



# TOWNSHIP OF MELANCTHON

## A G E N D A

Thursday, November 2, 2017 - 5:00 p.m.

1. **Call to Order**
2. **Announcements**
3. **Additions/Deletions/Approval of Agenda**
4. **Declaration of Pecuniary Interest and the General Nature Thereof**
5. **Approval of Draft Minutes - October 5, 2017**
6. **Business Arising from Minutes**
7. **Point of Privilege or Personal Privilege**
8. **Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
9. **Public Works**
  1. Accounts
  2. Calcium Chloride Contract Extension Offer, dated October 25, 2017
  3. Review of the 4<sup>th</sup> Line O.S. Road Counter Report
  4. Other
10. **Planning**
  1. Applications to Permit
  2. Other
11. **Police Services Board**

***\*\*Community Policing Meeting - Tuesday, November 14, 2017 - 7:00 p.m. - 9:00 p.m. - Horning's Mills Community Hall\*\****
12. **Committee Reports**
13. **Correspondence**

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

1. Shelburne & District Fire Board Meeting - July 4, 2017
2. Shelburne & District Fire Board Meeting - September 5, 2017
3. Centre Dufferin Recreation Complex Board Meeting - August 23, 2017

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

1. Notification from Ministry of Agriculture, Food and Rural Affairs, dated October 12, 2017, Re. Notification of NASM Plan Approval
2. AMO's 2016 Federal Gas Tax Fund Annual Report, dated October 20, 2017
3. Email from The Township of Drummond/North Elmsley, dated October 25, 2017, Re. Passed Resolution for Bill 148, Proposed to on-call provisions in the Employment Standards Act
4. Letter from Tom Pridham, P. Eng. Drainage Engineer, R. J. Burnside & Associates Limited, dated October 11, 2017, Re: Drainage Superintendent Services
5. Letter from Ministry of Agriculture, Food and Rural Affairs, dated October 2017, Re. Ontario Community Infrastructure Fund Formula Component - Revised Funding Allocation Notice
6. Correspondence from The Corporation of the Municipality of Killarney, dated October 11, 2017, Re. Resolution passed to support the Resolution passed by the Town of Halton

- Hills regarding Zero Tolerance Against Racism
7. Email from Ministry of Natural Resources & Forestry, dated October 13, 2017, Re. Proposed regulation change under the Oil, Gas and Salt Resources Act
  8. 2018, ROMA Speaks Conference Information for Rural Ontario Municipal Association

**\* Items for Council Action**

1. Email from Kim Fraser, CDRC Facility Administration Manager, dated October 18, 2017, Re. CDRC 2018 Budget
2. Request for Support from the Royal Canadian Legion Branch 220, Shelburne, dated October 12, 2017, Re. Shelburne Legion Poppy Campaign
3. Request for Comments from Niagara Escarpment Commission, dated October 17, 2017, Re. Jim & Gwendolyn Funston Application, Part Lot 16, Concession 2 O.S. Parcel 1
4. Request for Comments from Niagara Escarpment Commission, dated October 17, 2017, Re. Jim & Gwendolyn Funston Application, Part Lot 16, Concession 2 O.S. Parcel 2

**14. General Business**

1. Accounts
2. New/Other Business/Additions
  1. Request from MaryAnn Lowry, suggestion of names of people to contact to become founding members of the Dufferin County Foundation
  2. Township Appreciation Night
3. Unfinished Business
  1. Asset Management Plan
  2. Mulmur Melancthon Fire Department 2018 Budget
  3. Draft Parking By-law

**15. Delegations**

**16. Closed Session**

1. Adoption of the Draft Minutes of October 5, 2017
2. A proposed or pending acquisition or disposition of land by the municipality or local board - Inquiries regarding Lot 86, Plan 23A - Argyle Street, Corbetton
3. Personal matters about an identifiable individual, including municipal or local board employees - Horning's Mills Cemetery

**17. Third Reading of By-laws (if required)**

**18. Notice of Motion**

**19. Confirmation By-law**

**20. Adjournment and Date of Next Meeting - Thursday, November 19, 2017 - 5:00 p.m.**

**21. On Sites**

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

## Denise Holmes

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**From:** Travis Luiting <travis@daleegroup.com>  
**Sent:** Wednesday, October 25, 2017 12:30 PM  
**To:** Denise Holmes, AMCT (dholmes@melancthontownship.ca)  
**Subject:** Calcium Chloride Contract Extension Offer  
**Attachments:** MELANCTHON 2018 CONTRACT EXTENSION OFFER.pdf

Hi Denise,

We are in a position to offer a contract extension for calcium chloride for 2018. Same price as this year (Please see attached). You'll notice that we've offered to hold the price for 2 years if council was agreeable to it. That is not a deal breaker. If council is interested in just one year, that is just fine, we would be agreeable to that as well. Please let me know if this is something council would be interested in pursuing.

Let me know please.

Best Regards,

Travis

Travis Luiting  
Municipal Sales Manager



Da-Lee

350 Jones Road, Stoney Creek, ON Canada L8E 5N2  
T 519.524.5903 F 519.524.5485 TF 1.800.268.4490  
C 519.525.0258 [www.DaLeeGroup.com](http://www.DaLeeGroup.com)

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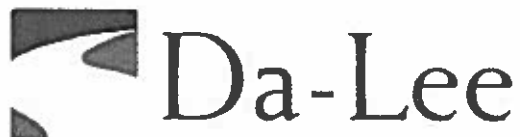
**To:** [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)  
**From:** [travis@daleegroup.com](mailto:travis@daleegroup.com)

Message Score: 55  
My Spam Blocking Level: High

High (60): Pass  
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www.DaLeeGroup.com

350 Jones Road, Stoney Creek, ON Canada L8E 5N2  
T 905.643.1135 F 905.643.2299 TF 1.800.268.4490

October 25, 2017

**Township of Melancthon**  
157101 Hwy #10, RR#6  
Shelburne, Ontario  
L0N 1S9  
Fax: (519) 925-1110

**Site: Same**

**Attention: Denise Holmes** [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)  
**Subject: Tender Contract Extension**

Da-Lee Dust Control would like to propose to the Township of Melancthon a contract extension for 35% Calcium Chloride. We propose a 2 year extension to our existing Tender Contract.

**Scope of Work**

- i. Supply, Delivery, and Application of 35% Liquid Calcium Chloride to your gravel roads for 2018 & 2019 at the held 2017 price

**Supply, Delivery & Application of 35% Liquid Calcium Chloride**

<u>Dust Suppressant</u>	<u>Price per Unit</u>	<u>Estimated Quantity</u>	<u>Minimum Load Size</u>
35% Liquid Calcium Chloride	\$0.219/Litre	260,000 Litres	N/A

\*Estimates are based on quantities from previous years.

Da-Lee values the relationship we have with the Township and would like to extend our contract. If the municipality is open to one year as opposed to two years extension, we will honour that as well.

Sincerely,

Travis Luiting  
Municipal Sales Manager

Customer Name: \_\_\_\_\_  
I have read and agree to the Terms & Conditions of Sale,

Signature: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Description:4th line OS between Highway 10 & 89

Start Date/Time:04-10-2017 09:45

End Date/Time:19-10-2017 07:30

	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7	Class 8	Class 9	Class 10	Class 11	Class 12	Class 13	Class 14	Class 15	All Classes
04/10/2017	1	139	34	0	13	6	0	1	3	0	0	0	1	0	0	198
05/10/2017	4	297	60	3	13	25	1	5	2	0	0	0	0	0	0	410
06/10/2017	12	281	62	3	20	22	0	7	7	5	0	0	0	0	0	419
07/10/2027	19	182	44	0	5	21	0	5	3	0	0	0	0	0	0	279
08/10/2017	13	226	40	0	3	6	0	5	0	0	0	0	0	0	0	293
09/10/2017	14	302	36	1	3	12	1	9	0	0	0	0	0	0	0	378
10/10/2017	33	232	54	3	12	35	1	1	4	0	0	0	0	0	0	375
11/10/2017	12	208	40	3	10	16	0	2	0	0	0	0	0	0	0	291
12/10/2017	12	241	49	5	9	22	0	3	0	0	0	0	1	0	0	342
13/10/2017	21	243	43	2	12	27	0	3	1	1	0	0	0	0	0	353
14/10/2017	10	198	41	0	5	16	0	2	2	1	0	0	0	0	0	275
15/10/2017	8	182	18	0	3	6	0	0	0	0	0	0	0	0	0	217
16/10/2017	24	218	40	6	16	13	0	0	1	0	0	0	0	0	0	318
17/10/2017	53	216	31	5	14	18	0	2	0	0	0	0	0	0	0	339
18/10/2017	67	195	20	7	15	26	1	1	2	0	0	0	0	0	0	334
19/10/2017	10	30	5	3	1	3	0	0	0	0	0	0	0	0	0	52
TOTAL	313	3390	617	41	154	274	4	46	25	7	0	0	2	0	0	4873
PERCENTAGE	6.42%	69.57%	12.66%	0.84%	3.16%	5.62%	0.08%	0.94%	0.51%	0.14%	0.00%	0.00%	0.04%	0.00%	0.00%	100.00%

TRUCKS 512 PERCENTAGE 10.51%

TRUCKS ANYTIME DURING DAY A LOT BETWEEN 6:15 & 10:45, OR 15:0 TO 22:00  
(Potato trucks may have increased the numbers in Class 5 & 6.)

**APPLICATIONS TO PERMIT FOR APPROVAL**  
**November 2, 2017 COUNCIL MEETING**

<b>PROPERTY OWNER</b>	<b>PROPERTY DESCRIPTION</b>	<b>TYPE OF STRUCTURE</b>	<b>DOLLAR VALUE</b>	<b>D.C.'s</b>	<b>COMMENTS</b>
Alan & Hazel Bundell	West Part Lot 13, Concession 5 N.E. 237277 4th Line N.E., Melancthon, ON, L9V 2J4	New House with attached garage & Solar system 4843 Square Feet	\$466,000.00	Yes	

## **SHELBURNE & DISTRICT FIRE BOARD**

July 4, 2017

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

### **Present**

As per attendance record.

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

- 1.1 Second Vice Chair, Gail Little, called the meeting to order at 7:02 pm.

#### **2. Additions or Deletions**

None.

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

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

Moved by W. Mills – Seconded by P. Mills

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as presented.

**Carried**

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

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

Moved by H. Foster – Seconded by K. McGhee

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of June 6, 2017 as circulated.

**Carried**

#### **5. Pecuniary Interest**

- 5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No public present.

7. **Delegations / Deputations**

7.1 No delegations present.

9. **New Business**

9.1 Town of Shelburne Community Emergency Management Coordinator

The Chief advised the Board that he received an email from the Town of Shelburne's CAO asking if the Chief would take over the role of Emergency Management Coordinator for the Town of Shelburne.

The Board discussed this matter and agreed on a temporary basis, but also requested that the Chief contact the other participating municipalities to offer the same services to each of them.

**Resolution # 3**

Moved by J. Horner – Seconded by W. Hannon

**BE IT RESOLVED THAT:**

The Shelburne and District Fire Board support the appointment of Chief Brad Lemaich, CEMC, as Shelburne's Emergency Management Representative on a temporary basis.

**Carried**

8.0 **Unfinished Business**

8.1 **Personnel Matters – Closed Session**

**Resolution # 4**

Moved by W. Mills – Seconded by P. Mills

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board do now go "in camera" to discuss the following at 7:25 pm:

Personnel Matters about an identifiable individual, including municipal or local board employees.

**Carried**



**Resolution # 5**

Moved by K. McGhee – Seconded by J. Horner

BE IT RESOLVED THAT:

We do now rise and report progress at 7:39 pm.

**Carried**

**Resolution # 6**

Moved by K. McGhee – Seconded by J. Horner

BE IT RESOLVED THAT:

As recommended by the Staffing Review Committee and endorsed by the Fire Chief, it is recommended that Jeff Clayton be appointed as volunteer Deputy Fire Chief commencing at a mutually agreeable date.

AND THAT Compensation will be based on the March 3, 2017 adopted Salary Schedule (attached).

**Carried**

The Board thanks the committee for their time and hard work in getting the position filled.

**10.0 Confirming and Adjournment****10.1 Resolution # 7**

Moved by K. McGhee – Seconded by H. Foster

BE IT RESOLVED THAT:

All actions of the Board Members and Officers of the Shelburne and District Fire Board of Management, with respect to every matter addressed and/or adopted by the Board on the above date are hereby adopted, ratified and confirmed;

And each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed.

**Carried**

**10.2 Resolution # 8**

Moved by W. Hannon – Seconded by W. Mills

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 7:45 pm to meet again on September 5, 2017 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

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Janice Elliott  
Vice Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

### Meeting Attendance Record Under Date of July 4, 2017

<b>Municipality / Member</b>	<b>Present</b>	<b>Absent</b>
<b>Township of Amaranth</b>		
Heather Foster	X	
Gail Little	X	
<b>Town of Mono</b>		
Ken McGhee	X	
Fred Nix		X
<b>Township of Melancthon</b>		
Janice Elliott		X
Wayne Hannon	X	
<b>Town of Shelburne</b>		
Tom Egan		X
Wade Mills	X	
<b>Township of Mulmur</b>		
Paul Mills	X	
Janet Horner	X	
<b>Staff</b>		
Brad Lemaich – Fire Chief	X	
Nicole Hill – Sec/Treas.	X	

## **SHELBURNE & DISTRICT FIRE BOARD**

September 5, 2017

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

### **Present**

As per attendance record.

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

- 1.1 Vice Chair, Janice Elliott, called the meeting to order at 7:01 pm.

#### **2. Additions or Deletions**

Add 8.6 MTO (ARIS) Update.

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

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

Moved by W. Benotto – Seconded by F. Nix

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as amended.

**Carried**

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

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

Moved by P. Mills – Seconded by W. Mills

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of July 4, 2017 as amended.

**Carried**

#### **5. Pecuniary Interest**

- 5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No public present.

7. **Delegations / Deputations**

7.1 No delegations present.

8.0 **Unfinished Business**

8.1 **Deputy Fire Chief Recruitment**

Brad Lemaich, Fire Chief introduced the new Deputy Fire Chief, Jeff Clayton, to the Board and the Board welcomed Jeff.

8.2 **Board Agreement**

Deferred to the next meeting.

8.3 **2018 Truck Replacement**

The Chief clarified that this will be an addition, not a replacement which will allow municipalities to draw from development money. The Board has to prepare a budget and it's up to each municipality to decide where the money comes from to pay for it.

The Board inquired as to whether there may savings if Rosemont and Grand Valley each purchase a truck as well.

**Resolution # 3**

Moved by F. Nix – Seconded by W. Benotto

BE IT RESOLVED THAT:

The Chief be authorized to begin the process of acquiring an additional pumper for the fleet.

**Carried**

8.4 **Emergency Management Coordinator Update**

The Chief advised the Board that he offered his services as Emergency Management Coordinator to Amaranth, Melancthon, Mono and Mulmur but they have not accepted.

## 8.5 Human Rights in the Workplace Policy

### Resolution # 4

Moved by W. Benotto – Seconded by F. Nix

BE IT RESOLVED THAT:

The Shelburne and District Fire Board receives and adopts the Human Rights in the Workplace Policy # 2017-01.

**Carried**

## 8.6 MTO (ARIS) Update

The Secretary updated the Board that it has been a very slow process.

## 9. New Business

### 9.1 Signing Authority

The Board advised that they would like to have Gail Little added for signing authority and that Janice Elliott be appointed to Chair of the Board.

### Resolution # 5

Moved by W. Benotto – Seconded by K. McGhee

BE IT RESOLVED THAT:

Janice Elliott be appointed Chair for the balance of 2017 from this date forward and that Gail Little be appointed Vice Chair for the balance of 2017 from this date forward.

**Carried**

### 9.2 IT Services Contract

### Resolution # 6

Moved by K. McGhee – Seconded by P. Mills

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management authorizes Chair Janice Elliott to sign the Memorandum of Understanding for IT Services with the County of Dufferin as presented.

**Carried**

### 9.3 Orangeville Police Services 2017 – 2018 “Tone Out” Agreement

Mayor Mills feels that we should try to renegotiate. The Chief feels like we are being charged a fair rate.

The Board would like a letter sent to Orangeville Police Services requesting a breakdown of how they came to the figure.

#### **Resolution # 7**

Moved by K. McGhee – Seconded by W. Mills

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management authorizes Chair Janice Elliott and Fire Chief Brad Lemaich to sign the 2017/2018 Communication Agreement with the Orangeville Police Services Board for the period of July 18<sup>th</sup>, 2017 to July 18<sup>th</sup>, 2018 as presented.

**Carried**

### 9.4 Volunteer Firefighter Recruitment

#### **Resolution # 8**

Moved by F. Nix – Seconded by W. Benotto

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management hire the following new recruits effective September 1<sup>st</sup>, 2017:

- 1) Chad Abra
- 2) Owen Bennington
- 3) Mark Cross
- 4) Luke Downey

AND THAT the following new recruits be hired in reserve effective September 1<sup>st</sup>, 2017:

- 1) O'Brian Campbell
- 2) Joel Chisholm

**Carried**

### 9.5 Trial Balance as of August 30, 2017

The Board reviewed the Trial Balance. We will most likely go over in Fire Call wages, the Board inquired if there are any items where we might be under budget; we might be under in Insurance.

## 9.6 2018 Draft Budget

Vice Chair, Gail Little inquired as to if we can bill back to each municipality for site plan reviews? Currently it is paid through budgeted wages.

Gail Little and Ken McGhee feel like each municipality should be invoiced for FPO related duties.

The Board would like to explore the option of using a company that will re-coup costs from house fires for a fee.

The Secretary advised that there is currently nothing in place to make sure we are reimbursed for inspections.

## 10.0 Chief's Report:

### 10.1 Monthly Reports – June, July & August 2017

There were a total of 18 calls for the month of June.

There were a total of 30 calls for the month of July.

There were a total of 22 calls for the month of August.

### 10.2 Update from Fire Chief

The Chief hosted a media event for the donation of 150 C.O. alarms from the Insurance Bureau and the MP. Attended and presented at the Dufferin Seniors expo at Dufferin Oaks hosted by the MP. Attended various community events.

## 11. Future Business:

### 11.1 None at this time.

## 12. Accounts & Payroll – June, July & August 2017

### 12.1 Resolution # 9

Moved by W. Mills – Seconded by P. Mills

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$45,079.98 for the period of June 2, 2017 to August 30, 2017 as presented and attached be approved for payment.

**Carried**



## 12.2 Resolution # 10

Moved by W. Mills – Seconded by P. Mills

**BE IT RESOLVED THAT:**

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

June 2017 - \$19,634.37  
 July 2017 - \$25,481.83  
 August 2017 - \$26,336.21

**Carried**

## 13. Confirming and Adjournment

### 13.1 Resolution # 11

Moved by P. Mills – Seconded by W. Mills

**BE IT RESOLVED THAT:**

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

**Carried**

### 13.2 Resolution # 12

Moved by P. Mills – Seconded by W. Mills

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 9:42 pm to meet again on October 3, 2017 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
 Secretary-Treasurer

---

Janice Elliott  
 Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

### Meeting Attendance Record Under Date of September 5, 2017

<b>Municipality / Member</b>	<b>Present</b>	<b>Absent</b>
<b>Township of Amaranth</b>		
Heather Foster		X
Gail Little	X	
<b>Town of Mono</b>		
Ken McGhee	X	
Fred Nix	X	
<b>Township of Melancthon</b>		
Janice Elliott	X	
Wayne Hannon		X
<b>Town of Shelburne</b>		
Walter Benotto	X	
Wade Mills	X	
<b>Township of Mulmur</b>		
Paul Mills	X	
Janet Horner		X
<b>Staff</b>		
Brad Lemaich – Fire Chief	X	
Nicole Hill – Sec/Treas.	X	
Jeff Clayton – Deputy Chief	X	

**CENTRE DUFFERIN RECREATION COMPLEX**

**BOARD OF MANAGEMENT**

**Minutes of the Regular meeting held August 23, 2017 at the CDRC**

<b>Attendance:</b>	Walter Benotto	Shelburne
	Randy Chambers	Shelburne
	AJ Cavey	Shelburne
	Heather Foster	Amaranth
	Chris Gerrits	Amaranth
	Laura Ryan	Mono
	Janice Elliot	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

**Absent:** Dan Sample and Ron Webster

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

**Declaration of Pecuniary Interests:**

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

**Agenda:**

**MOTION #1** – Moved by W. Benotto seconded by AJ Cavey. Be it resolved we approve the agenda dated August 23, 2017 as circulated and presented.  
Carried

**Discussion of Minutes of Previous Meetings:**

**MOTION #2** – Moved by H. Foster seconded by W. Benotto. That the minutes of the CDRC Board of Management regular board meeting held June 28, 2017 be approved as presented and circulated.  
Carried

**Correspondence:**

- Letter from the Township of Amaranth regarding roof replacement funding
- Shelburne Police Services Board Business Plan for 2017-2019

**MOTION #3** – Moved by R. Chambers seconded by AJ Cavey. That correspondence is received and placed on file.  
Carried

BD/comm#3  
NOV 02 2017

**Finance Committee Report:**

A CDRC 2018 Draft Budget was circulated and presented. Discussion took place on a recommendation on how to fund the 2018 budget and future years, given the capital forecast (eg. Roof repair) that has been provided. Two examples were presented. Scenario 1: Build up a reserve to be able to fund the roof repairs and parking lot paving. Scenario 2: We do not build a reserve to fund the major capital expenditures, but give the municipalities notice that 2021 and 2022 will require major increase to funding requirements. It was suggested that a policy be established for capital reserve.

**MOTION #4** – Moved by AJ Cavey seconded by H. Foster. That the bills and accounts as presented in the amount of \$156,565.73 be approved and paid.

Carried

Chairman, C. Gerrits arrives at 5:45pm and assumes chair of the meeting

**Facility Administration Manager's Report:**

See Schedule A

**MOTION #5** – Moved by W. Benotto seconded by R. Chambers. That we receive the report from the Facility Administration Manager.

Carried

**Facility Maintenance Manager's Report:**

See Schedule B

**MOTION #6** – Moved by R. Chambers seconded by L. Ryan. That the Facility Maintenance Manager be authorized to make the necessary repairs to the "back stairs" at an upset limit of \$6,000.00 and subject to approval of the Building Department.

Carried

**MOTION #7** – Moved by R. Chambers seconded by H. Foster. That we receive the report from the Facility Maintenance Manager.

Carried

**New Business:**

**2017-2018 Winter Snow Maintenance:**

Martin's Property Maintenance will renew his services for the upcoming 2017-2018 winter season.

**MOTION #8** – Moved by R. Chambers seconded by L. Ryan. That the contract with Martin's Property Maintenance be renewed for the 2017/2018 season.

Carried

**Confirmation by By-law**

**MOTION #9** – Moved by H. Foster seconded by W. Benotto. Be it resolved that leave be given for the reading and enacting of by-law #07-2017 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held August 23, 2017.

Carried

**Adjournment:**

**MOTION #10**-Moved by W. Benotto seconded by R Chambers. That we now adjourn at 6:55pm to meet again on September 27, 2017 at 5:30pm, or at the call of the chair.

Carried

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Secretary - Treasurer

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Chairperson

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Dated

SCHEDULE 'A'

Facility Administration Managers Report – August 23, 2017

Pool/Day Camp:

Sessions 1, 2 and 3 swimming lessons were busy and ran well. Session 4 will finish on August 25, 2017

The CDRC Day Camp was at capacity throughout the season and ran well. The Day Camp will finish on August 25, 2017

Canada Summer Jobs (CSJ) 2017 conducted a mandatory on-site monitor on July 13, 2017

New Business:

The Town of Shelburne is working on a Rural Economic Development (RED) grant application that will assist with up to 50% funding of soft costs to develop a new website. The CDRC has been invited to be part of the process as a co-applicant and have our own section/page. The CDRC will be asked to contribute a minimum of \$3,000 to the website design.

I will not proceed with a 2017/2018 Fall/Winter Recreation Guide. At this time, there is not enough content to warrant a production. Any CDRC content can be posted on the website and shared on social media. A 2018 Spring/Summer Recreation Guide will be considered.

A representative from Elections Ontario came in on July 27, 2017 to view the CDRC facility for an upcoming provincial election in 2018.

Ice rentals are scheduled to begin on September 5, 2017. Four (4) ice party packages are already booked.

Shelburne Kinette Club has graciously donated \$400 to the CDRC to repair the outdoor bleachers overlooking the swimming pool. A thank you card will be sent.

Due to work commitments and medical reasons, Andrew MacRae from the Wolves Den Pro Shop is seeking a buyer to sublet the Pro Shop space. Andrew will keep me informed.

Action Items

No report

Kim Fraser  
Facility Administration Manager

## SCHEDULE 'B'

### Facility Maintenance Managers Report – August 23, 2017

#### SAFETY:

There were no worker safety incidents.

#### ARENA:

Start-up ice plant Thursday Aug 25, 2017

Cross ice divider no update. I do not expect an issue.

#### BUILDING:

Back stair only I quote received of \$15,850.00 feel its high would like to do ourselves have done some pricing material to cost approx. \$4,000.00 less a door.

New door cost \$3,500.00 have seen used doors for less than \$500.00 will also ask roofers to tie in knee wall on t & c with some tar while on site.

Boiler, leak in heat exchanger, boiler is obsolete new boiler required \$12,750.00

Original cost to install all 3 boilers in 2008 was \$85,000.00

#### POOL: Pool no issues.

Friday Sept 1, 2017 last day of pool usage. Prepping for winterization.

GROUNDS: Kinettes funded the replaced of the outside bleachers bench boards and paint to brighten up top sponsor board.

#### GENERAL INFORMATION:

Heritage Music Festival went well no issues.

Changing Fire and safety service provider to Orangeville Fire Equipment.

Annual service fee less, labour charges less, no travel time or truck service fee local with some employees in town for quicker service.

Working on budget.

#### NEW BUSINESS

Discuss water treatment program and monitoring for preventative maintenance on water systems. See attachment.

#### Action Item

Documented Heritage Music Festival set up procedure and man power.

Marty Lamers

Facility Maintenance Manager

Ministry of Agriculture,  
Food and Rural Affairs

Ministère de l'Agriculture,  
de l'Alimentation et  
des Affaires rurales

1 Stone Road West  
Guelph, Ontario N1G 4Y2  
Tel: 877-424-1300  
Fax: 519-826-3259

1 Stone Road West  
Guelph (Ontario) N1G 4Y2  
Tél. : 877-424-1300  
Télec. : 519-826-3259



Ontario



## Environmental Management Branch

October 12, 2017

Township of Melancthon  
c/o Denise Holmes, Clerk  
157101 Hwy 10  
Melancthon, ON L9V 2E6

### RE: Notification of NASM Plan Approval

This is to inform you that a NASM Plan has been approved in your municipality.

Approval has been granted to : Blydorp Farms Ltd., c/o Jonathon Blydorp  
Date Approved: October 10, 2017  
Address: [REDACTED]

The NASM Plan has been assigned reference number 23166.

The approved NASM Plan will expire on December 31, 2021.

The NASM Plan refers to the following NASM and land application sites:

NASM		
Description	Source	Category
Sewage Biosolids	Town of New Tecumseth, Alliston Region	3
Sewage Biosolids	OCWA Arthur	3
Sewage Biosolids	Corporation of the City of Barrie	3
Sewage Biosolids	Town of the Blue Mountains	3
Sewage Biosolids	Corporation of the City of Barrie, Oro Station	3
Sewage Biosolids	OCWA Grand Valley	3
Sewage Biosolids	Innservices Utilities Inc., Innisfil	3
Sewage Biosolids	Township of Ramara, Brechin	3
Sewage Biosolids	OCWA Meaford	3
Sewage Biosolids	OCWA Mount Forest	3
Sewage Biosolids	City of Orillia	3
Sewage Biosolids	OCWA Shelburne	3
Sewage Biosolids	The Town of New Tecumseth, Tottenham	3

Land Application Sites			
Concession	Lot	Geotownship	Roll number
4	1	Melancthon	221900000610200

...2

Info#1  
NOV 02 2017



Good Things  
Grow in Ontario  
À bonne terre,  
bons produits





For more information or questions about compliance and enforcement, visit the Ministry of the Environment's website: [www.ontario.ca/nasm-moe](http://www.ontario.ca/nasm-moe) or call 1-800-565-4923.

For more information about training, certification, education and NASM Plan approvals, visit the Ontario Ministry of Agriculture, Food and Rural Affairs' website: [www.ontario.ca/nasm-omafra](http://www.ontario.ca/nasm-omafra) or call 1-877-424-1300.



L.A. Senyshyn, Director  
Section 28, O. Reg. 267/03, as amended

c: Andrew Barrie, OMAFRA Field Specialist  
Travis Burns, MOECC District Office

## Denise Holmes

---

**From:** Federal Gas Tax Program <GasTax@amo.on.ca>  
**Sent:** Friday, October 20, 2017 3:02 PM  
**To:** dwhite@melancthontownship.ca  
**Cc:** dholmes@melancthontownship.ca; watkinson@melancthontownship.ca  
**Subject:** AMO's 2016 federal Gas Tax Fund Annual Report

Dear Mayor White:

I am pleased to provide you with a link to [AMO's federal Gas Tax Fund Annual Report](#) for the year ending December 31, 2016 and I encourage you to share it with your local Council.

To highlight its importance, in 2016, the Township of Melancthon:

- Received \$86,315 from the federal Gas Tax Fund;
- Invested \$100,000 to enhance the community; and
- Carried \$35,196 forward to finance future projects.

Since the Fund was established in 2005, the Township of Melancthon has leveraged \$929,046 to support seven infrastructure and capacity building projects worth \$1,698,259.

AMO's next report on the federal Gas Tax Fund will describe the outcomes achieved by your municipality's investments.

In 2016, Ontario's municipal governments, excluding Toronto, invested \$647 million from the Fund in more than 1,200 local infrastructure and capacity building projects. Investments reported on in 2016 include:

- \$103 million to support the construction and repair of 1,522 lane km of roads serving 1,506,687 residents;
- \$26 million to support the purchase or refurbishment of 186 public transit buses, contributing to a 7.5% increase in ridership, and 100,000 more hours of service; and
- \$7.5 million to support the installation of 15,601 high-efficiency LED streetlights, contributing to a reduction of 6.62 GWh in annual energy consumption.

By [tracking our progress](#), we can demonstrate that local investments are fostering economic growth, promoting a cleaner environment, and building stronger communities. AMO's report on project outcomes will be released in 2018.

Should you have any questions, please feel free to contact AMO's Executive Director, Pat Vanini at 416-971-9856 or [pvanini@amo.on.ca](mailto:pvanini@amo.on.ca).

Sincerely,

Lynn Dollin  
AMO President

c. Denise B. Holmes  
c. Wendy Atkinson

## Denise Holmes

---

**From:** Cathy Ryder <cryder@dnetworktownship.ca>  
**Sent:** Wednesday, October 25, 2017 2:48 PM  
**Subject:** Bill 148 Resolution

Please be advised the Council of the Corporation of The Township of Drummond/North Elmsley passed the following resolution at its Council meeting of October 24, 2017:

MOVED BY: Steve Fournier                      RESOLUTION NO: 2017-125  
SECONDED BY: George Sachs                  DATE: October 24, 2107

**WHEREAS** changes proposed to on-call provisions in the Employment Standards Act by Bill 148 will result in exorbitant tax increases to maintain fire prevention services and on-call system for snow plowing and road maintenance in a rural municipality; and

**WHEREAS** many Ontario municipalities will be unable to afford these services if this change is enacted; and

**WHEREAS** the Association of Municipalities of Ontario has submitted a position paper to the Ontario government specifically requesting the exemption of all municipal employees who are required to be on call to provide statutorily mandated public safety services;

**NOW THEREFORE BE IT RESOLVED THAT** The Township of Drummond/North Elmsley requests that all municipal employees be specifically exempted from the on-call changes proposed by Bill 148; and

**FURTHERMORE THAT** the Township of Drummond/North Elmsley request that the government of Ontario conduct a full economic impact study of Bill 148 to study the effect of the Bill on businesses and municipalities across Ontario; and

**FURTHERMORE THAT** this resolution be circulated to Premier Kathleen Wynne, Minister of Labour Kevin Daniel Flynn, the Association of Municipalities of Ontario and all Ontario municipalities.

Thank you.

Cathy Ryder, CMO  
Deputy Clerk / HR  
Township of Drummond/North Elmsley  
310 Port Elmsley Road, RR#5  
Perth, Ontario K7H 3C7  
Phone: (613) 267-6500 Ext 251; Fax (613) 267-2083

Cathy Ryder, CMO  
Deputy Clerk / HR  
Township of Drummond/North Elmsley

310 Port Elmsley Road, RR#5  
Perth, Ontario K7H 3C7  
Phone: (613) 267-6500 Ext 251; Fax (613) 267-2083

---

Total Control Panel

[Login](#)

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

Message Score: 15

High (60): Pass

From: [cryder@dnetworkship.ca](mailto:cryder@dnetworkship.ca)

My Spam Blocking Level: High

Medium (75): Pass

Low (90): Pass

[Block](#) this sender

[Block](#) dnetworkship.ca

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



BURNSIDE

[THE DIFFERENCE IS OUR PEOPLE]



October 11, 2017

**Via: Mail**

Ms. Wendy Atkinson  
Treasurer/Deputy Clerk  
Township of Melancthon  
157101 Highway No. 10  
Melancthon ON L9V 2E6

Dear Wendy:

**Re: Drainage Superintendent Services**  
**File No.: D-ME-SUP**  
**Project No.: MSO019743.2017**

As we are into the last quarter of the business year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from July 1, 2017 through September 30, 2017.

The work undertaken during this period includes the following:

**July 2017**

- Obtain nuisance beaver form from Robson for trapping and dam removal on McNabb Drain. Forward to County for action.
- Concern request from Department of Fisheries and Oceans regarding Broster Drain proposed work. General discussion with DFO representative regarding cleanout procedures.
- Request from Hunking regarding maintenance for Broster Drain. General discussion regarding required cleanout including procedure and timing.
- Received with conditions, signed DFO "Notification of Drain Maintenance or Repair" form for proposed Broster "B" Drain cleanout.
- Received Council's resolution to investigate Amos Drain regarding request from Bauman for a drain cleanout. Review drain file. On-site to drain for discussion with owner and complete field investigation regarding existing conditions. Obtain current ownership for drain plan from Township staff.
- Request from OMAFRA regarding Maintenance Grant application pertaining to Christie Johnston Ext. Drain. Review Drain file and provide information to them.
- Received Council's resolution to investigate Broster Drain regarding request from Rose for drain cleanout. Review governing drain file of 1932. Discussion with owner and with Public Works regarding existing flooding conditions.

Info#4  
NOV 02 2017

- Request from Tiling Contractor regarding Gordon Drain needs cleaning for tile outlet. General discussion regarding procedure under the Act. Review Drain file.
- On-site to Gordon Drain for field investigation of existing conditions and general discussion with owners regarding cleanout concerns.
- Obtain current ownerships from Township staff for proposed cleanout work on Amos Drain. Update and revise the drainage plan with the new owners and assist staff with preparation of levying schedule.

### **August 2017**

- Request from Ont. Ltd. regarding Broster Drain proposed cleanout and timing for the work. General discussion with owners regarding their concerns.
- Complete recommendation letter with cost estimate for Amos Drain cleanout including form letter for affected owners and updated plan showing proposed maintenance location. Submit to Clerk for Council's review.
- Complete "Notification of Drain Maintenance or Repair" form for proposed cleanout of Amos Drain and submit to Department of Fisheries and Oceans and to Conservation Authority for review.
- Received Council's resolution to investigate Gordon Drain regarding request from Blydorp for a drain cleanout. Obtain current ownerships from Township staff for proposed cleanout work. Update and revise the drainage plan with the new owners and assist staff with preparation of levying schedule.
- Complete recommendation letter with cost estimate for Gordon Drain cleanout including form letter for affected owners and updated plan showing proposed maintenance location. Submit to Clerk for Council's review.
- Complete "Notification of Drain Maintenance or Repair" form for proposed cleanout of Gordon Drain and submit to Department of Fisheries and Oceans and to Conservation Authority for review.

### **September 2017**

- Notify DFO representative regarding outstanding "Notification of Drain Maintenance or Repair" form for Atkinson Drain and for Keating Drain.
- On-site to Amos Drain with DFO biologists for site specific review regarding proposed cleanout.
- Request from DFO representative regarding timing for Gordon Drain cleanout and possible site specific review of impact channel.
- General discussion with Winters' regarding tenant's cropping and timing for Broster Drain proposed cleanout.
- Request from County representative regarding high water-levels at County Road No. 21 due to beaver dam in downstream McNabb Drain. General discussion with trapper regarding urgency in removing the beaver and opening the dam.
- Received authorized DFO "Notification of Drain Maintenance or Repair" form for Keating Drain proposed cleanout.
- Request from Department of Fisheries and Oceans regarding no record of Atkinson Drain on Con. 8 NE and no drain classification. Need updating of OMAFRA municipal drainage plans. Forward information to them.
- Notice from DFO regarding Gordon Drain receiving stream classification and site specific review required. General discussion regarding cleanout procedures.

As you are aware, the cost of employing a Drainage Superintendent is eligible for a 50% grant. The Ministry has requested that the grant application be submitted yearly. As such the application will be completed for you at year's end.

Should you have any questions, or if we can be of any further assistance, please call.

Yours truly,

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

A handwritten signature in black ink, appearing to read "T.M. Pridham". The signature is fluid and cursive, with a long horizontal stroke at the beginning and a stylized "P" and "R".

T.M Pridham, P.Eng.  
Drainage Engineer  
TMP:kl

Enclosure(s)      Invoice No. MSO019743.2017-3

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

Document1  
00/00/0000 0:00 AM

**Ministry of Agriculture,  
Food and Rural Affairs**

4th Floor  
1 Stone Road West  
Guelph, Ontario N1G 4Y2  
Tel: 1-877-424-1300  
Fax: 519 826-3398

**Ministère de l'Agriculture,  
de l'Alimentation et  
des Affaires rurales**

4<sup>e</sup> étage  
1 Stone Road West  
Guelph (Ontario) N1G 4Y2  
Tél. : 1-877-424-1300  
Télec. : 519 826-3398



**Rural Programs Branch**

*Version française à la page suivante*

October 2017

File Number: OCIF FC2-M-0233

Denise Holmes, CAO/Clerk  
Township of Melancthon  
157101 Highway 10, RR 6  
Melancthon, ON L9V 2E6  
dholmes@melancthontownship.ca

Dear Denise Holmes,

**Ontario Community Infrastructure Fund Formula Component – Revised Funding Allocation Notice**

I am pleased to confirm your municipality's continued eligibility for the Ontario Community Infrastructure Fund (OCIF) formula funding and provide you with the enclosed revised Allocation Notice, which confirms your 2018 grant and proposed 2019 and 2020 grants.

The OCIF formula funding is designed to recognize that communities have different infrastructure needs and economic conditions. Communities with more core infrastructure and more challenging economic conditions receive proportionately more funding.

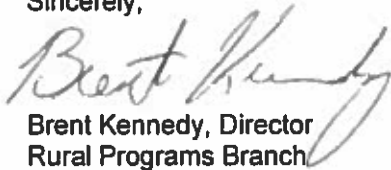
The province has used the best available data in the calculation of the grant allocations, as detailed in the attached notice. Any difference between your community's 2019 and 2020 grants reflects changes in the value of your core infrastructure and/or economic conditions relative to other eligible communities

In keeping with the province's commitment to expand the formula-based funds available through OCIF, your 2020 allocation represents a 100 percent increase since 2015.

More information on the calculation of the grant, details on how you may spend your grant and reporting requirements can be found in OCIF's program guidelines, available at: [Ontario.ca/municipalinfrastructure](http://Ontario.ca/municipalinfrastructure).

Should you have questions regarding your allocation, please feel free to contact your Project Analyst, Roger Scott, at (519) 826-4087 or [Roger.Scott@ontario.ca](mailto:Roger.Scott@ontario.ca).

Sincerely,



Brent Kennedy, Director  
Rural Programs Branch

Enclosure



Good Things Grow in Ontario  
À bonne terre, bons produits



Foodland  
ONTARIO  
Info#5  
NOV 02 2017





**Ontario Community Infrastructure Fund (OCIF)  
Formula-based Component**

**Revised Allocation Notice**

---

**Ministry of Infrastructure  
Ministry of Agriculture, Food and Rural Affairs**

**Township of Melancthon**

**September 2017**

*Disponible en français*

**Ontario Community Infrastructure Fund (OCIF)**  
**Formula-based Component: Revised Allocation Notice**

**Township of Melancthon**

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<b>Page 5</b>	Calculation of Indicator 1 (ratio of core infrastructure to weighted property assessment)
<b>Page 6</b>	Calculation of Indicator 2 (ratio of core infrastructure per household to median household income)
<b>Page 7</b>	Calculation of Grant

*Please Note: Due to rounding, some calculations may vary from the results shown.*

## **Ontario Community Infrastructure Fund (OCIF)**

---

### **Formula-based Component: Revised Allocation Notice**

#### **Township of Melancthon**

---

#### **Overview**

This revised allocation notice is to inform you of your 2020 Ontario Community Infrastructure Funding formula allocation and demonstrate the calculation of this grant. For calculations of previous years' grants, please see your July 2016 allocation notice.

#### **Formula-Based Funding Allocation**

Your community's proposed formula-based allocation of funding under the Ontario Community Infrastructure Fund for the next three years is as follows:

<b>2018 formula allocation</b>	<b>\$50,000</b>
<b>2019 proposed formula allocation</b>	<b>\$50,000</b>
<b>*NEW* 2020 proposed formula allocation</b>	<b>\$50,000</b>

---

#### **Terms and Conditions**

Receipt of the formula allocations are conditional upon compliance with all of the terms and conditions of your existing OCIF formula-based funding agreement.

The Province reserves the right to adjust or terminate any allocation or proposed allocation contained in this notice, without consent or notice, to account for any changes in a municipality's situation, the OCIF program guidelines, or other parameters or administrative procedures.

#### **Payment Schedule**

The Province proposes to make payments in accordance with the following schedule:

Allocations of \$150,000 or less will be provided in one payment;

Allocations greater than \$150,000 but less than \$1 million will be provided through 6 payments; and

Allocations greater than \$1 million will be provided through 12 payments.

#### **Next Revised Allocation Notice**

You will receive a revised allocation notice in 2018. It will advise you of your 2021 proposed formula-based allocation and confirm your 2019 allocation.

## Ontario Community Infrastructure Fund (OCIF)

### Township of Melancthon

#### Adjusted Core Infrastructure

Table 1 - Calculation of Adjusted Core Infrastructure (2020 Grant)

<b>A Adjusted Core Infrastructure: A1 + (A2 x A3)</b>	<b>\$21,228,445</b>
A1. Municipality's core infrastructure	<b>\$16,142,550</b>
A2. Core infrastructure of upper tier	<b>\$120,800,441</b>
A3. Weighted property assessment ratio (% of upper tier)	<b>5.0380%</b>

#### Data Sources

- **Core Infrastructure:** assets valued at cost as reported in Schedule 51 of the Financial Information Return (FIR).  
The best of 2015 or 2016 FIR data is used - whichever yields a higher total core infrastructure value for the municipality.  
FIR Categories included are:

<u>Line</u>	<u>Item</u>
611	Roads - Paved
612	Roads - Unpaved
613	Roads - Bridges and Culverts
614	Roadways - Traffic Operations & Roadside Maintenance
621	Winter Control - except Sidewalks, Parking Lots
622	Winter Control - Sidewalks, Parking Lots only
650	Street Lighting
811	Wastewater Collection/Conveyance
812	Wastewater Treatment and Disposal
821	Urban Storm Sewer System
822	Rural Storm Sewer System
831	Water Treatment
832	Water Distribution/Transmission

- **Weighted property assessment:** Measures the size of the municipality's tax base. Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes (PILs) retained by the municipality).  
The 2016 returned roll and 2017 starting tax ratios (Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws) and Municipal FIRs (2015 or 2014 for PILs) are used.

## Ontario Community Infrastructure Fund (OCIF)

### Township of Melancthon

#### Calculation of Indicators for 2020 Grants

**Table 2a - Indicator 1 (ratio of adjusted core infrastructure to weighted assessment)**

##### Indicator 1 Value for Municipality

<b>A</b>	<b>Indicator 1 Value: (A1 + A2)</b>	<b>0.047</b>
	A1. Municipality's adjusted core infrastructure	\$21,228,445
	A2. Municipality's weighted property assessment	\$447,922,346

##### Indicator 1 of Eligible Municipalities: Median, Lowest, Highest Values

<b>B</b>	<b>Lowest Value</b>	<b>0.002</b>
<b>C</b>	<b>Median Value</b>	<b>0.086</b>
<b>D</b>	<b>Highest Value</b>	<b>0.322</b>

##### Calculation of Re-weighted Indicator 1

<b>E</b>	<b>Difference between Indicator Value and Median (A - C)</b>	<b>0.039</b>
<b>F</b>	<b>Difference between the Median and the Lowest Value (C - B)</b>	<b>0.084</b>
<b>G</b>	<b>Re-weighted Indicator 1 (E + F)</b>	<b>-0.462</b>

##### Note

Line F: Since the indicator is below the median, the difference between the median and the lowest value is calculated (C - B)

Line G: The re-weighted indicator is on a scale of -1 to +1.

## Ontario Community Infrastructure Fund (OCIF)

### Township of Melancthon

#### Calculation of Indicators for 2020 Grants

Table 2b - Indicator 2 (ratio of core infrastructure per household to median household income)

##### Indicator 2 Value for Municipality

<b>A</b>	<b>Indicator 2 Value: ((A1 + A2) + A3)</b>	<b>0.220</b>
	A1. Municipality's adjusted core infrastructure	\$21,228,445
	A2. Municipality's number of households	1,157
	A3. Municipality's median household income	\$83,464

##### Indicator 2 of Eligible Municipalities: Median, Lowest, Highest Values

<b>B</b>	<b>Lowest Value</b>	<b>0.015</b>
<b>C</b>	<b>Median Value</b>	<b>0.387</b>
<b>D</b>	<b>Highest Value</b>	<b>1.166</b>

##### Calculation of Re-weighted Indicator 2

<b>E</b>	<b>Difference between Indicator 2 Value and Median (A - C)</b>	<b>-0.147</b>
<b>F</b>	<b>Difference between the Median and the Lowest Value (C - B)</b>	<b>0.351</b>

<b>G</b>	<b>Re-weighted Indicator 2 (E + F)</b>	<b>-0.418</b>
----------	--	---------------

##### Note

Line F: Since the indicator is below the median, the difference between the median and the lowest value is calculated (C - B).

Line G: The re-weighted indicator is on a scale of -1 to +1.

##### Data Sources

Median household income: Statistics Canada's measure of median household income for all private households (2011).

Median household income data from the 2016 census is not yet available.

## Ontario Community Infrastructure Fund (OCIF)

### Township of Melancthon

Table 3 - Total 2020 Grant

#### Infrastructure Index

A	Infrastructure Index: $((A1 + A2) \div 2)$	-0.440
	A1. Re-weighted Indicator 1	-0.462
	A2. Re-weighted Indicator 2	-0.418

#### Calculation of Funding per \$100,000 of Core Infrastructure

B	2020 Funding per \$100,000 Core Infrastructure: $(\$391.50 - \$24 \times (B1 - A) \div 10\%)$	\$294.00
	B1. Median of Infrastructure Indices of all Eligible Municipalities	-0.022

#### Calculation of Grant

C	2020 Total Grant: Highest of $(B \times C1 + \$100,000)$ or \$50,000	\$50,000
	C1. Municipality's total core infrastructure	\$ 15,142,550

#### Note

Line B: Since the Index is below the median, the funding per \$100,000 of core infrastructure less than \$391.50.

Please refer to the program guidelines for details on the minimum and maximum funding provided per \$100,000 of core infrastructure.



*The Corporation of the Municipality of Killarney*  
32 Commissioner Street  
Killarney, Ontario  
P0M 2A0

MOVED BY: Pierre Paquette

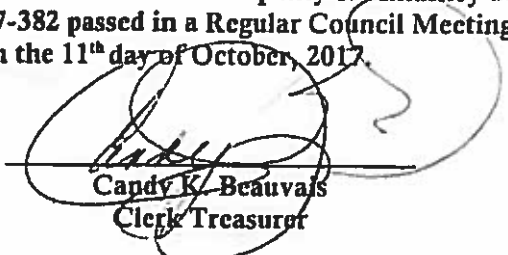
SECONDED BY: Nancy Wirtz

**RESOLUTION NO. 17-382**

**BE IT RESOLVED THAT** the Municipality of Killarney support the resolution passed by the Town of Halton Hills at its meeting held on August 28, 2017 regarding Zero Tolerance Against Racism.

**CARRIED**

I, Candy K. Beauvais, Clerk Treasurer of the Municipality of Killarney do certify the foregoing to be a true copy of Resolution #17-382 passed in a Regular Council Meeting of The Corporation of the Municipality of Killarney on the 11<sup>th</sup> day of October, 2017.


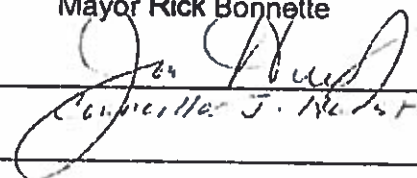
  
Candy K. Beauvais  
Clerk Treasurer

INFO#6  
NOV 02 2017





THE CORPORATION  
OF  
THE TOWN OF HALTON HILLS

Moved by:  Date: August 28, 2017  
Mayor Rick Bonnette  
Seconded by:  Resolution No.: 2017 0152  
15A

WHEREAS on August 12, 2017 a horrific, cowardly, and racially motivated act of violence took place in Charlottesville, Virginia that led to the death of a 32 year old woman, and injuries to at least 19 others;

AND WHEREAS this horrific and cowardly act took place during what has been described as one of the largest white supremacist events in U.S. history;

AND WHEREAS further incidents of racially motivated acts of violence have taken place both locally and abroad;

AND WHEREAS we must join together as a community, province, and nation to condemn this type of hatred and racism;

THEREFORE BE IT RESOLVED that Council for the Town of Halton Hills supports zero tolerance for racism of any kind, including nazi'ism and white supremacy;

AND FURTHER THAT Council for the Town of Halton Hills encourages all Ontario Municipalities to pass a resolution to support zero tolerance against racism and condemn all racism acts of violence;

AND FURTHER THAT a copy of this resolution be sent to Michael Chong, MP, Wellington Halton-Hills, Ted Amott, MPP, Wellington Halton-Hills, FCM, AMO, Region of Halton, and Ontario municipalities.

  
Mayor Rick Bonnette

**Denise Holmes**

---

**From:** Crosgrey, Mindy (MNRF) <Mindy.Crosgrey@ontario.ca> on behalf of Travers, Jason (MNRF) <Jason.Travers@ontario.ca>  
**Sent:** Friday, October 13, 2017 3:37 PM  
**Cc:** Desroches, Pauline (MNRF)  
**Subject:** Proposed regulation change: compressed air energy storage (CAES) / Modification sont proposées au Règlement : stockage par air comprimé (SPAC)  
**Attachments:** CAES\_RegProposal.pdf; CAES\_RegProposal-FR.pdf

Hello,

I am writing today to let you know about a proposed regulation amendment under the Oil, Gas and Salt Resources Act that relates to compressed air energy storage (CAES) projects.

Currently under the Oil, Gas and Salt Resources Act, the Ministry of Natural Resources and Forestry (MNRF) licenses wells for oil and natural gas, salt solution-mining and the underground storage of hydrocarbons.

Ontario is now proposing to establish a regulatory framework under the act with respect to the use of wells and underground geological formations for CAES. As the only known commercial CAES operations worldwide utilise solution-mined salt caverns for storage, and CAES in porous rock reservoirs is still an emerging technology that has not been widely demonstrated, the regulatory proposal addresses these two types of projects differently.

The proposed changes would:

- create a standardized application process and operating rules for activities associated with underground compressed air energy storage projects in salt caverns, and
- address projects in porous rock reservoirs on an individual basis, as they come forward, through future regulations.

Ontario is consulting on this new framework through the Environmental Registry for a period of 45 days ending on November 27, 2017 ([www.ontario.ca/environmentalregistry](http://www.ontario.ca/environmentalregistry), registry number 013-1613). We would welcome your feedback on the proposed changes, as well as the opportunity to discuss any comments or concerns that you may have.

Should you have any questions about the proposal, please contact Pauline Desroches. Pauline can be reached at [pauline.desroches@ontario.ca](mailto:pauline.desroches@ontario.ca) or 705-755-2140.

---

Bonjour,

Je vous écris aujourd'hui pour vous faire part d'une modification proposée des règlements relatifs à la *Loi sur les ressources en pétrole, en gaz et en sel* qui concerne les projets de stockage par air comprimé (SPAC).

À l'heure actuelle, en vertu de la *Loi sur les ressources en pétrole, en gaz et en sel*, le ministère des Richesses naturelles et des Forêts (MRNF) octroie des permis pour les puits de pétrole et de gaz naturel, l'extraction minière du sel par dissolution et le stockage souterrain d'hydrocarbures.

L'Ontario propose maintenant d'établir un cadre réglementaire en vertu de la loi en ce qui a trait à l'utilisation de puits et de formations géologiques souterraines pour le SPAC. Comme les seules exploitations commerciales de SPAC connues dans le monde utilisent des cavernes de sel minées par dissolution pour le stockage et que le SPAC dans des réservoirs de roche poreuse est encore une technologie émergente dont les avantages n'ont pas été largement démontrés, ces deux types de projet sont traités différemment dans la proposition de réglementation.

Les modifications proposées :

- créeraient un processus de demande normalisé et des règles d'exploitation pour les activités associées aux projets de stockage par air comprimé dans les cavernes de sel;
- permettraient de traiter les projets de stockage dans des réservoirs de roche poreuse sur une base individuelle, à mesure qu'ils se présentent, au moyen de règlements futurs.

L'Ontario tient des consultations sur ce nouveau cadre par l'entremise du Registre environnemental pendant une période de 45 jours qui se termine le 27 novembre 2017

([www.ontario.ca/environmentalregistry](http://www.ontario.ca/environmentalregistry), numéro d'enregistrement : 013-1613). Nous aimerions recevoir votre rétroaction sur les modifications proposées et avoir la possibilité de discuter des commentaires ou des préoccupations que vous pourriez avoir.

Si vous avez des questions concernant la proposition, veuillez communiquer avec Pauline Desroches. Pauline peut être jointe à l'adresse [pauline.desroches@ontario.ca](mailto:pauline.desroches@ontario.ca) ou au 705 755-2140.

*Jason Travers*  
*Director*  
*Natural Resources Conservation Policy Branch*  
*Ministry of Natural Resources and Forestry*  
*300 Water Street, 2 South Tower*  
*Peterborough, ON K9J 8M5*  
*Telephone: 705-755-1241*  
*Email: [jason.travers@ontario.ca](mailto:jason.travers@ontario.ca)*

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# **Proposed regulation change under the Oil, Gas and Salt Resources Act**

**Regulating Compressed Air Energy Storage (CAES) in Porous Rock Reservoirs  
and Solution-Mined Salt Caverns**

**October 2017**

**Ministry of Natural Resources and Forestry**



## Background/Context

Under the *Oil, Gas and Salt Resources Act* (OGSRA), the Ministry of Natural Resources and Forestry (MNRF) licenses the drilling and operation of wells<sup>1</sup> used for activities such as the exploration and production of oil and natural gas, salt solution-mining, and the underground storage of hydrocarbons. Last spring, the act was amended by the Ontario Legislature to allow other underground geological storage activities to be regulated under the OGSRA framework by prescribing them in the regulation under the act.

Changes are being proposed to Ontario Regulation 245/97 under the OGSRA that would make compressed air energy storage (CAES) projects subject to that act if they are using wells to access underground solution-mined salt caverns and porous rock reservoirs.

In addition to any proposed regulatory or approval requirements under the OGSRA, CAES projects would be subject to other provincial and municipal authorizations related to the above-ground components of their applicable activities. Additionally, any CAES proposal that would use an underground salt cavern or porous rock reservoir that is the property of the Crown would be subject to the existing requirements for leases issued by MNRF pursuant to Ontario Regulation 263/02 under the *Mining Act*. The issuance of a lease under this regulation is a disposition of a Crown-owned resource and would therefore generally also be subject to MNRF's Class Environmental Assessment for Resource Stewardship and Facility Development Projects.

### ***What is compressed air energy storage? Why and how is it used?***

It is a method of storing energy for future use by using compressed air as the energy storage medium. Compressed air energy storage can provide a number of services to electricity grids, including providing frequency regulation and voltage control.

Large-scale compressed air energy storage facilities can provide capacity services. Electricity can be taken from the grid and used to compress and store air in a cavern or vessel. When required, the compressed air is reheated, expanded, and used to drive a generator to supply electricity back to grid. Air must be stored at significant pressure in order to produce electricity.

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<sup>1</sup> Well' is a defined term in the act. Wells include holes drilled in the ground for various specified purposes (e.g., the production of oil or gas; the injection, storage and withdrawal of oil or gas in an underground geological formation; salt solution-mining).

In providing these services, energy storage can provide additional benefit to the electricity system by storing power during non-peak electricity production, which can then be used during peak demand periods. Energy storage services can also support renewable energy sources by providing electricity and other grid services to address the inherent intermittency of wind and solar generation.

***What areas of Ontario might be geologically suitable for underground CAES?***

Literature and research on CAES proposals/activities in other jurisdictions suggests that the underground geological formations frequently considered for CAES have the same general physical characteristics as those currently used in Ontario for salt solution-mining and the storage of natural gas and other hydrocarbons. The only known commercial CAES operations worldwide utilise solution-mined salt caverns for storage. CAES has been considered or proposed in porous rock reservoirs; however, these proposals have not yet proceeded to commercial development.

The Precambrian sedimentary rocks of the Canadian Shield (see Figure 1) are generally made up of igneous and metamorphic rocks that have low porosity and permeability – meaning that the rocks don't have a lot of spaces in them or that the spaces are not well connected to allow substances like air to flow through them - and are therefore unlikely to be suitable for CAES. Paleozoic rocks, also shown in Figure 1, that occur in the far north and southern Ontario are generally more porous and permeable, making them more suitable candidates for CAES.

Salt solution-mining, which creates the types of salt caverns that are being used in other jurisdictions for CAES, occurs exclusively in southwestern Ontario. The salt deposits where these caverns exist are shown in the inset map on Figure 1.

While underground CAES may be technically feasible in the types of rocks that exist in the far north, it is anticipated that projects are more likely to be proposed in southern Ontario where solution-mined salt caverns and porous rock reservoirs have previously been used for the production of oil, gas and salt resources, as these previous activities provide better baseline information for potential underground storage areas. Additionally, the lack of connection to the provincial electricity grid in the far north would create additional technical and economic challenges for any large-scale CAES project.

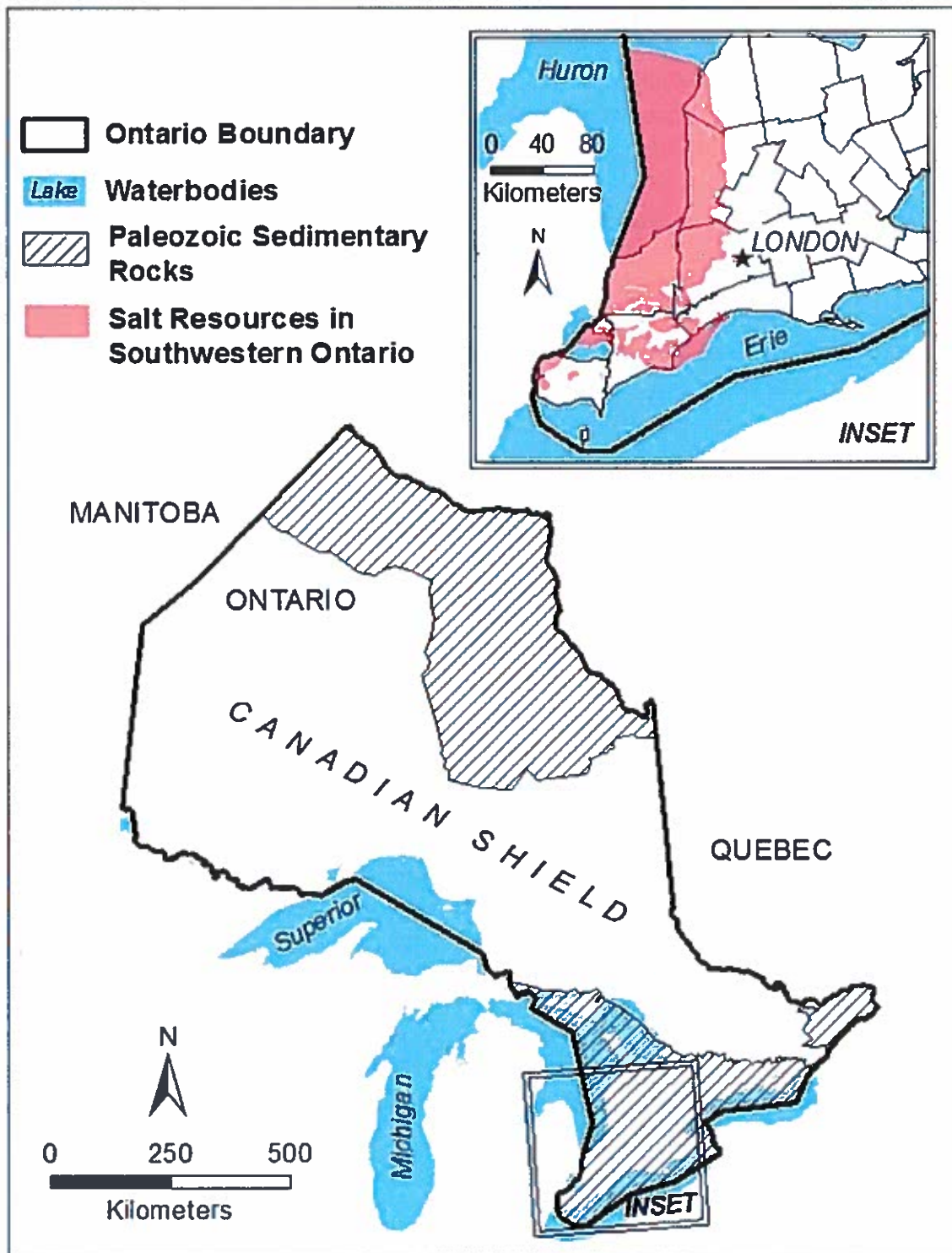


Figure 1: Location of major rock types and salt deposits relevant to compressed air energy storage in Ontario



### ***Are there any existing CAES projects in Ontario?***

There are no CAES projects that use underground geological formations for storage operating in the province at this time.

There is an existing proposal to develop a CAES facility (1.75 MW) in a solution-mined salt cavern in Goderich, Ontario. The proponent has an existing contract with the Independent Electricity System Operator (IESO). The wells and cavern that the proponent seeks to use are currently under an OGSRA licence for salt solution-mining and, as a result, the ministry has been working with the proponent to align their proposed project with relevant standards regarding the design, operation, decommissioning and safety of wells and caverns.

### **Why are the Proposed Changes Needed?**

In Ontario, there is currently no clear regulatory oversight for the use of wells to access solution-mined salt caverns and porous rock reservoirs for CAES – creating an unclear operating environment for both businesses and the public.

While the OGSRA was amended last spring to allow for the regulation of these activities, the changes have no effect until a regulation is made prescribing the CAES projects and activities that would be subject to the act.

The proposed changes would also create an application process and standard operating requirements for subsurface activities associated with CAES projects using solution-mined salt caverns, providing greater clarity and certainty for the energy storage industry, local and Indigenous communities, and the public.

### **What is the Regulatory Proposal?**

It is proposed that amendments be made to Ontario Regulation 245/97 under the OGSRA in order to regulate subsurface projects and activities associated with CAES projects that use wells to access underground solution-mined salt caverns and porous rock reservoirs.

Any proposed authorizations or requirements for CAES under the OGSRA would be focused on the use of wells and subsurface activities. Surface activities (e.g., equipment, piping, etc.) beyond the emergency shut down valves would not be regulated by MNR. These activities and equipment will be subject to other applicable approval processes and regulatory frameworks – for example, municipal approvals,



environmental compliance approvals under the *Environmental Protection Act*, and regulations under the *Technical Standards and Safety Act*.

In the context of the proposed regulation, CAES would refer to the process of compressing and injecting air into solution-mined salt caverns or porous rock reservoirs, storing it, and then withdrawing the air for the purpose of generating electricity.

The changes outlined in this document are proposed to take effect on January 1, 2018.

As discussed earlier, the only known commercial CAES operations worldwide utilise solution-mined salt caverns for storage; these two existing operations have been in operation for many years. CAES in porous rock reservoirs has been contemplated, but is still an emerging technology that has not been widely demonstrated; these projects require a more dynamic approach to regulation. As a result, this regulatory proposal addresses these two types of activities differently under separate headings below.

### **CAES in Solution-Mined Salt Caverns (Cavern CAES)**

The proposed changes to the regulation would establish application requirements for cavern CAES activities, including required information/studies and notification processes. New operating standards applicable to cavern CAES would be established. Further details about the proposed application requirements and operating standards are provided below.

If the proposed regulatory amendments are made, each individual well proposed to be utilized for this activity would require a well licence. Individuals or companies planning to drill new wells for this purpose would be required to apply for a new well licence. Those planning to convert an existing well that is already licenced under the act for a different purpose (e.g., currently used for salt solution-mining) would be required to apply to convert the existing well licence to another use.

In addition to well licences, injection permits would be required to authorize injection activities in wells. An injection permit may be issued for one well or multiple wells, depending on how the wells would be utilized for an individual project. Applications for new or converted well licences and injection permits could be submitted and reviewed concurrently.

Where the cavern to be used for a CAES project must be created prior to the injection of compressed air, all existing rules for and requirements for salt solution-mining under the OGSRA would apply to the creation of the cavern.

The proposed changes would also modify the provisions for registration of works in section 7 of the current regulation, making them applicable to cavern CAES operations;

this would require CAES operators to submit and maintain updated information about the operator and operation site. Section 23 would be modified to specify that, in addition to being qualified to examine works with related to hydrocarbon storage, a Class IV examiner may also examine cavern CAES works<sup>2</sup>.

As part of the application process, a proponent would be required to submit confirmation that they own the land or have entered into the necessary lease agreement with the owner of the underground storage area and well sites.

---

### **Existing Requirements that will apply to Cavern CAES**

In addition to any new and modified regulatory provisions that are proposed, the existing requirements in the regulation under OGSRA that apply to all 'wells' would also apply to cavern CAES wells, including:

- applicable definitions in section 1,
- sections 3 and 4 that deal with well licences and the drilling of wells,
- well licence fees in section 5 and well security in section 16, and
- sections 17-22 that deal with subjects such as: well control and blowout prevention, plugging dry or unused wells, the protection of designated gas storage areas, the release of information, etc.

Cavern CAES proposals would also be subject to the existing fees for well licence applications and injection permit applications.

The existing OGSRA framework involving tribunals will apply to cavern CAES applications and operations. There are two different tribunals to which matters may be referred under the existing framework – the Ontario Energy Board (OEB) and the Mining and Lands Commissioner (MLC). Tribunal referral provisions in the act include those that relate to applications for licences and permits, transfers, conditions of approval, and situations where an approval is refused, suspended or cancelled as a result of an offence under the act.

Where applications are within 1.6km of a designated gas storage area or the minister is of the opinion that operations in a designated gas storage area would be affected, the matter would be referred to the OEB. Other referrals, if any, would be to the MLC.

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<sup>2</sup> "Work" is defined under the OGSRA and means a well or any pipeline or other structure or equipment that is used in association with a well. For CAES projects, works would include the underground storage area and well, up to and including the emergency shut down valves.

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## **Proposed Cavern CAES Application Requirements**

### **Proposed Fees & Security**

Applicants would be required to submit the required application fees and confirmation that the security required by section 16 of the regulations has been established.

### **Proposed Application Documentation Format**

The application standards would require all application documentation to be submitted digitally in PDF format, with the exception of maps, figures or other diagrams which may be submitted in PDF or JPEG format. One hard copy of the complete application would also be required.

### **Proposed Documentation Requirements**

Technical information provided in support of an application would be required to be prepared by specialized and qualified personnel (e.g., professional engineer), and individual assessments/reports would identify the responsible expert(s) and identify their relevant training/expertise in the subject field.

It is proposed that applicants would be required, through the application, to demonstrate that the cavern CAES project:

- would be conducted in a safe and environmentally sound manner,
- would be designed, constructed, operated, maintained, decommissioned and abandoned in accordance with:
  - all provincial operating standards for compressed air energy storage in caverns, and
  - Canadian Standard Association (CSA) Z341 Storage of Hydrocarbons in Underground Formations, with suitable adjustments for the storage of air.

The type of documentation that is proposed to be required to demonstrate the above requirements may include (as a minimum):

- Detailed information about the proponent, location, land ownership or lease arrangements granting the rights to conduct activities,
- Details regarding the proposed project and anticipated activities, all existing and proposed wells and underground geological formations/features that will be used in the storage project, and approvals being sought under the OGSRA and other legislative frameworks related to the project,

- Identification and description of surface users and uses, significant natural and human-made features, land uses, and relevant land use/operational constraints within 500m of any proposed well and also from the boundary of the storage cavern when projected on the surface,
- Detailed evaluation of neighbouring subsurface activities and their potential impact on the integrity of the storage facility, including an assessment of existing or abandoned wells, active or abandoned conventional subsurface mining operations, and currently or previously active subsurface operations,
- Identification and evaluation of the nature and extent of any potential surface and sub-surface impacts that may result during the construction, operation, decommissioning and abandonment of the well(s) and cavern. Planned methods of avoidance and mitigation, as well as related plans for monitoring, record-keeping and reporting would also need to be included,
- Detailed geological, geo-mechanical and geochemical evaluations related to the wells, storage area and geological formation proposed to be used for the project, demonstrating their suitability for the proposed activity,
- Hazard and risk analysis for the life-cycle of the proposed operation from start-up through decommissioning and abandonment,
- Detailed plans and programs for the development, operation, maintenance, decommissioning and abandonment for the wells and cavern; plans for monitoring, mitigation, emergency response, record-keeping and reporting; and any training programs or required expertise for personnel conducting activities.

### **Proposed Notification Requirements**

Proponents would be required to notify the following parties of the application, providing a project description and offering to provide digital copies of any application documentation on request:

- Landowners, local municipalities, and regional municipalities within 750m of any proposed well and also from the boundary of the storage cavern when projected on the surface,
- Operators of OGSRA wells in any designated gas storage area within 1.6km
- Utility corporations, if an easement exists within 750m of the boundary of the storage cavern (projected onto the surface), and
- Other ministries or agencies as directed by MNR.

In addition to the above notifications, proponents would be required to submit a complete application package to the MNRF, and any municipalities, ministries or agencies that MNRF identifies.

MNRF would also identify the Indigenous communities and organizations that the proponent would be required to notify of the application. The requirements for engagement or consultation with Indigenous communities would be determined on a case-by-case basis.

Any party or person notified of the application would have an opportunity to provide comments within 90 days of receiving the notice. Comments would be provided directly to the applicant with a copy to the MNRF.

Applicants would be required to provide documentation to MNRF summarizing their notification activities, the responses received, any changes made to the application in response to the comments, and an explanation of any outstanding concerns that notified parties have with their application. Any comments provided to the applicant and MNRF from persons not directly notified of the application prior to the submission of the summary document would also be included in the summary to be provided to MNRF. A separate summary of notification and engagement with Indigenous communities and organizations would be required.

The applicant would be required to copy the parties that have commented on the application where they have also provided contact information.

#### **Transition for the Current Cavern CAES Proposal in Goderich, Ontario**

A proposed cavern CAES project in Goderich, Ontario has the potential to be operational as early as 2018. This proposed activity is not currently subject to the OGSRA; however, in the interim while a regulation proposal is under development and consideration, the proponent has been working with the ministry to demonstrate that the activities in the wells and cavern can be carried out in a safe and responsible manner.

The proposed changes to the regulation would allow the minister to consider whether the submission of documentation and/or notification and engagement activities undertaken by the proponent prior to a regulation coming into effect satisfy these proposed application requirements. Where it is determined that the proponent's previous submissions and notifications are equivalent to what would be required by the regulation, the proponent may be deemed to have met the requirement.

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## **Proposed Cavern CAES Operating Standards**

New operating standards applicable to cavern CAES projects would be established governing the design, operation, construction, operation, maintenance, abandonment, and safety of underground storage systems.

The operating standards would also include, with suitable modification for the substance being air (e.g., modifications to address the corrosive nature of compressed air), some of the existing sections of the Oil, Gas and Salt Resources of Ontario Provincial Operating Standards, including those related to: well drilling, blowout prevention, well servicing and well plugging.

The proposed CAES operating standards may also adopt, with suitable modification for the substance of air, all or part of Canadian Standards Association (CSA) standards that govern well design for hydrocarbons as well as underground geological storage. These standards were not developed for the storage of air; however, many of the same principles or considerations would apply to cavern CAES storage.

It is also proposed that cavern CAES operators would be able to deviate from the provincial operating standards in reasonable circumstances with an equally protective approach and advance written approval of the ministry. This provision would not allow for deviations from application requirements.

## **CAES in Porous Rock Reservoirs (Reservoir CAES)**

As discussed in the background section of this document, CAES is also being studied and contemplated in porous rock reservoirs where the pore spaces in the rock are currently occupied by water or hydrocarbons. Due to the lack of demonstrated examples of this activity being undertaken worldwide, there is not enough evidence to support the adoption of a standardized approach to the regulation and approval of these types of activities.

There are also some outstanding challenges associated with some of these types of proposals that the energy storage industry is working to resolve - for example, finding methods to address the removal of residual gas from a porous rock reservoir before it can be safely used for CAES. As the technology develops, any challenges may be addressed over time through further research and demonstration projects

In order to accommodate future technological advances in this field, the potential need to authorize tests or demonstration projects, the wide range of projects that may be proposed, and the need to ensure that these projects are carried out in a safe and

environmentally responsible manner, the province is proposing an approach that considers individual projects in a reservoir on a case-by-case basis.

For reservoir CAES projects, it is proposed that each project would be prescribed individually in the regulation at the time it is brought forward by the proponent, with those regulation proposals being subject to public and Indigenous community consultation. While the process for the development and making of regulations can take several months, this approach will allow the province to establish the appropriate regulatory environment for each project individually, considering its unique circumstances and the most current science and experience available at that time.

Only reservoir CAES projects that have been prescribed in regulation and have obtained the necessary licences and injection permits under the OGSRA would be permitted to operate wells in porous rock reservoir storage areas.





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- Changes in Rural Blue Box
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Full Registration	\$ 550	\$620	\$600	\$675	\$ 650	\$ 750
Half Day - Sunday	\$200	\$250	\$250	\$300	\$300	\$350
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## Denise Holmes

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**Attachments:** CDRC 2018 Budget.pdf

Hello everyone,

Please see attached the CDRC 2018 Approved Budget

Motion

Moved By: R.Chamers Seconded By: J. Elliott

Be it resolved that the CDRC 2018 Draft Budget as presented on September 27, 2017 (and attached) be approved with Municipal Funding of \$308,231.00 being requested, and that a copy of this motion and the budget be sent to all member municipalities. Carried

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CDRC Facility Administration Manager  
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# CDRC 2018 APPROVED BUDGET

By CDRC Board Sept 27, 2017

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## CDRC 2018 DRAFT BUDGET

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 Budget	Dec 31 2017 ESTIMATE	2018 Draft Budget	2018 BUDGET VS 2017 ACTUAL	
OPERATING REVENUE								
ICE RENTALS	\$239,241	\$254,250	\$246,635	\$251,800	\$251,500	\$255,600	\$4,000	2%
FLOOR RENTALS	\$72,049	\$74,234	\$81,747	\$80,775	\$89,350	\$95,850	\$6,500	7%
OTHER RENTALS	\$9,099	\$10,072	\$10,195	\$10,000	\$10,400	\$10,500	\$100	1%
POOL RECEIPTS	\$52,900	\$56,918	\$53,421	\$55,000	\$55,000	\$55,000	\$0	0%
CONCESSION SALES	\$82,725	\$85,453	\$76,167	\$83,550	\$74,550	\$73,550	(\$1,000)	-1%
MISCELLANEOUS	\$11,582	\$12,597	\$10,528	\$8,000	\$14,000	\$9,000	(\$5,000)	-36%
OPERATING REVENUE	\$467,596	\$493,525	\$478,692	\$489,125	\$494,900	\$499,500	\$4,600	1%

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 Budget	Dec 31 2017 ESTIMATE	2018 Draft Budget	2018 BUDGET VS 2017 ACTUAL	
OPERATING EXPENDITURE								
WAGES	\$327,619	\$328,297	\$326,383	\$346,300	\$347,400	\$376,500	\$29,100	8%
MAINTENANCE	\$77,369	\$63,410	\$79,522	\$73,900	\$75,400	\$78,700	\$3,300	4%
UTILITIES	\$111,117	\$117,305	\$114,983	\$118,500	\$118,500	\$118,500	\$0	0%
CONCESSION SALES	\$42,814	\$43,080	\$39,230	\$40,000	\$40,000	\$40,000	\$0	0%
ADMINISTRATIVE	\$38,232	\$39,995	\$54,367	\$42,400	\$35,970	\$37,750	\$1,780	5%
OPERATING EXPENDITURE	\$597,151	\$592,087	\$614,485	\$621,100	\$617,270	\$651,450	\$34,180	6%

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 Budget	Dec 31 2017 ESTIMATE	2018 Draft Budget	2018 BUDGET VS 2017 ACTUAL	
OPERATING COSTS								
OPERATING REVENUE	\$467,596	\$493,525	\$478,692	\$489,125	\$494,900	\$499,500	\$4,600	1%
OPERATING EXPENDITURE	\$597,151	\$592,087	\$614,485	\$621,100	\$617,270	\$651,450	\$34,180	6%
OPERATING LOSS (GAIN)	\$129,554	\$98,562	\$135,793	\$131,975	\$122,370	\$151,950	\$29,580	24%

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 Budget	Dec 31 2017 ESTIMATE	2018 Draft Budget	2018 BUDGET VS 2017 ACTUAL	
CAPITAL EXPENDITURES								
CAPITAL EXPENSES	\$63,717	\$77,932	\$151,697	\$217,500	\$186,531	\$88,400	(\$98,131)	-53%
PLUS: FUNDS TO CAP RES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
LESS: FROM RESERVES	\$28,271	\$8,194	\$115,824	\$47,388	\$6,714	\$0	(\$6,714)	-100%
CAPITAL REQUIREMENTS	\$35,446	\$69,738	\$35,873	\$170,212	\$179,817	\$88,400	(\$91,417)	-51%

MUNICIPAL FUNDING	\$165,000	\$168,300	\$171,666	\$302,187	\$302,187	\$308,231	\$6,044	2%
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	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 Budget	Dec 31 2017 ESTIMATE	2018 Draft Budget	2018 BUDGET VS 2017 ACTUAL	
CAPITAL RESERVE ACC'T								
FROM OPERATIONS	\$0	\$0	\$0	\$0	\$0	\$67,881	\$67,881	#DIV/0!
(TO)FROM CAPITAL COSTS	\$28,271	\$8,194	\$115,824	\$47,388	\$6,714	\$0	(\$6,714)	-100%
RESERVE ACCT BALANCE	\$162,124	\$153,930	\$38,106	(\$9,282)	\$31,392	\$99,273	\$67,881	216%

	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 Budget	Dec 31 2017 ESTIMATE	2018 Draft Budget	2018 BUDGET VS 2017 ACTUAL	
MUNICIPAL FUNDING								
SHELBURNE - 62%	\$102,300	\$104,346	\$106,433	\$187,356	\$187,356	\$191,103	\$3,747	2%
AMARANTH - 16%	\$24,750	\$25,245	\$25,750	\$45,328	\$45,328	\$46,235	\$907	2%
MELANCTHON - 15%	\$24,750	\$25,245	\$25,750	\$45,328	\$45,328	\$46,235	\$907	2%
MONO - 8%	\$13,200	\$13,464	\$13,733	\$24,175	\$24,175	\$24,658	\$484	2%
TOTAL	\$165,000	\$168,300	\$171,666	\$302,187	\$302,187	\$308,231	\$6,044	2%

Municipal Increase

2%

2%

## REVENUE DETAIL

OPERATING REVENUE	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 Budget	Dec 31 2017 ESTIMATE	2018 Draft Budget	2018 BUDGET VS 2017 ACTUAL	
Hockey (ex Minor Hockey)	\$61,087	\$61,324	\$62,290	\$62,000	\$61,000	\$62,000	\$1,000	2%
Minor Hockey	\$111,725	\$117,131	\$121,969	\$118,000	\$123,000	\$125,000	\$2,000	2%
Hockey Schools (HTI)	\$7,945	\$21,560	\$17,594	\$24,000	\$22,000	\$23,000	\$1,000	5%
Figure Skating	\$31,807	\$33,500	\$26,055	\$24,000	\$27,000	\$27,000	\$0	0%
Public Schools Skating	\$19,870	\$14,485	\$13,234	\$18,000	\$13,000	\$13,000	\$0	0%
Broomball	\$6,807	\$6,250	\$5,494	\$5,800	\$5,600	\$5,600	\$0	0%
<b>Total Ice Rentals</b>	<b>\$239,241</b>	<b>\$254,250</b>	<b>\$246,635</b>	<b>\$251,800</b>	<b>\$251,600</b>	<b>\$255,600</b>	<b>\$4,000</b>	<b>2%</b>
Banquet Hall/Meeting Room Rent	\$24,456	\$26,459	\$28,759	\$28,000	\$30,000	\$33,000	\$3,000	10%
Ball Hockey	\$10,963	\$10,609	\$9,275	\$9,000	\$10,000	\$9,000	(\$1,000)	-10%
Lacrosse	\$10,374	\$10,353	\$9,074	\$10,000	\$8,500	\$10,000	\$1,500	18%
Daycamp	\$22,557	\$23,038	\$30,864	\$30,000	\$37,000	\$40,000	\$3,000	8%
Special Events	\$3,700	\$3,775	\$3,775	\$3,775	\$3,850	\$3,850	\$0	0%
<b>Total Floor Rentals</b>	<b>\$72,049</b>	<b>\$74,234</b>	<b>\$81,747</b>	<b>\$80,775</b>	<b>\$89,350</b>	<b>\$95,850</b>	<b>\$6,500</b>	<b>7%</b>
Sign & Olympia Advertising	\$9,099	\$10,072	\$10,195	\$10,000	\$10,400	\$10,500	\$100	1%
Tables & Chairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
<b>Total Other Rentals</b>	<b>\$9,099</b>	<b>\$10,072</b>	<b>\$10,195</b>	<b>\$10,000</b>	<b>\$10,400</b>	<b>\$10,500</b>	<b>\$100</b>	<b>1%</b>
Pool Receipts:	\$52,900	\$56,918	\$53,421	\$55,000	\$55,000	\$55,000	\$0	0%
Food Booth	\$73,651	\$76,824	\$65,994	\$75,000	\$65,000	\$65,000	\$0	0%
Pro Shop	\$1,764	\$1,028	\$1,050	\$1,050	\$1,050	\$1,050	\$0	0%
Vending & Pop	\$7,311	\$7,601	\$9,122	\$7,500	\$8,500	\$7,500	(\$1,000)	-12%
<b>Total Concession Sales</b>	<b>\$82,725</b>	<b>\$85,453</b>	<b>\$76,167</b>	<b>\$83,550</b>	<b>\$74,550</b>	<b>\$73,550</b>	<b>(\$1,000)</b>	<b>-1%</b>
Fund Raising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
Grants	\$7,298	\$9,085	\$5,790	\$5,000	\$11,000	\$6,000	(\$5,000)	-45%
Donations/Pepsi Support	\$3,407	\$3,340	\$4,572	\$3,000	\$3,000	\$3,000	\$0	0%
Interest	\$189	\$168	\$137	\$0	\$0	\$0	\$0	#DIV/0!
Miscellaneous	\$688	\$4	\$29	\$0	\$0	\$0	\$0	#DIV/0!
<b>Total Miscellaneous</b>	<b>\$11,582</b>	<b>\$12,597</b>	<b>\$10,528</b>	<b>\$8,000</b>	<b>\$14,000</b>	<b>\$9,000</b>	<b>(\$5,000)</b>	<b>-36%</b>
<b>Total Operating Revenue</b>	<b>\$467,596</b>	<b>\$493,525</b>	<b>\$478,692</b>	<b>\$489,125</b>	<b>\$494,900</b>	<b>\$499,500</b>	<b>\$4,600</b>	<b>1%</b>
Rental Rate Increase	2.0%			2.0%		2.0%		



## EXPENDITURE DETAIL

EXPENDITURES	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 Budget	Dec 31 2017 ESTIMATE	2018 Draft Budget	2018 BUDGET VS 2017 ACTUAL	
Arena	\$136,151	\$128,077	\$131,168	\$137,700	\$138,000	\$140,500	\$2,500	2%
Pool	\$46,873	\$46,306	\$42,049	\$48,000	\$48,000	\$49,000	\$1,000	2%
Office	\$52,083	\$55,683	\$57,783	\$57,000	\$58,500	\$80,000	\$21,500	37%
Concession	\$27,455	\$27,791	\$26,178	\$26,500	\$26,500	\$27,000	\$500	2%
Day Camp	\$14,611	\$17,780	\$20,979	\$21,300	\$22,400	\$25,000	\$2,600	12%
Benefits/WSIB/Source Dedns	\$50,445	\$52,660	\$48,236	\$55,800	\$54,000	\$55,000	\$1,000	2%
<b>Total Wages</b>	<b>\$327,619</b>	<b>\$328,297</b>	<b>\$326,383</b>	<b>\$346,300</b>	<b>\$347,400</b>	<b>\$376,500</b>	<b>\$29,100</b>	<b>8%</b>
General Building	\$36,335	\$20,241	\$24,603	\$28,000	\$28,000	\$28,000	\$0	0%
Building Inspection	\$1,984	\$1,640	\$2,209	\$2,300	\$2,300	\$2,500	\$200	9%
Ice Machinery/Refridg Equip	\$15,817	\$17,034	\$21,169	\$18,500	\$18,500	\$21,000	\$2,500	14%
Grounds	\$7,905	\$4,721	\$13,790	\$9,000	\$11,000	\$10,000	(\$1,000)	-9%
Elevator Maintenance	\$3,749	\$3,886	\$3,972	\$4,100	\$4,100	\$4,200	\$100	2%
Janitorial Supplies	\$6,201	\$8,996	\$7,044	\$6,500	\$6,000	\$7,000	\$1,000	17%
Swimming Pool & Equipment	\$5,377	\$6,892	\$6,736	\$6,500	\$6,500	\$6,000	\$500	9%
Banquet Hall	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
<b>Total Maintenance</b>	<b>\$77,369</b>	<b>\$63,410</b>	<b>\$79,622</b>	<b>\$73,900</b>	<b>\$75,400</b>	<b>\$78,700</b>	<b>\$3,300</b>	<b>4%</b>
Hydro	\$81,797	\$88,714	\$93,226	\$90,000	\$90,000	\$90,000	\$0	0%
Natural Gas	\$25,037	\$24,174	\$17,278	\$24,000	\$24,000	\$24,000	\$0	0%
Water & Sewage	\$4,284	\$4,417	\$4,479	\$4,500	\$4,500	\$4,500	\$0	0%
<b>Total Utilities</b>	<b>\$111,117</b>	<b>\$117,305</b>	<b>\$114,983</b>	<b>\$118,500</b>	<b>\$118,500</b>	<b>\$118,500</b>	<b>\$0</b>	<b>0%</b>
Food Booth	\$42,814	\$43,080	\$39,230	\$40,000	\$40,000	\$40,000	\$0	0%
Vending & Pop	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
<b>Total Concession Purchases</b>	<b>\$42,814</b>	<b>\$43,080</b>	<b>\$39,230</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>0%</b>
Insurance	\$15,474	\$16,581	\$17,135	\$17,500	\$10,620	\$11,500	\$880	8%
Telephone / Website / Cellular	\$2,345	\$2,778	\$3,448	\$3,400	\$3,700	\$3,750	\$50	1%
Office Supplies	\$2,529	\$2,603	\$2,474	\$2,400	\$2,500	\$2,500	\$0	0%
Pool Supplies, Courses, Etc	\$3,597	\$3,922	\$3,762	\$3,600	\$3,600	\$3,700	\$100	3%
Postage	\$243	\$176	\$228	\$250	\$200	\$200	\$0	0%
Advertising	\$4,879	\$6,548	\$3,089	\$6,000	\$2,000	\$2,500	\$500	25%
Prior Year Deficit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
Audit Fees, Legal	\$1,739	\$2,237	\$2,264	\$2,200	\$4,500	\$4,500	\$0	0%
Courses, Fees, Dues	\$4,122	\$2,017	\$4,055	\$4,000	\$5,500	\$5,500	\$0	0%
Bank Charges	\$612	\$628	\$598	\$550	\$550	\$600	\$50	9%
Bad Debts	\$0	\$0	\$15,148	\$0	\$0	\$0	\$0	#DIV/0!
Misc, Day Camp, Hall of Fame	\$2,692	\$2,505	\$2,167	\$2,500	\$2,800	\$3,000	\$200	7%
<b>Total Administrative</b>	<b>\$38,232</b>	<b>\$39,995</b>	<b>\$54,367</b>	<b>\$42,400</b>	<b>\$35,970</b>	<b>\$37,750</b>	<b>\$1,780</b>	<b>5%</b>
<b>Total Operating Expenditures</b>	<b>\$597,151</b>	<b>\$592,087</b>	<b>\$614,485</b>	<b>\$621,100</b>	<b>\$617,270</b>	<b>\$651,450</b>	<b>\$34,180</b>	<b>6%</b>
Allocate to Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#DIV/0!
<b>Total Expenditures</b>	<b>\$597,151</b>	<b>\$592,087</b>	<b>\$614,485</b>	<b>\$621,100</b>	<b>\$617,270</b>	<b>\$651,450</b>	<b>\$34,180</b>	<b>6%</b>
Inflation	2.0%	2.0%		2.0%		2.0%		

## CAPITAL SPENDING HISTORY 2014-2016 + PROJECTION TO 2023

	2014	2015	2016	2017 Bdg	2017	2018	2019	2020	2021	2022	2023
Doors & Windows								\$750			
Motors & Pumps x2									\$10,000		
Pool Leak & Deck Repairs			\$140,872	\$120,000	\$101,102						
<b>Total Pool</b>	<b>\$0</b>	<b>\$0</b>	<b>\$140,872</b>	<b>\$120,000</b>	<b>\$101,102</b>	<b>\$0</b>	<b>\$0</b>	<b>\$750</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>
Olympia		\$70,522									
Compressor Replacement	\$54,657										
Header Trench Replacement		\$7,410									
Player Benches / Matting	\$6,599										
Bleachers (vinyl cap)							\$11,320				
Air Monitoring Ventilation Upgrade (c0)						\$5,000					
<b>Total Ice Related</b>	<b>\$61,256</b>	<b>\$77,932</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$11,320</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Parking Lot Pavement										\$120,000	
Sidewalk/Entrance Replacement		\$0	\$0			\$35,000					
Roof Replacement/Repairs (Note 3)			\$0	\$65,000	\$50,000				\$400,000		
Complete Wall with T&C Roof				\$3,000	\$0	\$14,000					
Arena Light Replacement				\$20,000	\$25,000						
Man Door Repairs / Replacement						\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
Structural Steel-arena Maintenance/Paint									\$20,000		
Propane Doors Repair						\$2,500					
Boiler Replacement						\$13,000					
Bleacher-Upper Area Storage Reno							\$3,000				
Ashphalt Accessible Ramp									\$1,500		
Painting							\$2,500				
Snow Blower/Shop vac/Floor Polisher				\$4,000	\$4,000						
Surveillance System			\$10,824	\$3,100	\$3,100						
Exterior Lighting Upgrade						\$1,000	\$5,000				
<b>Total Building &amp; Grounds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,824</b>	<b>\$95,100</b>	<b>\$82,100</b>	<b>\$69,500</b>	<b>\$14,500</b>	<b>\$4,000</b>	<b>\$425,500</b>	<b>\$124,000</b>	<b>\$0</b>
Food booth fryer & grill	\$813								\$5,000		
Food booth fridge & freezers								\$2,000			
Town & Country Room	\$1,647			\$2,500	\$2,500	\$2,500	\$1,500	\$10,000	\$2,000		\$5,000
<b>Total Rental &amp; Sales</b>	<b>\$2,461</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$1,500</b>	<b>\$12,000</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$5,000</b>
Sound System							\$5,000				
Office Furniture and Equipment						\$1,400					
Water Softener					\$829						
Unidentified		\$0	\$0	\$0	\$0	\$10,000	\$17,680	\$33,250	\$32,500	\$51,000	\$95,000
<b>Total Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$829</b>	<b>\$11,400</b>	<b>\$22,680</b>	<b>\$33,250</b>	<b>\$32,500</b>	<b>\$51,000</b>	<b>\$95,000</b>
<b>Grand Total</b>	<b>\$63,717</b>	<b>\$77,932</b>	<b>\$151,697</b>	<b>\$217,600</b>	<b>\$186,531</b>	<b>\$88,400</b>	<b>\$50,000</b>	<b>\$60,000</b>	<b>\$475,000</b>	<b>\$175,000</b>	<b>\$100,000</b>

DRAFT BUDGET MUNICIPAL FUNDING - BUILD RESERVE FOR MAJOR ROOF REPAIR & PARKING LOT PAVING									
	2016 Actual	2017 Budget	2017 Estimate	2018 Budget	2019 Estimate	2020 Estimate	2021 Estimate	2022 Estimate	2023 Estimate
Opening Balance /Reserve	\$153,930	\$47,388	\$40,106	\$31,392	\$99,273	\$208,679	\$321,274	\$12,120	\$6,283
Less: Operating Loss	\$135,793	\$131,975	\$124,370	\$151,950	\$154,989	\$158,089	\$161,251	\$164,476	\$167,765
Less: Capital Expenditures	\$151,697	\$217,600	\$186,531	\$88,400	\$50,000	\$50,000	\$475,000	\$175,000	\$100,000
Plus: Municipal Contribution	\$171,666	\$302,187	\$302,187	\$308,231	\$314,395	\$320,683	\$327,097	\$333,639	\$340,312
= Closing Balance /Reserve	\$38,106	\$0	\$31,392	\$99,273	\$208,679	\$321,274	\$12,120	\$6,283	\$78,830





ROYAL CANADIAN LEGION  
BRANCH 220, SHELBURNE  
203 William St., Shelburne, ON L9V 3L6  
Phone 519-925-3800 Fax 519-925-0730  
Rcl220@bellnet.ca



October 12, 2017

CORPORATION OF THE TOWNSHIP OF MELANCTHON  
157101 HWY 10  
MELANCTHON, ONT L9V 2E6

As a past supporter of our organization, we at Branch 220 Shelburne, of the Royal Canadian Legion would like to take this opportunity to thank you for your participation. We would hope that your support would continue during our Poppy Campaign this November. The prices this year: large wreaths \$70.00, small wreaths \$50.00 and crosses \$20.00.

Money received from the Poppy Campaign is deposited in a special account and withdrawals made to assist veterans and their dependants who find themselves in need. Also, donations are made from this special account to support community projects such as the Hospitals and Dufferin Oaks.

In honour of this special day and time we would ask that all citizens take the time to observe two minutes of silence in recognition of those who gave of themselves then and now.

Please return your cheque made payable to "Shelburne Legion Poppy Fund" together with the completed form below. If you have any questions please call Bruce Wright at the Shelburne Legion (519) 925-3800 or Sharon Giles at 925-3145 during business hours. Please place orders before November 6th, 2017.

Thanking you in advance,

*J. Edward Crewson*

J. Edward Crewson

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

WREATHS: #14 SMALL \_\_\_\_\_ #20 LARGE \_\_\_\_\_ WHITE WITH POPPY  
\$50.00 \$70.00 #36 CROSS \_\_\_\_\_  
\$20.00

CASH \_\_\_\_\_ CHEQUE \_\_\_\_\_

MEMORIAL CARD TO READ \_\_\_\_\_

WREATH TO BE PLACED BY \_\_\_\_\_

MAIL TO: ROYAL CANADIAN LEGION—BOX 12

SHELBURNE, ONT L0N 1S0  
CARE OF BRUCE WRIGHT

Lest We Forget, Lest We Forget

ACT#2  
NOV 8 2 2017

**Niagara Escarpment Commission**

99 King Street East  
P.O. Box 308  
Thornbury, ON N0H 2P0  
Tel. No. (519) 599-3340  
Fax No. (519) 599-6326  
[www.escarpment.org](http://www.escarpment.org)

**Commission de l'escarpement du Niagara**

99, rue King est  
p.o.b. 308  
Thornbury ON N0H 2P0  
No de tel. (519) 599-3340  
Télécopieur (519) 599-6326  
[www.escarpment.org](http://www.escarpment.org)



**Niagara Escarpment Commission**  
An agency of the Government of Ontario

October 17, 2017

**Via Email**

To: County of Dufferin  
Township of Melancthon  
Ministry of Natural Resources and Forestry  
Nottawasaga Valley Conservation Authority

## **REQUEST FOR COMMENTS**

**FILE NUMBER:** D/R/2017-2018/9162

**APPLICANT:** Jim & Gwendolyn Funston  
**AGENT:** Van Harten Surveying Attn: Everett Lusk  
**OWNER:** same as applicant

**LOCATION:** Part Lot 16, Concession 2 OS  
civic address not assigned  
Township of Melancthon, County of Dufferin  
**ARN 221900000117000**

**RELATED FILES:** D/R/17-18/9163, D/R/10-11/351, D/E/94-95/125, D/C/83-84/235

**PROPOSED DEVELOPMENT:**

To construct a 1 storey plus walk-out,  $\pm 300$  sq m (3,230 sq ft) single dwelling with a height to peak of  $\pm 9$  m (29.5 ft), install a sewage disposal system and a driveway, on a proposed 1.01 ha (2.5 ac) lot to be severed from an existing 3.03 ha (7.5 ac) lot.

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

We would appreciate receiving your comments via email to [necthornbury@ontario.ca](mailto:necthornbury@ontario.ca) by: **November 7, 2017**. If we do not receive your comments by this date we will assume you have no objection to this proposal. If you require additional time to provide comments please notify us at least one week prior to this date.

If you require further information, please contact **Rick Watt** at (519) 599-3740 or email: [rick.watt@ontario.ca](mailto:rick.watt@ontario.ca)

NIAGARA ESCARPMENT DEVELOPMENT PERMIT APPLICATION

(Revised April 17, 2014)

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

<p>NIAGARA ESCARPMENT COMMISSION 232 Guelph Street, 3<sup>rd</sup> Floor Georgetown, ON L7G 4B1</p> <p>Phone: 905-877-5191 Fax: 905-873-7452 Website: <a href="http://www.escarpment.org">www.escarpment.org</a> Email: <a href="mailto:necgeorgetown@ontario.ca">necgeorgetown@ontario.ca</a></p> <p>Serving the areas of: Dufferin County Region of Halton Region of Peel Region of Niagara City of Hamilton</p>	<p>NIAGARA ESCARPMENT COMMISSION Box 308, 99 King Street East Thornbury, ON N0H 2P0</p> <p>Phone: 519-599-3340 Fax: 519-599-6326 Website: <a href="http://www.escarpment.org">www.escarpment.org</a> Email: <a href="mailto:necthornbury@ontario.ca">necthornbury@ontario.ca</a></p> <p>Serving the areas of: Bruce County Grey County Simcoe County</p>
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- Please ensure that the information you provide in this application is complete and accurate.
- Incomplete or inaccurate information will delay the processing of your application.
- Please contact your local Commission office if you have any questions about your proposal or this application.

1. APPLICANT

Name: Jim Funston & Gwendolyn Funston

Mailing Address: [Redacted] Melancthon ON L9V 1Z4  
Street/P.O. Box City/Town Province Postal Code

Phone: [Redacted] Fax: [Redacted] E-mail: [Redacted]

2. AGENT (if any)

Note: All correspondence will be sent to the Agent where an Agent is designated.

Name: Van Harten Surveying - Everett Lusk

Mailing Address: 660 Riddell Road, Unit 1 Orangeville ON L9W 5G5  
Street/P.O. Box City/Town Province Postal Code

Phone: 519-940-4110 Fax: [Redacted] E-mail: Everett.Lusk@vanharten.com

3. OWNER (if different from applicant)

Name: [Redacted]

Mailing Address: [Redacted]  
Street/P.O. Box City/Town Province Postal Code

Phone: [Redacted] Fax: [Redacted] E-mail: [Redacted]

4. CONTRACTOR (if applicable)

Name: [Redacted]

Mailing Address: [Redacted]  
Street/P.O. Box City/Town Province Postal Code

Phone: [Redacted] Fax: [Redacted] E-mail: [Redacted]

**5. PROPERTY LOCATION**

County/Region Dufferin Municipality Melancthon (former) Municipality \_\_\_\_\_  
Lot 16 Concession 2 OS and/or Lot \_\_\_\_\_ Plan \_\_\_\_\_  
Civic Address # \_\_\_\_\_ Street Address \_\_\_\_\_  
(Fire/Emergency #)

**6. LOT INFORMATION Parcel 1 ( Double Cross Halch)**

Lot Size 1.01 ha Frontage 113.76m Depth 100+/-

**7. SERVICING**

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

**8. EXISTING and PROPOSED DEVELOPMENT**

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

**Existing Development:** (describe)

Residential Vacant Land  
Recreational \_\_\_\_\_  
Agricultural \_\_\_\_\_  
Commercial \_\_\_\_\_  
Other \_\_\_\_\_  
(e.g., industrial institutional)

**Proposed Development:** (describe)

Two new single family dwellings and septic systems, well and driveway on two separate lots (see lot development plan)

**9. EASEMENTS, COVENANTS, AGREEMENTS**

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

N/A

**10. DATE OF PURCHASE**

Date the property was purchased by the current owner: Sept 7, 1993

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

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

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

**11. CONSTRUCTION DETAILS**

**PLEASE NOTE**

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

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

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

	Ground Floor Area (Exterior measurements)	Total Floor Area	# of Storeys	Maximum Height (to peak)	Use of structure
Dwelling	300 sqm +/-		1 with walkout	9 m +/-	
Dwelling Addition					
Accessory Building 1					
Accessory Building 2					
Accessory Building Addition					
Other Building					
Demolition (specify what structure)					

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

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

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

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

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

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

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

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

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

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

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

Pond is: ☐ Proposed ☐ Existing

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

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

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

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

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

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

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

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

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

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

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

#### 15. AGRICULTURAL DEVELOPMENT

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

- ☐ Small Scale Commercial Use Accessory to Agriculture: \_\_\_\_\_
- ☐ Mobile Dwelling Accessory to Agriculture: \_\_\_\_\_
- ☐ Dwelling in Agricultural Area (near barns – MDS I). To follow
- ☐ Livestock Facility (MDS II): \_\_\_\_\_
- ☐ Equestrian Facility (e.g. arenas, riding rings, events): \_\_\_\_\_
- ☐ Farm Pond: \_\_\_\_\_
- ☐ Winery: \_\_\_\_\_
- ☐ Winery Event: \_\_\_\_\_
- ☐ Farm Vacation Home: \_\_\_\_\_
- ☐ 'Agricultural Purposes Only' (APO) Lot Creation: \_\_\_\_\_

#### 16. LOT CREATION

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

i) Existing Lot:	ii) Proposed Lot:	iii) Retained Lot:	iv) Use of new Lot
Frontage <u>340m +/-</u>	Frontage <u>113.76 m</u>	Frontage <u>218.2 m</u>	<input checked="" type="checkbox"/> Residential
Depth _____	Depth <u>100 m +/-</u>	Depth <u>100 m +/-</u>	<input type="checkbox"/> Agricultural/APO
Size <u>3.03 ha</u>	Size <u>1.01 ha</u>	Size <u>2.02 ha</u>	<input type="checkbox"/> Conservation
			<input type="checkbox"/> Lot Addition
			<input type="checkbox"/> Commercial
			<input type="checkbox"/> Industrial

#### 17. OTHER INFORMATION









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

This application is Shown as Parcel 1.



# Map 1 Niagara Escarpment Plan

Funston  
File: D/R/2017-2018/9162

-  Subject Property
- Plan Designations**
  -  Escarpment Natural Area
  -  Escarpment Protection Area
  -  Escarpment Rural Area
  -  Public Land (in Parks and Open Space System)
  -  Roads
  -  Waterbodies
  -  Watercourse

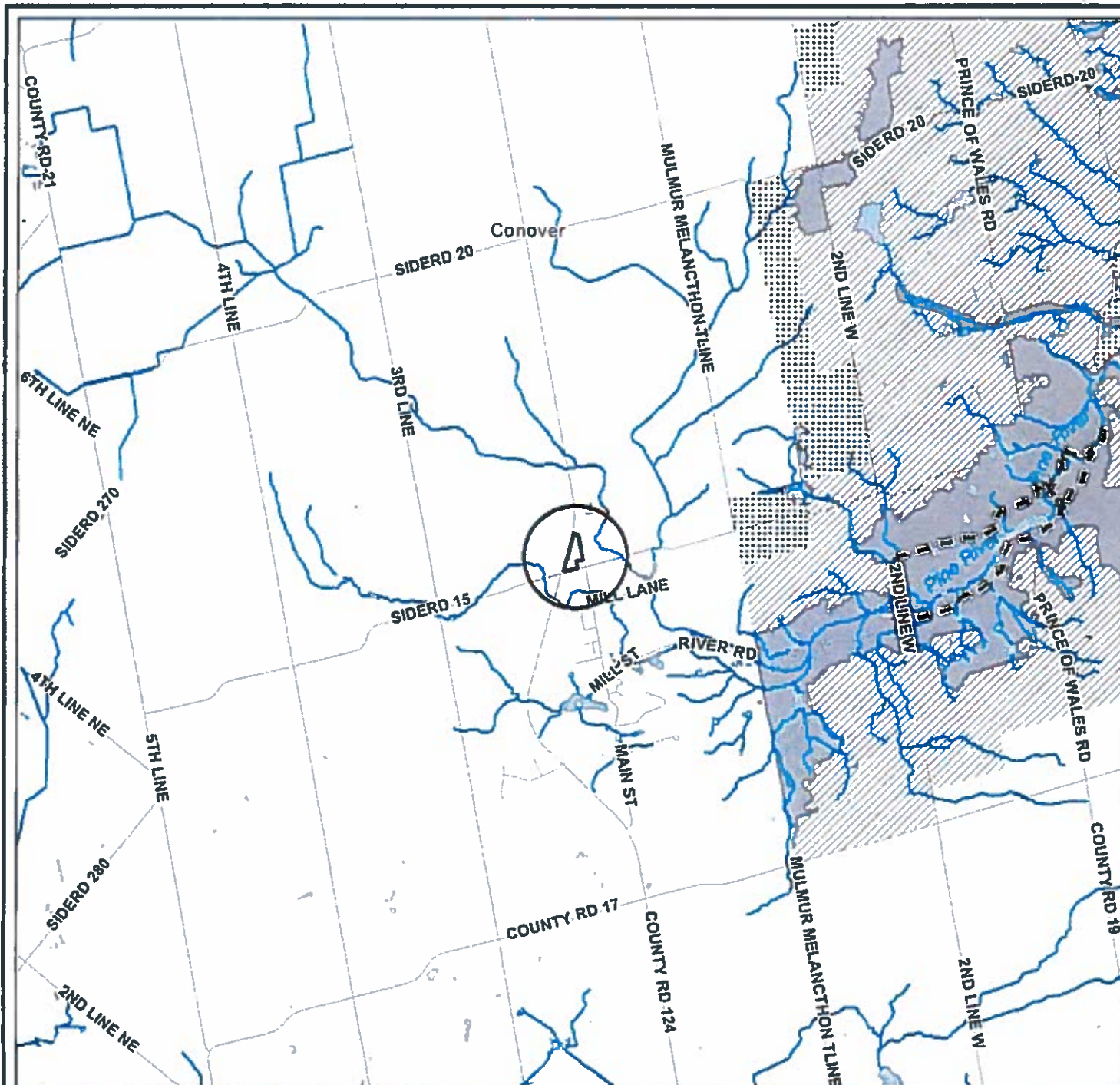
NOTE: The Niagara Escarpment Plan Designation boundaries shown on this map are approximate and subject to modification through site inspection and the application of the Interpretation of Boundaries section of the Niagara Escarpment Plan.

Scale 1:50,000  
0 380 760 1140 1520  
Metres

Printed on Oct 16, 2017



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

 Ontario  
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## Map 2 Lot Configuration/ Proposed Lot

Funston  
File: D/R/2017-2018/9162

-  Subject Property
-  Roads
-  Waterbodies
-  Watercourse
-  Contour (5 metre intervals)
-  Parcel Boundary

Scale 1:10,000  
0 75 150 225 300  
Metres

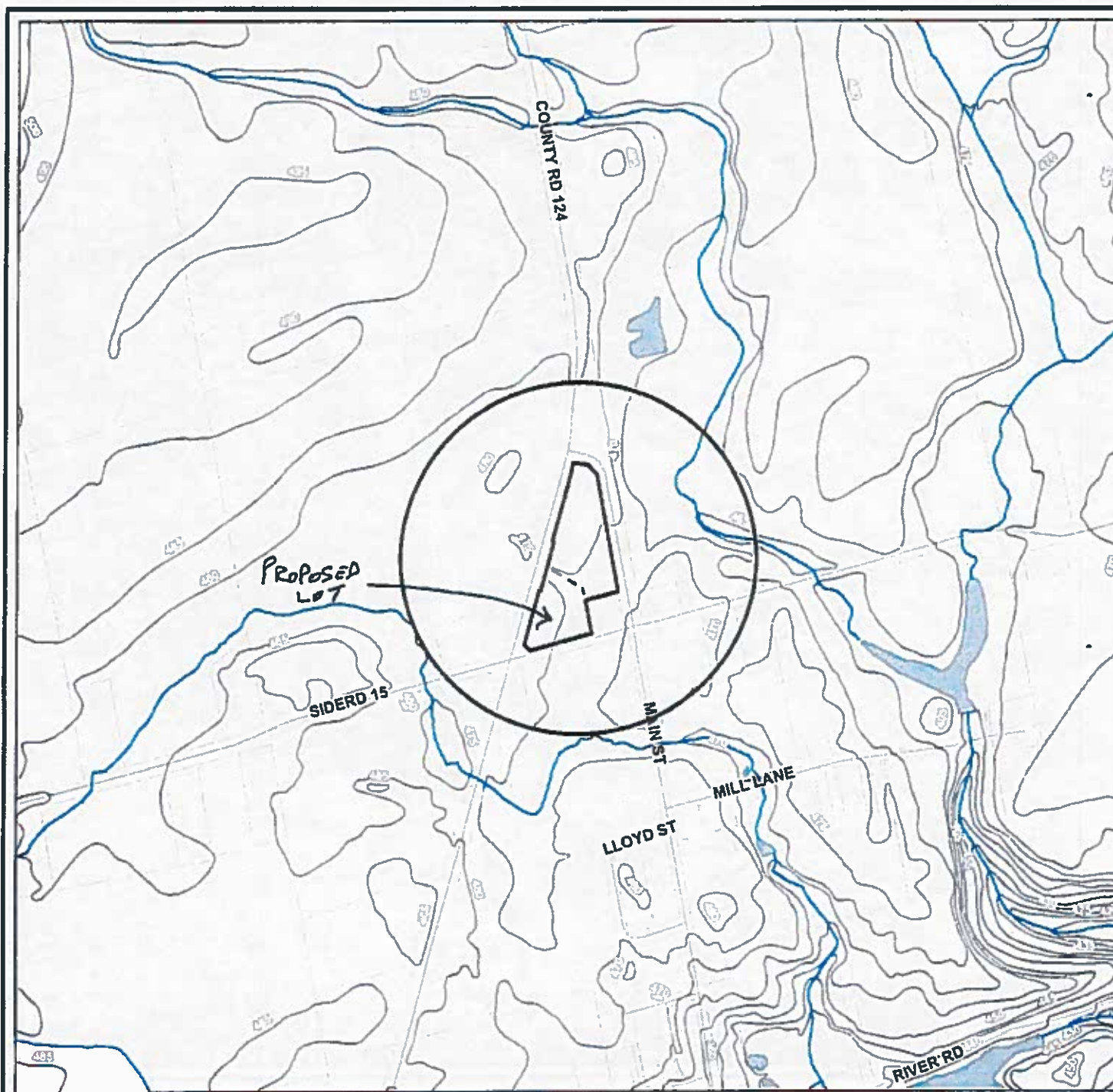
Printed on Oct 16, 2017

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## Map 2A

### Orthophoto

Funston

File: D/R/2017-2018/9162

-  Subject Property
-  Roads
-  Watercourse
-  Parcel Boundary

Orthophoto Date: 10/05/2015

Scale 1:2,500

0 20 40 60 80

Metres

Printed on Oct 18, 2017

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Ministry of Natural Resources



Ontario

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**LEGEND:**

PROPOSED ELEVATION	TREE
EXISTING ELEVATION	TREELINE
SLOPE	
DIRECTION OF FLOW	
PERFORATED PIPE	
TEST PIT	
WELL	

**CALL BEFORE YOU DIG**

THE LOCATION OF SERVICES ON THIS DRAWING ARE ONLY APPROXIMATE AND BASED ON SURVEY DATA. ANY FEATURES LOCATED AT THE TIME OF THE TOPOGRAPHIC SURVEY PRIOR TO ANY CONSTRUCTION IS IN THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE EXACT LOCATION OF ALL UTILITIES.

**LOT DEVELOPMENT PLAN FOR:  
PART OF LOT 16,  
CONCESSION 2 OLD SURVEY,  
TOWNSHIP OF MELANCTHON,  
COUNTY OF DUFFERIN**

1/4-27E1 S1/2-20R1 PARCELS 113 TO 141 1/4-27E1 S1/2-20R1 PARCELS 113 TO 141	
1/4-27E1 S1/2-20R1 PARCELS 113 TO 141 1/4-27E1 S1/2-20R1 PARCELS 113 TO 141	1/4-27E1 S1/2-20R1 PARCELS 113 TO 141 1/4-27E1 S1/2-20R1 PARCELS 113 TO 141
<b>DRAWING REVISION SCHEDULE</b> <b>PREPARED FOR: JIM FUNSTON</b> <b>PROJECT No. 23541-16</b> <b>DRAWING SCALE 1 : 1000</b>	

**Van Harten**  
SURVEYING INC.

1/4-27E1 S1/2-20R1 PARCELS 113 TO 141 1/4-27E1 S1/2-20R1 PARCELS 113 TO 141	1/4-27E1 S1/2-20R1 PARCELS 113 TO 141 1/4-27E1 S1/2-20R1 PARCELS 113 TO 141
--	--

1/4-27E1 S1/2-20R1 PARCELS 113 TO 141

**Niagara Escarpment Commission**

99 King Street East  
P.O. Box 308  
Thornbury, ON N0H 2P0  
Tel. No. (519) 599-3340  
Fax No. (519) 599-6326  
www.escarpment.org

**Commission de l'escarpement du Niagara**

99, rue King est  
p.o.b. 308  
Thornbury ON N0H 2P0  
No de tel. (519) 599-3340  
Télécopieur (519) 599-6326  
www.escarpment.org



Niagara Escarpment Commission  
An agency of the Government of Ontario

October 17, 2017

**Via Email**

To: County of Dufferin  
Township of Melancthon  
Ministry of Natural Resources and Forestry  
Nottawasaga Valley Conservation Authority

## REQUEST FOR COMMENTS

---

**FILE NUMBER:** D/R/2017-2018/9163

**APPLICANT:** Jim & Gwendolyn Funston  
**AGENT:** Van Harten Surveying Attn: Everett Lusk  
**OWNER:** same as applicant

**LOCATION:** Part Lot 16, Concession 2 OS  
civic address not assigned  
Township of Melancthon, County of Dufferin  
**ARN 221900000117000**

**RELATED FILES:** D/R/17-18/9162, D/R/10-11/351, D/E/94-95/125, D/C/83-84/235

**PROPOSED DEVELOPMENT:**

To construct a 1 storey plus walk-out,  $\pm 300$  sq m (3,230 sq ft) single dwelling with a height to peak of  $\pm 9$  m (29.5 ft), install a sewage disposal system and a driveway, on a proposed 2.02 ha (5 ac) lot to be severed from an existing 3.03 ha (7.5 ac) lot.

---

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

We would appreciate receiving your comments via email to [necthornbury@ontario.ca](mailto:necthornbury@ontario.ca) by: **November 7, 2017**. If we do not receive your comments by this date we will assume you have no objection to this proposal. If you require additional time to provide comments please notify us at least one week prior to this date.

If you require further information, please contact **Rick Watt** at (519) 599-3740 or email: [rick.watt@ontario.ca](mailto:rick.watt@ontario.ca)



FILE #

D/R/2017-2018/9163

(For NEC office use only)

PARCEL 2



# NIAGARA ESCARPMENT DEVELOPMENT PERMIT APPLICATION

(Revised April 17, 2014)

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

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

Phone: 905-877-5191

Fax: 905-873-7452

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

Serving the areas of:

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

NIAGARA ESCARPMENT COMMISSION

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

Phone: 519-599-3340

Fax: 519-599-6326

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

Serving the areas of:

Bruce County  
Grey County  
Simcoe County

RECEIVED

OCT - 3 2017

NIAGARA ESCARPMENT  
COMMISSION

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

## 1. APPLICANT

Name: Jim Funston & Gwendolyn Funston

Mailing Address: [Redacted] Melancthon ON L9V 1Z4  
Street/P.O. Box City/Town Province Postal Code

Phone: [Redacted] Fax: [Redacted] E-mail: [Redacted]

## 2. AGENT (if any)

Note: All correspondence will be sent to the Agent where an Agent is designated.Name: Van Harten Surveying - Everett Lusk

Mailing Address: 660 Riddell Road, Unit 1 Orangeville ON L9W 5G5  
Street/P.O. Box City/Town Province Postal Code

Phone: 519-940-4110 Fax: [Redacted] E-mail: Everett.Lusk@vanharten.com

## 3. OWNER (if different from applicant)

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

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

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

## 4. CONTRACTOR (if applicable)

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

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

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

FMS # (0113)

**5. PROPERTY LOCATION**

County/Region Dufferin Municipality Melancthon (former) Municipality \_\_\_\_\_  
Lot 16 Concession 2 OS and/or Lot \_\_\_\_\_ Plan \_\_\_\_\_  
Civic Address # \_\_\_\_\_ Street Address \_\_\_\_\_  
(Fire/Emergency #)

**6. LOT INFORMATION Parcel 2 ( Single Cross Hatch)**

Lot Size 1.01 ha Frontage 113.76m Depth 100+/-

**7. SERVICING**

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

**8. EXISTING and PROPOSED DEVELOPMENT**

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

**Existing Development:** (describe)

**Proposed Development:** (describe)

↓  
Residential Vacant Land  
Recreational \_\_\_\_\_  
Agricultural \_\_\_\_\_  
Commercial \_\_\_\_\_  
Other \_\_\_\_\_  
(e.g., industrial, institutional)

↓  
Two new single family dwellings and septic systems, well and driveway on two separate lots (see lot development plan)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. EASEMENTS, COVENANTS, AGREEMENTS**

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

N/A

**10. DATE OF PURCHASE**

Date the property was purchased by the current owner: Sept 7, 1993

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

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

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

**11. CONSTRUCTION DETAILS**

**PLEASE NOTE**

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

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

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

	Ground Floor Area (Exterior measurements)	Total Floor Area	# of Storays	Maximum Height (to peak)	Use of structure
Dwelling	300 sqm +/-		1 with walkout	9 m +/-	
Dwelling Addition					
Accessory Building 1					
Accessory Building 2					
Accessory Building Addition					
Other Building					
Demolition (specify what structure)					

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

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

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

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

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

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

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

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

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

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

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

Pond is: ☐ Proposed ☐ Existing

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

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

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

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

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

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

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

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

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

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

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

#### 15. AGRICULTURAL DEVELOPMENT

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

- ☐ Small Scale Commercial Use Accessory to Agriculture: \_\_\_\_\_
- ☐ Mobile Dwelling Accessory to Agriculture: \_\_\_\_\_
- ☐ Dwelling in Agricultural Area (near barns – MDS I): To follow
- ☐ Livestock Facility (MDS II): \_\_\_\_\_
- ☐ Equestrian Facility (e.g., arenas, riding rings, events): \_\_\_\_\_
- ☐ Farm Pond: \_\_\_\_\_
- ☐ Winery: \_\_\_\_\_
- ☐ Winery Event: \_\_\_\_\_
- ☐ Farm Vacation Home: \_\_\_\_\_
- ☐ 'Agricultural Purposes Only' (APO) Lot Creation: \_\_\_\_\_

#### 16. LOT CREATION

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

i) Existing Lot:	ii) Proposed Lot:	iii) Retained Lot:	iv) Use of new Lot
Frontage <u>340m +/-</u>	Frontage <u>113.76 m</u>	Frontage <u>218.2 m</u>	<input checked="" type="checkbox"/> Residential
Depth _____	Depth <u>100 m +/-</u>	Depth <u>100 m +/-</u>	<input type="checkbox"/> Agricultural/APO
Size <u>3.03 ha</u>	Size <u>1.01 ha</u>	Size <u>2.02 ha</u>	<input type="checkbox"/> Conservation
			<input type="checkbox"/> Lot Addition
			<input type="checkbox"/> Commercial
			<input type="checkbox"/> Industrial









#### 17. OTHER INFORMATION

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

This application is Shown as Parcel 2.

# Map 1 Niagara Escarpment Plan

Funston  
File: D/R/2017-2018/9163

-  Subject Property
- Plan Designations**
  -  Escarpment Natural Area
  -  Escarpment Protection Area
  -  Escarpment Rural Area
  -  Public Land (in Parks and Open Space System)
  -  Roads
  -  Waterbodies
  -  Watercourse

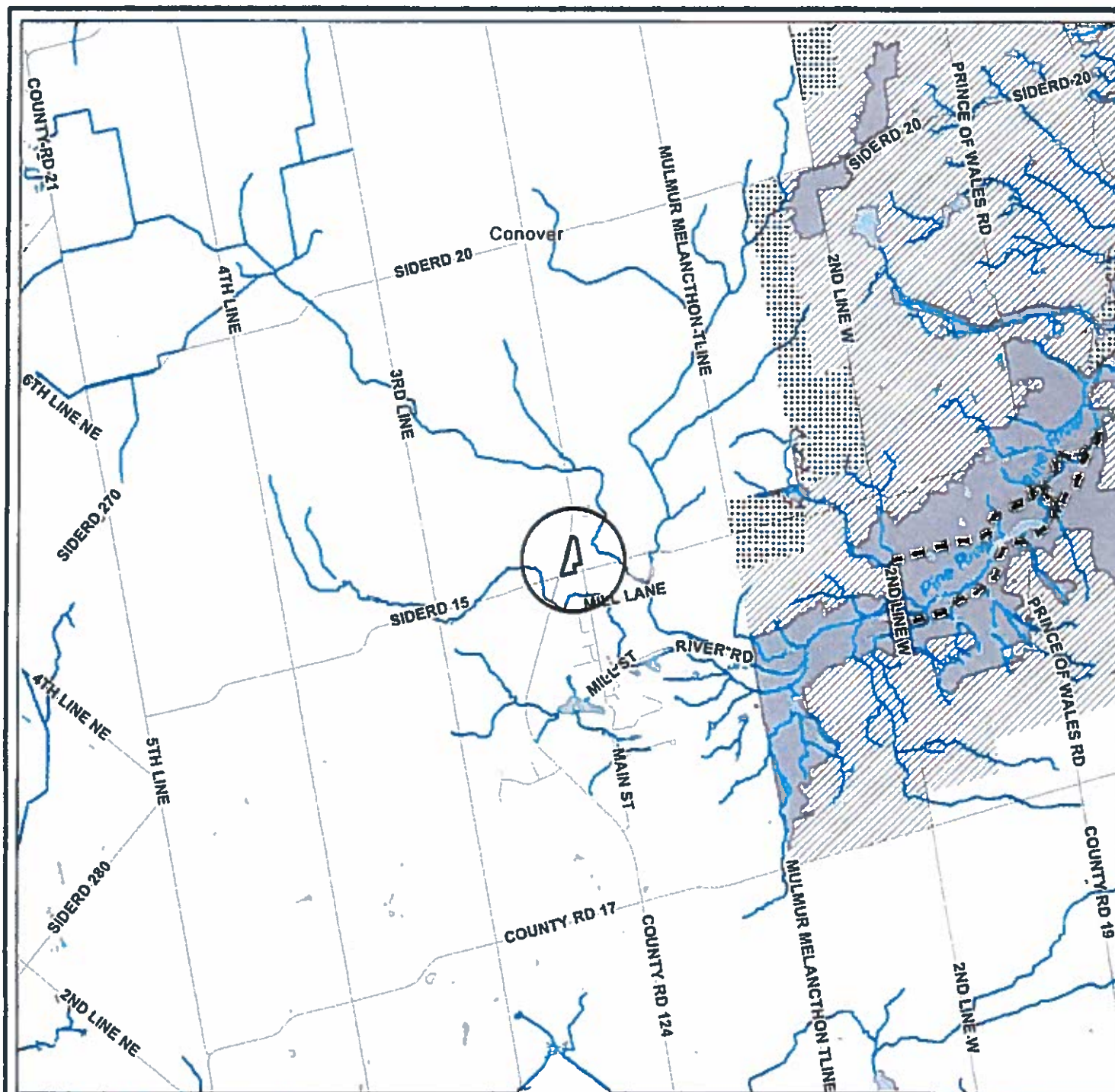
NOTE: The Niagara Escarpment Plan Designation boundaries shown on this map are approximate and subject to modification through site inspection and the application of the Interpretation of Boundaries system of the Niagara Escarpment Plan.

Scale 1:50,000  
0 380 760 1140 1520

Metres  
Printed on Oct 18, 2017

**THIS IS NOT A PLAN OF SURVEY**

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## Map 2 Lot Configuration/ Proposed Lot

Funston

File: D/R/2017-2018/9163

-  Subject Property
-  Roads
-  Waterbodies
-  Watercourse
-  Contour (5 metre intervals)
-  Parcel Boundary

Scale 1:10,000

0 75 150 225 300

Metres

Printed on Oct 19, 2017

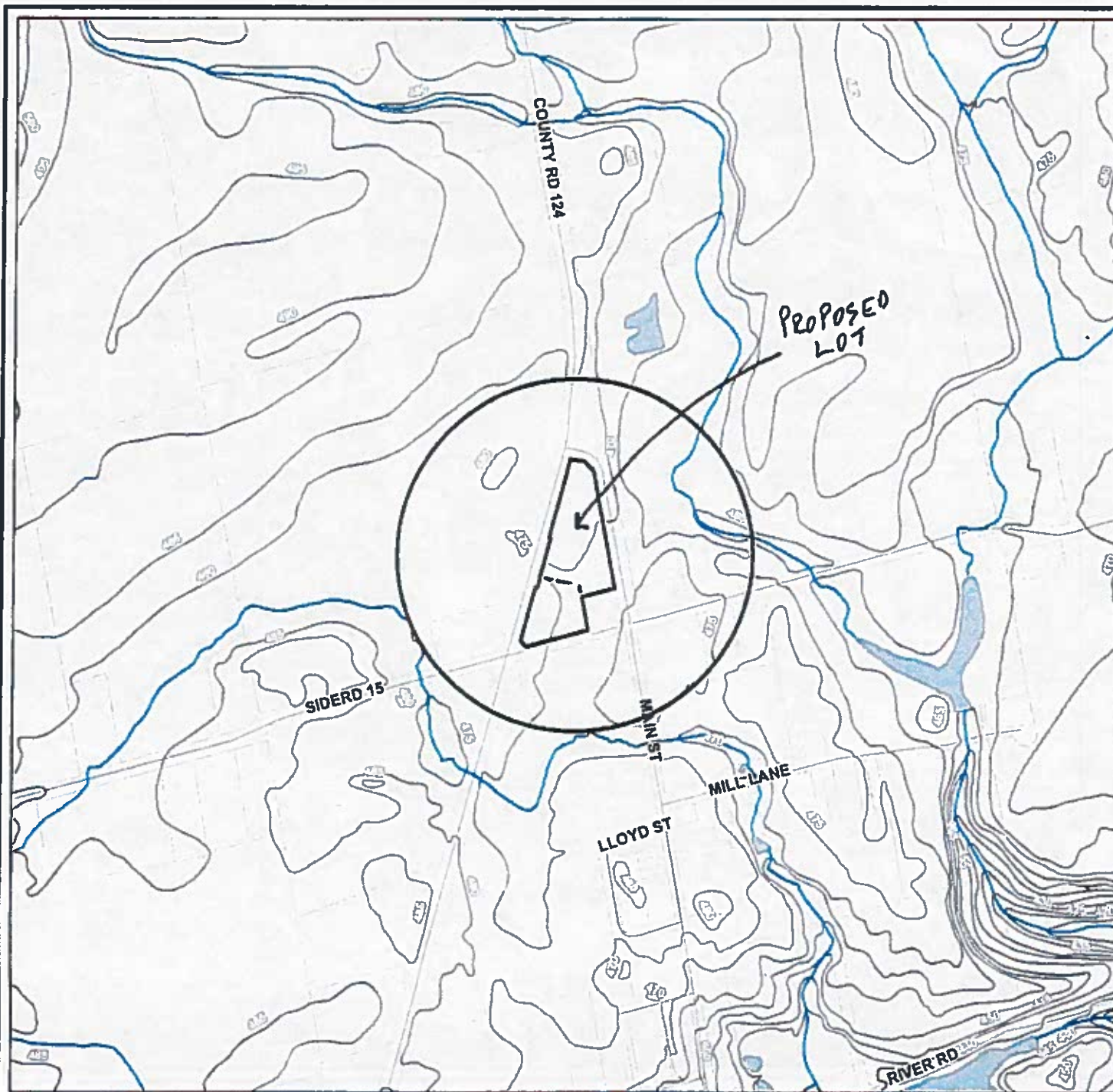
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Ontario

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# Map 2A

## Orthophoto

Funston

File: D/R/2017-2018/9163

- Subject Property
- Roads
- Watercourse
- Parcel Boundary

Orthophoto Date: 1995-2011

Scale 1:2,500



Printed on Oct 16, 2017

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# **The Corporation of the Township Of Melancthon**

## **By-law No.            -2017**

Being a By-law to provide direction for the Parking in the Township of Melancthon

WHEREAS Section 11(1), Paragraph 3 of the Municipal Act, 2001 S.O. 2001, c. 25, provides municipalities the authority to pass By-laws respecting Parking;

AND WHEREAS the Corporation of the Township of Melancthon deems it expedient to provide that all Parking throughout the Township of Melancthon shall be monitored;

The provisions of this By-law shall be subject to the provisions of the Highway Traffic Act, Chapter H.8, R.S.O. 1990, as amended from time to time.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MELANCTHON ENACTS AS FOLLOWS:

### **1. Definitions**

**Authorized Sign** shall mean a sign approved by the Ministry of Transportation of the Province of Ontario or a sign approved by the Township which includes words or symbols which describe a permitted or prohibited act and which have been erected by authorized agents of the Township pursuant to this By-law and without limiting the generality of the foregoing, includes a Traffic control device and a Traffic control signal.

**Accessible Parking Permit** means an unexpired Accessible Parking Permit issued under O. Reg. 581 of the Highway Traffic Act.

**By-law Enforcement Officer** means an enforcing officer appointed by the Township to enforce the provisions of this By-law or a Person specially appointed to enforce only specific provisions of this By-law.

**Council** means the Municipal Council of The Corporation of the Township of Melancthon.

**Crosswalk** means that part of a Highway at an intersection which is included within the connections of the lateral lines of the Sidewalks on opposite sides of the Highway measured from the curbs, or, in the absence of curbs, from the edges of the travelled portion of the Highway or any portion of a Roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs including a Traffic Control Device or Traffic Control Signal or by lines or other markings on the road surface.

**Commercial Motor Vehicle** unless otherwise defined by regulation, means a motor vehicle having attached to it a truck or delivery body and includes an ambulance, a hearse, a casket wagon, a fire apparatus, a bus and a tractor used for hauling purposes on a highway.

**Driveway** means a public or private Roadway providing vehicular access to a Street or Highway.

**Highway** includes a common and public Highway, Street, avenue, Parkway, Driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.



**Highway Traffic Act (HTA)** means the Highway Traffic Act, RSO 1990, c H.8 as amended from time to time.

**Motor Vehicle** includes an automobile, a motorcycle, a motor-assisted bicycle unless otherwise indicated in this Act, and any other vehicle propelled or driven otherwise than by muscular power, but does not include a Street car or other Motor Vehicle running only upon rails, a power-assisted bicycle, a motorized snow vehicle, a traction engine, a farm tractor, a self-propelled implement of husbandry or a road-building machine within the meaning of the Highway Traffic Act.

**Park or Parking**, when prohibited, means the Standing of a Motor Vehicle, whether occupied or not, except when Standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers.

**Pedestrian** means a Person on foot, in a wheeled carriage or using a wheelchair or Personal mobility device.

**Person** includes any Person, firm, partnership, association, corporation, company, or organization of any kind.

**Police Officer** means a member of The Ontario Provincial Police Services or a Person authorized by the Chief of Police to regulate or direct Traffic.

**Roadway** means the portion of a Street or Highway improved, designed, or ordinarily used for vehicular Traffic, but does not include the Shoulder, and, where a Highway includes two or more separate Roadways, the term Roadway refers to any one Roadway separately and not to all of the Roadways collectively.

**Shoulder** means the area between the moving Traffic lanes of a Street or Highway, and the curb or edge of the Roadway.

**Sidewalk** means the portion of a Street or Highway that lies between the Roadway and the lateral property lines of the Street or Highway, and which may be paved, surfaced, or levelled, and is intended to be used as a pedestrian walkway.

**Stand or Standing**, when prohibited, means the halting of a Motor Vehicle whether occupied or not, except for the purpose of and while actually engaged in receiving and discharging passengers.

**Stop or Stopping**, when prohibited, means any Stopping of a Motor Vehicle, except when necessary to avoid conflict with other Traffic or in compliance with the direction of a Police Officer, or Traffic control sign or signal.

**Street or Highway** includes a common and public Highway, Street, avenue, Parkway, crescent, court, public Driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

**Through Highway** means a Highway or part of a Highway designated as such by the Minister or by By-law of a municipality, and every such Highway shall be marked by a stop sign or yield right of way sign in compliance with the regulations of the Ministry.

**Township** means the Corporation of the Township of Melancthon.

**Traffic** includes the movement or Stopping of pedestrians, ridden or herded animals, Motor Vehicles, motor buses, and other conveyances, either singly or together, while using any Street or Roadway.

**Traffic Control Device** means any sign, or Roadway, curb or Sidewalk markings, or other device erected or placed under the authority of the Township for the purpose of guiding or directing Traffic.

**Trailer** means a vehicle that is at any time drawn upon a Highway by a Motor Vehicle, except an implement of husbandry, a mobile home, another Motor Vehicle or any device or apparatus not designed to transport Persons or property, temporarily drawn, propelled or moved upon such Highway, and except a side car attached to a motorcycle, and shall be considered a separate vehicle and not part of the Motor Vehicle by which it is drawn.

For the purpose of this By-law, the definitions and interpretations given in this By-law shall govern. In this By-law, "shall" is mandatory; words in the singular include the plural words and words in the plural include the singular; words used in the masculine gender include the feminine and words in the feminine gender include the masculine.

## **2. Enforcement of By-law**

This By-law may be enforced by a Police Officer, Municipal By-law Enforcement Officer appointed by Council or the Township's Director of Public Works or his/her Designated Alternate.

### **Obedience to Parking Regulations**

Notwithstanding any other provisions of the By-law, if a Motor Vehicle is Parked contrary to the By-law, in addition to any other remedy, a Police Officer or By-law Enforcement Officer may remove such Motor Vehicle, or cause same to be removed to and be stored in a suitable place, and all costs and charges for removal or storage thereof shall be a lien upon such Motor Vehicle (Appendix A).

## **3. Parking and Operation of Vehicles**

### **3.1 Method of Parking**

Each vehicle must be Parked on any Street on the right-hand side of the Street, having regard for the direction in which the vehicle had been proceeding, and unless the right-front and right-rear wheels or runners of the Motor Vehicle are parallel to and distant, respectively, not more than 150 mm from the edge of the Roadway.

### **3.2 Stopping Prohibited**

No Person shall allow any Motor Vehicle or part thereof to Stop anytime upon any Highway or parts of Highways.

No Person shall Stop or Stand a Motor Vehicle in, or within six metres from, a Crosswalk.

### **3.3 Parking Prohibited – General**

No Person shall, at any time, Park a vehicle, or any part thereof, in any of the following places, except as herein expressly permitted:

1. on a Sidewalk;
2. in front of a public or private Driveway or lane;
3. within 1 meter of residential Driveways on both sides;
4. commercial motor vehicle Parking limited to a 2 hour duration;
5. within an intersection;
6. within 3 meters from the point where a straight line drawn from a fire hydrant at right angles to the Roadway intersects the Roadway;
7. on a Crosswalk;
8. on the front lawn of a home within a village;
9. on any bridge or the approaches thereto;

10. on any Street in such a manner as to obstruct Traffic;
11. in such a position as to prevent the convenient removal of any other vehicle previously Parked or Standing
12. in front of the main entrance to, or any emergency exit from a theatre, auditorium, or other building while large assemblages are being held in such theatre, auditorium, or other building, or for a reasonable time immediately preceding and following such assemblages;
13. in any public lane;
14. on any paved Shoulder in the Township
15. on any Roadway for an unreasonable time, having regard for the Traffic requirements of such Roadway;
16. on any Highway between the hours of 2:00 a.m. and 7:00 a.m. during the period of November 15 to April 15.

### **3.4 Specified Places Where an Authorized Sign is on Display – Anytime**

Where an Authorized Sign has been installed and is on display, no Person shall Park or leave Standing any Motor Vehicle anytime:

- within 9.1 metres of the corner of any Street intersection except where otherwise provided in this By-law;

### **3.5 Specified Places Where an Authorized Sign is on Display – Specified Time**

Where an Authorized Sign has been installed and is on display, no Person shall Park or leave Standing, except in accordance with the time limits shown on the Authorized Sign, any Motor Vehicle on the Highway or parts of Highways.

Where an Authorized Sign has been installed and is on display, no Person shall Park or leave Standing, any Motor Vehicle on the Highway or parts of Highways.

### **3.6 Heavy Vehicle / Oversized Load**

When Authorized Signs have been installed and are on display, no Person shall move, drive or operate a Heavy Vehicle at any time on any Highway or parts of Highways without a Township of Melancthon Moving Permit which is available through the municipal office.

### **3.7 Disabled or Unlicensed Vehicles and Trailers**

The Parking of a disabled vehicle, boat or Trailer, or travel Trailer within all properties zones in the Township for a period of more than one month shall be prohibited unless such vehicle is stored in an enclosed accessory building or garage. Automotive vehicles or travel Trailers without current licence plates shall not be stored or Parked, other than in completely enclosed buildings except that one boat and one unoccupied travel Trailer may be stored in a side yard or rear yard.

### **3.8 Winter Parking**

To ensure the safe passage of Traffic and to prevent interference with snow clearing operations, any vehicles found Parked on public Streets in Melancthon from Nov 15 – April 15 of each year between the hours of 2:00 am and 7:00 am in such a manner as to interfere with the movement of Traffic or the clearing of snow from the roads, in contravention of the Highway Traffic Act, s. 170 may be referred to the OPP, ticketed and/or removed at the owner's expense.

**Highway Traffic Act Section 181**– No Person shall deposit snow or ice on a Roadway without permission in writing to do so from the Ministry or the road authority responsible for the maintenance of the road.

No Person shall Park or Stand a vehicle on a Highway in such a manner as to interfere with the movement of Traffic or the clearing of snow from the Highway.

### **3.9 Accessible Parking**

Where an Authorized Sign is erected and on display, no Person at any time shall Stop, Stand or Park a Motor Vehicle in any Parking space or area designated for the use of vehicles displaying an Accessible Parking Permit.

## **4. Designating Through Highways, Yield, and Stop Signs**

### **4.1 Through Highways**

The Highways or parts of Highways named or described in this By-law are hereby declared to be Through Highways.

### **4.2 Stop Signs**

In addition to Stop signs required at intersections on Through Highways, Council of the Township of Melancthon may by By-law provide for the erection of Stop signs at intersections on Highways under its jurisdiction and every sign so erected shall comply with the regulations of the Ministry.

### **4.3 Delegation of Authority**

The Director of Public Works or their designate is hereby appointed by the Township as the office holder with the authority to temporarily designate a Highway or portion of a Highway under the Township's jurisdiction as a construction zone for the purpose of, and during the period required for, construction, repair or improvement of the Highway or other services.

Where a Highway or portion of a Highway under the Township's jurisdiction has been designated as a construction zone, the Director of Public Works or their designate may:

- temporarily set a lower rate of speed for Motor Vehicles driven in the designated construction zone than is otherwise provided in the Highway Traffic Act; or
- temporarily close any Highway or portion thereof which is designated as a construction zone.

### **4.4 Removal of Motor Vehicle to be Stored**

Where an authorizing sign has been installed and is on display any Police Officer or By-law Enforcement Officer, upon discovery of any Motor Vehicle or other object Parked or left in contravention of this By-law, may cause it to be moved, removed, impounded, restrained, immobilized, or taken to and placed or stored in a suitable place and all costs and charges for removing, care and storage thereof, if any, are a lien upon the vehicle, which may be enforced in the manner provided in the Repair and Storage Liens Act of Ontario.

### **4.5 Ontario Highway Traffic Act to Govern**

The provisions of this By-law shall be subject to the provisions of the Highway Traffic Act, Chapter H.8, R.S.O. 1990, as amended from time to time.

### **4.6 Penalty**

Any Person who contravenes the provisions of this By-law is guilty of an offence and upon conviction therefore is subject to the penalty set out in the Provincial Offences Act.



**5. Short Title**

This By-law may be cited as the "Melancthon Parking By-law".

**6. Effective Date of By-law**

This By-law shall come into effect on the final passing thereof.

By-law read a first and second time this            day of            , 2017.

By-law read a third time and passed this            day of            , 2017.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

### **Appendix A**

1. No Parking is permitted on any Roadways within the Township of Melancthon between the dates of November 15 to April 15 from 2:00am to 7:00am for the purpose of cleaning road ways of snow.

**Part II Provincial Offences Act**  
**Short Form Wording**

<b>Item</b>	<b>Column 1 Short Form Wording</b>	<b>Column 2 Provision Creating or Defining Offence</b>	<b>Column 3 Set Fine</b>
1.	Park incorrect direction	3.1	\$75.00
2.	Stop within 6 meters of Crosswalk	3.2	\$75.00
3.	Park on Sidewalk	3.3	\$75.00
4.	Park in front of Driveway	3.3	\$75.00
5.	Park within 1 meters of residential Driveways	3.3	\$75.00
6.	Park commercial motor vehicle longer than 2 hours	3.3	\$75.00
7.	Park within an intersection	3.3	\$75.00
8.	Park on front lawn of a house	3.3	\$75.00
9.	Park on a bridge or approaches thereto	3.3	\$75.00
10.	Park to obstruct Traffic	3.3	\$75.00
11.	Park to prevent removal of other vehicle Parked or Standing	3.3	\$75.00
12.	Park at front or emergency entrance at theatre, auditorium and/or large assembly	3.3	\$75.00
13.	Park in any public lane	3.3	\$75.00
14.	Park for unreasonable amount of time	3.3	\$75.00
15.	Park 2am to 7am November 15 to April 15	3.3	\$75.00
16.	Park on Paved Shoulder	3.3	\$75.00
17.	Park within 9.1 meters of intersection	3.4	\$75.00
18.	Park where an Authorized Sign is posted	3.5	\$75.00
20.	Park – disabled vehicle, boat, travel Trailer in residential area	3.7	\$75.00
21.	Park – interfere with snow removal	3.8	\$75.00
22.	Park in a disabled Person Parking space	3.9	\$300.00