



# TOWNSHIP OF MELANCTHON

## A G E N D A

Thursday, November 16, 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 - November 2, 2017**
6. **Business Arising from Minutes**
7. **Point of Privilege or Personal Privilege**
8. **Public Question Period** (Please visit our website under Agenda & Minutes for information on Public Question Period)
9. **Public Works**
10. **Planning**
  1. Applications to Permit
  2. Strada Status Report, dated November 9, 2017
  3. Other
11. **Police Services Board**
12. **County Council Update**
13. **Correspondence**

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

1. Centre Dufferin Recreation Complex Meeting - September 27, 2017

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

1. Resolution from Township of Sioux Narrows - Nestor Falls, in support of Township of Montague Resolution sent to Honourable Kathleen Wynne, Premier of Ontario, dated November 7, 2017, Re. Bill 148, Fair Workplaces, Better Jobs Act 2017
2. AMO Communications - Policy Update - Thursday November 2, 2017
3. Resolution from the Town of Mono, in support of Township of Montague Resolution, sent to Honourable Kathleen Wynne, Premier of Ontario, dated September 19, 2017, Re. Bill 148, Fair Workplaces, Better Jobs Act 2017
4. AMO Communications - dated October 31, 2017, Re. Call to Action - Talk to your MPPs about Estimated Fiscal Impacts of Bill 148
5. Resolution from Municipality of Morris - Turnberry, dated October 17, 2017, Re. Resolution concerning the Tenanted Farm Tax Class properties being changed to the Residential Tax Class
6. Memo from Ministry of Finance, Officer of the Minister, dated October 27, 2017, Re. Legislation to legalize and regulate non-medical cannabis across Canada
7. Headwaters Tourism Update - October 22, 2017
8. Resolution from the County of Dufferin, dated November 13, 2017, Re. Dufferin County Council endorsement of the Association of Municipalities of Ontario's submission on Bill 148 - Fair Workplaces, Better Jobs Act 2017

**\* Items for Council Action**

1. Resolution from Shelburne and District Fire Board Meeting, dated November 8, 2017, Re. Bill 148
2. Motions passed at the Shelburne and District Fire Board Meeting, Re. 2018 Operating Budget and increase for the 2018 Capital Budget
3. Notification for the Maintenance and Repair of the Coutts Drain, signed by Levi Bowman - Part Lots 278 and 280, Concession 2 SW

**14. General Business**

1. Notice of Intent to Pass By laws
  - 1.1 A By-law imposing special annual drainage rates upon land in respect of which money is borrowed under the *Tile Drainage Act*.
  - 1.2 Road Widening By-Law, East Part of Lot 18, Concession 3 OS as in MF18050, Township of Melancthon, County of Dufferin (PIN 34140-0005)
  - 1.3 A By-law to provide direction for the Parking in the Township of Melancthon
  - 1.4 A By-law to appoint officials from December 1, 2017 to November 30, 2018
  - 1.5 A By-law to constitute and appoint a Committee of Adjustment
  - 1.6 A By-law to appoint a Board of Management for the Horning's Mills Community Hall
2. New/Other Business/Additions
3. Unfinished Business
  - 3.1 Asset Management Plan
  - 3.2 Mulmur Melancthon Fire Department - 2018 Budget
  - 3.3 Centre Dufferin Recreation Complex - 2018 Budget

**15. Delegations**

1. 5:30 p.m. - Public Meeting for an Official Plan Amendment and Zoning By-law Amendment to implement provisions of the approved Source Water Protection Plans for South Georgian Bay Lake Simcoe and Grand River in accordance with the Clean Water Act
  - 1.1 Comments from Harvey Lyon on the Amendments

**16. Closed Session**

1. Adoption of the Draft Minutes of November 2, 2017
2. Business Arising from Minutes
3. A proposed or pending acquisition or disposition of land by the municipality or local board & the receiving of advice that is subject to Solicitor/Client privilege, including communications necessary for that purpose - Lot 86, Plan 23A - Argyle Street, Corbetton

**17. Third Reading of By-laws**

**18. Notice of Motion**

**19. Confirmation By-law**

**20. Adjournment and Date of Next Meeting - Thursday, December 7, 2017 - 5:00 p.m.**

**21. On Sites**

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

## Denise Holmes

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**From:** Chris Jones <chris\_mplanningservices@rogers.com>  
**Sent:** Thursday, November 09, 2017 2:40 PM  
**To:** Denise Holmes  
**Cc:** Wendy Atkinson  
**Subject:** Strada Status Report  
**Attachments:** Untitled attachment 00032.htm; Strada\_status\_memo.pdf; Untitled attachment 00035.htm

Hi Denise - attached is the Strada status report.

Note that the peer reviews and related correspondence is attached to this report.

In terms of the website, after the next Council meeting we should add this report to the website as well as the updated Archaeological studies.

We should also think about the public meeting date and discuss with Council if they want to schedule this on December 21 or find an alternate meeting date.

Any questions on the report, let me know.

Cheers,

CJ

•Municipal Planning Services Ltd.•

Office: 705-725-8133

Cell: 705-796-8771

Chris D. Jones BES, MCIP, RPP  
51 Churchill Drive, Unit 1  
Barrie, Ontario  
L4N 8Z5

**MEMORANDUM**

**To:** Mayor White and Members of Council  
**Copy:** Ms. Denise Holmes, CAO  
**From:** Chris Jones MCIP, RPP  
**Date:** November 9, 2017  
**Re:** Application for Official Plan and Zoning By-law Amendment (Strada)

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**1.0 BACKGROUND**

On June 21, 2017, the Township received an application from Strada Aggregates to redesignate and rezone lands located in Part of the West Half of Lots 12 and 14, Concession 3 O.S. for the purpose of establishing/expanding new mineral aggregate operations.

On July 20, 2017, Council declared the applications complete and directed the CAO and Planner to circulate a notice of complete application and to coordinate peer reviews of certain studies.

The purpose of this report is to provide Council with an update on the information that has been compiled as a result of the ARA consultation and peer reviews of the environmental and noise studies.

**2.0 STATUS OF LICENCE APPLICATION REQUIRED BY THE AGGREGATE RESOURCE ACT**

According to documentation provided by the applicant, the application for an ARA license was declared complete by the MNRF on June 6, 2017. In accordance with the Aggregate Resources Act (ARA) public consultation requirements, the applicant also conducted a 45-day public consultation period, which included a public open house held at the Hornings Mills Community Centre on August 24, 2017.

**3.0 SUMMARY OF COMMENTS COMPILED TO DATE**

To date the Township has received comments from the following agencies and/or peer reviewers:

1. Letter from MNRF dated September 8, 2017;
2. Letter from Bluewater Geoscience dated August 31, 2017;
3. Updated Archaeological Reports dated September 15 & 21, 2017;
4. Letter from Whitewater Hydrogeology Ltd. dated September 26, 2017;

5. Letter from NVCA dated October 4, 2017;
6. Letter from Whitewater Hydrogeology dated October 24, 2017; and,
7. Letter from HGC Engineering dated October 26, 2017.

In addition, it is noted that the Township has retained Consult-Tatham to prepare a road state/maintenance assessment of Line 4, however, at the time this report was prepared Consult-Tatham had not finalized this assessment.

The comment letters generally focus upon the technical areas of noise, hydrogeology and the natural environment. These letters have been summarized in this section of the report and have also been appended to this report for Council's review and consideration, with the exception of the supplemental archeological studies, which are available at the Township office for review.

### **3.1 Natural Environment Comments**

#### **NVCA**

- Supports collaboration with MNRF to address Species at Risk (SAR), which include Bobolink, Meadowlark and Barn Swallow;
- Concurs with proponent finding that MNRF mapped, unevaluated wetlands are not wetlands;
- Support protection of small marsh on Bonnefield site as well as wetland water level monitoring and amphibian monitoring;
- Concur that the white pine plantation on the Prince site is not part of a significant woodland and can be removed; and,
- Proposed mitigation is well thought out.

#### **MNRF**

- Would have been helpful to have species observations referenced to the Ecological Land Classifications (ELC);
- SAR impacts to habitat have been addressed but not impacts to individual species;
- Existing structures should be assessed for presence of SAR bat species;
- Further evaluation is required to address the potential impacts to the hydroperiod of the wetland and potential impacts to amphibian breeding function; and,
- Additional information is required on how the existing monitoring programs will be integrated with the expansion sites.

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### 3.2 Hydrogeological Comments

#### **MNRF**

- Confirmation of updated of the proposed final pit floor elevations should be provided based on updated groundwater monitoring data.

#### **Bluewater Geoscience (Township Peer Review Consultant)**

- Additional well monitors (10 in total) provides for an adequate and thorough groundwater monitoring network for on-going groundwater monitoring and sampling;
- The proponent has adequately characterized the hydrogeological setting of the proposed pits so that overburden and bedrock regimes are understood; and,
- A reasonable groundwater sampling program has been proposed that will allow confirmation that pit operations will not negatively impact groundwater quantity or quality.

#### **NVCA**

- Potential for karst features and potential impacts on groundwater flow towards nearby stream systems should be considered;
- An east-west geological cross-section is encouraged for the Bonnefield pit;
- Recommended that fuel and chemical storage be situated away from areas identified as a Highly Vulnerable Aquifer;
- Encourage updating Table 2 to reflect 2017 values for the high water table and evaluate against 2016 values;
- Advise if there is seasonal variation in the groundwater flow/direction;
- Advise if there is any issue with groundwater mounding on-site;
- NVCA supports the perched aquifer conclusion related to the proximal wetland feature; and,
- NVCA supports the recommended compliance monitoring program.

#### **Whitewater Hydrogeology Ltd. (Proponent Consultant)**

- Site conditions are not suitable for significant karstification processes;
- Above-water extraction will have no measurable response to groundwater flow conditions or stream flow;
- An east-west cross section through the Bonnefield pit was provided;

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- No on-site fuel storage is proposed at the Bonnefield pit. Fuel storage is currently permitted at Pit #2 in accordance with Provincial laws and regulations;
- Updated monitoring data was provided to allow understanding and analysis of data from January 2015 to September 2017;
- Water table mounding beneath above water table pits is anticipated due to the shallow overburden, however, mounding at the Melancthon pits is not significant enough to alter the easterly groundwater flow direction; and,
- The water balance calculation presented in the report was conservative, it is anticipated that the surface water catchment area for the wetland and vernal pools will be unaffected by the proposed extraction.

### **3.3 Noise Impact Comments**

#### ***HGC Engineering (Township Peer Review Consultant)***

- It should be confirmed that the haul route prohibition on travel to the north is included as a condition in the operational plans;
- Provide annual tonnage limits and the corresponding number of trucks used in the worst case hour operational analysis;
- Confirm that all potential points of reception have been considered, including any vacant parcels of land;
- Provide Cadna analysis model (computer model);
- The ARA Operations Plan needs to have all recommendations with respect to noise barriers and operational restrictions listed/identified so MNRF can verify during inspection;
- Clarify sound emission data for trucks; and,
- Municipality may consider requiring acoustical audits using methods contained in MOECC Guideline NPC-233.

### **3.4 Supplemental Archeological Reports**

#### ***ASI Archaeological and Cultural Heritage Services (Proponent Consultant)***

- With respect to the Prince site, 85% of the site was assessed in accordance with Stage 2 methodology and was cleared as not requiring further assessment or investigation prior to site alteration or resource extraction;
- The remaining 15% of the Prince site that remains unevaluated will be located outside of the licensed (extraction) boundary and will not be disturbed or altered;
- Prior to clearance by the Ministry of Tourism, Culture and Sport, the Ministry will require clearance from the approval authority that this area will be protected by virtue of a site plan condition, zoning by-law or easement agreement;

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- With respect to the Bonnefield site, the supplemental report indicates that a small portion of the site requires a Stage 4 assessment on the basis of field research which suggests that occupation of this site pre-dated the original Crown patent date of 1872; and,
- Given that the Bonnefield lands described above are located within the licensed area, no excavation or site alteration may be undertaken until the Stage 4 work is completed and has resulted in a Ministry supported clearance that extraction may be undertaken on the subject lands.

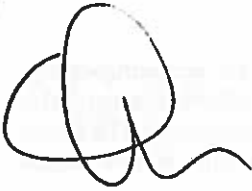
#### 4.0 NEXT STEPS

A substantial body of preliminary and supplemental technical material has been compiled as a result of the original proponent submission and agency/peer review consultation. Although the Township is still awaiting further input with respect to hydrogeological comments, noise impacts and impacts to Line 4, in my opinion, the time is appropriate in the application process for Council to schedule a public meeting to allow members of the public to review the information compiled to date and ask questions or provide comments for Council's consideration.

#### 5.0 RECOMMENDATION

If Council concurs that sufficient technical information has been compiled to facilitate public consultation under the Planning Act, the following recommendation is provided:

1. *That the application for Official Plan and Zoning By-law Amendment submitted by Strada Aggregates be scheduled for a public meeting in accordance with Sections 17, 22 and 34 of the Planning Act.*



Chris Jones MCIP, RPP



# **BLUEWATER GEOSCIENCE CONSULTANTS INC.**

42 Shadyridge Place  
Kitchener, Ontario  
N2N 3J1

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

August 31, 2017

The Township of Melancthon  
R.R. #6  
Shelburne, Ontario  
L0N 1S9

Attn.: Ms. Denise Holmes, A.M.C.T., Clerk-Treasurer

**Re: Review of report entitled Combined Level 1 and 2 Hydrogeological Assessment, Proposed Bonnefield and Prince Pits, Melancthon Township, prepared by Whitewater Hydrogeology Ltd. on behalf of Strada Aggregates, May 2017**

Denise:

Bluewater Geoscience Consultants Inc. (Bluewater) was retained by the Township of Melancthon to review and provide comment on the above-captioned report. The report was prepared by Whitewater Hydrogeology Ltd. (Whitewater) on behalf of Strada Aggregates (Strada, the proponent). The proponent proposes to establish two new gravel pits in Melancthon Township. The two new pits will join with two existing parcels of land already in aggregate extraction use and currently operated by Strada to form one larger overall gravel extraction area. The report provides details of the proposed operations as well as actions taken to meet the requirements of the Aggregate Resources Act (ARA) and previously-agreed upon requests by the Township for on-going groundwater monitoring and sampling.

The proposal is for a Category 3, Class A Pit above water on the two new properties. The northern property, known as the Prince Pit, lies immediately north of the current Melancthon Pit #1 and is 40.41 hectares (ha) in area. The southern proposed pit, known as the Bonnefield Pit, lies between the current Melancthon Pit #1 and Pit #2 and occupies an area of 20.25 ha. When these two pits come on stream, the four pits will be merged into one larger overall operation.

In order to assess the hydrogeological characteristics of these two parcels, and integrate this information with details from the existing Melancthon Pits #1 and #2, Whitewater has installed additional investigation/groundwater monitoring wells to the existing network. This included four additional groundwater monitoring wells (OW-17A, OW-17B, OW-18A and OW-18B) consisting of two shallow monitors within the overburden (OW-17A and OW-18A) and two deeper monitors within the bedrock aquifer (OW-17B and OW-18B) on the Bonnefield property. On the proposed Prince Pit property 10 additional monitoring points were added consisting of five shallow monitors (OW-19A, OW-20A, OW-21A, OW-22A and OW-23A) and five bedrock monitors (OW-19B, OW-20B, OW-21B, OW-22B and OW-23B). The additional monitors installed to assess these properties are consistent with the previously-discussed and agreed upon scope of work and provides an adequate and thorough groundwater monitoring network covering the entire proposed pit area for on-going groundwater monitoring and sampling.

After installation of the new groundwater monitors described above, Whitewater completed initial groundwater monitoring. In general, shallow groundwater beneath the pits was determined to flow in a north-easterly direction with localized variation. The potentiometric surface for water levels within the bedrock aquifer has been established from several monitoring locations. Based on the determined shallow groundwater

## **BLUEWATER GEOSCIENCE**

elevations from the April 2016 monitoring event, and the requirement that aggregate extraction remain 1.5 m above the water table, Whitewater has established the preliminary proposed pit floor elevations for each of the two proposed pits. These elevations are shown on Figure 12 of the report. Whitewater further proposes to integrate groundwater elevation data from the spring 2017 monitoring event to produce final pit floor elevations.

Whitewater has completed a "water balance" calculation to assess any potential impact of the proposed pit operations of the groundwater regime and has determined that development of these pits will maintain or slightly enhance groundwater recharge across the pit floor and will have a negligible impact on either groundwater or surface water features in the area of the pits.

Whitewater has proposed a modified on-going groundwater monitoring and sampling program incorporating 31 monitoring points consisting of 14 shallow monitors and 17 bedrock monitors. All 31 locations will be monitored monthly for water levels (selected locations will be monitored continuously). Semi-annual groundwater sampling and laboratory analysis for general chemistry parameters will be completed at 27 of the 31 selected monitoring points and annual groundwater sampling for Petroleum Hydrocarbon (PHC) related compounds will be completed at 13 monitoring locations. A comprehensive annual report detailing the results of the groundwater monitoring and sampling activities for the new larger pit area (Melancthon #1 and #2, Prince and Bonnefield) will be compiled and submitted to MNRF and the Township prior to March 31<sup>st</sup> of the following year.

Based on the details provided within the report reviewed herein, it is our opinion that the proponent has adequately characterized the hydrogeological setting of the proposed pits so that both overburden and bedrock regimes are understood. The top of the shallow groundwater aquifer has been established so that aggregate extraction within 1.5 m of the water table will not be undertaken. A comprehensive groundwater monitoring network consisting of both overburden and bedrock monitoring locations has now been established across the four pits. This will allow for on-going assessment of groundwater levels and flow. A reasonable groundwater sampling program has been proposed that will allow confirmation that pit operations are not negatively impacting groundwater quantity or quality.

We trust this review is suitable for your requirements however, if you have questions or require further information, please contact the undersigned

Sincerely,

**BLUEWATER GEOSCIENCE CONSULTANTS INC.**



Breton J. Lemieux, M.Sc., P.Geo., QP  
President, Senior Geoscientist

Bluewater Geoscience Consultants Inc.

**Ministry of Natural  
Resources and Forestry**

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**Ministère des Richesses  
naturelles et des Forêts**

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Télé: 705-725-7584



September 8, 2017

Strada Aggregates  
30 Floral Parkway  
Concord, ON  
L4K 4R1

**ATTENTION: Grant Horan**

Dear Mr. Horan:

**SUBJECT: Application for a Category 3, Class A Licence under the Aggregate  
Resources Act  
Melancthon Pit Extension  
Part of West Half of Lots 12 and 14, Concession 3 O.S.  
Township of Melancthon, County of Dufferin**

The Ministry of Natural Resources and Forestry, Midhurst District has reviewed the site plans and the following technical reports in support of the above noted application:

- Prince and Bonnefield Properties, 4<sup>th</sup> Line, Melancthon Township – Level 1&2 Natural Environment Assessment and Environmental Impact Study for Strada Aggregates Inc. (Natural Resources Solutions Inc., May 2017); and
- Combined Level 1 and 2 Hydrogeological Assessment, Proposed Bonnefield and Prince Pits, Strada Aggregates Ltd. (Whitewater Hydrogeology Ltd., May 2017).

We offer the following comments for your consideration:

- In the Natural Environment Assessment and Environmental Impact Study (NETR), the data collected from plant and wildlife surveys are presented in species lists segregated by the property where they were observed. A better approach would be to relate the observations to natural heritage features and functions present. It would be helpful to have species observations broken down, at a minimum, to the specific Ecological Land Classification (ELC) community within which they were observed and the results presented in a format appropriate to the survey. For example, the report concluded that extraction could occur within the White Pine Coniferous Plantation on the Prince property as the area does not represent ecologically sensitive or significant natural features, and does not contain federally, provincially or regionally significant vegetation species. This may be correct, however, this assertion cannot be verified by the present data presentation.

- Bobolink and Eastern meadowlark are listed as threatened species under the *Endangered Species Act, 2007* (ESA). The NETR addresses Section 10 of the ESA with respect to mitigation of potential habitat impacts; however, potential impacts to individuals of the species (Section 9) were not specifically addressed. While Section 4.1.3.3 of the NETR speaks to the General Habitat Descriptions (GDH) and habitat categories for these species under the ESA, the report does not map approximate nest locations or defended territories and the habitat categories of the GHDs relative to survey results. Consideration of the proximity of pit operation activities (e.g. extraction, haul route traffic, aggregate processing) to the general habitat categories for mapped nest/territories should be documented to demonstrate that operations adjacent to these features will not impact the species thereby potentially contravening Section 9 of the ESA.
- We have similar concerns for barn swallow, a threatened species under the ESA, which were identified in the mapping of the NETR. The proximity of pit operation activities (e.g. extraction, haul route traffic, aggregate processing) to the general habitat categories for mapped nest/territories of barn swallow should be documented as operations adjacent to these features could impact the species thereby potentially contravening Section 9 of the ESA.
- The NETR addresses Species at Risk (SAR) bat habitats within the forested features on the properties (e.g. woodlots and hedgerows). Although the report notes that bats could colonize anthropogenic structures for daily and maternity roosts functions, there is no indication the structures targeted for removal (e.g. Prince property barn; Bonnefield property house and shed) were assessed for the presence of SAR bat species and maternity roost function.
- The last paragraph of Section 3.1 in the NETR restates a recommendation from the Hydrogeological Assessment prepared by Whitewater Hydrogeology Ltd. (Whitewater) that, "Additional groundwater level monitoring is required to confirm the spring-based seasonally high water table level on the subject properties." The Whitewater report discusses an overburden groundwater elevation and a bedrock groundwater elevation. Whitewater notes that the Site Plan must define the pit floor for the proposed pit in order to meet the provincial requirements. On page 21, Whitewater acknowledges that new groundwater monitoring wells have not captured the seasonally (spring) high water levels, recommending 2017 monitoring be evaluated to test the estimated water levels and projected final pit floor elevation. Confirmation of the proposed final pit floor elevations should be provided based on updated groundwater monitoring data.
- The report concludes in Section 5.4.4.2 - Impacts to Wetland and Vernal Pool, based on information in Whitewater's Hydrogeological Assessment, that no impacts to the wetland or vernal pool are expected from the proposed pits. The report, however, does not address the potential for impacts to the wetland and breeding amphibian habitat function based on the specifics in the Whitewater report. Further

evaluation and/or explanation is required to address the potential impacts to the hydroperiod of the wetland and potential impacts to amphibian breeding function given that Whitewater's report indicates that extraction activity would reduce the localized catchment for the wetland/vernal pool area to 92% of the pre-extraction condition, resulting in a net reduction in the wetland water balance by 1014 m<sup>3</sup>. This translated into an 11cm reduction in the water depth for the 0.9ha wetland.

- It is acknowledged in the NETR that site alteration could be years away from implementation. Monitoring and summary recommendations identify the following:

- Wetland water levels and hydroperiod monitoring should be integrated into the monitoring programs existing for Melancthon Pits #1 and #2.

This point is not connected with the impact assessment concerns that we described in the above bullet discussion. Further, the existing monitoring programs for the two pits are not provided nor a summary of recommended mitigations or contingencies should an impact to the wetland or ecological functions be tied to extraction activities. Our ministry requests additional information on how the existing monitoring programs will be integrated with the Melancthon Pit Extension properties.

- Updated habitat surveys will be conducted for barn swallow, bobolink and eastern meadowlark.

Assessments of the structures for potential SAR bat habitat function should be added to the monitoring recommendation.

As a point for clarification, the 3<sup>rd</sup> bullet on page 44 of the NETR regarding bobolink and eastern meadowlark habitat states that "MNRF is provided a written undertaking which allows the MNRF to continue management of created/enhanced habitat over a period of up to 20 years..." This statement is incorrect. The responsibility to manage the created/enhanced habitat lies with the person who carries on an activity as per O. Reg. 242/08 Section 23.6 under the ESA.

- We have a concern with the notes on the Site Plan related to Natural Environment. The 2<sup>nd</sup> bullet requiring updated surveys and registration for impacts to identified barn swallow, bobolink and meadowlark habitats should be replaced with a general note requiring that, prior to any site alteration (including the existing buildings targeted for removal), it is the licensee's responsibility to meet all requirements under the ESA.

Based on our review, our ministry must object to this application until the above noted information has been addressed and we are satisfied that appropriate measures will be undertaken for the protection of natural heritage features and functions in relation to the proposed aggregate extraction.

If you have any questions or concerns with the above, please do not hesitate to call or e-mail me.

Yours truly,



Kim Benner  
District Planner  
Midhurst District  
(705) 725-7534  
[kim.benner@ontario.ca](mailto:kim.benner@ontario.ca)

c.c. Seana Richardson, Aggregate Technical Specialist, Midhurst District, MNRF  
David Barrett, MHBC Planning



October 24, 2017

Nottawasaga Valley Conservation Authority  
8195 8th Line  
Utopia, ON  
L0M 1T0

**Subject: Aggregate Resources Act Proposal – Strada Aggregates  
Part of West ½ Lots 12 and 14, Concession 3 O.S.  
Township of Melancthon**

**Attention: Mr. Salkeld, Resource Planner**

Dear Mr. Salkeld:

Whitewater Hydrogeology Ltd (Whitewater) is pleased to present our response to the technical hydrogeological review completed by the Nottawasaga Valley Conservation Authority (NVCA) on the Level 1 and 2 Hydrogeological Assessment for the Proposed Bonnefield and Prince Pits (letter dated October 4<sup>th</sup>, 2017). This response has been formatted by presenting the NVCA's comment in bold followed by Whitewater's response in italics.

- 1. Please comment on the potential existence of karst features and the potential impacts on groundwater flow towards nearby stream systems.**

*The study area has been mapped by the province as a potential area of karst based only on the bedrock composition (carbonate). The mapping also identifies that the subject lands are under significant drift cover. There are no none karst features identified on this mapping.*

*Soluble rocks such as carbonates and evaporites are deposited by precipitation processes and eroded principally by dissolution processes. At shallow depths below the surface, most of the permeability in these rocks are created by dissolution or karstification. Conditions that promote karst development are well-jointed, dense limestone near the surface; a moderate to heavy rainfall; and good groundwater circulation.*

*The composition and permeability of the overburden vary considerably, from high permeability sands and gravels to low permeability tills that are generally between 14 and 26 m in thickness. These conditions are not suitable for significant karstification processes.*

*The above water extraction will have no measurable response to the groundwater flow conditions or stream flow.*

2. The nomenclature used for the monitoring wells in figure 6 is not consistent with the rest of the report. Please consider revising. Furthermore, based on the new monitoring wells, an east-west geological cross section is encouraged for the proposed Bonnefield pit.

*The nomenclature is discussed in Section 4.1 and corresponds to Figure 6 and Table 1. For example, in Figure 2, there are labels for the observation wells (OW). At each of these monitoring locations, there is a well nest with a deep and shallow well. Groundwater wells that are identified as monitors "A" are constructed in the overburden aquifer. Monitoring wells constructed in the upper bedrock aquifer system are identified as monitors "B". Figure 6 has the monitoring well nest location identified (eg. OW2) and Table 1 (and rest of report), provides details of the discrete monitors (OW2-A and OW2-B).*

*An East-West geological cross section through the Bonnefield Pit is appended.*

3. The Highly Vulnerable Aquifer mapping indicates that portions of the Bonnefield and Melancthon #2 pits are situated in a highly vulnerable aquifer. It is recommended that fuel and chemical storage, filling locations be situated away from these areas.

*Fuel Storage is permitted at Melancthon Pit #2. As per the Site Plans (Note 1.2.12) Fuel storage on-site will in above ground tanks adjacent to the scale house and by the Technical Standards and Safety Act, 2000, Liquid Fuels Regulation O.Reg. 217/01 and the Liquid Fuels Handling Code 2001, as may be amended. Onsite refueling of non-mobile equipment in the pit will be by the Prescribed Conditions that apply to all Category 3 licenses.*

*There is no on-site fuel storage proposed at the Bonnefield Pit.*

4. Consider revising table 2 for wells where multi-year data is available to evaluate the fluctuation/change in the high-water level elevation. Further, we encourage updating table 2 to reflect 2017 values for the high-water table and evaluate against 2016 values.

*Whitewater updated the groundwater monitoring data and presented the findings in the letter report dated September 26<sup>th</sup>, 2017. The updated information provides water levels from January 2015 to September 2017.*

5. Please advise if there is any seasonal variation in the groundwater flow direction/water table elevation. Advise if there is any issue with groundwater mounding at the site.

*Under wet and dry conditions, the water table aquifer flows from a high of approximately 500 masl in the west towards the buried bedrock valley in the east. As discussed in Section 4.1.1., Based on the continuous and manual water level measurements at the 11 overburden monitoring wells, the water table ranges between a high of 501 masl to a low of 491 masl during the spring season. Over the following months, the water levels drop approximately 2m, except OW2-A and OW10-A where water levels drop approximately 4 m.*



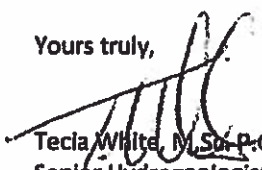
*Water table mounding beneath above water pits is anticipated due to the shallow overburden conditions. However, the mounding at the Melancthon pits is not significant enough to alter the easterly groundwater flow direction.*

6. Please outline the anticipated hydroperiod impacts to the reduction on water contribution to the proximal wetland as outlined in section 6.1.

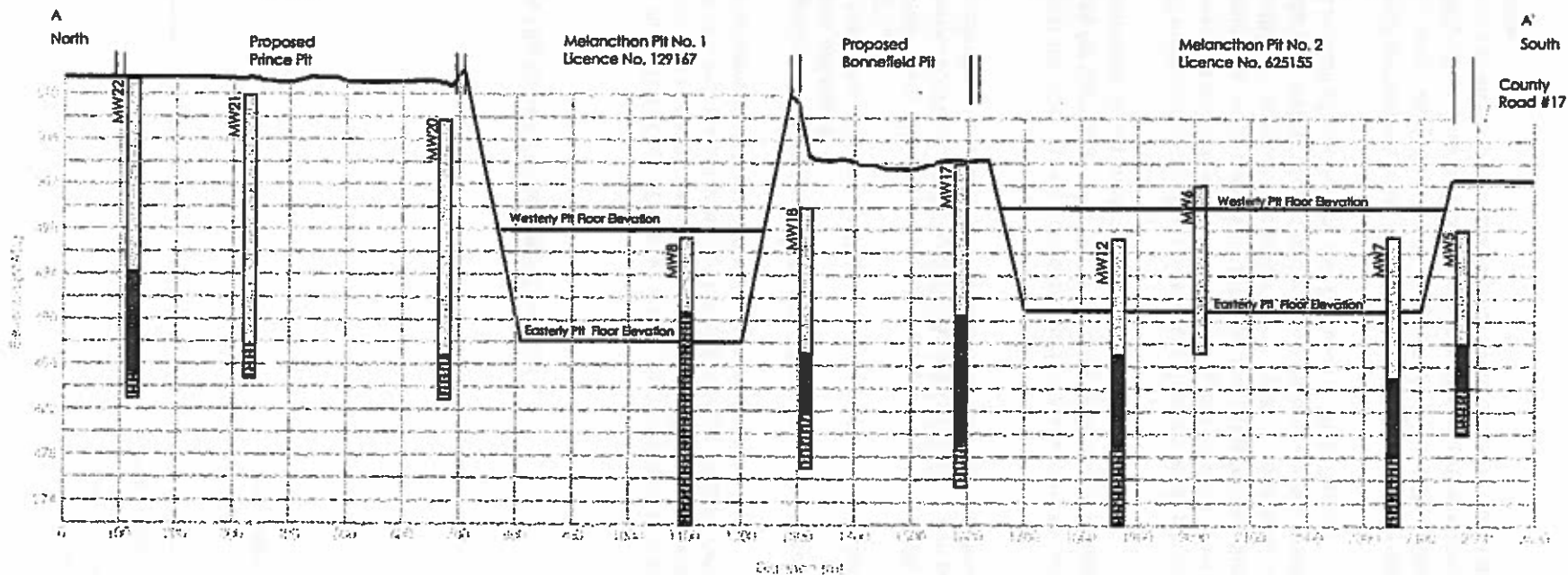
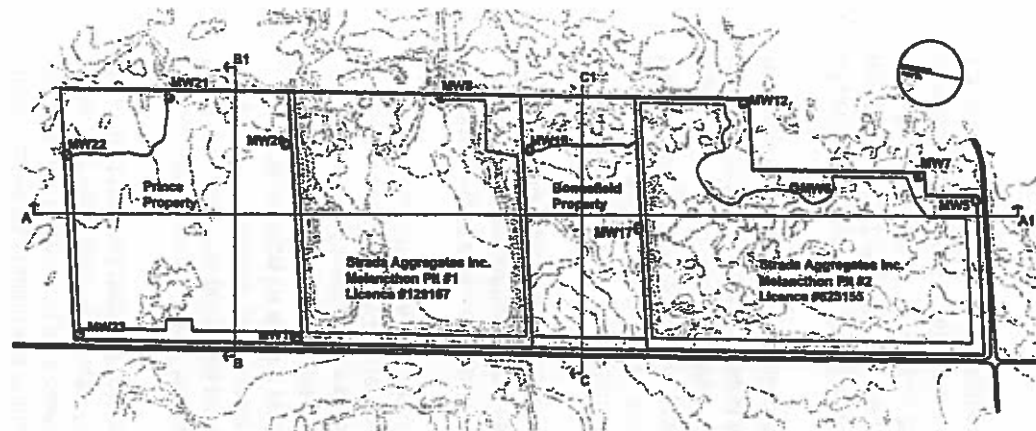
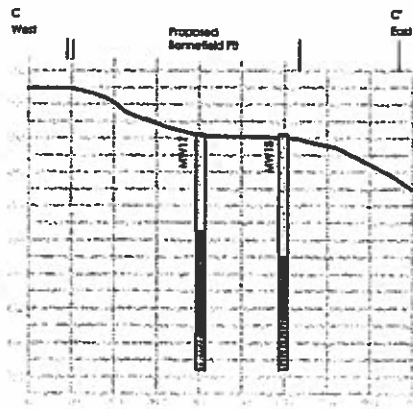
*On September 27, 2017, Whitewater completed a visual inspection of the wetland and sub-catchment area. This sub-catchment area (Figure 13; Whitewater 2017) was originally mapped based on the digital elevation model (i.e., regional 1m contour data). However, based on the visual inspection it is evident that the wetland basin contains several closed areas that drain internally, limiting surface water run-off from entering the wetland. This would include the areas of the wetland basin that fall within the proposed extraction area. Therefore, the water balance calculation presented in Section 6.1 of the Whitewater report are conservative. It is anticipated that the surface water catchment area for the wetland and vernal pools will be unaffected by the proposed extraction.*

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

Yours truly,



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



Legend



Boundary of Area to be Licensed



Existing Licensed Boundary  
MELANCTHON PITS NO. 1 & 2  
(OWNED BY APPLICANT)



Maximum Depth of Extraction



Groundwater Monitoring Well



Sand and Gravel



Tavistock Till



Silt and Clay



Bedrock

September 26, 2017

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

Attention: Mr. Grant Horan  
Controller

**Re: Proposed Bonnefield/Prince Pits: Updated Water Table Elevations**

Dear Sir:

The proposed Bonnefield and Prince Pits will be a Class A Pit Above Water, which will restrict the extracting of aggregate material to no closer than 1.5 m above the established (seasonal high) groundwater table. Under the Aggregate Resources Act, the final floor elevation of the proposed pit must be defined and shows that the final depth of extraction complies with the above water requirements.

The Combined Level 1 and 2 Hydrogeological Assessment (Whitewater, 2017) presented a proposed pit floor elevation. This proposed pit floor was based on:

1. True seasonal high water level elevation data collected from monitoring wells located on Melancthon Pit #1 and Pit #2; and
2. Estimated seasonal high-water level elevations from the newly constructed wells on the Bonnefield and Prince properties (OW17-A, OW18-A, OW22-A, and OW23-A). A 2 m head was added to the water levels collected in February 2017 (conservative approach to determining seasonal high water levels).

Whitewater (2017) recommended that the 2017 spring monitoring results be evaluated to confirm (or refute) the estimated high water levels for the new groundwater monitoring wells and the proposed final pit floor elevations. The updated water level data is presented in Table 1 and Figure 1.

Water level trends in the unconfined overburden aquifer are seasonal, with water levels peaking in the spring and decreasing over the warmer and drier summer months. In 2016, the seasonal trend showed this characteristic trend where groundwater levels peaked in April after the spring freshet, then slowly declined through the summer months. In contrast, the water levels in 2017 continued to rise in increments (three notable peaks) into May and remained relatively high for the summer months. This response is a result of the significant amount of precipitation that has fallen in 2017 (Figure 1).

Of particular interest to this assessment are the peak water level elevations reported over the monitoring period. In 2017, the highest manual water level elevations were reported on May 23<sup>rd</sup>. These values have been compared to April 2, 2016, values (true and estimated) to ensure that the proposed floor elevations presented in the Level 1 and 2 Hydrogeological Report comply with the requirement to remain 1.5 m above the established water table.

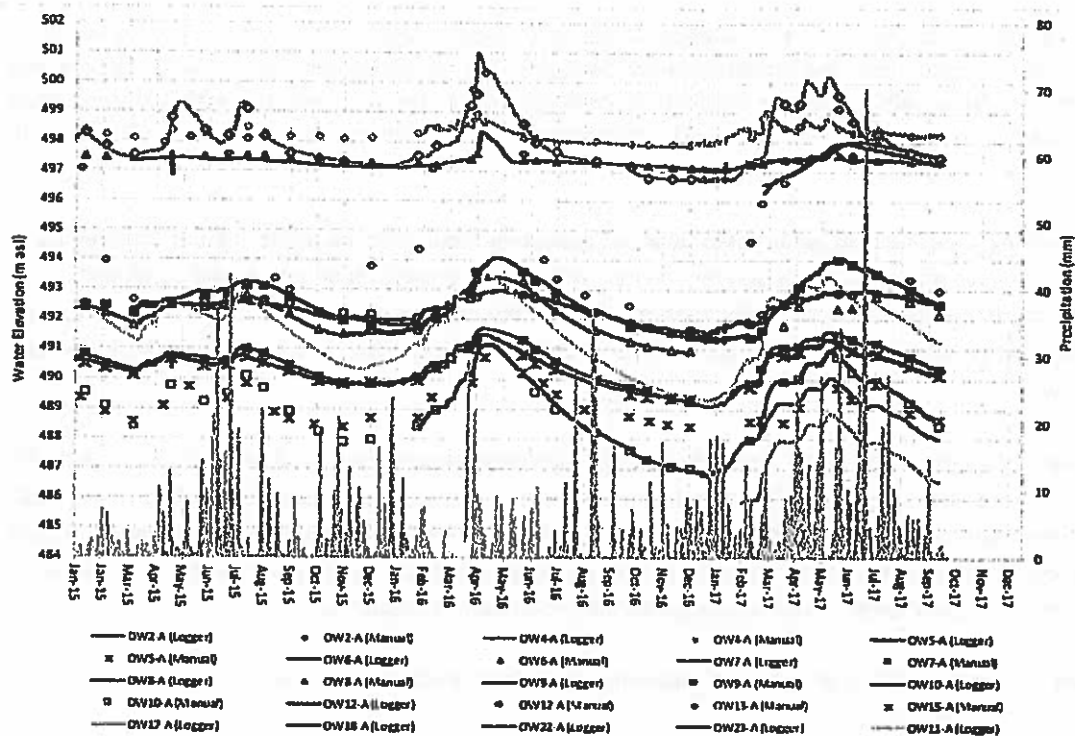


FIGURE 1: OVERBURDEN HYDROGRAPH

TABLE 1: 2017 GROUNDWATER ELEVATIONS

Well ID	2017									2016 Max WL (April 2)	Difference (m)
	12-Feb	24-Feb	22-Mar	08-Apr	23-May	10-Jun	06-Jul	13-Aug	15-Sept		
OW2-A	496.24	496.08	499.29	499.26	499.53	498.72	498.29	497.68	497.47	500.22	-0.69
OW4-A	498.16	498.83	498.48	498.55	498.48	498.33	498.42	498.25	498.26	498.93	-0.45
OW5-A	490.49	491.48	490.80	490.91	491.18	490.96	490.83	490.43	490.15	491.13	0.05
OW6-A	NA	492.02	491.77	492.43	492.38	492.42	492.79	492.62	492.16	493.36	-0.98
OW7-A	NA	490.38	491.06	491.10	491.48	491.32	491.21	490.74	490.33	491.30	0.18
OW8-A	497.25	497.30	497.41	497.41	497.55	497.43	497.39	497.36	497.35	497.57	-0.02
OW9-A	491.35	491.62	492.55	493.11	494.01	493.86	493.55	493.02	492.53	493.59	0.42
OW10-A	487.93	488.60	489.91	490.02	490.75	490.25	489.94	489.22	488.46	490.97	-0.22
OW11-A*	490.65	491.71	492.51	492.79	493.17	492.72	492.58	491.86	491.21	493.90	-0.73
OW12-A	491.88	492.17	492.49	492.69	492.92	492.88	492.90	492.74	492.48	492.73	0.19
OW13-A	494.64	495.95	496.64	498.53	499.13	497.55	498.1	493.36	492.98	500.31	-1.18
OW15-A	488.55	488.65	488.52	489.06	489.72	489.32	489.82	488.86	488.62	490.73	-1.01
OW17-A	486.12	486.64	487.90	488.02	488.65	488.19	487.89	487.18	486.54	~489.1	-0.45
OW18-A	487.56	487.60	489.19	489.29	489.88	489.43	489.15	488.52	487.96	~489.5	0.38
OW22-A	NA	496.57	496.80	497.07	497.87	498.01	497.94	497.73	497.51	~498.5	-0.63
OW23-A	NA	496.26	496.83	497.07	497.96	497.92	497.76	497.50	497.22	~498.3	-0.34
Average Change											-0.34

Note: All measurements in meters above sea level unless otherwise noted

\* Estimated measuring point elevation

Red highlighted value represents the higher water level elevation

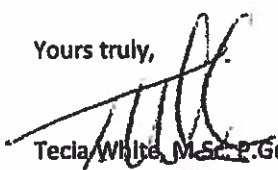
The results indicate that 5 of the 16 water levels were higher in 2017. Only 1 of the five higher water levels was collected from the expansion lands (OW18-A). The remaining four were water levels collected from monitoring wells located on Melancthon Pit #2 where increased groundwater recharge is expected (increased infiltration across the pit floor). On average, the water table was 0.34 m lower in 2017 than in 2016.

The varying magnitude in water level peaks at individual monitoring locations are not unexpected in heterogeneous and anisotropic aquifers (water table is found within sand and gravel or till units). To under the Implications that these fluctuations have on the findings presented in the Whitewater report (2017), the groundwater elevation and flow conditions in the unconfined overburden aquifer have been reviewed.

Figure 2 plots the water levels and corresponding groundwater contours for April 2, 2016 and May 23, 2017. It is evident that the relatively small variations in seasonally high water levels in 2016 and 2017 have not significantly changed the local water table elevations and resulting groundwater flow conditions (contours remain the same). Therefore, the proposed pit floor elevations presented in the 2017 Whitewater report remain in compliance with the provincial requirements.

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

Yours truly,



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

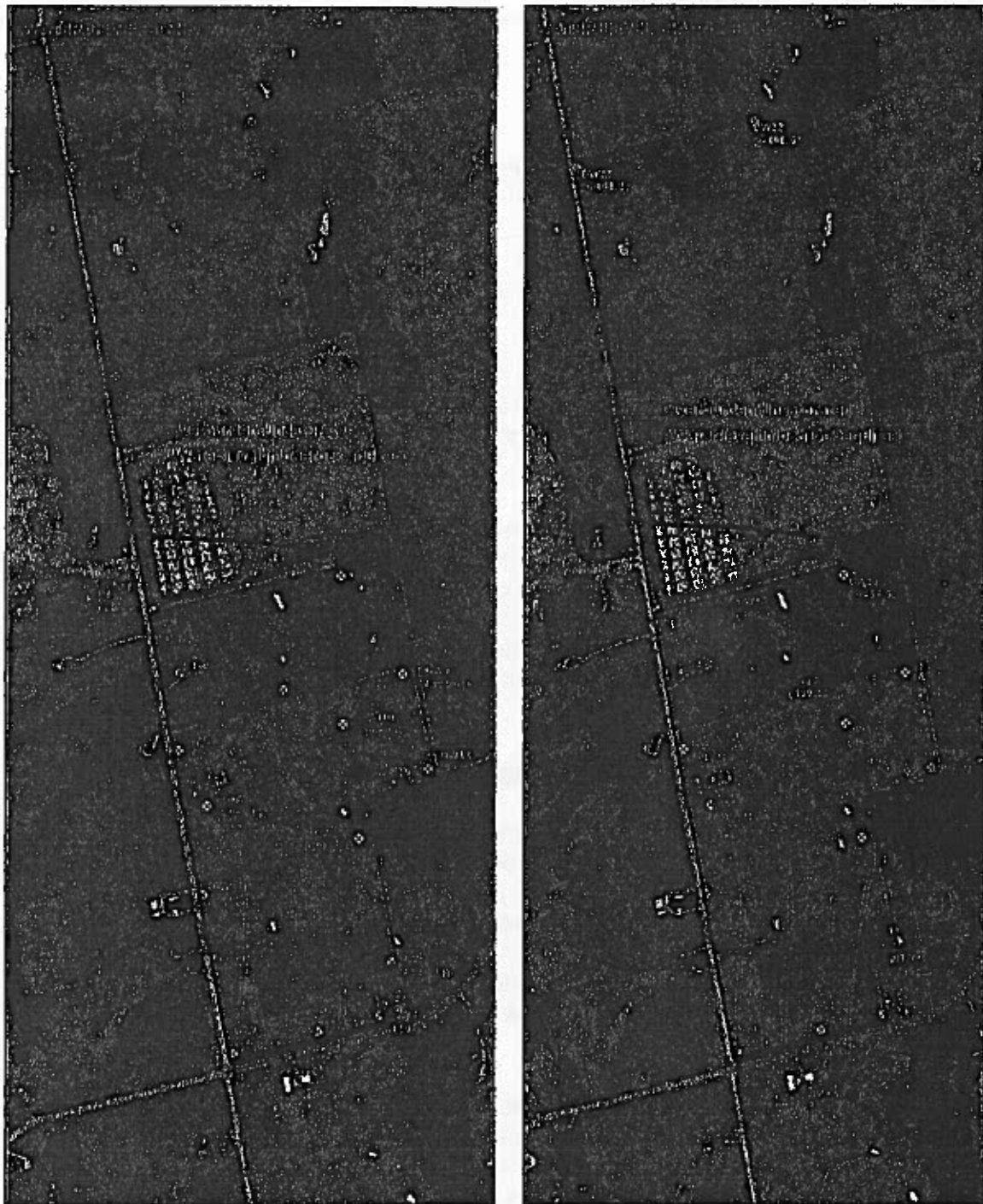


FIGURE 2: 2016 AND 2017 GROUNDWATER ELEVATION MAPPING





**Nottawasaga Valley  
Conservation Authority**

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October 4, 2017

Seana Richardson, Aggregate Technical Specialist  
Ministry of Natural Resources, Guelph District  
1 Stone Road West  
Guelph, Ontario  
N1G 4Y2

Dear Ms. Richardson;

Re: Aggregate Resources Act Proposal - Strada Aggregates  
Part of West ½ Lots 12 and 14, Concession 3 O.S.  
Township of Melancthon

The Nottawasaga Valley Conservation Authority (NVCA) has reviewed the Natural Environmental Report and the Hydrogeological Report in support of this proposal for an Aggregate Resources Act (ARA) Class A Licence, Category 3 (pit above the water table). We offer the following comments in accordance with Natural Heritage and Water policies established under the *Provincial Policy Statement* and our mandate for the conservation, restoration, development and management of natural resources established under the Conservation Authorities Act.

**Level 1 & 2 Natural Environment Report and Environmental Impact Study**

The NVCA has reviewed the Natural Environment Report and Environmental Impact Study (EIS) prepared by Natural Resource Solutions Inc. (NRSI) dated May 2017 in support of above water table aggregate pits which are adjacent to existing pit operations in this area. NVCA staff also completed a site walk site on September 21, 2017.

The EIS work scope is consistent with earlier discussions with NRSI staff and has been carried out to NVCA satisfaction. The NVCA accepts the conclusions of the report and we provide the following comments.

Woodlots on the properties are identified as part of Dufferin County's Preliminary Natural Heritage System and as significant woodlands in the Township Official Plan. We understand that the forest portion east of the Prince property (north property/forest) is under license and will be removed as part of the St. Mary's Kasaks Pit.

Bobolink, meadowlark and barn swallow (Threatened species) and bat (Species at Risk/SAR) habitat are present on the property. The report notes that NRSI and Strada will

continue to work with Ministry of Natural Resources and Forestry (MNRF) to address Species at Risk (SAR) issues which we support.

Based upon our review and site visit on September 21<sup>st</sup>, the NVCA concurs with NRSI that the two mapped MNRF unevaluated wetlands are NOT wetlands.

A small (0.13 ha approx.) marsh lies centrally within the south woodlot (Bonfield property). Significant amphibian breeding was recorded by NRSI staff. The protection of associated forest cover on the property will protect this feature and its functions, including upland dispersal habitat for amphibians.

NRSI impact assessment suggests that the marsh is surface water-fed – slightly less than 10% of the catchment will be removed via proposed pit operations. The report also notes that significant infiltration likely limits contributions from the proposed pit area to the marsh and that localized catchments within the forest are likely of far greater importance. There was some evidence of "lows" within the forest that lead directly to the marsh which gives some credence to report analysis. The proposed extension of the Melancthon Pit #2 wetland water level monitoring program and amphibian monitoring program is an excellent recommendation. Mechanisms to address any observed impacts associated with pit activities should accompany this monitoring.

The NVCA agrees with NRSI's description of the white pine plantation (CUP3-2) on the Prince property. This is a young plantation with negligible understory and is actively used by pasturing cattle. Significant woodland/wildlife habitat functions associated with sugar maple forests are not present. Particularly with the future loss of forest cover to the east (St. Mary's pit) which will fragment the CUP from the adjacent sugar maple forest on the property, we concur that this plantation is not part of significant woodland and can be removed as part of proposed pit operations.

The NRSI report provides strong support, from a non-SAR natural heritage perspective, for the proposed pit operations on the Prince and Bonfield properties. Mature sugar maple forests and their associated features and functions will be retained in their entirety. Connectivity southward from the Bonfield forest to the retained/restored features on the Strada pit to the south will be retained (and, ultimately, enhanced through pit rehabilitation to the south). The proposed enhancement of the 10 m dripline setback from the sugar maple forests (generally in agricultural use, at present) will promote edge habitat and enhance edge transition into mature forest habitat. Potential restoration of pit side slopes using native species will assist with building core and connecting habitats in the long-term.

All proposed mitigation (Section 5.4) is well thought-out and should be carried through and implemented during the remainder of the planning/operations stages of this project.



This review does not address SAR (Threatened/Endangered) issues on the property (MNRF mandate). We encourage the dialogue to continue between NRSI/Strada and the MNRF in this regard.

**Level 1 and 2 Hydrogeological Assessment, Proposed Bonnefield and Prince Pits**

The Nottawasaga Valley Conservation Authority has completed a review of the Hydrogeological Assessment by Whitewater Hydrogeology Ltd. dated May, 2017. The proposed aggregate pits consist of the Bonnefield Pit (20.25 ha) and Prince Pit (40.41 ha) which are located adjacent to the existing Melancthon 1 and 2 pit. Both proposed pits will be above water table extractions. It is noted that Melancthon pits 1 and 2 are both licenced above water table extractions. In regards to the hydrogeology report, the NVCA has the following comments:

- Although it is noted that there are no surface water systems in the proposed aggregation areas, the report is silent on potential karst features which could be present given the relatively shallow, coarse grain overburden and proximity to the Niagara Escarpment front. Please comment on the potential existence of karst features and the potential impacts on groundwater flow towards nearby stream systems.
- The nomenclature used for the monitoring wells in figure 6 is not consistent with the rest of the report. Please consider revising. Furthermore, based on the new monitoring wells, an east-west geological cross section is encouraged for the proposed Bonnefield pit.
- The Highly Vulnerable Aquifer mapping indicates that portions of the Bonnefield and Melancthon #2 pits are situated in a highly vulnerable aquifer based on the approved assessment report mapping (available online at <https://maps.simcoe.ca/NVCA/>), therefore it is recommended that fuel and chemical storage, filling locations be situated away from these areas.
- It is noted that given the proposed aggregate extraction facility is located outside of a wellhead protection area, no section 59 notice to proceed is required under the *Clean Water Act* from the risk management office.
- Table 2 outlines the water level elevations for 2016 and 2017. However, it is stated that compliance groundwater monitoring has been occurring at both Melancthon 1 and 2 since 2001 and 2007 respectively. Therefore, consider revising table 2 for wells where multi-year data is available in order to evaluate the fluctuation/change in the high water level elevation. Further, we encourage updating table 2 to reflect 2017 values for the high water table and evaluate against 2016 values. From this, review

the high water table elevation in the overburden aquifer in order to have a known elevation instead of the "added 2 m listed in section 5.1 pit floor elevation".

- Please advise if there is any seasonal variation in the groundwater flow direction/water table elevation.
- Advise if there is any issue with groundwater mounding at the site. Further, please outline the anticipated hydroperiod impacts to the reduction on water contribution to the proximal wetland as outlined in section 6.1.
- We support the perched aquifer conclusions noted for the proximal wetland feature.
- We support the recommended compliance monitoring program and the proposed locations.
- We request that the annual monitoring reports be submitted to the NVCA in addition to the MNR.

Summary

The NVCA is in acceptance of the natural heritage information presented in the Natural Environment Assessment and Environmental Impact Statement.

The NVCA respectfully requests additional information relating to our comments on the Hydrogeological Assessment.

We advise the review of this application is subject to NVCA plan review fees.

Please contact the undersigned should you have any questions.

Sincerely;



Tim Salkeld  
Resource Planner

E-mail Copy: Denise Holmes, Township of Melancthon  
Chris Jones, Planner, Township of Melancthon  
Grant Horan, Strada Aggregates  
Dave Barrett, MHBC Planning



Howe Gastmeier Chapnik Limited  
2000 Argentinia Road, Plaza One, Suite 203  
Mississauga, Ontario, Canada L5N 1P7  
t: 905.826.4044

October 26, 2017

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

Via Email: [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)

**Ref: Peer Review, Aeroustics Engineering Limited Noise Report Entitled "Melancthon Pits Extension Noise Study, Part of West Half of Lots 12 and 14, Concession 3 O.S. Township of Melancthon, County of Dufferin" May 25, 2017**

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Dear Ms. Holmes,

As requested, we have completed a peer review of the above referenced Noise Study, prepared by Aeroustics Engineering Limited (AEL) for proposed gravel pit extensions in Melancthon Township, Ontario. As part of our review, we visited the site on October 6, 2017.

In summary, the AEL Noise Study has been completed using the appropriate Ministry of the Environment and Climate Change (MOECC) Guidelines and criteria. It identifies that excessive levels of noise could be caused by some operations in the pit and identifies means of mitigation to maintain those noise emissions within acceptable limits at neighbouring residential receptors.

We generally agree with the methodology used in the report and confirm that the recommended physical control noise measures are typical of those generally used in the aggregate industry. We have the following comments, requests for clarification and recommendations. The opinions expressed in this peer review may be supplemented, reconsidered or otherwise revised by the author due to new or previously unknown information.

1. The report indicates that the anticipated shipping activities will not change and as such an analysis of off-site haul route noise is not provided. We note from the site visit that signs have been posted that haul trucks are not allowed to travel to the north of the north pit on 4<sup>th</sup> Line. It should be confirmed that this restriction is included as a condition in the operational plans.
2. The number of shipping trucks visiting the site and accounted for in the worst case hour operational scenario is not stated in the report, nor is the maximum annual tonnage of the current licenses. Please provide the annual tonnage limits and the corresponding number of trucks used in the worst case hour operational analysis.



[www.hgcengineering.com](http://www.hgcengineering.com)

3. The report considers a number of noise sensitive receptors (existing homes) in the vicinity of the pits and extension areas. Please provide confirmation that all potential points of reception have been considered, including any vacant parcels of land which may permit a future residential use.
4. The topography in the vicinity of the extension areas is complicated, particularly to the west and south. The figures in the report do not show legible topographical contours, although the elevations of the sources and receivers are provided in the sample calculations. This makes it difficult with the information presented to check the calculations and results. Please provide the CADNA analysis model to allow us to confirm the results.
5. The noise study states that operations can occur concurrently (simultaneously) in the existing pits and the proposed extension areas with some restrictions in terms of locations and number of pieces of equipment. It is not clear from the Sample calculations provided in the Appendices that concurrent operations have been included in the modelling and that MOECC sound level limits will be met during concurrent operations in the existing pits and extension areas. Please provide the CADNA analysis model to allow us to confirm the results.
6. The noise study contains a large number of recommendations with regard to noise barriers and operational restrictions. To ensure that the future operations in the extension areas are conducted in conformance with these recommendations, the operational plans used to apply for the extension licenses should state these recommendations as provided in Appendix A in their entirety, and clearly show the operating areas and noise barriers as indicated in Figures 3 to 7, so that an MNR Officer can verify that those features are in place during their regular inspections.
7. Item 5 of Appendix A contains sound emission data for various pieces of equipment to be used in the existing pits and the extension areas. The sound emission data in this table is appropriate in our experience, but it seems that the sound emission data provided for trucks in the sample calculations may not be consistent with the sound emission data contained in the Item 5 of Appendix A. Clarification is requested.
8. The report does not recommend any means of verifying the compliance of the sound emission levels of the equipment operating in the extension areas with the Reference Sound Pressure contained in Table B of Section 5.3. It also does not recommend any means of verifying that the overall sound emissions from the facility are in compliance with MOECC limits once operation begins in the extension areas. In this case, the Municipality or MNR may consider requiring that acoustical audits be conducted utilizing the methods contained in MOECC Guideline NPC-233.
9. A common source of complaint with respect to aggregate operations is auditory warning devices such as back-up beepers. There is no mention of back up beepers in the study. While back up beepers are excluded from assessment since they are auditory warning devices required or authorized by law or in accordance with good safety practices, the study should discuss their use and indicate how they will be managed. Sometimes operations can be staged



ACOUSTICS



NOISE



VIBRATION

to minimize reverse operations, for example. We also recommend that alternative warning technologies, such as back up alarms utilizing broadband noise, rather than tones, be investigated.

Thank you for the opportunity to provide this information. We trust it is sufficient for the present purposes. Please call if you have any questions.

Yours truly,  
**Howe Gastmeier Chapnik Limited**

*Wm. J. Gastmeier*



**Bill Gastmeier, MAsC, Peng  
Principal**



ACOUSTICS



NOISE



VIBRATION

[www.hgcengineering.com](http://www.hgcengineering.com)

**CENTRE DUFFERIN RECREATION COMPLEX**  
**BOARD OF MANAGEMENT**

**Minutes of the Regular meeting held September 27, 2017 at the CDRC**

Attendance:	Randy Chambers	Shelburne
	Dan Sample	Shelburne
	Heather Foster	Amaranth
	Laura Ryan	Mono
	Janice Elliot	Melancthon
	Ron Webster	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager

Absent: Chris Gerrits, Walter Benotto and AJ Cavey

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 J. Elliott seconded by R. Chambers. Be it resolved we approve the agenda dated September 27, 2017 as circulated and presented.  
Carried

**Discussion of Minutes of Previous Meetings:**

**MOTION #2** – Moved by R. Webster seconded by J. Elliott. That the minutes of the CDRC Board of Management regular board meeting held August 23, 2017 be approved as presented and circulated.  
Carried

**Finance Committee Report:**

Further to the presentation of the CDRC 2018 Draft Budget at the August 23, 2017 board meeting, Finance Chair, Randy Chambers reviewed and summarized the draft budget, municipal funding and a plan to build a reserve for the major roof repair and parking lot paving.

**MOTION #3** – Moved by J. Elliott seconded by R. Chambers. That the bills and accounts as presented in the amount of \$72,364.62 be approved and paid.

Carried

BD/Comm#1  
NOV 16 2017

**MOTION #4** – Moved by R. Chambers 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 \$308,231.00.00 being requested, and that a copy of this motion and the budget be sent to all member municipalities.

Carried

**Pool Committee Report:**

See Schedule A

See Schedule B

**MOTION #5** – Moved by R. Chambers seconded by J. Elliott. That we receive the report from the Pool Committee.

Carried

**Human Resource Committee Report:**

Interviews were conducted for Seasonal Youth attendant positions on September 12, 2017.

Prior to the vote, Ron Webster declared a conflict of interest.

**MOTION #6** – Moved by R Chambers seconded by D. Sample. Be it resolved that the CDRC Board of Management hires the following for the 2017/2018 seasonal youth positions: Mitchell Skilton, Mitchell Webster, Matt Ronczka, Joey De Melo, Jadon Hunt and Matt Kratky.

Carried

**MOTION #7** – Moved by R. Chambers seconded by R. Webster. That we receive the report from the Human Resource Committee.

Carried

**Facility Administration Manager's Report:**

See Schedule C

**MOTION #8** – Moved by J. Elliott seconded by R. Chambers. That we receive the report from the Facility Administration Manager.

Carried

**Facility Maintenance Manager's Report:**

See Schedule D

**MOTION #9** – Moved by R. Webster seconded by R. Chambers. That we receive the report from the Facility Maintenance Manager.

Carried

**Confirmation by By-law**

**MOTION #10** – Moved by J. Elliott seconded by R. Chambers. Be it resolved that leave be given for the reading and enacting of by-law #08-2017 being a by-law to confirm certain proceedings of the CDRC Board of Management for its Regular Board meeting held September 27, 2017.

Carried

**Adjournment:**

**MOTION #11**-Moved by R. Chambers seconded by R. Webster. That we now adjourn at 6:09pm to meet again on October 25, 2017 at 5:30pm, or at the call of the chair.

Carried

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Secretary - Treasurer

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Chairperson

---

Dated



**SCHEDULE 'A'**

**Centre Dufferin Recreation Complex Pool  
Summer 2017 End of Season Report  
Prepared by Emily Francis (Head Lifeguard)  
August 2017**

**2017 Successes**

Overall, the 2017 pool season ran quite successfully. We were opened on time for the summer and had a steady swimming season from lessons to public swims.

Staff trainings were very successful this summer. This was the third year holding them bi weekly and it was evident that staff was more motivated to participate without hesitation. We covered everything from first aid aquatic situations to aspects of teaching. Staff trainings significantly helped bond together the staff team for the summer of 2017, which is crucial when working a public environment.

This summer we advertised adult swimming lessons to the public. We had a few patrons who participated in lessons for the entire duration of the summer. We were able to accommodate these swimmers in the quieter times of the day where there were no children around so they were not intimidated. Adult lessons took place Monday, Wednesday and Friday from 1:00-2:00pm. Adult lessons were a great addition to our summer programming and will continue to increase enrollment with the years.

The Junior Lifeguard Club was a huge success this summer we had 12 participants participate in the two-week program. A group of 8-12 year olds participated in activities around the pool introducing them to the various aspects of the roles and responsibilities of a lifeguard. It is important to develop young lifeguards as there are limited number of lifeguards in the area.

**Recommended Changes for 2017**

**Programming**

Overall, our programming ran smoothly for the summer of 2017 but I think that for the summer of 2018 it is crucial to expand the programs offered at the CDRC Pool even more. With the pool only being open for 3 months we want to make the most of it. This summer we had a number of comments regarding the evening lessons being changed to go later until approximately 6:30pm. It is recommended that this change be made as our town is turning into a commuter's town and parents are unable to get their children to lessons. It would boost our evening lessons enrolment. Another suggestion is the introduction of Lifesaving Sport. It is a program that works on fitness and lifesaving skills for children by competing in competitions and task to develop strong future lifeguards.

### **Equipment**

For the summer of 2018, we will need to purchase some new equipment for the pool. By the end of this season the buoy line has started to give people slivers while putting it in the pool and the buoys were starting to crack. It is suggested that we invest in a new rope for the summer of 2018. We will also have to look at purchasing some new noodles, by the end of the summer many of the noodles began to split therefore we had very few that were good to use for swimming lessons. The Kinsmen, Kinette's and Rotary Clubs have all donated money in the past to advance the programming at the CDRC Pool.

### **Maintenance**

The wall paintings were a nice addition to the life of the CDRC Pool this summer. As for maintenance, parts of the deck are breaking off which is becoming a hazard therefore it should be repaired before the summer of 2018. There are always many stains on the bottom of the pool which influences patrons to believe the pool isn't cleaned regularly. It would be ideal if the bottom of the pool could be bleached or cleaned before the start of the start of next summer.

## SCHEDULE 'B'

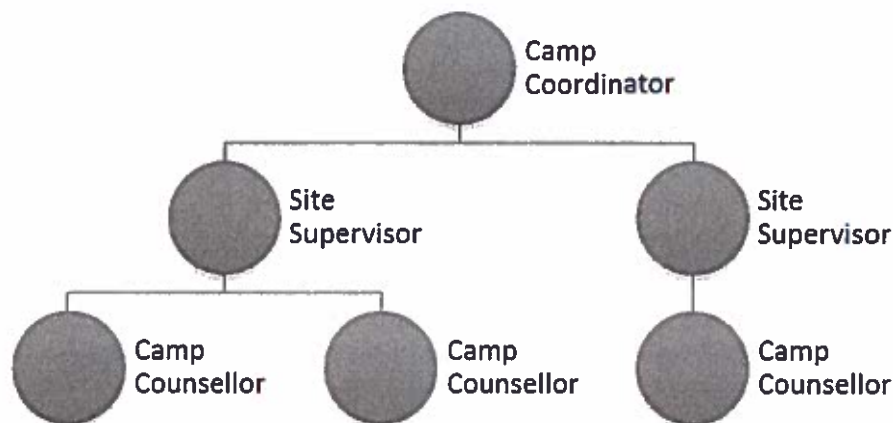
CDRC Day Camp: End of Year Report 2017  
August 28<sup>th</sup>, 2017

Written by Hannah Francis

Over the past 4 years that I have been with the CDRC Day Camp, the program has grown tremendously. In 2014, we were barely hosting 20 kids a day where as this summer we were pushing at least 35 kids a day with waiting lists. As the CDRC Day Camp program has a wide potential to grow in the future, this report will outline my recommendations and suggestions.

### Overview of Positions

For the past 2 summers, the CDRC Day Camp has employed 4-5 staff members, 1 coordinator and 3-4 counsellors. This method was extremely effective in the past, but as the camp begins to grow reconsidering these positions may improve efficiency at the CDRC Day Camp. The following tree diagram outlines my recommendations.



The Camp Coordinator would still be in charge of registrations, advertising, purchasing supplies, staff trainings, etc. but would have the opportunity to spend more time in the office. They would work with the site supervisors to plan accordingly for the group of campers in each room. They would report to the coordinator with any questions or concerns but overall be in charge of ensuring that all operations run smoothly in that room, such as leading circle, and other main activities. The camp counsellors would have similar responsibilities but their main job would be to ensure that all campers are safe and having fun. If this is not attainable, ensure that there is a coordinator and assistant.

### Facility

This year, the CDRC Day Camp made use of both the meeting rooms and the pool view room. In years to come, it is essential that campers be divided into at least 2 separate rooms according to age groups.

The only other challenge we encountered in regards to facility was our lack of yard space. This was an issue because another camp was renting out the Glenbrook schoolyard so we were not allowed to use it. It may be a good idea to look into renting the schoolyard for the summer to ensure there is space outside for the campers to play.

**Budget**

The budget increase was definitely helpful this summer. It may be a good idea to set a firm amount from each registration that is meant for programming so the budget can increase as registration increases.

**Registration**

In regards to registration, it would be effective to have someone manning the front desk consistently. The lack of consistency at the front desk this past year made it extremely difficult to stay organized with camp and swimming pool registrations.

I would also consider accepting full time registrations before taking single day registrations. Perhaps have an early bird registration that is for full time positions only.

Opening an online registration forum would also be great to make it easier for parents to register their children when they are busy at work during our office hours.

**Future Themes**

My favourite themes from this past summer were CDRC Chefs in the Making, Rocking Reactions and Mission Impossible. Remaking these themes in the future would be an excellent decision.

**Conclusion**

Overall, this past summer at the CDRC went very smoothly and was a lot of fun. I am happy to have spent the past 4 years at the CDRC and look forward to watching the program blossom in years to come. Although this is my final year at the CDRC Day Camp, please do not hesitate to contact me should you have any questions regarding the position or the program. I wish you all the best of luck in the future.

Thanks for this amazing opportunity,  
Hannah Francis

SCHEDULE 'C'

Facility Administration Managers Report – September 27, 2017

Pool/Day Camp:

Season end evaluations have been prepared for pool and camp staff

As an extension to the Year End Day Camp Report, I recently had a discussion with County of Dufferin-Community Services/Children Services inquiring if the CDRC would be interested in working with them to provide financial assistance. If we are to enter into a Purchase of Service Agreement with the County, I think we need to evaluate and perhaps expand the day camp service further.

Canada Summer Jobs (CSJ) 2017 Payment Claim report has been submitted

Rentals:

Ice rentals are well under way with SMHA and Muskie tryouts, as well as a number of other groups including GVMHA, Ringette, broomball, parties and sell off ice rentals.

Room rentals continue to be strong with Taekwondo, Zumba, Fitness Kickboxing and two church groups, as well as other private rental inquiries. There is a family celebration, a wedding and a buck & doe scheduled throughout October. I continue to work on rental agreements.

New Business:

Received notice of examination of the GST/HST return for the period 2017-04-01 to 2017-06-30 on September 6, 2017

A second representative from Elections Ontario came in on September 21, 2017 for a walk through of the CDRC facility for the upcoming provincial election in 2018. They would like to use the CDRC for the advanced poles in May (Pool View Room) and Election Day in June (T&C Room).

Glenbrook ES is hosting a Community Night on Thursday, October 5<sup>th</sup> from 5-7pm. The CDRC has been invited to participate and share program information. This is to help new families know what is available in Shelburne and area.

General:

Andrew MacRae from The Wolves Den Pro Shop is currently operating as usual.

A reminder that a meeting is scheduled on Friday, October 6, 2017 at 1:30pm with the Ministry of Tourism, Culture and Sport – Sport, Recreation and Community Programs Branch to review the Ontario Sport and Recreation Communities Fund (OSRCF).

Action Items

No report

Kim Fraser  
Facility Administration Manager

SCHEDULE 'D'

Facility Maintenance Managers Report – September 27, 2017

SAFETY:

There were no worker safety incidents.

ARENA:

Start-up ice plant Thursday Aug 25 2017

Ice went in no issues during start up.

Sept 14 2017 10 pm compressor failure replaced fuse and reset drive.

BUILDING:

The roof over the back stairway I discussed the stairway with the town and they have a zoning issue, unless we get a zoning variances we cannot build there as the new structure will be too close to property line. Also speaking with the county's building department a drawing is required from an architect if we go ahead. Dan is looking into further options and the zoning issue as well.

POOL: Pool winterized went well. \$300.00

GROUNDS:

GENERAL INFORMATION:

Cost of music heritage festival to help set up. \$1692.00 see attached.

Youth interviews Janice, Dan, and Marty interviewed the 6 applicants for the 6 positions available. Mitchell Webster, and Mitchell Skilton are returns from last year rehired Matt Ronczka ,Joey De Melo, Jaden Hunt and Matt Krathy new hires.

LED light RFP sent out.

Roof repair update Site visit for next week to begin shortly after.

Glenview school parking had support from Town bylaw officer 1<sup>st</sup> week and placed cones during drop off hours. Working well if cones are put out.

NEW BUSINESS

Action Items Sop

SOP for pool closure

Marty Lamers

Facility Maintenance Manager

# *Township of Sioux Narrows - Nestor Falls*

P.O. BOX 417  
Highway 71', Town Office, Recreation Centre Building  
Sioux Narrows, Ontario  
POX 1N0

Phone (807) 226 - 5241  
FAX (807) 226 - 5712  
[info@siouxnarrows-nestorfalls.ca](mailto:info@siouxnarrows-nestorfalls.ca)  
[www.siouxnarrows-nestorfalls.ca](http://www.siouxnarrows-nestorfalls.ca)

November 7, 2017

Honourable Kathleen Wynne, Premier of Ontario  
Legislative Building-Room 281  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premiere Wynne:

The Council of the Township of Sioux Narrows-Nestor Falls passed the following resolution at its Council Meeting on November 7, 2017:

***Moved by Gale Black, Seconded by Suzanne Bouvier***

***THAT the Council of the Township of Sioux Narrows-Nestor Falls supports and Endorses the Township of Montague Resolution No. 104-2017 dated September 19, 2017 regarding the on-call provisions of Bill 148, Fair Workplaces, Better Jobs Act, 2017;***

***AND THAT this resolution be forwarded to Premier Wynne, MPP Sarah Campbell (Kenora-Rainy River) and all Ontario municipalities.***

***Carried.***

The Township of Sioux Narrows-Nestor Falls is concerned with the affect the on-call provisions of Bill 148, Fair Workplaces, Better Jobs Act, 2017 will have on Municipal budgets. Of particular concern is how the proposed changes will impact the cost of providing emergency services, including firefighting and fire prevention services, as Sioux Narrows-Nestor Falls relies heavily on volunteer fire fighters. Changing to a 3-hour at regular time on-call regime will prove to be cost prohibitive.

We request that the Government of Ontario provide an exemption from article s. 21.4 for all municipal employees who are required to be on-call to provide statutorily mandated public safety services.

Sincerely,

Jerry O'Leary, Mayor

cc: Sarah Campbell, MPP (Kenora-Rainy River)  
All Ontario Municipalities

Info #1  
NOV 16 2017

**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Thursday, November 02, 2017 5:32 PM  
**To:** dholmes@melancthontownship.ca  
**Subject:** AMO Policy Update - New Policing Legislation Introduced at Queen's Park

November 2, 2017

## **New Policing Legislation Introduced at Queen's Park**

Long-awaited policing legislation was introduced today. This follows a five-year review by the Future of Policing Advisory Committee (FPAC), of which AMO was an active participant, and Justice Tulloch's Independent Police Oversight Review.

Through our widely read report, AMO was the only participant at FPAC to express publicly a clear vision of how policing, in its totality, could be modernized to improve efficiency and effectiveness. Some elements of those recommendations are contained, in part, in the new legislative framework. But it is equally clear that there are many competing agendas and interests among public safety participants at FPAC.

To be clear, some of the changes in the bills will advance the agenda to modernize policing, particularly with respect to oversight. But there are also some key proposals which will have a municipal cost.

The government's entire package of reforms is called the *Safer Ontario Act, 2017* and it includes a new *Police Services Act* and a new *Policing Oversight Act*. They are the most significant revisions to the legislative framework that governs policing in nearly 27 years. The government is hoping this package of reforms will become law by the end of the year. This members' update will focus on the *Police Services Act*. Further updates related to oversight agencies will follow as required.

**Key Municipal Implications Include:**

### **Mandating municipalities to develop Community Safety and Well-Being Plans**

**AMO's Understanding:** The Bill proposes that all municipalities (or groups of municipalities and/or First Nations) develop mandatory Community Safety and Well-Being Plans (CSWB) and there are significant municipal impacts. All municipalities must establish an advisory committee with a prescribed membership that shall include community service representatives from LHINs, health care, education, social services, child services, an elected official, a police service board member, and others as prescribed.

This committee would be required to develop a plan to mitigate crime, victimization, addiction, drug overdose, suicide, prioritize risk factors, provide new services, and set measureable outcomes related to public safety services. Municipal councils would be required to adopt such a plan.



Municipalities do not oversee all of the above participants. There is no requirement that the municipal or OPP police services would need to participate or implement a CSWB once developed. While a municipality must do a comprehensive plan, there is no requirement to use it.

A failure to comply with this requirement will result in the appointment of a community safety planner by the Ministry who would be empowered to exercise the powers of a municipal council to fulfill the requirement to develop and implement a plan. The cost of appointing a planner would be charged to the municipality.

**Key Municipal Issues:** AMO supports the objectives of CSWB planning on a voluntary basis. CSWB pilot projects have demonstrated success precisely because of the voluntary participation of all partners. AMO supports the voluntary municipal development of CSWB plans, especially in circumstances where municipalities are attempting to respond to acute public safety needs in local circumstances.

AMO objects to the universal imposition of a new unfunded mandate. AMO is not confident the government has fully considered what this would mean for municipal governments in terms of capacity to deliver, costs, ability to implement, and what the risk of non-compliance could mean for many communities.

It treats all municipal governments, from the smallest to the largest, exactly the same. One quarter of all municipalities have less than five full-time administrative staff. There is a big municipal capacity issue associated with this mandate that the Ministry has not considered despite our advice.

The appointment of a community safety planner undermines the authority of democratically elected municipal councils.

The government has not demonstrated that there is a universal need for heavily prescribed CSWB planning province wide. The government has not demonstrated the value of developing such a plan if it cannot be successfully implemented.

### **Civilianization:**

**AMO's Understanding:** It was AMO's hope that the legislation would enable greater civilianization rather than restrict it. The opportunity for civilianization is now extremely limited as presently drafted in the bill. The authority to use civilians or contracted services in the delivery of some public safety functions by civilians or non-officers could have delivered the same public service functions, at a reduced cost. The bill limits civilianization to non-profit entities delivering crime prevention and assistance to victims of crime, and some highly specialized functions (i.e. forensic identification, polygraph operators) for which there are likely very few non-profit providers.

**Key Municipal Issues:** One key way to reduce costs is for officers not to fulfill all the functions they are currently doing. There are a number of functions, which could be overseen by a police service, but delivered by others. They include ground services for missing persons, some types of minor property offences like break-ins or vehicle theft, directing traffic, and crime scene security,

etc. Court security and prisoner transportation could also be delivered in more efficient ways but changes in these areas are now restricted.

### **One Police Service Board per OPP Detachment**

**AMO's Understanding:** The proposal would reduce the number and consolidate all existing OPP community policing advisory committees (non-contract or Section 5.1) and OPP police service boards (contract or Section 10) into one board per OPP detachment. In effect, this would eliminate nearly 100 OPP boards. The composition of OPP detachment boards shall be outlined in regulations. In addition, an OPP Police Governance Advisory Council would be established to advise the Minister on the responsibilities of the Commissioner.

**Key Municipal Issues: Consolidation of Boards:** The elimination of nearly 100 OPP boards will put much more distance between a community, its board, and the police. Policing is fundamentally local. This creates a significant logistical challenge. Detachment boundaries should not be the starting point for determining board boundaries. The importance of giving all municipalities a voice in policing needs to be emphasized. Municipal governments will need to have a much better understanding of how these changes will work in practice, especially how every municipality is going to continue to have a voice under this framework. These details will be prescribed in regulation.

**Establishment of the OPP Governance and Advisory Council:** This proposal touches on recommendations made by AMO's Policing Modernization Paper related to establishing such a body. The Council will provide the Minister with advice regarding her powers with respect to the OPP. This is a positive change.

### **Police Service Boards Reforms (own force)**

**AMO's Understanding:** The Ministry is proposing a variety of changes related to police service boards. This includes preserving existing ratios of municipally appointed and provincially appointed representatives, permitting councils to adopt a board composition of five, seven, or nine members (from three, five, and seven). All municipal councils would be required to develop a diversity plan as prescribed in legislation, which would include taking reasonable steps to promote the availability of appointments to members of demographic groups, racialized and Indigenous groups, reporting to the Minister on an annual basis.

Municipal appointments shall have regard for: the diversity of the population, prescribed competencies, and a police record check. Former police officers would also be prohibited from serving on a board where they were a member, for two years. In addition, board members would be required to complete training within a prescribed period. If training is not completed, that individual would not be permitted to perform the duties of a board member.

**Key Municipal Issues:** The prescriptiveness of some of the Ministry's new requirements will have very clear resource and mandate impacts for boards. Can all boards fulfill these new mandates? The financing of these requirements has municipal financial implications. Help and support for boards in fulfilling their primary governance responsibilities is needed.

*Board Size:* Increasing the size of boards with the same ratio of provincial and municipal appointees increases the representativeness of boards.

*Diversity Plan:* In effect, the applicability of a diversity plan is largely limited to the single community representative which council must nominate. What provisions would be made to ensure provincial and municipal diversity plans are aligned?

A much bigger impediment to diversity and representativeness is the number of provincial appointments that remain vacant. According to the Ontario Association of Police Service Boards (OAPSB), as of March 2017, over 90 of 250 provincial board positions are unfilled and vacant. This negatively affects successful governance and diversity. The provincial *unappointed* members are the biggest barrier to achieving representativeness and diversity in our view.

This is an issue that has been raised by the Auditor General of Ontario. Addressing this issue alone could have a profound impact on the function and capacity of boards.

*Police Record Check:* There would be a new requirement for municipal appointees to boards.

*Mandatory Training:* The government is proposing to regulate the timeframe in which mandatory training for board members must be completed. AMO's Policing Modernization Paper supported the concept of mandatory training. What has not be determined is who will deliver this training and how it will be paid for. This is a key consideration. If mandatory training is to be successfully delivered, a mechanism must be established to deliver it.

*Budget Disputes:* Currently the Ontario Civilian Police Commission (OCPC) is used to adjudicate any budget disputes between municipalities and local police services boards. In the last twenty years, the OCPC has not needed to adjudicate any budget disputes between municipalities and local police services boards. Justice Tulloch recommended the OCPC's power regarding budget disputes be eliminated. He wrote, "It is not appropriate for an adjudicative tribunal like the OCPC to be interjected between municipalities and local police services boards. Determinations about the structure and budgets of police forces are policy and operational matters in which the OCPC lacks specific expertise. They are often political decisions".

It is proposed that a different adjudicative tribunal be given this mandate, the Ontario Police Arbitration Commission (OPAC). Justice Tulloch did not say give the mandate to different adjudicative tribunal, he said it was not appropriate for a tribunal, period. OPAC arbitrators also lack the requisite expertise to fulfill this function.

There is no need for the OPAC to hear such decisions in the first place, especially considering there have been no such disputes in the past twenty years. This provision continues to infringe on the authority vested in municipal councils to make resource allocation and taxation decisions.

*Strategic Plan:* Police service boards will be required to develop strategic plans at least every four years. The legislation is highly prescriptive; it lists at least fifteen prescribed topic requirements. Whether or not a police service board strategic plan aligns with the municipality's community safety and well-being plan is a key consideration.

## Establishment of a Provincial Inspector General

**AMO's Understanding:** A Provincial Inspector General would fulfill the following primary function:

- Monitor and conduct inspections of boards,
- The Inspector **will not have the authority** to conduct inspections of police officers and whether they are complying with their codes of conduct.

**Key Municipal Issues:** It would seem the Ministry has chosen to emphasize the enforcement of governance requirements as a top priority, versus helping boards succeed in fulfilling their role. AMO would have liked to see resources or supports devoted to supporting boards, in support of the Inspector General's mandate.

## Suspension without Pay

**AMO's Understanding:** The Bill includes provisions to suspend an officer without pay for a period of time, under very specific circumstances. AMO supports amendments which enhances the ability of a Chief to maintain discipline within the police service. Public expectations on this specific issue are very high.

## Waterways Policing

**AMO's Understanding:** Previously, selected municipalities were required to have a waterways policing capacity. As written in the new bill, AMO believes that all municipal police services will be required to police all waterways (in addition to the OPP).

The above initial observations are provided to help municipal leaders and staff assess the impact of this proposed legislative change. It is expected that this proposed legislation will be passed before the House rises in mid-December. Further analysis will be conducted on these Bills in the coming days.

For more information, contact Matthew Wilson, AMO Senior Advisor, [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca).

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# Town of Mono

347209 Mono Centre Road  
Mono, Ontario L9W 6S3

30 October 2017

Honourable Kathleen Wynne, Premier of Ontario  
Legislative Building – Room 281  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Wynne,

The Council of the Town of Mono passed the following resolution at its Council Session of October 24, 2017:

*Moved by R. Manktelow; Seconded by K. McGhee*

*THAT Council supports and endorses the Township of Montague Resolution No: 104-2017 dated September 19, 2017 regarding the on-call provisions of Bill 148, Fair Workplaces, Better Jobs Act, 2017;*

*AND THAT this resolution be forwarded to Premier Wynne, MPP Sylvia Jones and all Ontario municipalities.*

*Carried.*

Town of Mono Council is concerned with the affect the on-call provisions of Bill 148, Fair Workplaces, Better Jobs Act, 2017 will have on Municipal budgets. Of particular concern is how the proposed changes will impact the cost of providing emergency services, including firefighting and fire prevention services, as Mono relies heavily on volunteer fire fighters. Changing to a 3-hour at regular time on-call regime will prove to be cost prohibitive.

We request that the Government of Ontario provide an exemption from article s. 21.4 for all municipal employees who are required to be on-call to provide statutorily mandated public safety services.

Regards,

Laura Ryan  
Mayor

cc: Sylvia Jones, MPP (Dufferin—Caledon)  
All Ontario Municipalities

**THE CORPORATION OF THE  
TOWNSHIP OF MONTAGUE**



6547 ROGER STEVENS DRIVE  
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SMITHS FALLS, ON K7A 4W6  
TEL: (613) 283-7478  
FAX: (613) 283-3112  
[www.township.montague.on.ca](http://www.township.montague.on.ca)

**Town of Mono  
Schedule A  
Council Session 16-2017**

October 2<sup>nd</sup>, 2017

Honourable Kathleen Wynne, Premier of Ontario  
Legislative Building - Room 281  
Queen's Park  
Toronto Ontario, M7A 1A1  
Via Email

Dear Premier Wynne,

Please be advised the Council of the Township of Montague passed the following resolution at its meeting of Committee of the Whole of September 19<sup>th</sup>, 2017:

MOVED BY: K. Van Der Meer      RESOLUTION NO: 104-2017  
SECONDED BY: I. Streight      DATE: September 19, 2017

WHEREAS The Township of Montague maintains a motivated and well-functioning volunteer fire department;

AND 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 in a rural municipality;

AND WHEREAS many Ontario municipalities will be unable to maintain fire 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 volunteer firefighters;

NOW THEREFORE The Township of Montague requests that all municipal employees be specifically exempted from the on-call changes proposed by Bill 148;

AND That the Township of Montague 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 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.

**CARRIED**

**THE CORPORATION OF THE  
TOWNSHIP OF MONTAGUE**



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TEL: (613) 283-7478  
FAX: (613) 283-3112  
[www.township.montague.on.ca](http://www.township.montague.on.ca)

Please contact me if you have any additional questions.

Thank you,

Jasmin Ralph  
Clerk

Cc: Minister of Labour Kevin Daniel Flynn;  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities

**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Tuesday, October 31, 2017 2:31 PM  
**To:** dholmes@melancthontownship.ca  
**Subject:** AMO Breaking News - Call to Action - Talk to Your MPPs about Estimated Fiscal Impacts of Bill 148

October 31, 2017

## **Call to Action – Talk to Your MPPs about Estimated Fiscal Impacts of Bill 148**

Members' voices are needed in requesting AMO's priority Bill 148 amendments and letting your local MPPs know what the estimated fiscal impacts could be for your municipality.

Today, AMO President Dollin presented to the Standing Committee considering Bill 148, *Fair Workplaces, Better Jobs Act, 2017* to ask for changes so that municipal governments can provide effective and affordable public safety responses. Link to her short video [here](#).

AMO, on behalf of its members, is looking for key amendments so that municipal governments can deliver their statutory obligations.

- An exemption for municipal and local board employees who are required to be on call to provide statutory public safety services. This needs to include supervisory and managerial staff as well.
- An exemption for volunteer firefighters for matching pay to full-time firefighters.
- Specific reference that Bill 148 requirements do not override other statutory obligations that municipal governments are required to provide public safety.

AMO has met with the Minister of Labour, the Honourable Kevin Flynn, many times as well as other MPPs on the need for these critical Bill 148 amendments. We continue to be told that municipal governments were not the intended of this bill.

Municipal governments have been calculating the costs of the Bill 148's requirements. For some small and large urban municipalities, the potential costs are upwards of \$1 to \$2 million each per year. Even if we get these key amendments, there will still be fiscal impacts on each municipality.

The Standing Committee is accepting Bill 148 submissions until Friday, November 3<sup>rd</sup>. Link here to [Committee Proceedings, Committee Hearings and Notices - Bill 148](#).

This week is an extremely busy week for AMO at Queen's Park. Stay tuned for more AMO updates as expected items of municipal interest are announced. Our website, [www.amo.on.ca](http://www.amo.on.ca), will be updated regularly.



**AMO Contact:** Monika Turner, Director of Policy, [mturner@amo.on.ca](mailto:mturner@amo.on.ca), 416-971-9856 ext. 318.

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# MUNICIPALITY OF MORRIS-TURNBERRY

P.O. Box 310, 41342 Morris Road, Brussels, Ontario N0G 1H0  
Tel: 519-887-6137 ext. 21 Fax: 519-887-6424 Email: nmichie@morristorynberry.ca



Nancy Michie  
Administrator Clerk-Treasurer

October 17, 2017

**Re: Resolution concerning the Tenanted Farm Tax Class properties being changed to the Residential Tax Class**

**Motion: 553-2017** Moved by John Smuck Seconded by Dorothy Kelly

Whereas, MPAC conducts ongoing reviews to ensure properties are accurately assessed and corrections are made where necessary. A review of a property could be triggered from ongoing data verification, updated tenant information, sales investigations, building permits and severances which may result in changes to the valuation or classification of a property. This could include wooded acreage on a farm property;

And Whereas, MPAC recently changed the assessment classifications on properties with portions of land tenanted for farming. MPAC is responsible for assessing and classifying all properties in Ontario in accordance with the *Assessment Act* and regulations established by the Government of Ontario. All properties in Ontario are continuously reviewed as part of the MPAC valuation process to ensure accurate information is used in determining our assessed values and tax classifications;

And Whereas, MPAC has stated: Under the *Assessment Act*, all properties are classified according to their use, and Ontario Regulation 282/98 sets out how various property uses are classified. By default, farm properties are classified in the residential property class in accordance with section 3(1)2 of Ontario Regulation 282/98 of the *Assessment Act*. Farm properties that meet the eligibility requirements will have farmland and associated outbuildings placed in the farm property class and are taxed at up to 25% of the municipal residential tax rate. An application for inclusion in the Farm Property Class Tax Rate Program must be approved by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

Under the *Assessment Act*, all properties are classified according to their use. If a portion (or portions) of a farm property is used for non-farm purposes, the portion is valued and classified according to its use. This is to ensure that the appropriate value and tax class is applied to the various uses of the property;

And Whereas, MPAC has assessed non-tillable acreage that is **rented to tenants** as residential. MPAC has explained that this is a correction under the *Assessment Act*/Ontario Regulation 282/98 with properties being assessed according to their use. They explained that it was a review of the Farm Forestry Exemption Class that prompted this action;

And Whereas, Most of these non-tillage acres cannot be built upon, or generate any revenues. However, they do provide benefit to the wider community as woodlots, wetlands, streams. Therefore taxing at the higher residential ratio appears unfair;

And Whereas, many properties have resulted in a substantial increase in property taxes due to this assessment class shift, an example being, with the tax billing increase of 572%. Tax increases to this magnitude are unacceptable. This process will force retired farmers to share crop to avoid the tax increases or it will cause land rent to increase to cover the increased taxes. That will create a burden on the property owner and the tenant farmers;

Info#5  
NOV 16 2017

**And Whereas,** MPAC did not advise the municipalities of these corrections or the impact that it may have on taxation write-offs going forward, as MPAC reviews appeals on these changes;

**Now Therefore,** The Council of the Municipality of Morris-Turnberry hereby requests that MPAC conduct a review on the effects of the tax class shift from farm land to residential;

**And** that MPAC act immediately on applications for reconsideration for the 2018 tax year and where possible for the 2017 year;

**And** that MPAC advise the municipalities prior to any future tax class shifts or mass property assessment corrections;

**And** that the Province of Ontario review Regulation 282/98 under the Assessment Act, in respect to the property tax classification of non-tillage acres;

**And** that this resolution be circulated to Premier Kathleen Wynne, Minister of Finance, MPAC and the Association of Municipalities of Ontario and all Ontario municipalities.

**Disposition**      **Carried**

Thank you

Yours truly,

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

Nancy Michie



7<sup>th</sup> Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Telephone: 416-325-0400  
Facsimile: 416-325-0374

7<sup>e</sup> étage, Édifice Frost Sud  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Téléphone: 416-325-0400  
Télécopieur: 416-325-0374

October 27, 2017

Dear Heads of Municipal Councils:

In April 2017, the federal government introduced legislation to legalize and regulate non-medical cannabis across Canada, and has firmly stated its intention to have the legislation in force by July 2018.

In response to the federal legalization of cannabis, the Government of Ontario announced, on September 8, 2017, a safe and sensible framework to govern the lawful use and retail distribution of non-medical cannabis as a carefully controlled substance within the province of Ontario.

As part of this framework, our government is proposing to retail cannabis through a government-operated Crown Corporation, as a subsidiary of the Liquor Control Board of Ontario (LCBO). This approach would meet the standards of control and social responsibility that Ontarians expect, while responding to consumer demand and displacing the illegal market.

Under the proposed approach, the retail and distribution system would include an online province-wide sales channel by July 2018 and up to 150 stand-alone stores by the end of 2020, starting with 40 by July 2018 and rising to 80 within the first year. This proposed retail system would sell cannabis and cannabis-related items only, not alcohol.

Our proposed approach is to build on the expertise and back-office capabilities of the LCBO to set up the Crown Corporation. Our priority is to reduce the illegal market by building on our strengths to create an efficient and secure system for people across the province.

#### **Engagement with Ontario Municipalities**

Our government acknowledges that municipalities are critical partners in provincial efforts to retail and distribute cannabis in communities across the province. We recognize that many municipalities have questions regarding the legal retail and distribution of cannabis and how municipalities will be involved going forward.

.../cont'd

Info#6  
NOV 16 2017

Since the announcement on September 8<sup>th</sup>, staff from the Ministry of Finance, Ministry of the Attorney General, Ministry of Municipal Affairs, and other partner ministries have engaged with municipalities through the Association of Municipalities of Ontario (AMO) on topics of interest to municipalities, including the retail model, enforcement and places of use. The input received to date has been valuable to informing the continued development of our approach and we look forward to ongoing discussions.

I would like to thank the municipalities that have engaged with our government to date, particularly those municipalities who participated on the conference call Minister Naqvi and I held with Mayors following the announcement, as well as, those municipalities participating on the AMO's Marijuana Task Force. I understand that there have already been several productive consultation sessions with AMO since our announcement.

I am writing you today to outline our government's approach to continuing to engage with municipalities on how retail stores may be located in advance of July 2018.

As we move forward with preparations to implement the proposed retail and distribution system, Ministry of Finance staff, together with the LCBO, will begin direct engagement with municipalities on how stores may be located for July 2018. We are proposing that the LCBO partner with impacted municipalities in advance of launch to ensure that input from municipalities can be provided directly to the LCBO and local community interests can be heard.

#### **Identification of Municipalities for Initial Stores**

To ensure Ontario's readiness for the federal government's deadline of July 2018, Ministry of Finance and the LCBO have begun identifying municipalities under consideration for initial stores. Municipalities will be identified in stages. This will support ongoing engagement with municipal staff in these affected municipalities and phase efforts to search for store sites.

Two primary considerations will be used to guide the identification of municipalities where stores will be located: first, to achieve geographic distribution of stores across the province; and second, to reduce the number of illegal stores, including dispensaries, currently operating in Ontario.

As municipalities are identified, letters from the Ministry of Finance will be sent to the municipal Clerk or CAO of each identified municipality. Ministry of Finance staff will also work to notify Heads of Councils in identified municipalities in advance of these letters and will work with these municipalities to continue an open dialogue to ensure that council's perspectives are considered. The letters will request meetings between municipal staff, Ministry of Finance staff and the LCBO to discuss the guidelines and a process for siting stores, how the LCBO will address local concerns, and municipal

.../cont'd

interests in siting. This will serve as the beginning of the partnership between municipalities and LCBO. Municipalities selected for initial stores will also be transparently identified on a website maintained by the LCBO: <http://www.lcbocannabisupdates.com/>. This website is expected to be launched today, October 27, 2017 and will be updated in coming weeks as the first group of letters are sent to the municipal Clerks/CAOs notifying them the LCBO intends to locate an initial store in their municipality. The LCBO will continue to update this website on a regular basis as additional municipalities are notified of the intention to locate stores in their municipality.

### **Guidelines and Process for Siting of Cannabis Retail Stores**

Informed by consultations with AMO, proposed guidelines and a process for siting stores are being developed. The LCBO would utilize guidelines to identify specific store locations with the objectives of ensuring that youth are protected and addressing the illegal market. This includes ensuring stores are not located in close proximity to schools. Ministry of Finance staff and the LCBO are keen to meet with municipalities directly to discuss the proposed guidelines and ensure that local interests are being appropriately taken into account.

The LCBO would utilize a public notification process to inform the public that a specific store location has been identified in their community. As part of this process, the LCBO will provide information to the public that outlines the store's operations and how local impacts would be mitigated.

This notification process will also provide an opportunity for public questions and concerns on specific store sites to be submitted directly to the LCBO. More details of this process will be shared with municipal staff through the planned direct engagement.

### **Province-wide Online Sales Channel**

Alongside the roll-out of stores, the LCBO will be implementing a province-wide online sales channel for cannabis beginning July 2018. As with retail stores, this online channel will be carefully controlled and include important social responsibility measures. It will also help meet the demand for legal cannabis access in all parts of the province.

As we establish a new legal retail system for cannabis, it is critical that we do so with the objectives of protecting our youth and addressing the illegal market. I look forward to ongoing dialogue with AMO and with municipalities as we take the next steps in implementing this important initiative.

.../cont'd

I welcome your support in ensuring an open and productive partnership with our government, the LCBO and your municipality as we continue to prepare for federal legalization of cannabis in July 2018.

Where municipal staff may require assistance, please contact:

Nicole Stewart  
Executive Lead – Cannabis Retail Implementation Project  
Ontario Ministry of Finance  
Nicole.Stewart@ontario.ca  
416-325-1593

Sincerely,

A handwritten signature in black ink, appearing to read 'Charles Sousa', with a stylized, flowing script.

Charles Sousa  
Minister

c: Yasir Naqvi, Attorney General of Ontario  
Bill Mauro, Minister of Municipal Affairs  
Lynn Dollin, President, Association of Municipalities of Ontario  
Penny Lipsett, Chair (Acting), LCBO  
George Soleas, President and Chief Executive Officer, LCBO  
Scott Thompson, Deputy Minister, Ontario Ministry of Finance  
Municipal Clerks/CAOs

## Denise Holmes

---

**From:** Michele Harris <michele@headwaters.ca>  
**Sent:** Thursday, October 26, 2017 3:53 PM  
**Subject:** Headwaters Tourism update - to October 22nd, 2017  
**Attachments:** Minutes - 28 September 2017.pdf; Headwaters Tourism to 23 October 2017.pdf

Good afternoon:

Please find attached the Headwaters Tourism update to October 22<sup>nd</sup>, 2017 as well as the approved minutes from our September 28<sup>th</sup>, 2017 Board of Directors meeting.

Would you be good enough to include in your next Council package for information purposes?

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

Regards,

M

---

Michele Harris | Executive Director  
519.942.0314, x201 | 519.215.2771



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**Board of Directors' Meeting**  
**28 September 2017 – 9am to 11am**  
**55 Zina Street (Sutton Room), Orangeville**

**Meeting Minutes**

**Attending:** John Brennan, Maria Britto (phone), Elaine Capes, Stacey Coupland, Lisa Johnson, Rob Mezzapelli, Amanda Perricone, Laura Ryan

**Ex-officio:** Michele Harris, Sonya Pritchard, Katrina Lemire, Susan Gallimore, Carol Maitland

**Regrets:** Alison Scheel, Sharon Martin, Ross Millar, Adriana Roche

**Absent:** Brian Besley

**Meeting called to order at 9:00am**

**Declaration of pecuniary interest:** none

**Motion:** to approve the agenda

**Motioned by:** Laura Ryan

**Seconded by:** John Brennan

**Outcome:** carried

**Motion:** to approve the consent agenda items

**Motioned by:** John Brennan

**Seconded by:** Elaine Capes

**Outcome:** carried

**Motion:** to approve the minutes of the 24 August 2017 Board meeting

**Motioned by:** Laura Ryan

**Seconded by:** Elaine Capes

**Outcome:** carried

**Business arising from the previous minutes:**

**Greenbelt cycling route signage:** Amanda Perricone and Michele Harris have a teleconference scheduled with the Greenbelt (week of October 2<sup>nd</sup>) to gather information about best practices around cycle route promotion, signage and liability issues.

**2017/18 financial reporting to June 30<sup>th</sup>, 2017**

**Motion:** to receive the financial reports (as presented) to June 30<sup>th</sup>, 2017

**Motioned by:** Laura Ryan

**Seconded by:** Rob Mezzapelli

**Outcome:** carried



**Board of Directors' Meeting**  
**28 September 2017 – 9am to 11am**  
55 Zina Street (Sutton Room), Orangeville

**Motion: to receive the Executive Director report (to September 25<sup>th</sup>, 2017) as presented**

**Motioned by:** Elaine Capes

**Seconded by:** Lisa Johnson

**Outcome:** carried

**Sector updates:**

**Headwaters Horse Country**

- Headwaters Stable Tour takes place September 30<sup>th</sup>, 2017
- Headwaters Horse Country Excellence Awards will be given out on September 30<sup>th</sup>, 2017 at the Caledon Equestrian Park.

**Arts & Heritage**

- Data collection has begun. Currently over 1,000 “assets/artists” have collected. We will begin verifying information with artists, and soliciting new information by the end of October (just working on an efficient electronic way to collect information).

**Nature & Leisure**

- Successful partnership with Ontario 150 Celebrate by Bike and the Greenbelt Foundation to support the Tour de Headwaters.
- Headwaters Tourism will be exploring ways to connect cycling opportunities in the region to existing Greenbelt Cycle Route infrastructure; will also be liaising with municipal cycling and active transportation groups to ensure alignment.

**Board considerations:**

**Tourism in Canada – an overview**

- An overview of key players in the Ontario/Canada tourism marketplace was presented to the Board for review, and to showcase the complexities of the marketplace (copy included herewith)

**Sharing economy – AirBnB**

- Given the limited “roofed”/hotel accommodation in the area, perhaps AirBnB properties should be considered for inclusion in Headwaters Tourism directories and promotions; need to consider issues our current accommodation partners may have with this;
- In the Hills magazine recently had an article on the sector in the region;
- These options are available throughout the region;
- Recommendation: that Headwaters invite AirBnB operators from the region to list their business and their applicable website on the Headwaters Tourism site (in the same way that other accommodators, including bed & breakfasts currently have the opportunity).



**Board of Directors' Meeting  
28 September 2017 – 9am to 11am  
55 Zina Street (Sutton Room), Orangeville**

**Special occasion permits – events of municipal significance**

- Headwaters Tourism was recently contacted by a tourism operator in Caledon about the process for applying for a Special Occasions Permit (SOP); particularly wanted to know how they could be designated an “event of municipal significance”.
- The SOP process falls under provincial jurisdiction
- Request: that each municipality provide Headwaters Tourism with their “process” for dealing with “events of municipal significance” and Headwaters Tourism will include this information on the Headwaters B2B website and have available to share with tourism operators should they require further information.

**2018 Visitor Guide advertising pricing strategy**

- Recommendation that “package” pricing be available in 2018 that will include a Leading With the Best partnership and enhanced ad in the 2018 Visitor Guide; reduced pricing will be available to those that purchase the package. Full pricing details will be available in October.

**Arts & culture outreach – PIPEDA compliance**

- As part of the arts & culture data collection, Headwaters Tourism has collected information on close to 1,000 artists; all this information was compiled from publicly available sources;
- Headwaters Tourism would like to email each artist and ask them to: a) confirm/verify the accuracy of the information; 2) ask them if they would like to be included on a Headwaters regional arts & culture website
- There was some question about compliance with PIPEDA legislation, if we reached out directly to the artists, and in error sent the email to the wrong person
- Recommendation: Headwaters Tourism will connect with Pam Hillock (Clerk, Dufferin County) and Rebecca Whelan (Records Manager, Dufferin County) to seek direction

**Acknowledgements and recognition:**

- Condolences extended to Sandra Dolson (Town of Caledon), former Headwaters Tourism Board member, on the recent passing of her father.

**Notice of motions & new business: none**

**Motion: to adjourn at 10:04 am**

**Motioned by:** John Brennan

**Seconded by:** Elaine Capes

**Outcome:** carried

**Note:**

Headwaters Tourism and the Dufferin Board of Trade held a tree planting ceremony at their offices at 246372 Hockley Road, Mono, to honour Ron Munro (past Board Chair of both organizations), on September 28<sup>th</sup>, in recognition of his contributions to the region.



**Board of Directors' Meeting  
28 September 2017 – 9am to 11am  
55 Zina Street (Sutton Room), Orangeville**

**Next meeting:**

**Thursday, October 26<sup>th</sup>, 2017 – 9am to 11pm**

**Dufferin County Sutton Room, 55 Zina Street, Orangeville**

## Headwaters Tourism - public profile & sector engagement



Headwaters will be well-represented at the 2017 Ontario Tourism Awards of Excellence with representation as finalists in four different categories. Congratulations to:

- Spirit Tree Estate Cidery - Sustainable Tourism Award finalist
  - Spirit Tree Estate Cidery's Wassailing Festival - Culinary Tourism Event of the Year finalist
  - James MacDonald - Travel Media Photography Finalist for his photo "Tough Choice" featured in the Headwaters 2016 Four-Season Visitors' Guide
  - Headwaters Tourism - Print Collateral Award Finalist for the Headwaters 2016 Four-Season Visitors' Guide.
- Made submissions to the Economic Developers' Council of Ontario for their 2018 awards in the following categories:
    - Print publication (Headwaters 2017 Four-Season Visitors' Guide)
    - Branding (Headwaters: Where Ontario Gets Real)
    - Special Event (Headwaters 2017 #Realsons campaign launch @ Caledon Ski Club)

## Municipal economic development integration:

- Participated in the Dufferin Community Workforce Consultations, hosted by the Workforce Planning Board of Waterloo Wellington Dufferin.
- Attended Caledon Mayor's Fall Harvest Networking Luncheon (Jim Harris: Innovative Disruption)
- Meetings with Town of Caledon staff to support growth of Caledon Day & Cheers Caledon through tourism opportunities.
- Participated in selection process for Dufferin County's Economic Development Officer
- Headwaters Tourism will be supporting the Town of Orangeville's Bridges to Better Business Food Entrepreneurship event (November 2<sup>nd</sup>), by participating in the session on culinary tourism (with Soulyve's Phil DeWar)

## Stakeholder engagement:

- Attended Dufferin Board of Trade's Business Excellence Awards. The following tourism businesses were recognized at the awards that took place on October 19<sup>th</sup>, 2017:
  - Kitchen to the Table (Business Under 10 Employees)
  - Hockley Valley Resort (Sustainability)
  - Hats on Dufferin (Association)

## Tourism industry sector liaison:

- Attended Culinary Tourism Alliance Annual General Meeting; Headwaters Tourism's Executive Director has been elected to the Culinary Tourism Alliance's Board of Directors for a 2-year term.
- Took part in Ministry of Tourism's Celebrate Ontario training session; information is available to all tourism stakeholders to assist in grant submissions. Celebrate Ontario grant submission deadline: November 9<sup>th</sup>, 2017 for 2018 events.

**Product development – Nature & Leisure**

- See attached update

**Product development – Arts & Heritage**

- See full update (following)

**Product development – Fresh & Local**

- 20 regional tourism businesses participating in the 2017 edition of Taste of the Harvest that runs from October 5<sup>th</sup> to November 4<sup>th</sup>.

**Product development – Headwaters Electric Tourism Highway**

- Working with Tesla Motors to position Headwaters' tourism partners as potential partners in Tesla's Destination Charging Program (significant program support provided by Tesla to approved partners). Have submitted 34 possible locations to Tesla for consideration (covering the 2,534 square km geography of the region). Tesla is reviewing opportunities and will advise in the next month on preliminary approvals. Once locations have been approved by Tesla, Headwaters will be approaching operators to explore interest in program.

**Marketing:**

**2018 Visitor Guide planning** – Advertising rates have been established and sales will begin at the beginning of November 2017. RFQ has been issued for printing of the 2018 edition of the publication (see appendix)

**2018 Regional Road Map** – RFQ for printing has been issued; will be seeking an exclusive sponsor of the 2018 edition of the map (see appendix)

**Merchandising** - Headwaters will be introducing a pilot project of branded regional merchandise for sale. A couple of retail partners will be engaged to test the market in 2017 (Real Rules posters & buttons), and an online merchandise store is currently under review, with a Request for Expressions of Interests distributed.

**Digital/Social Media:**

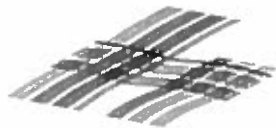
**Digital engagement statistics: September 1<sup>st</sup> to September 30<sup>th</sup>, 2017**

	Sessions	Page Views	Reach	Impressions	Total audience	Open rate	Growth rate
<a href="http://www.headwaters.ca">www.headwaters.ca</a>   <a href="http://www.headwatersb2b.ca">www.headwatersb2b.ca</a>   <a href="http://www.headwatershorsecountry.ca">www.headwatershorsecountry.ca</a>	15,384	45,478	n/a	n/a	n/a	n/a	n/a
Facebook	n/a	n/a	19,400	37,900	1,267	n/a	1.85%
Twitter	n/a	n/a	239,580	44,600	5,124	n/a	0.39%
Constant Contact	n/a	n/a	n/a	n/a	9,258	89%	1.87%
Instagram	n/a	n/a	n/a	n/a	492	n/a	82.9%
YouTube	2,258	n/a	n/a	n/a	n/a	n/a	8.82%

## Executive Director report 22 October 2017

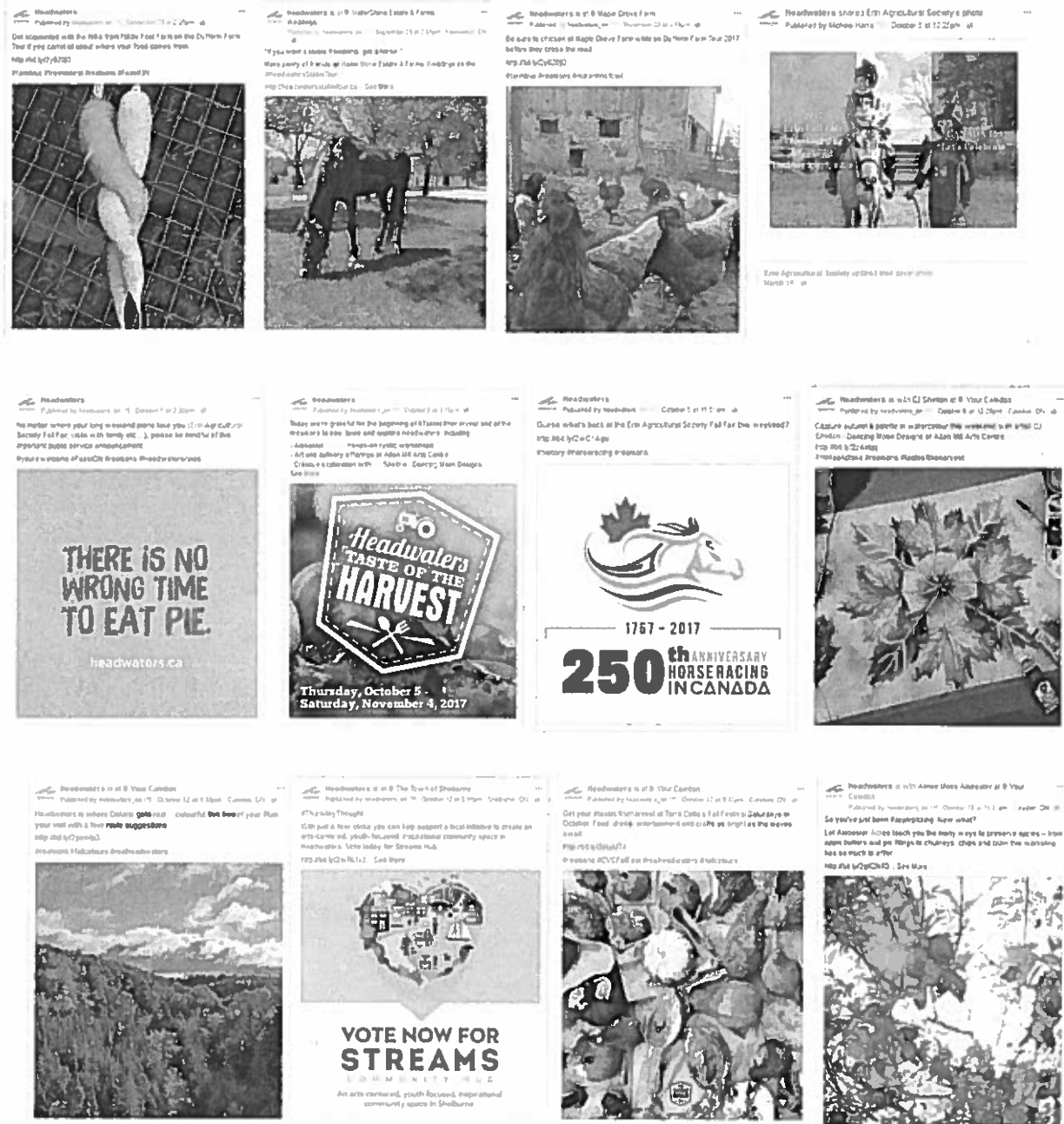
### Social media posts:





**HEADWATERS**  
Where Ontario gets real

## Executive Director report 22 October 2017





## Executive Director report 22 October 2017





## Media coverage:



### 10th annual Headwaters Stable Tour a success

12:01 PM Erin Advocate

SHARE



The 10th annual Headwaters Stable Tour was a great success at the Erin Stables with doors open at Longrun TB Adoption, Minshall Farms, Meadowlark North and Myrdin Equestrian.

The weather cooperated, and horse visitors had a beautiful day to take a look at all the pretty horses in the Erin Stables.

Special events during the Erin Stable Tour included Minshall Farms hosting a cutting horse demo with cattle and walk with visitors through its foaling operation; Longrun Adoption offered a chance to get a selfie with million-dollar pinner Something Extra or Queen's Plate 2010 Winner, Big Red Mike; Meadowlark North offered guided stable tours and a chance to take in the Canadian Warmblood Society's Show, Mare and Foal inspection (moms and babies).

The village of Belknap was wondering what was going on at Myrdin Equestrian who hosted an open-house, and a cross country and dressage show that had overflow parking, up and down Trafalgar Road. It was a great showing of entry level and accomplished horses and riders as well as stable tours, and a delicious BBQ.

Stable Tour Contest Winners (who will win a \$75 racing/dinner package from Grand River Racing) will be announced later this week and will be posted on Headwaters Horse Country's social media pages.

The Town of Erin and Headwaters Tourism sends out special thanks to their equine partners: Erin stable owners, managers and helpers who all put in an extra effort to make the Tenth Annual Stable Tour in Erin a great success. These people are the foundation of our horse community, and are the reason why Erin and Headwaters are called "Horse Country." Each of the participating barns looked amazing, and offered a warm welcome to Stable Tour visitors opening their barns, and showcasing their horses. Visitors commented on how friendly and welcoming people were, and how they can't wait to come back to Erin to see more horses. Erin, we truly are a horse-friendly community.

## Executive Director report 22 October 2017



### Five things to do this weekend Sept. 29 to Oct. 1 in and around Caledon

By Jennifer Murti



Five Stables holds up a Cephaly at one of the activity stations within the Belknap Conservation Area at the Salamander Festival last year. Courtesy: MyrdinEquestrian

#### SATURDAY

##### Headwaters Horse Country Stable Tour

The 10th annual Headwaters Horse Country Stable Tour takes place on Saturday, September 30th and Sunday, October 1st, and will see equine facilities from Caledon, Oshawa, Erin and King open their doors to the public. This annual event allows visitors and residents an opportunity to experience the gamut of equine activity with a rare 'behind the scenes' perspective. The tour is self-guided and admission is free (some locations may offer tours for sale).

##### Belknap Salamander Festival

The Belknap Salamander Festival celebrates Canada through local tradition this September. Hosted by the Belknap Community Organization in partnership with the Credit Valley Conservation, this event will once again foster community spirit with live music, vendors, a silent auction and delicious food sourced locally, featuring a favourite – the Belknap Inn's squash soup.

##### Adson Hills Community Farm Honey & Garlic Festival

Pick Your Own Garlic! Try tasty garlic delights! Play garlic games! Shop your veggies from our On Farm market. Fun for the whole family! Free admission & free parking. Saturday 30 September 2017. 1pm to 5pm.

##### Confidential paper shredding event

FREE paper shredding at Peel CRCCs. Bring your unbound paper – such as taxes, bills, income statements and personal information – to a Peel Community Recycling Centre (CRCC) for FREE shredding on designated days in September and October. There is no limit to how much paper you can bring.

#### SUNDAY

##### Bruce Trail Day at Glen Haffy Conservation Area

Bruce Trail Day is an annual event celebrating Canada's oldest and longest footpath, hosted by the Bruce Trail Conservancy and each of its Bruce Trail Clubs. This year we mark 50 years of the Bruce Trail!

Join us for free guided hikes and family activities to help you explore the Bruce Trail and discover the amazing variety of life along the Humber's Escarpment. All hikes are interpretive at a slow to moderate pace on fully serviced



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Home / Community / Agriculture / Visit Erin For Headwaters 10th Annual Stable Tour

## Visit Erin for Headwaters 10th annual Stable Tour

COMMUNITY Sep 25, 2017 Erin Advocate



*The 10th annual Headwaters Horse Country Stable Tour takes place on Saturday, September 30th and Sunday, October 1st, 2017. All day equestrian facilities from Caledon, Dufferin, Erin and King open their doors to the public. > Erin Courtney/Photo*

Visit your local Erin Stables during Headwaters 10th annual Stable Tour on Saturday, Sept. 30 and Sunday, Oct. 1 from 10 a.m. to 4 p.m. Meet the horse owners, stable managers and the people who are the foundation of our horse community.

The Erin Stable Tour features the beautiful dressage and eventing horses at Myrddin Equestrian, (Trotter Road near Balkinfield) and the spirited Thoroughbred yearlings and Cutting horses at Marshall Farms, Hillsburgh. Travel a bit further west toward Guelph and stop in at Longrun Thoroughbred Adoption Stables, Hillsburgh (former Woodlands Training Centre) and meet a Queen's Plate winner. Keep going, and visit Meadowlark North (3rd Line south of County Rd 22) to get a close up view of some beautiful show jumpers and hunter competition horses; several different breeds. Event signs will be posted. Everyone is welcome.

While at our Erin Stables, be sure to complete a postcard entry for a chance to win a Horsey Night Out in Elora: dinner/racing package, courtesy of Grand River Racing. Value: \$75.

For more information visit [erin.ca/equine](http://erin.ca/equine) or [equineerin@gmail.com](mailto:equineerin@gmail.com) 519-218-4562.

**Municipal updates:**

**Town of Shelburne:**

EVENT NAME	DESCRIPTION	DATES
Treats in the Streets	Halloween Main St. Businesses	October 28
Haunt in the Park	Halloween Haunted theme in the Park	Oct. 28, 29 and Oct. 31
Shelburne Christmas Market	Christmas Market	Nov. 18th

**Town of Erin:**

EVENT NAME	DESCRIPTION	DATES
Window Wonderland	Unveiling of store windows in the Village of Erin	Nov 17, 6-9pm
Erin Tree Lighting	McMillan Park	Nov 17, 6.30pm
Christmas in the Country	Shop, dine, and celebrate the holiday season in the beautiful Village of Erin. Enjoy the amazing window displays, and relax in our country charm. With every purchase at any participating Erin Village Merchant, customers can collect a stamp. Collect 5 business stamps and enter the contest to win gift certificates of \$250, \$150 & \$100.	Nov 18-Dec 24, Daily
Erin Santa Claus Parade	Village of Erin	Nov 25, 1.30pm

**Town of Orangeville:**

EVENT NAME	DESCRIPTION	DATES
Food Entrepreneurship: From concept to kitchen to commercialization	This day-long event is an opportunity for food entrepreneurs to gain insights and information while connecting with fellow business owners and industry resources. The event will feature a discussion about the growing popularity of culinary tourism in Dufferin County led by our very own Michele Harris and Philip DeWar of Soulyve.	Thursday, November 2
Winter Market	Seasonal goods and produce offered by local vendors inside Orangeville Town Hall.	Every second Saturday (approximately) starting November 4 until April 21
Moonlight Magic and Tractor Parade of Lights	Kick off the festive season with a tree lighting ceremony, visits with Santa, incredible shopping and more, all in downtown Orangeville.	Friday, November 17
Christmas in the Park	Kay Cee Gardens is lit up with over 50,000 Christmas lights to celebrate the season throughout December. Hosted by the Optimist Club of Orangeville.	Opening night is December 1. Every night until December 31.

**Town of Caledon:**

EVENT NAME	DESCRIPTION	DATES
A Touch of Christmas	An exclusive Christmas experience with the Sisters of St. Kosmas Aitolos Monastery	Oct 26-Dec 24
Hollyfest	Boutique festive shopping experience held in the heart of Headwaters Horse Country.	Nov 4-5
Christmas Open House at the Alton Mill	A creative weekend of festive fun. Find gifts of handmade fine art and craft at our Christmas Markets	Nov 18-19
Yoga Gym Retreat at Forks of the Credit	Yoga adventure, hiking, biking and nature weekend.	Nov 24-26
Lunch with Santa	At Downey's Farm, lunch with Santa	Nov 26-Dec16



Executive Director report  
22 October 2017

INITIATIVE	DESCRIPTION
Caledon cycle friendly community workshop	Members of the public and officials involved in cycling will work towards the outcome of a workplan directed towards making Caledon a Bicycle Friendly Community.
Caledon bicycle route	The Caledon Cycling Task Force has developed a bicycle route pilot program for cyclists with a variety of skill levels. Tourism opportunities will be part of the collaboration.

## Arts and Culture Framework

Project Update – October 2017

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### Background:

Understanding the impact of arts and culture on our community, Dufferin County, the Town of Caledon and the Town of Erin are funding a project to develop an Arts and Culture framework in Headwaters. The project will be managed and executed by Headwaters Tourism, following much of the same format as their award-winning work in equine sector development

### The scope of work for the project includes:

- Create a web-based industry portal and content management website to serve as the “hub” for all sector related undertakings, including a comprehensive database of:
  - Arts & culture assets (including events) in Headwaters
  - Industry resources (regional, provincial & national)
- Develop and launch an industry communications strategy to engage stakeholders and encourage collaboration and knowledge transfer
- Compile arts & culture sector data and reports to create an economic impact summary for sector business case development

### Timeline:

- August 2017: Project start
- August-December 2017: Information gathering/validation & portal structural development
- January-April 2018: Data input, design/flow & integration
- May 2018: Arts & Culture portal launch

### Project Status:

- We developed and reviewed site requirements with Barking Dog in August and the portal is currently in development.
- Over 1K listings have been collected, so far, for the new arts & culture asset database
- 75 arts and culture categories have been identified for use in the database. These categories were determined through review of similar industry databases and the arts and culture database created by the Town of Orangeville.
- We have received Ontario's Rural Economic Development (RED) program funding for the project. Standard process for this type of funding requires us to complete the project prior to any public announcement or acknowledgement of the funding received. This funding is to be used for photography and editorial content.
- Registered domain: [HeadwatersInspired.ca](http://HeadwatersInspired.ca)
- Provided a project overview and update to the Headwaters Cultural Roundtable for discussion at their October 5<sup>th</sup> meeting. They will be supporting our data validation effort with members of their various arts group.



Executive Director report  
22 October 2017

**Next steps:**

- Continue to collect data for arts and culture assets and events.
- By the end of October, we will be sending out an email to each artist & business in our database, requesting they review their information and make any updates required. Artists may also, on the same form, opt to limit their public display of information. A form will be available, on an ongoing basis, to allow artists and businesses who are not currently in the database to sign up.
- Work with Touchwood Design (Headwaters' agency of record) to develop the distinct look and feel for the website (logos, colours, etc..)
- Create a list of artists to be interviewed and photographed. This would be similar to the Faces of Headwaters campaign.



## **Nature and Leisure (Amanda Perricone)**

October 2017

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### **Greenbelt Cycling Routes: Addressing Liability**

#### *Notes from Discussion with Susan Murray, Greenbelt Foundation*

- The Greenbelt foundation supports linking the Tour de Headwaters route to the Greenbelt Route
- Discussed named routes vs. unnamed routes; when naming a route (i.e. identifying, signing and promoting the "Greenbelt Route") Greenbelt (GB) worked with Municipal partners and Active Transportation folks (Transport Canada or local municipal contacts)
- Both GB and Municipality would both be named on a lawsuit should one arise on a signed Greenbelt Route road
- GB handled liability concerns and did their due diligence by addressing the following:
  - Reviewed Strava app data to determine where cyclists are already actively riding (Strava is a Running and Cycling app which tracks running and ride routes using
  - GPS)
  - Worked with active transportation and municipal partners to perform a review of which roads are safe for cyclists and developed routes in collaboration based on their findings (which roads are aggregate truck routes, paved shoulder vs. no shoulder, gravel, etc.)
  - Worked with experts at Ontario by Bike to ride and assess routes and identify criteria for safe and accessible roads/routes
  - Designated routes were brought to City/Municipal council for approval along with duty of care/maintenance plans (also developed in collaboration)
  - Note: because there are already cyclists on these roads, municipalities are liable (liable on both safe and "unsafe" roads – all roads); therefore encouraging use of designated safe route options is a practice of risk reduction

### **Caledon Bicycle Friendly Community Workshop**

The Town of Caledon, Region of Peel and Share the Road Cycling Coalition hosted a workshop to review plans underway to create a bicycle friendly community in Caledon. Approximately 50 people were in attendance including the Mayor of Caledon, Regional Councillors, various industry representatives, Region of Peel, Public Health, OPP and Caledon Cycling Task Force representatives.

Five cycling routes have been developed along with targeted cyclist skill levels and will be presented to Council with Active Transportation plans and aggressive and enhanced maintenance plans. Facilitator Share the Road will be developing and circulating a report for a 2-5 year plan for the Town of Caledon.

Workshop participants reviewed case studies and best practices in other North American cities/municipalities as well as an assessment performed in the Caledon area with recommendations for areas of improvement from Share the Road.

Participants also collaborated in group discussions to identify recommendations for enhancements to the “5 E’s”: Evaluation, Engineering, Enforcement, Encouragement and Education, focusing on 1, 2 and 5 year goals in each area.

Major takeaways to note:

- **Motto: “Just add bikes”** – take what your community is already doing and just add bikes. Promote a cycling culture in the Region by encouraging community members to bike to existing events. Provide infrastructure, education and safe & accessible opportunities for cycling (i.e. including bike valet or “bike checks” at all events, installing appropriate bike parking and implementing safe routes are all major engagement opportunities) Small things can make a big change in culture
- Cycle tourism equates to \$391 million per year in Ontario
- CycleON invested \$50 million in 2017 and will likely continue; tap into funding opportunities
- Small municipalities have a major advantage to implement change (“less minds to change”)
- Ongoing collaborative planning sessions and partnerships are key to developing achievable goals and outcomes
- New website developed: [caledon.ca/cyclecaledon](http://caledon.ca/cyclecaledon) will provide ongoing updates to improvements in creating a Cycle Friendly Caledon



Executive Director report  
22 October 2017

## **2018 REGIONAL ROAD MAP: Opportunity for sponsorship**

October 2017

Headwaters Tourism is the recognized destination marketing organization for the Headwaters region, providing tourism services on behalf of the regional tourism industry and on behalf of our municipal partners in the County of Dufferin and the Towns of Mono, Shelburne, Caledon & Erin.

While the organization has evolved over the years, the primary goal is still the same: to work on behalf of and in conjunction with our partners and regional tourism operators to support tourism that is consistent with the region's rural heritage, respectful of its extraordinary natural environment and that promotes its spirit of community.

Headwaters Tourism strongly advocates for regional collaboration in all our undertakings, understanding that an integrated approach allows individual businesses, groups, committees, communities and municipalities to expand their reach and leverage their impact in the marketplace.

### **BACKGROUND**

In May of 2017, Headwaters Tourism produced a printed regional road map to direct visitors and residents across the region. This one-page "tear map" is used as a fulfillment piece for people who are already in the region, and who may want a printed map instead of, or to complement, digital mapping tools.

The inaugural 2017 edition of the map received a tremendous response from both tourism operators, visitors to the region, and residents and has become a sought-after consumer tool.

### **OPPORTUNITY**

For 2018 Headwaters Tourism will once again produce 20,000 copies of this regional map, with distribution at major tourism locations throughout the area.

Sponsorship of the 2018 regional Headwaters map provides co-branding opportunities for the map sponsor. The final approved sponsor will be exclusively represented on the 20,000 copies of the 2018 map that will be available for distribution through tourism channels.

Sponsor recognition would be included as a base bar on each printed copy of the map for the complete run of 20,000 copies.

**Cost of sponsorship: \$5,000.**

Interested parties are asked to contact Headwaters Tourism's Executive Director, [Michele Harris](#).



## Executive Director report 22 October 2017

Request for Expressions of Interest: tourism merchandising program  
October 2017

### BACKGROUND

Headwaters Tourism is the recognized destination marketing organization for the Headwaters region, providing tourism services on behalf of the regional tourism industry and on behalf of our municipal partners in the County of Dufferin and the Towns of Mono, Shelburne, Caledon & Erin.

While the organization has evolved over the years, the primary goal is still the same: to work on behalf of and in conjunction with our partners and regional tourism operators to support tourism that is consistent with the region's rural heritage, respectful of its extraordinary natural environment and that promotes its spirit of community.

Headwaters Tourism strongly advocates for regional collaboration in all our undertakings, understanding that an integrated approach allows individual businesses, groups, committees, communities and municipalities to expand their reach and leverage their impact in the marketplace.

### OPPORTUNITY

Headwaters Tourism is seeking a partner to support the development of our merchandising strategy. The goal of the merchandising program is two-fold:

- Showcase our regional brand into the consumer marketplace and provide brand extension through merchandise to visitors & residents (souvenirs, gifts, etc);
- Provide an additional revenue stream for Headwaters Tourism to support expanded programming.

Headwaters Tourism is seeking a merchandising partner that will:

1. Provide the platform for an integrated online store that would be housed on our Headwaters website and would provide a *seamless consumer experience* (branding & layout must be consistent with and reflective of the overall Headwaters brand);
2. Allow consumers to purchase from a "catalogue" of quality merchandise (no minimum order size required);
3. Provide direct consumer fulfillment in a timely manner.
4. Develop a mutually beneficial profit-sharing model for all online merchandise sales.

Expressions of Interest are being sought. Interested parties are asked to contact our Program Manager, Stephany St. Louis, no later than October 23<sup>rd</sup>, for further details.



## Executive Director report 22 October 2017

**Request for Quotations: 2018 Headwaters Regional Road Map – print services**  
**RFQ release date: 18 October 2017**

Headwaters Tourism (a registered not-for-profit) is the recognized destination marketing organization for the Headwaters region, providing tourism services on behalf of the regional tourism industry and on behalf of our municipal partners in Dufferin County and the Towns of Mono, Shelburne, Caledon & Erin.

**Vision:** To position Headwaters as Ontario's premier rural tourism destination.

**Mission:** To integrate tourism into the regional economic development strategies of our partner municipalities, helping to build a robust and thriving tourism industry by working directly with tourism stakeholders across the region. Key areas of focus include:

- Marketing & communications
- Product development & industry capacity development
- Advocacy & partnership development
- Industry engagement & communications
- Municipal economic development integration
- Provincial tourism integration & liaison

---

### Required services:

Headwaters Tourism is requesting quotations for printing the 2018 edition of our regional road map that will be distributed into the marketplace in May 2018

### Specifications:

Total copies: 20,000

Finished size: 12" x 18" (vertical orientation)

One-sided print

Colour: 4/4

Finishing: Bundled in tear pads across the 12" width (100/pad)

Stock: 70lb matte text

Delivery: 1 Headwaters location to be included

Quotations should also include recommendations for paper stock and printing options that are reflective of the Headwaters brand and supports our commitment to the environment.

Sample stock recommendations and paper dummy of size format/paper stock/weight must be sent to the Headwaters Tourism office at 236272 Hockley Road, Mono L9W 6K4 in order to support your pricing quotation. Proponents are encouraged to review the quality of stock used in the 2017 edition of the regional map (and reflective of the paper stock used in the Headwaters annual Visitors' Guide for an understanding of the calibre of product we intend to produce.



**Executive Director report**  
**22 October 2017**

**Communication and clarification:**

It is the responsibility of the proponent to seek clarification of any matter that it considers unclear before submitting a quotation. Headwaters Tourism is not responsible for any misunderstanding of the RFQ on the part of the proponent. Inquiries regarding this RFQ should be directed, in writing via email to: Michele Harris, Executive Director ([Michele@headwaters.ca](mailto:Michele@headwaters.ca)). It is understood that all questions and answers will be made available to all proponents who acknowledge they are submitting a proposal.

**Acceptance of terms:**

Each proponent, by submitting a quotation, represents that the proponent has read, completely understands and accepts the terms and conditions of the RFQ in full.

**Errors & omissions:**

Headwaters Tourism will not be held liable for any errors or omissions in any part of this RFQ. While considerable effort to ensure an accurate representation in this RFQ, the information contained herewith is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate, nor is it necessarily comprehensive or exhaustive. Nothing in the RFQ is intended to relieve the proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFQ.

**Submission deadline:**

All quotations must be received either electronically or in hard copy by **4pm on Monday, November 13<sup>th</sup>, 2017.**

Samples should be submitted in hard copy to the attention of: Michele Harris, Executive Director, Headwaters Tourism ([Michele@headwaters.ca](mailto:Michele@headwaters.ca)), 246372 Hockley Road, Mono, Ontario L9W 6K4 no later than 4pm on Monday, November 13<sup>th</sup>, 2017 and must indicate the quotation submission they reference.

Headwaters Tourism reserves the right to:

- Maintain the confidentiality of the competing proponents and the evaluation team;
- Reject any or all submissions and re-issue the RFQ call if deemed necessary;
- Cancel the RFQ call at any time; no financial compensation will be provided to any of the respondents to the RFQ call.

**Special note:**

While quality of print stock is critical to supporting the integrity of our Headwaters Tourism brand, Headwaters Tourism (as a not-for-profit organization) must be particularly cognizant of pricing in making the decision on a print supplier for this project and as such, pricing will be an important factor for consideration when awarding this contract.



## Executive Director report 22 October 2017

**Request for Quotations: 2018 Headwaters Four-Season Visitors' Guide – print services**  
**RFQ release date: 18 October 2017**

Headwaters Tourism (a registered not-for-profit) is the recognized destination marketing organization for the Headwaters region, providing tourism services on behalf of the regional tourism industry and on behalf of our municipal partners in Dufferin County and the Towns of Mono, Shelburne, Caledon & Erin.

**Vision:** To position Headwaters as Ontario's premier rural tourism destination.

**Mission:** To integrate tourism into the regional economic development strategies of our partner municipalities, helping to build a robust and thriving tourism industry by working directly with tourism stakeholders across the region. Key areas of focus include:

- Marketing & communications
- Product development & industry capacity development
- Advocacy & partnership development
- Industry engagement & communications
- Municipal economic development integration
- Provincial tourism integration & liaison

---

### Required services:

Headwaters Tourism is requesting quotations for printing the 2018 edition of our annual, award-winning Headwaters Four-Season Visitors' Guide that will be distributed into the marketplace in May 2018.

### Specifications:

Total copies: 80,000

Option #1 - 68 pages (64 pgs + cover)

Option #2 – 52 pages (48 pgs + cover)

Finished size: 8.375" x 10.875"

Flat size: 16.75" x 10.875"

Colour: 4/4

Finishing: stitch, trim, fold to finished size and carton bulk

Stock: 100lb matte text/70lb matte text

Delivery: 1 GTA location & 1 Headwaters location to be included

Quotations should also include recommendations for paper stock and printing options that are reflective of the Headwaters brand and supports our commitment to the environment.

Sample stock recommendations and paper dummy of size format/paper stock/weight must be sent to the Headwaters Tourism office at 236272 Hockley Road, Mono L9W 6K4 in order to support your pricing quotation. Proponents are encouraged to review the quality of stock used in the 2015, 2016 & 2017 editions of the Headwaters Four-Season Visitors' Guide for an understanding of the calibre of product we intend to produce.



## Executive Director report 22 October 2017

### Communication and clarification:

It is the responsibility of the proponent to seek clarification of any matter that it considers unclear before submitting a quotation. Headwaters Tourism is not responsible for any misunderstanding of the RFQ on the part of the proponent. Inquiries regarding this RFQ should be directed, in writing via email to: Michele Harris, Executive Director ([Michele@headwaters.ca](mailto:Michele@headwaters.ca)). It is understood that all questions and answers will be made available to all proponents who acknowledge they are submitting a proposal.

### Acceptance of terms:

Each proponent, by submitting a quotation, represents that the proponent has read, completely understands and accepts the terms and conditions of the RFQ in full.

### Errors & omissions:

Headwaters Tourism will not be held liable for any errors or omissions in any part of this RFQ. While considerable effort to ensure an accurate representation in this RFQ, the information contained herewith is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate, nor is it necessarily comprehensive or exhaustive. Nothing in the RFQ is intended to relieve the proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFQ.

### Submission deadline:

Interested parties are requested to provide two pricing quotations (68-page publication & 52-page publication). All quotations must be received either electronically or in hard copy by 4pm on Monday, November 13<sup>th</sup>, 2017.

Samples and paper dummies should be submitted in hard copy to the attention of: Michele Harris, Executive Director, Headwaters Tourism ([Michele@headwaters.ca](mailto:Michele@headwaters.ca)), 246372 Hockley Road, Mono, Ontario L9W 6K4 no later than 4pm on Monday, November 13<sup>th</sup>, 2017 and must indicate the quotation submission they reference.

Headwaters Tourism reserves the right to:

- Maintain the confidentiality of the competing proponents and the evaluation team;
- Reject any or all submissions and re-issue the RFQ call if deemed necessary;
- Cancel the RFQ call at any time; no financial compensation will be provided to any of the respondents to the RFQ call.

### Special note:

While quality of print stock is critical to supporting the integrity of our Headwaters Tourism brand, Headwaters Tourism (as a not-for-profit organization) must be particularly cognizant of pricing in making the decision on a print supplier for this project and as such, pricing will be an important factor for consideration when awarding this contract.



## Denise Holmes

---

**From:** Michelle Dunne <mdunne@dufferincounty.ca>  
**Sent:** Monday, November 13, 2017 11:34 AM  
**To:** Kathleen Wynne; Jones-c2, Sylvia; mturner@amo.on.ca; Denise Holmes; Jane Wilson (jwilson@townofgrandvalley.ca); Jennifer Willoughby; Mark Early; Sue Stone; Susan Greatrix; Terry Horner (thorner@mulmur.ca)  
**Subject:** Bill 148 – Fair Workplaces, Better Jobs Act 2017

Good morning,

The Council of the County of Dufferin at its regular meeting held on November 9, 2017 adopted the following resolution:

**THAT the Council of the County of Dufferin Endorse the Association of Municipalities of Ontario's submission on Bill 148 – Fair Workplaces, Better Jobs Act 2017;**

**AND THAT this resolution be distributed to AMO, Premier of Ontario, Dufferin Caledon MPP and local municipalities.**

A copy of the AMO's submission is available on their website: <https://www.amo.on.ca/AMO-PDFs/Reports/2017/Bill148FairWorkplacesBetterJobsAct2017-2017-07-19.aspx>

Yours truly,

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

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## Denise Holmes

---

**From:** Nicole Hill <nhillsecretary@gmail.com>  
**Sent:** Wednesday, November 08, 2017 10:25 AM  
**To:** Jennifer Willoughby; Denise Holmes; thorner@mulmurtownship.ca; Susan Stone; Town of Mono; mark@townofmono.com; clerk@dufferincounty.ca; premier@ontario.ca; kflynn.mpp@liberal.ola.org  
**Subject:** SDFD Resolution RE: Bill 148

Hello,

The following resolution was approved at the Shelburne and District Fire Board Meeting last night, November 7, 2017:

Moved by: W. Mills  
Seconded by: W. Hannon

BE IT RESOLVED THAT:

The Shelburne and District Fire Board requests that the government of Ontario reviews the economic impact of the prepared Bill 148;

AND THAT The Shelburne and District Fire Board specifically requests that all municipal and local board employees, including volunteer fire fighters, be exempted from the on-call changes proposed by Bill 148;

AND THAT this resolution be circulated to Premier Wynne, Minister of Labour Flynn, all Fire funding municipalities, and the County of Dufferin.

**Carried**

Regards,  
Nicole Hill  
Secretary-Treasurer  
Shelburne and District Fire Board

---

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## Denise Holmes

---

**From:** Nicole Hill <nhillsecretary@gmail.com>  
**Sent:** Wednesday, November 08, 2017 10:06 AM  
**To:** Carey Holmes; Jennifer Willoughby; Denise Holmes; thorner@mulmurtownship.ca; Susan Stone; Town of Mono; mark@townofmono.com  
**Subject:** SDFD Motions RE: 2018 Budget - Operating & Capital  
**Attachments:** 2018 Adopted SDFD Capital Budget.pdf; 2018 Adopted SDFD Operating Budget.pdf

Hello,

Please find attached the following motions that were passed at the SDFD Board meeting last night:

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

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management adopt the 2018 Operating Budget in the amount of \$489772.00 which represents a 7.9% increase over 2017; and further that this request be circulated to the participating municipalities for approval.

**Carried**

Moved by: P. Mills  
Seconded by: G. Little

BE IT RESOLVED THAT:

Shelburne Fire Board agrees with a \$20,000 increase for the 2018 Capital Budget.

**Carried**

---

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My Spam Blocking Level: High

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

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# SHELBURNE & DISTRICT FIRE BOARD

## 2018 OPERATING BUDGET

PRESENTED: November 7, 2017

ACCOUNT NUMBER	ACCOUNT NAME	2017 BUDGET	2017 ACTUAL	2018 BUDGET
<b>EXPENDITURES</b>				
4100-0100	Treasurer	\$ 800.00	\$ 600.00	\$ 800.00
4100-0300	Secretarial Services	\$ 15,106.00	\$ 13,257.74	\$ 15,106.00
4100-0400	Legal & Audit & HR Services	\$ 5,000.00	\$ 3,052.80	\$ 5,000.00
4100-0500	Mutual Aid Contributions	\$ 450.00	\$ 55.97	\$ 450.00
4100-0550	Office Supplies	\$ -	\$ -	\$ 3,500.00
4100-0600	Material & Supplies	\$ 5,000.00	\$ 5,409.37	\$ 2,000.00
4100-0700	Services & Rentals	\$ 4,500.00	\$ 4,668.36	\$ 4,500.00
4100-0800	MTO/ARIS Fees	\$ -	\$ -	\$ 1,000.00
4200-1650	IT Support Dufferin County	\$ 500.00	\$ -	\$ 500.00
4100-0800	Subscriptions & Memberships	\$ 700.00	\$ 722.99	\$ 700.00
4100-0900	Conventions & Conferences	\$ 5,000.00	\$ 1,891.16	\$ 5,000.00
4100-1000	Licence Renewal	\$ 673.00	\$ 734.60	\$ 735.00
4100-1200	Health & Safety Expenses	\$ 5,000.00	\$ 5,658.87	\$ 5,000.00
4100-1300	Fire Prevention	\$ 5,000.00	\$ 2,326.17	\$ 5,000.00
4100-1500	Training - Courses/Expense	\$ 9,000.00	\$ 7,112.35	\$ 10,500.00
4100-1800	Communication Equipment & Dispatch	\$ 16,000.00	\$ 13,673.66	\$ 16,000.00
4200-0100	Fire Call Wages	\$ 81,600.00	\$ 83,337.32	\$ 112,565.00
4200-0102	Full-time Staff Wages	\$ -	\$ -	\$ 109,606.00
4200-0103	VFF Salaries/Standby/Meetings	\$ 140,000.00	\$ 103,503.97	\$ 37,000.00
4200-0105	Thursday Night Practice	\$ 31,500.00	\$ 22,120.00	\$ 31,500.00
4200-0110	Employers Portion - EI	\$ 3,000.00	\$ 1,486.88	\$ 3,000.00
4200-0120	Employers Portion - CPP	\$ 7,000.00	\$ 6,127.30	\$ 7,000.00
4200-0150	Mileage & Meals	\$ 400.00	\$ -	\$ 400.00
4200-0200	Benefits (EHT & WSIB) (Manulife)	\$ 22,470.00	\$ 17,811.15	\$ 26,000.00
4200-0300	OMERS Pension Plan	\$ 13,000.00	\$ 9,969.80	\$ 13,000.00
4200-0400	Employee Assistance Program	\$ 710.00	\$ 708.25	\$ 750.00
4200-0500	Protective Clothing/Uniforms	\$ 14,000.00	\$ 5,827.38	\$ 14,000.00
4200-0800	SCBA Maintenance	\$ -	\$ -	\$ 1,500.00
4200-1040	Truck Operations & Maintenance - Pump 27	\$ 4,800.00	\$ 2,434.06	\$ 4,800.00
4200-1030	Truck Operations & Maintenance - Rescue 26	\$ 4,800.00	\$ 1,440.39	\$ 4,800.00
4200-1050	Truck Operations & Maintenance - Ladder 28	\$ 4,800.00	\$ 6,232.32	\$ 4,800.00
4200-1020	Truck Operations & Maintenance - Tanker 25	\$ 4,800.00	\$ 1,554.11	\$ 4,800.00
4200-1010	Truck Operations & Maintenance - Car 21	\$ 4,800.00	\$ 2,422.48	\$ 4,800.00
4200-1060	Fuel for Trucks	\$ 6,000.00	\$ 4,882.76	\$ 6,000.00
4200-1100	Insurance Premium	\$ 22,000.00	\$ 11,974.40	\$ 13,000.00
4200-1200	Miscellaneous/Recognition Night	\$ 2,200.00	\$ 403.29	\$ 2,200.00
4200-1250	Expressions of Sympathy	\$ -	\$ -	\$ 250.00
4200-1300	Utilities (Gas/Hydro/Water/Sewer)	\$ 20,000.00	\$ 17,236.05	\$ 21,000.00
4200-1400	Bell Canada (Dispatch Line)	\$ 950.00	\$ 762.62	\$ 950.00
4200-1500	Bell Canada (Admin Line)	\$ 1,600.00	\$ 1,339.84	\$ 1,600.00
4200-1550	Bell Mobility	\$ 2,500.00	\$ 1,578.03	\$ 2,500.00
4200-1600	Vaccination & Driver Medicals	\$ 400.00	\$ -	\$ 400.00
4200-1700	Bank Service Charges	\$ 660.00	\$ 499.00	\$ 660.00
4200-1750	Ceridian Payroll	\$ 2,000.00	\$ 1,659.78	\$ 2,000.00
4200-1800	New Equipment Acquisition	\$ 14,000.00	\$ 10,734.38	\$ 20,000.00
4200-1850	Equipment Maintenance	\$ -	\$ -	\$ 3,000.00
4200-1900	TSF Bell Tower Lease to Capital	\$ -	\$ -	\$ -
4200-1980	Building Maintenance	\$ 4,500.00	\$ 4,087.41	\$ 5,500.00
4200-2000	Interest on Temporary Loans	\$ 600.00	\$ -	\$ 600.00
4200-2100	Fire Hydrants	\$ 7,500.00	\$ -	\$ 7,500.00
4200-2500	Uncollectible Accounts	\$ -	\$ -	\$ -
	<b>SUBTOTAL EXPENSES</b>	<b>\$ 495,319.00</b>	<b>\$ 379,297.01</b>	<b>\$ 543,272.00</b>
2900-0000	Tsf Surplus to Capital Reserve	\$ -	\$ -	\$ -
2900-0000	Tsf Surplus to Operating Reserve	\$ -	\$ -	\$ -
	<b>TOTAL EXPENDITURES</b>	<b>\$ 495,319.00</b>	<b>\$ 379,297.01</b>	<b>\$ 543,272.00</b>

### REVENUES:

3000-0500	Interest on Current Account	\$ 500.00	\$ 183.74	\$ 500.00
3000-0600	Miscellaneous / Inspections	\$ 5,000.00	\$ 4,078.68	\$ 5,000.00
3000-0800	MTO / County MCV Revenue	\$ 30,000.00	\$ 23,902.97	\$ 40,000.00
3000-0900	Insurance / False Alarm Revenue	\$ 6,000.00	\$ -	\$ 8,000.00
	<b>SUBTOTAL REVENUES</b>	<b>\$ 41,500.00</b>	<b>\$ 28,165.39</b>	<b>\$ 53,500.00</b>
2900-0000	Surplus/Deficit from Previous Year	\$ -	\$ -	\$ -
	<b>TOTAL REVENUES</b>	<b>\$ 41,500.00</b>	<b>\$ 28,165.39</b>	<b>\$ 53,500.00</b>

**TOTAL 2017 OPERATING BUDGET**

**\$ 453,819.00      \$ 489,772.00**

*Increase over Previous Year*

*7.9%*

SHELBURNE & DISTRICT FIRE DEPT  
CAPITAL PLAN  
2017 - 2027

## CAPITAL PLAN

YEAR	ADOPTED 2017	ADOPTED 2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Opening Balance	\$ 365,184.06	\$ 477,684.06	\$ 10,184.06	\$ 162,684.06	\$ 9,815.94	\$ 182,684.06	\$ 395,184.06	\$ 627,684.06	\$ 530,184.06	\$ 802,684.06	\$ 1,095,184.06
<b>Transfers In</b>											
Plus: Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: Special Capital Levy (prev \$93,000)	\$ 105,000.00	\$ 125,000.00	\$ 145,000.00	\$ 165,000.00	\$ 185,000.00	\$ 205,000.00	\$ 225,000.00	\$ 245,000.00	\$ 265,000.00	\$ 285,000.00	\$ 305,000.00
Plus: Surplus from Previous Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: Sale of Rescue	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: Extra Funding from Municipalities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: Bell Tower Lease	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
<b>Transfers Out</b>											
Less: Replace Quinte Truck	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000.00
Less: Replace Fire Pick Up - Unit 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000.00
Less: Replace Unit 7 - Pumper Truck	\$ -	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Rescue Truck	\$ -	\$ -	\$ -	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Contamination Room Reno	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Bunker Gear Room	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Truck Exhaust Control System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Replace Tanker Truck	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000.00	\$ -	\$ -	\$ -
Less: Purchase Extrication Equipment	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Balance	\$ 477,684.06	\$ 10,184.06	\$ 162,684.06	\$ 9,815.94	\$ 182,684.06	\$ 395,184.06	\$ 627,684.06	\$ 530,184.06	\$ 802,684.06	\$ 1,095,184.06	\$ 347,684.06

Rolling Stock List of Vehicles	Unit #	# Years Old	Replacement Value	Year to Replace	
1999 Freightliner Pumper Truck	Unit #7	19	\$ 450,000.00	2014	stretch to 2018
2004 International Rescue Truck	Unit #6	14	\$ 350,000.00	2019	stretch to 2020
2009 Tanker Truck	Unit #5	9	\$ 350,000.00	2024	
2012 Ford F150 Crew Cab	Unit #2	6	\$ 30,000.00	2027	
2012 E-One Aerial Truck	Unit #8	6	\$ 1,000,000.00	2027	



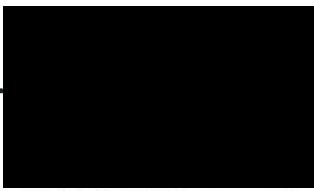
NOTIFICATION FOR MAINTENANCE AND REPAIR  
SECTION 79, THE DRAINAGE ACT, 1990

Date: JUNE 14/17

The Mayor and Council,

Township of MELANCTHON

The undersigned, being owner(s) of the lands assessed on the  
Courts DRAIN Municipal Drain, herewith  
serve notice that the condition of said drainage works injuriously affects the  
following lands and that it is herewith respectfully requested to have the said  
drainage works repaired, improved, extended or altered, if necessary, under the  
provisions of the Drainage Act.

Lot	Con.	Signature of Owner
<u>CON 2 SW PT</u>	<u>LOTS 278 &amp; 280</u>	<u>x</u> 

# RATING BY-LAW

THE CORPORATION OF THE  
Township of Melancthon

BY-LAW NUMBER 54-2017

A by-law imposing special annual drainage rates upon land in  
respect of which money is borrowed under the *Tile Drainage Act*.

WHEREAS owners of land in the municipality have applied to the Council under the *Tile Drainage Act* for loans for the purpose of constructing subsurface drainage works on such land;

AND WHEREAS the Council has, upon their application, lent the owners the total sum of  
\$50,000.00 to be repaid with interest by means of rates hereinafter imposed;

BE IT THEREFORE ENACTED by the Council:

1. That annual rates as set out in the Schedule 'A' attached hereto are hereby imposed upon such land as described for a period of ten years, such rates to be levied and collected in the same manner as taxes.

Passed this 16 day of November, 2017

Corporate Seal

\_\_\_\_\_  
Head of Council

\_\_\_\_\_  
Clerk

GB 1.1.1

NOV 16 2017

The Corporation of the      Township      of      Melancthon  
Schedule 'A' to By-law Number      54-2017

Name and address of owner			Description of land drained					Proposed date of loan (YYYY-MM-DD)	Sum to be loaned \$	Annual rate to be imposed \$
Loveraj Rai (2535976 Ontario Ltd.)			Lot : 248-249		Con : 1&2 SW			2017-Dec-01	\$ 50,000.00	\$ 6,793.40
20 Stanley Carberry Drive	Brampton	ONT	Roll # :	2219	000	005	14400			
* Total principal of debenture and total sum shown on by-law									TOTAL *	
									\$ 50,000.00	\$ 6,793.40



TILE DRAINAGE DEBENTURE PACKAGE GENERATOR

November 2011

Introduction:

The Tile Loan Program allows agricultural landowners to obtain loans from their local municipality for installing tile drainage systems. Funding is obtained from the Province through the Ministry of Agriculture, Food and Rural Affairs (OMAFRA).  
The purpose of this spreadsheet is to assist municipalities in preparing the necessary documents for submission to the province. By completing the necessary fields, this spreadsheet will generate the Debenture, Offer to Sell, Rating By-law & Schedule, the Inspection & Completion Certificate and the Tile Loan Calculator.

Conditions:

- ▶ This spreadsheet tool has been specifically designed for use by municipalities within a county (excluding Oxford) or district. Excluding the Debenture and Offer to Sell, this tool may also be used by a lower tier municipality within a region or the County of Oxford.
- ▶ The Tile Drainage Act specifies the following requirements:
  - o Only one debenture can be issued each month.
  - o Each debenture may have multiple tile loans associated with it.
  - o Each debenture must be dated for the first of the month.
  - o The term of all loans and debentures is 10 years.
  - o The interest rate is fixed for the full term of the loan.
- ▶ This spreadsheet has been programmed to calculate at the current 6% interest rate. Should the province change the interest rate, this version of the spreadsheet cannot be used.

Instructions:

- ▶ Use the "Tab" button or directional arrows to move to the cells requiring data input.
- ▶ Complete all the fields in the "General Data Input" section below.
- ▶ Complete the Inspection and Completion Certificate (ICC) and Tile Loan Calculator (TLC) for each loan being issued. Fields will be automatically filled in the other documents.
- ▶ After all data input is complete, print the ICC, TLC, Debenture, Offer to Sell, Rating By-law and Schedule.
- ▶ The Debenture, Offer to Sell and Rating By-law must be approved by council, signed and the corporate seal affixed.
- ▶ Send the original Debenture, Offer to Sell and ICC along with a copy of the Rating By-law, Schedule and invoices, to OMAFRA (see address below).
- ▶ Keep a photocopy of the documents for your own records.
- ▶ If you have any questions, please contact OMAFRA's Drainage Unit at 519-826-3552.

MAIL PACKAGE TO▶ :

Note: This return address can be copied and pasted into your word processor

Ministry of Agriculture, Food and Rural Affairs  
Environmental Management Branch  
3rd Floor, 1 Stone Road West  
Guelph, ON N1G 4Y2      Attention: Drainage Unit

General Data Input:

▶ Loan Date: (must be first of the month)

(YYYY-MM-01)

2017-Dec-01

▶ Rating By-Law Number:

54-2017

▶ Date of council meeting when Rating By-Law will be considered:

(YYYY-MM-DD)

2017-Nov-16

▶ Borrowing By-Law Number:

36-2014

▶ Tile Drainage Debenture Number:

2017-12

(We recommend using a year/month number combination; e.g. for a June 1, 2010 debenture, use 2010-06)

▶ Location where Debenture signing will occur:

Township

of

Melancthon

e.g. "Dated at the Village of Freshwater in the Province of Ontario..."

▶ How many Inspection and Completion Certificates (individual tile loans) will be part of this month's debenture?

1234567891

## TILE DRAINAGE DEBENTURE

\$50,000.00

No. 2017-12

The Corporation of the \_\_\_\_\_ Township of \_\_\_\_\_ Melancthon hereby promises to pay to the Minister of Finance the principal sum of \$50,000.00 of lawful money of Canada, together with interest thereon at the rate of 6 per cent per annum in ten equal instalments of \$6,793.40 on the 1st day of December, in the years 2018 to 2027, both inclusive.

The right is reserved to The Corporation of the \_\_\_\_\_ Township of \_\_\_\_\_ Melancthon to prepay this debenture in whole or in part at any time or times on payment, at the place where and in the money in which this debenture is expressed to be payable, of the whole or any amount of principal and interest owing at the time of such prepayment.

This debenture, or any interest therein, is not, after a Certificate of Ownership has been endorsed thereon by the Treasurer of this Corporation, or by such other person authorized by by-law of this Corporation to endorse such Certificate of Ownership, transferable.

Dated at the \_\_\_\_\_ Township of \_\_\_\_\_ Melancthon in the Province of Ontario, this 1st day of December, 2017, under the authority of By-law No. 36-2014 of the Corporation entitled "A by-law to raise money to aid in the construction of drainage works under the *Tile Drainage Act*."

\_\_\_\_\_  
Head of Council

*Corporate Seal*

\_\_\_\_\_  
Treasurer

## OFFER TO SELL

TO THE MINISTER OF FINANCE

The Corporation of \_\_\_\_\_ Township \_\_\_\_\_ of \_\_\_\_\_ Melancthon  
hereby offers to sell Debenture No. \_\_\_\_\_ 2017-12 \_\_\_\_\_ in the principal amount of \_\_\_\_\_ \$50,000.00  
to the Minister of Finance as authorized by Borrowing By-law No. \_\_\_\_\_ 36-2014 \_\_\_\_\_ of the Corporation.

The principal amount of this debenture is the aggregate of individual loans applied for and each loan is not more than 75 per cent of the cost of the drainage work constructed.

An inspector of drainage, employed by the Corporation, has inspected each drainage work for which the Corporation will lend the proceeds of this debenture and each has been completed in accordance with the terms of the loan approval given by council.

A copy of the Inspection and completion Certificate (Form 8 of the regulations under the *Tile Drainage Act*) for each drainage work, for which the Corporation will lend the proceeds of this debenture, is attached hereto.

December 01, 2017

\_\_\_\_\_  
Date

Corporate Seal

\_\_\_\_\_  
Signature of Treasurer

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NUMBER -2017**

**WHEREAS** the Municipal Act, 2001, s. 31, permits the Council of every municipality to establish a highway by bylaw;

**AND WHEREAS** the Council of The Corporation of the Township of Melancthon deems it expedient to establish the lands described in Schedule "A" attached hereto as highways;

**NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF MELANCTHON BY THE MUNICIPAL COUNCIL THEREOF ENACTS AS FOLLOWS:**

1. THAT the acquisition of the lands described in Schedule "A" attached hereto be hereby authorized.
2. THAT the lands described in Schedule "A" are hereby laid out and established as part of the common and public highways upon which they abut in The Corporation of the Township of Melancthon, in the Corporation of the County of Dufferin.
3. THAT the Head of Council and the Clerk are hereby authorized to execute all documents necessary to complete the matters authorized by this by-law.

BY-LAW read first and second time this 16<sup>th</sup> day of November, 2017.

BY-LAW read a third time and passed this 16<sup>th</sup> day of November, 2017.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

GB1.1.2  
NOV 16 2017

**SCHEDULE "A"**

**BY-LAW NUMBER -2017**

All and Singular those certain parcels or tracts of land and premises situate, lying and being in the Township of Melancthon, in the County of Dufferin, and being composed of:

East Part of Lot 18, Concession 3 OS as in MF18050, Township of Melancthon, County of Dufferin (PIN 34140-0005)

## Denise Holmes

---

**From:** Denise Holmes <dholmes@melancthontownship.ca>  
**Sent:** Wednesday, November 08, 2017 1:07 PM  
**To:** 'Rosetta Ting'  
**Cc:** 'Jack, Douglas C.'; 'Martin St-Amant'  
**Subject:** RE: 477476 3rd Line - Road Widening

Hi Rosetta,

We will get the By-law on the Agenda for passage at the next Council meeting which is November 16, 2017.

Thank you.

*Regards,*

*Denise Holmes*

**Denise B. Holmes, AMCT**  
**CAO/Clerk, Township of Melancthon**  
**519-925-5525 Ext. 101**

---

**From:** Rosetta Ting [<mailto:RTing@dsavocats.ca>]  
**Sent:** Tuesday, November 07, 2017 10:09 AM  
**To:** [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)  
**Cc:** Jack, Douglas C.; Martin St-Amant  
**Subject:** 477476 3rd Line - Road Widening

Denise,

Further to our conversation, there was a 16.5 feet of land that was for road widening of 3<sup>rd</sup> Line on the east side of the property that is 477476 3<sup>rd</sup> Line (PIN 34140-0148). There was no by-law registered on title to that strip of land dedicating it as a public highway so we request the passage and registration of a by-law dedicating this strip on PIN 34140-0005.

Can you please advise how long this will take?

Please keep Mr. Doug Jack, lawyer, copied herein, informed.

Thank you.

\*\*\*Vacation Alert – I will be out of the office November 15-17, inclusive.\*\*\*

---



**Rosetta Ting**  
**Lawyer**  
[rting@dsavocats.ca](mailto:rting@dsavocats.ca)  
Tel: +1 647 477-7317 #405

DS Lawyers Canada LLP  
8 King Street East, Suite 1804  
Toronto, Ontario, M5C 1B5 - Canada  
Tel: +1 647 477-7317 | Fax: +1 416 214-1374

Quebec-Montreal-Toronto-Vancouver-Paris-Lyon-Bordeaux-Lille-Reunion-Barcelona-Madrid-Brussels-Milan-Buenos Aires  
Saniago-Beijing-Shanghai-Guangzhou-Hanoi-Ho Chi Minh City-Singapore-Stuttgart-Algiers-Dakar

[www.dsavocats.ca](http://www.dsavocats.ca)

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Total Control Panel

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Message Score: 50

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My Spam Blocking Level: High

Medium (75): Pass

Low (90): Pass

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

# **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 on public roadways or municipal property shall be prohibited.

### **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 on public roadways/municipal property	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

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

By-law No. \_\_\_\_\_

A By-law to appoint officials from December 1, 2017 to November 30, 2018.

WHEREAS it is deemed expedient and necessary to pass a By-law to appoint Municipal Officials from December 1, 2017 to November 30, 2018.

THEREFORE this Municipal Council of the Corporation of the Township of Melancthon, here assembled, hereby enacts that the following persons shall be appointed to the office set opposite their respective names with the salary affixed as follows:

Livestock Investigator	_____	\$40.00 per call plus \$0.50/km
Fence viewers	_____	\$60.00 per viewing plus \$0.50/km
	_____	\$60.00 per viewing plus \$0.50/km
	_____	\$60.00 per viewing plus \$0.50/km
	_____	\$60.00 per viewing plus \$0.50/km
	_____	\$60.00 per viewing plus \$0.50/km
Tile Drain Inspector	_____	\$200.00 per inspection plus \$0.50/km
Solicitors	_____	
Auditors	_____	
Representatives to Centre Dufferin Recreation Complex	_____	
	_____	\$60.00 per meeting plus \$0.50/km
	_____	\$60.00 per meeting plus \$0.50/km
Representative to Southgate Recreation Advisory Committee	_____	
	_____	\$60.00 per meeting plus \$0.50/km
Representative to North Dufferin Community Centre Advisory Committee	_____	
	_____	\$60.00 per meeting plus \$0.50/km
Representatives to Shelburne & District Fire Department	_____	
	_____	\$60.00 per meeting plus \$0.50/km
	_____	\$60.00 per meeting plus \$0.50/km
Representatives to Mulmur-Melancthon Volunteer Fire Department	_____	
	_____	\$60.00 per meeting plus \$0.50/km
	_____	\$60.00 per meeting plus \$0.50/km
Representative to Shelburne Public Library Board	_____	
	_____	\$60.00 per meeting plus \$0.50/km
Representative to the Township of Melancthon Police Services Board	_____	
	_____	\$60.00 per meeting plus \$0.50/km
Representative to the Upper Grand Watershed Committee	_____	
	_____	\$60.00 per meeting plus \$0.50/km
By-law Enforcement Officer	_____	
Dog Control Officer	_____	
Pound	_____	

By-law read a first and second time this 16<sup>th</sup> day of November, 2017.

By-law read a third time and passed this 16<sup>th</sup> day of November, 2017.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

GBL 1.4  
NOV 16 2017



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW No. \_\_\_\_\_ - 2017**

**BEING A BY-LAW TO CONSTITUTE AND APPOINT A COMMITTEE OF  
ADJUSTMENT**

**WHEREAS**, Subsection 44 (3) of the Planning Act, R.S.O. 1990, c. P. 13 as amended provides that Council may by by-law constitute and appoint a Committee of Adjustment composed of such persons, not fewer than three, as Council consider desirable.

**AND WHEREAS**, the Council of the Corporation of the Township of Melancthon considers it desirable to establish a Committee of Adjustment;

**NOW THEREFORE**, the Council of the Corporation of the Township of Melancthon enacts as follows:

1. A Committee of Adjustment is constituted consisting of the following persons:

Mayor: Darren White

Deputy Mayor: Janice Elliott

Councillor: Dave Besley

Councillor: Wayne Hannon

Councillor: James C. Webster

who shall hold office until November 30, 2018.

2. That provisions of this By-law shall come into force and take effect on the passing thereof.

By-law read a first, and a second time, this 16<sup>th</sup> day of November, 2017

By-law read a third time and finally passed this 16<sup>th</sup> day of November, 2017

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

GB1.1.5  
NOV 16 2017

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. -2017

A By-law to appoint a Board of Management for the Horning's Mills Community Hall.

Under the Community Centres Act, RSO 1990 and the regulations thereunder, the said Community Hall shall be administered by the following Board, duly appointed from December 1, 2017 to the November 30, 2018.

\_\_\_\_\_ Member of Council  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The said Horning's Mills Community Hall shall be maintained as a Community Hall by the said Board in conformity with the Act and Regulations made thereunder.

All By-laws inconsistent with this By-law are hereby repealed.

By-law read a first and second time this 16<sup>th</sup> day of November, 2017

By-law read a third time and passed this 16<sup>th</sup> day of November, 2017

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

GB 1.1.6  
NOV 16 2017

**NOTICE OF AN OPEN HOUSE AND PUBLIC MEETING  
TO INFORM THE PUBLIC OF AN  
OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT**

**PLEASE TAKE NOTICE** that the Council for The Corporation of the Township of Melancthon will be holding an open house and public meeting under Section 17 and 34 of the Planning Act, R.S.O. 1990, C.P. 13 as amended, to inform the public of the Township's requirement to implement provisions of the approved Source Protection Plans for South Georgian Bay Lake Simcoe and Grand River in accordance with the Clean Water Act.

An informal open house as well as a public meeting has been scheduled in accordance with the requirements of the Planning Act to provide members of the community with an opportunity to learn more about the proposed amendments and to provide comments to Council.

**DATE AND LOCATION OF OPEN HOUSE**

Date: Tuesday, November 14, 2017  
Time: 3:00 to 6:00 pm  
Location: Township of Melancthon Municipal Office – 157101 Highway 10

**DATE AND LOCATION OF PUBLIC MEETING**

Date: Thursday, November 16, 2017  
Time: 5:30 pm  
Location: Township of Melancthon Municipal Office – 157101 Highway 10

**DETAILS OF THE AMENDMENTS**

The proposed Amendments implement the Source Protection Plans for Grand River and South Georgian Bay Lake Simcoe by establishing new land use policies in the Melancthon Official Plan to ensure that all municipal drinking water sources within the Township are recognized in accordance with the Source Protection Plan. The proposed amendment will apply to wellhead protection areas adjacent to the Shelburne and Dundalk settlement areas. The amendments will establish land use restrictions and development policies in accordance with the Source Protection Plans. Subsequent to receiving and considering any comments from members of the public, Council for the Township of Melancthon will adopt the Official Plan Amendment, and it will be forwarded to the County of Dufferin as the County is the approval authority for Official Plan Amendments.

**ADDITIONAL INFORMATION AND KEY MAPS**

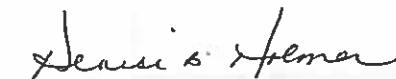
The lands subject to the amendments are identified on the attached key maps.

The purpose of this meeting is to ensure that sufficient information is made available to enable the public to generally understand the Source Protection Plan and the draft Amendment. Any person who attends the meeting shall be afforded an opportunity to provide comments to Council. If you cannot attend this meeting, written submissions will be accepted by Council provided they are dated and signed.

If you wish to be notified of the decision of the Council for the Corporation of the Township of Melancthon with respect to the proposed amendment you must submit a written request (with forwarding addresses) to the Clerk of the Township of Melancthon. If you have questions with respect to the draft amendment, please contact the Municipal Office at (519) 925-5525.

The draft Official Plan and Zoning By-law Amendments are available to the public for review at the Township of Melancthon Municipal Office located at 157101 Highway 10, Melancthon, Ontario, Monday to Friday, between the hours of 8:30 a.m. and 4:30 p.m. or by calling Ms. Denise Holmes at (519) 925-5525. The Amendments can also be viewed on the Township's website – [www.melancthontownship.ca](http://www.melancthontownship.ca).

Date of this Notice: October 25, 2017

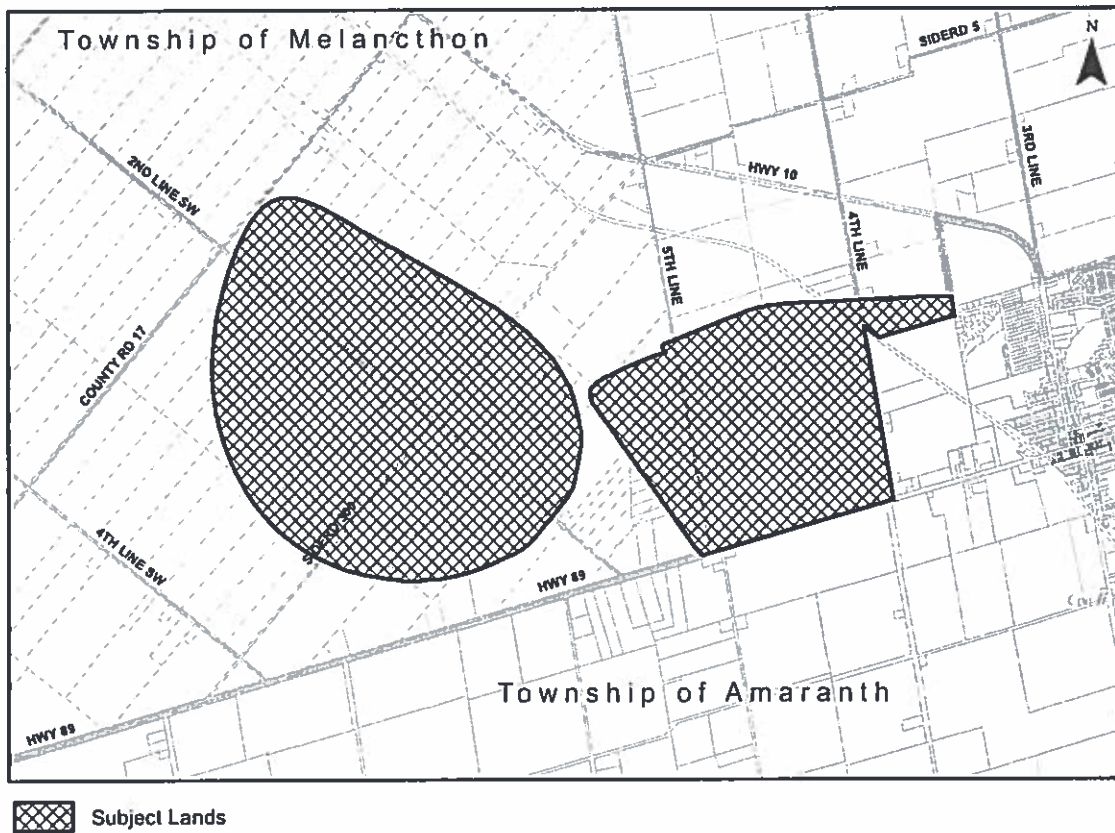


Denise Holmes – CAO/Clerk  
Township of Melancthon

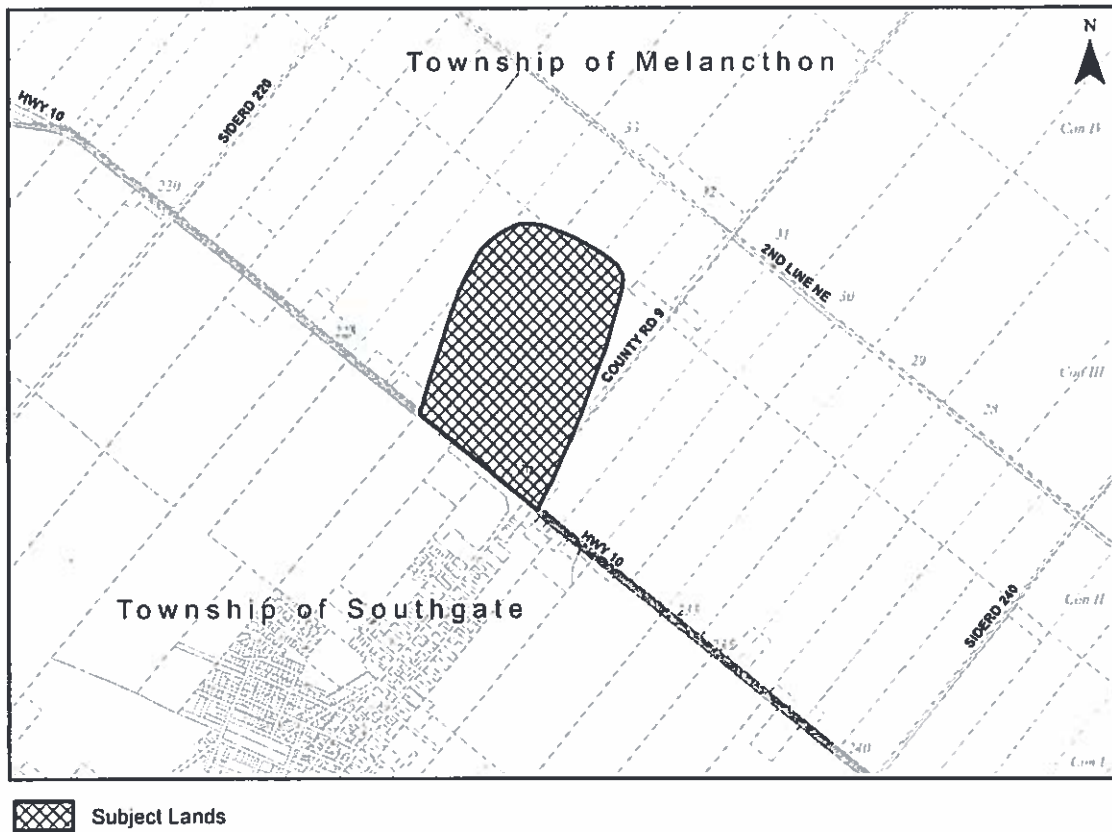
DEL #1  
NOV 16 2017

## Key Maps

### Wellhead Protection Areas Adjacent to Shelburne



### Wellhead Protection Area Adjacent to Dundalk



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NO. -2017**

**A By-law to adopt an Official Plan Amendment (OPA 1) for the Township of Melancthon to Incorporate Policies to Address Source Water Protection**

WHEREAS Section 17 of the Planning Act, R.S.O., 1990, c.P.13 authorizes Council to adopt and an Official Plan that applies to the Township;

AND WHEREAS, the Council of the Corporation of the Township of Melancthon deems it to be in the public interest to pass a by-law to adopt an Official Plan Amendment to incorporate provisions of the approved Source Protection Plans related to the Grand Valley and Nottwasaga Valley watersheds in the Official Plan;

NOW THEREFORE the Council of the Corporation of the Township of Melancthon, in accordance with the provisions of the Planning Act, R.S.O., 1990, c.P.13, as amended, hereby enacts as follows:

1. THAT Official Plan Amendment 1 (OPA 1) to the Township of Melancthon Official Plan, being the attached text is hereby adopted.
2. AND FURTHER THAT the Clerk is hereby authorized and directed to make application to the County of Dufferin for approval of the aforementioned Official Plan Amendment for the Township of Melancthon to provide such information as required by The Planning Act, R.S.O., 1990, c.P.13, as amended.

This By-law shall come into force and take effect on the day of passing thereof, subject to the approval of the Council of the County of Dufferin.

READ a first and second time this                      of November, 2017.

READ a third time and finally passed this                      day of November, 2017.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

# **AMENDMENT NO. 1 TO THE TOWNSHIP OF MELANCTHON OFFICIAL PLAN**

**This Amendment applies to:**

**Lands located in the Township of Melancthon and identified as a wellhead protection area  
by the South Georgian Bay Lake Simcoe and Grand River Source Protection Plans**

**(Revised Draft for Public Review and Comment - November 9, 2017)**

## **CONSTITUTIONAL STATEMENT**

The following Amendment to the Official Plan of the Township of Melancthon consists of three parts.

**Part A** - The Preamble, consisting of the purpose, location and basis of the Amendment, does not constitute part of this Amendment.

**Part B** - The Amendment consisting of the noted text constitutes Amendment No. 1 to the Official Plan for the Township of Melancthon.

**Part C** - The Appendices.

## **PART A - THE PREAMBLE**

### **PURPOSE**

The purpose of this Amendment is to implement recommendations of the South Georgian Bay Lake Simcoe and Grand River Source Protection Plans as required by the *Clean Water Act*.

### **LOCATION**

The Amendment affects the following specific areas in the Township of Melancthon:

1. Lands located adjacent to the settlement of Dundalk in the Township of Southgate; and,
2. Lands located adjacent to the Town of Shelburne;

### **BASIS**

The basis and authority for the amendment is fundamentally derived from the following sources:

1. Section 3 of The *Planning Act*, which authorizes the Minister to issue policy statements;
2. Section 2.2 of the Provincial Policy Statement (2014), specifically Section 2.2.1 (e) which requires municipalities to protect municipal drinking water supplies and designated vulnerable areas;
3. Section 40 of The *Clean Water Act* which requires Official Plans to conform with local Source Protection Plans;
4. The South Georgian Bay Lake Simcoe Source Protection Plan prepared for the Nottawasaga Valley Source Protection Area, which identified three vulnerable areas in the Township of Melancthon and was approved on January 26, 2015;
5. The Grand River Source Protection Plan (Lake Erie Protection Region) prepared for the Grand River Source Protection Area, which identified one vulnerable area in the Township of Melancthon and was approved on November 26, 2015.



## PART B – THE AMENDMENT

Section 4.4.2, Wellhead Protection Areas is hereby deleted and replaced with the following new text in the Township of Melancthon Official Plan.

### 4.4.2 SOURCE WATER PROTECTION

#### 4.4.2.1 Purpose

The purpose of this section of the Official Plan is to establish policies designed to protect sources of drinking water as required by The *Clean Water Act*, The Provincial Policy Statement as well as the South Georgian Bay Lake Simcoe and Grand River Source Protection Plans, which have identified vulnerable areas known as Wellhead Protection Areas in the Township.

#### 4.4.2.2 Definitions

The following definitions are provided for terminology found referred to in this Section of the Plan:

- a) **Activity** refers to a land use activity.
- b) **Agricultural Source Material** means materials that may be sources of nutrients or pathogens such as:
  - i. Manure produced by farm animals, including bedding materials;
  - ii. Runoff from farm-animal yards and manure storages;
  - iii. Wash water that has not been mixed with human body waste;
  - iv. Organic materials produced by intermediate operations that process the above materials;
  - v. Anaerobic digestion output that does not include sewage biosolids or human body waste;
  - vi. Materials produced by aquaculture; and,
  - vii. Regulated compost that is derived from compost containing dead farm animals.
- c) **Municipal Drinking Water System** has the same meaning as in the *Safe Drinking Water Act, 2002*
- d) **Non-Agricultural Source Material:** includes a variety of materials that may be sources of nutrients or pathogens and are intended to be applied to land as nutrients, but are not necessarily produced on a farm. Such materials may include pulp and paper biosolids; sewage biosolids; anaerobic digestion output; and, materials from dairy product or animal food manufacturing.
- e) **Risk Management Official** means the risk management official appointed under Part IV of the *Clean Water Act 2006*.
- f) **Risk Management Plan** means a plan for reducing a risk prepared in accordance with the regulations prescribed under the *Clean Water Act 2006*.
- g) **Sensitive** means in regard to surface water features and ground water features, means areas that are particularly susceptible to impacts from activities or events including, but not limited to, water withdrawals, and additions of pollutants.

**h) Significant Drinking Water Threat** means an activity that poses or has the potential to pose a significant risk to a drinking water system.

**i) Significant drinking water threat, Existing, means:**

- i) An activity that has been engaged in prior to July 1, 2015 for lands within the NVCA watershed and July 1, 2016 for lands within the GRCA watershed;
- ii) An agricultural activity (as defined by the TSPP) that has been engaged in at some time since July 1, 2005 for lands within the NVCA watershed and July 1, 2016 for lands within the GRCA watershed;
- iii) An activity that is related to a development proposal where an application was made under the Planning Act, Condominium Act, or Building Code Act prior to July 1, 2015 for lands within the NVCA watershed and July 1, 2016 for lands within the GRCA watershed; or
- iv) An activity that is related to an application made for the issuance or amendment of a prescribed instrument prior to July 1, 2015 for lands within the NVCA watershed and July 1, 2016 for lands within the GRCA watershed.

**j) Significant drinking water threat, Expansion** means an increase in the scale of an activity already taking place on a property. The increase in scale may include, but is not limited to:

- i) Increasing the area of land where an activity is taking place;
- ii) Increasing the amount of effluent or discharge from an activity;
- iii) Increasing the quantity of chemical or pathogen containing material handled or stored; or
- iv) Increasing the quantity of chemical or pathogen containing material applied.

**k) Significant drinking water threat, Future** means an activity that is to commence after January 1, 2015 for lands within the NVCA watershed and July 1, 2016 for lands within the GRCA watershed.

**l) Transport pathway** means a condition of land resulting from human activity that increases the vulnerability of a raw water supply of a drinking water system. Transport pathways may include, but are not limited to, the following:

For groundwater systems:

- Wells or boreholes;
- Unused or abandoned wells;
- Pits and quarries;
- Mines;
- Construction activities involving deep excavations (such as building foundations, basements, parking garages);
- Underground storm sewer, sanitary sewer & water distribution system infrastructure.

For surface water systems:

- Storm drainage infrastructure (e.g. storm sewer lines, culverts, ditches); and
- Tile drains.

- m) **Vulnerable Area** means areas around municipal drinking water sources where activities may be a significant drinking water threat now or in the future. These areas are shown on Schedule G to the Official Plan.
- n) **Wellhead Protection Area** means the vulnerable area delineated around groundwater wells that supply municipal drinking water systems and is comprised of subareas. The WHPA-A (subarea) is the area that is closest to the municipal wellhead and is considered the most vulnerable area due to its proximity to the municipal wellheads.

#### **4.4.2.3 Wellhead Protection Areas**

A Wellhead Protection Area (WHPA) is a vulnerable area delineated around groundwater wells that supply municipal drinking water systems which could be impacted by migrating contaminants. In the Township of Melancthon, there are four WHPAs, which are identified on Schedule G to this Official Plan. The permitted uses and policies applicable to the primary land use designations shall generally prevail except where such policies are in conflict with this section in which case the policies which provide the greatest protection to the water system shall apply.

The WHPAs identified on Schedule G has been spatially illustrated as zones, referred to as A, B, C or D. The purpose these zones is described below:

- a) WHPA-A identifies a 100 metre radius from the wellhead;
- b) WHPA-B identifies a 2-year travel time for a contaminant to reach a municipal wellhead if released into the environment;
- c) WHPA-C identifies a 5-year travel time for a contaminant to reach the municipal wellhead if released into the environment; and,
- d) WHPA-D identifies a 25-year travel time for a contaminant to reach the municipal wellhead if released into the environment.

#### **4.4.2.4 Development Policies**

Where development and/or site alteration within vulnerable areas identified on Schedule G requires a municipal approval related to the construction, demolition or change of use of a building or structure or an application for planning approval, the Risk Management Official will, prior to the granting of the municipal approval, determine if the proposed activity constitutes a significant drinking water threat. In making this determination, the Risk Management Official may, prior to the issuance of a Notice, require additional information which shall be the responsibility of the proponent.

Furthermore, in order to minimize threats to these vulnerable areas, the following land use activities shall not be permitted on lands which are located within areas identified on Schedule G as a Wellhead Protection Area if such uses constitute a future significant drinking water threat:

- a) new waste disposal sites and facilities within the meaning of Part V of the Environmental Protection Act, excluding storage of wastes described in clauses (p), (r), (s), (t) or (u) of the definition of hazardous waste (O.Reg 347);
- b) facilities designed to store or handle or manage or stockpile agricultural source material, non-agricultural source material, commercial fertilizer, pesticides, road salt, snow, dense non-aqueous phase liquid, liquid fuels and organic solvents; and,
- c) facilities and yards designed to confine or pasture livestock and that will generate agricultural source material or the application of agricultural source material.

For the purpose of this policy, no land use activities that are an existing significant drinking water threat are prohibited within the areas identified on Schedule G, however such land use activities may be subject to a Risk Management Plan, if the Risk Management Official deems the land use to be an activity that warrants the preparation of a Risk Management Plan.

During pre-consultation and development application review the County Planning Department, Risk Management Official and Local Municipal Staff will provide information related to source water protection to the proponent, to indicate whether the proposed application is within a vulnerable area and that the South Georgian Bay Lake Simcoe Source Protection Plan policies may apply.

As part of a complete application, development applications within identified vulnerable areas shall be accompanied by a Notice under Section 59(2) of the Clean Water Act, 2006, as amended.

New land uses, including the creation of lots, and new or expanding land use activities, shall not be permitted within vulnerable areas unless it can be demonstrated that they do not pose a significant drinking water threat.

#### **4.4.2.5 Division of Land**

Where a consent application proposes the division of land within a vulnerable area, the application shall be accompanied by a Notice issued under Section 59 of the Clean Water Act, 2006.

#### **4.4.2.6 Sewage Systems and Facilities**

The Source Protection Plan requires new development to be serviced by a municipal sewage collection system, where connection is feasible given financial and technical constraints. However, given that the Township does not possess a municipal sewage collection system, all sewage servicing will be accommodated by on-site sewage systems.

New sewage systems defined in Section 1 of O. Reg. 350/06 (Building Code), where deemed a significant drinking water threat, shall not be located within a

vulnerable area identified on Schedule G unless such system complies with requirements established by the approval authority for such system, which may require a mandatory maintenance inspection once every five years by the approval authority that has jurisdiction in the vulnerable area.

Wastewater collection facilities that collect or transit sewage containing human waste that would be a future significant drinking water threat and require the approval of the MOECC are not permitted unless the facility complies with construction standards that will ensure the activity is not a significant drinking water threat.

Planning approvals shall not be given to proposed land uses dependent upon systems that collect, store, transmit, treat or dispose of sewage that would require an approval by the MOECC and would be a future significant drinking water threat. Exceptions to this policy may be made where only in cases where the MOECC has determined that all of the following conditions are met:

- a) The proposed system is intended to replace an existing activity or activities;
- b) The proposed system would be more protective of drinking water; and
- c) The instrument for the proposed activity contains conditions that ensure that it does not become a significant drinking water threat.

#### **4.4.2.7 Pre-consultation and Planning Act Approvals**

The policies of this section shall be read in conjunction with all other development policies in this Plan. Proponents that require municipal approval related to the construction, demolition, change of use, or an application under the Planning Act within the vulnerable areas identified on Schedule G are required to pre-consult with the Township, County and the Risk Management Official to ensure the proponent is aware of submission requirements, which will include a Notice issued by the Risk Management Official under Section 59(2) of the Clean Water Act and may also require the proponent to enter into a Risk Management Plan with the Risk Management Official.

#### **4.4.2.8 Transport Pathways**

A transport pathway is a condition of land resulting from human activity that increases the vulnerability of a raw water supply of a drinking water system. In the case of groundwater systems, transport pathways may include, but are not limited to:

- a) Wells or boreholes;
- b) Unused or abandoned wells;
- c) Pits and quarries;
- d) Mines;
- e) Construction activities involving deep excavations, such as a building foundation; and,
- f) Underground storm sewer, sanitary sewer and water distribution system infrastructure.

In the case of surface water systems, examples of transport pathways include storm drainage infrastructure and tile drains.

The Township may establish a by-law prohibiting the approval of a proposal to engage in an activity that will result in the creation of a new transport pathway

If the Township becomes aware of a new transport pathway or modification of an existing transport pathway through a development application or any other application that relates to the Vulnerable Area for the municipal drinking water source, the Township shall give the Source Protection Authority and the Source Water Protection Committee notice of the proposal.

When informing the Source Protection Authority and the Source Water Protection Committee about a new or modified transport pathway, notice must include:

- a) A description of the proposal;
- b) The contact information of the proponent responsible for the proposal; and,
- c) A description of the approvals the proponent requires to engage in the proposed activity.

#### **4.4.2.9 Stormwater Management Facilities**

Stormwater management facilities are prohibited within wellhead protection areas identified on Schedule G.

#### **4.4.2.10 Education and Outreach**

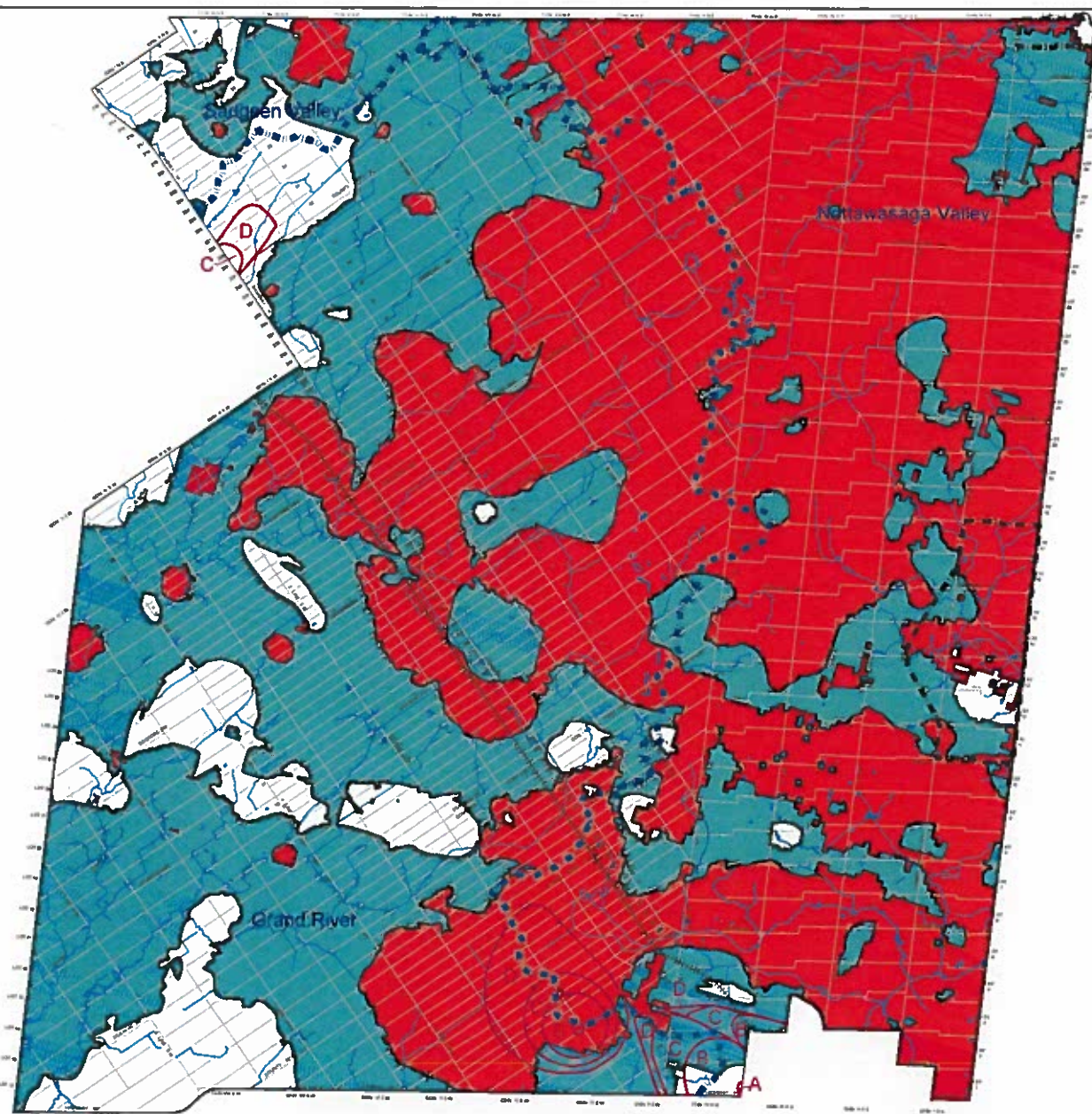
The Township will collaborate with the Source Protection Authority for the purpose of undertaking and coordinating education and outreach programs designed to engage and communicate with individuals, associations, and businesses with respect to the application, handling and/or storing of agricultural source material, non-agricultural source material, commercial fertilizer, pesticides as well as the keeping of livestock.

The intent of such collaboration will be to promote best management practices to safeguard municipal drinking water supplies.

## **PART C - THE APPENDICES**

There are no appendices at this time.





# **SCHEDULE G AQUIFER VULNERABILITY AND WELLHEAD PROTECTION AREAS**

## **OFFICIAL PLAN FOR TOWNSHIP OF MELANCTHON**



In this Plan references to this Schedule also apply to Schedule G1.

- LOW VULNERABILITY
- MEDIUM VULNERABILITY
- HIGH VULNERABILITY

### **WELLHEAD PROTECTION AREAS**

- A WHPA - A
- B WHPA - B
- C WHPA - C
- D WHPA - D

See Section 4.4.2.

- WATERSHED BOUNDARY
- NIAGARA ESCARPMENT  
DEVELOPMENT CONTROL AREA

Sources: Source Water Assessment Reports, Harden Environmental Services Limited Report.



FEBRUARY, 2017



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**BY-LAW NO. 2017-\_\_\_\_\_**

Being a By-law to amend By-law No. 12-79, as amended, the Zoning By-law for the Township of Melancthon with respect to lands identified by the South Georgian Bay Lake Simcoe and Grand River Source Protection Plans as Wellhead Protection Areas

WHEREAS the Council of the Corporation of the Township of Melancthon is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the Planning Act, 1990;

AND WHEREAS the Township of Melancthon is required to implement provisions of a Source Protection Plan that is prepared and approved under the authority of the Clean Water Act;

AND WHEREAS, Source Protection Plans have been approved for areas within the jurisdiction of the Township of Melancthon;

AND WHEREAS the Council of the Corporation of the Township of Melancthon deems it advisable to amend By-Law 12-79, as amended;

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

1. Zoning By-law No. 12-79 as amended, is further amended by adding a new Schedule A-14, attached hereto and forming part of this By-law, the purpose of which is to identify that certain lands located in Lots or Part Lots of 226 to 231, Concessions 1 and 2 N.E. in the Township of Melancthon, as being subject to Section 3.24 of the Zoning By-law, (Special Provision for Wellhead Protection Areas).
2. Zoning By-law No. 12-79 as amended, is further amended by adding a new Schedule A-15, attached hereto and forming part of this By-law, the purpose of which is to identify that certain lands located in the West Part of Lot 3, Concession 3 O.S. as well as lands located in the West and East Part of Lots 1, 2 & 3, Concession 4 O.S. and also to lands located in Part of Lots 291 to 305, Concessions 2 & 3 S.W. in the Township of Melancthon, as being subject to Section 3.24 of the Zoning By-law, (Special Provision for Wellhead Protection Areas).
3. Furthermore, Section 3 to Zoning By-law 12-79 as amended, is further amended by adding the following new sub-section:

**3.24 Special Provision for Wellhead Protection Areas**

*Lands identified on Schedules A-14 and A-15, as being subject to this sub-section are located in a Wellhead Protection Area (WHPA) as identified by a Source Protection Plan approved under the authority of the Clean Water Act. Permitted uses and regulations for lands subject to this provision shall be derived from the primary zone category shown on the zone schedule, with the exception that any activity, land use or undertaking that is prohibited or regulated under Section 59 of the Clean Water Act shall not be a permitted use unless or until such activity, land use or undertaking has been duly authorized by the issuance of a Notice by the Risk Management Official and/or as directed by the policies of Section 4.4.2 of the Township of Melancthon Official Plan.*

4. In all other respects, the provisions of By-law 12-79 shall apply.

This By-law shall come into effect upon the date of passage hereof, subject to the provisions of Section 34 (30) and (31) of the Planning Act (Ontario).

READ A FIRST AND SECOND TIME on the 16th day of November 2017.

READ A THIRD TIME and finally passed this 16th day of November 2017.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

To: Mayor White & Council

From: Harue Lyon

Date: Nov 11/17

Re: Draft OP Amendment respecting wellhead protection areas within the Township.

### Location of the source well

I am surprised and concerned with the areal extent of the protection area resulting from the last well — it extends all the way north to the Rutledge lands just off County Road 17 — arguably some of the best agricultural lands in the Township. How did we get here? I certainly recall former Mayor Hill requesting the anticipated protection area for the proponent's proposed location. I don't know if it was ever received, but if it was it should have provided considerable argument for locating the well east of town where there is a large expanse of nonagricultural land.

Lets make sure that protecting prime agricultural land at least figures in the conversation when siting these wells. To this end I request that the following be inserted between the 1st and 2nd paragraphs of 4.4.2.3.

DEL#1.1

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- A source well within a wellhead protection area encompassing a significant area of prime agricultural land is permitted only if it can be demonstrated that alternative locations have been fully evaluated and; there are no reasonable alternative locations that avoid prime agricultural areas; and there are no reasonable alternative locations in prime agricultural areas with lower priority agricultural lands.

## II 4.4.2.4

I have a problem including 'pasturing' in clause (c). Pasturing is the most environmentally benign form of livestock farming. I think what is meant here is a dry-lot yard. It is adequate to just remove "or pasture",

## III 4.4.2.3

The clause "The Township may establish a by-law prohibiting ... a new transport pathway" - (tile draining), is a real problem.

It must be recognized that tile-drainage is an absolute necessity if the full agricultural potential of the Township is to be developed. Drive down any side-road in the 'New Survey' and look at the results that have been achieved,

As written sections 4.4.2.4 and 4.4.2.8 may effectively exclude any Mennonite from opting to farm within a wellhead protection area. I doubt even they would balk at spending a million on a farm with only the hope that their manure storage facility and tile drainage program will be approved.

HARVEY LYON