and the park removed more than \$38,000 in annual municipal water costs, replacing this expense with renewable infrastructure that captures on-site storm water.

Tourism Employer of the Year—Haunted Walks Inc.

Since 1995, tour guides from Haunted Walks Inc. have been entertaining and educating the public with Kingston, Ottawa and Toronto's darker history and many ghost stories. Over 80 tour guides are easily recognizable by their dark cloaks and lanterns, and they've hosted over 80,000 visitors on tours between the three locations in 2015. The management team includes several members who have worked for the company for 10 years or more, and some tour guides have worked with Haunted Walks for up to 15 years in the company's 21-year history. Haunted Walks offers its employees flexible, online scheduling, involvement in decision-making through employee-led committees, as well as a profit sharing program, among other perks and initiatives.

Tourism Champion of the Year—Barrie Martin

Barrie owns and operates Yours Outdoors, a company that specializes in experiential tourism and offers unique adventures in nature, art and culture in the Haliburton Highlands. In addition, Barrie is co-chair of the Haliburton Highlands Tourism Stakeholders Group, Past Chair of Adventure Haliburton, as well as an active member of Ontario's Highlands Tourism Organization Travel Trade Partnership, vice-president of the Haliburton County Community Cooperative, and project manager for the Hike Haliburton Festival. Barrie also provides consulting services in tourism, outdoor and ecological education, trail development and management, and community development.

Tourism Innovator of the Year—Headwaters Tourism

The Headwaters Parade of Horses was an innovative undertaking utilizing 26 life-size fiberglass horses as the canvas for a public art project in anticipation of the arrival of tens of thousands of visitors for the equestrian events of the TO2015 Pan Am Games. The life-size canvases became innovative "wayfinding signage" that encouraged extended length of stay and encouraged exploration of the ancillary tourism offerings available across the 2,534 sq/km rural region of Ontario. The Headwaters Parade of Horses was a "big idea with a \$0 budget" that galvanized the industry and the broader community and became the hallmark of the TO2015 Pan Am Games for the Headwaters region, and a legacy for the Games that lives well beyond the competition itself.

Tourism Event of the Year—Sound of Music Festival

Every year in June—due to the passion, love and commitment of hundreds of volunteers, a small staff and a roster of generous sponsors and partners—music takes over Burlington's downtown and waterfront. Sound of Music Festival showcases an eclectic combination of new and emerging artists, blasts from the past and some of today's most popular performers, all in an outstanding lakeside location, largely free with ticketed options. The Festival is an integral part of our Canadian culture, recognized as a tourism driver and, is the largest music event in the Hamilton/Halton Regions. Canada's Largest Free Music Festival is regarded as culturally significant through its music entertainment variety and appeal to all demographics, tastes and ages. Data collected from an economic impact model demonstrated significant economic activity as a result of this event, including \$4.4 million in spending by non-local attendees, and a total of \$11.7 million generated in overall economic activity.


Lifetime Achievement Award—Grace Sammut

Grace has been a leader in Ontario's tourism industry for over 20 years. Currently the Executive Director of Resorts Ontario, Grace has sat on a number of committees for the OTMPC, including the organization's International and European Committees. Most recently, she served as Vice-Chair on the OTMPC Board of Directors. Grace has also sat on the boards of the former Tourism Federation of Ontario, the Ontario Canada Select Board, and the Ontario Canada Select National Board.

SOURCE Ontario Tourism Marketing Partnership Corporation

Image with caption: "Announcing Winners of the 2016 Ontario Tourism Awards of Excellence (CNW Group/Ontario Tourism Marketing Partnership Corporation)". Image available at: http://photos.newswire.ca/images/download/2016123_C6346_PHOTO_EN_822835.jpg

For further information: CONTACTS: Enza Chiappetta, (A) Corporate Communications Manager, OTMPC, 416-314-6590, Enza.chiappetta@ontario.ca; Taylor Poelman, Communications Coordinator, TIAO, 416-483-1691, communications@tiaontario.ca



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Headwaters Parade of Horses cleaning up

Headwaters tourism goes from provincial to national honours

Caledon Enterprise
By [Matthew Strader](#)

It's another honour for Headwaters Tourism's Parade of Horses.

The team from Headwater's Tourism was proud to accept the Visa Canada Innovator of the Year Award at the 2016 Canadian Tourism Awards for the initiative the group put together for the TO2015 Pan Am games.


Caledon and area was the host for the equestrian events at the international athletic competition and Headwaters created the Parade of Horses as a way to attract eyes to the games, but also to the area as a whole. Instead of being a venue specific attraction, the Parade of Horse saw artistic painted horses spread throughout the Headwaters region, with visitors seeking out individual horses in a scavenger hunt type fashion.

"A huge debt of gratitude to the Headwaters Equine Leadership Group for their vision; to Vicki Sword, project manager; to all the artists who voluntarily transformed the horses into magical works of art; and to the patrons who generously supported the project. The Headwaters Parade of Horses showcases the power of community and this recognition by the Tourism Industry Association of Canada is a testament to community coming together to create a legacy for the Toronto 2015 Pam Am Games," said Headwaters Tourism Board Chair, Stacey Coupland.

The Canadian Tourism Awards are presented annually by the Tourism Industry Association of Canada to recognize success, leadership and innovation in Canada's tourism industry, and to reward those people, places, organizations and events that have gone above and beyond to offer travelers superior tourism experiences in Canada, read a press release about the award.

This national recognition at the 2016 Canadian Tourism Awards comes on the heels of Headwaters Tourism being a three-time winner at the 2016 Ontario Tourism Awards of Excellence, just a week ago in the nation's capital.


Headwaters' Parade of Horses received the award for Tourism Innovator of the Year, while Headwaters was also honoured with the Tourism Print Collateral Award and the Tourism Marketing Campaign Under \$25,000.



Parade of Horses cleaning up
Danielle Marr/Metroland
Deborah Jolly, an abstract artist from Caledon works on her horse statue, Missy.

Matthew Strader is a reporter with the Caledon Enterprise. He can be reached at mstrader@caledonenterprise.com. Follow him on Twitter [@CaledonStrader](#). And The Enterprise on [Facebook](#).

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Ontario Tourism Campaign Honoured at National Tourism Awards

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'Where Am I?' Promotion Wins Marketing Campaign of the Year Award

OTTAWA, Dec. 5, 2016 /CNW/ - Ontario's innovative tourism marketing campaign was honoured on November 30, 2016 at the Canadian Tourism Awards hosted by the Tourism Industry Association of Canada (TIAC).

Created by the Ontario Tourism Marketing Partnership Corporation (OTMPC), an agency of the Ministry of Tourism, Culture and Sport, the 'Where Am I?' brand campaign received the 2016 Fairmont Hotels and Resorts Marketing Campaign of the Year Award at Canada's most prestigious tourism awards gala.

Taking a responsive and new approach to marketing the province, OTMPC launched the 12-day, multi-phased 'Where Am I?' brand campaign in June 2016 throughout Ontario and Quebec. The campaign was designed to surprise Ontarians with images of Ontario experiences and attractions that they may not have known existed, and to demonstrate to Quebecers that Ontario's offerings are uniquely distinguishable.

The components of the campaign included a ten-day 'intrigue' and two-day 'reveal' phase, and featured one 60- and two 15-second television commercials, supported by online video, digital, social media, and cinema. The campaign's 'sustain' phase continued to win people over until mid-September, with visits to OTMPC's website, www.ontariotravel.net, surpassing targets.

Results showed that it successfully reignited Ontarians' curiosity and interest, and triggered the desire to discover, or rediscover, their province. Over the three coordinated phases the 'Where Am I?' campaign generated 11.9 million video views across multiple digital and social channels, resulting in an increase in traffic to OntarioTravel.net of 16% over the previous year for the same period, for a total of 596K web visits. The campaign generated over 48K comments and reactions over numerous social media platforms.

OTMPC congratulates all this year's Canadian Tourism Awards winners and finalists, with applause for our Ontario winners: Great Wolf Lodge – Niagara Falls (VIA Rail Community Outreach Award), Headwaters Parade of Horses – Mono (VISA Canada Innovator of the Year Award), and Fort William Historical Park – Thunder Bay (Parks Canada National Cultural Tourism Award).

'The Canadian Tourism Awards are presented annually by the Tourism Industry Association of Canada to recognize success, leadership and innovation in Canada's tourism industry, and to reward those people, places, organizations and events that have gone above and beyond to offer travelers superior tourism experiences in Canada.' Tourism Industry Association of Canada

QUOTES

"Congratulations to our tourism marketing agency, OTMPC, on being recognized by the Tourism Industry Association of Canada for the outstanding 'Where Am I?' campaign. Ontario is a dynamic destination for visitors from across the province and beyond, and this campaign shines a spotlight on the many unique tourism experiences our province has to offer."

- Eleanor McMahon
Minister of Tourism, Culture and Sport

"OTMPC is delighted that TIAC has recognized its dynamic new approach to introducing consumers to Ontario's unfamiliar side. The campaign has been a great success and provides a foundation upon which to build future promotions. We will continue to present Ontario using a new lens throughout all seasons, and to inspire and motivate consumers to explore its many wonderful and diverse experiences and destinations. Kudos to Vice President and Chief Marketing Officer Lisa LaVecchia and her team, as well as to our creative agency FCB Toronto. Congratulations to all this year's finalists and winners."

- Ronald Holgerson
President and CEO, Ontario Tourism Marketing Partnership Corporation

LEARN MORE

To watch the commercials, visit www.ontariotravel.net

To see a list of all Canadian Tourism Awards winners and finalists [click here](#).

Disponible en français

SOURCE: Ontario Tourism Marketing Partnership Corporation

Image with caption: "ONTARIO TOURISM CAMPAIGN HONOURED AT NATIONAL TOURISM AWARDS (CNW Group/Ontario Tourism Marketing Partnership Corporation)". Image available at: http://photos.newswire.ca/images/download/20161205_C7534_PHOTO_EN_831230.jpg

For further information, please contact: Enza Chappetta, Corporate Communications Manager, 416-314-6560, Enza.chappetta@ontario.ca

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Executive Director Report 02 December 2016

Upcoming events/municipal updates:

Town of Shelburne:

EVENT NAME	DESCRIPTION	DATES
Troupe Adore	Music, arts and culture performances Jack Downey Park	Times for the "Christmas Chorale in the Park" Saturday December 17th - 12-6pm (possibly until 9pm)

Town of Erin:

Erin Village BIA

Christmas in the Country!

Customers who make a purchase at any participating Erin Village Merchants during the promotion period, are entitled to collect a merchant stamp. Collect 5 business stamps and the customer is eligible to complete a ballot to enter the contest.

Shop the Village Not the Box!

This holiday season, we thank you for making the choice to shop and support your local merchants.

We are here to provide you with the best, unique treasures for everyone on your gift list.

In turn, we reinvest in our community! Participating Downtown Erin Village merchants will be **OPEN EXTENDED HOURS** to celebrate local shoppers.

Free skating at Hillsburgh Community Centre 1-3 with free hot chocolate

Free skating at Erin Community Centre 2-4 with free hot chocolate

Fireworks at Erin Community Centre at 5 PM

From: AMO Communications <communicate@amo.on.ca>
Sent: Friday, December 09, 2016 5:03 PM
To: dholmes@melancthontownship.ca
Subject: AMO Policy Update - Members' Legislative Update

December 9, 2016

Members' Legislative Update

The Ontario Legislature rose today and will resume on February 21, 2017. A number of bills of interest to municipal governments were debated in this session, and are outlined below.

Bill 7, *Promoting Affordable Housing Act* – Carried Third Reading

Bill 7 aims to ensure that Ontarians have better access to affordable and adequate housing by amending the *Planning Act*, the *Development Charges Act*, the *Housing Services Act* and the *Residential Tenancies Act*, and repealing the *Elderly Persons' Housing Aid Act*. The changes have a number of impacts for municipal governments, including:

- the ability for greater flexibility to administer social housing,
- the ability to choose to implement an inclusionary zoning bylaw to require new developments to contain a certain amount of affordable housing,
- the requirement of the removal of fees for the development of secondary suites, and
- the requirement of municipal governments without property standards bylaws to assume responsibility for inspecting and enforcing standards.

Overall, many of these changes are positive and would allow for the development of additional affordable housing. There are some areas of concern for municipal governments, particularly, the requirement of all municipal governments to enforce residential maintenance standards, which will have significant impact on small and rural municipal governments. AMO's submission includes the full list of concerns.

Bill 39, *Aggregate Resources and Mining Modernization Act* – Referred to the Standing Committee on Justice Policy

Bill 39 has been introduced based on feedback on the discussion document "Blueprint for Change: A proposal to modernize and strengthen the *Aggregate Resources Act* policy framework". Since 2012, the Province has reviewed the *Aggregates Resources Act*, including a Standing Committee report tabled in 2013 and a response from the Ministry of Natural Resources in 2014.

The AMO Aggregates Task Force has participated and provided comments throughout this process. As a permissive piece of legislation, the details that will impact municipal governments will largely be found in the future regulations, not the Bill itself.

Bill 41, *Patients First Act* – Carried Third Reading

Bill 41 implements the Patients First Strategy to transform home, community and primary care, and to strengthen public health. It amends a number of Acts including the *Health Protection and Promotion Act*. The government's stated intent is to enact legislation to support access to high quality, integrated care for patients in Ontario, no matter where they live.

AMO was pleased to see that the Bill does not transfer funding and accountability oversight of Public Health Units to Local Health Integration Networks (LHINs). It will create more formalized linkages between public health and LHINs for population health planning. This is a positive development; however, resourcing issues will need to be addressed to support this enhanced role. Also, the Bill does not address all areas of the health system in need of change from the municipal perspective including long-term care, land ambulance, hospital capital funding, and physician recruitment. AMO provided a written submission in November 2016 to the Standing Committee of the Legislative Assembly.

Bill 59, *Putting Consumers First Act* – Referred to the Standing Committee on Social Policy

Bill 59 would, if passed, strengthen a number of consumer protections by introducing new rules around home inspections, door-to-door sales, and payday loan establishments. Bill 59 enacts the new *Home Inspection Act*, 2016 and amends the *Collection and Debt Settlement Services Act*, the *Consumer Protection Act*, 2002, and the *Payday Loans Act*, 2008.

The Bill would give municipal governments the authority to control where payday loan establishments are sited and the number of operations that are permitted, to protect low-income residents. Door-to-door sales of certain household energy products would be banned, and would be enforced by the Province. AMO has made a submission to the Standing Committee.

Bill 68, *Modernizing Ontario's Municipal Legislation Act* – in Second Reading Debate

Bill 68, if passed, would amend the *Municipal Act*, the *City of Toronto Act*, and the *Municipal Conflict of Interest Act*, as well as several other Acts. AMO is preparing a detailed review of the proposed legislative amendments for the AMO Board's consideration in January 2017 as input into the Second Reading and Standing Committee process that will restart in February.

Bill 70, *Building Ontario Up for Everyone Act (Budget Measures)*, 2016 – Carried Third Reading

This Fall Economic Statement companion bill amended a number of Acts that have municipal impacts. The Acts amended included:

- *Assessment Act* changes to managed forest and pipeline rates and landfill assessment
- *Fire Protection and Prevention Act* amendments related to minor process improvements to interest arbitration. AMO's request to include an amendment to require arbitrators to consider municipal capacity to pay was not successful.
- *Municipal Act* amendments to make changes to create more latitude around dealing with vacancy rebates and removing barriers to ending "capping" of commercial classes which were welcome. However, it also included unwelcome amendments to freeze taxes paid by multi-residential units to 2016 amounts where the tax rate is over 2.0.

No proposed AMO amendments to Bill 70 were adopted through the legislative process.

Bill 151, *Waste-Free Ontario Act* – proclaimed on November 30, 2016

Bill 151 officially moves Ontario toward a full producer responsibility model for waste management in the Province, and signals the transition of existing diversion programs under the *Waste Diversion Act* to the new framework.

The new Act, once fully implemented, will make Producers fully responsible for the end-of-life management of their designated products and packaging. If transition proceeds as intended under the Act, the future shift is expected to bring savings to municipal governments-the Blue Box program in particular. The AMO Waste Task Force is working with the province and other stakeholders to ensure that this high-level enabling legislation benefits municipal governments who will remain responsible for the majority of the waste management system even after the transition is complete. For further information, see AMO's policy update.

Bills expected in the Ontario Legislative Spring 2017 session include the following:

Conservation Authorities Act

It is anticipated that the next session of the legislature will include some changes to the *Conservation Authorities Act*. The majority of changes will come forward as guidance or regulation. Areas of legislative change will confirm the authority of municipal governments in appointing Conservation Authority Boards, affirming the general role of Conservation Authorities and confirming the regulatory role of Conservation Authorities.

Ontario Municipal Board Act

Amendments to the *Ontario Municipal Board Act* and *Planning Act* are expected. The key changes are expected to limit what is appealable, impact Board operations and expand on dispute

resolution procedures. These changes may also impact committees of adjustment, and local appeal bodies.

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

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GRCA Current



December, 2016 • Volume 21 Number 12

GRCA General Membership

Chair Helen Jowett

Vice-Chair Chris White

Townships of Amaranth, East Garafraxa, Melancthon and Southgate and Town of Grand Valley

Guy Gardhouse

Townships of Mapleton and Wellington North

Pat Salter

Township of Centre Wellington

Kelly Linton

Town of Erin, Townships of Guelph/Eramosa and Puslinch

Chris White

City of Guelph

Bob Bell, Mike Salisbury

Region of Waterloo

Les Armstrong, Elizabeth Clarke,
Sue Foxton, Helen Jowett,
Geoff Lorentz, Jane Mitchell,
Joe Nowak, Wayne Roth,
Sandy Shantz, Warren Stauch

Municipality of North Perth and Township of Perth East

George Wicke

Halton Region

Cindy Lunau

City of Hamilton

George Stojanovic

Oxford County

Bruce Banbury

County of Brant

Brian Coleman, Shirley Simons

City of Brantford

Dave Neumann, Vic Prendergast

Haldimand and Norfolk Counties

Bernie Corbett, Fred Morison

Dry conditions continue

The fall has been beautiful, warm and dry, but the fine weather has had a negative impact on the river system and groundwater supply.

Dry conditions have been ongoing since mid-April. In June, all water users were urged to reduce their water use by 10 per cent. In August, this was changed to a voluntary 20 per cent reduction, when Level 2 low water response was announced across the watershed.

Groundwater levels in a monitoring well near Burford have been declining since May. The groundwater level at this well is similar to 2007, which was the lowest November level recorded there.

Environment Canada is reporting the warmest water temperatures on record for the Great Lakes. This could bring some much needed lake effect snow over the winter and would help alleviate the low water conditions.

Change in operations at GRCA reservoirs

The GRCA is operating the reservoirs outside of the normal operating range due to the dry weather.

Since November, the water being released from the GRCA's Shand Dam has slowed to less than one cubic metre per second. The Guelph Lake and Conestogo dams are also releasing only a small amount of water.

This will keep more water within the large reservoirs. The water is needed for winter flow augmentation and will help protect the fish that live in the reservoirs. River flow targets will be returned to normal once water storage in the large reservoirs is back within the normal operating range.

The GRCA does not anticipate issues with municipal water takings or with wastewater assimilation. That said, low flow targets may not always be met during periods with low precipitation.

The GRCA will consult with municipal water managers if there is a need for further reductions in reservoir discharges.

New forest nearly complete

Brantford's New Forest in the City took five years and is nearly complete.

Over 57,000 native trees have been planted on the site, which is on 32 hectares (78 acres). A legion of dedicated volunteer tree planters has also grown in Brantford thanks to this project. They will move to a new site next year, leaving this as a legacy for future generations.

It will grow into a Carolinian forest with trails, bridges and lots of beauty. Next spring, the finishing touches will be carried out — a few final plantings will be done and the trails will be regraded.

The New Forest is on land that couldn't be developed beside Brantford Industrial Park and is bordered by Henry Street, Garden Avenue and Highway 403.

The project demonstrates how community groups and individuals can work together. It was led by the Brant Tree Coalition, the GRCA, the City of Brantford, County of Brant and industrial partners.

The volunteers and groups will move their planting effort to a new project location in Brantford next year.

New standby generator

The GRCA is purchasing a standby trailer generator that will be located at the Conestogo Dam.

Each dam and the main office also have a stationary back up generator onsite. These will be used if the main power grid goes offline and the backup stationary generator is not available or fails.

The new \$76,000 trailer generator was recommended as a risk reduction measure instead



www.grandriver.ca

Grand River Conservation Authority

Inf 4

JAN 12 2017

of constructing an emergency spillway at the Conestogo Dam. It was included in the 2016 budget and half the funding is being covered by the province.

The GRCA has one other trailer generator at the Shand Dam.

Wastewater program has a few years of data

Wastewater optimization has resulted in a few years of wastewater data which helps with decisions about the future.

The program has been funded since 2009 through the Ministry of Environment and Climate Change, as well as significant contributions of staff time and resources from municipal partners.

Optimization is an innovative way that the GRCA and municipal wastewater staff work together to ensure that the multi-million dollar plants along the Grand River and its tributaries work efficiently and improve effluent quality.

Solutions to problems come from the plant operators themselves, because each plant is very complex and has a unique set of challenges.

Optimization can have a big financial payoff, because municipalities can save money on capital upgrades and also gain the best possible information to help make decisions in the future.

GRCA staff are discussing future funding options with municipal staff and others.

Photo contest captures beauty of the Grand

More photos than ever before were submitted to the GRCA's 2016 photo contest and the seven winning photos were announced in November.

The photos show the diversity of beautiful landscapes and recreational activities in the watershed. They will be used on the GRCA's website and in its publications.

The grand prize photograph is of a bald eagle fishing in the Grand River near Brant Park and it was taken by Anca Gaston of Brantford. This photo reflects the return of eagles, which are increasingly common throughout the watershed.

There were three categories for the photo submissions to this contest. They were



Anca Gaston is an avid amateur photographer from Brantford and her image of a bald eagle flying over the Grand River while fishing took the grand prize in the 2016 GRCA photo contest. Seven winning photos were selected for prizes.

recreation, nature and panoramic images. First and second place winning photos were selected for each of these three categories.

These winning photos and a selection of other contest entries may be viewed online at www.flickr.com/grandriverconservation.

Register for Winter Adventure Camps

Kids can spend part of their school break at Winter Adventure Camps at Laurel Creek Nature Centre (Waterloo), Guelph Lake Nature Centre and — for the first time — Shade's Mills Nature Centre (Cambridge).

Winter Adventure Camps are fun and educational. They teach 6 to 10 year olds about the natural environment by providing hands-on, environmental programs.

Parents can sign kids up for individual days on Wednesday, Thursday or Friday Dec. 28 to 30, or for all four days Tuesday to Friday, January 3 to 6.

The camp activities take place 9 a.m. to 4 p.m. daily, and there is free supervision starting at 8 am and late pick-up until 5 p.m.

This is the first time that this program has been offered at Shade's Mills in Cambridge.

Registration and information is available

online at www.grandriver.eventbrite.ca.

While normally there is a winter camp at Apps' Mill Nature Centre, this is not taking place this year because it is closed for renovations.

This issue of *GRCA Current* was published in December, 2016.

It is a summary of the November 2016 business conducted by the Grand River Conservation Authority board and committees, as well as other noteworthy happenings and topics of interest.

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

Next board meeting:
December 16 at 9:30 a.m.,
GRCA Administration Centre

Subscribe to GRCA Current:
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View meeting agendas:
<https://calendar.grandriver.ca/directors>

View coming events:
www.grandriver.ca/events

Denise Holmes

From: Michelle Dunne <mdunne@dufferincounty.ca>
Sent: Monday, December 12, 2016 12:12 PM
To: Mark Early; Jennifer Willoughby; dholmes@melancthontownship.ca
Subject: POA Administration Resolution

Good afternoon,

Further to your correspondence, the Council of the County of Dufferin at its regular meeting held on December 8, 2016 supported your resolution with respect to the Provincial Offences Act administration from the General Government Services Committee meeting held on November 23, 2016.

Kindest regards,

Michelle Dunne | Deputy Clerk | Corporate Services
County of Dufferin | Phone: 519-941-2816 Ext. 2504 | mdunne@dufferincounty.ca | 55 Zina Street,
Orangeville, ON L9W 1E5

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**NOTICE OF PASSING OF BY-LAW NO 2016-43
BY COUNCIL OF THE COUNTY OF DUFFERIN
TO ADOPT DUFFERIN COUNTY OFFICIAL PLAN AMENDMENT NO. 1**

TAKE NOTICE that the Council of the Corporation of the County of Dufferin passed By-law No 2016-43 on December 8th, 2016 pursuant to Sections 17, and 21 of the *Planning Act*, R.S.O., 1990, C.P. 13, as amended.

THE PURPOSE AND EFFECT of By-law No. 2016-43 is to adopt County Official Plan Amendment No. 1 which amends the Dufferin County Official Plan in order to establish revised population forecasts and allocations and revised employment forecasts and allocations to the Town of Shelburne to the year 2031 and 2036, so as to address the findings and recommendations of the Town of Shelburne Municipal Comprehensive Review (OPAs 34 and 36), as adopted by Town Council on July 25, 2016, and the Dufferin County Land Needs Update (DCLNU), December 2016. This Amendment represents a general policy amendment to the Dufferin County Official Plan (DCOP) that applies to the Town of Shelburne.

A copy of the amendments is available to the public for inspection at the Municipal Offices during normal business hours. The Ministry of Municipal Affairs is the approval authority for County Official Plan Amendments, and the County has forwarded the amendment to the Ministry for consideration. The Ministry will review County Official Plan Amendment No. 1 and will issue a Notice of Decision which will identify related appeal provisions under the *Planning Act*.

AND TAKE NOTICE THAT any person or public body will be entitled to receive notice of the decision of the approval authority if a written request to be notified of the decision (including the person's or public body's address) is made to the approval authority. Requests to be notified must be mailed to: Darryl Lyons, Manager, Community Planning and Development (West), Municipal Services Office – Central Ontario, Ministry of Municipal Affairs, 777 Bay Street, 13th Floor, Toronto, ON M5G 2E5.

EFFECT OF SUBMISSIONS

Prior to Council adopting the amendment to the Dufferin County Official Plan, a public meeting was held by the County in accordance with the *Planning Act*. Summaries of the written submissions received regarding the amendment to the County Official Plan, the County's responses to the submissions, and the effect of the submissions on the decision by Council, are summarized in the Recommendations Report to County Council and are available to the public for inspection at the Municipal Offices during normal business hours.

OTHER APPLICATIONS

None

SUBJECT LAND

Dufferin County Official Plan Amendment No. 1 applies generally to all lands within the corporate limits of the Town of Shelburne. For this reason no map of the subject land has been provided.

Dated this 9th day of December, 2016

Michelle Dunne
Deputy Clerk
County of Dufferin
55 Zina Street
Orangeville, ON L9W 1B8

Telephone: 519-941-2816 Ext. 2504
Fax: 519-941-4565
Email: planner@dufferincounty.ca.

Normal Business Hours:
Monday to Friday*: 8:30 a.m. to 4:30 p.m.
*except statutory holidays

Denise Holmes

From: MR21Enquiry <MR21Enquiry@mpac.ca>
Sent: Tuesday, December 13, 2016 9:59 AM
To: Prior, Hollie
Cc: Hebden, Jon
Subject: 2017 Budget and Municipal Levy
Attachments: Memo_HoC from Chair_2017 Budget and Municipal Levy.pdf

Good morning,

The attached letter regarding the 2017 Budget and Municipal Levy has been distributed to Heads of Council from the Office of the Chair.

Please feel free to contact us if you have any questions.

Thank you,

Jon and Hollie

**Waterloo Region, Guelph, Dufferin County and Wellington County
MPAC Municipal and Stakeholder Relations**

To improve operational efficiencies and enhance service delivery to your municipality, please utilize the following for your submissions and/or enquiries:

apportionments@mpac.ca – Severances/Consolidations, MPlans, Condos, Legal, Site, Mapping, Roll Deletion/Creation

cpf@mpac.ca – Ownership, Mailing and Civic Addresses

lpiconsents@mpac.ca – Notice of Decision / Consent Applications

dpubp@mpac.ca – Building Permit Excel File

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MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 12, 2016

To: Heads of Council, All Ontario Municipalities
From: Dan Mathieson, Chair, MPAC Board of Directors
Subject: 2017 Budget and Municipal Levy

On behalf of MPAC's Board of Directors, I would like to advise you that the Board has approved the corporation's 2017 budget including a province wide municipal levy increase of 2.65%.

After four years with an agenda focused primarily on finding efficiencies while increasing organizational effectiveness through our 2013-2016 strategic plan, the Board has determined that the organization needs to make additional investment in its core business to ensure we continue to serve our stakeholders going forward.

In looking forward to next year, the requirement for MPAC to support and respond to the Assessment Review Board's (ARB) commitment to improve the appeals process played a critical role in the Board's review of the 2017 budget. Next year, the ARB will be implementing a strategy to eliminate backlogs and complete appeals within the assessment cycle which will have a direct impact on MPAC's staffing and resources. It is anticipated that MPAC will be required to respond to the scheduling of approximately 1,250 appeals per month. We believe the work being undertaken by the ARB will continue to support stability and predictability in Ontario's property assessment and taxation system.

A stable and predictable assessment base is similarly important to the Board and the changes such as disclosure, pre-roll discussions and the extensive outreach activities implemented for the 2016 Assessment Update are a reflection of our commitment. Taking this approach forward and building on it for the 2020 Assessment Update requires the establishment of a larger reserve fund for the 2020 Assessment Update. This requirement has also been reflected in the 2017 budget.

In 2017, MPAC will introduce formal Service Level Agreements (SLA) with municipalities across the province. The 2017 budget reflects the need to right size the number of senior valuation staff in the field to meet the demands of our workload, continue with programs to ensure the quality and consistency of data in our systems and continue to build our pool of accredited valuation experts and professionals.

Office of the Chair c/o Municipal Property Assessment Corporation
1340 Pickering Parkway, Suite 101, Pickering, Ontario L1V 0C4
T: 519.271.0250 ext 236 F: 905.831.0040 www.mpac.ca

As context, prior to 2013, the annual levy increase ranged from as low as three per cent to as high as six per cent. Over the last four years, MPAC dramatically enhanced its products and services and achieved \$20 million in savings while maintaining a commitment to an annual levy increase of only 0.95%. The levy increase has taken into account further operational savings and incremental revenues generated through MPAC's business development activities totaling over \$2 million for 2017. The move to a municipal levy increase of 2.65% ensures that going forward MPAC will continue to serve our municipal and government stakeholders as well as the property taxpayers of Ontario through service excellence and product leadership.

The levy amount for each municipality is determined by the levy formula contained within the MPAC Act and will be finalized following the delivery of the 2016 Assessment Roll later this year. Municipalities can expect to receive additional details in the coming weeks with final statements sent in January 2017.

Questions about MPAC's 2017 budget and municipal levy should be directed to Antoni Wisniowski, President and Chief Administrative Officer or Carla Y. Nell, Vice-President, Municipal and Stakeholder Relations.

Yours truly,



Dan Mathieson

Copy Chief Administrative Officers, Chief Financial Officers, Clerks & Treasurers
MPAC Board of Directors

Denise Holmes

From: Development, Fund <funddevelopment@alzheimerdufferin.org>
Sent: Tuesday, December 13, 2016 3:39 PM
To: dholmes@melancthontownship.ca
Subject: Proclamation for Alzheimer Awareness Month
Attachments: Proclamation Alzheimers Awareness Month 2017_FINAL.docx

Good afternoon Denise,

January is Alzheimer Awareness Month and we are hoping that the Township of Melancthon would support the Alzheimer Society of Dufferin County by including a proclamation as part of the January Council Meeting.

I have attached details for the proclamation and would be happy to discuss any details or information that you may require.

Thank you in advance for your support!
Katrina

Katrina Lemire | Fund Development Coordinator
Alzheimer Society of Dufferin County | 25 Centennial Road, Unit 1 | Orangeville, Ontario | L9W 1R1
519-941-1221 x102 | funddevelopment@alzheimerdufferin.org | www.alzheimerdufferin.org



[Give the gift of support | Alzheimer Society of Dufferin County](#)

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PROCLAMATION

January 10 – January 31, 2017

<p>The Alzheimer Society of Dufferin County Alzheimer Awareness Month</p>
--

I, [INSERT NAME & TITLE HERE], do hereby proclaim January 10th to January 31st, 2017 as “National Alzheimer Awareness Month” in support The Alzheimer Society of Dufferin County in the [TOWN/COUNTY/TOWNSHIP OF];

WHEREAS, today it is estimated that there are approximately 220,000 persons living with dementia in Ontario. Four out of five Canadians know someone with dementia...a neighbour, friend, co-worker or family member. In Canada, 25,000 new cases are diagnosed each year. But dementia is more than just numbers; it's your friends and neighbours, people you see every day in your community. It's the person behind the disease. It's the caregivers who give everything they have, and the family and friends whose lives are forever changed; and

WHEREAS, the Alzheimer Society of Dufferin County provides programs, education and support for over 400 individuals and families living with Alzheimer's disease or other dementias in Dufferin County; and

WHEREAS, early diagnosis of dementia helps people live better with dementia and allows them to make important decisions about their future needs; and

WHEREAS, creating dementia friendly communities can be our first step to help reduce the burden of dementia in Canada; and

WHEREAS, it is time to put our minds to it, to rethink Dementia and to do the things we can do to help lessen the impact of Alzheimer's disease and related dementias, such as keeping our brains healthy.

NOW THEREFORE, I urge all citizens of our community to become more aware and educated concerning the far-reaching effects of Alzheimer's disease and other dementias.

[INSERT NAME]

[INSERT TITLE]

THE CORPORATION OF THE TOWNSHIP OF MULMUR

NOTICE OF PASSING OF

ZONING BY-LAW AMENDMENT NO. 35-16

Z09-2016 Bonnefield Farmland III Inc

Date of Decision: December 14, 2016

Date of Notice: December 15, 2016

Last Day for Appeal: January 4, 2017

PLEASE BE ADVISED that the Council of the Corporation of the Township of Mulmur passed Zoning By-law No. 35 -16 on the 14th day of December, 2016, pursuant to Section 34 of the Planning Act, R.S.O. 1990 c.P 13, as amended.

AND TAKE NOTICE THAT any person or agency may appeal to the Ontario Municipal Board in respect to the By-law by filing with the Clerk of the Township of Mulmur not later than the 4th day of January, 2017 a notice of appeal setting out the objection to the By-law and the reasons for the objection.

An explanation of the purpose and effect of the By-law, describing the lands to which the By-law applies and a key map showing the location of the lands to which the By-law applies are provided herewith. A copy of the By-law is available for review in the Municipal Office, at the address below, during regular office hours.

Only individuals, corporations and public bodies may appeal a Zoning By-law to the Ontario Municipal Board. A Notice of Appeal may not be filed by an unincorporated association or group. However, a Notice of Appeal may be filed in the name of an individual who is a member of the association or group.

A Notice of Appeal must be filed with the Clerk of the Township by the date specified above, and must set out reasons for the appeal and must also be accompanied by a cheque in the amount of \$300.00 made payable to the Minister of Finance.

Purpose of the Amendment

The Zoning By-law Amendment rezones the subject lands from the Agricultural (A) Zone to an Agricultural Exception One (A-1) Zone.

Effect of the Amendment

The rezoning application fulfills a condition of a consent application to recreate the farms along the original 100 acre lot lines. The site specific zoning would prohibit a dwelling from being constructed on the vacant farm land.

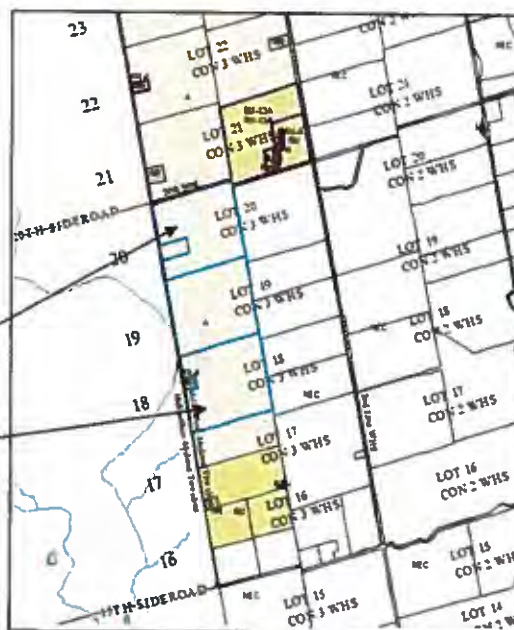
Lands Affected

The Zoning By-law Amendment affects lands known municipally being Part of Lots 18 and 20, Concession 3 WHS, Township of Mulmur.

Dated at the Township of Mulmur this 15th day of December, 2016.

Terry Horner, CAO/Clerk
Township of Mulmur
758070 Second Line East
MULMUR, ON
L9V 0G8
(705) 466-3341

SUBJECT LANDS



Info 9

JAN 12 2017

THE CORPORATION OF THE TOWNSHIP OF MULMUR

BY-LAW NO. 35 - 16

Being a By-law to amend By-law No. 05-02, as amended, the
Zoning By-law for the Corporation of the Township of Mulmur
with respect to Part of Lots 18 and 20, Concession 3,
Township of Mulmur, County of Dufferin

(Bonnefield Farmland III Inc)

WHEREAS the Council of the Corporation of the Township of Mulmur is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the *Planning Act*, R.S.O.1990 c.P. 13, as amended;

AND WHEREAS an application to re-zone part of Lots 18 and 20, Concession 3 WHS has been received, to change the zoning of the lands from the Agricultural (A) zone to the Agricultural Exception One (A-1) zone;

AND WHEREAS Council has deemed that the application is a complete application and is satisfied that Notice of both the Receipt of a Complete Application and of the Public Meeting have been given in accordance with the *Planning Act*, R.S.O.1990, c.P. 13, as amended, and that no further notice is required;

AND WHEREAS Council is satisfied that the proposal to re-zone the lands accordingly is appropriate and in accordance with the Official Plan in effect at the time the application was made, as well as applicable Provincial policies and plans;

NOW THEREFORE the Council of the Corporation of the Township of Mulmur enacts as follows:

1. Schedule "A" to Zoning By-law No. 05-02, as amended, is hereby further amended by re-zoning part of Lot 18 and 20, Concession 3 WHS, in the Township of Mulmur from the Agricultural (A) zone to the Agricultural Exception One (A-1) zone, as shown on Schedule "A" attached hereto and forming part of this By-law, and;
2. Section 4.4.4.1, Agricultural Exception One (A-1) Zone is hereby amended by adding "or any other type of habitable unit" at the end of the section.

This By-law shall come into force upon the date of passage hereof and take effect on the day after the last day for filing appeals. Where objections to the By-law are received in

accordance with the provisions of the *Planning Act*, R.S.O.1990, c.P 13, as amended, the By-law shall come into effect upon the approval of the Ontario Municipal Board.

READ A FIRST AND SECOND TIME AND THIRD TIME AND FINALLY PASSED
THIS ____ day of _____, 2016.


MAYOR PAUL MILLS

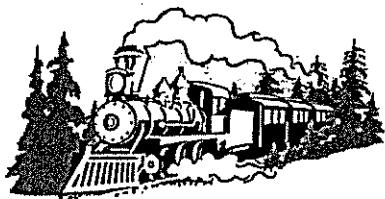

CLERK TERRY HORNER

Part of Lot 18 and 20, Concession 3 WHS, Mulmur




Mayor Paul Mills

Terry Homer
Clerk Terry Homer



TOWNSHIP OF McMURRICH / MONTEITH

District of Parry Sound
P.O. Box 70 31 William Street
Sprucedale, Ontario P0A 1Y0
Phone 705-685-7901 Fax 705-685-7393

www.mcmurrichmonteith.com E-Mail: clerk@mcmurrichmonteith.com

Reeve: Joanne Griffiths

Clerk/Treasurer: Cheryl Marshall

December 12, 2016

The Honourable Kathleen Wynne
The Honourable Brad Duguid
The Honourable Bob Chiarelli
Norm Miller, MPP for Parry Sound-Muskoka
Association of Municipalities of Ontario (AMO)
Federation of Northern Ontario Municipalities (FONOM)
Rural Ontario Municipal Association (ROMA)
All Ontario Municipalities

Reference: Resolution 2016-338

Please be advised that Council has passed the following resolution at their Regular Council meeting held December 5, 2016 for your consideration.

2016-338

Moved by: Daniel O'Halloran

Seconded by: Ron Walton

WHEREAS the Fire Protection and Prevention Act, 1997, legislates that fire prevention, public education and fire protection services are mandatory municipal responsibility;

AND WHEREAS there are a total of 449 Fire Departments operating in the province comprised of 32 Full-Time Firefighters, 19,347 Volunteer Firefighters and 343 Part-Time Firefighters staffing these departments;

AND WHEREAS the fire service represents a significant percentage of small, rural and northern municipalities' managed capital assets;

AND WHEREAS the Municipal Fire Department and associated assets represent critical municipal infrastructure;

AND WHEREAS there are currently no funding opportunities available from the Provincial or the Federal Government for the equipment, training, maintenance, operating or capital requirements of local fire departments;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of McMurrich/Monteith hereby petition the Provincial Government to recognize the municipal fire service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Governments Infrastructure Strategy to Move Ontario Forward;

AND FURTHER that a copy of this resolution be sent to the Premier of Ontario, the Minister of Economic Development, Employment and Infrastructure, Norm Miller, MPP for Parry Sound-Muskoka, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

Carried

Info

JAN 12 2017

If you have any questions please do not hesitate to contact our office.

Yours truly,

A handwritten signature in cursive script, appearing to read "Cheryl Marshall".

Cheryl Marshall
Clerk/Treasurer

Denise Holmes

From: Jackie Pherrill <jackie.pherrill@townofmono.com>
Sent: Monday, December 19, 2016 3:44 PM
To: Secretary (secretary@shelburnelibrary.ca)
Cc: Sue Stone; Terry Horner (thorner@mulmurtownship.ca); John Telfer; Denise Holmes; Rose Dotten; Mark Early
Subject: 2017 Library Budget



Town of Mono

347209 Mono Centre Road
Mono, Ontario L9W 6S3

December 19, 2016

Shelburne Public Library
By Email

Town of Mono Council reviewed your 2017 budget during their meeting of December 13, 2016. The following resolution was passed:

Resolution #8-19-2016

THAT Town of Mono Council accepts the 2017 Shelburne Public Library Budget.

Yours truly,

Mark Early, CAO/Clerk

Total Control Panel

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To: dholmes@melancthontownship.ca
From: jackie.pherrill@townofmono.com

Message Score: 1
My Spam Blocking Level: High

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

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



NVCA Board Meeting Highlights, December 16, 2016

Next Board Meeting: Annual General Meeting January 27, 2017
at the Tiffin Centre for Conservation

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

2017 budget and capital levy approved

The board approved NVCA's 2017 budget, which sets total revenues/expenses at \$4.77 million (compared to \$4.99 million in 2016). The budget contains a 2.26% increase to the overall municipal levy. This amounts to an increase of \$48,600 to be shared by all 18 member municipalities.

The board also approved NVCA's Asset Management Plan, which details capital needs for the next ten years. To support this plan, the board approved a 2017 capital levy of \$129,926 to be shared by all member municipalities. As this is a new levy, municipalities may, at their discretion, pay their share in full or phase in their share over the next four years.

Response to Service Delivery and Operational Review recommendations near completion

Gayle Wood, Chief Administrative Officer, provided an update on recommendations contained within the NVCA's 2014 Service Delivery and Operational Review (SDOR).

The review was broken into three phases: Phase 1 addressed governance and efficient operations; Phase 2 addressed an updated performance management system; and Phase 3 addressed staff compensation.

In total, the SDOR contained 26 recommendations for improvement. Ms. Wood reported that of those 26 recommendations, 23 have been completed. Ms. Wood plans to

address the last three recommendations—organizational realignment, conservation foundation and conservation foundation staffing—within the next six months, prior to her retirement.

In brief

During the meeting the board also:

- congratulated Mayor Darren White of Melancthon Township on his new appointment as Warden of Dufferin County.



Gall Ardiel, NVCA Vice Chair and Doug Loughheed, NVCA Chair (right), congratulate Warden Darren White of Dufferin County.

- received a report regarding the Minesing Wetlands Emergency Action Plan that has been developed in consultation with Simcoe County emergency personnel, fire and police.
- approved NVCA's Climate Change Strategy and Action Plan Milestone 2 research report and Milestone 3 stakeholder advisory group terms of reference.

- approved the 2016 year-end surplus allocation; the NVCA reserve target (which was set at 25% of the operating budget); and a new format for quarterly financial reporting.
- recognized Sheri Steinginga, NVCA Flood Operations Field Specialist, who received her Young Conservation Professional Certification from Conservation Ontario. Sheri was presented with her certificate at the 2016 Latornell Symposium.



Gail Ardiel, NVCA Vice Chair and Doug Loughheed, NVCA Chair (right), congratulate Sheri Steinginga for completing the Young Conservation Professional program.

- congratulated Sheryl Flannagan, NVCA Director, Corporate Services, who received her Certified Municipal Manager II Human Resource Professional Designation.



Gayle Wood, NVCA CAO (left), Gail Ardiel, NVCA Vice Chair (right) and Doug Loughheed, NVCA Chair, congratulate Sheryl Flannagan on her CMMII HR Professional designation.

Future Meetings & Events

NVCA Holiday Office Closure

Closing Friday, December 23, 2016, at 12:00 p.m. Re-opening Tuesday, January 3, 2017, at 8:30 a.m.

Christmas Bird Count for Kids

Saturday, January 7, 2017

9:00 a.m. - 12:00 p.m.

Tiffin Centre for Conservation, Utopia

Nature Days for Homeschoolers

- "Snow Day!"

Friday, January 20, 2017

10:00 a.m. - 3:00 p.m.

Tiffin Centre for Conservation, Utopia

NVCA Annual General Meeting

Friday, January 27, 2017

9:00 a.m. - 11:00 a.m.

Tiffin Centre for Conservation, Utopia

For more information on these events, please visit the [NVCA website](http://www.nvca.on.ca).



Town of Mono

347209 Mono Centre Road
Mono, Ontario L9W 6S3

December 19, 2016

Mr. Shawn Boggs, Clerk Administrator
Township of McKellar

By Email: admin@township.mckellar.on.ca

Dear Mr. Boggs,

RE: Your Resolution #16-384

Town of Mono Council reviewed your resolution during their meeting of December 13, 2016 and passed the following resolution:

Resolution #11-19-2016

THAT Town of Mono Council supports a resolution from the Township of McKellar calling on the Provincial government to recognize municipal fire service as critical infrastructure by including funding for fire department infrastructure as part of the provincial Infrastructure Strategy to Move Ontario Forward.

Yours truly,

Mark Early, MCIP, RPP, CMO
CAO/Clerk

ME/jp

C. Dufferin Municipalities
Dufferin-Caledon MPP Sylvia Jones

Township of McKellar

TOWN OF MONO Schedule A Council Session #19-2016

P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

VIA EMAIL

November 22, 2016

The Honourable Kathleen Wynne
The Honourable Brad Duguid
The Honourable Bob Chiarelli
Norm Miller, MPP for Parry Sound-Muskoka
Association of Municipalities of Ontario (AMO)
Federation of Northern Ontario Municipalities (FONOM)
Rural Ontario Municipal Association (ROMA)
All Ontario Municipalities

Please be advised that at its regular meeting held, Monday November 21, 2016 the Council of the Township of McKellar passed the following resolution:

RESOLUTION: 16-384

WHEREAS the *Fire Protection and Prevention Act, 1997*, legislates that fire prevention, public education and fire protection services are a mandatory municipal responsibility;
AND WHEREAS there are a total of 449 Fire Departments operating in the province comprised of 32 Full-Time Departments, 191 Composite Departments and 226 Volunteer Departments with 11,376 Full-Time Firefighters, 19,347 Volunteer Firefighters and 343 Part-Time Firefighters staffing these departments;
AND WHEREAS the fire service represents a significant percentage of small, rural and northern municipalities' managed capital assets;
AND WHEREAS the Municipal Fire Department and associated assets represent critical municipal infrastructure;
AND WHEREAS there are currently no funding opportunities available from the Provincial or the Federal Government for the equipment, training, maintenance, operating or capital requirements of local fire departments;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of McKellar hereby petition the Provincial Government to recognize the municipal fire service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Governments Infrastructure Strategy to Move Ontario Forward;

AND FURTHER that a copy of this resolution be sent to the Premier of Ontario, the Minister of Economic Development, Employment and Infrastructure, Norm Miller, MPP for Parry Sound-Muskoka, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

As per the above resolution, please accept this correspondence for your information and consideration.

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

Sincerely,

Shawn Boggs
Clerk Administrator
Township of McKellar



Workforce Planning Board
of Waterloo Wellington Dufferin

RECU/RECEIVED

22-12-2016

12/16/2016

...

Workforce Planning Board of Waterloo Wellington Dufferin
218 Boida Avenue, Unit 5
Ayr, Ontario N0B 1E0

Denise B. Holmes, CAO
Township of Melancthon
157101 Highway 10
Melancthon, Ontario L9V 2E6

Dear Denise B. Holmes,

The Workforce Planning Board (WBP) is establishing a Workforce Development Committee in Dufferin County. The role of this new committee is to engage community partners in a labour market research and planning processes that leads to finding local solutions to local issues.

Committee members will share local intelligence that will allow for meaningful discussions to ensure an understanding of the local matters that will lead to the identification of key issues and recommended actions for Dufferin. The process is designed to encourage a more formalized network for information gathering and decision making and to inspire cooperative efforts among partners. The committee will be supported by the Workforce Planning Board with Carolyn O'Donnell, Project Officer taking on a facilitation role.

On December 1, 2016 an initial information session was held with several stakeholder organizations who play a role in local workforce development in Dufferin County. The attendees participated in a focused conversation and were asked to identify which organizations should be members of the Dufferin Workforce Development Committee based on their role in the community and other organizations that they are connected to.

It was determined that the Dufferin Workforce Development Committee will consist of 10-12 members with representation from the following:

1. County of Dufferin
2. Economic Development (County Economic Development Strategy Steering Committee member)
3. Headwaters Tourism
4. Dufferin Board of Trade
5. Education
6. Post Secondary Education and Training
7. Small Business Enterprise Centre
8. Employment Ontario Career Services
9. Dufferin Federation of Agriculture
10. Employer representative (KTH)

Info 14

JAN 12 2017

While the committee will be limited initially to 10-12 seats it is understood that each of the members have connections to other community partners as show in the attached illustration and will share two-way communication that will reach the broader community.

We are reaching out to your organization because you have been identified as playing a role in workforce development in the community and as such we would like to keep you informed about the Dufferin Workforce Development Committee by including you on our distribution list. We will share meeting minutes to ensure you are kept in the loop.

The first meeting of the Dufferin Workforce Development Committee will be held on Thursday, January 12, 2016 and the organizations listed above will be contacted. In some cases, stakeholder organizations will need to have a conversation with their counterparts to determine who their shared representative will be for the initial term.

We want to ensure that you have a mechanism to share information with the committee by having a voice through one of the members. Please consider which of the representative seats your organization is connected to. If you feel that there is a gap in representation please contact me so that we can discuss.

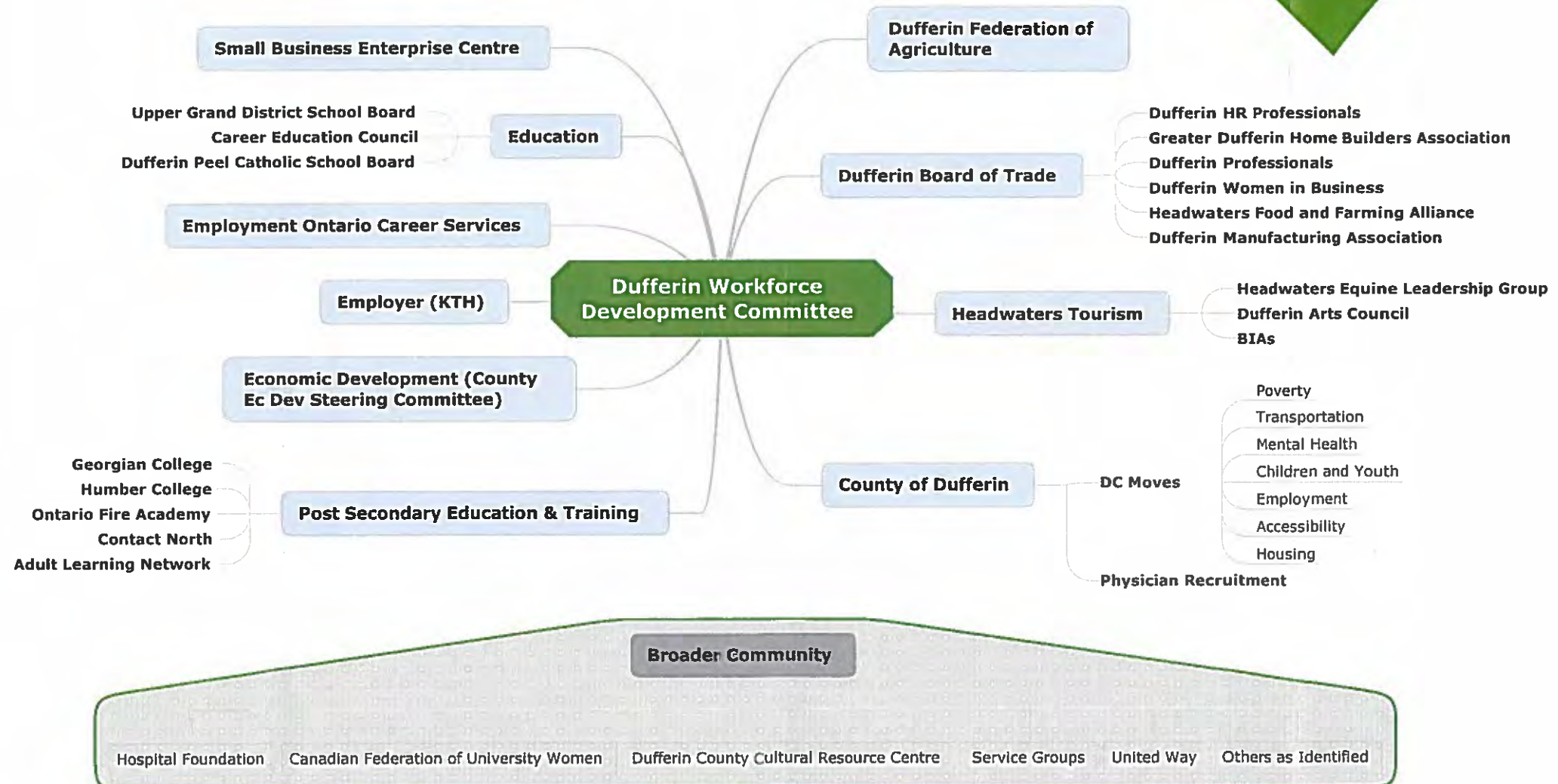
Sincerely,



Carolyn O'Donnell
Project Officer
Workforce Planning Board of Waterloo Wellington Dufferin



**Workforce Planning Board
of Waterloo Wellington Dufferin**



For distribution to Council

December 15, 2016

Dear Municipal Colleague:

I'm excited to share AMO's 2017-18 Strategic Objectives. It's an ambitious plan that will help us to promote municipal interests over the next 16 months, heading into the 2018 provincial election. This year the province introduced 12 pieces of legislation that affected us, along with many regulations. We expect 2017 to be even busier. There's been an incredible amount of provincial and federal consultation. Some of our members have remarked that if it weren't for AMO, they could not be 'in the know,' let alone have assurance that municipal views were being presented to government in a timely way.

Our work keeps municipal interests front and centre at Queens Park, by offering solutions, and by working hard to try to get the responses we need. We've had success in preventing some harmful policies from finding their way into legislation. We've also been successful in advancing particular needs – the most recent is seeing every municipal government receive formula based funding from the Can-On Phase 1 Clear Water and Waste Water Fund. This did not happen anywhere else in the country.

AMO has 43 Board members from municipal governments across the province and our work benefits from the wide input. The Directors you elect every two years come from communities of all sizes, from very small rural and northern to urban centres and upper tiers. Those Directors, along with the chairs of NOMA, FONOM, ROMA, OSUM, MARCO, LUMCO, and the two Wardens Group help pull the municipal community together, creating valuable linkages and depth.

Our shared success counts on your financial support and your voice. I hope that we can count on you for both. I also want to share information about two other AMO corporations that serve Ontario's municipal community.

First, Local Authority Services, or LAS, provides leading edge services that save you money and create opportunity. For example, it offers an LED streetlight program that cuts electricity consumption. The program has been used by many, reducing their energy consumption by 40 to 70%. It was recently recognized by the World Bank and it won the 2016 Lightsavers Canada Award. LAS followed up that success with a recreational facility LED lighting program. It pays to invest in LED.

../2

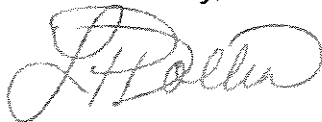
It also pays to invest in LAS's One Investment Program, which provides Ontario municipalities with stronger investment returns by combining municipal resources. Together, we are bigger, and stronger. The same approach creates a better high-interest savings account for Ontario's municipalities – and it offers you better pricing through pooled and hedged electricity, natural gas and fuel procurement programs. These are just a few of the LAS programs that stretch precious taxpayer dollars further for municipalities small and large. Check them out at <http://www.las.on.ca/About/What-is-LAS>.

If you are an OMERS employer, the Municipal Employers Pension Centre of Ontario, or MEPCO, unites 410 of the 1,000 or so employers within that pension plan. MEPCO was created in 2006 because individual municipal governments would have virtually no say in Plan design even though a small change in contribution rates can have a big impact on municipal budgets. Your ongoing support for MEPCO creates a much stronger position for us all. It enables us to tap pension and actuarial experts who help us as employer representative to advance ideas that make the Plan more sustainable and effective. In a joint employee/employer pension governance system, Plan design and benefit decisions are critical to municipal governments' bottom line, given other financial pressures in the delivery of municipal services. MEPCO's 2016 record and 2017 activities are also attached. It shows how your contribution to MEPCO is bringing municipal employer interests to the table.

The invoices for both AMO and MEPCO have been forwarded under separate cover to your finance department. I hope you agree that the work of AMO and MEPCO is valuable and that we can count on your membership in 2017. I also hope that you will learn about and take advantage of the LAS programs.

When we go to Queen's Park or to Parliament Hill, being able to say that we represent all municipal governments in Ontario is very important. Speaking with that common voice improves their listening! On behalf of the AMO Board, thank you for your support. Season's Greetings!

Yours sincerely,



Lynn Dollin
AMO President

Encl.



2017 Strategic Objectives

#1 Policy and Program Design Advocacy Work

Why? To achieve better outcomes that help municipal governments in their direct roles and responsibilities and other matters that shape and support strong communities.

How? AMO's actions include developing positions, working to influence governments' agendas and drafting of Bills and funding programs, reviewing Bills and promoting amendments as needed.

Priority Areas:

- Municipal Fiscal Future through AMO's "What's Next Ontario"
- *Aggregates Act*
- CAN-ON Phase Two Infrastructure Funds
- Changing Workforce Review
- Climate Change
- *Conservation Act*
- *Construction Lien Act*
- Debt/Investment/Prudent Regulation
- Double Hatter/Bill 109 Monitoring
- Expanding Medical Responses (OPPFA fire med proposal)
- FPPA Review/Fire Safety Table
- Housing Strategy
- Land Ambulance Dispatch Modernization
- Long Term Care/Seniors
- Marijuana Law and Implementation
- *Municipal Act* and Conflict of Interest
- OMB Reform
- *Police Services Act*/Modernization
- Public Health Panel
- *Waste Free Ontario Act*
- Water Taking

#2 Building Value for Members

Why? Helping members deal with the outcomes of policy and program changes so they are 'on top of things', incorporating change as efficiently as possible.

How? AMO will develop and provide different tools, knowledge and skills that are meaningful and supportive of municipal governments' responsibilities in a changing world.

Priority Areas:

- Open Data
- Digital Government
- Codes of Conduct for Elected Official and Staff
- NEW Training: Managing Conflicts, Codes of Conduct & More...from *Municipal Act/Conflict of Interest Act*
- e-Learning and In-Class Councillor Training Updates
- NEW Symposium: Changing Labour Force
- Human Services Symposium II
- Asset Management Symposium
- Energy Champions

#3 Reinforce Relations with Members and Others:

Why? An informed membership will strengthen overall advocacy, locally and regionally.

How? AMO will increase its 'field' presence and expand its membership involvement in activities.

Priority Areas:

- Bring new volunteers to AMO task forces
- Increase use of technology as an outreach and input tool
- Capacity building program for Asset Management
- Review membership communications approach

#4 Strengthen the Corporation Itself

Why? The best practice measure for not-for-profit financial health is a diversified membership revenue streams.

How? Develop long-term strategic partnerships between AMO and the municipal business community.

Priority Area:

- Develop a Business Partnership Plan and execute strategic complementary relationships

2016 Key Activity

Input to Ontario Ministry of Finance on the proposed Ontario Retirement Pension Plan (ORPP) initiative that led to exemption of the OMERS Plan from the ORPP;

Input to the OMERS Board on municipal employer perspectives and cost impacts on the inclusion of municipal non-full time employees in the OMERS Plan;

Monitored the Federal CPP enhancement initiative and promoted municipal employer considerations in integrating CPP changes with the OMERS Plan;

Continued regular MEPCO Board dialogue with the OMERS OAC Board Chair and OMERS President and CEO;

Provided advice to AMO OMERS representatives on changes to OMERS Plan assumptions, the performance of the OMERS Investment Strategy and the MEPCO focus on investment risk management;

Updated the MEPCO OMERS Primary Plan Pension Platform, which provides guidance to the MEPCO Board, and to AMO OMERS representatives on OMERS Plan design and operation;

Delivered MEPCO education session at the 2016 AMO Conference on the OMERS impacts of the proposed ORPP and CPP enhancement;

Provided regular updates to MEPCO members on OMERS and public sector pension legislative/regulatory developments.

2017 Priorities

Monitoring/assessing the performance of the OMERS Investment Strategy, changes to plan assumptions, implementation of the OMERS Funding Management Strategy, OMERS Plan design changes and the cumulative impacts of these matters on risk management and the ability to return to full funding of the OMERS Plan;

Advice to the OMERS SC Board on OMERS Plan cost and labour relations impacts of CPP integration with the OMERS Plan;

Monitor the development of legislation to create a new Ontario Financial Services Regulatory Authority and impacts on the OMERS Plan;

Assess the Federal Infrastructure Bank proposal and pension plan impacts;

Evaluation of MEPCO communications tools and development of the 2017 Communications Plan;

Continue regular MEPCO Board dialogue with the OMERS OAC Board Chair and OMERS President and CEO;

Develop a 2017 MEPCO education session;

Continue support for resolving MEPCO member concerns with OMERS as they arise;

Monitor OMERS governance and representation;

Provide regular updates to MEPCO members on OMERS and public sector pension legislative/regulatory developments.

Denise Holmes

From: Fahey, Sean (MMA/MHO) <Sean.Fahey@ontario.ca>
Sent: Friday, December 23, 2016 11:15 AM
To: Undisclosed recipients:
Subject: Excess Soil Management Policy Framework

Good Morning,

For your information, the Ministry of the Environment and Climate Change has now finalized the Excess Soil Management Policy Framework (framework). This framework is based on input provided through meetings, listening sessions, working groups and through the Environmental Bill of Rights (EBR) proposal notice, posted on the Environmental Registry on January 26, 2016.

The final framework includes a set of principles to guide policy and program development, a description of existing policy, roles and responsibilities and a series of policy needs, actions and priorities to move forward on.

Please visit the Environmental Registry at (012-6065) or the following link for further details, to view the framework and for contact information:

<https://www.ebr.gov.on.ca/ERS-WEB-External/displaynoticecontent.do?noticeId=MTI2OTM0&statusId=MTk2MTA1&language=en>

This framework also reflects the outcomes of an Environmental Bill of Rights (EBR) application and review undertaken by MOECC and builds upon the MOECC's "Management of Excess Soil – A Guide for Best Management Practices".

Thank you,

Sean Fahey

Municipal Advisor
Municipal Services Office – Central Ontario | Municipal Services Division
Ministry of Municipal Affairs (MMA) | Ministry of Housing (MHO)
777 Bay St., 13th Floor | Toronto ON | M5G 2E5
T: 416.585.6352
Email: sean.fahey@ontario.ca

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To: dholmes@melancthontownship.ca
From: sean.fahey@ontario.ca

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

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Policy Decision Notice:

Title:

Excess Soil Management Policy Framework

EBR Registry Number: 012-6065

Ministry:

Ministry of the Environment and Climate Change

Date Decision loaded to the Registry:

December 16, 2016

Date Proposal loaded to the Registry:

January 26, 2016

Keyword(s): [Brownfields](#) | [Land](#) | [Zoning](#) | [Land use planning](#) | [Conservation](#) | [Aggregates](#) | [Waste](#)

Decision on Policy:

On January 26, 2016 the ministry sought input on a proposed "Excess Soil Management Policy Framework" through EBR Registry # 012-6065 for 60 days until March 26, 2016. The proposed framework included a series of actions guided by key goals and principles.

Based on input received from this proposal a decision was made to proceed and finalize Ontario's Excess Soil Management Policy Framework.

The final framework embraces two key goals to:

1. Protect human health and the environment from inappropriate relocation of excess soil
2. Enhance opportunities for the beneficial reuse of excess soil and to reduce greenhouse gas emissions associated with the movement of excess soil

The proposed framework also includes:

- Principles to guide policy and program development;
- A description of existing policy and current roles and responsibilities; and
- Policy needs, actions and priorities.

The final framework recognizes excess soil as a resource and promotes a system which strives for environmental protection, local beneficial reuse, consistency, fairness, enforceability, and flexibility.

Since the draft framework was posted for input, significant progress has been made on several of the proposed actions. For example, a by-law language tool has been prepared by the Canadian Urban Institute, with support from the Ministry of Municipal Affairs (MMA) as a resource for municipalities in developing or updating fill and site alteration by-laws (Action 8). MMA has also introduced legislative amendments to the Municipal Act, which includes a proposed change to allow site alteration by-laws to apply in conservation authority regulated areas (Action 7). The Ministry of Natural Resources and Forestry (MNRF) has introduced proposed legislative amendments to the Aggregate Resources Act, which include increased authority to make future regulations about record keeping on aggregate operations e.g., fill records (Action 10). To support integration and implementation, work is underway to examine market-based tools and programs to encourage reuse (Action 21), and several working groups have been established to support framework finalization and delivery, including the Excess Soil Engagement Group (Action 20).

Comment(s) Received on the Proposal: 100

Contact:

Laura Blease
Senior Policy Advisor
Ministry of the Environment and Climate Change
Climate Change and Environmental Policy Division
Land and Water Policy Branch
40 St. Clair Avenue West
Floor 10
Toronto Ontario
M4V 1M2
Phone: (416) 325-8275
Fax: (416) 326-0461

Additional Information:

The following government offices have additional information regarding this Decision. To arrange a viewing of these documents please call the Ministry Contact or the Office listed below.

Land and Water Policy Branch
40 St. Clair Avenue West
Floor 10
Toronto Ontario
M4V 1M2
Phone: (416) 314-6383

The documents linked below are provided for information purposes only
All links will open in a new window

1. [Excess Soil Management Policy Framework](#)
2. [English Description: Management of Exces](#)

Public Consultation on the proposal for this decision was provided for 60 Days, from January 26, 2016 to March 26, 2016.

As a result of public consultation on the proposal, the Ministry received a total of 100 comments: 48 comments were received in writing and 52 were received online.

Additionally, a copy of all comments are available for public viewing by contacting the Contact person listed in this notice.

A selection of these comments are available:

[View All Comments](#) (opens in new window)

Effect(s) of Consultation on this Decision:

In addition to feedback received on the proposed Excess Soil Management Policy Framework through the Environmental Bill of Rights policy proposal notice, input was gathered through various workshops, meetings and teleconferences with interested stakeholders and First Nations and Métis communities and organizations. Included among these outreach efforts, the ministry held a workshop with stakeholders on the proposed framework on March 2, 2016.

Previous input provided to the ministry from listening sessions and engagement on the EBR review of excess soil management policy needs which commenced in January 2014, was also taken into consideration.

Of the 100 comments received by the ministry, comments were received from municipalities and municipal organizations, industry organizations, professional bodies, agricultural organizations, crown agencies, environmental groups, conservation authorities, First Nations communities, the general public and other interest groups.

Overall, there was general support for the proposed Excess Soil Management Policy Framework, including development of a source site regulation, management of interim sites and new standards for excess soil. The province is also providing support to municipalities through the development of a site alteration by-law language tool, all of which are key actions in the final framework moving forward.

A number of comments were provided pertaining to the need to more adequately link climate change to this framework. Accordingly, one of the overarching goals of this framework has been revised to include reductions in greenhouse gas emissions associated with the movement of excess soil.

Some comments were received suggesting the need to be clear about responsibility and liability. Although some of these suggestions were beyond the scope of the final framework document, these comments are being taken into consideration as policies are developed with the intention to ensure responsibilities are clarified. A new principle has also been added to the framework to recognize the need for clear roles and responsibilities.

Several comments supported the concept of a market-based approach to delivery, including tracking and registration of soil movement and establishment of reuse strategies. The proposed framework has been revised to strengthen reference and commitments to move forward with market-based approaches to delivery. This includes market mechanisms to improve consistency of work by qualified persons, which was raised as a concern.

Significant support and interest was provided regarding the establishment of an Excess Soil Engagement Group and sub working groups to support key topic areas. The Excess Soil Engagement Group was launched on June 22, 2016 and will meet regularly to guide framework delivery.

Compliance and enforcement needs and related resources were a common theme in the comments provided. These comments will be taken into consideration as the ministry moves forward on related policies and programs under this framework.

Input was received regarding the need to ensure consideration of culturally significant areas in this framework. The final framework now reflects the importance of considering significant cultural heritage landscapes and areas of archeological significance.

Several comments recognized the need for alignment with existing frameworks e.g., brownfields, land-use planning and waste regulatory regimes, source protection, etc. The framework has been revised to provide clarity to reflect the need for this alignment.

Several revisions were made to the framework text to address input received on the need to clarify various actions. Many comments also provided specific suggestions on how to approach particular actions or policies. These comments will be further considered through development of these policies, supporting programs and guidance.

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EXCESS SOIL MANAGEMENT POLICY FRAMEWORK



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1.0 INTRODUCTION

1.1 CONTEXT

Excess soil is a result of intensive land development across the province. While cities continue to grow, proper *excess soil management* is necessary to protect human health and the environment.

Managing excess soil in a responsible way is integral to building sustainable communities. Improper management can result in impacts to ground or surface water quality and/or quantity, natural areas and agricultural lands, and cause a number of local issues including concerns regarding noise, dust, truck traffic, road damage, erosion, drainage and other social, health and environmental concerns. Proper management of excess soil can result in a number of benefits to the environment and economy.

The Growth Plan for the Greater Golden Horseshoe, under the Places to Grow Act, 2005, and the Provincial Policy Statement, 2014 under the Planning Act encourages the redevelopment of brownfield sites and intensification of urban areas. Redevelopment of brownfield sites (those with former industrial or commercial activities) can also generate *excess soil*, potentially with elevated levels of contaminants. As urban areas intensify, opportunities to reuse soil on-site become limited which results in *excess soils* needing to be transported from the development sites. Development of infrastructure, such as transit systems, may also generate *excess soil*.

What is *excess soil*?

Excess soil is soil that is excess to requirements at a construction or development site or project ("source site"); it is not needed on the source site after it is excavated and must be moved to a new, off-site, location. Soil remaining within a project site is not considered *excess soil* (see glossary – **Section 7.4** - for more detailed definitions of *italicized*

Management of *excess soil* is a growing concern in the Greater Toronto Area (GTA) and rural municipalities surrounding the GTA. The issue has received media attention with a focus on illegal dumping of soil, site alteration by-laws, commercial *fill* operations, tracking *excess soil*, concern over the quality of *excess soil*, and protection of the environment, water, and agriculture.

The manner in which *excess soil* is managed and disposed of also has implications for greenhouse gas emissions. Annually, thousands of trucks move *excess soil* around the province emitting greenhouse gases which contribute to climate change. Local reuse of

excess soil can reduce these greenhouse gas emissions by reducing the distance *excess soil* is required to be transported for reuse or disposal.

While existing legislation, regulation, control documents, by-laws and policies address different aspects of *excess soil management* such as environmental compliance approvals (ECAs) for *soil processing sites*, records of site condition for brownfields redevelopment sites, and municipal permits under site alteration by-laws (see **Appendix 7.1** for more information), there is no overall policy framework for the management of *excess soil*.

In January 2014, the Ministry of the Environment and Climate Change (MOECC) released a guide titled “*Management of Excess soil – A Guide for Best Management Practices*” (BMP). This BMP sets out the province’s expectations for all those managing soil and encourages the *beneficial reuse* of *excess soil* in a manner that promotes sustainability and the protection of the environment. It assists those managing *excess soil*, particularly when the *excess soil* may be impacted by contamination, and in preventing and mitigating the potential for adverse effects. The BMP encourages reuse of soil and provides guidance on managing *excess soil* at the site where it is excavated, during its transportation and where it is received.

Many organizations in Ontario are working to improve the management of *excess soil* through their own activities (including industry best management practices, conservation authority guidelines, municipal pilot projects, qualified person guidance and soil matching programs). The province developed the proposed Excess Soil Policy Framework to protect human health and the environment from inappropriate relocation of *excess soil* and to enhance opportunities for the beneficial reuse of *excess soil*.

1.2 ENVIRONMENTAL BILL OF RIGHTS REVIEW

In January 2014, the Ministry of the Environment and Climate Change agreed to undertake a review of *excess soil management* in response to an application for review submitted under the Environmental Bill of Rights, 1993 (EBR) in November 2013.

The application for review requested “a review of the need to establish a new comprehensive, province-wide policy to address the problem of compromised soil”. The applicants stated that they were concerned about the impacts of what they termed “compromised soil” from urban development to health and safety and the environment. They also stated that current rules related to excess soil were a “patchwork” with a lack of oversight and called for leadership to ensure “compromised soil is disposed of properly.” They also asked for a multi-ministry approach, including involvement from the Ministry of Municipal Affairs.

The EBR review supports a provincial commitment made in Ontario’s Great Lakes Strategy to “develop a policy framework for soil management, including encouragement

of best management practices to support the reuse of excess soil for beneficial uses, as long as it can be done in a way that protects human health and the environment.”

Further, this issue was recognized in the Ontario legislature. In December, 2014, a motion received all party support for the government to “...consider the development of a strategy for disposing of [excess soil] in a sustainable and environmentally conscious fashion”.



The EBR review also assessed whether certain aspects of MOECC's BMP required additional policy to support its implementation and address any policy gaps.

As part of undertaking the review, the MOECC convened a multi-ministry working group, consisting of Ministries of Municipal Affairs; Natural Resources and Forestry; Agriculture, Food and Rural Affairs; Transportation; Infrastructure; and Tourism, Culture and Sport. This group helped inform the findings of the review and will continue to work together to develop the solutions needed to implement the recommendations of the review.

Listening sessions on the application for review were held in the fall 2014, including:

- Two sessions with a wide range of municipalities
- Agricultural and rural community sectors
- Select conservation authorities and Conservation Ontario
- Ontario Environment Industry Association
- Residential and Civil Construction Alliance of Ontario
- Ontario Sand, Stone and Gravel Association
- Municipal Engineers Association
- Association of Professional Geoscientists / Professional Engineers Ontario
- Ontario Waste Management Association
- Brownfield stakeholders, the development sector, and government agencies including Infrastructure Ontario and Metrolinx
- Local community and environmental groups

First Nations communities and organizations were informed about the review and a meeting was held with those that expressed interest.

The MOECC and other ministries re-engaged select representatives in fall 2015 to validate and discuss preliminary findings and outline the general elements of the

framework (see **Appendix 7.3** for a list of what was heard in these sessions). The conclusion from these sessions was that there is wide support for the approach.

2.0 NEED FOR A REVISED POLICY FRAMEWORK

The province consistently heard that the current system for oversight and management of *excess soil* requires stronger direction and clear and enforceable rules which clearly identify the roles and responsibilities as *excess soil* is generated and then moved from a *source site* to a final *receiving site*.

2.1 SUMMARY OF FINDINGS FROM ENGAGEMENT

Through engagement undertaken, it was assessed that *excess soil management* policy should be clarified and improved, and that some new policies may be warranted, including a need for:

- **greater responsibility by owners of *source sites*** that generate *excess soil* to ensure that their *excess soil* reaches appropriate *receiving sites*
- **clearer roles and responsibilities** amongst all who manage or provide an oversight role in the management of *excess soil*
- **filling specific gaps in receiving site oversight and new guidance to promote better oversight at *receiving sites***, including to inform municipal by-laws
- **greater clarity of existing regulations** such as brownfields-related requirements and inert fill provisions clarifying when *excess soil* must be managed as a waste
- **enhanced enforcement mechanisms and tools** to address illegal activities
- **clearer technical guidance and direction** with respect to *excess soil* reuse standards and testing procedures, to assist technical professionals, to integrate into oversight policies, and to help ensure *excess soil management* is protective of human health and the environment
- **better tracking and record keeping** of *excess soil* movements to confirm that *excess soil* reaches intended *receiving sites* and to facilitate oversight
- **protection of sensitive areas of provincial and local interest**, including natural heritage and hydrologic features and functions, farmland, archaeological resources and areas of archaeological potential, significant built heritage resources and significant cultural heritage landscapes
- **greater consideration of *excess soil management* when planning** for development and infrastructure projects, to better plan for appropriate *excess soil* reuse and to identify and promote local reuse opportunities for *excess soil*

By improving these areas, the province would further strengthen environmental protection and provide greater confidence in the proper management of *excess soil*.

2.2 SUMMARY OF FINDINGS FROM RESEARCH

Further reviews and assessments have informed the need for policy. Key research findings indicate:

- **Ontario could learn from approaches in other leading jurisdictions:** Other jurisdictions including the United Kingdom (CL:AIRE), Quebec, the Netherlands and some US states, such as Massachusetts, employ a range of approaches and a variety of tools to provide oversight to the management of *excess soil*. These approaches range from extensive government oversight through regulation, tracking, and planning for reuse to more flexible and voluntary approaches allowing industry to self-regulate and agreed upon codes of practice (see **Appendix 7.2**, page 35 for more information).

Key lessons learned from these jurisdictions include the need for:

- Clearly articulated goals and principles to guide governments, local authorities and industry
 - Rules around tracking of *excess soil* to improve compliance, garner public confidence and allow for transparency
 - Clear roles and responsibilities for those who manage *excess soil*, whether it be industry, government or qualified persons
 - Standards to allow for the *beneficial reuse* of *excess soil* as a resource, while protecting sensitive areas and clearly articulating when *excess soil* is a waste
 - Greater *source site* responsibility, including better planning early on in the development planning process to encourage *excess soil* reuse and minimize the need to move *excess soil*.
- **Existing policy tools do not provide adequate oversight over the life cycle of *excess soil*:** The current oversight for managing *excess soil* focuses on *receiving sites*. Municipalities and conservation authorities are the main permitting bodies for these *receiving sites* through site alteration by-laws under section 142 of the Municipal Act and regulations made under section 28 of the Conservation Authorities Act. *Excess soil* may also be received at sites overseen by other legislation such as pits and quarries regulated under the Aggregates Resources Act or waste disposal sites regulated under Part V of the Environmental Protection Act. Generally, the MOECC may respond to incidents of mismanagement of *excess soil* if there are complaints of illegal dumping of waste or of potential adverse effects under the Environmental Protection Act.

Existing policy tools are not clear regarding *source site* responsibility, and the policy tools providing authority for oversight of receiving sites leave some gaps in authority.

- **Excess soil from “brownfield” sites could be better tracked:** Under the Environmental Protection Act and O. Reg. 153/04, made under that Act, a Record of Site Condition is required to be filed on the Environmental Site Registry before a property use changes to a more sensitive use (such as a change from commercial or industrial use to residential). In its analysis of previously filed Records of Site Condition, the MOECC found that many Record of Site Condition properties generate *excess soil* that is disposed of off-site. While the O. Reg. 153/04 Record of Site Condition framework requires information on soil moving on to these properties, it does not regulate the transport and disposal of *excess soil* material that leaves these properties. Since this *excess soil* may be leaving properties which once had industrial or commercial uses, it is important for it to be managed properly and tracked.
- **Municipal site alteration by-laws could benefit from additional guidance to promote better oversight:** Many municipalities have recently updated their by-laws to assist in the management of *excess soil*. These by-laws often vary in scope based on local challenges, with some adopting strong municipal control and restrictions and others allowing for *fill* placement under differing degrees of oversight. Some of these by-laws incorporate MOECC soil quality standards for Records of Site Condition and others do not. Similarly, some allow for recovery of costs of oversight through revenue and others do not. They also incorporate a variety of rules to provide oversight to other matters associated with the management of *excess soil*, including noise, truck traffic and dust. The varying approaches have resulted in the movement of *excess soil* to those jurisdictions with limited capacity to deal with the issue and/or less stringent requirements.



- **There is confusion about what standards should apply to the movement of *excess soil* and when *excess soil* is “inert fill”:** In the absence of provincial

direction on standards for *excess soil* movement, brownfields standards are being applied. However, these standards were not developed to be used in relation to *excess soil* movement. The models used to develop these standards are based on potential spill scenarios that may have occurred at a property where a Record of Site Condition is to be filed and were not designed to deal with large amounts of fill from many locations being deposited at a particular property.

“Inert fill” is defined as “earth or rock fill or waste of a similar nature that contains no putrescible materials or soluble or decomposable chemical substances” in Regulation 347 (General - Waste Management) under the Environmental Protection Act. “Inert fill” is designated as a waste in the regulation and it is exempted from the waste management requirements under Part V of the Environmental Protection Act and Regulation 347. Currently there is uncertainty whether or not *excess soil* is a designated waste under Part V of the Environmental Protection Act, as such generators of *excess soil* must decide whether their *excess soil* can meet the definition of inert fill but there are no clear means to make this determination.

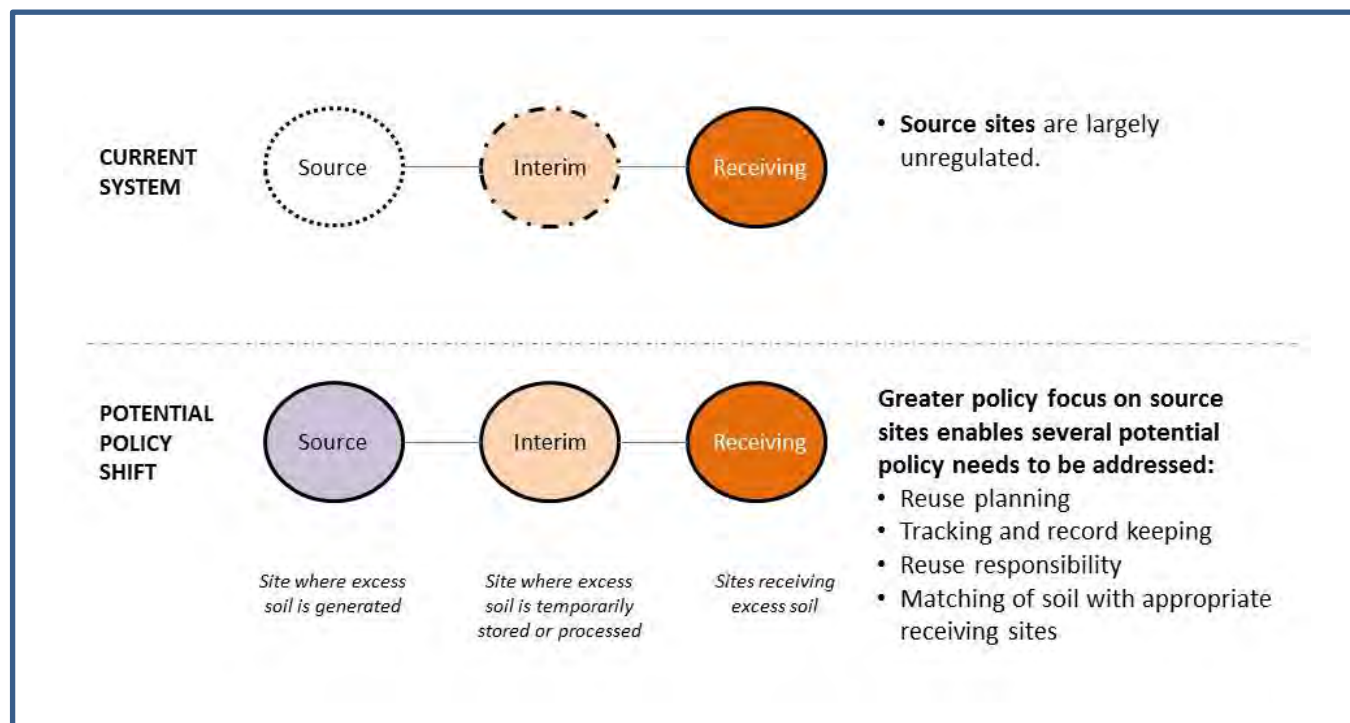
- **Approvals for processing sites could be clarified:** The MOECC reviewed environmental compliance approvals for soil processing sites and mobile soil processors and found that since 1993 approximately eight applications for soil processing sites and over a hundred applications for mobile soil processors have been approved to date. The MOECC found that older approvals had differing approaches related to the management of *excess soil*, with newer ones being more consistent and taking into account the MOECC’s January 2014 BMP.
- **There is a general lack of information about the amount and quality of *excess soil* being managed in Ontario:** The Residential and Civil Construction Alliance of Ontario (RCCAO) estimates that approximately 20 million cubic metres of *excess soil* is excavated annually from construction sites from 2008 to 2010. However these figures are based on broad assumptions and the actual movement of *excess soil* is largely unknown. Similarly the quality of the *excess soil* moving in Ontario is largely unknown.

3.0 POLICY FRAMEWORK APPROACH

This document outlines the policy framework that will guide policy development and actions under this framework.

The policy framework embraces an approach that puts materials, like *excess soil*, back into the system so that they can be reused, when safe to do so. To achieve this, it is necessary to move toward a system that better provides for life-cycle management, with greater responsibility placed on the *source sites* of *excess soil*. This approach

recognizes that the generators of *excess soil* are in the best position to support its reuse.



The current oversight for managing *excess soil* focuses on *receiving sites*. The province heard about the need for generators of *excess soil* to be more responsible for proper management, including ensuring that soil reaches an appropriate receiving site. Greater source site responsibility may also enable proper planning for reuse of *excess soil*; better tracking, reporting and record keeping of *excess soil* movements; and matching of *excess soil* with appropriate *receiving sites*.

Under the framework *source sites* would be responsible for characterizing their *excess soil*, tracking it, and verifying that their *excess soil* reaches an appropriate destination. This provides greater certainty for those who manage soil at receiving sites. They would also be encouraged to reuse *excess soil* wherever appropriate, minimizing the need to move *excess soil* in the first place. Together, these requirements would help enhance due-diligence at both *source sites* and *receiving sites*.

Building on and Enhancing Existing Tools

Under the framework, *excess soil management* and oversight will continue to be provided at *receiving sites* through existing permitting authorities, including municipalities and conservation authorities. This approach recognizes the local knowledge of public bodies, the value of these tools and bodies to address local concerns and the efforts they have put in to date to deal with the issue. Under this

framework, the province will provide technical guidance to help municipalities and others impose appropriate conditions on sites that receive *excess soil*.

The approach will include a combination of a few critical new policy tools; consider potential amendments to enhance and clarify existing policy tools; and provide guidance to clarify application of existing tools under the framework.

Key enforceable policy tools that are part of the framework are noted in the table below:

SOURCE SITES	INTERIM SITES	RECEIVING SITES
<ul style="list-style-type: none"> NEW proposed regulation on excess soil management Regulation 347, if subject to the waste requirements 	<ul style="list-style-type: none"> Municipal Act (by-laws) Environmental compliance approvals for soil processing sites and temporary storage sites 	<ul style="list-style-type: none"> Municipal Act (by-laws) Conservation Authorities Act (Section 28 Regulations) O. Reg. 153/04 (records of site condition) Aggregate Resources Act licenses and permits Environmental compliance approvals for waste disposal sites Environmental Protection Act – general prohibitions

Other potential requirements would be set out in other regulatory tools, such as the Building Code (applicable law) or promoted through application requirements under the Planning Act where relevant.

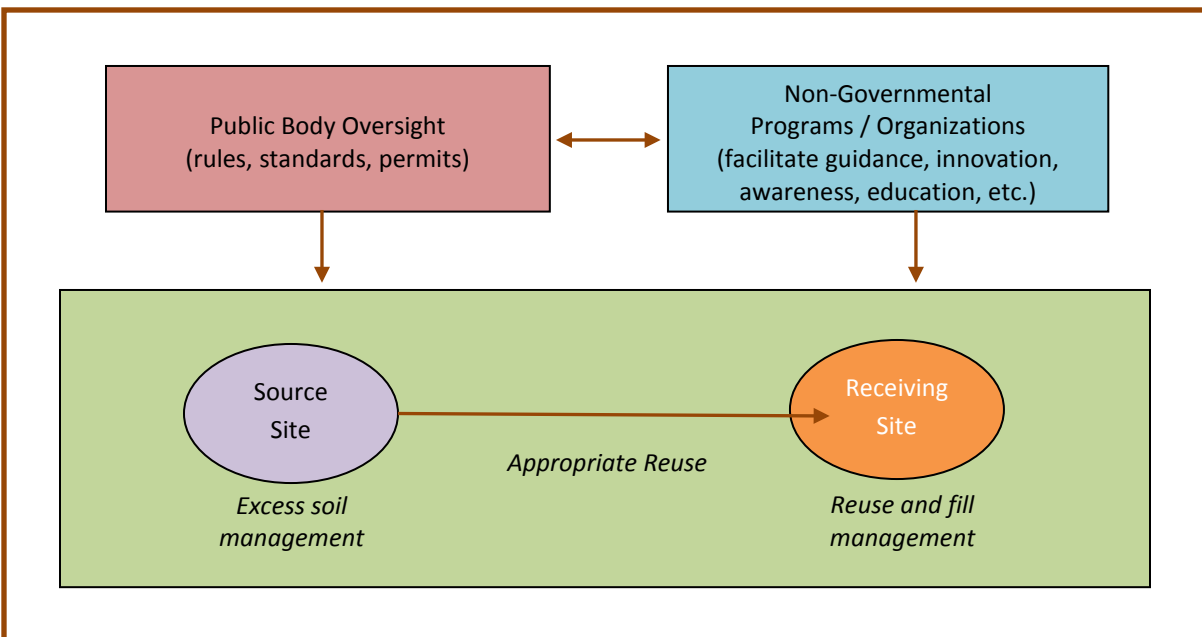
Many existing guidance documents will be updated to ensure they are aligned with the Excess Soil Management Policy Framework, in order to help inform use of these regulatory tools, such as Ontario provincial standards (OPSS180 / 1010) and other guidance documents, as required.

Clarifying Roles and Responsibilities

This framework clarifies roles and responsibilities. The provincial role will be established through a multi-ministry approach. Ministries will enable and facilitate, and in some cases provide oversight and implement, sustainable excess soil management. All ministries will facilitate engagement with interested parties, including First Nation and Métis communities in relation to their mandate. Many public agencies own properties or serve as proponents for development projects that either generate significant amounts of excess soil that require disposal off-site or that receive excess soil materials from other properties for final disposal.

The province recognizes that municipalities, conservation authorities and other public bodies may have multiple responsibilities with roles in oversight, planning for reuse and implementation.

Industry and non-governmental organizations will help in the development of programs to facilitate innovative approaches to soil reuse, use of best practices, compliance and raising awareness, as illustrated in the diagram below:



Key roles are described below:

Ministry of the Environment and Climate Change

- regulatory requirements for generators of excess soil
- clarification of existing provisions as appropriate, e.g. “inert fill” in Regulation 347, alignment with O. Reg. 153/04
- technical guidance to facilitate consistency in oversight, management and reuse, and general excess soil best practices
- enforcement of Environmental Protection Act and associated regulations, including source site enforcement
- integration of excess soil management requirements into relevant approvals, as appropriate, e.g. processing sites

Ministry of Municipal Affairs

- guidance and educational materials to support municipalities, e.g. use of municipal by-laws, land use planning and development approvals
- authority for municipal by-laws; provide for integration with other planning and development regulatory tools, as appropriate

Ministry of Natural Resources and Forestry

- legislative authority for conservation authorities and associated regulations
- integration of excess soil management requirements into relevant approvals, as appropriate, e.g. aggregate resource licenses and permits

Ministry of Transportation

- implement best practices for highway construction

Ministry of Agriculture, Food and Rural Affairs

- promotion of best practices for farmers

Ministry of Infrastructure

- promotion of best practices for infrastructure development and standards and fostering innovation

Municipalities

- oversight, review, assessment and permitting of *receiving sites*, and integrating provincial guidance into municipal by-laws, as appropriate; coordinate with conservation authority permissions where applicable
- integrate sustainable excess soil management as appropriate into planning and development decisions and infrastructure decisions and contracts

Conservation Authorities

- oversight, review, assessment and permitting of *receiving sites* with conservation authority permissions, as appropriate; coordinate with municipal permits where applicable
- integrate sustainable excess soil management as appropriate into infrastructure decisions and contracts (e.g., flood and erosion control infrastructure)

Qualified Persons

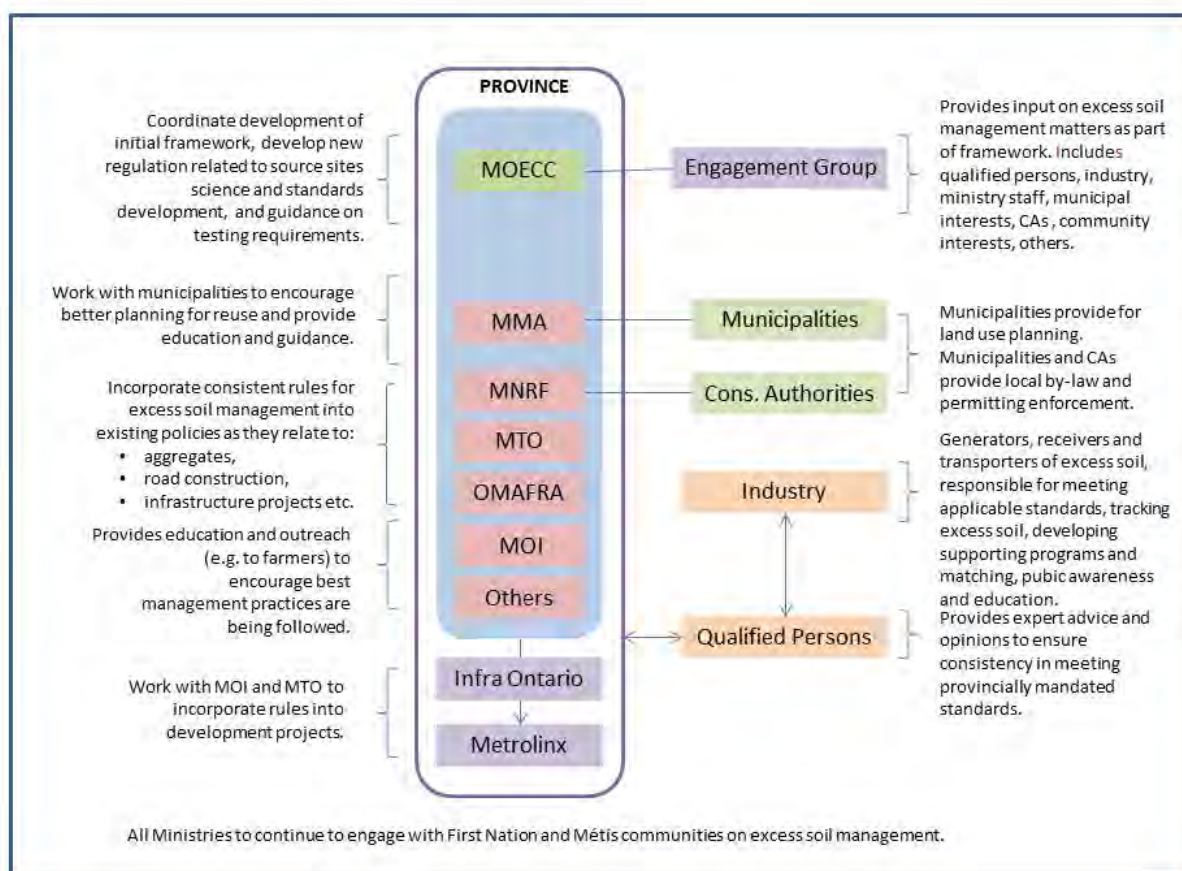
- provide accountability and credible advice consistent with provincial direction and professional practice on technical matters
- provide quality assurance and consistency in advice

Industry, Property Owners and Non-Governmental Organizations

- owners of *source sites* are responsible for the management of *excess soil* from their properties, including development of *excess soil management* plans, identification of appropriate receiving sites and appropriate contractual arrangements, registration and tracking of excess soil to the receiving sites
- owners of *receiving sites* are responsible for the management of *excess soil* at their properties, including development of fill management plans

- transporters of excess soil are responsible for using identified haul routes and receiving sites and to ensure adequate records are kept for excess soil movements offsite
- support implementation through development of programs to facilitate due diligence (e.g. best practices, matching and tracking programs which could include a registry, professional standards, education) potentially through non-governmental organizations
- education of the industry community, public awareness and education

The figure below provides an illustration of roles and responsibilities:



4.0 GOALS AND PRINCIPLES

The following goals will guide the implementation of a provincial framework:

GOALS	<ol style="list-style-type: none">1. Protect human health and the environment from inappropriate relocation of <i>excess soil</i>2. Enhance opportunities for the <i>beneficial reuse of excess soil</i> and reduce greenhouse gas emissions associated with the movement of <i>excess soil</i>
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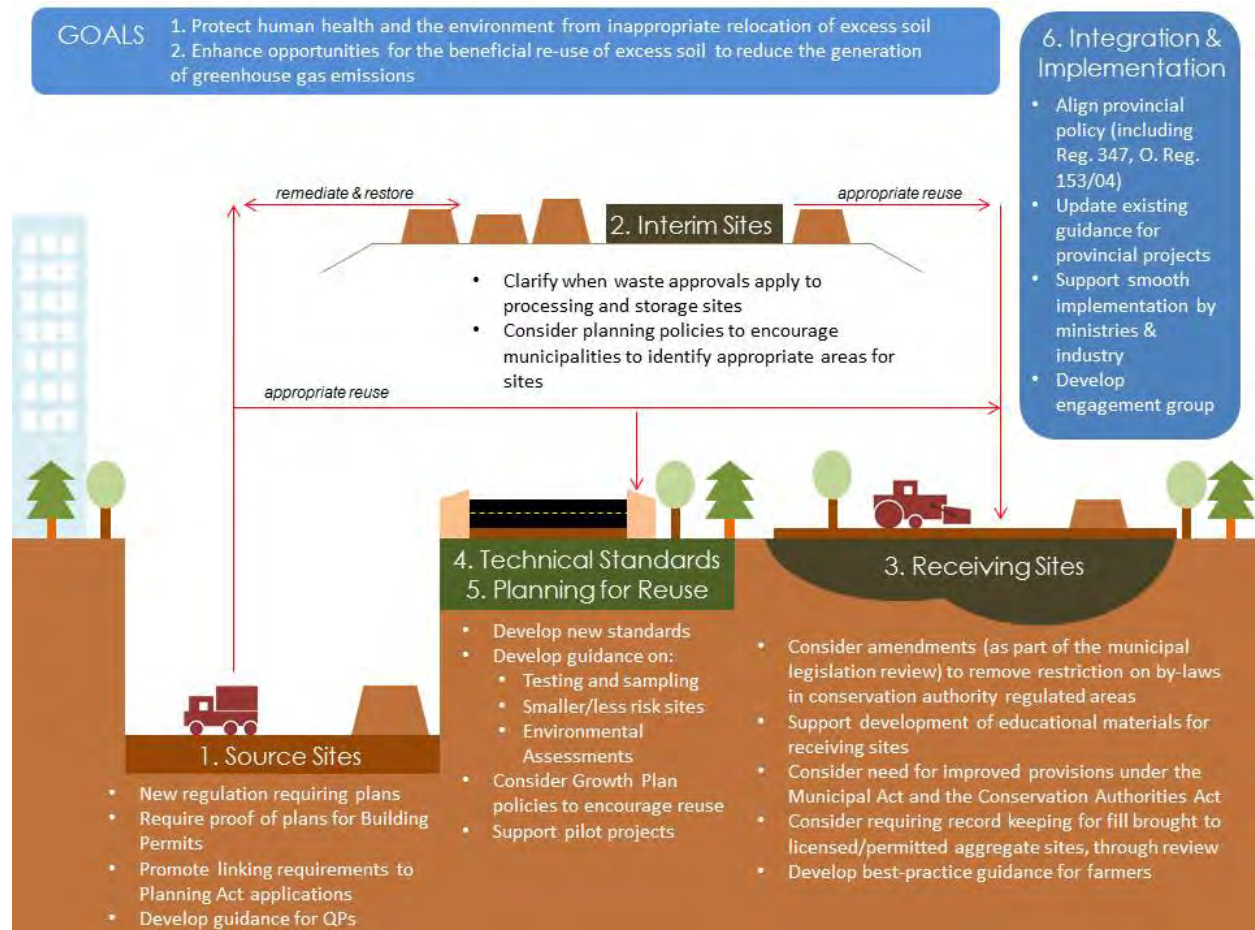
The following **principles** will further guide decision making with respect to the provincial *excess soil* framework:

1. The public should have confidence in the management of *excess soil*.
2. Generally, generators of *excess soil* should be responsible for appropriate management of *excess soil* until it is accepted at appropriate receiving site(s).
3. Greenhouse gas emissions should be reduced through beneficial local reuse.
4. *Excess soil management* should ensure that farmland, environmentally sensitive areas and ecological and hydrological functions are protected, and that the future uses of land are considered.
5. *Excess soil* should be treated as a resource, where it can be appropriately reused, disposal as a waste should be avoided, where possible.
6. Clear and concise rules for the management of excess soil should be established.
7. Generation of excess soil should be minimized first through onsite reuse, remaining excess soil should then be reused locally if possible, and planning for reuse should be undertaken early to maximize opportunities for reuse.
8. Movement of *excess soil* should be traceable to provide for transparency, accountability and support for compliance.
9. Approaches should be consistent, flexible, fair and enforceable, using modern regulatory and compliance approaches.
10. Approaches should consider and integrate with existing business practices of the public and private sectors, and should support development of industry-led programs for sustainable reuse of *excess soil*.
11. Approaches should be science and evidence-based.

The principles of the [Ministry of the Environment and Climate Change's Statement of Environmental Values](#) will also be considered (e.g. precautionary principle, polluter pays, etc.).

5.0 POLICY NEEDS AND ACTIONS

The figure below is an illustration of the provincial framework – including its overarching goals and actions to strengthen oversight of *excess soil management*. Actions are described in greater detail in the next sections of the document.



1. SOURCE SITES

1.1 Policy Needs

- Clear responsibility on the owner of the *source site* to provide better planning, tracking, and management from “source to reuse” to increase due diligence.
- Ensure early characterization of *excess soil* and planning for *beneficial reuse*, where feasible.
- Verify that *excess soil* is received at an appropriate location for reuse.
- Ensure relevant information is recorded and registered on *excess soil* movement (e.g. quality, quantity, *source site*, hauler, *interim site*, *receiving site*).

1.2 Actions to be Taken

The province proposes the following policy actions related to *source sites*:

1. **MOECC to work with partner ministries to develop a new regulation under the Environmental Protection Act requiring larger and riskier *source sites* to develop and implement *excess soil management* plans certified by a *Qualified Person* and made available to MOECC and local authorities.**

The proposed regulation could apply to the following:

- **Larger sites**, defined by a volume threshold to capture larger infrastructure projects and larger developments (e.g., buildings with underground parking, larger sub-divisions). They would not include smaller projects and *excess soil* from development of small residential properties.



- **Risk-based sites**, including industrial or commercial properties, or other properties that have had a potentially contaminating activity or sites with greater chance of having impacted *excess soil*.

The proposed new regulation would require the owner of the *source site* to hire a qualified person and ensure that an *excess soil management* plan is prepared and certified. The regulation and requirement for a plan would not apply to soil remaining at a site. The plan would be required, at a minimum, to include the following:

- characterization of *excess soil* in-situ (including quality, type and volume)
- sampling and testing of *excess soil* based on past land use and potential contamination
- identification of *receiving sites* and confirmation that they are authorized to accept *excess soil* (e.g. site is regulated by municipal permit and authorized to accept specific quality of *excess soil*)
- confirmation that the quality of *excess soil* is appropriate for the *receiving site* and that testing results are made available to prospective *receiving sites*
- development of tracking plan to ensure and verify the *excess soil* arrives at the *receiving site*
- registration of soil movements from source to receiving site(s) through an online registry to ensure transparency and to support accountability
- standard record keeping requirements
- consideration of archaeological resources and areas of archaeological potential, significant built heritage resources, significant cultural heritage landscapes, and areas with known invasive and endangered species at source and receiving sites

The proposed new regulation would require the owner of the *source site* and any person with whom the owner contracts to manage *excess soil* from that property to implement the *excess soil management* plan. The owner would also be required to retain a copy of the *excess soil management* plan at the property for inspection on request of the MOECC. If there is a failure to develop an *excess soil management* plan or a failure to comply with a provision of the plan by any person, and *excess soil* from a *source site* is deposited at another property unlawfully, in addition to any enforcement action under the Environmental Protection Act that can be taken to deal with such non-compliance and subsequent prosecutions for high level offenses, the owner of the *source site* may be required to remove the *excess soil* material from the site where it has been deposited and transport it to an appropriate receiving site.

The proposed new regulation would define who is and the role of a Qualified Person and may build upon on the definition of Qualified Person in O. Reg. 153/04.

Some ministries, such as the Ministry of Transportation (MTO) have developed best practices for the management of *excess soil* and related materials that are generated from infrastructure projects such as highways. MOECC will seek to ensure that the requirements developed for soil management plans take into account these best management practices, where applicable, and may consider methods to recognize equivalencies of practices. To achieve this, it may be appropriate in certain instances for the regulation to adopt by reference a government document such as a best management practice guideline, thus ensuring the enforceability of that guideline.

Consideration will be given to a phased-in approach for implementing the proposed regulation, as well as for projects that are already underway and for those projects that are classified as emergencies.

2. MMA and MOECC, could require the preparation of an *Excess Soil Management Plan* for issuance of certain building permits.

Explore the potential of including the preparation of an *excess soil management plan* as a matter to be listed as applicable law in the Building Code when a permit is issued before excavation. The requirement could be met by showing the building official a letter issued from a Qualified Person certifying an *excess soil management plan* has been developed or through reference of the proposed registry. This would help to ensure that those who manage excess soil consider implications early in a project, including the need to minimize *excess soil* and maximize *excess soil* reuse, where appropriate. It would also help to ensure that *excess soil* is characterized and appropriate *receiving sites* are located before excavation of the soil.

3. MMA, MOECC and partner ministries to promote through policy, guidance and information sharing linking requirements for *excess soil management* to applicable Planning Act approvals including development applications, planning for interim storage sites and long-term beneficial reuse when planning for growth.

As a best practice, the province would promote linking planning for *excess soil management* under any new regulatory requirements, such as the new regulatory requirements outlined above, to applicable Planning Act approvals and develop appropriate guidance to support implementation.

4. MOECC to work with Qualified Persons on excess soil management guidance.

Guidance will be developed in partnership with professional bodies to help achieve consistency and enhance public confidence in Qualified Persons work and opinions. The guidance will assist in bringing together information to help inform the opinions of Qualified Persons on such matters as implementation of regulatory requirements; approaches to and direction on the use of standards; testing and sampling frequency; direction on storage, remediation and other *receiving sites*; best practices for record keeping; and other related matters. It could also serve as a repository linking information from other sources of guidance.

2. INTERIM SITES

2.1 Policy Needs

- Encourage and allow for temporary *excess soil* storage where it supports *beneficial reuse* at an appropriate location.
- Define and encourage appropriate temporary storage sites for *excess soil* and encourage storage close to *source/receiving site* to reduce transportation and environmental impacts (i.e., to reduce greenhouse gas emissions).
- Clarify requirements for *excess soil* storage and *soil processing sites*.
- Distinguish between interim storage and processing sites governed by waste approvals.
- Promote widespread remediation of contaminated soils to enable reuse and to help minimize the quantity sent to waste disposal sites for ultimate disposal.

2.2 Actions to be Taken

The province proposes the following policy actions related to *interim sites*:

5. MOECC to clarify when waste approvals apply to excess soil processing sites and for temporary storage sites.

MOECC will continue to issue environmental compliance approvals for *excess soil processing sites* to promote remediation while helping to ensure the environment and human health are protected.

The proposed new regulation would clarify when approvals are required to permit the temporary storage of *excess soil*. The regulation would establish the permissible duration for temporary storage and specify minimum controls to

ensure the temporary storage does not become permanent and does not result in unacceptable impacts.

6. MMA with MOECC to consider approaches that would encourage municipalities to identify appropriate areas (e.g. industrial) for excess soil storage and processing to encourage local reuse.

MMA working with MOECC will encourage municipalities to allow for off-site *excess soil* storage and *soil processing sites* where appropriate. This is to be considered through updates to the provincial land use planning framework, through the coordinated review of provincial plans and the development of the municipal by-law language tool.

3. RECEIVING SITES

3.1 Policy Needs

- Improve rules for *receiving sites*, including improved oversight with specified minimum environmental and technical requirements, and record keeping related to received soil.
- Provide guidance to support local (e.g. municipal or conservation authority) oversight for *receiving site* management.
- Help address “nuisance effects” related to *excess soil* movement and placement on the *receiving site*, such as noise, dust, odour, and truck traffic as well as wear and tear of roads.
- Help address impacts related to climate change, including greenhouse gas emissions from transporting *excess soil* over long distances.

3.2 Actions to be Taken

The province proposes the following policy actions related to receiving sites:

7. MMA and MNRF to consider bringing forward proposed amendments to legislation to enable section 142 of the Municipal Act regarding site alteration by-laws, to apply in conservation authority regulated areas.

Changes would consider whether municipalities and conservation authorities have the appropriate tools to address issues related to the management of *excess soil* within their authority and that those tools work together effectively and reflect policy developed under this framework.

Municipalities currently have little control over the establishment and operations of commercial *fill* operations within municipal boundaries if it is located in an area regulated by the conservation authority. Under the Conservation Authorities Act, conservation authorities consider specific matters appropriate to that Act which do not include many matters that could be considered under a municipal by-law. Section 142 of the Municipal Act, 2001, provides municipalities with specific powers to prohibit or regulate the placing or dumping of *fill*, removal of topsoil, and the alteration of the grade of the land, subject to certain limits, such as subsection 142(8).

Subsection 142(8) provides that municipal site alteration by-laws have no effect in areas that are regulated by the conservation authority under the Conservation Authorities Act (Section 28 regulations: Development, Interference with Wetlands and Alterations to Shorelines and Watercourses).

Changes would allow municipalities to regulate site alteration and placement of *fill* within their municipality, and enable conservation authorities to continue to fulfill their mandate. This would also allow both conservation authorities and municipalities to continue to work collaboratively to regulate the placement of *fill*.



- 8. MMA to coordinate development of a by-law language tool to support municipalities in developing or updating fill and site alteration by-laws. MMA, MOECC, and other ministries to consider ways to promote the municipal role in effective and consistent management of excess soil at receiving sites, including larger (commercial) sites.**

A by-law language tool is under development with an initial version expected in the fall of 2016. This tool could be used by municipalities to inform development of by-laws and fill management plans. MMA, MOECC and other ministries will consider tool updates and additional ways to promote the municipal role in effective and consistent management of excess soil to reflect policy developed under this framework.

The by-law language tool and potential future educational materials could include information about:

- Guidance on *fill* quality standards;
- Use of Qualified Persons;
- Testing requirements (audit sampling, frequency);
- Record keeping and documentation (e.g. *source sites*, volumes and quality);
- Verification of source site;
- Contents of *Fill* Management Plans;
- Considerations for:
 - filling in relation to natural features and maintenance of ecological processes (e.g. infiltration);
 - consultation, notification;
 - traffic, transportation (trucking and haul routes);
 - invasive and endangered species;
 - odour, noise and dust; (during transport and during *fill* placement at the *receiving site*)
 - site security and signage;
 - stormwater considerations and erosion controls;
 - complaint receipt and handling;
 - maintenance and protection of hydrological features/processes including groundwater protection considerations; and
 - protecting archaeological resources and areas of archaeological potential, significant built heritage resources and significant cultural heritage landscapes.
- Requirements for management of interim sites.

9. MMA and MNRF to explore, with partners, legislative and non-legislative ways to improve compliance and enforcement with Municipal Act and Conservation Authorities Act requirements.

Consider whether there is a need for changes to legislation, procedures or consequences to provide better management and oversight of excess soil matters. As required, update relevant guidance documents to align with any changes made to these legislative frameworks.

10. MNRF to consider requiring record keeping for *fill* being brought to licensed and permitted aggregate sites, through the current review of the Aggregate Resources Act.



The importation of *fill* for the rehabilitation of aggregate sites has been a growing concern over the past few years. To ensure that all sites that are authorized to import *fill* for rehabilitation are maintaining minimum records, changes are being considered to the Aggregate Resources Act that would require existing sites to keep records of *fill* (e.g., source, shipper, deposit location) where it is brought onto a site for rehabilitation purposes. These changes would address requirements related to *fill* now and will provide power to improve record keeping and reporting on activities that could impact the environment in the future. As necessary, update relevant requirements to align with any changes made to this legislative framework.

11. OMAFRA and MOECC, to develop best-practice guidance for farmers to limit impacts of the importation of soil onto farmland.

Guidance will help clarify the issues that farmers should consider when making decisions on importing *excess soil* onto their properties for use in their agricultural operations. The intent will be to limit negative impacts on farmland.

This guidance will include information on:

- beneficial uses of imported *excess soil*;
- potential issues associated with bringing *excess soil* onto an agricultural property (such as environmental impacts, drainage alteration, stockpile runoff/dust, impacts on neighbouring properties, municipal considerations, insurance coverage, legal considerations); and
- the regulatory provisions, requirements and approvals that may apply (provincial legislation, municipal by-laws, Farming and Food Production Protection Act, Conservation Authorities Act).

The intended outcome is for farmers to be better informed of the benefits and risks of accepting *excess soil*. Farmers will become more aware of regulatory requirements and approvals for importing *excess soil* onto their agricultural operations and will become familiar with best management practices for handling and using *excess soil* in their agricultural operations.

4. TECHNICAL STANDARDS

4.1 Policy Needs

- Provide direction on technical matters such as standards for reuse and testing requirements that:
 - Ensures the protection of human and ecological health
 - Reflects quality of *excess soil* appropriate for *beneficial reuse* at a variety of *receiving sites*

- Support characterization, and support tracking, matching, and reuse, including remediation
- Can be used to support a variety of policy tools (e.g. provincial regulations, municipal by-laws) in a consistent and transparent way
- Are science and evidence based
- Are flexible and practical, but also provide for consistency in application
- Help identify when *excess soil* is subject to the waste requirements, including potential use following treatment at a processing site

4.2 Actions to be Taken

The province proposes the following policy actions related to technical matters:

12. MOECC to develop approaches and standards for reuse of *excess soil* that provide for environmental protection and sustainable reuse of *excess soil*.

MOECC will work with stakeholders to develop approaches which could consider the following:

- **Protection of Sensitive Sites** – There could be recognition that certain types of areas have particular features, resources or sensitivities and should not be areas where *excess soil* is deposited (e.g. natural areas such as wetlands) unless for a specific *beneficial reuse* (e.g. restoration). *Excess soil* brought to such sites could be required to meet certain stringent standards.
- **Use of local background conditions** – For some sites, the use of *excess soil* that meets background levels may be preferred. We have also heard the need to better enable use of local background conditions rather than current provincial background levels (i.e. Table 1 in O. Reg. 153/04). Feasible approaches to enable this could be considered.
- **Use of generic risk based approaches** – It is proposed that generic risk based standards based on land use could be used for the deposit of *excess soil* in some circumstances. This could allow for the reuse of marginally impacted soils in specific circumstances, particularly in areas already impacted and areas where future uses will be less sensitive.
- **Specific risk based approaches** – Risk-based standards could also be developed in relation to specific uses or circumstances. It may also be possible to incorporate predictable risk management measures into these standards. Examples of these specific uses may include infrastructure projects, sound and sight berms, flood control structures, certain former aggregate sites undergoing rehabilitation, certain brownfields sites, or mines. Specific circumstances with specific rules could also be considered, for example specific rules associated with salt-impacted *excess soil*. Site specific risk assessments and risk management approaches requiring technical

review and ongoing requirements or restrictions would generally be limited to circumstances involving an appropriate site specific legal instrument, e.g. where a record of site condition is required by regulations.

13. MOECC to develop clear guidance to inform requirements on sampling and analyses of excess soil.

MOECC will work with industry, consultants and experts to develop clear rules and guidance for testing and sampling *excess soils* in a variety of circumstances to support regulatory requirements and guidance for by-laws and other policy.

These requirements will be pragmatic and will consider the costs of testing and risks to human and ecological health. They would be developed in close collaboration with experts including the Qualified Persons who would be expected to use them.

14. MOECC to develop guidance for smaller, lower risk source or receiving projects or sites.



The province will work with industry to develop guidance to support management of materials from projects that do not trigger the requirement for an *excess soil management* plan because they fall below the volume- or risk-based threshold.(as described in Action 1). This could include testing protocols at source and/or *receiving sites* and the development of an inspection protocol for these sites.

5. PLANNING FOR REUSE OPPORTUNITIES

5.1 Policy Needs

- Encourage municipalities to consider *excess soil* reuse opportunities when planning for growth and intensification
- Integrate identification of reuse opportunities into design and management of large projects
- Facilitate identification of viable reuses and management protocols

5.2 Actions to be Taken

The province proposes the following policy actions related to planning for reuse:

15. MMA, MOECC and partner ministries to encourage municipalities to develop soil reuse strategies as part of planning for growth and development (e.g. official plans, master planning) through proposed plan amendments as part of the coordinated review of provincial plans.

Encourage municipalities to help ensure that future growth and planning includes an assessment of *excess soil* that may be generated and considers opportunities for reuse. This direction could help inform future updates to official plans and ensure consideration is given to large scale developments which require the management of *excess soil*, and also the location of future *receiving sites* and temporary sites for *excess soil*.

16. MOECC to develop guidance for the consideration of excess soil in the environmental assessment processes that govern large scale infrastructure and other development projects.

MOECC will develop guidance to encourage proponents of relevant projects to consider *excess soil management*. This approach is intended to help integrate *excess soil management* planning into Environmental Assessments for large projects, including consideration of opportunities for reuse within the project, reuse locally, and for use of other local *excess soils* within a project.

Guidance will also be developed to help ensure proponents consider integrating *excess soil management* as part of the overall project planning process, as applicable.

17. Province to support pilot projects identifying opportunities and procedures for excess soil reuse.

The province will continue to support pilot projects with partners to help promote opportunities for *excess soil* reuse. These types of projects will also help to identify areas for improvements in the framework delivery and will inform proposed future policy, guidance and regulatory development.

6. INTEGRATION AND IMPLEMENTATION

6.1 Policy Needs

- Integrate and align provincial legislation, regulations, guidelines, processes and other policy related to *excess soil* to ensure consistency and alignment with this framework. Including alignment related to:
 - Environmental Protection Act
 - Regulation 347 (General – Waste Management)
 - O. Reg. 153/04 (Records of Site Condition)
 - Aggregate Resources Act
 - Provincial plans
 - Municipal Act and Tools (by-laws, policies)
 - Conservation Authorities Act
 - Environmental Assessment Act

The province will also ensure consistency with existing legislative frameworks such as the Clean Water Act, Invasive Species Act and Endangered Species Act.

- Draw upon the expertise outside of the MOECC to ensure effective and practical policies
- Education to facilitate alignment of policies and implementation

6.2 Actions to be Taken

The province proposes the following policy actions related to integration and implementation:

18. MOECC to bring forward proposed regulatory amendments to integrate and align various aspects of provincial policy including Regulation 347 and O. Reg. 153/04.

MOECC will bring forward proposed regulatory amendments in order to help ensure that current regulations and policy are aligned with this framework. This would include:

- Clarifying in Regulation 347 under the Environmental Protection Act (EPA) when excess soil must be managed in accordance with Part V of the EPA. MOECC will consider an approach in which excess soil materials transported off-site from a project would be designated as a waste but not be subject to Part V requirements if:

- a. The excess soil is managed and disposed of in accordance with an excess soil management plan required for the project by the excess soil regulation;
- b. The excess soil is disposed of at an appropriate site that is governed by a site specific instrument (other than a Part V EPA approval) such as a municipal permit issued pursuant to a section 142 Municipal Act site alteration by-law; or
- c. The excess soil material from a project that is transported off-site is disposed of in accordance with MOECC standards for the reuse of excess soil materials or other acceptable risk-based standards.

MOECC will also investigate opportunities associated with new resource recovery legislation, including the potential use of policy statements, in order to help achieve integration of excess soil best management practices into various processes involving soil movement.

- Make amendments to O. Reg. 153/04 (Records of Site Condition) under the Environmental Protection Act to ensure that the requirements governing the management of excess soil materials at RSC properties, including circumstances where RSC properties generate excess soil materials for disposal off-site or receive excess soil materials for deposition at the RSC property, align where appropriate with the new Environmental Protection Act regulation on excess soil management.

19. The province, including MOECC, MTO and MOI, to review and update existing guidance for provincial projects (e.g. transportation and infrastructure) to ensure alignment.

The province, including MOECC, MTO and MOI, will review existing guidance, practices and rules for provincial infrastructure projects and expenditures to align with new requirements and incorporate best practices for the management of *excess soil*. Guidance will provide for greater consistency in the management of *excess soil* with consideration for the goals and principles laid out within this framework. This approach will respond to stakeholders who have indicated that there are gaps in current tendering processes. This approach could further be promoted to municipalities, in particular those who may have large *source sites* for projects producing *excess soil*.

Procurement practices will be formalized through education and outreach efforts with agencies responsible for large scale projects, but also by working to ensure

that standardized tendering requirements incorporate considerations for sustainable management of *excess soil*.

20. MOECC to develop an engagement group and sub-working groups composed of key interests to provide input on proposed policies, technical matters, guidance and implementation, including coordination with external programs.

MOECC will establish an **Excess Soil Engagement Group** to help inform and validate approaches (already underway). This working group will consist of provincial ministries, the development and construction industry, qualified persons, municipal representatives, conservation authority representatives (both urban and rural), community and environmental representatives, the aggregate industry, the agricultural and rural community sectors, infrastructure, transit and the waste sector, and others as appropriate. First Nation and Métis representatives will be invited to participate and will also be invited to engage in policy development.

This group will also support implementation e.g., to help ensure education and outreach is undertaken.

This group will provide a critical role in informing the development of industry-led innovations including support for *excess soil* matching programs that facilitate and encourage matching and better tracking of *excess soil* between *source sites* and appropriate *receiving sites*.

The Excess Soil Engagement Group will further be supported by sub-working groups which will focus more closely on specific areas of interest. These will include:

1. Technical Teams to provide input on technical matters, including the **Standards Development Support Team** and the **Sampling Guidance Support Team**.
2. **Market Support Team** to act as a sounding board for market-based programs developed to support Framework implementation.

These sub groups will consist of experts from municipalities, industry, qualified persons, environmental representatives and scientists, and other interest groups where appropriate.

These groups will include membership from other ministries, including the Ministry of Municipal Affairs, Ministry of Transportation, Ministry of Natural Resources and Forestry, and the Ministry of Agriculture, Food and Rural Affairs, wherever appropriate.

21. MOECC will work with industry, municipalities and non-government organizations on market-based approaches and tools to encourage the reuse of excess soil which will draw upon the United Kingdom's CL:AIRE model and upon the expertise and collaboration of a number of jurisdictions including the Netherlands and Quebec. The market-based tools developed will include a registry related to excess soil movement.

Industry and MOECC will work together, through the working group and sub-working group, to consider program delivery approaches led by industry or through a non-government organization or enterprise. This type of enterprise could raise awareness, encourage reuse, and facilitate better matching and tracking (e.g. through a registration system) of *excess soil* between *source sites* and appropriate *receiving sites*. This approach could help identify innovative and practical solutions for planning, management and reuse of excess soil.

Work under this action could be supported by pilot projects (Action 17).

6.0 PRIORITIES AND TIMELINE

The actions outlined in the framework have been prioritized based on feedback heard through consultation. MOECC will continue to work with its partner ministries, industry, qualified persons, interested organizations, and First Nation and Métis communities to follow through on a number of actions over the next year and into the future, including the following actions which are either already underway or are planned to be initiated in the near future:

KEY ACTIONS	Currently Underway	Short-term (Year One)	Longer-term
1. MOECC to work with partner ministries to develop a new regulation under the Environmental Protection Act requiring larger and riskier <i>source sites</i> to develop and implement <i>excess soil management</i> plans certified by a Qualified Person and made available to MOECC and local authorities.	X	X	
2. MMA and MOECC, could require the preparation of an <i>Excess Soil Management Plan</i> for issuance of certain building permits.		X	
3. MMA, MOECC and partner ministries to promote through policy, guidance and information sharing linking requirements for <i>excess soil management</i> to applicable Planning Act approvals including development applications, planning for interim storage sites and long-term beneficial reuse when planning for growth.		X	X
4. MOECC to work with Qualified Persons on <i>excess soil management</i> guidance.	X	X	
5. MOECC to clarify when waste approvals apply to <i>excess soil processing sites</i> and for temporary storage sites.		X	

6. MMA with MOECC to consider approaches that would encourage municipalities to identify appropriate areas (e.g. industrial) for <i>excess soil</i> storage and processing to encourage local reuse.	X	X	
7. MMA and MNRF to consider bringing forward proposed amendments to legislation to enable section 142 of the Municipal Act regarding site alteration by-laws, to apply in conservation authority regulated areas.	X	X	
8. MMA to coordinate development of a by-law language tool to support municipalities in developing or updating fill and site alteration by-laws. MMA, MOECC, and other ministries to consider ways to promote the municipal role in effective and consistent management of <i>excess soil</i> at receiving sites, including larger (commercial) sites, to inform municipalities in the development or updating of by-laws.	X	X	
9. MMA and MNRF to explore, with partners, legislative and non-legislative ways to improve compliance and enforcement with Municipal Act and Conservation Authorities Act requirements.	X	X	
10. MNRF to consider requiring record keeping for fill being brought to licensed and permitted aggregate sites, through the current review of the Aggregate Resources Act.	X	X	
11. OMAFRA and MOECC, to develop best-practice guidance for farmers to limit impacts of the importation of soil onto farmland.	X	X	
12. MOECC to develop approaches and standards for reuse of <i>excess soil</i> that provide for environmental protection and sustainable reuse of <i>excess soil</i> .	X	X	X
13. MOECC to develop clear guidance to inform requirements on sampling and analyses of <i>excess soil</i> .	X	X	X
14. MOECC to develop guidance for smaller, lower risk source or receiving projects or sites.			X
15. MMA, MOECC and partner ministries to encourage municipalities to develop soil reuse strategies as part of planning for growth and development (e.g. official plans, master planning) through the coordinated review of provincial plans.	X	X	
16. MOECC to develop guidance for the consideration of <i>excess soil</i> in the environmental assessment processes that govern large scale infrastructure and other development projects.			X
17. Province to support pilot projects identifying opportunities and procedures for <i>excess soil</i> reuse.		X	X
18. MOECC to bring forward proposed regulatory amendments to integrate and align various aspects of provincial policy including Regulation 347 and O. Reg. 153/04.		X	
19. The province, including MOECC, MTO and MOI, to review and update existing guidance for provincial projects (e.g. transportation and infrastructure) to ensure alignment.			X
20. MOECC to develop an engagement group and sub-working groups composed of key interests to provide input on proposed policies, technical matters, guidance and implementation, including coordination with external programs.	X	X	X
21. MOECC will work with industry, municipalities and non-government organizations on market-based approaches and tools to encourage the reuse of excess soil which will draw upon the United Kingdom's CL:AIRE model and upon the expertise and collaboration of a number of jurisdictions including the Netherlands and Quebec. The market-based tools developed will include a registry related to excess soil movement.	X	X	X

7.0 APPENDICES

7.1 EXISTING POLICY

While several pieces of legislation and regulations apply to specific aspects of *excess soil management*, the majority of *excess soil* moved in Ontario is, for the most part, not directly regulated by MOECC. Ontario's January 2014 Best Management Practices for *excess soil* though provides guidance on *excess soil management*, including at the site where it is excavated, during its transportation and at the receiving site.

Different levels of government and various agencies regulate certain aspects of *excess soil* movement, particularly the province, municipalities and conservation authorities. The table below outlines specific legislation, regulation, policy and other instruments and their roles in the management of *excess soil*.

Environmental Protection Act and Ontario Water Resources Act

Broad provisions prohibiting discharges that cause or may cause adverse effect, and providing authority for MOECC to issue orders requiring measures to prevent, stop or remediate adverse effects.

Provides authority to address impairment of waters, and measures to prevent impairment of waters.

Weblinks for more information:

- [Environmental Protection Act](#)
- [Ontario Water Resources Act](#)

Records of Site Condition (RSC) – Environmental Protection Act and O. Reg. 153/04

A Record of Site Condition (RSC) is required before certain changes in property use take place, where the property use goes from a less sensitive to more sensitive use (e.g. from industrial to residential).

The regulation ensures the quality of soil brought to an RSC property meets certain standards, depending on a number of factors including historical uses, as well as environmental site assessment requirements.

Weblink for more information:

- [Records of Site Condition \(RSC\) – Environmental Protection Act and O. Reg. 153/04](#)

Management of Excess soil – A Guide for Best Management Practices

- A best practices document that provides guidance on how to handle *excess soil* generated from large-scale projects. It provides guidance for: soil source sites; soil receiving sites; temporary soil storage sites; traffic and transportation management; and procurement practices for projects that include soil management. It also provides guidance that could be used to inform municipal by-laws.

Weblink for more information:

- [Management of Excess soil – A Guide for Best Management Practices](#)

Reg. 347 (General-Waste Management) under the Environmental Protection Act

Transportation, storage, deposit and disposal of soil that is subject to the waste requirements must be authorized by an environmental compliance approval, except where the waste soil is “inert fill” as defined in Reg. 347.

Inert fill is designated as waste, but exempted from both the need for an ECA and the requirements in Regulation 347. Inert fill may or may not be soil.

Weblink for more information:

- [Reg. 347 \(General-Waste Management\) under the Environmental Protection Act](#)

Municipal Act, 2001 - By-laws

S. 142 provides authority for municipalities to establish by-laws to prohibit or regulate the placing or dumping of fill, removal of topsoil, or alteration of the grade of land, and establish a requirement for permits for these activities. Municipalities may also enact by-laws to manage other aspects of site alteration and filling (e.g. noise and dust control). Municipal site alteration by-laws are of no effect in certain conservation authority regulated areas.

Weblink for more information:

- [Municipal Act, 2001 - By-laws](#)

Conservation Authorities Act - Regulations

Enables municipalities with the province to establish conservation authorities and defines regulation-making authority for purposes of public safety and natural hazard management. The placement, dumping or removal of any material in areas affected by the regulations made under the Conservation Authorities Act requires a conservation authority permit. All conservation authorities have programs in flood and erosion control within their jurisdictions.

Weblink for more information:

- [Conservation Authorities Act - Regulations](#)

Provincial Policy Statement and Provincial Plans

Include a range of policies affecting development and site alteration. Policies do not generally apply to excess soil, as commercial filling is not considered a land use.

Weblinks for more information:

- [Provincial Policy Statement](#)
- [Provincial Plans](#)

Aggregate Resources Act

Supplementary guidance to the legislation provides conditions for placing of fill on aggregate sites (e.g. for rehabilitation purposes).

Weblink for more information:

- [Aggregate Resources Act](#)

Farming and Food Production Protection Act

The Act continues the Normal Farm Practices Protection Board and provides a procedure to apply to the Board to determine what constitutes a “normal farm practice” in a particular case. The Act protects farmers from liability in nuisance resulting from a normal farm practice. It further provides that certain

municipal by-laws may not restrict a normal farm practice that is carried on as part of an agricultural operation. The Act provides the Minister with authority to issue directives, guidelines or policy statements and Board decisions are required to be consistent with those documents.

Weblink for more information:

- [Farming and Food Production Protection Act](#)

Environmental Assessment Act

Sets framework for individual environmental assessments (EAs), Class EAs, and streamlined EAs under regulation.

Weblink for more information:

- [Environmental Assessment Act](#)

OPSS (180 and 1010)

Provides guidance for management of excess earth, aggregate, rock, and various other materials for consideration in provincial transportation and infrastructure contracts.

Weblinks for more information:

- [OPSS180](#)
- [OPSS1010](#)

7.2 SUMMARY OF SELECT OTHER JURISDICTIONS

Below is a summary of findings from key jurisdictions.

UNITED KINGDOM

Implementation Approach:

- Voluntary best practices approach, when following code of practice provides exemption from government approvals
- Contaminated Land: Applications in Real Environments (CL:AIRE) is an independent not-for-profit organization in the UK which encourages the regeneration of contaminated land
- Primarily industry-led

Key Elements:

- CL:AIRE developed a Code of Practice (COP) which allows users to determine if excavated materials are a waste or not
- If deemed not to be a waste the material can be used without an Environmental Permit or Waste Exemption from the UK Department of the Environment, and requires some self-regulation
- The COP is applicable to those who commission earthworks and a range of other parties. It is also of interest to land owners and developers
- The three basic steps of the process are
 1. Ensuring that a **Materials Management Plan (MMP)** is in place for the use of materials on a specific site
 2. Ensuring that the MMP is based on risk assessment, that underpins the Remediation Strategy (for contaminated sites) or Design Statement (for uncontaminated sites)
 3. Auditing the process in a Verification Plan
- Standards and exceedances for reuse based on direction for UK Environment Agency; COP has additional technical direction, e.g. testing strategies

- A Qualified Person must review evidence related to a proposed use of materials and if it is acceptable sign a Declaration. This is submitted to the UK Environment Agency
- CL:AIRE has also developed a Register of Materials website, that helps link source sites (donor sites) with receiver sites

QUEBEC

Implementation Approach:

- Over-arching soil management policy supported by regulations and incentives
- Primarily led by province
- Also has guidance for sampling

Key Elements:

- Approach strongly based on reuse; Quebec has a variety of regulations affecting the landfilling of soil
- Quebec has developed a **Soil Management Grid**, which provides management options for excavated soils depending on their level of contamination
- Province provides grants to foster contaminated sites clean up and revitalisation
- Regulation Respecting Contaminated Soil Storage and Contaminated Soil Transfer Stations determines the conditions for the operation of transfer stations and temporary storage sites for contaminated soils

BRITISH COLUMBIA

Implementation Approach:

- Primarily led by ministry and industry
- Uses Environmental Protection Act, Contaminated Sites regulation, and a range of guidance

Key Elements:

- Uses **Contaminated Soil Relocation Agreements** (CSRAs) for applicable soil movements based on size and quality standards; the focus is on contaminated soil and the size threshold is small (5 cubic metres)
- A CSRA is an agreement between the owner of a source site, the receiving site, and the Director of Waste Management, authorizing the relocation of soils from a contaminated site to a suitable deposit site
- Soils to be relocated need to be adequately characterized to determine reuse options and if the soils will meet the numerical or risk-based environmental quality standards for the receiving site

NETHERLANDS

Implementation Approach:

- Development of the regulation is done intensively by government and private market working together and recognizing the need for facilitation of suitable approaches
- Based on 15 years' experience and policy evaluations, implementation of soil management (including excavation) is fully accepted by the private market (operational, administrative and financial aspects)
- To make the system of soil management enforceable and acceptable, quality control and quality assurance are a main consideration in the Dutch system
- Implemented through the federal government, as well as municipal partners who require assurances about the matching between soil quality and application

Key Elements:

- Has a balanced (pragmatic) Soil Quality Decree, containing regulations and protocols to address soil management
- Practical balanced protocols outline sampling requirements and strategies

- Soil is a valuable resource; legislation and policies are tied to ensuring the sustainable use (including reuse) of soils at all levels of government
- Has national registry for soil matching for use by the private market and municipalities and which provides for traceability of materials. The registry is also available to the public for most information relating to soil movement
- The private market has substantial investment in soil banking systems
- To enable reuse, adopts principles such as the “standstill principle”, which requires that the *excess soil* to be placed at the receiving site should be of equal or better quality than the soil that is present at the receiving site, and uses **soil quality maps** of zones with varying sampling and reuse requirements

MASSACHUSETTS

Implementation Approach:

- Requirements largely self-regulated by Licensed Site Professionals (LSPs)

Key Elements:

- Regulatory approach for sites falling under the Massachusetts Oil and Hazardous Material Release Prevention Act (Chapter 21E sites)
- Has a Similar Soils Provision outlined in a guidance document which intended to prevent the degradation of sites by ensuring that the relocated soil does not increase the risk at the receiving site, since it will be similar to what is already there.
- In May 2015, The Massachusetts Department of Environmental Protection (DEP) released a new **Draft Interim Policy on the ReUse of Soil for Large Reclamation Projects**, describing an approach for obtaining site-specific approval from the DEP for the reclamation of quarries, sand pits and gravel pits using more than a threshold amount. The policy states the type of information to be submitted to support the issuance of an approval for such projects (e.g. soil management plan)

7.3 SUMMARY OF KEY ISSUES HEARD

Below is a list of some of the broader key issues heard through engagement on the EBR review related to *excess soil management* policy. This list is not a reflection of provincial opinion, but rather a listing of some of the broader themes heard through engagement sessions with various stakeholders.

1. **Improved oversight** – issues raised related to general perception that current system is fragmented and requires stronger provincial direction
2. **Standards and direction** – issues raised related to need for clear standards to provide direction on where *excess soil* can be reused and where it may be subject to the waste requirements
3. **Testing** – issues raised related to scope of testing needed, costs and timing
4. **Source site responsibility** – issues raised related to need for generator of *excess soil* (*source sites*) to be more responsible for its end use

5. **By-laws** – issues raised related to difference in approaches being taken in by-laws and need for guidance
6. **Education and outreach** – issues raised related to need for additional technical guidance and education for others (e.g. farmers, public)
7. **Traceability and tracking** – issues raised related to need for mechanisms to ensure *excess soil* is better tracked
8. **Municipal by-laws in conservation authority regulated areas** – issues raised related to the need to remove restriction on by-laws in conservation authority regulated areas
9. **Protecting agriculture** – issues raised related to need to protect agricultural land from potential contamination so as to limit potential impacts on crops and/or livestock
10. **Need to protect sensitive areas and limit environmental impacts** – issues raised related to the need to protect sensitive areas (e.g. Greenbelt, Oak Ridges Moraine, groundwater, source protection, soil erosion and climate change)
11. **Temporary storage** – issues raised related to need for clearer direction on temporary storage of *excess soil*
12. **Planning process** – issues raised related to perception that *excess soil* should be managed early on in the development and planning process
13. **Identification of appropriate *receiving sites*** – issues raised related to need to identify appropriate sites which could be appropriate for *excess soil* reuse
14. **Enforcement** – issues related to the perception that there is a lack of ability to enforce current requirements due to limited capacity and scope of powers
15. **Pilots** – support for pilot projects to incent change and garner buy-in
16. **Information gaps** – issues raised related to the lack of information with respect to the movement of *excess soil* (e.g. quantity, quality, impacts)
17. **Traffic, air, dust, noise, and other social impacts** – issues raised related to the need to minimize impacts like traffic, noise, air, dust, etc.
18. **Liability** – issues raised related to the need to consider financial insurance, security, and monetary penalties
19. **Restrictions on aggregate licenses** – issues raised related to perception that requirement for rehabilitation of aggregate sites are too restrictive

20. **Aerodromes** – issues raised related to whether *excess soil* is being inappropriately brought on to properties who are operating as an aerodrome under federal jurisdiction and as a result are avoiding municipal permits
21. **Normal farm practices** – issues raised about whether some farmers may not be following certain municipal by-laws because they are under the misconception that the by-law does not apply to them
22. **Soil remediation** – support for the need to promote remediation
23. **Flexibility and costs** – support for the need for flexibility in approaches and need to consider costs of *excess soil management* in any future approaches
24. **Smaller projects** – need to recognize that smaller sites have a cumulative impact, but need to be handled differently from larger sites
25. **Municipal capacity** – issues raised related to lack of capacity amongst some municipalities to deal with issues, both technically and financially
26. **Cultural heritage resources** – issues raised related to need to assess impacts to and protect sites of cultural heritage value or interest (e.g. significant cultural heritage landscapes and areas of archaeological potential)
27. **Need to better consider *excess soil management* in government projects** – issues related to the need to better consider *excess soil management* in government-funded projects
28. **Need to align provincial policy** – issue related to the need to better align on *excess soil* related management across ministries
29. **Protection of rural areas and rural lens** – issues raised related to the perception that there are policies allowing for the contamination of rural areas at the expense of development and intensification in urban centres
30. **Qualified persons** – issues raised related to skills, credibility, consistency in opinion, conflict of interest and public confidence

7.4 GLOSSARY OF FREQUENTLY USED TERMS

Below are general definitions for terms used more frequently throughout this document. For the purposes of any future policy or regulation, the province would develop and consult on appropriate definitions for these terms.

Beneficial reuse: The placement of *excess soil* at a site that is not a waste disposal site, in a manner that complies with applicable legislation and is environmentally responsible.

Excess soil: Soil that has been excavated, typically as a result of construction activities that cannot or will not be reused at the site where the soil was excavated and must be moved off site. In some cases, *excess soil* may be temporarily stored at another location before the *excess soil* is brought back to be used for a *beneficial reuse* at the site where the soil was originally excavated. It could include naturally occurring materials commonly known as earth, topsoil, loam, subsoil, clay, sand or gravel, or any combination thereof. *Excess soil* does not refer to such materials as compost, engineered fill products, asphalt, concrete, reused or recycled aggregate product, mine tailings or other products, including soil mixed with debris such as garbage, shingles, painted wood, ashes, or other waste.

Excess soil management: The management of *excess soil*, including its excavation, placement, hauling, tracking, record keeping, reporting and registration, characterization, and disposal.

Fill: Any type of material deposited or placed on land.

Interim site: Sites owned or controlled by the owner/operator of a *Source site* or *Receiving site*, at which *excess soil* is temporarily stored. The term can also refer to sites that treat, remediate and transfer *excess soil* to other sites for final placement or disposal (defined below as “*soil processing sites*”).

Receiving site: Sites that accept and receive *excess soil* and constitute the *excess soil*’s final resting place. The term also includes larger commercial fill operations as well as other sites like agricultural operations or aggregate operations.

Soil processing site: Are subsets of *interim sites*, such as a waste disposal site that processes poorer-quality soil to remove or reduce the concentrations of contaminants, such that the soil can be reused. These sites are subject to approval requirements under Part V of the Environmental Protection Act and are subject to inspections by the Ministry of the Environment and Climate Change.

Source site: Sites that generate *excess soil*. They are often construction or development sites or projects where *excess soil* is excavated and must be managed.

Denise Holmes

From: AWARE Simcoe <aware.simcoe@gmail.com>
Sent: Tuesday, January 03, 2017 3:41 PM
To: Denise Holmes
Subject: Nottawasaga River
Attachments: nr-melancthon.pdf

Good afternoon Ms Holmes
Please find attached a letter to members of council
All the best
Kate Harries

--
www.aware-simcoe.ca/
twitter.com/AWARESimcoe
www.facebook.com/AwareSimcoe

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To: dholmes@melancthontownship.ca
From: aware.simcoe@gmail.com

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319 King Street North, Alliston, Ontario L9R 1L3

Township of Melancthon,
157101 Highway 10
Melancthon, Ontario
L9V 2E6

January 3 2017

By email

Dear Mayor White and members of Melancthon Township Council,

AWARE Simcoe would like to thank your council for supporting our efforts to have the Nottawasaga River included in the Navigation Protection Act. To our surprise and delight we learned last month that the request was granted by the federal government.

Transport Canada found that "the Nottawasaga River was overlooked as a busy recreational waterway that contributes to the regional economic interest of Simcoe and Dufferin counties. It is an economic driver for tourism, fishing, boating, cottaging, hospitality and recreation in the region. These elements warrant its addition to the schedule." (Canada Gazette, Oct. 7, 2016)

This means the Notty is one of just 64 rivers nationwide for which the federal government takes responsibility for investigating violations of the NPA and enforcing the legislation. This closing of what was a glaring regulatory gap has been the result of cooperation between citizens and local governments — the democratic process at its best.

With sincere appreciation,

Kate Harries, Elmvale
705-322-2545
Anne Learn Sharpe, Angus
705-424-7589
aware.simcoe@gmail.com
www.aware-simcoe.ca



RECEIVED

JAN / 4 2017

400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519.621.2761 Toll free: 866.900.4722 Fax: 519.621.4844 Online: www.grandriver.ca

December 23, 2016

Ms. Denise B. Holmes, CAO/Clerk-Treasurer,
Township of Melancthon,
157101 Highway #10,
Melancthon, ON L9V 2E6

Dear Ms. Holmes,

Re: Grand River Conservation Authority (GRCA)
Members' Meeting Attendance

Please be advised that Section 8 of GRCA's By-law 1-2016 provides in part:

"A semi-annual letter shall be sent from the Authority to member municipalities and the appropriate Ministry of the Provincial Government, noting the attendance of all Authority Members".

Accordingly we enclose a spreadsheet setting out regular and committee meetings held by GRCA and the members who attended those meetings for the period from January 1 to December 31, 2016.

Yours truly

A handwritten signature in blue ink, appearing to read "Keith Murch".

Keith Murch
Assistant CAO/Secretary-Treasurer
Grand River Conservation Authority

Encl

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JAN 12 2017

**Grand River Conservation Authority
Members Attendance
January 1 - December 31, 2016**

General Membership Meetings:

	Jan 22/16	Feb 26/16	Mar 24/16	Apr 22/16	May 27/16	Jun 24/16	Jul 22/16	Aug 26/16	Sep 23/16	Oct 28/16	Nov 25/16	Dec 16/16	TOTAL
Les Armstong	1	1	1	1	1	1	1	1	1	1	1	1	12
Bruce Banbury	1	1	1	1	1	1	1	1	1	1	1	1	12
Robert Bell	1	1	1			1	1	1		1		1	8
Elizabeth Clarke	1	1	1	1	1	1	1		1	1	1	1	11
Brian Coleman	1		1			1		1	1		1	1	7
Bernie Corbett	1	1	1	1	1	1	1	1	1	1	1	1	12
Susan Foxton	1	1	1	1	1	1	1	1	1	1	1	1	12
Guy Gardhouse	1	1	1	1	1	1	1		1	1	1		10
Helen Jowett	1	1	1	1	1	1	1	1	1	1	1	1	12
Kelly Linton	1			1	1		1	1		1	1		7
Geoff Lorentz	1	1	1		1	1	1		1	1	1	1	10
Cindy Lunau	1	1	1	1	1	1	1	1	1	1		1	11
Jane Mitchell	1		1	1	1		1	1	1	1	1	1	10
Fred Morison	1								1		1	1	4
David Neumann	1	1	1	1	1	1	1		1	1	1	1	11
Joe Nowak	1	1	1	1		1		1	1	1	1		9
Vic Prendergast	1	1	1	1	1		1	1	1	1	1	1	11
Wayne Roth		1	1	1	1	1	1	1	1	1	1	1	11
Mike Salisbury	1	1		1	1	1	1		1	1		1	9
Pat Salter	1	1		1	1	1	1	1	1	1	1	1	11
Sandy Shantz	1		1	1	1	1	1		1	1	1	1	10
Shirley Simons	1	1	1	1	1	1	1		1	1	1		10
George Stojanovic	1	1		1	1	1	1	1	1	1	1	1	11
Warren Stauch	1	1		1	1	1	1	1	1	1	1	1	11
Chris White	1	1		1	1	1	1	1	1	1	1	1	11
George Wicke	1	1	1	1	1	1	1	1	1	1	1	1	12

Committee Meetings:

Audit	Feb 17/16
Elizabeth Clarke	1
Brian Coleman	1
Helen Jowett	
Jane Mitchell	1
Fred Morison	
Vic Prendergast	1
Chris White	1

Audit	Nov 25/16
Elizabeth Clarke	1
Guy Gardhouse	1
Helen Jowett	1
David Neumann	1
Vic Prendergast	1
George Stojanovic	1
Chris White	1

Special Recognition	Mar 24/16	May 27/16	Sep 23/16
Susan Foxton	1		1
Helen Jowett	1	1	1
Cindy Lunau		1	1
Shirley Simons	1	1	1
Pat Salter		1	1
Warren Stauch			1

Agriculture, Food and Rural Affairs
Appeal Tribunal
1 Stone Road West
Guelph, Ontario N1G 4Y2
Tel: (519) 826-3433, Fax: (519) 826-4232
Email: AFRAAT@ontario.ca

Tribunal d'appel de l'agriculture, de
l'alimentation et des affaires rurales
1 Stone Road West
Guelph (Ontario) N1G 4Y2
Tél.: (519) 826-3433, Téléc.: (519) 826-4232
Courriel: AFRAAT@ontario.ca



December 21, 2016

Evan Bearss
643132 270 Sideroad
Melancthon, Ontario
K9V 2M6



Dear Mr. Bearss

Re: Late Filing of Section 65(11) Appeal – McCue Drain Works, Repair and Improvement, 1989

The Agriculture, Food and Rural Affairs Appeal Tribunal has received your appeal which was submitted to the Clerk of the Municipality on October 24, 2016 and received at the Tribunal December 1, 2016. Your notice of appeal identifies an appeal under Sections 65 of the *Drainage Act*. This appeal under Section 65 of the *Drainage Act* appears to have been filed late.

Section 65(11) under the *Drainage Act* states:

"(11) If the engineer's assessment is for an amount greater than \$500, the owner of the land may appeal to the Tribunal within 40 days after the date the clerk sends a copy of the assessment to the owner."

The Notice of Assessment provided by the Municipality is dated April 11, 2016. It appears that a significant amount of time has passed since the Notice of Assessment would have been sent to you.

Section 100 under the *Drainage Act* states: "The Tribunal, in any case that it considers proper, may extend the time otherwise limited for application, appeal or reference."

In order for the Tribunal to determine whether it should extend the time for you to appeal under Section 65 of the *Drainage Act*, would you kindly advise the Tribunal and the Clerk of the Municipality in writing by **January 16, 2016** of the reasons for the delay in submitting your appeal, and why the Tribunal should exercise its authority under Section 100 of the Act to extend the period for your appeal. Also, please indicate what relief you are seeking from the Tribunal.

Once the Municipality has been provided with those reasons, the Municipality will be given until **January 30, 2016** to advise the Tribunal and you of its position and reasons, if any, regarding the granting of an extension.

If the Municipality opposes the Tribunal granting an extension of time, you will be given until **February 6, 2016** to reply to their submission.

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JAN 12 2017

If you have any questions about the above, please contact me directly at (519) 826-3431.

Sincerely,

A handwritten signature in black ink that reads "Tracey Henderson". The signature is fluid and cursive, with the first name "Tracey" and last name "Henderson" clearly legible.

Tracey Henderson
Tribunal Coordinator

cc. Denise Holmes, CAO/Clerk, Township of Melancthon

Denise Holmes

From: Kirby Silvester <ksilvester@dufferincounty.ca>
Sent: Thursday, January 05, 2017 9:46 AM
To: Denise Holmes
Subject: Building Permit Reports 2016
Attachments: Year End Report - 2016.pdf; Melancthon Permit Summary - 2016.pdf

Denise:

Please find the attached files containing the year end permit reports for 2016.

If you have any questions, please do not hesitate to contact me or Mike.

Sincerely,
Kirby

Kirby Silvester | Office Manager | Building Department
County of Dufferin | Phone: 519-941-2362 | ksilvester@dufferincounty.ca | 55 Zina Street, Orangeville,
ON L9W 1E5

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From: ksilvester@dufferincounty.ca

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County of Dufferin - Building Department

Report for the Year January 1 to December 31, 2016

	BUILDING PERMITS																
	Residential		Commercial		Industrial		Agricultural		Institutional		Outbuildings		Pools	Septics	# of Permits	Estimated Value	Permit Fees
	A	B	A	B	A	B	A	B	A	B	A	B					
Amaranth	(4) 22	(2) 14	0	0	0	0	(1) 14	2	0	1	(1) 9	0	2	22	94	\$12,160,450	\$118,820.02
East Garafraxa	(4) 9	(1) 10	0	0	0	0	(1) 8	1	0	0	(1) 6	0	7	10	58	\$5,572,500	\$55,956.11
Grand Valley	(2) 95	14	0	3	0	0	(2) 11	2	0	2	4	1	3	3	142	\$23,829,900	\$245,222.47
Melancthon	(4) 11	(1) 5	1	0	0	1	(1) 8	3	2	0	(1) 10	1	0	14	63	\$6,396,500	\$64,626.32
Mono	(1) 144	(1) 44	3	3	1	0	6	1	(2) 2	3	(3) 28	2	11	33	288	\$59,724,188	\$627,599.68
Mulmur	(3) 14	13	1	0	0	0	(1) 4	1	0	0	(3) 24	2	4	21	91	\$9,986,500	\$82,068.66
Shelburne	(3) 46	23	0	5	0	1	0	0	5	1	5	0	2	0	91	\$10,725,782	\$141,219.94
TOTALS	362	128	5	11	1	2	57	10	11	7	95	6	29	103	827	\$128,395,820	\$1,335,513.20

A Columns - New Buildings

B Columns - Additions / Alterations to Existing Building

Outbuildings - Garages, Carports, Storage Sheds, Etc...

(#) Demolition Permits

- UNAUDITED -

COUNTY OF DUFFERIN - BUILDING PERMIT REPORT
January -- December 2016

Melancthon	Detached Dwelling	110-01	January	1	\$300,000	\$1,215.36
	Detached Dwelling	110-01	April	2	\$550,000	\$4,012.95
	Detached Dwelling	110-01	July	1	\$252,000	\$2,736.99
	Detached Dwelling	110-01	August	3	\$1,082,000	\$11,645.39
	Detached Dwelling	110-01	September	1	\$500,000	\$3,657.01
	Detached Dwelling	110-01	November	3	\$968,000	\$10,236.00
	Res A			11	\$3,652,000	\$33,503.70
	Detached Dwelling	110-02	May	1	\$75,000	\$665.88
	Detached Dwelling	110-02	June	1	\$70,000	\$870.48
	Detached Dwelling	110-02	July	1	\$110,000	\$150.00
	Detached Dwelling	110-02	October	1	\$100,000	\$1,462.02
	Detached Dwelling	110-03	November	1	\$5,000	\$200.00
	Res B			5	\$360,000	\$3,348.38
	Detached Dwelling	110-16	April	1	\$3,000	\$200.00
	Detached Dwelling	110-16	August	2	\$2,000	\$400.00
	Detached Dwelling	110-16	October	1	\$1,000	\$150.00
	Detached Dwelling	110-16	November	1	\$1,000	\$200.00
	Demo			5	\$7,000	\$950.00
	Sub-Total			21	\$4,019,000	\$37,802.08
Melancthon	Industrial	410-03	March	1	\$15,000	\$513.00
	Sub-Total	Ind B		1	\$15,000	\$513.00
					\$15,000	\$513.00
Melancthon	Agricultural	411-01	June	1	\$45,000	\$364.80
	Agricultural	411-01	July	3	\$885,000	\$7,657.00
	Agricultural	411-01	September	2	\$125,000	\$1,727.00
	Agricultural	411-01	November	2	\$58,000	\$720.00
	Agr A			8	\$1,113,000	\$10,468.80
	Agricultural	411-02	April	1	\$15,000	\$304.00
	Agricultural	411-02	May	1	\$600,000	\$2,913.08
	Agricultural	411-03	November	1	\$12,000	\$245.00
	Agr B			3	\$627,000	\$3,462.08
	Agricultural	411-16	September	1	\$500	\$150.00
	Demo			1	\$500	\$150.00
	Sub-Total			12	\$1,740,500	\$14,080.88
Melancthon	Commercial	510-01	February	1	\$9,000	\$150.00
	Sub-Total	Com A		1	\$9,000	\$150.00
Melancthon	Institutional	610-01	February	1	\$75,000	\$793.44
	Institutional	610-01	September	1	\$125,000	\$950.00
	Sub-Total	Inst A		2	\$200,000	\$1,743.44

Melancthon	Res. Out Building	190-01	January	1	\$50,000	\$547.20
	Res. Out Building	190-01	February	1	\$25,000	\$150.00
	Res. Out Building	190-01	March	1	\$15,000	\$171.00
	Res. Out Building	190-01	July	1	\$3,000	\$150.00
	Res. Out Building	190-01	August	2	\$44,500	\$402.00
	Res. Out Building	190-01	September	1	\$20,000	\$228.00
	Res. Out Building	190-01	October	3	\$80,000	\$464.16
		Out A		10	\$237,500	\$2,112.36
	Res. Out Building	190-02	June	1	\$40,000	\$194.56
		Out B		1	\$40,000	\$194.56
	Res. Out Building	190-16	November	1	\$500	\$150.00
		Demo		1	\$500	\$150.00
	Sub-Total			12	\$278,000	\$2,456.92
Melancthon	Septic	195-01	January	1	\$10,000	\$600.00
	Septic	195-01	April	2	\$20,000	\$1,200.00
	Septic	195-01	May	1	\$10,000	\$600.00
	Septic	195-03	June	1	\$5,000	\$250.00
	Septic	195-01	July	1	\$10,000	\$600.00
	Septic	195-01	August	3	\$30,000	\$1,800.00
	Septic	195-01	September	1	\$10,000	\$600.00
	Septic	195-03	November	1	\$10,000	\$430.00
	Septic	195-01	November	3	\$30,000	\$1,800.00
	Sub-Total	Septics		14	\$135,000	\$7,880.00
Melancthon	Total			63	\$6,396,500	\$64,626.32

Denise Holmes

From: Library, Dundalk <library@southgate.ca>
Sent: Friday, December 16, 2016 1:52 PM
To: Denise Holmes
Subject: Library use contract
Attachments: Melancthon Agreement.pdf

Hi Denise,

Please see the attached contract for library services in 2017-2018. The Board has put forth a new amount for consideration. Currently we have 132 Melancthon Patrons.

Thank you,

Jenna DeWitt
Librarian C.E.O.
Southgate Public Library
www.southgate-library.com
library@southgate.ca
519-923-3248

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From: library@southgate.ca

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Medium (75): Pass
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AN AGREEMENT BETWEEN

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE
RUTH HARGRAVE MEMORIAL LIBRARY BOARD**

AND

THE TOWNSHIP OF MELANCTHON

WHEREAS the Township of Southgate Ruth Hargrave Memorial Library Board operates a public library in the Township of Southgate and **WHEREAS** a number of the residents of the TOWNSHIP OF MELANCTHON wish to patronize the aforementioned library, the Township of Southgate Ruth Hargrave Memorial Library Board agrees to provide full library services in accordance with the Public Library Act, R.S.O., 1990, Chapter R.44., to the residents of the TOWNSHIP OF MELANCTHON for a period of two years from the first day of January 2017 to the 31st day of December 2018.

In consideration thereof, the TOWNSHIP OF MELANCTHON agrees to pay the Township of Southgate Ruth Hargrave Memorial Library a fee of \$7900 for each year.

SIGNED this _____ day of _____, _____.
(day) (month) (year)

(Mayor of Melancthon Township)

(Clerk of Melancthon Township)

(Chairman, Southgate Ruth
Hargrave Memorial Library)

(Secretary, Southgate Ruth
Hargrave Memorial Library Board)

Denise Holmes

From: Michelle Dunne <mdunne@dufferincounty.ca>
Sent: Tuesday, December 13, 2016 1:55 PM
To: dholmes@melancthontownship.ca; jtelfer@townofshelburne.on.ca;
jwilson@eastluthergrandvalley.ca; Mark Early; suestone@amaranth-eastgary.ca; Susan
Greatrix; thorner@mulmurtownship.ca
Cc: Sonya Pritchard
Subject: Canada 150 Fund
Attachments: CC 2016-12-08 Canada 150 Fund.pdf

Good afternoon,

The Council of the County of Dufferin adopted the following resolution at its regular meeting held on Thursday, December 8, 2016:

THAT the report of the Chief Administrative Officer, dated December 8, 2016 with respect to Canada 150 Fund be received;

AND THAT a Canada 150 Fund Reserve be established using \$75,000 from the projected 2016 year-end surplus;

AND THAT the Canada 150 Fund support local initiatives in two categories: celebrations to a maximum of \$2,000 per event and legacy projects to a maximum of 50% of the project cost or \$10,000 whichever is less;

AND THAT the attached Expression of Interest Form be approved and distributed to the local municipalities to be used for submitting funding requests;

AND THAT the Warden, Committee Chairs, CAO, and Museum Director review Expressions of Interest and make recommendations to Council for allocating the funds.

I have attached a copy of the report for your convenience, which has the Expression of Interest form attached.

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

Have a great day!

Michelle Dunne | Deputy Clerk | Corporate Services
County of Dufferin | Phone: 519-941-2816 Ext. 2504 | mdunne@dufferincounty.ca | 55 Zina Street,
Orangeville, ON L9W 1E5

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REPORT TO COUNCIL

To: Warden and Members of Council
From: Sonya Pritchard, Chief Administrative Officer
Meeting Date: December 8, 2016
Subject: Canada 150 Fund

In Support of Strategic Plan Priorities and Objectives:
Economic Vitality: Foster a regional approach to economic development (1.1)

Purpose

The purpose of this report is to recommend that Council establish a Canada 150 Fund to support local initiatives that recognize Canadian pride and honour Dufferin County's heritage over the past 150 years.

Background & Discussion

At the April 2016 meeting, Council approved a motion to establish a Canada 150 Committee to plan for a celebration on July 1, 2017. It was intended that the committee would have representation from Council, staff, and members of the public. The committee was to develop a mission and terms of reference and seek funding from alternate sources and through the 2017 County budget if required.

Over the past several months Councillor White has taken the lead with assistance from Councillor Aultman, the CAO and Museum Director to investigate opportunities to commemorate Canada's 150th birthday in Dufferin County. Through this process it has become clear that the local municipalities have already completed preparations for celebrations on July 1, 2017 and events throughout the year.

Rather than overlap and duplicate these efforts it appears that it would be advantageous for the County to support local initiatives. Support is proposed to be categorized into two areas: celebrations and legacy projects. It is recommended that a Canada 150 Fund be established to assist with local projects.

To qualify for funding under the celebrations category events must be open to the public, be held between March 2017 and December 2017, and include activities that honour

Canada 150. Expressions of interest for celebration funding should be submitted by no later than February 15, 2017. A maximum contribution of \$2,000 per event is recommended.

Under the legacy project category projects should create a lasting tribute that recognizes Dufferin County heritage and Canadian history. The project must be completed by December 31, 2017 and must recognize the contribution from the County of Dufferin. Expressions of interest for legacy project funding should be submitted by no later than March 31, 2017. A maximum contribution of 50% or \$10,000 whichever is less is recommended.

Expression of Interest forms will be reviewed and funding allocations recommended to Council. It is recommended that the Warden and Committee Chairs along with the CAO and Museum Director form the review team. Expression of Interest forms are attached.

Given the change in direction from the time the initial motion regarding Canada 150 celebrations was approved there is no longer a need to establish a committee.

Financial Impact

The intent of the Canada 150 Fund is to support initiatives that have been identified by the local municipalities as a key part of their Canada 150 tribute. It is recommended that the reserve be established with an initial balance of \$75,000. This amount could be re-evaluated should a specific need arise. The Treasurer has advised that there is likely to be a surplus for year-end 2016 and recommends using some of this amount to establish the Canada 150 Fund Reserve.

Local Municipal Impact

All of the local municipalities will be invited to submit Expressions of Interest.

Strategic Direction and County of Dufferin Principles

Establishing a Canada 150 Fund to support local initiatives that recognize Canadian pride and honour Dufferin County's heritage is in keeping with the strategic objective 1.1.4 to work with partners on cultural/heritage opportunities.

It adheres to the County of Dufferin Principles:

1. *We Manage Change – by working with community partners to recognize an important Canadian milestone and pay tribute to changes over the past 150 years;*
2. *We Deliver Quality Service – by supporting local initiatives that reflect the wishes of the community;*
3. *We Communicate – by sharing information about the new initiatives and inviting municipalities to participate;*
4. *We Make Good Decisions - by collaborating with local municipalities*

Recommendation

THAT the report of the Chief Administrative Officer, dated December 8, 2016 with respect to Canada 150 Fund be received;

AND THAT a Canada 150 Fund Reserve be established using \$75,000 from the projected 2016 year-end surplus;

AND THAT the Canada 150 Fund support local initiatives in two categories: celebrations to a maximum of \$2,000 per event and legacy projects to a maximum of 50% of the project cost or \$10,000 whichever is less;

AND THAT the attached Expression of Interest Form be approved and distributed to the local municipalities to be used for submitting funding requests;

AND THAT the Warden, Committee Chairs, CAO, and Museum Director review Expressions of Interest and make recommendations to Council for allocating the funds.

Respectfully Submitted By:

Sonya Pritchard, C.P.A., C.M.A
Chief Administrative Officer

**Expression of Interest
County of Dufferin Canada 150 Fund**

Overview

The Canada 150 Fund has been established to support local initiatives that recognize Canadian pride and honour Dufferin County's heritage over the past 150 years. There are two categories of funding: Celebrations and Legacy Projects.

To qualify for funding under the celebrations category events must be open to the public, be held between March 2017 and December 2017, and include activities that honour Canada 150. A maximum of \$2,000 per event. Form due by February 15, 2017.

Under the legacy project category projects should create a lasting tribute that recognizes Dufferin County heritage and Canadian history. The project must be completed by December 31, 2017 and must recognize the contribution from the County of Dufferin. A maximum contribution of 50% or \$10,000 whichever is less. Forms due by March 31, 2017.

Municipality: _____

Name of Initiative: _____

Funding Category Requested: _____ Celebration _____ Legacy Project

Description of Initiative (please include date, location, overview, # of people expected, how it honours Dufferin heritage or Canadian history other relevant information) Use additional space as required:

Total Cost: _____

Funding request: _____

Please email completed form to spritchard@dufferincounty.ca



The Corporation of
THE TOWNSHIP OF MELANCTHON
157101 Hwy. 10, Melancthon, ON, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

REPORT TO COUNCIL

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

FROM: DENISE HOLMES, CAO/CLERK

DATE: JANUARY 4, 2017

SUBJECT: 2018 COUNCIL MEETING SCHEDULE

RECOMMENDATION

Be it resolved that Council confirm the 2018 Council meeting dates on the "Melancthon Council Meeting Schedule - 2018". And be it further resolved, that Council can always add additional Committee of the Whole, special, public and/or emergency meetings during the year as required.

PURPOSE

The purpose of this Report is to confirm the Council meeting dates for 2018.

BACKGROUND AND DISCUSSION

As per the Township's Procedural By-law No. 16-2015, Section 5 states that "During the regular Council meeting in January, Council will review and confirm the next year's tentative meeting dates". It is appropriate to confirm the meeting dates well in advance so that all members are aware of them to avoid conflicts.

All regular Council meetings are scheduled for the first and third Thursdays of the month commencing at 5:00 p.m. and as such, these dates are outlined on the 2018 Council Meeting Schedule with the exception of January and August. Historically, Council has only held one meeting for the month of January due to the Christmas Holiday Office Closure and one meeting in August, due to holidays, etc. The meeting in January has typically been held the second Thursday of the month and the meeting in August has been typically been held on the third Thursday of the month. I recommend that this carry through for 2018 and the meeting in January be held January 11th and the meeting in August be held on August 16th. Also, as 2018 is an Election

ACT 3

JAN 12 2017

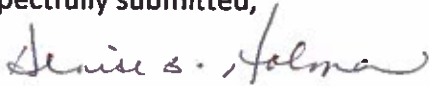
Year, the Inaugural meeting will be held on December 6th and this meeting will commence at 9:00 a.m. as per Section 4 of the Procedural By-law.

The Township's Procedural By-law also allows Council to make changes to the meeting schedule through a resolution of Council by majority vote.

FINANCIAL

There is no direct budget impact as Council meetings are included in each Council member's annual remuneration.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Denise B. Holmes", is written over a horizontal line.

Denise B. Holmes, AMCT, CAO/Clerk



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

MELANCTHON COUNCIL MEETING SCHEDULE - 2018

January 11th

February 1st and 15th

March 1st and 15th

April 5th and 19th

May 3rd and 17th

June 7th and 21st

July 5th and 19th

August 16th

September 6th and 20th

October 4th and 18th

November 1st and 15th

December 6th (Inaugural Meeting) and 20th



Shelburne & District Agricultural Society
P.O. Box 1112
Shelburne, ON L9V 3M2
info@shelburnefair.com

December 29, 2016

Township of Melancthon
157101 Highway 10
Melancthon, Ontario
L9V 2E6

via email

Mayor and Council:

RE: 150th Shelburne Agricultural Society Fall Fair

The Board of Directors of the Shelburne & District Agricultural Society is pleased to announce the 150th Fall Fair is being held on September 15, 16 and 17, 2017 with the theme :

150 YEARS - Pioneer Days to Modern Ways

This theme aligns with the Mission statement of the Fair Board which is to "*promote the importance of agriculture generally through educational displays and competitions*".

Dufferin County was founded on and built by agriculture and farming families and is still very much focused on agriculture. Dufferin's gross farm receipts grew from just under \$104 million in 2006 to over \$131 million in 2011 (source: Census of Agriculture)

2017 is an exciting year for our fair and our Country as we are both celebrating our 150th Anniversary. Your support is being sought which will assist in making the 2017th fall fair a very special event. We hope to be able to bring new and old together at the fair to recognize our rich history, both nationally and locally.

The Board is hoping to focus on a return to our roots and moving away from amusement rides. New events that we hope to fund would be axe throwing, spelling bee and a horseshoe tournament. Our traditional events such as horse pulling, 4-H competitions and antique farm show are scheduled to proceed as in previous years.

The Fair attracts hundreds of people over the three day event and is run entirely by volunteers. With an aging population, volunteer capacity is challenged and every year the Board finds they have to hire out some things that they used to be able to do on their own (e.g. fencing, security). We have utilized high school students to work toward their community service hours by volunteering at the fair.

A donation of \$500.00 for our 2017 fair would ensure more and varied events, and would also be put toward ongoing costs of:

- Rental/table/chairs
- Security
- Sound system rental
- Signage/advertising

Capital projects that we are hoping to complete in 2017 :

- permanent fencing (eliminating the need to rent every year and substantially reducing our costs)
- an entrance for the grounds.

Here is a link to our website which showcases some of the upcoming events at the 2017 fair:
<http://www.shelburnefair.com/>

Thanks for considering our request and "see you at the fair".

Yours truly

A handwritten signature in black ink that reads "Bruce Peterson" followed by a stylized flourish.

Bruce Peterson, President

Denise Holmes

From: BRET LEMIEUX <blemieux@rogers.com>
Sent: Tuesday, January 03, 2017 9:18 AM
To: Denise Holmes
Subject: 2017 landfill proposal
Attachments: BGP-007-Melancthon-landfill-gw-2017-Jan3'17.pdf

Good Morning, Denise and Happy New Year: I have attached our proposal to complete the 2017 groundwater monitoring and sampling for the landfill site. I have been able to hold the same price as the last few years for 2017. Please review the proposal and if you have any questions, please let me know,

Regards,

Bret
cell 519-502-8947

Total Control Panel

[Login](#)

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

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

BLUEWATER GEOSCIENCE CONSULTANTS INC.

42 Shadyridge Place
Kitchener, Ontario
N2N 3J1

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

January 3, 2017

The Township of Melancthon
R.R. #6
Shelburne, Ontario
L0N 1S9

Attn.: Ms. Denise Holmes, A.M.C.T., Clerk-Treasurer

**Re: Proposal to Provide 2017 Semi-Annual Groundwater Monitoring and Sampling for
Melancthon Landfill Site, Melancthon Township, ON.**

Denise:

Bluewater Geoscience Consultants Inc. (Bluewater) is pleased to provide this proposal to provide the 2017 semi-annual groundwater monitoring and sampling at the Township of Melancthon landfill site. The monitoring is required to ensure compliance with Ministry of Environment regulations and the terms of the Certificate of Authorization (C of A) issued for the landfill.

Groundwater monitoring has been conducted at the Township landfill site for the past several years. The semi-annual monitoring consists of conducting site inspections in April and October of each year. Groundwater levels will be measured in all 35 monitoring wells installed at the landfill. As outlined in our *Annual Groundwater Monitoring and Sampling Report 2016* we recommend that the 2017 monitoring continue with changes made during 2007.

Groundwater samples will be analyzed for the volatile organic compounds (VOC) parameters once per year, while all other parameters will be analyzed twice per year. For 2017, groundwater and surface water samples will be obtained from 33 locations around the landfill. The groundwater samples will be submitted to an accredited laboratory for analysis of VOC's (once per year), heavy metals and general groundwater chemistry (twice per year) parameters. The results of the completed ground/surface water analyses are compared to the appropriate Ontario Drinking Water Standards and/or MOE Reasonable Use Policy objectives for the landfill to ensure compliance with those standards. The results of the semi-annual monitoring are compiled in an annual report prepared by Bluewater on behalf of the Township and then submitted to MOE for review.

During the Spring and Fall monitoring events, headspace methane concentrations will be measured at all well locations. The results will be tabulated in the final report and comments offered regarding the methane monitoring findings.

BLUEWATER GEOSCIENCE

The monitoring and sampling price for 2017 can be held at the 2016 rate of \$21,700.00 (+ HST).

As with previous years, the project will be billed in 50% increments; upon completion of the April monitoring and by year end. Any additional work requested by the Township beyond the scope of work detailed above will be billed at our standard unit rates.

If you have any questions regarding this proposal, please feel free to contact the undersigned at your convenience.

If you are in agreement with the terms of this proposal, please sign the authorization form below as our written agreement and return to our office by scan and email.

Sincerely,
BLUEWATER GEOSCIENCE CONSULTANTS INC.



Breton J. Lemieux, M.Sc., F.G.S., Q.
President, Senior Geoscientist

Date: January 3, 2017

Having read the above document, I am in agreement with the terms and conditions as detailed. I have the authority to bind the Corporation.

Signed: _____ Date: _____

**RE: Denise Holmes, Township of Melancthon, 2017 Semi-Annual Landfill
Groundwater Monitoring & Sampling Proposal**



The Corporation of
THE TOWNSHIP OF MELANCTHON
157101 Hwy. 10, Melancthon, Ontario, L9V 2E6

Denise B. Holmes, AMCT
CAO/Clerk

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

REPORT TO COUNCIL

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

FROM: DENISE B. HOLMES, AMCT, CAO/CLERK

DATE: JANUARY 4, 2017

SUBJECT: ALTERNATIVE VOTING METHOD - 2018 MUNICIPAL ELECTION

RECOMMENDATION

That Council authorize the use of an alternative voting method – Internet and Phone Electronic Voting for the 2018 Election. This method will provide greater access and convenience for ratepayers for the 2018 Election. Further, the Clerk be directed to bring forward a By-law to authorize this alternative voting method for the next meeting.

PURPOSE

The purpose of this Report is to provide information to Council in order for them to consider an alternative method of internet and phone electronic voting for the 2018 Election.

BACKGROUND AND DISCUSSION

The next Municipal Election will take place on Monday, October 22, 2018 and in preparation for the upcoming election, there have been recent changes to the Municipal Elections Act (Report provided to Council on December 1, 2016). One of the changes is that the Clerk must take a By-law to Council by May 1, 2017 regarding Alternative Voting. The past two Elections, the Township has held Vote by Mail Elections. With the change to this alternative voting method, we increased voter turnout by 16%, in the first election using it. Although voter turnout decreased in the last election, it was still higher than the traditional method of voting. Alternative voting methods are a convenience to voters with busy lifestyles and it provides Electors with a choice on how they cast their ballot, from where and when.

In the 2014 Election, 97 of the 444 municipalities utilized electronic voting with 59 using internet and telephone exclusively. It is anticipated that more and more municipalities will be going this route in the 2018 Election. The Township of Mulmur used this alternative method of voting in 2014 and Mulmur

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Council just approved this method again for the 2018 Election. When speaking with Terry Horner, CAO/Clerk of Mulmur, he highly recommends using Internet/Telephone voting as his Election in 2014 ran flawlessly, used minimal township staffing requirements and was very easy to use.

Some of the benefits of telephone/internet voting:

- voting process is easier (no travel necessary)
- accurate count
- anytime, anywhere voting during the voting period by telephone, hand held device, tablet or personal computer
- no proxies
- quick results after 8:00 p.m.
- reduced staffing and administration costs
- voter intent is clear – no spoiled ballots issues, positive ballot confirmation
- addresses the Provincial Accessibility requirements
- environmentally positive
- potential increase for voter turnout
- no storage requirements for ballots
- engage broad spectrum of voter (i.e. - young people 18-30)

Another benefit to using this method is that Melancthon and Mulmur could work together for training purposes to keep costs down and because Mulmur has been through this before, they would be a wealth of knowledge for Melancthon Staff.

Some disadvantages:

- system may be perceived as vulnerable to hackers
- under supervised voting
- role of candidates/scrutineers changes

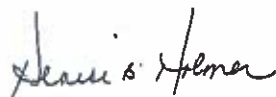
FINANCIAL

For the purposes of this Report, I spoke to the company that Mulmur used and is using again for the 2018 Election to obtain some costs, and the cost for Internet/Telephone Voting in our municipality based on 2,600 electors (our number of electors at the end of 2014 was 2,451) would be approximately \$8,450.00 (\$3.25 per voter).

In 2014, the cost for the Vote by Mail Election was \$9,394.16 (\$8,194.16 Datafix & Canada Post and \$1,200.00 for my Election Workers).

There will still be advertising costs which have not been included in the above numbers.

Respectfully submitted,



Denise B. Holmes, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. -2017

A By-Law to authorize the borrowing of \$2,518,147.65

WHEREAS the Council of the Corporation of the Township of Melancthon (herein called "the Corporation") deems it necessary to borrow the sum of \$2,518,147.65 to meet, until taxes are collected, the current expenditures of the Corporation for the year 2017.

AND WHEREAS the estimated revenues of the Corporation as set forth in the estimates adopted for the year 2016 and further defined by Subsection 4 of Section 407 of the Municipal Act S.O. 2001, Chapter 25 was \$5,036,295.31

AND WHEREAS the amount that may be borrowed at any one time for the purposes mentioned in Section 407 of the Municipal Act, S.O. 2001, Chapter 25, together with the total of any similar borrowing that have not been repaid, shall not exceed from January 1st to September 30th of the year, 50 per cent of the total, and from October 1st to December 31st, 25 per cent of the total of the estimated revenues of the Corporation as set forth in the estimates adopted for the year, 2017.

THEREFORE the Council of the Corporation of the Township of Melancthon enacts as follows:

1. The Head and Treasurer are hereby authorized on behalf of the Corporation to borrow from time to time by way of promissory note from the Chartered Banks (herein called "the bank"), a sum or sums to meet, until revenues are collected, the current expenditures of the Corporation for the year, including the amounts required for the purposes mentioned in the said Section 407 and to give on behalf of the Corporation a promissory note or notes sealed with the Corporate Seal and signed by the Head and Treasurer for the monies so borrowed with interest at the prevailing rate from time to time of the Bank. The amount borrowed shall not exceed in aggregate for the period January 1st to September 30th and for the period October 1st to December 31st.
2. All Sums borrowed pursuant to the authority of this By-law as well as all other sums borrowed in this year and in any previous years from the Bank for any or all of the purposes mentioned in the said Section 407 shall, with interest, thereon, be a charge upon the whole or any part or parts of the revenues of the Corporation for the current year or for any preceding years, as and when such revenues are received.
3. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed as aforesaid, together with interest thereon, all or any of the monies hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
4. The Bank shall be entitled to rely as to the authority of any borrowing on a copy of this By-law certified by the Clerk and on financial statements furnished to the Bank from time to time by the Treasurer.
5. This By-law shall remain in full force and be binding on the Corporation as against the Bank until a copy, certified by the Clerk under the Corporate Seal, of a By-law repealing or replacing this By-law, shall have been received by the Bank duly acknowledged by it in writing.

By-Law read a first and second time this 12th day of January, 2017.

By-Law read a third time and passed this 12th day of January, 2017.

.....
MAYOR

.....
CLERK

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER -2017

**BEING A BY-LAW TO PROVIDE FOR THE LEVY AND
COLLECTION OF RATES OR LEVIES REQUIRED FOR THE
TOWNSHIP OF MELANCTHON FOR THE INTERIM LEVY
FOR THE YEAR 2017 AND TO PROVIDE FOR THE MAILING
OF NOTICES DEMANDING PAYMENT OF TAXES FOR THE
INTERIM LEVY FOR THE YEAR 2017**

WHEREAS the Municipal Act, 2001, provides for Interim Tax levies;

NOW THEREFORE the Council of the Corporation of the Township of Melancthon enacts
as follows:

1. THAT the Interim Tax Levy for 2017 on all Property Classes shall be set by levying 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for the previous year, including annualized supplementary taxes, and local charges and/or area rates.
2. THAT the taxes shall be payable in two instalments as follows:

February 22, 2017 and May 24, 2017
3. THAT any instalment or any part of any instalment of rates, taxes and assessments not paid on the due date, a penalty shall be added of one and one quarter (1.25) per cent on the first day of default and on the first day of each calendar month thereafter in which default continues, as set out in the Municipal Act.
4. THAT the Treasurer as the Collector of Taxes for the Township of Melancthon is hereby authorized to mail or cause to be mailed the notice specifying the amount of taxes payable by any person liable for taxes, to the address or place of business of the person or persons to whom such notice is required to be given.
5. THAT the said payment of taxes shall be payable at the office of the Tax Collector of the Township of Melancthon or any other place designated by the said collector.

BY-LAW READ A FIRST AND SECOND TIME THIS 12th DAY OF JANUARY, 2017

BY-LAW READ A THIRD TIME AND PASSED THIS 12th DAY OF JANUARY, 2017

MAYOR

CLERK



BURNSIDE

[THE DIFFERENCE IS OUR PEOPLE]

December 20, 2016
Mrs. Wendy Atkinson, AMCT,
Treasurer Deputy-Clerk,
Township of Melancthon
157101 Highway No. 10
Melancthon, ON L9V 2E6

**James Foley Municipal Drain
Maintenance and Repair, 2016
File No.: D-ME-SUP**

Dear Mrs. Atkinson,

Enclosed is an invoice from Hanna & Hamilton Construction Co. Ltd., in the amount of \$5,929.05, for the cleanout of the James Foley Drain from Highway No. 10 upstream along County Road No. 9. The gravel and truck expenses are due to the necessity of lowering the McCarthy driveway culvert which was too high to properly outlet an upstream tile drain.

Also enclosed is an invoice from Demmans Excavating Inc., in the amount of \$570.65, for levelling the last of the cleanout material on the James Foley Drain.

The invoices in the above noted amounts, including the HST, have been reviewed and verified and are authorized for payment.

This completes the maintenance work on the James Foley Drain. The costs may now be tabulated and levied to the drainage area pursuant to Section 74 of the Drainage Act. We will be pleased to assist you with the required documentation for levying the maintenance and repair work.

The Application for Maintenance Grant, for submission to the Ontario Ministry of Agriculture, Food and Rural Affairs, will be forwarded to you in the new year.

Yours truly,

R. J. Burnside & Associates Limited
Drainage Superintendent

Gerd Uderstadt, C.S.T.
Encl.

Hanna & Hamilton Construction Co. Limited
295 Tremaine Ave. S.,
Listowel, Ontario N4W 2M8
Phone: (519) 291-3400 Fax: (519) 291-5145
e-mail: hanna.hamilton@wightman.ca

INVOICE

Invoice No.: 30219
Date: 12/13/2016
Page: 1

COPY

Sold to:
Township of Melancthon
#157101 Hwy. 10
Melancthon, Ontario L9V 2E6

Ship to:
Township of Melancthon
R.R. #6
Shelburne, Ontario L0N 1S0

Business No.: 10226 5501 RT0001 JAMES FOLEY DRAIN

Quantity	Unit	Description	Tax	Unit Price	Amount
9.00	hrs	311 cat mini excavator Nov 23	H	105.00	945.00
10.50	hrs	311 cat mini excavator Nov 24	H	105.00	1,102.50
10.50	hrs	labour	H	45.00	472.50
8.00	hrs	311 cat mini excavator Nov 25	H	105.00	840.00
8.00	hrs	labour	H	45.00	360.00
2.00	hrs	triaxle dump rental	H	90.00	180.00
6.00	hrs	311 cat mini excavator Nov 28	H	105.00	630.00
6.00	hrs	labour	H	45.00	270.00
22.45	tonnes	Gran A-Denman	H	11.00	246.95
1.00		moving charge	H	200.00	200.00
		Re: James Foley drain			
		H - HST 13%			
		HST			682.10
Hanna & Hamilton Construction Co. Limited HST: #10226 5501 RT				Total Amount	
Comment: 2% interest monthly (24% annually) on overdue accounts. WE NOW ACCEPT DEBIT/CREDIT CARD PAYMENTS.				5,929.06 ⁵	

Dec. 19/16
Authorized to be Paid
J. McInnis

The Corporation of the Township of Melancthon

By-Law Number _____ - 2017

"JAMES FOLEY MUNICIPAL DRAIN, MAINTENANCE LEVYING BY-LAW"

A by-law to provide for maintenance and repair to the
James Foley Municipal Drain
and for the borrowing on the credit of
the municipality the amount required for such work

WHEREAS a number of owners, under Section 79 of the Drainage Act, R.S.O. 1990, c. D.17, have notified the Clerk of the Township of Melancthon of the deteriorating conditions of the said drainage works;

AND WHEREAS under the Drainage Act, R.S.O. 1990, c. D. 17 it is the duty of the Township of Melancthon to maintain and repair that part of the drainage works lying within its limits;

AND WHEREAS the James Foley Municipal Drain has been constructed under By-law No. 18 – 1964;

AND WHEREAS the Council of the Township of Melancthon, pursuant to the recommendations made by the Township Drainage Superintendent, has ordered certain maintenance and repair work to be performed under the supervision and to the satisfaction of the Township Drainage Superintendent.

AND WHEREAS the work has now been completed

AND WHEREAS the construction cost of the work is \$ 15,616.07

AND WHEREAS the granted expected is \$ 3,116.10

AND WHEREAS the amount to be raised is \$ 12,499.97

NOW THEREFORE the Council of the Township of Melancthon enacts as follows:

1. The assessment shall be imposed in accordance to Section 74 of the Drainage Act, R.S.O. 1990 c. D.17 and in proportion to the governing By-law No. 18 – 1964.
2. The amount of \$12,499.97, necessary to be raised for such work, shall be made a cash assessment upon the upstream lands and roads affected, with interest at the rate set for collecting taxes in arrears being added after the date payment is called on the same.
3. This By-law shall be cited as the "James Foley Municipal Drain, Maintenance Levying By-law".
4. That this By-law shall come into force and take effect upon passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS _____ DAY OF _____, 2017.

MAYOR

CLERK

BY-LAW No. ____-2017

TOWNSHIP OF MELANCTHON

**A By-law to amend By-Law Number 40-2015 in
the Township of Melancthon in the County of
Dufferin.**

**FLUNEY DRAINAGE WORKS
LEVYING BY-LAW**

WHEREAS the Fluney Drainage Works has been constructed under the authority of By-Law No. 40-2015;

AND WHEREAS the actual cost of the drainage works was \$323,116.12;

AND WHEREAS the grant received from the Ministry of Agriculture and Food was \$93,027.60;

AND WHEREAS the sum necessary to be raised by assessment is \$230,088.52;

AND WHEREAS the Council of the Township of Melancthon deems it expedient to amend By-Law No. 40-2015 which provided for an amount less than that required to cover the cost of the said drainage works;

AND THEREFORE the Council of the Township of Melancthon, pursuant to the Drainage Act, R.S.O. 1990, amendments thereto, does hereby enact as follows:

1. THAT By-Law No. 40-2015 is hereby amended to conform to the attached Schedule "A" which forms part of this By-Law.
2. THAT the amount of \$230,088.52 necessary to be raised for such drainage works shall be made a cash assessment upon lands and roads as affected by the drainage works, with interest at the rate of 1 ¼% per month added after the date payment is due.
3. THAT By-Law No. 40-2015 be amended to provide that all assessments shall be due on February 28, 2017 and that any assessments not paid in full on or before that due date shall be collected in the same manner as taxes.
4. THAT where any allowance or compensation has been determined for an owner pursuant to the provisions of the Drainage Act, and where that amount so determined is less than the total amount owing from the owner, the municipality shall deduct from the total amount so determined, and the owner shall be responsible for paying the balance in the manner prescribed in this By-Law.
5. THAT where any allowance or compensation mentioned in Paragraph 4 exceeds the total amount owing by the owner, the municipality shall pay the balance to him.
6. THAT this By-Law shall come into force on the passing thereof and may be cited as the "Fluney Drainage Works Levying By-Law".

READ a first and second time this ____ day of _____, 2017.

Mayor Darren White

CAO/Clerk Denise Holmes

READ a third time and enacted this ____ day of _____, 2017.

Mayor Darren White

CAO/Clerk Denise Holmes



BURNSIDE

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January 6, 2017

Via: Mail

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

Dear Denise:

Re: Fluney Drainage Works
ADDITIONAL DAMAGE COMPENSATION
File No.: D-ME-153
Project No.: 300032772.0000

Further to your letter dated January 5, 2017 we provide the following.

As discussed at our meeting on June 28, 2016 with you and Mayor White, our calculations found that approximately 2.0 ha (5 ac.) of additional area on the Fluney property had been disrupted by the construction of the open drain. It appears the area covered by the stripped and stockpiled topsoil had been overlooked when completing the damage allowance calculations.

The allowance for Damage to Lands, Crops, etc., pursuant to Section 30 of the Drainage Act had been based on \$3,000.00 per ha or \$1,200.00 per ac as indicated on Page 3 of our Final Engineer's Report. This translates into an additional allowance of \$6,000.00, with the full compensation rate applied, for the additional disturbed area.

It was further discussed that an application could be made to the Ontario Drainage Tribunal pursuant to Section 58(4) of the Drainage Act to have the additional compensation included as part of the work as an Allowance and the total cost of the work and the assessments adjusted accordingly. The administrative and engineering cost to pursue this option did not appear to be warranted. As a goodwill gesture and as a result of our long standing relationship with the Township, we agreed to provide the additional compensation.

Please find enclosed our cheque in the amount of \$6,000.00 made payable to the Township of Melancthon. Please apply this amount to the property owned by Kevin Fluney, designated Roll No. 2-179-00, as would have been done if the additional compensation had been included as part of the cost of the work as an Allowance. The end result will be a net final assessment to the property slightly less than the original estimated net cost.

GB 2.4.1 JAN 12 2017

Should you, Kevin or Wendy have any questions or if we can be of any further assistance in the meantime, please call.

Yours truly,

R.J. Burnside & Associates Limited



T.M. Pridham, P.Eng.
Drainage Engineer
TMP:kc

Enclosure(s) Cheque No. 119265

cc: Mr. Kevin Fluney (enc.) (Via: Mail)
 Ms. Wendy Atkinson, Treasurer/Deputy Clerk, Township of Melancthon (enc.) (Via: Mail)
 Mr. Don McNalty, R.J. Burnside & Associates (enc.) (Via: Mail)



BURNSIDE

Petervale Farms Drainage Works

Township of Melancthon

**R.J. Burnside & Associates Limited
15 Townline
Orangeville ON L9W 3R4 CANADA**

**December 2016
300038259.0000**



BURNSIDE

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December 21, 2016

The Mayor and Council
Township of Melancthon
157101 Highway 10
Melancthon ON L9V 2E6

Mayor White and Members of Council:

Re: Petervale Farms Drainage Works
File No.: D-ME-159
Project No.: 300038259.0000

Under the provisions of the Drainage Act R.S.O. 1990, Chapter D.17, Section 4 and in accordance with our appointment, we have made an examination and survey of the area and submit herewith, our report, plan, profile, specifications and assessments for the proposed work. The work is to be known as the Petervale Farms Drainage Works.

Should there be any questions regarding the report, please contact the undersigned directly at 1-519-938-3077.

Yours truly,

R.J. Burnside & Associates Limited

T.M. Pridham, P.Eng.
Drainage Engineer
TMP/NLC:jh

N.L. Connell, E.I.T.
Engineering Assistant

Enclosure: Petervale Farms Drainage Works Report

038259_Petervale Drainage Rpt_Ltr_161209 (1).docx
20/12/2016 8:22 AM

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Appendices

Drawing No. P1 Plan and Profile

Appendix A Special Provisions

Appendix B General Conditions

Appendix C General Specifications (Open Work)

Appendix D General Specifications (Tile Work)

Appendix E Instructions to Bidders

1.0 Background

On November 13, 2015 the Township of Melancthon received a petition for drainage works signed by Arie Brinke, on behalf of Petervale Farms Ltd., owner of Lots 266, 267 and 268, Concession 2 SW. On December 3, 2015, Council accepted the petition and our firm was appointed to prepare a report under the provisions of the Drainage Act. Our appointment was acknowledged and a site meeting date set.

2.0 Site Meeting

On April 14, 2016 a site meeting was held at the gravel laneway at the southerly limit of Lot 268, Concession 2 SW. Mr. Brinke indicated that the petition was submitted in order to secure an outlet for pending systematic underdrainage of the Petervale Farms Ltd. property. It was discussed that work would need to be undertaken in Lots 269 and 270, Concession 2 SW (P. Ruigrok Estate) in order to provide the required outlet. It was further discussed that the ultimate outlet for any work would be the Stewart Drainage Works constructed adjacent to the southerly limit of Lot 270, along the south side of the Sideroad 270 road allowance.

Nathan Garland representing the Grand River Conservation Authority (GRCA) indicated the GRCA had no objections to the proposed underdrainage or the construction of an outlet drain across Lot 269 and 270, Concession 2 SW. The GRCA did, however, have concerns with respect to the wetland area primarily in Lot 270, Concession 2 SW. Mr. Garland indicated that any proposed work would need to minimize the impact on the wetland feature.

The use of a closed drain commencing at the culvert crossing at the southerly limit of Lot 268, Concession 2 SW angling south-westerly to the Stewart Drainage Works was discussed. The proposed drain would connect to the Stewart Drainage Works at the westerly limit of the cedar bush area in Lot 270, Concession 2 SW. Non-perforated high density polyethylene (HDPE) pipe could be used through the wetland area to address the GRCA's concerns.

Mr. Neil Cole representing the P. Ruigrok Estate property indicated he had no objections to the proposed alignment. Mr. Garland was also supportive of the concept. At the conclusion of the site meeting we indicated that we would complete the field survey and watershed investigation work and prepare a preliminary design for review and discussion at an Information Meeting.

3.0 Investigation

Our investigation found that the installation of a closed drain following the alignment discussed at the site meeting was quite feasible. Our survey confirmed sufficient cover would be available for the installation of non-perforated HDPE pipe through the wetland area. Our survey also confirmed that sufficient grade was available to provide the desired depth for the proposed underdrainage of the Petervale Farms Ltd. property.

As part of our investigation, test pits were excavated through the wetland area. The area has a high water table; however, a solid clay base is present at roughly the desired gradeline. It appeared that a temporary dewatering drain would need to be excavated to lower the water table prior to the HDPE pipe installation. It also appeared a small perforated sub-drain adjacent to the new HDPE pipe should be used to prevent floating of the pipe before the area had a chance to stabilize and solidify.

Our watershed investigation found that the actual watershed draining to the lane culvert crossing at the southerly limit of Lot 268, Concession 2 SW was 24.7 ha (61.0 ac). Additional areas of 29.7 ha (73.4 ac) on the east side of the natural watershed and 6.3 ha (15.6 ac) on the west side of the natural watershed were to be tile drained to the new outlet. As such the total area of the Petervale Farms Ltd. property to be accommodated by the proposed drain was 60.7 ha (150.0 ac).

4.0 Area Requiring Drainage

Based on the petition, discussions at the site meeting and our examination of the area, the area requiring drainage was determined as being Pt. Lots 266, 267 and 268, Concession 2 SW comprising approximately 60.7 ha (150.0 ac). The petition, in our opinion, complied with Section 4(a) and 4(b) of the Drainage Act.

5.0 Preliminary Design

Subsequent to the completion of the field survey and watershed investigation we completed a preliminary design for review and discussion. The design was based on removing approximately 25.4 mm (1 in) of surface and subsurface water from the natural watershed and 12.7 mm (1/2 in) from the adjoining lands to be tiled in per 24 hour period. The tile sizes required were 525 mm (21 in) diameter and 450 mm (18 in) diameter.

The material specified was HDPE pipe. Through the wetland area non-perforated material was to be used in order to mitigate the impact on the wetland area. In the upper part of the proposed drain, upstream of the wetland area, perforated HDPE pipe with non-woven geotextile filter sock was to be used. A junction box was also proposed to facilitate the change in size at the northerly limit of the wetland area. A large catchbasin

was also to be installed at the upstream end of the drain with knockouts for the connection of the pending underdrainage.

Lastly, the design provided for the cleanout of a short section of the Stewart Drainage Works from the Second Line SW upstream to the new tile outlet. The proposed work was a bottom cleanout with the existing banks.

6.0 Information Meeting

On December 9, 2016 an Information Meeting was held at the Township of Melancthon Municipal Office. The meeting was well attended and a good discussion took place. We outlined our findings in detail and the extent of the proposed work, estimated cost and approximate cost distribution. The owners, GRCA and Municipal representatives in attendance were generally satisfied with our recommendations.

A discussion took place with respect to the excavation of a temporary dewatering drain through the wetland area in Lots 269 and 270, Concession 2 SW (P. Ruigrok Estate). Based on the test pits dewatering of this area would be required to facilitate the HDPE pipe installation as previously outlined. We indicated that it would be beneficial for all if this work could be done as soon as possible. This would allow the water table in the area to be temporarily lowered while the remaining Drainage Act procedure was completed.

The work described above has since been undertaken by Petervale Farms Ltd. with our assistance in establishing the gradeline for excavation. An allowance pursuant to Section 31 of the Drainage Act for Existing Drain has been granted to Petervale Farms Ltd. for the cost of the work as subsequently outlined in Section 8.0 of this report.

7.0 Proposed Design and Appurtenances

This report provides for the installation of 467 m (1,532 ft) of closed drain and the bottom cleanout of 97 m (318 ft) of open drain. The closed drain has been designed to provide a drainage coefficient of 25.4 mm (1 in) per 24 hour period for the natural watershed and 12.7 mm (1/2 in) per 24 hour period for the adjoining lands to be tiled into the watershed as previously indicated. The design also provides for the installation of a junction box and catchbasin as part of the work.

Appurtenances associated with the closed work through the bush area include the installation of a small perforated sub-drain adjacent to the HDPE pipe, the filling, grading and seeding of the temporary dewatering drain and the installation of quarried stone rip-rap on geotextile underlay as tile outlet protection. Appurtenances associated with the closed work in open lands include the stripping and replacing of topsoil along the tile route and the restoration of the gravel laneway at the upstream end of the drain. Appurtenances associated with the bottom cleanout of Stewart Drainage Works include

the spreading and levelling of the excavated material and the seeding of all disturbed areas.

The Plan and Profile (Drawing No. P1) indicates the location of the work and the lands affected by it. It also shows the dimensions, grades and other details of the work.

8.0 Allowances to Owners

The amounts to be paid in allowances to the owners entitled thereto under Section 29 - 33, where applicable, which shall become due in accordance with Section 62(3) and (4) are determined as follows:

Roll No.	Con. SW	Lot or Part	Owner	Damage to Lands, Crops, etc. (Section 30) \$	Existing Drain (Section 31) \$
5-158-00	2	266- 268	Petervale Farms Ltd.	150.00	5,000.00
5-159-00		269-270	P. Ruigrok Estate	1,825.00	
Totals				1,975.00	5,000.00
Total Allowances					
Petervale Farms Drainage Works					\$6,975.00

The allowance for Damage to Lands, Crops, etc., pursuant to Section 30, is an allowance for the disruption created as a result of the construction activities. For work on the closed drain, a disrupted area of 20 m along the tile route has been used to calculate the applicable compensation. This is generally the minimum used for the installation of closed drains.

The allowance for disrupted open lands has been based on \$4,000.00 per ha or \$1,620.00 per ac. The allowance for disrupted bush lands has been based on \$1,000.00 per ha or \$405.00 per ac. The allowance granted is considered sufficient to allow right-of-way for any future maintenance work that may be required.

No damage allowance has been granted for the levelling of the excavated material from the bottom cleanout of a short section of the Stewart Drainage Works. The material is to be levelled within the 270 Sideroad road allowance.

The allowance for the Existing Drain, pursuant to Section 31, is an allowance for the excavation of the temporary dewatering drain in Lot 269 and 270, Concession 2 SW. This work has been completed by Petervale Farms Ltd. in order to expedite the work after the passing of the authorizing By-law and award of the tender.

9.0 Estimate of the Cost of the Work

The estimate of the cost of all labour, equipment and material required to construct this project is as follows:

Item	Descriptions	Approx. Quantity	Cost Estimate
1.0	Clean-out existing open drain including supply and place straw bale sediment trap, spreading and levelling of excavated material and seeding of all disturbed areas (Sta. 000)	97 lin.m	\$500.00
2.0	Supply and install 525 mm dia. bell and gasket HDPE outlet pipe with insert rodent grate including wrapped clear stone bedding and filling and grading temporary dewatering drain as detailed (Sta. 000 to Sta. 006)	6 lin.m	\$1,000.00
3.0	Supply and place quarry stone rip-rap (500 mm thickness) on geotextile underlay as splash pad, embankment and tile outlet protection (Sta. 000)	20 sq.m	\$1,500.00
4.0	Supply and install 525 mm dia. bell and gasket HDPE pipe including clearing as needed, wrapped clear stone bedding and filling and grading temporary dewatering drain as detailed (Sta. 006 to Sta. 294)	288 lin.m	\$39,000.00
5.0	Supply and install 150 mm dia. perforated HDPE outlet pipe with non-woven geotextile filter sock and insert rodent grate as detailed (Sta. 000 to Sta. 012)	12 lin.m	\$250.00
6.0	Supply and install 150 mm dia. perforated drainage tubing with geotextile filter sock (Sta. 012 to Sta. 294)	282 lin.m	\$2,000.00
7.0	Supply and install 600 mm x 840 mm pre-benched concrete junction box (Sta. 294)	1 ea.	\$1,500.00
8.0	Supply and install 450 mm dia. perforated HDPE pipe with non-woven geotextile filter sock including stripping and replacing topsoil (Sta. 294 to Sta. 467)	173 lin.m	\$23,500.00
9.0	Supply and install 900 mm x 1200 mm on-line concrete catchbasin with bird cage style grate and quarry stone rip-rap inlet apron (Sta. 467)	1 ea.	\$2,500.00

Petervale Farms Drainage Works
December 2016

Item	Descriptions	Approx. Quantity	Cost Estimate
Contingencies			
10.0	Additional cost to install drain on 300 mm depth of 19 mm dia. wrapped clear stone bedding in areas of soil instability as directed by the Engineer including cost to supply and place stone	50 lin.m	\$2,250.00
11.0	Contingency for unforeseen conditions including additional stone bedding, etc.		\$4,500.00
Total Estimated Cost for the Construction of the Petervale Farms Drainage Works			\$78,500.00

Allowances to Owners

Damage to Lands, Crops, etc. (Section 30) and Existing Drain (Section 31) \$6,975.00

Preparation of Report

Site Meeting,
Investigations and Field Survey,
Information Meeting,
Watershed Plan, Design and Profile,
Report Preparation including Allowances,
Construction Assessment Schedule
and Maintenance Provisions. \$21,500.00

Meetings and Procedure

Preparation of Report Copies for Distribution,
Preparation and Attendance at the
Consideration of the Report
and Assistance on Procedure. \$1,500.00

Tendering and Construction Inspection

Preparation and Distribution of Tender,
Inspections During Construction,
Payment Certificates and Related Appurtenances
and Project Finalization and Grant Application. \$8,750.00

Petervale Farms Drainage Works
December 2016

Administration and Financing

Administrative Costs,
Net HST (Construction and Engineering)
and Interest Charges Incurred by the
Municipality until the Cost is Levied. \$2,775.00

Total Estimated Cost
Petervale Farms Drainage Works **\$120,000.00**

NOTE: The above summary contains cost estimates only. It is emphasized that these estimates do NOT include costs to defend the drainage report and procedures should appeals be filed with the Court of Revision, Ontario Drainage Tribunal and/or the Ontario Drainage Referee. Unless otherwise directed, additional costs to defend the report are typically distributed in a pro-rata fashion over the assessments contained in the Construction Assessment Schedule, excluding any Special Assessments.

Also, in addition to the work included in the above estimate, should repairs, replacements, underpinning or other alterations be required for existing bridges, culverts, overflow culverts or any other structure necessary to conduct overflow water, or water in open channels under or across a road allowance, as affected by this drainage work, the work and cost thereof, including any necessary expenses incidental thereto, and if not determined otherwise, shall be the responsibility of and shall be assessed against the authority having control of such road or road allowance.

10.0 Construction Assessment Schedule

This sum of \$120,000.00 is assessed as benefit and outlet liability against the lands affected according to the following Construction Assessment Schedule. Injuring liability is deemed not applicable.

Due to the difficulty understanding the term "outlet liability" a greater explanation of the upstream owner's responsibility has been provided. To explain the obligations of the owners of higher lands under the Drainage Act of Ontario, the following is an excerpt from a decision given by the late Drainage Referee, his Honour Judge Sidney L. Clunis, in his Court at Windsor, Ontario on the first day of October 1975.

Petervale Farms Drainage Works
December 2016

"The Drainage Act has established machinery, as it were, the procedure, for dealing with disputes between high land and low land owners. The Act is designed to provide a fair method of apportionment of the cost of drainage works as between high and low lands. While it's prime purpose was to increase the area of land that may be used efficiently for agricultural purposes, its secondary purpose was to avoid and settle disputes. It is the law of Ontario, that the owner of higher lands in which water arises, may be required to pay the cost of carrying that water to a proper outlet. This is the proportion of cost of this work which has been assessed against the lands of these appellants and other owners of high lands."

Lands used for agricultural purposes have traditionally been eligible for a one-third grant for assessments imposed under the Drainage Act. In the Construction Assessment Schedule, the designation 'A' indicates the property is considered eligible for grant. The eligibility may be confirmed or rejected subject to a provincial audit during the grant application process.

In order to determine the approximate net cost for a particular property, two items need to be considered and deducted, where appropriate, from the total assessment as shown in the Construction Assessment Schedule. As previously outlined, the properties designated 'A' are considered agricultural and eligible for the one-third grant. Secondly, the allowances previously listed are payable to those properties shown and as such, also need to be deducted where appropriate to determine the approximate net cost.

Construction Assessment Schedule

Roll No.	Owner	Con. SW	Lot or Part	Approx. ha Affected	Land Class	ASSESSMENTS		
						Benefit \$	Outlet Liability \$	Total \$
5-158-00	Petervale Farms Ltd.	2	266-268	60.7	A	4,500.00	115,000.00	119,500.00
5-159-00	P. Ruigrok Estate		269-270	1.0	NA	500.00		500.00
Total Lands						5,000.00	115,000.00	120,000.00
Total Assessment								\$120,000.00
Petervale Farms Drainage Works								

Petervale Farms Drainage Works
December 2016

No assessment for Outlet Liability has been assessed to Roll. No. 5-159-00 (P. Ruigrok Estate). Sufficient capacity for the connection of underdrainage of the 10.0 ha (25 ac.) cleared portion of this property is available. The provisions of Section 65(3) of the Drainage Act shall apply to any future connection. Any connection shall be made at the junction box installed at Sta. 294 utilizing the knockouts provided.

11.0 Maintenance Provisions

After construction, the drainage works shall be maintained by the Township of Melancthon in accordance with Section 74 of the Drainage Act. The short section of the Stewart Drainage Works cleaned out as part of this report shall be maintained together with the balance of the open drain.

Section 74 of the Drainage Act states:

"Any drainage works constructed under a by-law passed under this Act or any predecessor of this Act, relating to the construction or improvement of a drainage works by local assessment, shall be maintained and repaired by each local municipality through which it passes, to the extent that such drainage works lies within the limits of such municipality, at the expense of all the upstream lands and roads in any way assessed for the construction or improvement of the drainage works and in the proportion determined by the then current by-law pertaining thereto until, in the case of each municipality, such provision for maintenance or repair is varied or otherwise determined by an engineer in a report or on appeal therefrom."

Should repair/maintenance costs be incurred by the drainage works in order to accommodate buried utilities such as gas lines, telephone cables, etc. or to relocate or perform repairs to any such plant, then under the provisions of Section 26 of the Drainage Act, the extra costs (including costs of permits, locates etc.) incurred by the drain, shall be borne by the utility affected.

It is recommended that the area from Sta. 000 to Sta. 294 be periodically inspected and any significant tree growth cleared in order to minimize the potential intrusion of the roots into the HDPE pipe. Owners are reminded that the catchbasin grate may become covered with vegetative debris, litter, etc. and as such it is in their best interest to periodically check the grate and remove any debris. Likewise, any significant problems should be reported to the Township of Melancthon.

Petervale Farms Drainage Works
December 2016

12.0 Summary

This report has been respectfully prepared based on our investigation and subsequent discussions with the affected owners, the GRCA and Municipal representatives. The report and final design takes into consideration all of the comments expressed. The cooperation shown by all parties is to be complimented.

R.J. Burnside & Associates Limited



T.M. Pridham, P.Eng.
Drainage Engineer
TMP/NLC:jh





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Drawing No. P1

Drawing No. P1

Plan and Profile



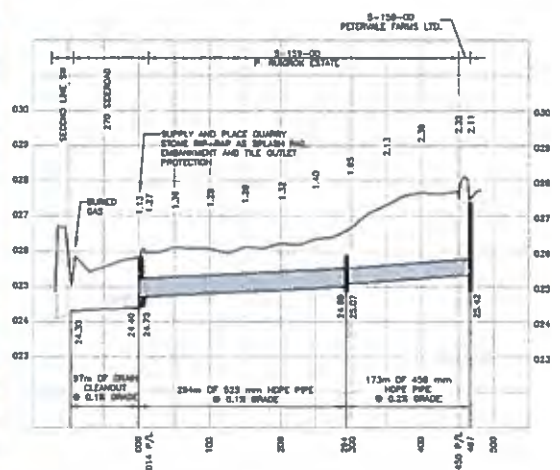
THE PROPERTY LINES SHOWN ON THIS PLAN
ARE APPROXIMATE AND FOR GENERAL
INFORMATION ONLY

SCALE



LEGEND

- APPROXIMATE WATERSHED LIMITS
- AREA TO BE TIED INTO THE PETERVALE FARMS DRAINAGE WORKS
- DRAIN ROUTE (OPEN DRAIN)
- DRAIN ROUTE (CLOSED DRAIN)
- STATION
- ASSESSMENT ROLL NO.
- PROPOSED CATCHBASIN



BENCHMARKS

- BTA 208 TOP CENTRELINE UPSTREAM BPC/PA 5/16
- CENTRELINE
- ELEVATION
- BTA 405 TOP CENTRELINE UPSTREAM 405mm CBP 2m
- NORTH-EAST
- ELEVATION

SCALES



NOTE: ELEVATION DATUM SAME AS STEWART DRAINAGE WORKS (1983)

No.	Issue / Revision	Date	Auth
1	ISSUED FOR DRAINAGE REPORT	2016/12/21	TMP



T. M. Prodhon, P. Eng.



Client
TOWNSHIP OF MELANCTHON
157101 HIGHWAY 10
MELANCTHON, ON
L9V 2E8

R.L. Burnside & Associates Limited
13 Township
Orangeville, Ontario, L9W 3R4
Telephone: (519) 941-6231
Fax: (519) 941-6120
web: www.burnside.com

Drawing Title
PETERVALE FARMS DRAINAGE WORKS
PLAN AND PROFILE

Drawn	Checked	Date	Drawing No.
NLC	TMP	2016/12/21	P1
Scale	Project No.		
AS SHOWN	300032358 0000		



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Appendix A

Special Provisions

APPENDIX A

SPECIAL PROVISIONS

R. J. BURNSIDE & ASSOCIATES LIMITED
Engineers, Hydrogeologists, Environmental Consultants
15 Townline
Orangeville, Ontario
L9W 3R4

DRAINAGE SPECIFICATIONS

One complete set of plan, profile and specifications shall be kept by the operator at the construction site at all times.

These specifications, including report, plan and profile of the same date apply to and govern, where applicable, the construction of the

PETERVALE FARMS DRAINAGE WORKS

Township of Melancthon

EXTENT OF THE WORK:

97 m of Open Drain Cleanout plus Related Appurtenances
467 m of Closed Drain plus Related Appurtenances
Including One Laneway Crossing

SPECIAL PROVISIONS:

CLOSED WORK - GENERAL

The 525 mm diameter smoothwalled polyethylene pipe (HDPE) shall be per Boss 2000 (320 kPa) with bell and gasket joints per CSA B182.08.02 or an approved equivalent. The 450 mm diameter perforated smoothwalled polyethylene pipe (HDPE) shall be per Boss 2000 (320 kPa) with non-woven geotextile filter sock in accordance with CSA B182.8 and external split coupler joints.

The 150 mm diameter perforated smoothwalled polyethylene pipe (HDPE) for the sub-drain shall be per Boss 2000 (320 kPa) with non-woven geotextile filter sock in accordance with CSA B182.8 and external split coupler joints. The perforated field tubing for the sub-drain shall be per Big 'O' with geotextile filter sock.

The Contractor's supplier shall confirm the details of the catchbasins with the Engineer prior to fabrication and delivery. The specifications for each structure are outlined below:

STRUCTURES			
STATION	DESCRIPTION	INVERT OF DRAIN/LEAD	LOW WALL/INLET ELEVATION
Sta. 294	600 x 840 PRE-BENCHED JUNCTION BOX	24.99 m (525 mmØ HDPE) S 25.07 m (450 mmØ HDPE) N 25.22 m (300 mmØ KNOCKOUT) E 25.22 m (300 mmØ KNOCKOUT) W	
Sta. 467	900 x 1200 ON-LINE CB	25.42 m (450 mmØ HDPE) S 25.52 m (350 mmØ KNOCKOUT) N(E) 25.52 m (350 mmØ KNOCKOUT) N(W) 25.52 m (350 mmØ KNOCKOUT) E 25.62 m (250 mmØ KNOCKOUT) W	27.37 m

- THE JUNCTION BOX SHALL BE PRE-BENCHED TO ONE-HALF THE DIAMETER OF THE OUTGOING TILE
- THE CATCHBASIN SHALL HAVE A 300 mm DEEP SUMP AND A BIRDCAGE STYLE GRATE
- AT STA. 467 THE 1200 mm WALLS SHALL BE THE NORTH AND SOUTH SIDES

The location of all catchbasins shall be as directed by the Engineer at the time of construction. On road allowances, catchbasins shall be installed parallel to the road, unless otherwise directed. On private lands, catchbasins shall be installed perpendicular to the route of the drain, unless otherwise directed. Catchbasin markers and grates are required and are to be supplied by Coldstream Concrete or equivalent.

Catchbasins shall be backfilled with compacted native material. In areas of poor soil conditions, Granular 'B' or 19 mm clear stone shall be used for backfill. Granular or clear stone backfill material will be paid for as an extra if required. Pipe connections to catchbasins shall be grouted in place from the inside and outside. The connections shall also be trimmed flush on the inside wall. The outside pipe connection and any riser joints shall be wrapped with a layer of geotextile underlay. The geotextile underlay shall be Terrafix 270R or an approved equivalent.

The rip-rap inlet apron for the 900 mm x 1200 mm catchbasin shall be 6 sq.m of 100 mm to 150 mm dia. quarry stone placed 300 mm thick on geotextile underlay. The geotextile underlay shall be Terrafix 270R or an approved equivalent.

OPEN WORK

The Contractor shall be responsible for notification of all utilities and obtaining locates prior to construction. Attention is drawn to the buried gas main on the upstream side of the road culvert.

Approximately 97 m of the Stewart Drainage Works will require a bottom cleanout in order to accommodate the new tile installation. The cleanout shall also extend a minimum of 25 m past the new tile outlet in order to blend into the existing ditch bottom grade. The bottom width shall be 600 mm. The extent of the cleanout shall be as directed by the Engineer at the time of construction.

All excavated material shall be spread and levelled with a bulldozer along the north side of the existing travelled path on the unopened road allowance as directed by the Engineer at the time of construction. All levelling shall be to a maximum depth of 150 mm above the original ground level.

Any disturbed side slopes and all levelled spoil shall be seeded. Seeding shall be as specified, General Conditions, Item 13.

A portion of the work outlined above has been completed in conjunction with the excavation of the temporary dewatering drain as subsequently outlined. Additional excavation, levelling, seeding etc. is still required to complete the work to specifications.

CLOSED WORK

STA. 000 TO STA. 294

A temporary dewatering drain has been excavated from Sta. 000 to approximately Sta. 280. The drain has a 2.0 m bottom width and has been excavated to 150 mm below grade (bottom of clear stone bedding). A temporary crossing consisting of two 6.0 metre lengths of 450 mm diameter HDPE pipe has also been installed on the 270 Sideroad road allowance. The pipes shall be carefully removed by the Contractor and left adjacent to the Second Line SW and 270 Sideroad intersection for pick-up as directed by the Engineer at the time of construction.

Throughout this section the HDPE pipe and perforated sub-drain shall be installed on a minimum of 150 mm depth of 19 mm wrapped clear stone bedding. The wrap shall be Terrafix 270R or an approved equivalent. The wrap shall overlap the top of the clear stone by a minimum of 300 mm. The HDPE/field tubing sub-drain shall be placed under the HDPE pipe haunch prior to backfilling.

Extreme care shall be used when backfilling in order to avoid any lateral movement of the HDPE pipe. Excavated clay shall be used as the initial backfill followed by coverage with the removed muck/topsoil. The backfill material shall be, as much as possible, clear of all brush and trees. It shall be the Contractor's responsibility to repair any lateral movement created as a result of the backfilling operations.

At Sta. 000, roughly 20 sq.m (20 tonnes) of 150 mm to 300 mm dia. quarried stone rip-rap shall be placed as bank protection and a splash pad at the new outlet pipe. The rip-rap shall be placed roughly 500 mm thick on geotextile underlay as directed by the Engineer at the time of construction. The geotextile underlay shall be Terrafix 270R or an approved equivalent. In the event extra rip-rap material is required, it will be paid for as an extra.

After the completion of the backfilling, final grading and rip-rap installation, all disturbed areas shall be seeded. Seeding shall be as specified, General Conditions, Item 13.

STA. 294 TO STA. 467

From approximately Sta. 390 to Sta. 450 machinery within the working space will be relocated by the Owner. Reasonable notice to the Owner shall be given by the Contractor prior to the work commencing.

Throughout this section the HDPE pipe shall be installed on a minimum of 150 mm depth of 19 mm clear stone bedding. The HDPE pipe shall be installed in accordance with OPSD 802.010 Type 2 soil. The topsoil shall be stripped and replaced for the full width of the trench and 1:1 taper excavation.

Through the laneway crossing (toe of slope to toe of slope) the trench shall be completely backfilled with Granular 'A'. Compaction shall be to 100% SPD. Any excess material shall be removed and disposed of at a site arranged by the Contractor.

Care shall be taken to not disturb the existing CSP surface culvert. In the event the culvert needs to be moved, inverts and grades will be provided by the Engineer at the time of construction.

At Sta. 467 the catchbasin shall be placed such that the southerly 1200 mm wall runs parallel with the gravel lane. The HDPE pipe shall be trimmed parallel to the back wall prior to parging.

WORKING SPACE

The width of the working space for the construction, maintenance and repair of the Petervale Farms Drainage Works shall be as follows:

The working space shall be an average of 20 m along the closed drain route. The working space shall also extend for 10 m beyond the end of the work at Sta. 467 to allow for the catchbasin installation. The working space shall be an average of 10 m along the bottom cleanout of the Stewart Drainage Works to allow for levelling of the spoil.

ACCESS ROUTES

Access to the working space shall be off the 270 Sideroad road allowance and off the gravel laneway at the southerly limit of Lot 268, Concession 2 SW.



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Appendix B

General Conditions

APPENDIX B

GENERAL CONDITIONS

1. **MUNICIPALITY** means the Corporation of the Township awarding the Contract.
2. **ENGINEER** means the Project Engineer of R.J. BURNSIDE & ASSOCIATES LIMITED, Municipal Drainage Consultants, who shall decide on questions arising under the Contract Documents as to the interpretation of specifications or performance of the work.
3. **INSPECTOR**, if any, means the representative of R.J. BURNSIDE & ASSOCIATES LIMITED who is authorized to inspect and to oversee the construction process.
4. **DRAINAGE SUPERINTENDENT OR COMMISSIONER**, if any, means the person or persons appointed by the Municipality to assist in the construction of the drainage works.
5. **CONTRACTOR** means the Corporation, Company or person having been awarded the Contract.
6. **CONTRACT** means the signed proposal or tender offered by the Contractor and accepted by signature on behalf of the Municipality and which shall be a formal and binding document.
7. **BENCH MARKS** means the permanently established level marks, recorded on the profile as to description, location and elevation and which shall govern the drainage work. It is an offence under the Drainage Act to interfere with, remove or destroy any bench mark.
8. **STAKES** mean survey marks set twenty-five metres apart and at all fences or as shown on plan and profile and are for vertical control only. The Contractor shall not be held liable for the cost of replacing any stakes, except stakes destroyed during construction.
9. **PROFILES** show the cuts or depths from the ground at the numbered side of the stakes and from the average bottom of the present open drain to the gradeline, which shall be at the bottom of the finished drain or the invert of the tile, as the case may be. The cuts or depths are indicated in metres and parts thereof, but the bench marks must govern.
10. **FENCES** mean enclosures by wire, railing, or otherwise, which may be removed by the Contractor to the extent necessary for the construction, but they shall be repaired to as good a condition as found. In no case shall a fence be left open or unguarded. Watergates, where required, shall be constructed as part of the work.
11. **HEAVY STONE RIP-RAP AND SPILLWAYS** shall in general be keyed in place and a minimum of 500 mm thick at the toeline and fitting the contours and slopes of the banks. All installations shall include Mirafi P150 filter mat or an approved equivalent. Spillways shall have a minimum slope of 2:1 (horizontal to vertical) and shall be shaped to guide the flow over the centre.
12. **HIGHWAYS AND ROAD AUTHORITIES**, Governmental Departments, Public or Private Utilities shall be notified in advance by the Contractor before performing any work affecting land or properties under their jurisdiction. The Contractor shall guard against damaging pipes, conduits, cables, etc. All work on roads, utility lands, etc. as to construction methods,

location, type of pipes, catch basins and grates, disposal of excess material, general clean-up, etc. shall be under the direction and supervision of the authority having jurisdiction. (See Instructions to Bidders, Item 6.)

13. SEEDING permanent grass mixture, Creeping Red Fescue 35 Kg, Perennial Ryegrass 17 Kg, and Wild White Clover 6 Kg per ha. or equivalent, all Canada No. 1 grass mixture. Total 58 Kg per ha.
14. UNSTABLE SUBSOIL OR ROCK conditions, previously unknown to exist, but which may make alternations necessary, shall immediately be reported to the Engineer. Changes subsequently authorized shall not release the Contractor from obligations under his Contract.
15. MINOR CHANGES mean necessary alternations made by the Engineer as the work progresses. An amount proportionate to the amount contained in the tender being added to or deducted from the contract price to cover such changes.
16. WORKING SPACE shall mean a strip of land reasonably close to the drain and necessarily used for and during construction and shall in general be 25 m or less.
17. REASONABLE ACCESS TO THE WORK AREA shall be provided by any owner receiving allowances for damages.
18. POWER TO ENTER. Under Sec. 63 of the Drainage Act, the Contractor is entitled to enter upon whatever lands are necessary to complete the work within the designated working space. Interfering with or obstructing the contractor is offence.



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Appendix C

General Specifications (Open Work)

APPENDIX C

GENERAL SPECIFICATIONS (OPEN WORK)

1. THE CENTRE LINE of the present ditch shall in general be the centre line of the new work. Courses shall run in long straight lines. Intersecting curves shall be smooth and gradual. At all curves and bends excavation shall be taken off the inside bank only. Centre line or off-set stakes shall be used, if necessary, to make the work uniform.
2. BOTTOM WIDTH AND SIDE SLOPES shall be as specified. Both sides of an open drain are to be sloped 1.5:1 (horizontal to vertical) or as shown on the profile. Flatter side slopes may be authorized in unstable soil.
3. EXCAVATION & LEVELLING shall be made by suitable machinery. Material shall in general be placed, spread and levelled on the lower side of the drain or on the side opposite trees and fences. The spoil, including old spoil banks on open lands, if any, shall be levelled up to a maximum depth of 0.15 metres (unless otherwise specified) leaving a clear berm or margin of at least 2 metres between the edges of the drain and the levelled spoil. It shall be left so that it may be cultivated together with adjacent lands by use of ordinary farm machinery. At every new cut the excavated material shall in general be used to fill the abandoned channel. Through bush lands the excavated material may be levelled up to twice the above maximum depth (unless otherwise specified)
4. SILT TRAPS shall be constructed 0.3 metres below grade and 25 metres long where shown on the profile. Clean-out prior to final inspection is not required.
5. INLETS FOR SURFACE WATER shall be left in the levelled spoil on each property, approximately 100 metres apart and through bush lands approximately 60 metres apart, or as necessary for surface run-off. Inlets shall extend through windows, if any. No excavated material is to be left in any ditches, depressions, furrows, or tiles intended to conduct water into the open drain. Inlets shall have a minimum bottom width of 1 metre.
6. TRIBUTARY DITCHES shall be cut back on a gradual slope a minimum distance of 5 m.
7. TILE OUTLETS shall in general be left undisturbed, but if necessary, shall be moved back to fit the new slope. Such work shall be at extra negotiable cost. Owners are requested to mark their tile outlets prior to construction.
8. CLEARING shall mean the removal of brush, stumps, heavy stones, or other obstructions inside the slopes of the drain or along the bank of operation to a sufficient width for spreading and levelling the spoil, or as shown on the profile and in open land shall be left in piles on top of the levelled spoil. It shall be left to the owner to salvage any wood or timber.
9. EXCAVATION AT BRIDGE SITES shall be to the full depth and as nearly as possible to the full width and side slopes and shall be made by hand if not otherwise possible. Farm bridges hereafter constructed or reconstructed are recommended to have a capacity equal to the cross-sectional area, or a clear width between the abutments of twice the specified bottom width of the drain. Culverts shall be separately designed and shall be installed with the inverts approximately 150 mm below the grade line.

10. REMOVING OPEN DRAIN from a road allowance, and if not otherwise provided for, the material not needed to fill the abandoned channel shall be placed, spread and levelled on the adjoining lands. (See Instruction to Bidders, Item 6 and General Conditions, Item 12.)
11. DAMAGES to crops or livestock, or by livestock within the working space shall not be the liability of the Contractor. He shall, however, give the owner concerned a reasonably advanced notice to move livestock, if any. (See Instruction to Bidders, Item 4.)
12. DAMAGES to crops within the working space shall not be the liability of the Contractor, nor damages to livestock or by livestock occasioned by leaving trenches open for inspection. He shall, however, give the owner concerned a reasonably advanced notice. The Contractor will be held liable for any such damages if the backfilling is delayed more than 10 days after the acceptance of the work, weather conditions permitting. (See instructions to Bidders, Item 4.)



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Appendix D

General Specifications (Tile Work)

APPENDIX D

GENERAL SPECIFICATIONS (TILE WORK)

1. **LINE OF CONSTRUCTION** shall in general be as staked, but the drain shall run straight throughout each course and at intersections it shall run on a smooth and gradual curve.
2. **CLEARING** for tile shall mean the removal of trees, brush, stumps, heavy stones or other obstructions for a minimum width of 15 metres on each side of the drain, and in open land shall be left in piles. It shall be left to the owner to salvage any wood or timber.
3. **MATERIAL**, whether or not supplied by the Municipality, shall be arranged for and shall be accepted, or rejected if not first quality, by the Contractor at the site on delivery.
4. **TRENCHING AND LAYING** shall in general be done by a wheel trencher together with accurate grade controls. The tile shall be laid with the invert at the gradeline with joints fitting properly. The minimum trench width shall be equal to the outside diameter of the tile plus 150 mm.
5. **BLINDING** shall be made as rapidly as is consistent with the construction progress. After inspection, the trench shall be backfilled. Minimum cover to natural surface shall in general be 750 mm.
6. **TRIBUTARY TILE** shown on the profile shall be connected as part of the work. Existing tile not shown shall be connected as extra work. A sufficient length of pipe, in general one size greater in diameter, shall be used through the bottom of a graded overflow run-way or if reconnection is to be made across a trench.
7. **OUTLET PROTECTION** shall in general be a length of standard metal pipe with a hinged rodent-proof grate. The end of the pipe shall be rip-rapped with heavy stone, which shall also extend into the bottom of the open drain. Overflow water shall not be directed over the tile outlet.
8. **GRADED OVERFLOW RUNWAYS** shall be constructed by cutting down the banks of a ditch that is being replaced by a tile drain. In no case shall its elevation be such as to hinder the free flow of surface water. It shall be graded to such condition that it may be cultivated by use of ordinary farm machinery. Grassed runways are recommended on heavy grades, but shall be left to the owner, if not otherwise specified.
9. **CATCHBASINS** shall in general be constructed of concrete (20 MPa) sides and bottom minimum 150 mm thick, inside dimensions 600 x 600 mm with a 300 mm sump, poured in place or pre-fabricated. The top shall be a standard Ministry of Transportation riveted grade or a welded metal fram with iron bars on 50 mm centres. Provisions must be made for surface water to enter, or catchbasins may be off-set into the overflow runway. A 200 mm dia. tile as cross-connection is in general sufficient. Backfill shall be firmly packed and all tile connections, bottom and side joints, shall be grouted in cement mortar.
10. **JUNCTION BOXES** shall be of concrete with tile grouted and fitting properly.

11. **DAMAGES** to crops within the working space shall not be the liability of the Contractor, nor damages to livestock or by livestock occasioned by leaving trenches open for inspection. He shall, however, give the owner concerned a reasonably advanced notice. The Contractor will be held liable for any such damages if the backfilling is delayed more than 10 days after the acceptance of the work, weather conditions permitting. (See instructions to Bidders, Item 4.)



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Appendix E

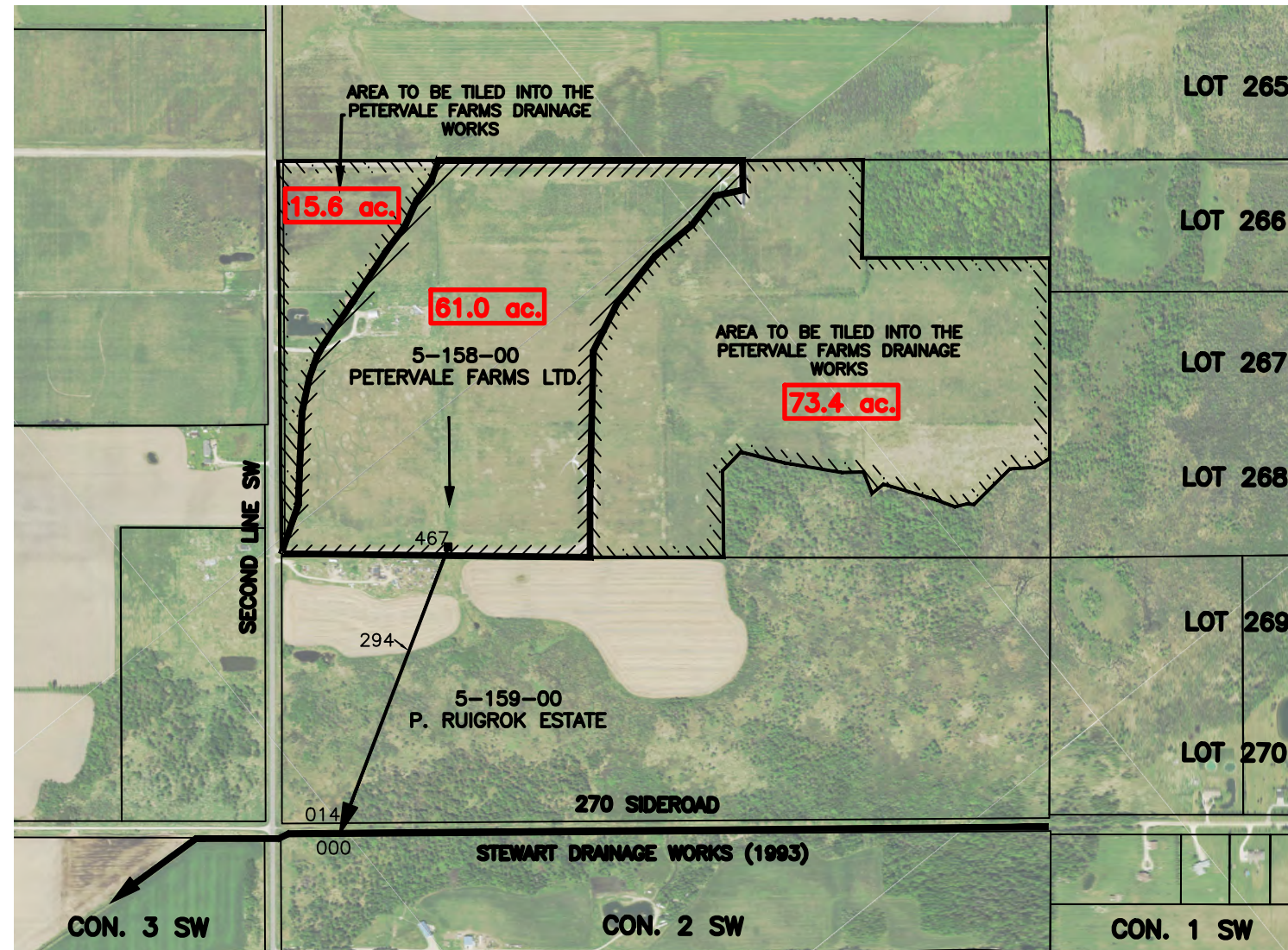
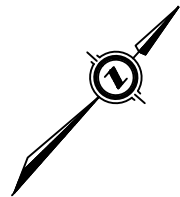
Instructions to Bidders

APPENDIX E

INSTRUCTIONS TO BIDDERS

1. **TENDERS**, submitted on the prescribed form and accompanied by the required bid deposit in favour of the Municipality, will be considered and contracts awarded only in the form of a lump sum for the completion of the whole works, or of such portions as specified in the tender call.
2. **INVESTIGATIONS** in regard to plans, profiles, specifications, the location and extent of the work should be made by the bidders themselves before tendering, and any doubt as to the exact meaning of any of the relevant documents or their intentions must be removed before signing the Contract; thereafter, the Contractor shall be bound by the decisions of the Engineer on all points.
3. **GUARANTY BONDS** covering the faithful performance of the Contract may be required by the Municipality prior to awarding the Contract.
4. **CLAIMS OR LIABILITIES** resulting from accidents, damages, losses, etc. directly or indirectly arising out of the Contract or manner of performance thereof, and if not otherwise provided for, shall be the responsibility of the Contractor. The Municipality may require proof of his insurance against any or all liabilities prior to awarding the Contract, or may withhold an equal amount to claims filed from payments then due.
5. **FAULTY MATERIAL OR WORKMANSHIP** shall be the responsibility of the Contractor at his own expense for a period of one year from the date of final acceptance of the work, and he shall remedy any defect and pay for any damage therefrom which may appear within such period and neither the final certificate nor payments thereunder shall relieve him from such responsibility under or by virtue of the signed Contract.
6. **PERMITS AND SUPPLEMENTARY SPECIFICATIONS** shall be obtained by the Contractor at his own expense before performing any work affecting any Road, Right-of-Way, Land or Property of any Governmental Department, County or Township, or of any Public or Private Utility, and he shall perform the work as though said specifications were hereto attached.
7. **PAYMENTS** up to 80% of the value of the work completed may be made by the Municipality on the written certificate of the Engineer, with a holdback payable after 45 days from the date of final acceptance. The Municipality may require the Contractor to furnish a complete release from sub-contractors or of all liens arising out of the Contract (other than his own) before the final payment shall become due.
8. **FINAL INSPECTION** will be made within two weeks after notice has been received from the Contractor that the work has been completed, or as soon thereafter as weather conditions permit. All work must at that time have the full dimensions, grades, etc. as specified and the general clean-up must be fully completed. If deficiencies are found, which should have been known to the Contractor as not complying with the specifications, the cost and expenses incidental to such inspection shall, due to his negligence, become the liability of the Contractor and may be deducted from the Contract price.

9. STATEMENTS OF SATISFACTION, voluntarily signed by the owners in regard to the treatment of the spoil, the clearing, the fences, the general clean-up, etc. may release the Contractor from further obligation in that regard.
10. TERMINATION OF CONTRACT: All work must be completed within the time limit as specified by or as extended under the Contract. If at any time, the Engineer should certify in writing, that the work is unnecessarily delayed or that conditions of the Contract are being violated, the Municipality shall have the power to terminate by written notice all work thereon, but reserving all claims against the Contractor for breach of Contract. If, however, the work has not been completed on or before the date fixed, the Contractor may apply in writing for an extension prior to the expiry date of his Contract.



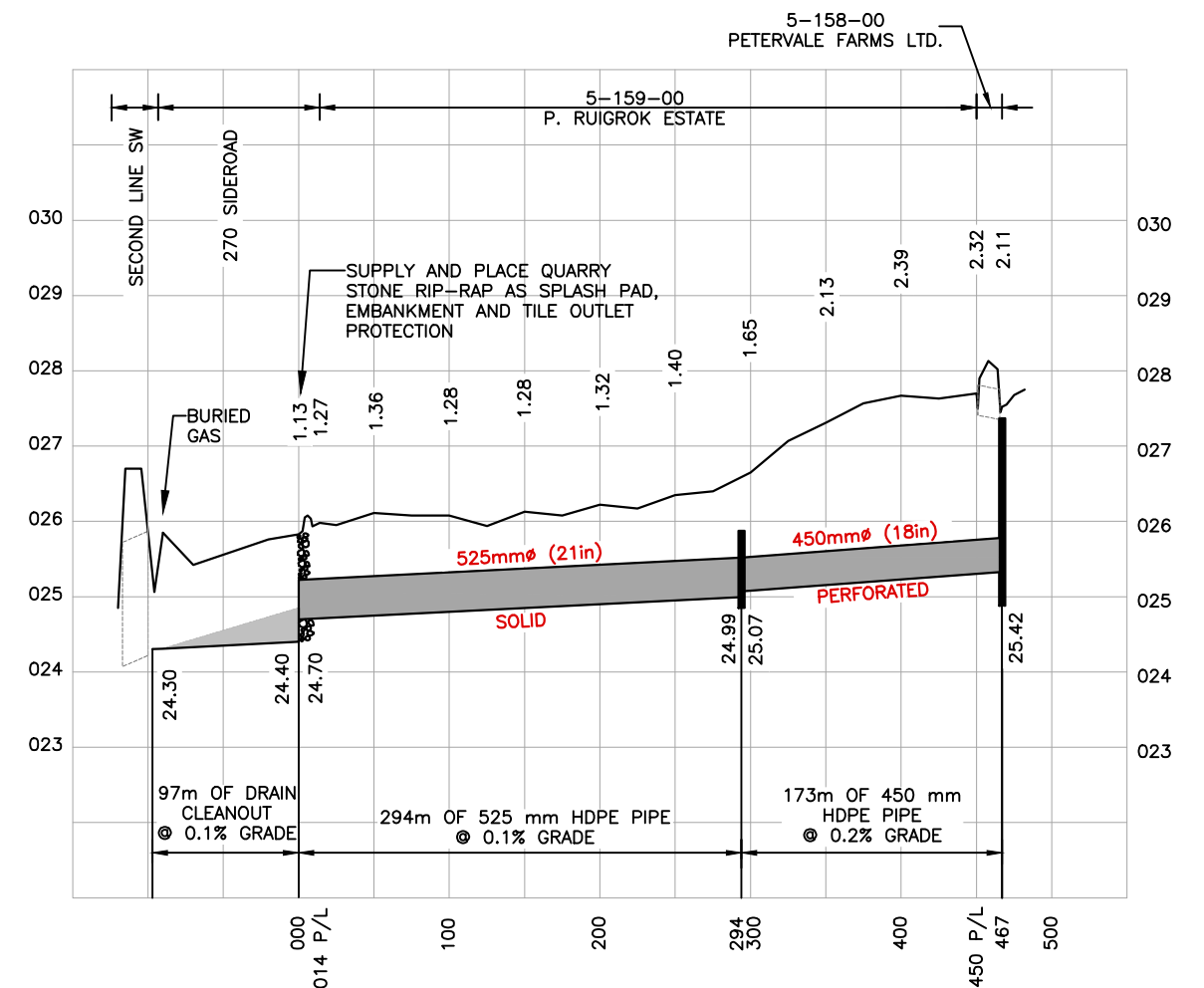
THE PROPERTY LINES SHOWN ON THIS PLAN ARE APPROXIMATE AND FOR GENERAL INFORMATION ONLY.

SCALE



LEGEND

- APPROXIMATE WATERSHED LIMITS
- AREA TO BE TILED INTO THE PETERVALE FARMS DRAINAGE WORKS
- DRAIN ROUTE (OPEN DRAIN)
- DRAIN ROUTE (CLOSED DRAIN)
- STATION
- ASSESSMENT ROLL NO.
- PROPOSED CATCHBASIN

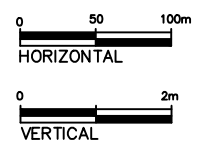


BENCHMARKS:

- STA. 000 TOP CENTRELINE UPSTREAM SPCSPA 97m SOUTH-WEST ELEV = 25.87
- STA. 465 TOP CENTRELINE UPSTREAM 400mm CSP 2m NORTH-EAST ELEV = 27.78

NOTE: ELEVATION DATUM SAME AS STEWART DRAINAGE WORKS (1993)

SCALES



- Notes
- This drawing is the exclusive property of R. J. Burnside & Associates Limited. The reproduction of any part without prior written consent of this office is strictly prohibited.
 - The contractor shall verify all dimensions, levels, and datums on site and report any discrepancies or omissions to this office prior to construction.
 - This drawing is to be read and understood in conjunction with all other plans and documents applicable to this project.

No.	Issue / Revision	Date	Auth.
1	ISSUED FOR DRAINAGE REPORT	2016/12/21	TMP
Á	Á	Á	
Á	Á	Á	
Á	Á	Á	
Á	Á	Á	
Á	Á	Á	



T. M. Pridham, P. Eng.



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Orangeville, Ontario, L9W 3R4
telephone (519) 941-5331
fax (519) 941-8120
web www.rjburnside.com

Client

TOWNSHIP OF MELANCTHON

157101 HIGHWAY 10
MELANCTHON, ON
L9V 2E6

Drawing Title
PETERVALE FARMS DRAINAGE WORKS
PLAN AND PROFILE

Drawn NLC	Checked TMP	Date 2016/12/21	Drawing No. P1
Scale AS SHOWN	Project No. 300038259.0000		

PETERVALE FARMS DRAINAGE WORKS
TOWNSHIP OF MELANCTHON

<u>PROPOSED IMPROVEMENTS</u>		<u>ESTIMATED COST DISTRIBUTION</u>	
CONSTRUCTION	\$78,500.00		
ALLOWANCES TO OWNERS	\$6,975.00	TOTAL ESTIMATED COST	\$120,000.00
PREPARATION OF REPORT	\$21,500.00	LESS PROVINCIAL GRANT (1/3 OF ASSESSMENTS ON AGRICULTURAL LANDS)	\$39,833.00
MEETINGS AND PROCEDURE	\$1,500.00	LESS ALLOWANCES TO OWNERS	\$6,975.00
TENDERING AND CONSTRUCTION INSPECTION	\$8,750.00	ESTIMATED TOTAL NET COST TO PRIVATE LANDS	<u>\$73,192.00</u>
ADMINISTRATION AND FINANCING INCLUDING NET H.S.T.	\$2,775.00		
TOTAL ESTIMATED COST	<u>\$120,000.00</u>	<u>ESTIMATED NET COSTS</u>	
		PHYILAS RUIGROK ESTATE	+ \$1,325.00
		PETERVALE FARMS LTD.	\$74,517.00

**NOTICE OF A PUBLIC MEETING
TO INFORM THE PUBLIC OF A PROPOSED
ZONING BY-LAW AMENDMENT**

RECEIPT OF COMPLETE APPLICATION

TAKE NOTICE that Township of Melancthon has received a complete application to amend Municipal Zoning By-law 12-79. The purpose of the rezoning is to amend the Township's Comprehensive Zoning By-law to zone lands located in the North-East Half of Lot 16, Concession 7, S.W.T.S.R, located at 077384 7th Line SW for rural residential purposes in order to fulfill a condition of severance approval.

AND PURSUANT to Section 34 (10) of the Planning Act, the application file is available for review at the Municipal Office. Please contact the Municipal Clerk to arrange to review this file.

NOTICE OF PUBLIC MEETING WITH COUNCIL

TAKE NOTICE that the Council for The Corporation of the Township of Melancthon will be holding a public meeting (described below) under Section 34 of the Planning Act, R.S.O. 1990, c.P. 13 as amended, to allow the public to comment on the proposed Zoning By-law Amendment.

DATE AND LOCATION OF PUBLIC MEETING

Date: Thursday, January 12th, 2017
Time: 5:30 pm
Location: Township of Melancthon Municipal Office (Council Chambers)

DETAILS OF THE ZONING BY-LAW AMENDMENT

The application affects lands located in Part of Lot 16, Concession 7 S.W.T.S.R in the Township of Melancthon. A key map has been appended to this Notice which identifies the subject lands.

The purpose of the proposed by-law is to amend the Restricted Area (Zoning) By-Law No. 12-79 to rezone lands that were recently the subject of a severance approval (Consent B2/16). The severance created a new rural residential lot that was surplus to a farm operation so the purpose of the zoning amendment is to zone the new lot from the General Agricultural (A1) Zone to a Rural Residential Exception (RR-163) Zone. The purpose of the zone exception is to formalize that the agricultural building located on the severed lot is not permitted to be utilized for the keeping of livestock.

Information relating to this application is available at the Township of Melancthon Office for public review during regular office hours.

FURTHER INFORMATION AND MAP OF LAND SUBJECT TO THE APPLICATION

A key map has been appended that identifies the lands that are subject to this amendment. The applicant's survey is also available for review at the Township office.

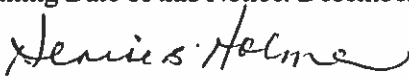
The purpose of this meeting is to ensure that sufficient information is made available to enable the public to generally understand the proposed Zoning By-law Amendment. Any person who attends the meeting shall be afforded an opportunity to make representations in respect of the proposed amendment.

If you wish to be notified of the decision of the Council for the Corporation of the Township of Melancthon in respect to the proposed Zoning By-law Amendment, you must submit a written request (with forwarding addresses) to the Clerk of the Township of Melancthon at 157101 Highway 10, Melancthon, Ontario, L9V 2E6 fax (519) 925-1110

If a person or public body files an appeal of a decision of the Council for the Corporation of the Township of Melancthon, as the approval authority in respect of the proposed Zoning By-law Amendment, but does not make oral submissions at a public meeting or make written submissions to Council before the proposed amendment is approved or refused, the Ontario Municipal Board may dismiss all or part of the appeal.

Further information regarding the proposed amendment is available to the public for inspection at the Township of Melancthon Municipal Office on Monday to Friday, between the hours of 8:30 a.m. and 4:30 p.m.

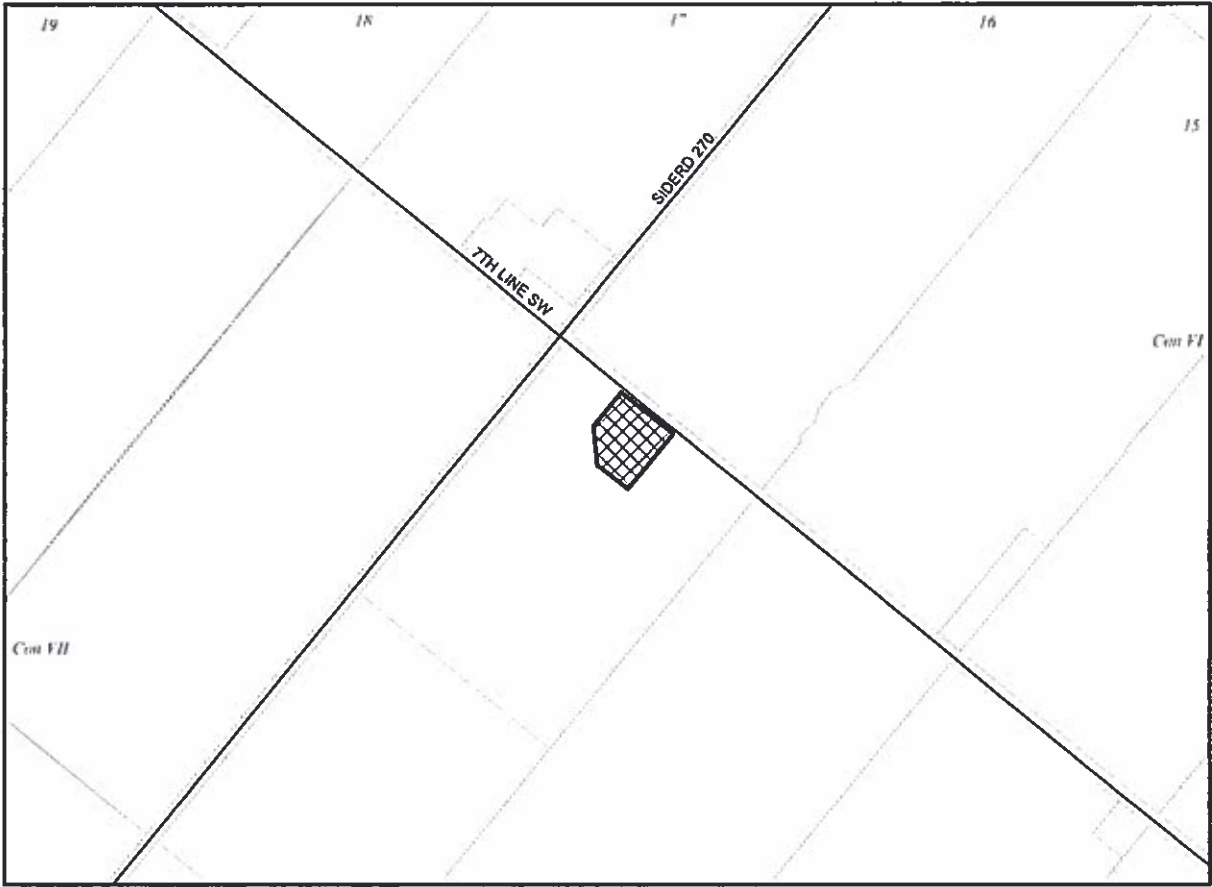
Mailing Date of this Notice: December 16, 2016


Denise Holmes, CAO
Township of Melancthon

DEL 3.

JAN 12 2017

LANDS SUBJECT TO APPLICATION FOR
ZONING BY-LAW AMENDMENT



 Subject Lands