



# TOWNSHIP OF MELANCTHON

## A G E N D A

Thursday, February 1, 2018 - 2:00 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 - January 11, 2018**
6. **Business Arising from Minutes**
7. **Point of Privilege or Personal Privilege**
8. **Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
  1. Email from Joy Krzikowsky regarding dog tags
9. **Planning**
  1. Applications to Permit
  2. Information regarding the Greenbelt Study Area - Emails for Council information
  3. Update - Proposed Expansion to the Greenbelt Study Area
  4. Unfinished Business
    1. Blue Sky RV Resort Zoning By-law Amendment
    2. Ferriman/Dineley Zoning By-law Amendment
    3. Strada Aggregates Inc. Zoning By-law Amendment and Official Plan Amendment
    4. Source Water Protection Zoning By-law Amendment and Official Plan Amendment
    5. Proposed Greenbelt Expansion - Deadline for comments - March 7, 2018
  5. Memo - 164 Main Street Horning's Mills
  6. Other
10. **Public Works**
  1. Accounts
  2. Other
11. **Police Services Board - next meeting is February 21, 2018 - 10:00 a.m. - Melancthon Committee Room**
12. **Committee Reports**
13. **Correspondence**

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

1. Shelburne and Public Library Board - December 19, 2017
2. Shelburne and District Fire Board - October 3, 2017
3. Shelburne and District Fire Board - November 7, 2017

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

1. OGRA Request for Support for the Municipal Class Environmental Assessment Reform
2. Email from Randy Scherzer, Grey County regarding Recolour Grey - Draft Grey County Official Plan
3. Letter from RLB regarding Melancthon Pre-Communication to Council - 2017 Audit Plan
4. NVCA - Media Release - Dufferin County Invests in Rural Water Quality Program
5. GRCA Current - January 2018
6. NVCA Board Member's Per Diem and Expenses 2017 - Mayor Darren White

7. NVCA Board Member's Per Diem and Expenses 2017 - Councillor James Webster
8. Protecting Water - Information on Public Open Houses
9. SWIFT News Release - 37,000 Farm Families Support SWIFT
10. AMO Communications - Today's Provincial Cabinet Shuffle - January 17, 2018
11. AMO Communications - Watchfile - January 19, 2018
12. RJ Burnside Communication - McNabb Drainage Works
13. RJ Burnside Communication - Drainage Superintendent Services - October 1, 2017 - December 31, 2017
14. Mulmur Township Notice of Passing of Zoning By-law Amendment By-law 3-18
15. Town of Shelburne Site Plan Amendment Application Circulation SPA 18-01
16. Town of Shelburne Application Circulation Zoning By-law Amendment and Draft Plan of Subdivision
17. Town of Shelburne Planning Application Circulation - Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium
18. Town of Orangeville resolution - Provincial Offences Act - Delivery of Services within Dufferin County
19. Town of Lakeshore resolution - Marijuana Tax Revenue
20. International Plowing Match and Rural Expo - Community Information Meetings
21. County of Dufferin Building Department - Building Permit Reports for 2017
22. AMO Communication - \$26 Million Main Street Revitalization Fund Announced

**\* Items for Council Action**

1. Bluewater Geoscience Consultants Inc. - Proposal to Provide 2018 Semi-Annual Groundwater Monitoring and Sampling for the Melancthon Landfill Site
2. GRCA - Draft Budget Package - 2018
3. County of Dufferin - Long-term Waste Management Strategy - Deadline for comments - February 9, 2018
4. Request from White Law to have the Agreement registered on the title of Part of Lot 19, Concession 2 OS removed from title as the shed has been removed from property

**14. General Business**

1. Notice of Intent to Pass By-law
  1. By-law for the acquisition of lands - Part Lot 19, Concession 2 OS - Part 1 on RP7R-786
2. Accounts
3. New/Other Business/Additions
  1. Appraisal Report for Lot 23, Plan 86A Corbetton
  2. Horning's Mills Community Hall - Draft Fire Safety Plan - Councillor Webster
  3. Shelburne Library - Mayor White
  4. Request from County of Dufferin Director of Public Works to contribute 100% to the purchase the mobile enforcement scales
4. Unfinished Business
  1. 2018 Mulmur Melancthon Fire Department Budget
  2. Action Item # 3 from December 7, 2017 meeting - *Email from Fred Natolochny, Grand River Conservation Authority, dated November 24, 2017, Re. GRCA Agreements with Municipalities*

**15. Delegations**

**16. Closed Session**

1. Personal matters about an identifiable individual, including municipal or local board employees - By-law Complaint - Direction required and Administration and Finance Assistant position
2. Adoption of Draft Minutes - January 11, 2018
3. Business Arising from Minutes

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

**18. Notice of Motion**

**19. Confirmation By-law**

**20. Adjournment and Date of Next Meeting - Thursday, February 15, 2018 - 5:00 p.m.**

**21. On Sites**

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

Pop

## Denise Holmes

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**From:** joy krzikowsky [REDACTED]  
**Sent:** Friday, January 12, 2018 4:26 PM  
**To:** Cheyanne Hancock; 'Denise Holmes'; dwhite@melancthontownship.ca; jelliot@melancthontownship.ca; dbesley@melancthontownship.ca; jwebster@melancthontownship.ca; whannon@melancthontowship.ca  
**Subject:** Re: C, HANDCOCK , RE DOG TAGS!

As per your request in writing re: dog tags as per telephone email left the other day I was asking if all cats have been all tag? in the farms in the area, if not then why?

Also I only have 2 dogs not 3 that live here at [REDACTED], so I hope that this will be adjusted ! I would like this adjustment in writing to confirmed that it has been done!

also would like to have conformation that all cats are and have been tag that live outside and in barns in the area!

because I feel that if my dogs that never leave this property unless in my car have to be tagged then all animals need to be tagged, and if this doesn't mean farms! then why me I am a hobby farm? would like answers to all in my email, I pay taxes just as they do! and my dogs do not run all day in the yard! cows and cats and horse so on do! why do they not need tags!

hope to hear from you soon,

thank you,  
joy krzikowsky  
[REDACTED]

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**From:** Cheyanne Hancock <chancock@melancthontownship.ca>  
**Sent:** January 12, 2018 3:35:08 PM  
**To:** [REDACTED]  
**Cc:** 'Denise Holmes'; 'Wendy Atkinson'  
**Subject:** RE: C, HANDCOCK , RE DOG TAGS!

Good afternoon Joy Lynn,

Thank you, we have received your voice message, however in order to reverse the charge for the third dog on your taxes we would need to receive the request and reason in writing. If you could please email your request and reason to Denise, [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca) . We are sorry to hear about the passing of your dog, we know how hard it is to lose a family pet. In regards to your request for cat licensing, please note that the Township does not have a feline By-Law.

Should you require any more information please email Denise at the email above. Have a great day,


Regards,  
Cheyanne Hancock  
Administration & Finance Assistant

Pop #1



Cheyenne Hancock | Administration and Finance Assistant | Township of Melancthon |

[chancock@melancthontownship.ca](mailto:chancock@melancthontownship.ca) | PH: 519-925-5525 ext 103 | FX: 519-925-1110 | [www.melancthontownship.ca](http://www.melancthontownship.ca) |

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**From:** Cheyenne Hancock [<mailto:chancock@melancthontownship.ca>]

**Sent:** January-10-18 11:57 AM

**To:** [REDACTED]

**Cc:** 'Denise Holmes'

**Subject:** RE: C, HANDCOCK , RE DOG TAGS!

Good afternoon Joy Lynn,

I am sorry for the delayed response but I wanted to ensure that my information was current and accurate. Council has decided that anyone in the Township who has dogs living on their property must license each Dog as per the By-Law. Residents who fail to pay for their dog licensing will then have the billed amount added to their tax bill for the following installment. Please note that the invoiced amount of \$105.00 has been added to your 2018 Tax bill.

However Melancthon Township CAO, Denise Holmes has informed me, that you are welcome to book a Delegation, which would allow you a ten minute speaking time where you could speak directly with Council during one of their Council meetings. Please let me know if you would like to book a delegation time. Thank you for your patience,

*Regards,*


*Cheyenne Hancock*

*Administration & Finance Assistant*



Cheyenne Hancock | Administration and Finance Assistant | Township of Melancthon |

[chancock@melancthontownship.ca](mailto:chancock@melancthontownship.ca) | PH: 519-925-5525 ext 103 | FX: 519-925-1110 | [www.melancthontownship.ca](http://www.melancthontownship.ca) |

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**From:** joy krzikowsky [REDACTED]

**Sent:** December-28-17 7:35 AM

**To:** [info@melancthontownship.ca](mailto:info@melancthontownship.ca)

**Subject:** Re: C, HANDCOCK , RE DOG TAGS!

what ever became of this at council, I never heard back

thanks joy

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**From:** joy krzikowsky [REDACTED]

**Sent:** October 2, 2017 10:15:11 PM

**To:** [info@melancthontownship.ca](mailto:info@melancthontownship.ca)

**Subject:** C, HANDCOCK , RE DOG TAGS!

I RECIEVED A LETTER FROM YOU THE TOWN TODAY STATING I OWE YOU \$ 105.00 FOR 3 DOGS!

1. I HAVE 2 DOGS, THAT ARE IN MY FENCED YARD THAT I ALREADY PAY TAXES FOR!



2. THEY NEVER LEAVE THE YARD UNLESS IN A CAR! AND THEY GO TO ORANGEVILLE FOR GROOMING NOT EVEN IN THIS TOWN!
3. DO FARMS PAY FOR THE BARN CATS SOME HAVE UP TO 20 TO 30 CATS?
4. DO THEY HAVE TO BUY TAGS FOR THE COWS, GOATS LAMBS , SHEEP AND HORSES?
5. SO WHY DO I NEED TO BUY ONE FOR MY DOGS?
6. DONT SAY BECAUSE ITS FARM! BECAUSE I AM A HOBBY FARM!
7. ALSO THE WOMEN WHO CAME BY TO DO SUCH SURVY DIDNT INTERDUCE HER SELF TO MY DAUGHTER JUST STARTED ASKING QUESTION, AND MY DAUGHTER DIDNT KNOW WHAT TO DO THEY SHE HANDED HER A BILL AND DOG TAGE FOR 3 DOGS! AND 1 WAS VISITING !
8. THINK YOU SHOULD RETHINK THIS ! I UNDERSTAND IF THEY ARE BEING WALKED ON YOU STREETS FINE BUT THEY ARE NOT!

THANK YOU,  
JOY LYNN KRZIKOWSKY  
[REDACTED]

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Total Control Panel

[Login](#)

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

Message Score: 50

High (60): Pass

From: [REDACTED]

My Spam Blocking Level: High

Medium (75): Pass

Low (90): Pass

[Block](#) this sender

[Block](#) hotmail.com

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

**APPLICATIONS TO PERMIT FOR APPROVAL**  
**February 1, 2018 COUNCIL MEETING**

<b>PROPERTY OWNER</b>	<b>PROPERTY DESCRIPTION</b>	<b>TYPE OF STRUCTURE</b>	<b>DOLLAR VALUE</b>	<b>D.C.'s</b>	<b>COMMENTS</b>
Westburne Farm Inc.	Lot 247-248, Concession 4 SW 098251 4th Line SW	20 foot Shipping/Storage Container	\$4,000.00		

## Denise Holmes

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**From:** Chris Jones <chris\_mplanningservices@rogers.com>  
**Sent:** Friday, January 12, 2018 3:31 PM  
**To:** Denise Holmes  
**Subject:** Fwd: Request for Notices of Development Applications within the Greenbelt Study Area  
**Attachments:** Untitled attachment 00230.htm

Hi Denise - I will be able to approximate the boundary from the consultation document but please forward this to Council for their information.

CJ

Begin forwarded message:

From: "Roth, Randall" <Randall.Roth@wsp.com>  
Subject: FW: Request for Notices of Development Applications within the Greenbelt Study Area  
Date: January 12, 2018 3:20:10 PM EST  
To: "Chris Jones (chris\_mplanningservices@rogers.com)" <chris\_mplanningservices@rogers.com>  
Cc: "Denise Holmes (dholmes@melancthontownship.ca)" <dholmes@melancthontownship.ca>, "spritchard@dufferincounty.ca" <spritchard@dufferincounty.ca>

Hi Chris,

The MNR has indicated that they are not able to provide the Study Areas in GIS at this time. However, if your uncertain where the applications lie, you can provide the planning application notices, and the Ministry will confirm.

Thanks,

Randall Roth, MCIP, RPP  
T+ 1 905-882-4211 #6833  
M+ 1 647-222-0767

From: Shantz, Tyler (MMA/MHO) [mailto:Tyler.Shantz@ontario.ca]  
Sent: January-12-18 3:15 PM  
To: Roth, Randall <Randall.Roth@wsp.com>  
Cc: Sonya Pritchard <spritchard@dufferincounty.ca>; Boyd, Erick (MMA/MHO) <Erick.Boyd@ontario.ca>; Oliver, Scott (MMA/MHO) <Scott.Oliver@ontario.ca>

Subject: RE: Request for Notices of Development Applications within the Greenbelt Study Area

Afternoon Randall,

Unfortunately, the Ministry of Natural Resources and Forestry (MNRF) is not able to share the Greenbelt study area boundaries at this time because they are conceptual only. If you send me the County's planning application notices via e-mail, I can determine whether or not they fall within the study area and let you know.

Apologies for any inconvenience.

Regards,

Tyler Shantz, BES  
Planner

Ministry of Municipal Affairs | Ministry of Housing  
Municipal Services Office – Western Ontario  
659 Exeter Road, 2nd Floor  
London ON N6E 1L3  
Tel: 519 873-4695  
Cel: 519 851-3954  
Toll Free: 1 800 265-4736  
E-mail: [Tyler.Shantz@Ontario.ca](mailto:Tyler.Shantz@Ontario.ca)

From: Roth, Randall [<mailto:Randall.Roth@wsp.com>]  
Sent: January-10-18 8:49 PM  
To: Shantz, Tyler (MMA/MHO)  
Cc: Sonya Pritchard  
Subject: [Possible SPAM] Re: Request for Notices of Development Applications within the Greenbelt Study Area

Hi Tyler, would you be able to provide the study area boundaries in a GIS format to assist in identifying the applications.

Thanks

Randall Roth, MCIP, RPP  
Senior Project Manager  
Planning, Landscape Architecture and Urban Design

T+ 1 905-882-4211 #6833  
M+ 1 647-222-0767

On Dec 18, 2017, at 1:14 PM, Shantz, Tyler (MMA/MHO) <[Tyler.Shantz@ontario.ca](mailto:Tyler.Shantz@ontario.ca)> wrote:

Good afternoon Sonya,

The request for notification of all official plan amendments, zoning by-law amendments, and subdivision applications for residential development within or directly adjacent to the Greenbelt Study Area boundary is effective immediately and is ongoing for future planning applications received.

If these applications could also be sent to me by e-mail at [Tyler.Shantz@Ontario.ca](mailto:Tyler.Shantz@Ontario.ca), it would be greatly appreciated.

I hope this helps clarify. Please let me know if you have any further questions.

Regards,

Tyler Shantz, BES  
Planner

Ministry of Municipal Affairs | Ministry of Housing  
Municipal Services Office – Western Ontario  
659 Exeter Road, 2nd Floor  
London ON N6E 1L3  
Tel: 519 873-4695  
Cel: 519 851-3954  
Toll Free: 1 800 265-4736  
E-mail: [Tyler.Shantz@Ontario.ca](mailto:Tyler.Shantz@Ontario.ca)

From: Sonya Pritchard [<mailto:spritchard@dufferincounty.ca>]  
Sent: December-15-17 3:31 PM  
To: Shantz, Tyler (MMA/MHO)  
Cc: Roth, Randall  
Subject: RE: Request for Notices of Development Applications within the Greenbelt Study Area

Hi Tyler,

We are in the process of collecting information from the local planners. We note that comments to the changes to the study area are required by March 7, 2018 but we are unclear when the request for notices of development within the Greenbelt Study Area are due. If you could provide a date it would be appreciated.

Thanks,

Sonya Pritchard, CPA, CMA|Chief Administrative Officer  
County of Dufferin|Phone: 519-941-2816 Ext. 2502| [spritchard@dufferincounty.ca](mailto:spritchard@dufferincounty.ca) |  
55 Zina Street, Orangeville, ON L9W 1E5

From: Shantz, Tyler (MMA/MHO) [<mailto:Tyler.Shantz@ontario.ca>]  
Sent: Tuesday, December 12, 2017 10:32 AM  
To: Sonya Pritchard <[spritchard@dufferincounty.ca](mailto:spritchard@dufferincounty.ca)>  
Subject: Request for Notices of Development Applications within the Greenbelt Study Area

Good morning,

Please find attached the Ministry of Municipal Affairs Request for Notices of Development Applications within the Greenbelt Study Area.

Regards,

Tyler Shantz, BES  
Planner

Ministry of Municipal Affairs | Ministry of Housing  
Municipal Services Office – Western Ontario  
659 Exeter Road, 2nd Floor  
London ON N6E 1L3  
Tel: 519 873-4695  
Cel: 519 851-3954  
Toll Free: 1 800 265-4736  
E-mail: [Tyler.Shantz@Ontario.ca](mailto:Tyler.Shantz@Ontario.ca)

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-LAEmHhHdzJzBITWfa4Hgs7pbKl

**MEMORANDUM**

**To:** Mayor White and Members of Council  
**From:** Chris Jones MCIP, RPP  
**Date:** January 29, 2018  
**Re:** Hornings Mills Commercial Proposal

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I have had preliminary discussions with the owner of a commercial lot located at 164 Main Street in Hornings Mills.

The building is currently being used for residential purposes however the owner is seeking to establish a commercial use by converting approximately 30% of the building to a store and food service business.

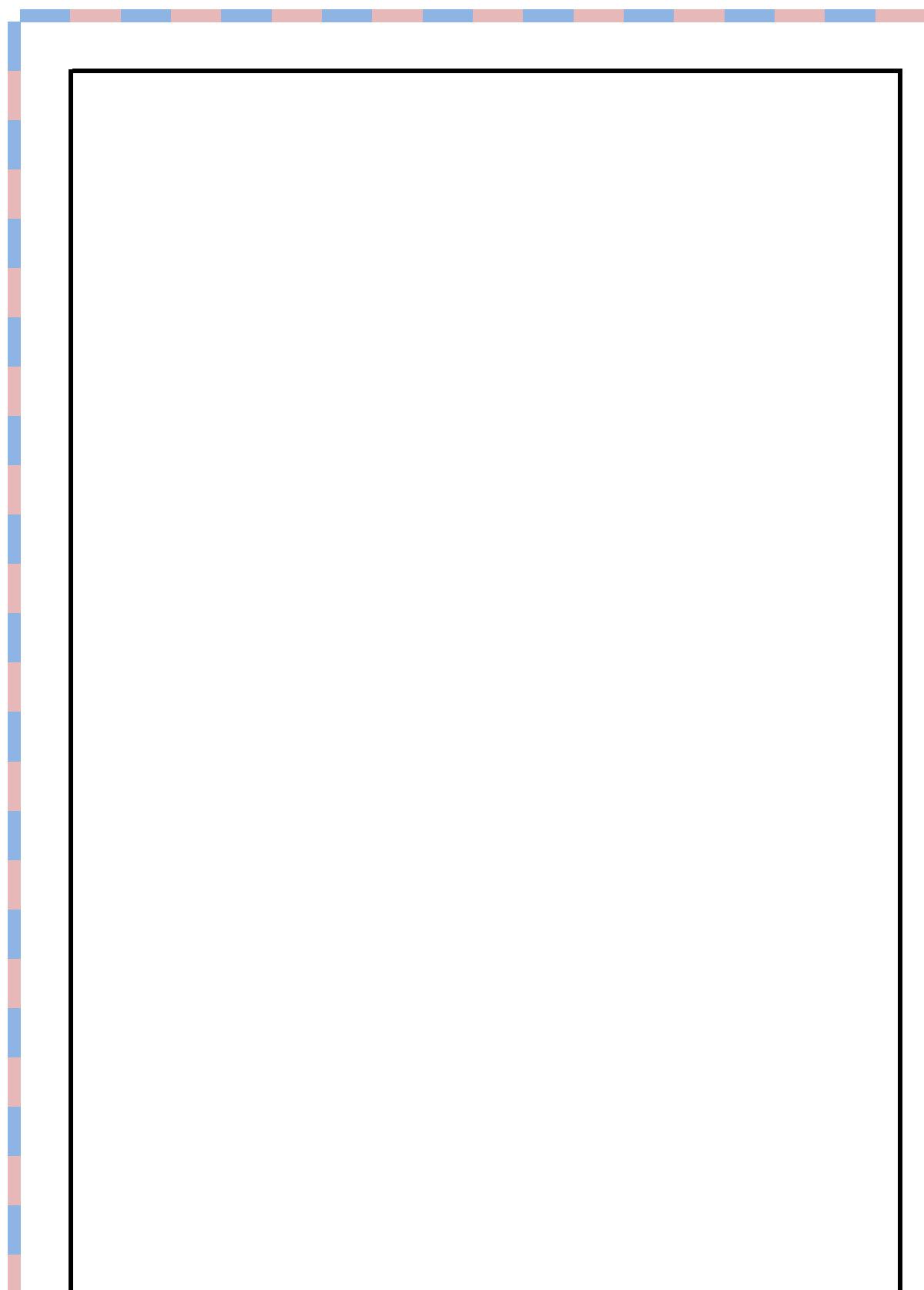
The owner's lot is zoned General Commercial (C1) and both uses are permitted in the C1 Zone, however Section 3.15 of the Zoning By-law requires between 3 and 8 parking spaces, depending on the proportion of the building used for the store and food service business.

The owner has prepared the attached site plan indicating the conceptual location of up to three parking spaces. Given that the existing building is located near or at the front lot line, the conceptual parking spaces would be located on the Township's road allowance.

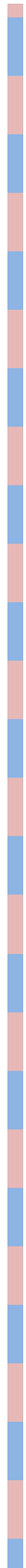
This proposal raises two issues for Council's consideration:

1. Council recently passed By-law 56-2017 (Parking By-law). In order to permit the parking of cars in the manner proposed, I believe an exemption from this by-law, which prohibits parking on any paved shoulder, may be required. Should such an exemption be authorized, I believe the Township would require the owner to enter into an encroachment agreement that would permit the use of the road allowance for commercial parking.
2. Council would also be required to consider a zoning by-law amendment or a minor variance if relief from the parking standards of the Township's Zoning By-law is required.

I look forward to discussing this proposal in more detail with Council.

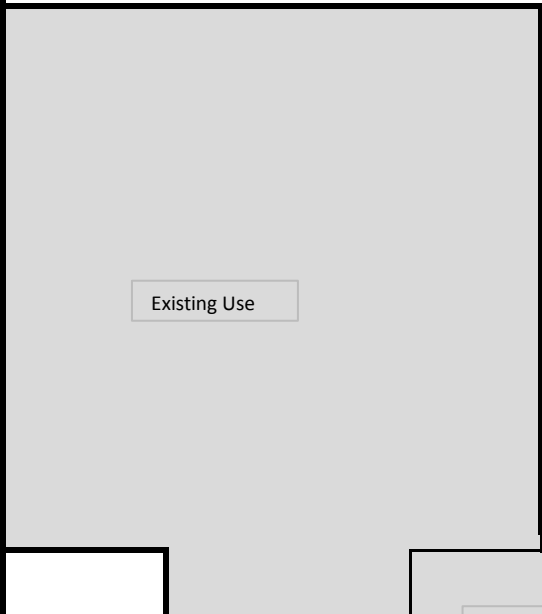






Lot Size: 66' X 266'

Lot Line



Existing Use



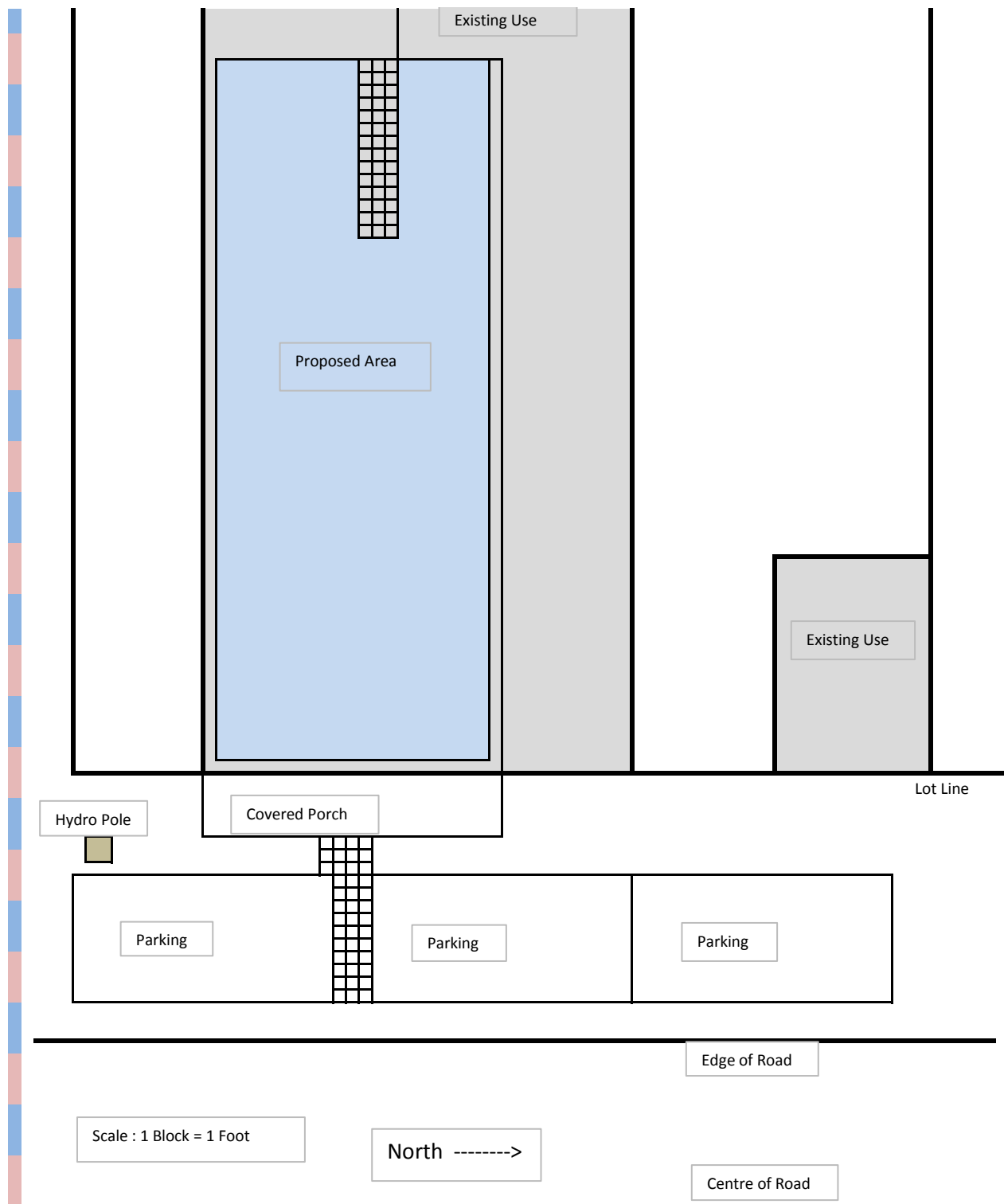
Septic Tank



Well

Lot Line





*Minutes for Shelburne Public Library Board Meeting  
Tuesday, December 19, 2017*

**Present:** Geoff Dunlop      Laurita Townsend      Larry Haskell  
Dave Besley      Erika Ulch      Gail Little  
Sharon Martin

**Also Present:** Rose Dotten, CEO/ Head Librarian

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The chair, Geoff Dunlop, called the meeting to order at 6:00 P.M.

**Motion 49-17      S. Martin, D. Besley**

Be it resolved that we approve the agenda of the board meeting dated December 19, 2017.

**Carried**

**Motion 50-17      D. Besley, G. Little**

Be it resolved that we approve the minutes of the board meeting dated November 21, 2017.

Be it resolved that we approve the minutes of the board meeting dated December 12, 2017.

**Carried**

**Financial Reports:**

**Motion 51-17      G. Little, E. Ulch**

Be it resolved that we approve the Accounts Payable Register for November, 2017 with invoices and payments in the amount of \$27,423.36.

**Carried**

**CEO/ Head Librarian's Report:**

- **Statistics**

Overall, the statistics are great for November showing an increase from last year. You will see that there is an increase from October, and both those months show that the DVDs and book circulation appear to be remaining steady.

- **Silent Auction**

Rose advised the Board that the total amount raised at the Silent Auction was \$3,995. This was more than we received last year. We are so thankful for all the donations our patrons and the business community of Shelburne and surrounding areas made to make this such a success. All the monies collected will be used for specific enhancements of resources such as Large Print and e-resources which are increasing in costs as the population increases.

**Correspondence:**

1. **Correspondence from Mulmur**

The Township of Mulmur requested copies of our waivers that we received from Patrons and that Mulmur requested that a delegation attend our next meeting.

*BCM #1*

FEB - 1 2018

The board reiterated that the waivers were Library membership documents for the sole purpose of protecting the library from any privacy issues. The waivers are unrelated to the agreement with the Municipalities which require us to submit names and addresses of current household cardholders which we have sent to Mulmur township.

Previous communication with Mulmur CAO, Terry Horner, stated that Mulmur would then verify this list with its property assessment information. Rose received information from the CEOs of the other libraries with which Mulmur contracts, Clearview Public Library and New Tecumseth Public Library, in writing, that they are not asked by Mulmur for copies of their waivers, nor do those other libraries retain paper copies of the waivers.

The Board welcomed the proposal from Mulmur to attend a meeting.

Chair Geoff Dunlop suggested he might approach Mulmur Mayor, Paul Mills, in an attempt to work out this situation in a more collaborative way. Staff has spent an inordinate amount of time to bring the records to the most accurate to date.

**2. Correspondence from member of the public**

We received correspondence from a resident of Kitchener who travels frequently between Kitchener and Midland and sometimes stops in the library to use the computers. She thanked the staff for always being friendly and efficient.

**Business:**

- **Strategic Plan**

The Board discussed Strategic Planning and the CEO was directed to obtain some quotations and proposals to investigate the possibilities of DC monies being used as the growth of the town of Shelburne necessitates us looking at programming and staffing in different ways. We need to look at efficient and appropriate ways to do this. However, to date we have addressed some of these changes with new programming and changes in opening hours.

- **End of Year Motions required for Transfers from Reserves**

**Motion: 52-17      G. Little, S. Martin**

Be it resolved that we approve the following:

1. To transfer all donations received up to December 31 2017, to reserve funds as follows:
  - (a) To collections reserve: (currently \$6738.60)
    - a. donations for collections,
    - b. memoriam unspecified donations,
    - c. silent auctions, proceeds,
    - d. other donations.
  - (b) To special projects reserve, \$2000 from special projects donations.
  - (c) To building fund reserve, \$58.46 from donations received for building project.
2. Transfer from Special Projects Reserve, \$4272.76 for
  - a. TV monitor and installation (\$1272.76),

- b. student wage subsidy (\$3000), (part of TD award).
- 3. Transfer from collections reserve any amount in excess of the budgeted expenditure of \$45,000 as of December 31, 2017.
- 4. Transfer from Building reserve fund \$2719 for front entrance repairs, HVAC and washroom repairs.
- 5. Transfer from computer reserve \$1495.53 for software upgrades.

**Carried**

- **Christmas Bonuses for Staff**

The Board thanked the CEO and the staff for their continued excellent service. The Board felt that continuing with a token of appreciation was appropriate.

Chair Geoff Dunlop also thanked the volunteers, Jim Worobec, Cathy Earle, Anne Crowder, and George Barton for their continued dedication and commitment.

**Motion 53-17        L. Haskell, S. Martin**

That we now adjourn at 6:52 p.m., to meet again January 16, 2018, at 7 pm., or at call of the Chair.

**Carried**

## **SHELBURNE & DISTRICT FIRE BOARD**

October 3, 2017

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

### **Present**

As per attendance record.

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

- 1.1 Chair, Janice Elliott, called the meeting to order at 7:02 pm.

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

None.

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

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

Moved by P. Mills – Seconded by K. McGhee

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as amended.

**Carried**

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

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

Moved by K. McGhee – Seconded by P. Mills

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of September 5, 2017 as circulated.

**Carried**

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

- 5.1 No pecuniary interest declared.

BCM #2

FEB - 1 2018

6. **Public Question Period**

6.1 No public present.

7. **Delegations / Deputations**

7.1 No delegations present.

8.0 **Unfinished Business**

8.1 **Board Agreement**

Amaranth and Shelburne stated that they have not yet reviewed the agreement with their councils. The Board requested that the secretary re-type the agreement using track changes.

8.2 **MTO (ARIS) Update**

The Board Secretary advised the Board that we were approved and presented the contract for signature.

**Resolution # 3**

**Moved by J. Horner – Seconded by W. Hannon**

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management authorizes Chair Janice Elliott to sign the Authorized Requester Agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Transportation as presented.

**Carried**

8.3 **2018 Truck Replacement**

The Chief advised the Board that he is continuing with his research before going to a RFP.

The Board inquired if the budgeted \$450,000 will buy a truck? The Chief advised that it will buy a truck, but it will not be a truck that will be useful for twenty years; we will need to spend \$500,000 to \$550,000.

8.4 **2018 Draft Operating Budget**

The Board discussed possible ways to reduce the overall budget increase. Walter Benotto will be contacting the Town of Shelburne Clerk to find out if unpaid Fire Inspections can be added to Property Tax bills.

#### **Resolution # 4**

Moved by J. Horner – Seconded by W. Hannon

BE IT RESOLVED THAT:

Councillor Benotto investigate with the Town of Shelburne a process that the Shelburne & District Fire Board would be able to recover unpaid and delinquent inspection fees.

**Carried**

#### **9. New Business**

##### **9.1 2018 Draft Capital Budget**

The Board discussed the 2018 Capital Budget plan and stated that the truck replacement costs need to be realistic and that the Board needs to start thinking about other future capital expenditures, for example a replacement building or addition.

##### **9.2 Town of Shelburne Motion – Renaming Fire Hall**

The Town of Shelburne is proposing the renaming of the Fire Hall to the Thomas A. Egan Fire Hall. The Board discussed the proposal, Wade & Walter will take the Boards comments back to Council.

##### **9.3 Personnel Matters – Closed Session**

#### **Resolution # 5**

Moved by F. Nix – Seconded by H. Foster

BE IT RESOLVED THAT:

The Shelburne & District Fire Board do now go “in camera” at 8:50 pm to discuss the following:

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

Labour relations or employee negotiations.

**Carried**



**Resolution # 6**

Moved by K. McGhee – Seconded by P. Mills

BE IT RESOLVED THAT:

We do now rise and report progress at 9:08 pm.

**Carried**

**Resolution # 7**

Moved by F. Nix – Seconded by H. Foster

BE IT RESOLVED THAT:

The Board authorize the Chair to discuss with the Chief the proposed salary grid thru to 2020.

**Carried**

**Resolution # 8**

Moved by W. Mills – Seconded by J. Horner

BE IT RESOLVED THAT:

Walter Benotto be appointed to the Human Resources sub-committee for the balance of the current term.

**Carried**

**10.0 Chief's Report:****10.1 Monthly Reports – September 2017**

There were a total of 25 calls for the month of September.

**10.2 Update from Fire Chief**

The Chief inspected 6 occupancies; 3 are complete, 3 are in progress. The Chief attended the Ontario Fire College course on Solar and Windpower energy installations.

The Chief requested that the Board take back to their Councils and Staff that he be granted access to information regarding property ownership.

**11. Future Business:****11.1 None at this time.**

12. **Accounts & Payroll – September 2017**

12.1 **Resolution # 9**

Moved by F. Nix – Seconded by H. Foster

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$3,787.73 for the period of August 31, 2017 to September 14, 2017 as presented and attached be approved for payment.

**Carried**

12.2 **Resolution # 10**

Moved by G. Little – Seconded by F. Nix

**BE IT RESOLVED THAT:**

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

September 2017 - \$24,433.84

**Carried**

13. **Confirming and Adjournment**

13.1 **Resolution # 11**

Moved by G. Little – Seconded by W. Mills

**BE IT RESOLVED THAT:**

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

**Carried**

**13.2 Resolution # 12**

Moved by W. Mills – Seconded by G. Little

**BE IT RESOLVED THAT:**

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

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

---

Janice Elliott  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

### Meeting Attendance Record Under Date of October 3, 2017

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

## **SHELBURNE & DISTRICT FIRE BOARD**

November 7, 2017

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

### **Present**

As per attendance record.

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

- 1.1 Chair, Janice Elliott, called the meeting to order at 7:00 pm.

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

None.

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

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

Moved by P. Mills – Seconded by J. Horner

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as presented.

**Carried**

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

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

Moved by F. Nix – Seconded by W. Mills

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of October 3, 2017 as circulated.

**Carried**

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

- 5.1 No pecuniary interest declared.

BCM #3

FEB - 1 2018

6. **Public Question Period**

6.1 No public present.

7. **Delegations / Deputations**

7.1 No delegations present.

8.0 **Unfinished Business**

8.1 **Board Agreement**

The Board discussed and Janet Horner, Fred Nix and Walter Benotto will form a committee and will bring back a draft agreement for the Board to review in January 2018.

Gail Little circulated a document that included language that she would like to see in the agreement.

8.2 **2018 Truck Replacement**

The Chief advised that he will attempt to get the RFP out within 4 weeks.

8.3 **2018 Draft Operating Budget**

The Board discussed the budget and the Chief highlighted that the call volume has increased 29% since 2015 which has resulted in a 27% increase in fire fighter wages.

**Resolution # 3**

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 \$489,772.00 which represents a 7.9% increase over 2017; and further that this request be circulated to the participating municipalities for approval.

**Carried**

8.4 **2018 Draft Capital Budget**

The Board discussed the options presented and decided on Option # 1.

**Resolution # 4**

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**

**8.5 Personnel Matters – Closed Session****Resolution # 5**

Moved by W. Mills – Seconded by F. Nix

BE IT RESOLVED THAT:

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

Personal Matters about an identifiable individual, including municipal or local Board employees, and;

Labour relations or employee negotiations.

**Carried**

**Resolution # 6**

Moved by P. Mills – Seconded by J. Horner

BE IT RESOLVED THAT:

We do now rise and report progress at 8:20 pm.

**Carried**

**Resolution # 7**

Moved by J. Horner – Seconded by G. Little

BE IT RESOLVED THAT:

The Shelburne & District Fire Board approve the implementation plan for the Fire Chief's compensation as determined by the Board and accepted by the Fire Chief to take effect as of October 15, 2017.

**Carried**

9. **New Business**

9.1 **Bill 148 – Fair Workplaces, Better Jobs Act**

The Board discussed and the Fire Chief pointed out a few of the possible implications if the bill is passed as is such as the proposed minimum 3 hour call-in.

The Chair is to prepare a letter for the province.

**Resolution # 8**

Moved by W. Mills – Seconded by W. Hannon

BE IT RESOLVED THAT:

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

AND THAT The Shelburne & District Fire Board specifically requests that all municipal and local board employees including volunteer firefighters, 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**

10.0 **Chief's Report:**

10.1 **Monthly Reports – October 2017**

There were a total of 33 calls for the month of October.

10.2 **Update from Fire Chief**

The Chief inspected 2 occupancies; 1 is complete, 1 is in progress. The Chief arranged testing for firefighters that attended the NFPA 1006 General Rescue course. The Chief participated in Dufferin County Emergency Management Exercise.

11. **Future Business:**

11.1 **None at this time.**



12. **Accounts & Payroll – October 2017**

12.1 **Resolution # 9**

Moved by W. Mills – Seconded by J. Horner

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$34,739.06 for the period of September 15, 2017 to October 31, 2017 as presented and attached be approved for payment.

**Carried**

12.2 **Resolution # 10**

Moved by J. Horner – Seconded by P. Mills

**BE IT RESOLVED THAT:**

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

October 2017 - \$26,677.33

**Carried**

13. **Confirming and Adjournment**

13.1 **Resolution # 11**

Moved by J. Horner – Seconded by P. Mills

**BE IT RESOLVED THAT:**

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

**Carried**

**13.2 Resolution # 12**

Moved by P. Mills – Seconded by J. Horner

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 9:02 pm to meet again on December 5, 2017 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

---

Nicole Hill  
Secretary-Treasurer

---

Janice Elliott  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

### Meeting Attendance Record Under Date of November 7, 2017

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

**From:** [Scott Butler](#)  
**To:** [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)  
**Subject:** OGRA Requests Support for MCEA Process Reform  
**Date:** Wednesday, January 17, 2018 4:08:23 PM

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**ONTARIO  
GOOD ROADS  
ASSOCIATION**  
1525 Cornwall Road, Unit 22  
Oakville, Ontario  
L6J 0B2  
Telephone 289-291-6472  
Fax 289-291-6477

Wednesday, January 17, 2018

Denise B. Holmes  
CAO/Clerk-Treasurer  
Township of Melancthon

Good afternoon Denise B.:

The following correspondence was sent to your Head of Council earlier this afternoon. OGRA respectfully requests that you please it on your next Council agenda for information.

Regards,

**Scott R. Butler**  
OGRA, Policy and Research  
22 - 1525 Cornwall Road, Oakville, Ontario L6J 0B2  
T: 289-291-6472 Ext. 24 C: 416-564-4319 [www.ogra.org](http://www.ogra.org)

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The Ontario Good Roads Association is seeking reforms to the Municipal Class Environmental Assessment (MCEA) process. In its current form the MCEA process has made municipal infrastructure projects longer in duration and more costly. The OGRA Board of Directors encourages all municipalities in Ontario to adopt the following resolution that calls on the Minister of the Environment and Climate Change to accelerate the Application for Review of the MCEA process.

Links to further background information about the Municipal Class Environmental Assessment process can be found below the resolution.

## **DRAFT RESOLUTION**

**Whereas** a coalition of the Municipal Engineers Association (MEA) and the Residential and Civil Construction Alliance of Ontario have successfully applied to have a review of the Municipal Class Environmental Assessment process conducted under Part IV (Section 61) of the *Environmental Bill of Rights Act, 1993* (EBR Act);

**And whereas** impact studies and public meetings required by the MCEA process often take two years or more to complete before construction can commence;

**And whereas** the MCEA requirements to evaluate alternatives are often not well aligned with prior or municipal land use planning decisions;

**And whereas** analysis by the Residential and Civil Construction Alliance of Ontario (RCCAO) has demonstrated that the time to complete an EA rose from 19 months to 26.7 months and costs went from an average of \$113,300 to \$386,500;

**And whereas** the Auditor General of Ontario has tabled recommendations for modernizing the MCEA process;

**And whereas** in spite of written commitments made by the Ministry of the Environment between 2013-2015, no action has been taken;

**And whereas** local projects that do not have the necessary approvals could lose out on the next intake of Build Canada funding;

**Therefore be it resolved** that Township of Melancthon requests that the Minister of the Environment and Climate Change take immediate steps to expedite the response process for Part II Orders or Bump-Up requests, as part of the s.61 review to improve MCEA process times and reduce study costs;

**And further** that the Minister of the Environment and Climate Change support changes to better integrate and harmonize the MCEA process with processes defined under the *Planning Act*;

**And further** that the Minister of the Environment and Climate Change amend the scope of MCEA reports and studies to reduce duplication with existing public processes and decisions made under municipal Official Plans and provincial legislation.

## **BACKGROUND INFORMATION**

The following links provide a comprehensive background of the work that the Municipal Engineers Association and the Residential and Civil Construction Alliance of Ontario have done to advance this issue of MCEA reform.

- [October 2017 Correspondence from the Municipal Engineers Association and](#)

the Residential and Civil Construction Alliance of Ontario to the Hon. Chris Ballard, Minister of the Environment and Climate Change.

- [ReNew Magazine editorial examining the need to review the Municipal Class Environmental Assessment process](#)
- [The Development Approval Roundtable Action Plan, November 2017](#)
- [Meeting Notes from the November 29, 2017 Evolution of the MCEA Workshop.](#)
- [The MEA Companion Guide for the Municipal Class Environmental Assessment Manual](#)
- [Are Ontario's Municipal Class Environmental Assessments Worth the Added Time and Costs? The 2014 Edition](#)

If you have any questions or concerns, please contact Scott Butler, OGRA's Manager of Policy and Research at 289-291-6472 ext. 24 or via email at [scott@ogra.org](mailto:scott@ogra.org).

Regards,



**Scott R. Butler**

OGRA, Policy and Research

22 - 1525 Cornwall Road, Oakville, Ontario L6J 0B2

T: 289-291-6472 Ext. 24 C: 416-564-4319 [www.ogra.org](http://www.ogra.org)

Scott Butler

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To:

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

From: [scott@ogra.org](mailto:scott@ogra.org)

Message Score: 1

My Spam Blocking Level: High

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**From:** [Scherzer, Randy](#)  
**To:** [Scherzer, Randy](#)  
**Cc:** [Scribner, Monica](#)  
**Subject:** Recolour Grey - Draft Grey County Official Plan  
**Date:** Wednesday, January 17, 2018 5:26:23 PM

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Good afternoon,

The County of Grey has been working on a new Official Plan which we are calling Recolour Grey. A draft of the new Official Plan can be found on the webpage linked below. We have also created an Interactive GIS map that allows you to compare the current OP designations and constraints with the proposed OP designations and constraints. A link to the interactive GIS map can also be found on the webpage linked below.

<https://www.grey.ca/programs-initiatives/recolour-grey>

We have set up some meeting dates in February as an opportunity to either meet with the County Planners face-to-face or via teleconference to discuss the draft OP. The purpose for the meetings is an opportunity to discuss the draft OP if interested and to answer any questions you may have. We are also hoping to get your initial thoughts on any changes you would like to see to the draft OP.

The following are the dates that we have set aside for these face-to-face discussions/teleconferences - **February 5<sup>th</sup> to 7<sup>th</sup>, February 9<sup>th</sup>, and February 12<sup>th</sup> to 16<sup>th</sup>.**

If you are interested in scheduling a time slot to discuss the draft official plan, please contact Monica Scribner either via email at [monica.scribner@grey.ca](mailto:monica.scribner@grey.ca) or by phone at 519-372-0219 x.1232.

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

Best regards,  
Randy

**Randy Scherzer**  
*Director of Planning*  
Grey County  
595 9th Avenue East  
Owen Sound, ON N4K 3E3  
Phone: +1 519-372-0219 ext. 1237  
Fax: +1 519-376-7970  
[Randy.Scherzer@grey.ca](mailto:Randy.Scherzer@grey.ca)  
<http://www.grey.ca>  
<http://www.visitgrey.ca>  
<http://www.greyroots.com>

Grey County



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## Denise Holmes

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**From:** Michelle Steele <michelle.steele@rlb.ca>  
**Sent:** Friday, January 19, 2018 9:29 AM  
**To:** dholmes@melancthontownship.ca  
**Cc:** Murray Short; Mark Zahra; Wendy Atkinson (watkinson@melancthontownship.ca)  
**Subject:** FW: Pre-audit letter - Township of Melancthon  
**Attachments:** Melancthon Pre-Communication to Council.pdf

Good morning Denise,

Attached is our pre-audit communication letter to Council, if you could ensure this gets included in one of the upcoming Council packages.

Have a great weekend!

Michelle

### Michelle Steele, CPA, CA Senior Manager

michelle.steele@rlb.ca | rlb.ca | 197 Hanlon Creek Blvd., Unit 103, Guelph, ON N1C 0A1  
Tel: (519) 822-9933 x350 | Fax: (519) 822-9212



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From: [michelle.steele@rlb.ca](mailto:michelle.steele@rlb.ca)

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Chartered  
Professional  
Accountants

January 19, 2018

The Corporation of the Township of Melancthon  
157101 Highway #10  
RR #6  
Shelburne, ON  
L0N 1S9

Dear Members of Council:

Thank you for re-appointing RLB LLP as auditors of The Corporation of the Township of Melancthon for the year ended December 31, 2017. The purpose of this letter is to communicate our 2017 audit plan for The Corporation of the Township of Melancthon and to ensure that management and Council are aware of the following:

- Objectives and scope of our audit
- Planned approach for the 2017 financial statement audit
- Update on issues that may impact the audit in current and future years
- Areas of emphasis

**RLB LLP's Objective and Scope of our audit**

- Obtain reasonable assurance that the financial statements are free of material misstatement.
- Evaluate the fairness of presentation of the financial statements in conformity with accounting standards established by the Chartered Professional Accountants of Canada
- Report to management and Council:
  - Significant internal control weaknesses,
  - Matters required under Canadian Auditing Standards,
  - Matters we believe should be brought to your attention.

## RLB LLP's Assurance Service Team



## Financial Reporting Responsibilities

### *Council*

- Provide, as a part of financial process, effective corporate governance
- Regular oversight and review of financial information and management financial process
- Ensure accurate financial reporting and sound internal controls
- Review performance measures
- Approve the Audited Financial Statements

### *Management*

- Maintain cost-effective internal control environment
- Provide timely and accurate disclosure of financial results
- Report results on a fair and consistent basis
- Exercise care in establishing accounting estimates
- Apply appropriate accounting principles
- Establish internal controls over fraud and error

### *RLB LLP*

- Perform cost-effective risk based audits tailored for your organization's specific risks
- Review the effectiveness and reliability of key internal controls
- Assess accounting principles, estimates and financial disclosures in accordance with accounting standards
- Provide year end reporting to Council
- Provide our opinion in the audit report which we attach to management financial statements

### Management Deliverables

- Prepare required information as agreed with RLB LLP to be able to perform the audit
- Provide documentation and support for accounting used by management for all significant or unusual transactions and estimates
- Identify related parties, if applicable
- Provide written representations

### RLB LLP Deliverables

- Communicate with management and Council to review audit plan
- Review financial statements and management letter findings with management and Council
- Provide audit opinion on financial statements
- Prepare and file Financial Information Return
- Report to Council as required under Canadian Generally Accepted Auditing Standards (CAS 260, 265 and 580)
- Seek pre-approval from management or Council for all additional services
- Communicate control deficiencies

### Audit Approach

- Examine accounting systems and controls for all significant transaction cycles
- Adopt a control reliance strategy where appropriate to increase audit efficiency:
  - Taxation revenue, cash receipts, taxes receivable
  - Purchases, disbursements, payables
  - Payroll
  - General computer controls
- Substantive testing of year end balances including grant revenue and receivables
- Search for unrecorded liabilities
- Independence reporting

### Audit Timeline

Interim Audit Testing	December 13, 2017
Communication of Audit Plan to Management/Council	January 19, 2018
Year-end Testing	March 12 to 16, 2018
Reporting to Council	TBD
Issuance of Audit Report and Financial Statements	To follow

## **Annual Inquiry Related to the Risk of Fraud**

Please consider the following questions to help determine the specific risks of fraud and error with the municipality. We will provide the annual representation letter for signature by a member of each Council and management with the audited Financial Statements, where representation will be made regarding the assessment of fraud at the municipality.

- Are you aware of any instances of fraud perpetrated against the municipality by any of its employees, management, or Council?
- Are you aware of any instances of fraud perpetrated by the municipality against creditors, suppliers, lenders, investors, funders, government agencies, or any other business associates?
- Do you believe there is a high level of risk of fraud being perpetrated against or by the municipality – specifically, which risks are classified as the highest risk, and what specifically is management or those charged with governance doing to mitigate these risks?
- Has Council made an assessment of the entity's susceptibility to fraud?
- Does management have a process for identifying and responding to fraud risk factors?

## **New Public Sector Accounting Standards**

There are no significant impacts anticipated from this new standard on the financial reporting of your municipality for 2018:

*These are effective for fiscal years beginning on or after April 1, 2017.*

- PS3420: Inter-entity Transactions – relates to measurement of transactions between public sector entities.

We will be working this year with your management team to consider the impact that the following new accounting regulations will have on the financial reporting of your municipality:

*These are effective for fiscal years beginning on or after April 1, 2018.*

- PS3430: Restructuring Transactions – defines characteristics of restructuring transactions, when recognition should occur, and how they should be measured, classified and disclosed

*These are effective for fiscal years beginning on or after April 1, 2019.*

- PS1201: Financial Statement Presentation – expands the requirements for financial statement presentation and disclosure for various categories: financial assets, non-financial assets, revenues, expenses, and losses arising from asset impairment and changes in valuation allowances
- PS3041: Portfolio Investments – defines portfolio investments, and describes accounting treatment and disclosure requirements; describes accounting treatment in specific situations such as sinking funds, loss in value, gain and loss on sale and when investments have concessionary terms
- PS3450: Financial Instruments – requires additional disclosure in the Notes to the Financial Statements to include the various risk components of financial instruments: credit risk, currency risk, interest rate risk, liquidity and market risk

## **2017 Audit Plan: Materiality**

When establishing the overall audit strategy, materiality is determined for assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures.

- Planning Materiality - \$140,000
- Materiality
  - Professional judgment that is made in the context of our knowledge, assessment of risk and reporting requirements
  - Very significant in determining the scope of our work
  - We will review all errors in excess of 2% of materiality

## **Areas of Emphasis**

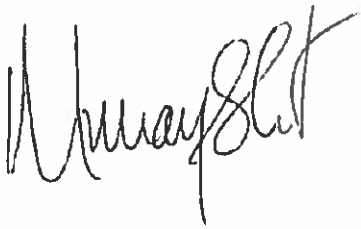
- Taxation revenue and receivables - collectability
- Grant revenue and receivables - completeness and existence
- Operating expenses - completeness and existence
- Tangible capital assets - completeness, existence and valuation
- Reserve, reserve funds and amounts set aside by Council - completeness and existence

If you have any questions about these or other matters relating to any of our professional services, we would be pleased to discuss them further with you.

Yours truly,

RLB LLP

Per:

A handwritten signature in black ink, appearing to read 'Murray Short', written over a light blue horizontal line.

Murray Short, MBA, CPA, CA  
Engagement Partner



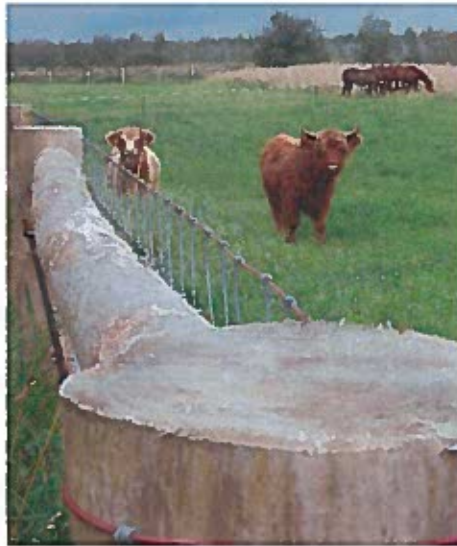
**Nottawasaga Valley**  
Conservation Authority

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## **MEDIA RELEASE**

FOR IMMEDIATE RELEASE

### **Dufferin County Invests in Rural Water Quality Program** **Funding supports on-the-ground farm & rural stewardship projects**



*This livestock exclusion fencing protects a headwaters wetland, preserving its ability to filter water for the benefit of downstream communities.*

**UTOPIA, Ontario (January 11, 2018)** – Dufferin County council is investing in rural water quality. In the fall, council passed a motion to contribute \$20,000 per year in the Rural Water Quality Program for Dufferin County. The funding extends from 2018 to 2022.

The program is led by the Grand River Conservation Authority with support from neighbouring conservation authorities, local municipalities and other funding agencies.

Dufferin County's investment over the next five years reaffirms its commitment to protecting streams, lakes and groundwater. There are far-ranging benefits to the environment, the community and economy, as Dufferin hosts the headwaters of many great river systems: the Nottawasaga, Grand, Credit, Humber and Saugeen rivers.

The Rural Water Quality Program makes grants available for on-the-ground projects to improve water quality and restore aquatic and wildlife habitat. Landowners and farmers are encouraged

to apply. Grants range from 50-100% to a maximum of \$5,000 depending on project type. Eligible water quality projects include:

- livestock exclusion fencing from streams and wetlands
- tree planting
- decommissioning unused wells
- erosion control structures (land and in-water)
- nutrient management planning
- cover crops
- wetland creation to improve water quality
- clean water diversion from livestock yards
- and more

An Environmental Farm Plan or completed Rural Landowner Stewardship Guide is required to apply, as is a short application form.

Farmers helped create the Rural Water Quality Program. A committee of farmers and stewardship specialists evaluate any applications received and review any project's potential to improve and protect water quality.

To learn more about applying for a grant, contact your local conservation authority:

- Grand River Conservation Authority: 519-621-2763 x2763 or [ruralwater@grandriver.ca](mailto:ruralwater@grandriver.ca)
- Nottawasaga Valley Conservation Authority: 705-424-1479 x239 or [sstephens@nvca.on.ca](mailto:sstephens@nvca.on.ca)
- Credit Valley Conservation: 800-668-5557 x430 or [mark.eastman@cvc.ca](mailto:mark.eastman@cvc.ca)
- Toronto Region Conservation: 416-661-6600 x5349 or [nabrams@trca.on.ca](mailto:nabrams@trca.on.ca)
- Saugeen Conservation: 519-367-3040 x235 or [j.harbinson@svca.on.ca](mailto:j.harbinson@svca.on.ca)

Not a landowner, but want to help? Every year thousands of volunteers get down-and-dirty helping restore the environment. Call your local conservation authority for information on how to volunteer.

### **Dufferin County Roads – Living Snow Fence Program**

Complementary to the Rural Water Quality Program, Dufferin County established a Living Snow Fence Program in 2013.

Through this program landowners receive trees and incentive funding to plant tree windbreaks along priority county roads to replace snow fences.

Property owners in the program receive grants of 100%, up to \$5,000 per farm, with an annual incentive payments totalling \$2,750/acre, paid out over four years, for each acre of farmland taken out of production in the interest of community safety and reduced wind erosion.



The cost of the trees and tree planting is covered by Dufferin County and the work is carried out by the Grand River Conservation Authority or Nottawasaga Valley Conservation Authority.

Since 2013, landowners have planted 15.3 km of living snow fence along county roads. These living snow fences improve road safety, reduce road closures, and provide environmental benefits by reducing the use of road salt, reducing wind erosion and provide tree cover. They are more cost-effective than traditional snow fences as they are more durable, and are estimated to perform for up to 80 years. Not to mention that they provide multiple benefits to farms, including improved crop yield.

To learn more about the living snow fence program, contact your local conservation authority.

- 30 -

**About NVCA:** The Nottawasaga Valley Conservation Authority is a public agency dedicated to the preservation of a healthy environment through specialized programs to protect, conserve and enhance our water, wetlands, forests and lands. [www.nvca.on.ca](http://www.nvca.on.ca)

**Media Contact:** Heather Kepran, Communications Coordinator, 705-424-1479 ext. 254 or [hkepran@nvca.on.ca](mailto:hkepran@nvca.on.ca)

# GRCA Current



January, 2018 • Volume 23 Number 1

## GRCA General Membership

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

## New Conservation Authorities Act passed

On December 12, Bill 139 — Building Better Communities and Conserving Watersheds Act 2017 — received Royal Assent in the Ontario Legislature.

The new legislation includes changes to the Conservation Authorities Act. Many years in the making, this modernized legislation recognizes watershed management as a key component in dealing with issues like climate change and population growth.

New regulations will be developed and enacted as a result of the changes in the Act. This piece of legislation will help set the direction for the GRCA for many years into the future.

slated to be converted to forest has now been planted with trees.

The GRCA will now focus on converting existing plantation forests to more natural forests, which means thinning the forests. Forest thinning is carried out by the GRCA to provide the growing trees more space and sunlight, so that they stay healthy. It also brings more diversity to these forests by providing room for other tree species to establish.

Nearly 60 per cent of the land owned by the GRCA is made up of forests. Converting plantation forests into more natural forests has always been part of the GRCA's long-term forest plan.

## GRCA strategic plan

With the passage of Bill 139, the GRCA is in a position to review and update its strategic plan this year.

The current strategic plan was approved in 2012 and has five objectives, each with several associated strategic priorities. A great deal has been accomplished over the past five years.

During the review process, the GRCA is taking the opportunity to review existing GRCA programs and will be incorporating changes that result from the new provincial legislation. A facilitated working session with the GRCA board will take place as part of the review process.

## Winter at our Parks

After an unseasonably mild winter last year prevented most Grand River Parks from offering traditional winter activities, six parks opened on January 6.

Shade's Mills, Pinehurst Lake, Rockwood and Belwood Lake offer year-round access, providing limited winter maintenance for activities such as hiking, snowshoeing and cross-country skiing, where available. Guelph Lake also provides a small parking area for limited winter activities, such as hiking.

Laurel Creek Park in Waterloo will open on weekends only, beginning January 6, from 8 a.m. to 5:30 p.m.

Cross-country skiing and snowshoe equipment rentals are available on weekends at Shade's Mills, Laurel Creek and Pinehurst Lake, when conditions allow. To find out current trail conditions and rental availability, call the parks directly. For more information on winter programs visit [www.grandriver.ca/winterprograms](http://www.grandriver.ca/winterprograms).

## Forest management plan

The GRCA's forest management plan for 2018 to 2027 sets out a plan to manage the 115 square kilometres of forests owned by the GRCA.

Over the last 10 years, nearly 500 hectares of GRCA land has been planted with nearly 775,000 trees. The plan for the coming decade will result in a shift away from tree planting to a focus on managing the existing forests. This is because most of the GRCA-owned farmland that had been

## New conservation area fees

The cost of a Grand River Parks Membership card remains \$130 in 2018, the same as it was last year, but some other park fees have increased



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

Grand River Conservation Authority

INFO 5 FEB - 1 2018

for 2018.

The adult admission increases from \$6.50 to \$7, while the senior rate (\$5.50) and child rate (\$3) remain the same. Admission continues to be free for children five and younger.

In 2018, all parks have the same adult entry fee, with the exception of Elora Quarry, where the rate will increase to \$10 for adults, \$7.50 for seniors and \$5 for children. Visitor attendance at Elora Quarry has increased significantly during the past few years. In 2017, a daily capacity limit of 1,300 visitors was implemented. While the capacity limit resulted in a reduced number of visitors in 2017, the number still remains high. The increased visitation has required additional staffing in order to increase public safety and enhance the visitor experience, resulting in increased operating costs at Elora Quarry. Coupled with the increase in Ontario's minimum wage, the increase in operating costs has resulted in the new fee.

The vehicle rate (with a maximum of six people) at the Shade's Mills Park's automatic gate in Cambridge increased by \$2, to \$14. This is the amount paid when the driver doesn't have a membership pass and the attendant is not on duty.

The parks are run on a break-even basis, as no taxes are used for park operations. Surpluses are put into reserves to be used to address aging infrastructure and fund new capital projects, as well as to provide a stabilization fund for years when revenue is lower.

Nightly camping fees at Grand River Parks are increasing by two per cent, and seasonal camping fees are increasing by three per cent. These increases are necessary to ensure that revenues are enough to meet the projected expenses. The new fees are posted online at [www.grandriver.ca/parks](http://www.grandriver.ca/parks).

## Elora Gorge sanitary service tender

The GRCA will complete the first phase of the upgrade to sanitary servicing at Elora Gorge Park by May 1 and has hired A. Van Egmond Construction Ltd. for \$617,000 plus HST to do this.

The existing underground force main on the north side of the park will be extended and connected to the Pines Campground and the septic system will be removed. Wastewater from the campground will be



Home School Wild Wednesdays and Wild Wee Ones programs start January 17 at Shade's Mills Nature Centre in Cambridge. In addition, several nature centres are offering PD day activities this winter. Details and registration is online at [www.grandriver.eventbrite.ca](http://www.grandriver.eventbrite.ca).

brought to the municipal water pollution control plant in Elora. The 35 trailers in the upper portion of this campground will be connected to the system. The GRCA board approved this upgrade at the June 2017 meeting as the first phase of this project.

A second phase is slated for completion in 2019. It will see the creation of new fully-serviced campsites in the upper section of the campground.

## 2017 was a wet year

Climate stations across the Grand River watershed indicate that precipitation was above normal in 2017.

Luther received the most precipitation, at nearly 1,290 mm, or 30 per cent more than normal, and it was the third wettest year at Luther since 1961.

It was also warmer than the long-term average, although the year ended with extremely cold temperatures.

Water levels in Lake Erie continue to be above the long-term average and the GRCA issued an advisory due to strong winds on Christmas day. However, this did not result in flooding.

## Heavy rains and healthy soils workshop

The GRCA is hosting a free workshop about ways that farmers can protect their soils from heavy rains.

The workshop is January 16, 1 p.m. to 4 p.m. at the St. Jacobs Lions Hall. To register, email [ruralwater@grandriver.ca](mailto:ruralwater@grandriver.ca) or call Anne Loeffler at 1-866-900-4722 x2242.

This workshop provides insight and practical information about building soil resilience and keeping soil in place. Topics include a recap of significant local rainfall events and their impacts, water quality trends in the Grand River and Lake Erie, improving soil resilience through best management practices, and resources available to help farmers manage heavy rainfalls.

This issue of *GRCA Current* was published in January, 2018.

It is a summary of the December 2017 business conducted by the Grand River Conservation Authority board and committees, as well as other noteworthy happenings and topics of interest.

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

**Next board meeting:**  
January 26 at 9:30 a.m.,  
GRCA Administration Centre

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<https://calendar.grandriver.ca/directors>

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





**Nottawasaga Valley**  
Conservation Authority

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January 10, 2018

The Township of Melancthon  
D. Holmes, Clerk-Treasurer  
157101 Hwy # 10  
Melancthon, Ontario  
L9V 2E6.

Dear Ms. Holmes:

RE: NVCA BOARD MEMBER'S PER DIEM AND EXPENSES

I have been asked to supply municipalities with remuneration expenses paid to our NVCA Board members over the 2017 year in accordance with the Municipal Act, Section 243(1).

Your council's appointee for the 2017 term to the Nottawasaga Valley Conservation Authority was Darren White.

The Authority held 11 Board of Directors meetings from January 1 to December 31, 2017.

The total number attended by your member was 1 Authority meetings.

The total mileage expense paid was \$65.88 and the total per diem paid was \$80.42.

If you have any questions relating to the above, please do not hesitate to contact the undersigned at 705-424-1379 ext.228.

Sincerely,

A handwritten signature in cursive script that reads "S. Flannagan".

Sheryl Flannagan  
Director, Corporate Services  
SF/ds



**Nottawasaga Valley**  
Conservation Authority

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January 10, 2018

The Township of Melancthon  
D. Holmes, Clerk-Treasurer  
157101 Hwy # 10  
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Dear Ms. Holmes:

RE: NVCA BOARD MEMBER'S PER DIEM AND EXPENSES

I have been asked to supply municipalities with remuneration expenses paid to our NVCA Board members over the 2017 year in accordance with the Municipal Act, Section 243(1).

Your council's appointee for the 2017 term to the Nottawasaga Valley Conservation Authority was James Webster.

The Authority held 11 Board of Directors meetings from January 1 to December 31, 2017.

The total number attended by your member was 6 Authority meetings.

The total mileage expense paid was \$388.80 and the total per diem paid was \$482.52.

If you have any questions relating to the above, please do not hesitate to contact the undersigned at 705-424-1379 ext.228.

Sincerely,

A handwritten signature in cursive script that reads "S. Flannagan".

Sheryl Flannagan  
Director, Corporate Services  
SF/ds

## Denise Holmes

---

**From:** Protecting Water (MMA) <ProtectingWater@ontario.ca>  
**Sent:** Tuesday, January 16, 2018 9:58 AM  
**To:** Protecting Water (MMA)  
**Subject:** Protecting Water - Information on Public Open Houses

Hello,

The schedule below for the upcoming public open houses regarding our public consultation about Protecting Water for Future Generations: Growing the Greenbelt in the Outer Ring is now posted on our website.

Please visit our website at [www.Ontario.ca/greenbelt](http://www.Ontario.ca/greenbelt) for more information. As there could be periodic updates, we recommend that you check the website often to review the most current information.

Open House	Date and Time	Location
Barrie	Wednesday, January 31, 2018 5:30-8:00pm	<a href="#">Southshore Community Centre</a> <a href="#">205 Lakeshore Drive</a> <a href="#">Barrie</a>
Guelph	Tuesday, February 6, 2018 5:30-8:00pm	<a href="#">Italian Canadian Club</a> <a href="#">135 Ferguson Street</a> <a href="#">Guelph</a>
Orangeville	Thursday, February 8, 2018 5:30-8:00pm	<a href="#">Tony Rose Memorial Sports Centre</a> <a href="#">6 Northmen Way</a> <a href="#">Orangeville</a> Note: Additional free parking is available after 6pm at <a href="#">Orangeville District Secondary School</a> (22 Faulkner Street).
Alliston	Thursday, February 15, 2018 5:30-8:00pm	<a href="#">Alliston Memorial Arena</a> <a href="#">49 Nelson Street West</a> <a href="#">New Tecumseth</a>
Brantford	Tuesday, February 20, 2018 6:00-8:30pm	<a href="#">Branlyn Community Centre</a> <a href="#">238 Brantwood Park Road</a> <a href="#">Brantford</a>
Kitchener	Thursday, February 22, 2018 5:30-8:00pm	<a href="#">Tannery Event Centre</a> <a href="#">151 Charles Street West</a> <a href="#">Kitchener</a>

Thank you.

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**From:** SWIFT <info=swiftnetwork.ca@mail3.wdc01.mcdlv.net> on behalf of SWIFT <info@swiftnetwork.ca>  
**Sent:** Wednesday, January 17, 2018 3:54 PM  
**To:** dholmes@melancthontownship.ca  
**Subject:** 37,000 Farm Families Support SWIFT

37,000 Farm Families Support SWIFT...

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## 37,000 Farm Families Support SWIFT

The Ontario Federation of Agriculture (OFA), which has been advocating for equitable access to reliable, high speed broadband for many years, is now a member of SouthWestern Integrated Fibre Technology (SWIFT). The OFA is the largest general farm organization in Ontario, representing 37,000 farm families across the province.

"By becoming a member of SWIFT, the OFA is supporting a strategic broadband initiative that is fundamental to the future prosperity of the entire province," said Keith Currie, President of the OFA. "This partnership aligns with the launch of our 'distributed economic development' campaign for a healthy, vibrant and strong Ontario."

The SWIFT initiative is based on the same principle of distributed economic development which is the idea that development in one part of Ontario will benefit the whole province. By working to improve ultra-high-speed fibre optic Internet access for more than 3.5 million Ontarians, SWIFT is increasing fairness and opportunity for everyone. The project is leveraging over \$180 million in combined investments by the federal and provincial governments and over \$17 million in investments by municipalities across the region.

"We look forward to representing and championing the connectivity interests of Ontario's farm families," said Gerry Marshall, Board Chair at SWIFT. "Many of Ontario's farming communities currently face production limitations because of slow internet speeds. Creating a fully integrated fibre optic network will help to eliminate the digital divide that still exists between Ontario's rural and urban communities."

"All of Ontario's farming communities require equal access to the technological advances that broadband enables," said Geoff Hogan, Chief Executive Officer at SWIFT. "Access to ultra-high-speed fibre optic broadband is the key to growing our farming communities and unlocking Ontario's economic potential."

#### **About the SWIFT Initiative**

SWIFT is a not-for-profit, collective broadband initiative that is funding the construction of an affordable, open-access, ultra high-speed fibre-optic regional broadband network for everyone in Southwestern Ontario, Caledon and the Niagara Region. The project is leveraging \$180 million in combined investments by the federal and provincial governments and over \$17 million in investments by municipalities across the region. To overcome our region's longstanding broadband infrastructure gaps, SWIFT has developed a long-term plan to help more than 3.5 million Ontarians to connect and keep pace in a changing digital world. SWIFT membership is open to any community or organization in southwestern Ontario that needs connectivity to any of its locations. Members benefit from SWIFT's significant procurement expertise, including aggregated demand, negotiated rates, and support in preparing RFPs for broadband services. As a buying group, SWIFT also ensures greater competition between telecom service providers which will lead to better services at lower prices in member communities.

Help SWIFT build "broadband for everyone" by completing an Internet usage survey:

[www.swiftnetwork.ca/survey](http://www.swiftnetwork.ca/survey)

**For more information about SWIFT, please contact:**

#### **Media Relations**

**Tammy McQueen**

**Communications Manager**

[tammy.mcqueen@swiftnetwork.ca](mailto:tammy.mcqueen@swiftnetwork.ca)

226-256-1640

#### **Membership Enquiries**

**Adriana Dekker**

**Stakeholder Relations**

[adriana.dekker@swiftnetwork.ca](mailto:adriana.dekker@swiftnetwork.ca)

519-914-1308 ext. 3



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**Denise Holmes**

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**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Wednesday, January 17, 2018 5:04 PM  
**To:** dholmes@melancthontownship.ca  
**Subject:** AMO Policy Update - Today's Provincial Cabinet Shuffle

January 17, 2018

## **Today's Provincial Cabinet Shuffle**

Today Premier Kathleen Wynne appointed new Ministers to Cabinet and made changes to some portfolios in a mini Cabinet shuffle. This shuffle was expected given the announcement of some senior Cabinet Ministers' upcoming retirements in June.

Cabinet appointments and portfolio changes today included:

- Hon. Steven Del Duca, Minister of Economic Development and Growth
- Hon. Nathalie Des Rosiers, Minister of Natural Resources and Forestry
- Hon. Mitzie Hunter becomes Minister of Advanced Education and Skills Development
- Hon. Harinder Malhi, Minister of the Status of Women
- Hon. Kathryn McGarry, Minister of Transportation
- Hon. Eleanor McMahon, President of the Treasury Board and Minister Responsible for Digital Government
- Hon. Indira Naidoo-Harris, Minister of Education and remains Minister Responsible for Early Years and Child Care
- Hon. Daiene Vernile, Minister of Tourism, Culture and Sport.

In addition, Dr. Helena Jaczek, Minister of Community and Social Services, will take on the responsibilities of Chair of Cabinet.

With the Ontario Legislature returning on February 20<sup>th</sup>, the newly shuffled Cabinet Ministers have some time to be briefed on their portfolios. The ROMA Ministers' Forum is on January 22<sup>th</sup> and there will be ministerial delegations at the upcoming ROMA Conference.

**AMO Contact:** Monika Turner, Director of Policy, E-mail: [mturner@amo.on.ca](mailto:mturner@amo.on.ca), 416.971.9856 ext. 318.

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**Sent:** Thursday, January 18, 2018 10:01 AM  
**To:** dholmes@melancthontownship.ca  
**Subject:** AMO WatchFile - January 18, 2018

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January 18, 2018

#### In This Issue

- Province consulting on a New Vision for Student Transportation.
- Land use planning guidance for development near pipelines.
- Municipal input sought: Proposed Source Protection Regulations.
- Firefighters exempted from recent Bill 148 equal pay changes to *Employment Standards Act*.
- Join LAS at the 2018 ROMA Conference.
- LAS Energy Workshop series coming to Southern Ontario.
- Providing continuity to surface discontinuity: Automated Sidewalk Assessments.
- Careers.

#### Provincial Matters

The Ministry of Education is consulting to develop a new vision for student transportation which will focus on how transportation services can best support the education system now and in the future. The new vision will also provide guidance for future policy development on issues such as funding and accountability. To learn more and to provide input to the consultation, see the ministry [discussion paper](#).

The CSA is looking for your comments on [new planning standards and guidelines](#) until March 12, 2018. This information will be helpful for site planning and building departments (Annex C.3).

The Ministry of Environment and Climate Change is consulting on two proposed regulations regarding protection of drinking water sources before drinking water [system development or expansion](#) and [pipelines](#) in source water areas. Comments will be accepted until February 20, 2018. To attend a consultation session or for more information contact [Jennifer Moulton](#).

The firefighters exemption regulation is already public and in force as of April 1, 2018. Exemption is in section 9.1 of Ontario Regulation [285/01](#).

#### Eye on Events

LAS will be exhibiting and hosting sessions at the upcoming [2018 ROMA Conference](#) in Toronto. Drop by booth #403 or check out one of our sessions:

- Sunday, January 21, 2:45 - 3:30 p.m.: On the Road Again;

Investments, and

- Tuesday January 23, 7:45 - 8:30 a.m.: Digital Signatures - The Last Mile.

LAS and TdS Dixon partner to offer public sector organizations the opportunity to empower staff through a series of Train-the-Trainer Energy workshops. These workshops combine education, motivation, and workplace cultural changes to easily capture energy savings in your facilities. Registration for March workshops is now open - sign up today!

### **LAS**

Sidewalks are an important part of every municipality's asset portfolio, and one with a potential for high liability if poorly maintained. LAS and program partner StreetScan are pleased to introduce automated sidewalk assessments as part of its Roads Assessment Service offering.

### **Careers**

Program Manager, Social Policy #21854 - York Region. Department: Community & Health Services (Strategies & Partnerships Branch). Location: Newmarket. Duration: Temporary Full-Time, Approx. 12 months. Please apply online by January 22, 2018, quoting competition #21854.

Executive Director, Employment & Social Services - City of Windsor. Job Posting #: 2018-0013-K. Resumes are to be addressed to and received by no later than 4:30 p.m. on Thursday, February 1, 2018. Resumes may be provided to the Human Resources Department, 400 City Hall Square East, Suite 408, Windsor, ON, N9A 7K6 (email: [recruitment@citywindsor.ca](mailto:recruitment@citywindsor.ca)) OR you may drop off your resume to one of the Customer Care Centres.

Director of Corporate Services - Grey Bruce Health Unit. For more information about us, or a copy of the job description, please visit our website. Please submit a resume and cover letter in writing, quoting competition code 2018-01 by 4:30 p.m. Tuesday, February 20, 2018 to: Grey Bruce Health Unit, ATTN: Erin Meneray, Executive Assistant, 101 17th St. East, Owen Sound, ON N4K 0A5. Email: [e.meneray@publichealthgreybruce.on.ca](mailto:e.meneray@publichealthgreybruce.on.ca).

Executive Director - Local Planning Appeal Support Centre (LPASC). The Building Better Communities and *Conserving Watersheds Act, 2017* will create the Local Planning Appeal Support Centre (LPASC), to provide support services to the public with respect to planning matters under the jurisdiction of the Local Planning Appeal Tribunal. An immediate priority for the new LPASC will be the appointment of an inaugural Executive Director. To explore this exciting opportunity further, please apply online at Odgers Berndtson.

Manager of Waste Diversion - Essex-Windsor Solid Waste Authority. Applications are accepted up to 5 p.m., Friday, February 9, 2018. Apply in confidence, via mail or email to: Eli Maodus, General Manager, Essex-Windsor Solid Waste Authority, 360 Fairview Ave. W., Suite 211, Essex, ON N8M 3G4. Email: [emaodus@ewswa.org](mailto:emaodus@ewswa.org).

Senior Project Manager - Town of Whitchurch-Stouffville. Reports to Manager, Capital Projects. Duration: Full-Time, Permanent. Please forward your resume in confidence by January 29, 2018 at 4:30 p.m., identifying Job # 2018-001-IE in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

Project Manager - Town of Whitchurch-Stouffville. Reports to Manager, Capital Projects. Duration: Full-Time, Permanent. Please forward your resume in confidence by January 29, 2018 at 4:30 p.m., identifying Job # 2018-002-IE in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

### About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

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BURNSIDE

[ THE DIFFERENCE IS OUR PEOPLE ]

January 12, 2018

Mrs. Wendy Atkinson, AMCT,  
Treasurer Deputy-Clerk,  
Township of Melancthon  
157101 Highway No. 10  
Melancthon, ON L9V 2E6

**Re: McNabb Drainage Works**  
**File No.: D-ME-SUP**

Dear Mrs. Atkinson,

Enclosed is an invoice from Demmans Excavating Inc. for the removal of a very large beaver dam including numerous debris on the Baratto property. Also removed further upstream, at the County's request, was another dam just below County Road No. 21. The invoice in the amount of \$1,033.95, including the HST, has been reviewed and is authorized to be paid. Please post the amount to the McNabb Drain account.

Council's resolution to investigate the McNabb Drain, regarding a request for repair and maintenance by Baratto, lead to the discovery of the large dam and flooded area. As we had some difficulties with fall trapping, we requested an excavator to remove all debris and dams as soon as possible.

With the drain now open and flowing again, there may not be any further maintenance work required. We will check the drain after the spring run-off for any returning beaver and discuss any further work with the affected owners. We will keep you posted.

Yours truly,

R. J. Burnside & Associates Limited  
Drainage Superintendent

Gerd Uderstadt, C.S.T.

Encl.

c.c. Denise Holmes, CAO/Clerk

INFO12 FEB - 1 2018



January 12, 2018

**Via: Mail**

Ms. Wendy Atkinson  
Treasurer/Deputy Clerk  
Township of Melancthon  
157101 Highway 10  
Melancthon ON L9V 2E6

Dear Wendy:

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

As we are into a new calendar year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from October 1, 2017 through December 31, 2017.

The work undertaken during this period includes the following:

**October 2017**

- Request from Paul Rew regarding proposed Broster Drain maintenance work including possible maintenance on Thomson Drain. General discussion regarding timing and cleanout work. Also review Thomson Drain file for maintenance.
- Obtain utility locates for proposed Hicks Drain cleanout.
- Received Council's resolution regarding cleanout request on McNabb Drain. Review Drain file and general discussion with owner regarding concerns.
- Notify tenant on Broster "B" Drain regarding crop harvest and timing for cleanout.
- Obtain utility locates for Broster and Keating and Atkinson Drains.
- On-site with Contractor to Hicks Drain to commence cleanout work. Notify owners and check progress of the work.
- On-site with Contractor to Broster Drain to commence cleanout work. Notify owners, locate tile outlets for tenant property and check progress of the work. Notify utility regarding missing locates.
- General discussion with Paul Rew regarding cleanout request of Thomson Drain and note that the existing lane culvert is not crushed.

INFO 13

FEB - 1 2018



## **November 2017**

- Request from Township staff regarding nuisance beaver in Gray and Henderson Drains as noted by Blydorp. General discussion with Public Works regarding local trapper is unavailable and new trapper needed.
- Request owners for locating their tile outlets on Broster Drain including the timing for harvesting their crop.
- Request new County trapper for help with nuisance beaver problems. Obtain authorized nuisance beaver form from Baratto and forward McNabb Drain beaver authorizations to trapper Metzger.
- Received Contractor's invoices for Hicks Drain cleanout and for part of Broster "B" Drain cleanout. Review invoices and by letter authorize them for payment. Deliver all to Township Treasurer.
- Received request from Department of Fisheries and Oceans for on-site meeting at Amos Drain regarding cleanout notification. General discussion and forward additional information to them.
- Received Council's resolution to investigate the Coutts Drain regarding a request for cleanout from Bowman.
- Request from County regarding high-water levels in McNabb Drain affecting County Road. General discussion regarding trapper unavailable. Email to new trapper regarding urgency in having the water lowered before freeze-up.

## **December 2017**

- Received email from Department of Fisheries and Oceans regarding additional concerns on timing and construction procedures regarding Amos Drain cleanout. Reply to DFO regarding the above.
- Received Contractor's invoices for Atkinson Drain cleanout, for Keating Drain cleanout and for balance of Broster "B" Drain cleanout. Verified invoices and by letter authorize them for payment. Deliver all to Township Treasurer.
- Assist staff with preparation of Westicott Drain cleanout levying assessment schedule and by-law. Complete updated ownership plan showing location of completed maintenance work.
- Received "Letter of Advice" from Department of Fisheries and Oceans for proposed cleanout of Amos Drain.
- Discuss with Clerk proposed beaver dam and feedbed removals on McNabb Drain and notify Contractor accordingly. Further notify owner of the above.
- Complete recommendation letter to Clerk regarding Council's resolution for investigation of Henry Drain.
- Assist staff with preparation of Hicks Drain cleanout levying assessment schedule and by-law pursuant to Section 74 of the Act.
- Review Coutts Drain file regarding Bowman's cleanout request.
- Deliver Westicott Drain and Hicks Drain relative material to Township staff.
- Telephone discussion with Dennis Martin regarding the cleanout of the Dickson Drain.

As you are aware, the cost of employing a Drainage Superintendent is eligible for a 50% grant. The Ministry has requested that these grant applications be submitted yearly. As such, we will complete and forward the grant application to you shortly.

We trust we have handled the Township's drainage matters satisfactorily and look forward to being of service again this year. Should you have any questions or if we can be of any further assistance in the meantime, please call.

Yours truly,

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



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

Enclosure(s)      Invoice No. MSO019743.2017 – 4

019743.2016\_WAtkinson\_Ltr\_170112.docx  
15/01/2018 10:22 AM



**THE CORPORATION OF THE TOWNSHIP OF MULMUR**  
**NOTICE OF PASSING OF ZONING BY-LAW AMENDMENT**  
**By-Law No. 3-18**

ZBLA 13-2017 Griffith Quilting  
Date of Notice: January 12, 2018  
Date of Decision: January 10, 2018  
Last Day for Appeal: February 2, 2018

**PLEASE BE ADVISED** that the Council of the Corporation of the Township of Mulmur passed Zoning By-law No. 3-18 on the 10th day of January, 2018, pursuant to Section 34 of the Planning Act, R.S.O. 1990 c.P 13, as amended.

**AND TAKE NOTICE THAT** only individuals, corporations and public bodies may appeal to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law was passed, the person or public body made oral submissions at the public meeting or written submissions to the Council or, in the opinion of the Ontario Municipal Board, there are reasonable grounds to add the person or public body as a party.

Notice of appeal must be filed with the Clerk of the Township of Mulmur not later than the last day for appeal. The notice of appeal must set out reasons for the appeal and be accompanied with a cheque in the amount of \$300.00 made payable to the Minister of Finance.

**PURPOSE OF THE AMENDMENT**

The proposed Zoning By-law Amendment rezones a portion of the subject lands from the Agricultural (A) Zone to the Agricultural Exception Thirteen (A-13) zone.

**EFFECT OF THE AMENDMENT**

The subject lands are developed with a dwelling, barn, crop lands and environmentally protected lands. The site specific zoning will allow a craft themed retreat for up to 10 people at a time.

**PUBLIC SUBMISSIONS**

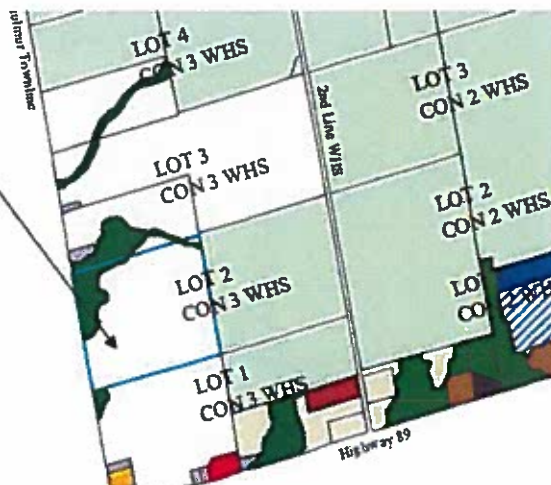
Comments made and/or submitted by the public are available at the Township Office. Public comments are received and used to inform the Council decision on the amendment.

**LANDS AFFECTED**

The Zoning By-law Amendment affects the lands described in the table below and identified in the blue outline on the key map below.

ROLL NUMBER	221600000211300
OWNER	GRIFFITH DIANE & MCARTHUR KEVIN
STREET ADDRESS	556071 MULMUR-MELANCTHON T/L
LEGAL DESCRIPTION	CON 3 W W PT LOT 2

**SUBJECT LANDS**



Terry Horner, CAO/Clerk, Township of Mulmur  
758070 2<sup>nd</sup> Line East, Mulmur, ON, L9V 0G8  
(705) 466-3341

INFO 14

FEB - 1 2018

## Denise Holmes

---

**From:** Jennifer Willoughby <jwilloughby@shelburne.ca>  
**Sent:** Tuesday, January 16, 2018 9:27 AM  
**To:** Jennifer Willoughby  
**Subject:** Town of Shelburne Site Plan Amendment Application Circulation  
**Attachments:** SPA18 01 Circulation Letter.pdf; SPA 18 01 - Circulation Response Form.pdf; SPA 18-01 - Application.pdf; 1776-G1-JAN 42018-2 updated site plan.pdf

Good Morning

The Town of Shelburne has received an application for site plan amendment for the addition of two new outbuildings and increased paving for 300 Second Line – KTH Shelburne Manufacturing.

Attached please find a copy of the application and site plan for your review and consideration.

We would appreciate receiving any comments, concerns or conditions you may have by Friday February 2, 2018.

Thank You

Jennifer Willoughby  
Clerk  
Town of Shelburne  
(519) 925-2600 Ext. 223  
[jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)

---

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## TOWN OF SHELburne

### Planning & Development Department

January 12, 2018

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- Fire Dept\*\*

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#### APPLICATION FOR SITE PLAN APPROVAL

**FILE NO: SPA18/01**  
**PROJECT: KTH SHELburne MANUFACTURING**  
**300 SECOND LINE, SHELburne**

Please take notice that an application for Site Plan Amendment has been submitted to the Town of Shelburne for the addition of two new outbuildings and increased paving at 300 Second Line in the Town of Shelburne. The application proposes to further amend the existing Site Plan Agreement to create more storage space for the business, which operates an auto plant manufacturing facility.

A copy of the completed Site Plan Approval application form and Site Plan are available for your review and consideration. Please contact me should you require additional information to complete your review.

I would appreciate any comments, concerns or conditions you may have by:

**Friday, February 2, 2018.**

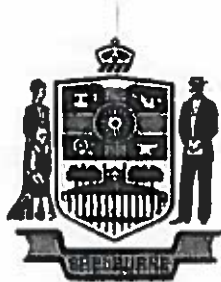
Please provide comments in an electronic format via email to [planning@townofshelburne.on.ca](mailto:planning@townofshelburne.on.ca). Alternatively, if you have no comment or objection, please complete the attached response sheet and fax it to the Town of Shelburne Planning Department at (519) 925-6134. Should you have any questions or require any additional information, please contact me.

Sincerely,

Steve Wever  
Town Planner

Attachment(s)

203 Main Street East  
203 Main St E  
Shelburne, Ontario  
L9V 3K7  
Tel: (519) 925-2600  
Fax: (519) 925-6134  
www.shelburne.ca



***For Office Use Only***

File #: SPA 18/01  
Date Received: 01/05/2018  
Date Accepted: 01/12/2018  
Application Fees:  
\$5,640 PD. BY CHQ. #08875

**TOWN OF SHELburne  
APPLICATION FORM FOR SITE PLAN APPROVAL**

Date Received JAN 5, 2018

**1. APPLICATION INFORMATION**

Name of Applicant: KTH Shelburne Manufacturing  
Mailing Address: 300 Second Line, Shelburne, ON, L9V 3N4  
Telephone Number (Home): \_\_\_\_\_ Fax Number: (519) 925-2068  
(519) 925-3030  
Telephone Number (Business): \_\_\_\_\_ Email Address: \_\_\_\_\_

**2. OWNER**

If the Applicant is not the Owner of the subject lands, than authorization from the Owner is required, as well as the following information:

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES**

Name: None  
Mailing Address: \_\_\_\_\_  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

#### 4. SUBJECT LANDS

Lot: 31 Concession: 2

Reference Plan: 7R 4359 Part/Block/Lot: 1

Street Name and Number: 300 Second Line  
(if corner lot please include both street names)

Area of subject lands: 40 Acres Frontage: 307m

Depth: 564m

What is the current use of the subject land? Industrial manufacturing

What is the proposed use of the subject lands? Same

When were the subject lands acquired by the current owner? December 6th 1996

How long have the existing uses continued on the subject lands? Since July 1998

	Yes	No	Unknown
Has the grading of the subject land been changed by adding earth or other material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a gas station been located on the subject land or land adjacent to the subject land at any time?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### 5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation on the subject lands? Employment

What is the present zoning? Employment (M1)

#### 6. ACCESS

Is the subject land accessible by:

- ☐ Provincial highway
- ☒ Municipal road (maintained year round)
- ☐ Right of way
- ☐ Other, describe \_\_\_\_\_

## 7. BUILDINGS, STRUCTURES AND USES

What is the existing use of the subject land? Manufacturing

Are there any buildings or structures on the subject lands?

☒ yes

☐ no

Please complete the following for each existing and proposed building or structure:

	Building One	Building Two
Type of Building:	Fabric covered building	
Setback from Front Lot Line:	146m	353m
Setback from Rear Lot Line:	370m	162m
Setback from Side Lot Line (interior):	46m	46m
Setback from Side Lot Line (exterior):	26m	26m
Height (metres):	10m	10m
Dimensions:	20.42m x 48.77m each	
Floor Area:	912.96m	912.96m
Date of Construction:	TBD	TBD

For existing building  
please see site plan.

## 8. SERVICING

	<u>Municipal</u>	<u>Private</u>	<u>Other</u>
Water Supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage on Road	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is storm drainage provided by: ☐ Sewer ☒ Ditch ☒ Swale

☐ Other, describe \_\_\_\_\_

## 9. STATUS OF OTHER APPLICATIONS

Are the subject lands the subject of any other application under the Planning Act?

☐ yes

☒ no

If yes, what is the file number? \_\_\_\_\_

What is the status of the application? \_\_\_\_\_

## 10. DRAWINGS

The details relating to the plans and information required to be submitted with the application are outlined on the Site Plan Approval Process sheet. The following plans are required:

- LEGAL DESCRIPTION (SURVEY)
- SITE PLAN - 15 COPIES
- LANDSCAPE PLAN
- SITE SERVICING AND GRADING PLAN
- ARCHITECTURAL AND ELEVATIONS DRAWINGS



### 11. PAYMENT OF FEES

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

12/1/17  
Date

[Signature]  
Signature of Owner/Applicant

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

### 12. AUTHORIZATION

I/We Tom Cunningham am/are the owner(s) of the subject lands for which this application is to apply. I/We Tom Cunningham do hereby grant authorization to to act on my/our behalf in regard to this application.

12/1/17  
Date

[Signature]  
Signature of Registered Owner(s)

### 13. AFFIDAVIT

I, Tom Cunningham of the Town of Shelburne in the County of Dufferin solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME AT Town of Shelburne  
in the County of the Dufferin  
this 5th day of JANUARY, 2018

[Signature]  
Commissioner of Oaths

[Signature]  
Signature of Registered Owner (s) or Agent

---

**14. PERMISSION TO ENTER**

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

12/11/17  
Date

  
Signature of Registered Owner (s) or Agent

---



RE: 300 2nd Line, Shelburne Inquiry

Julie Panovski

to:

'Chris.Bernhardt@ksm.kth.net'

10/05/2017 10:10 AM

Hide Details

From: Julie Panovski <jpanovski@nvca.on.ca>

To: "'Chris.Bernhardt@ksm.kth.net'" <Chris.Bernhardt@ksm.kth.net>

History: This message has been replied to.

Hello Chris,

If you development is outside of the regulated boundary, no approvals will be required from the NVCA. We are not concerned with storm water runoff.

Kind regards,

**Julie Panovski | Regulations Assistant**

**Nottawasaga Valley Conservation Authority**

8195 8<sup>th</sup> Line, Utopia, ON L0M 1T0

T 705-424-1479 ext. 227 | F 705-424-2115

jpanovski@nvca.on.ca | nvca.on.ca

**To see if your property is regulated by the NVCA, use our Interactive Property Map at**

<http://www.nvca.on.ca/planning-permits/interactive-property-map>

**To find out if your property may be affected by NVCA policies and regulations, complete our online property inquiry form at** <http://www.nvca.on.ca/planning-permits/property-inquiries>

**For more information about planning and permits, visit our website at** <http://www.nvca.on.ca/planning-permits/Permits-Regs>

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**From:** Chris.Bernhardt@ksm.kth.net [<mailto:Chris.Bernhardt@ksm.kth.net>]

**Sent:** Thursday, October 5, 2017 9:27 AM

**To:** Julie Panovski <jpanovski@nvca.on.ca>

**Subject:** Re: 300 2nd Line, Shelburne Inquiry

Good morning Julie,

Based on the drawing and your description of what constitutes development of the regulated area as well as the map you provided I am thinking we are OK to simply deal with the town and county for the permits we require. I would like to be sure before we go ahead though. The only effect we will have on the regulated area will be some additional water coming down the existing swale from the South face of each building that would normally have run into the storm drains in our yard, been absorbed or more slowly made its way into the swale. Am I correct in my thinking or do we need to dig deeper into this?

Thanks

Chris

Address: 300 2nd line  
Township/Municipality: Town of Shelburne  
Lot/Con:

**Additional Notes:**

Looking to build two 65 x 160 buildings.

[attachment "300 2nd Line, Shelburne Roll#22210000012500000000.pdf" deleted by Chris Bernhardt/KSM/KTH]

**Confidentiality Notice:**

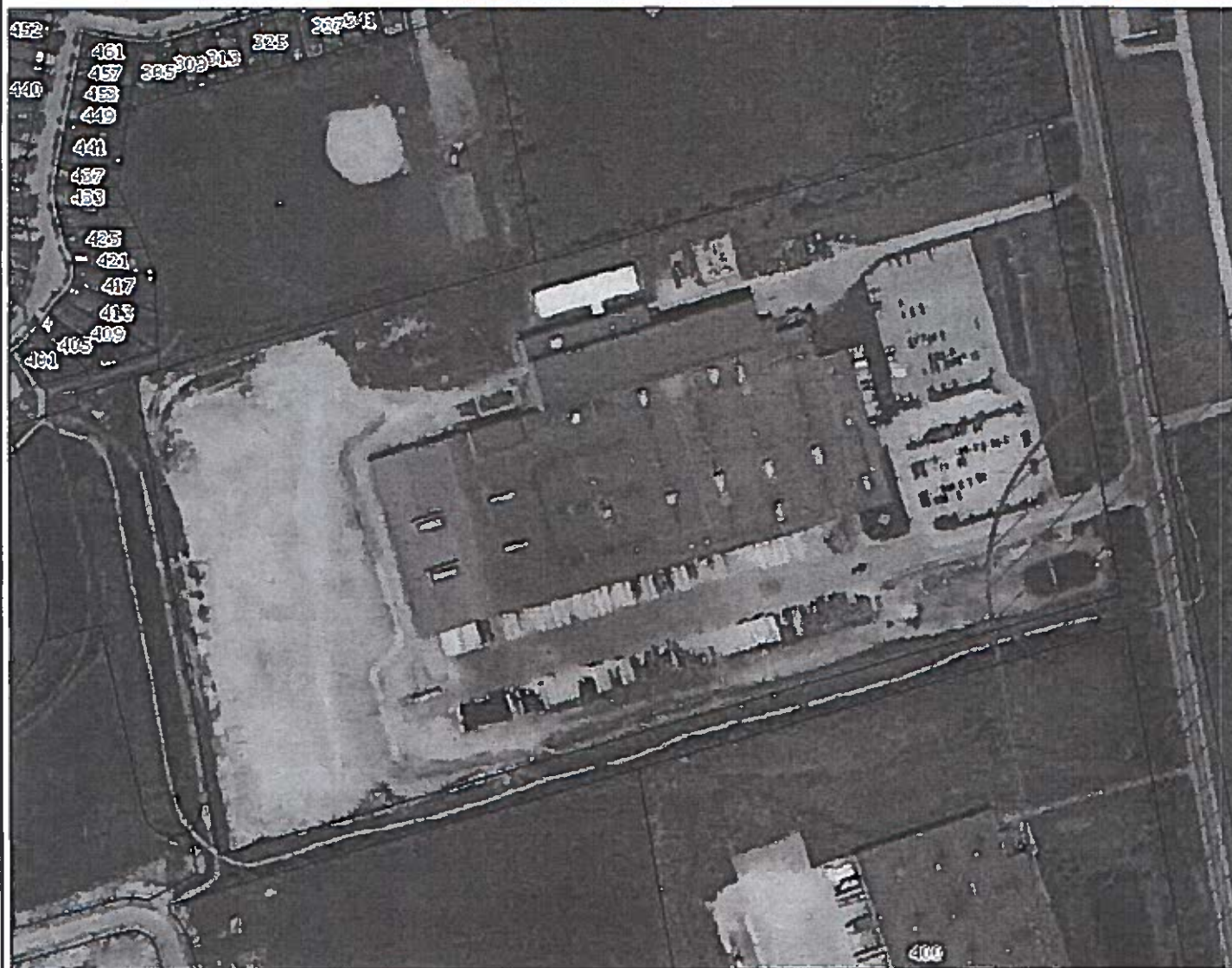
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Roll#22210000012500000000



03-Oct-2017



#### Legend

- ☐ Parcel Boundaries
- ☒ Regulated Extent
- ☐ Lakes
- ☒ Neighbouring CAs

#### Nottawasaga Valley Conservation Authority

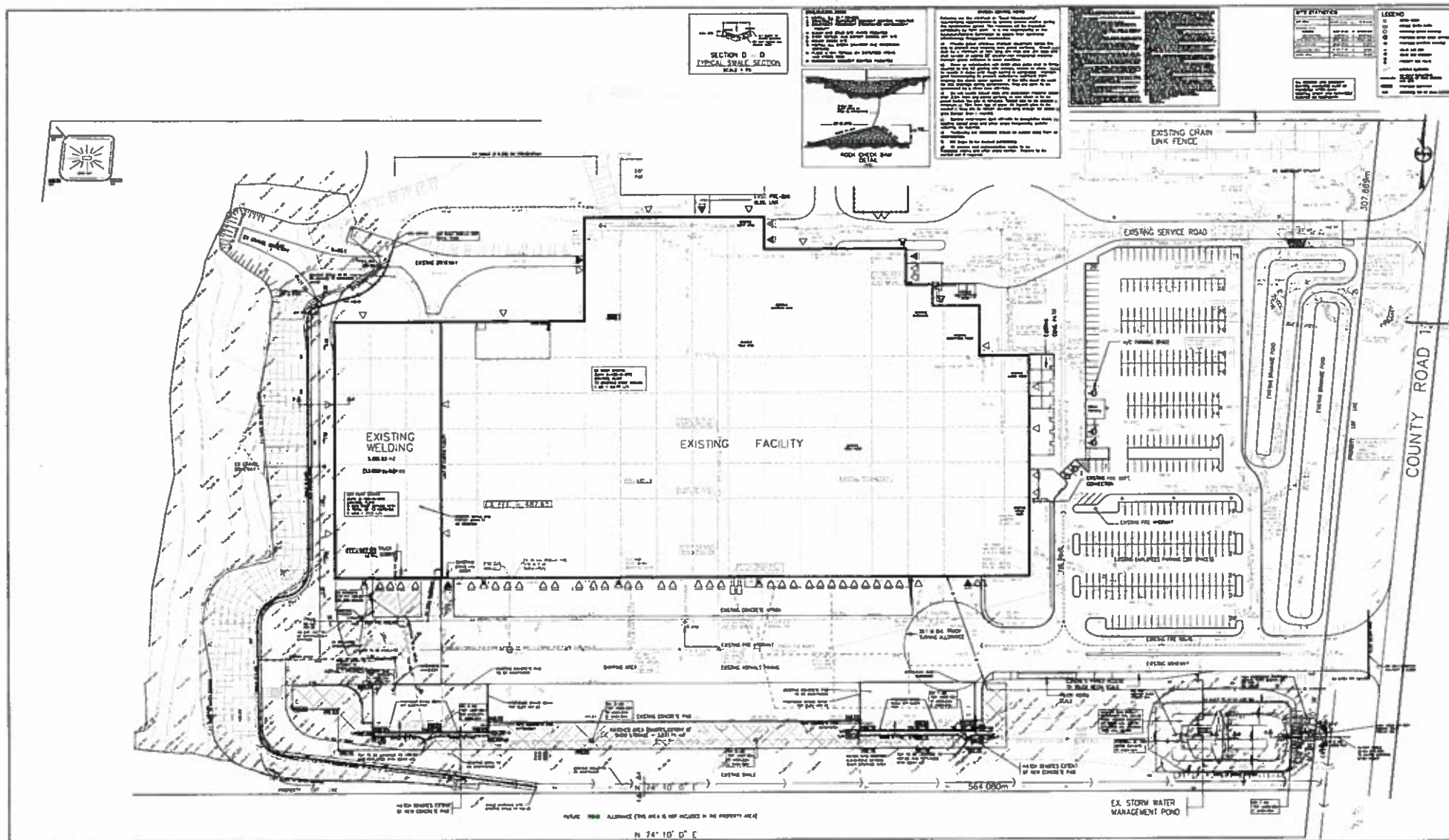
8195 8th Line  
Utopia, ON L0M 1T0  
[www.nvca.on.ca](http://www.nvca.on.ca)

0 50 100 200 m

1 : 5000

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NO	ISSUED	DATE
1	FIRST SUBMISSION	FEB. 25 2014
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3	3	25
4	4	25
5	5	25
6	6	25
7	7	25
8	8	25
9	9	25
10	10	25

REV	REVISION	DATE
-----	----------	------



A. BALDASSARRA  
Architect Inc.



GRADING PLAN  
CONCRETE PAD EXPANSION

## Denise Holmes

---

**From:** Jennifer Willoughby <jwilloughby@shelburne.ca>  
**Sent:** Monday, January 22, 2018 9:58 AM  
**To:** Jennifer Willoughby  
**Subject:** Application Circulation - Z18/01 and DPS18/01 - 900 Main Street East (Fieldgate)  
**Attachments:** DPS 18 01 - Z18 01 - Circulation Letter.pdf; DPS 18 01 - Z18 01 - Circulation Response Form.pdf; DPS 18 01 - Z18 01 - List of Supporting Information.pdf; DPS 18 01 Z18 01 - Complete Application Notice for Mail Out.pdf; DPS 18 01 - Application.pdf; Z18 01 - Application.pdf; DP Oct 30 17 BW\_Signed.pdf

Good Morning

The Town of Shelburne has received applications for zoning by-law amendment and for the approval of a draft plan of subdivision for land located north Highway 89 and east of County Road 124, known municipally as 900 Main Street East.

A copy of the completed zoning by-law amendment and draft plan of subdivision application forms are attached for your review. A copy of the draft plan of subdivision and list of supporting information submitted by the applicant are also attached. The complete application information can be downloaded at <https://spaces.hightail.com/receive/fyNAYvHSoU> until the comment deadline.

We would appreciate receiving any comments, concerns or conditions you may have by Friday February 16, 2018.

Thank You

Jennifer Willoughby  
Clerk  
Town of Shelburne  
(519) 925-2600 Ext. 223  
[jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)

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## TOWN OF SHELburne

### Planning & Development Department

January 19, 2018

- Ministry of Transportation Ontario\*\*
- County of Dufferin\*\*
- Upper Grand District School Board\*\*
- Dufferin-Peel Catholic District School Board\*\*
- Nottawasaga Valley Conservation Authority\*\*
- Hydro One\*\*\*
- Ontario Power Generation\*\*\*
- Township of Amaranth\*\*
- Township of Melancthon\*\*
- Canada Post Corporation\*\*
- Bell\*\*
- Rogers Communications\*\*
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### APPLICATIONS FOR ZONING BY-LAW AMENDMENT AND DRAFT PLAN OF SUBDIVISION

**FILE NO: Z18/01, DPS 18/01, PROJECT: FIELDGATE HOMES  
GLEN SCHNARR & ASSOCIATES INC. FOR SHELburne 89 DEVELOPMENTS LIMITED**

Please take notice that applications have been submitted to the Town of Shelburne for a Zoning By-law Amendment and for the approval of a Draft Plan of Subdivision for land located north of Highway 89 (Main Street East) and east of County Road 124, known municipally as 900 Main Street East, and legally described as Part of the West Half of Lot 1, Concession 1, Old Survey, in the Town of Shelburne, County of Dufferin. A copy of the completed Zoning By-law Amendment and Draft Plan of Subdivision application forms are attached for your consideration. A copy of the draft plan of subdivision and list of supporting information submitted by the applicant are also attached. The complete application information can be downloaded at: <https://spaces.hightail.com/receive/fyNAYvHSoU> until the comment deadline. Please contact me should you require additional information to complete your review.

I would appreciate any comments, concerns or conditions you may have by:

**Friday, February 16, 2018.**

Please provide comments in an electronic format via email to [planning@townofshelburne.on.ca](mailto:planning@townofshelburne.on.ca). Alternatively, if you have no comment or objection, please complete the attached response sheet and return it by email or fax it to the Town of Shelburne Planning Department at (519) 925-6134. Should you have any questions or require any additional information, please contact me.

Sincerely,

Steve Wever, MCIP, RPP  
Town Planner

Attachment(s)





**THE CORPORATION OF THE TOWN OF SHELburne**

**NOTICE OF COMPLETE APPLICATIONS**

**UNDER SECTIONS 34 AND 51 OF THE PLANNING ACT**

**Take notice** that the Corporation of the Town of Shelburne has received complete applications for a Draft Plan of Subdivision and Zoning By-law Amendment. The Town will be processing the applications in accordance with the Planning Act, and the applications are now being circulated to Town departments and public agencies for technical review. Town Council may not make a decision for approval of the applications until a Public Meeting is held in accordance with the Planning Act. Notice of a Public Meeting will be given and a Public Meeting will be held to receive comments on the applications at a future date (to be determined), in accordance with the Planning Act.

The land subject to the proposed Draft Plan of Subdivision and Zoning By-law Amendment is located in the north-east quadrant of the intersection of Highway 10/89 and County Road 124. The subject property has a municipal address of 900 Main Street East and is legally described as Part of the West Half of Lot 1, Concession 1, Old Survey, in the Town of Shelburne, County of Dufferin. The subject property is 38.4 hectares in area and is currently vacant. A map showing the location of the subject property is provided with this notice.

The purpose and effect of the Draft Plan of Subdivision application is to permit a proposed development consisting of: two commercial blocks (4.59 ha); residential blocks and lots including one block for 47 condominium townhouse dwelling units (1.30 ha), 10 blocks for 55 street townhouse dwelling units (1.34 ha), and 218 lots for single detached dwelling units (9.66 ha); one park block (0.87 ha) and an open space block (0.05 ha); natural heritage system and natural heritage system buffer blocks (12.52 ha); a stormwater management block (2.12 ha); and, a sanitary pump station pump block (0.04 ha). The development is proposed to be accessed via an internal road network with full movement accesses at two proposed new intersections, one on Highway 10/89 and one on County Road 124.

The purpose and effect of the related application for Zoning By-law Amendment is to re-zone the property from the Special Commercial Four Exception 3 Holding (C4-2(H)) Zone, Open Space Recreation Exception 1 Holding (OSR-1(H)) Zone, Natural Environment (NE) Zone, and the Development (D) Zone to Residential Three Exception (R3-#) Zones, Residential Five Exception # (R5-#) Zones, Mixed-Use Commercial (C2) Zone, Mixed-Use Commercial Exception # (C2-#) Zone, Open Space Recreation (OSR) Zone, and the Natural Environment (NE) Zone. The requested exceptions are requested to permit altered zone standards, including frontages, lot coverages, and building height, among others.

Additional information relating to the proposed Draft Plan of Subdivision and Zoning By-law Amendment is available for inspection at the Town of Shelburne Municipal Office at 203 Main Street East, during normal office hours, 8:30 a.m. to 4:30 p.m. and on the Town's website at [www.townofshelburne.on.ca](http://www.townofshelburne.on.ca). If you would like to make written submissions pertaining to these applications, please address and deliver your comments to the Town Clerk. All written submissions will become part of the public record. If you wish to be notified of the decision of the Town of Shelburne in respect of the proposed Plan of Subdivision or in respect of the proposed Zoning By-law Amendment, you must make a written request to the Town at the address below.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Clerk of the Town of Shelburne in respect of the applications before the approval authority gives or refuses to give approval to the Draft Plan of Subdivision, or in respect of the proposed Zoning By-law Amendment before the by-law is passed: a) the person or public body is not entitled to appeal the decision of the Council of The Corporation of the Town of Shelburne to the Ontario Municipal Board; b) the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

Dated at the Town of Shelburne on the 5<sup>th</sup> day of January, 2018.

Jennifer Willoughby, Clerk  
Town of Shelburne  
203 Main Street East  
Shelburne, Ontario  
L9V 3K7  
Phone: 519-925-2600  
Fax: 519-925-6134







## TOWN OF SHELburne PLANNING & DEVELOPMENT

### Zoning By-law Amendment Application and Draft Plan of Subdivision Application

#### Circulation Response Form

**File:** Z18/01 and DPS 18/01 – 900 Main Street East – Fieldgate Homes

**Project:** Zoning By-law Amendment and Draft Plan of Subdivision  
Glen Schnarr & Associates Inc. for Shelburne 89 Developments Limited

If you have no comments or objection to the approval of the above noted application please complete this form and email or fax it to **Jennifer Willoughby** at the Town of Shelburne by **February 16, 2018**.

**Email:** jwilloughby@shelburne.ca

**Fax Number:** 519-925-6134

(No cover page is necessary)

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***By signing this document I acknowledge that as a representative of the noted organization / body / or person, I have reviewed this application and as a result have no comments or concerns related to this matter.***

---

Agency Name  
(Please Print)

---

Representative Name  
(Please Print)

---

Representative Title  
(Please Print)

---

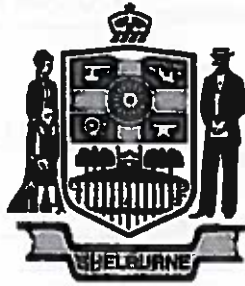
Signature

---

Date



203 Main Street East  
Box 69  
Shelburne, Ontario  
L0N 1S0  
Tel: (519) 925-2600  
Fax: (519) 925-6134  
www.townofshelburne.on.ca



***For Office Use Only***

File # DPS 18/01  
Date Received: 12/14/2017  
Date Accepted: 01/05/2018  
Application Fees:  
PAID BY CHQ.

**TOWN OF SHELBURNE  
APPLICATION FORM FOR  
PLANS OF SUBDIVISION & CONDOMINIUM**

**1. APPLICATION INFORMATION**

Date Received \_\_\_\_\_

Name of Applicant: Glen Schnarr & Associates Inc. Attn: Mark Bradley

Mailing Address: 700 - 10 Kingsbridge Garden Circle, Mississauga, ON L5R 3K6

Telephone Number (Home): \_\_\_\_\_ Fax Number: (905) 568-8894

Telephone Number (Business): (905) 568-8888 Email Address: markb@gsai.ca

**2. OWNER**

If the Applicant is not the Owner of the subject lands, then authorization from the Owner is required, as well as the following information:

Name: Shelburne 89 Developments Limited Attn: Mara Samardzic

Mailing Address: 5400 Yonge Street, 5th Floor, Toronto, ON M2N 5R9

Telephone Number: (416) 227-9005 Fax Number: \_\_\_\_\_

**3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES**

Name: N/A

Mailing Address: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

#### 4. SUBJECT LANDS

Lot: West Half of Lot 1 Concession: 1, Old Survey

Reference Plan: \_\_\_\_\_ Part/Block/Lot: \_\_\_\_\_

Street Name and Number: North-east corner of Highway 10/89 and County Road 124  
(if corner lot please include both street names)

Area of subject lands: 38.39 ha Frontage: 494.4 m on County Road 124

Depth: 557.9 m on Highway 10/89

	Yes	No	Unknown
(i) Has the grading of the subject land been changed by adding earth or other material?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(ii) Has a gas station been located on the subject land or land adjacent to the subject land at any time?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(iv) Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Are there any easements or restrictive covenants affecting the subject lands? If so, please describe \_\_\_\_\_

#### 5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation of the subject lands? Mixed Use and Natural Environment

What is the present zoning? C4-3(H), OSR-1(H), NE and D

#### 6. PROPOSED AND CURRENT USE

Vacant

What is the existing use of the subject land? \_\_\_\_\_

Are there any buildings or structures on the subject lands?  
☐ yes ☒ no

Are the existing buildings proposed to be demolished?  
☐ yes ☒ no

When were the subject lands acquired by the current owner? May 25, 2016

How long have the existing uses continued on the subject lands? N/A

04/04/2013



Subdivision

Is the application for a plan of subdivision or plan of condominium? \_\_\_\_\_

If the application is for a plan of condominium, is a site plan agreement proposed and what is the status of such application? \_\_\_\_\_

Please complete the following table to describe the proposed land use:

Proposed Land Use	Number of Units or Dwellings	Number of Lots and/or Blocks	Area (ha)	Density (Units/Dwellings per ha)
<b>Residential:</b>				
Detached	218	218	9.66	23
Semi-Detached				
Multiple	102	55/1	2.64	37
Apartments				
Other				
Commercial	N/A	2	4.59	N/A
Industrial				
Institutional				
Open Space	N/A	2	0.92	N/A
Natural Environment	N/A	4	12.52	N/A
Roads	N/A	N/A	5.56	N/A
Other – specify SWM Pond MTO Setback	N/A	2	2.12 0.34	N/A
Sanitary Pump Station	N/A	1	0.04	N/A
<b>Totals</b>	<b>320</b>	<b>273/1</b>	<b>38.39</b>	<b>26</b>

---

## 7. ACCESS

Is the subject land accessible by:

- ☒ Provincial highway  
☐ Municipal road (maintained year round)  
☐ Right of way  
☒ Other, describe County Road
- 

## 8. SERVICING

	<u>Municipal</u>	<u>Private</u>	<u>Other</u>
Water Supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage on Road	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is storm drainage provided by:      ☒ Sewer      ☐ Ditch      ☐ Swale  
   ☐ Other, describe \_\_\_\_\_

---

## 9. OTHER APPLICATIONS

When was the draft plan application submitted to the Ministry of Municipal Affairs and Housing?  
Has not been submitted

---

Please provide the Ministry file number: \_\_\_\_\_

Are the subject lands the subject of any other applications under the Planning Act?  
☒ yes      ☐ no

If yes, please describe and provide file numbers: Zoning by-law amendment in conjunction with  
this application

---

## 10. DRAWINGS AND REPORTS

Drawings and required reports should be provided in accordance with the requirements set out on the Plan of Subdivision Process Sheet.

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## 11. PAYMENT OF FEES

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

December 12, 2017  
Date

  
Signature of Owner/Applicant

04/04/2013



## 12. AUTHORIZATION

I/We Shelburne 89 Developments Ltd. am/are the owner(s) of the subject lands for which this application is to apply. I/We Shelburne 89 Developments Ltd. do hereby grant authorization to Glen Schnarr & Associates Inc. to act on my/our behalf in regard to this application.

December 12, 2017

Date

  
Signature of Registered Owner(s)

## 13. AFFIDAVIT

I, Jack Eisenberger of the Shelburne 89 Developments Ltd. the Town of Shelburne solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

DECLARED BEFORE ME AT CITY OF MISSISSAUGA  
in the Region of the Prov.  
this 12th day of DECEMBER, 2017

Nikola Coric, a Commissioner, etc.,  
Province of Ontario, for  
Glen Schnarr & Associates Inc.

Witness August 23, 2018.

  
Signature of Registered Owner(s) or Agent

## 14. PERMISSION TO ENTER

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

December 12, 2017

Date

  
Signature of Registered Owner(s) or Agent

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council agenda. The agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-2600.

**Town of Shelburne**

**Applications for Zoning By-law Amendment Z18/01 and Draft Plan of Subdivision DPS 18/01, Fieldgate Homes**

**List of Information Submitted in Support of Applications:**

- Completed application form for Zoning By-law Amendment;
- Completed application form for Plan of Subdivision;
- Draft Plan of Subdivision;
- Planning Justification Report;
- Draft Zoning By-law Amendment;
- Stage 1-2 Archaeological Assessment;
- Functional Servicing and Stormwater Management Report;
  - Drawing 1 – Minor System Drainage Plan;
  - Drawing 2 – Preliminary Grading Plan;
  - Drawing 3 – Stormwater Management Plan;
  - Drawing 4 – Sanitary Servicing Plan;
  - Drawing 5 – Water Servicing Plan;
  - Drawing ESC-1 – Rough Grading Erosion and Sediment Control Plan;
  - Drawing ESC-2 – Erosion and Sediment Control Details;
- Memo Re: Functional Servicing Report (response to preliminary comments);
- Traffic Impact Study;
- Environmental Impact Statement;
- Environmental Noise Feasibility Study;
- Phase One Environmental Site Assessment;
- Phase Two Environmental Site Assessment;
- Preliminary Geotechnical Investigation Report.

203 Main Street East  
Box 69  
Shelburne, Ontario  
L0N 1S0  
Tel: (519) 925-2600  
Fax: (519) 925-6134  
www.townofshelburne.on.ca



***For Office Use Only***

File #: Z18/01  
Date Received: 12/14/2017  
Date Accepted: 01/05/2018  
Application Fees:  
PAID BY CHQ.

**TOWN OF SHELburne  
APPLICATION FORM FOR AN ZONING BY-LAW AMENDMENT**

Date Received: \_\_\_\_\_

**1. APPLICATION INFORMATION**

Name of Applicant: Glen Schnarr & Associates Inc. Attn: Mark Bradley

Mailing Address: 700 - 10 Kingsbridge Garden Circle, Mississauga, ON L5R 3K6

Telephone Number (Home): \_\_\_\_\_ Fax Number: (905) 568-8894

Telephone Number (Business): (905) 568-8888 Email Address: markb@gsai.ca

**2. OWNER**

If the Applicant is not the Owner of the subject lands, than authorization from the Owner is required, as well as the following information:

Name: Shelburne 89 Developments Limited Attn: Mara Samardzic

Mailing Address: 5400 Yonge Street, 5th Floor, Toronto, ON M2N 5R5

Telephone Number: (416) 227-9005 Fax Number: \_\_\_\_\_

**3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES**

Name: N/A

Mailing Address: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

04/04/2013

#### 4. SUBJECT LANDS

Lot: West Half of Lot 1 Concession: 1, Old Survey

Reference Plan: \_\_\_\_\_ Part/Block/Lot: \_\_\_\_\_

Street Name and Number: North-east corner of Highway 10/89 and County Road 124  
(if corner lot please include both street names)

Area of subject lands: 38.39 ha Frontage: 494.4 m on County Road 124

Depth: 557.9 m on Highway 10/89

What is the current use of the subject land? Vacant  
Residential, commercial, park and natural

What is the proposed use of the subject lands? heritage uses

When were the subject lands acquired by the current owner? May 25, 2016

How long have the existing uses continued on the subject lands? N/A

#### 5. ZONING AND OFFICIAL PLAN INFORMATION

Mixed Use and Natural  
Environment

What is the present Official Plan designation of the subject lands? \_\_\_\_\_

What is the present zoning? C4-3(H), OSR-1(H), NE and D

What is the purpose of the proposed Zoning By-law Amendment? To permit 218 single-detached dwellings, 47 condominium townhouse dwellings, 55 on-street townhouse dwellings, 13,936 square metres of commercial uses, park and open space uses, and natural heritage uses

#### 6. PROPOSED DEVELOPMENT

Please describe any proposed development on the subject lands (include buildings, floor area, height, parking spaces, etc. and attached plans with site and development statistics):

See enclosed draft plan of subdivision

## 7. ACCESS

Is the subject land accessible by:

- ☒ Provincial highway  
☐ Municipal road (maintained year round)  
☐ Right of way  
☒ Other, describe County Road

## 8. SERVICING

	<u>Municipal</u>	<u>Private</u>	<u>Other</u>
Water Supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage on Road	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is storm drainage provided by: ☒ Storm Sewer ☐ Ditch ☐ Swale  
☐ Other, describe \_\_\_\_\_

## 9. STATUS OF OTHER APPLICATION

Are the subject lands the subject of any other applications under the Planning Act?

☒ Yes ☐ No ☐ Unknown

If yes, describe the application(s)? Draft plan of subdivision

## 10. DRAWINGS

Drawings shall be provided as required in the Official Plan Amendment Process sheet.

## 11. PAYMENT OF FEES

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

December 12, 2017  
Date

  
Signature of Owner/Applicant

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

04/04/2013

## 12. AUTHORIZATION

I/We Shelburne 89 Developments Ltd. am/are the owner(s) of the subject lands for which this application is to apply. I/We Shelburne 89 Developments Ltd. hereby grant authorization to Glen Schnarr & Associates Inc. to act on my/our behalf in regard to this application.

December 12, 2017

Date

  
Signature of Registered Owner(s)

## 13. AFFIDAVIT

I, Jack Eisenberger of the Shelburne 89 Developments Ltd. the Town of Shelburne solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME AT CITY OF MISSISSAUGA  
in the REGION of PEEL  
this 12th day of DECEMBER, 2017

Nikola Coric, a Commissioner, etc.,  
Province of Ontario, for  
Glen Schnarr & Associates Inc.  
Expires August 25, 2018.

Witness

  
Signature of Registered Owner(s) or Agent

## 14. PERMISSION TO ENTER

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

December 12, 2017

Date

  
Signature of Registered Owner(s) or Agent

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council agenda. The agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-825-2800.

## Denise Holmes

---

**From:** Jennifer Willoughby <jwilloughby@shelburne.ca>  
**Sent:** Thursday, January 25, 2018 11:23 AM  
**To:** Jennifer Willoughby  
**Subject:** Town of Shelburne Planning Application Circulation - Z17/05 and DPS17/02, DPS 17/02 - Main Street West (Stone Ridge Holdings)  
**Attachments:** DPS 17-02, DPC 17-02, Z17-05 - Circulation Letter.pdf; DPS 17 02, DPC 17 02, Z17 05 - Circulation Response Form.pdf; DPS 17-02, DPC 17-02, Z17-05 - List of Supporting Information.pdf; Z17 05 - Application.pdf; DPS 17 02 DPC 17 02 - Application.pdf; DPS 17-02, DPC 17-02, Z17 05 - Complete Application Notice for Newspaper.pdf; DPS 17 02, DPC 17 02, Z 17 05 - Complete Application Notice for Mail Out.pdf; DP (COMMON ELEMENTS CONDO)STONERIDGE UTM17-2010 (23250-15)-Common Elements 24x60.pdf; DP (Subdivision)STONERIDGE UTM17-2010 (23250-15)Rev 1-Draft Plan of Subdivision 24x60 (2).pdf

Good Morning

The Town of Shelburne has received applications for zoning bylaw amendment, draft plan of subdivision and draft plan of condominium for land located at Main Street West and Gordon Street.

A copy of the completed applications and the draft plans are attached for your review.

The complete application information can be downloaded at <https://spaces.hightail.com/receive/7MLutPhnu8> until the comment deadline.

We would appreciate receiving any comments, concerns or conditions you may have by Friday February 23, 2018.

Thank You

Jennifer Willoughby  
Clerk  
Town of Shelburne  
(519) 925-2600 Ext. 223  
[jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)

---

Total Control Panel

[Login](#)

**To:** [dholmes@melanctontownship.ca](mailto:dholmes@melanctontownship.ca) [Remove](#) this sender from my allow list  
**From:** [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)

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



## TOWN OF SHELburne

### Planning & Development Department

January 24, 2018

- Ministry of Transportation Ontario\*\*
- County of Dufferin\*\*
- Upper Grand District School Board\*\*
- Dufferin-Peel Catholic District School Board\*\*
- Nottawasaga Valley Conservation Authority\*\*
- Hydro One\*\*\*
- Ontario Power Generation\*\*\*
- Township of Amaranth\*\*
- Township of Melancthon\*\*
- Canada Post Corporation\*\*
- Bell\*\*
- Rogers Communications\*\*
- Enbridge Gas\*\*
- Public Works\*\*
- Engineering\*\*
- Shelburne & District Fire Department\*\*
- Shelburne Police Service\*\*
- Shelburne EDC\*\*
- Legal\*\*
- Council\*

\*Email and hard copy circulation

\*\*Email circulation only

\*\*\*Hard copy circulation only

### APPLICATIONS FOR ZONING BY-LAW AMENDMENT, DRAFT PLAN OF SUBDIVISION AND DRAFT PLAN OF CONDOMINIUM

**FILE NOS: Z17/05, DPS 17/02, DPC 17/02**  
**PROJECT: MAIN STREET WEST AT GORDON STREET**  
**GCS CONSULTING SERVICES INC. FOR STONE RIDGE HOLDINGS LTD.**

Please take notice that applications have been submitted to the Town of Shelburne for a Zoning By-law Amendment and for the approval of a Draft Plan of Subdivision and Draft Plan of Condominium (Common Elements) for land located at Main Street West and Gordon Street legally described as Part of Lot 1, Concession 3, Old Survey (Geographic Township of Melancthon) in the Town of Shelburne, County of Dufferin. A copy of the completed Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of Condominium application forms are attached for your consideration. A copy of the draft plan of subdivision, draft plan of condominium and list of supporting information submitted by the applicant are also attached. The complete application information can be downloaded at: <https://spaces.hightail.com/receive/7MLutPhnu8> until the comment deadline. Please contact me should you require additional information to complete your review.

I would appreciate any comments, concerns or conditions you may have by:

**Friday, February 23, 2018.**

Please provide comments in an electronic format via email to [planning@townofshelburne.on.ca](mailto:planning@townofshelburne.on.ca). Alternatively, if you have no comment or objection, please complete the attached response sheet and return it by email or fax it to the Town of Shelburne Planning Department at (519) 925-6134. Should you have any questions or require any additional information, please contact me.

Sincerely,

Steve Wever, MCIP, RPP  
Town Planner  
Attachment(s)





## TOWN OF SHELBURNE PLANNING & DEVELOPMENT

### Zoning By-law Amendment Application, Draft Plan of Subdivision & Draft Plan of Condominium (Common Element) Application

#### Circulation Response Form

**File:** Z17/05, DPS 17/02 and DPC 17/02 – Main Street West at Gordon Street –  
Stone Ridge Holdings Ltd.

**Project:** Zoning By-law Amendment, Draft Plan of Subdivision and Draft Plan of  
Condominium (Common Element)  
GCS Consulting Services Inc. for Stone Ridge Holdings Inc

If you have no comments or objection to the approval of the above noted application please complete this form and email or fax it to Jennifer Willoughby at the Town of Shelburne by **February 23, 2018**.

**Email:** jwilloughby@shelburne.ca  
**Fax Number:** 519-925-6134

(No cover page is necessary)

---

*By signing this document I acknowledge that as a representative of the noted organization / body /  
or person, I have reviewed this application and as a result have no comments or concerns related  
to this matter.*

---

Agency Name  
(Please Print)

---

Representative Name  
(Please Print)

---

Representative Title  
(Please Print)

---

Signature

---

Date

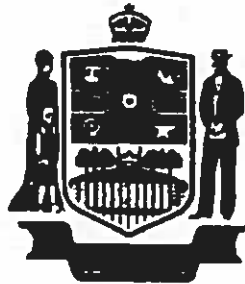
**Town of Shelburne**

**Applications for Zoning By-law Amendment Z17/05, Draft Plan of Subdivision DPS 17/02 and Draft Plan of Condominium DPC 17-02, Stone Ridge Holdings Inc.**

**List of Information Submitted in Support of Applications:**

- Completed application form for Plan of Subdivision & Condominium;
- Completed Application form for Zoning By-law Amendment – Removal of Holding Zone (H);
- Draft Plan of Common Element Condominium;
- Draft Plan of Subdivision;
- Planning Justification Report;
- Traffic Impact Study;
- Traffic Study Update;
- Functional Servicing Report and Preliminary Storm Water Management Plan;
- Functional Servicing Report Addendum Letter;
- Stormwater Management Report;
- Phase One Environmental Site Assessment;
- Phase Two Environmental Site Assessment;
- Shallow Soil Investigation;
- Shallow Soil Sampling Program;
- Archaeological Assessment Stage 1 and 2;
- First Submission Drawing Set
  - General Plans;
  - Grading Plans;
  - Drainage Area Plans;
  - Plan and Profiles;
  - Stormwater Management Facility Plan & Details;
  - Standard Details;
  - Erosion and Sediment Control Plan & Details;
- Draft Reference Plan;
- Site Plan Drawings.

203 Main Street East  
Box 69  
Shelburne, Ontario  
L0N 1S0  
Tel: (519) 925-2600  
Fax: (519) 925-6134  
www.townofshelburne.on.ca



**For Office Use Only**

File #: Z17/05  
Date Received: 12/18/2017  
Date Accepted: 01/17/2018  
Application Fees:  
PAID BY CHQ.

**TOWN OF SHELBURNE  
APPLICATION FORM FOR AN ZONING BY-LAW AMENDMENT**

**1. APPLICATION INFORMATION**

Date Received: \_\_\_\_\_

Name of Applicant: GCS Consulting Services Inc

Mailing Address: 12 Theodore Drive Miss ON L5M 1E4

Telephone Number (Home): \_\_\_\_\_ Fax Number: \_\_\_\_\_

Telephone Number (Business): 647 880-9759 Email Address: \_\_\_\_\_

**2. OWNER**

If the Applicant is not the Owner of the subject lands, than authorization from the Owner is required, as well as the following information:

Name: Stone Ridge Holdings Ltd.

Mailing Address: 3082 Bloor St. W. Toronto ON M8X 1C8

Telephone Number: 416 231-5000 Fax Number: \_\_\_\_\_

**3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES**

Name: R. Caccia to be discharged

Mailing Address: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

04/04/2013

REVISED

4. SUBJECT LANDS

Lot: Part Lot 1 Concession: 3. Old Survey

Reference Plan: \_\_\_\_\_ Part/Block/Lot: \_\_\_\_\_

Street Name and Number: Main St. W and Gordon St.  
(if corner lot please include both street names)

Area of subject lands: 1.1657 ha Frontage: 14.456 along Main St. N

Depth: 141 m

What is the current use of the subject land? Vacant

What is the proposed use of the subject lands? 40 Freehold Townhouse units on condo Road.

When were the subject lands acquired by the current owner? 2006

How long have the existing uses continued on the subject lands? Since Current Ownership.

5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation of the subject lands? Residential

What is the present zoning? R3, R5-3(H), R5-4(H), OSR-1(H)

What is the purpose of the proposed Zoning By-law Amendment? To remove the (H) Holding Zone in order to permit the proposed Townhouse Development.

6. PROPOSED DEVELOPMENT

Please describe any proposed development on the subject lands (include buildings, floor area, height, parking spaces, etc. and attached plans with site and development statistics):

40 unit freehold townhouse unit development with a common element condominium for the proposed road. Please refer to the revised Planning Justification Report for further details.

04/04/2013

REVISED

**7. ACCESS**

Is the subject land accessible by:

- ☐ Provincial highway  
☒ Municipal road (maintained year round)  
☐ Right of way  
☒ Other, describe Condominium Road proposed as part of this development.

**8. SERVICING**

	<u>Municipal</u>	<u>Private</u>	<u>Other</u>
Water Supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage on Road	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Condominium

Is storm drainage provided by: ☒ Storm Sewer ☐ Ditch ☐ Swale  
☐ Other, describe \_\_\_\_\_

**9. STATUS OF OTHER APPLICATION**

Are the subject lands the subject of any other applications under the Planning Act?

☒ Yes ☐ No ☐ Unknown

If yes, describe the application(s): Draft Plan of Condominium and Draft Plan of Subdivision in conjunction w/ this app<sup>y</sup>.

**10. DRAWINGS**

Drawings shall be provided as required in the Official Plan Amendment Process sheet.

**11. PAYMENT OF FEES**

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

Date

Oct 19/17

Signature of Owner/Applicant

Foray Math

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

04/04/2013

## 12. AUTHORIZATION

I/We Gaston Bottero am/are the owner(s) of the subject lands for which this application is to apply. I/We Gaston Bottero do hereby grant authorization to GCS Consulting Service Inc. (Tary Gath) to act on my/our behalf in regard to this application.  
Date July 14/17 [Signature]  
Signature of Registered Owner(s)

## 13. AFFIDAVIT

I, Gaston Bottero of the City of Toronto in the Prov. of Ontario solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME AT Town of Shelburne  
in the County of Dufferin of the Province of Ontario  
this 18 day of July, 2017

[Signature: Cary Holmes]  
Witness

[Signature]  
Signature of Registered Owner (s) or Agent

## 14. PERMISSION TO ENTER

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

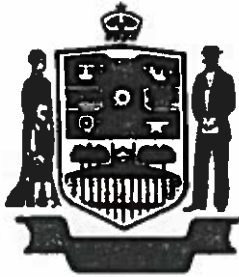
Date July 14/17

[Signature: Tary Gath]  
Signature of Registered Owner (s) or Agent

Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council agenda. The agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-2600.



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**For Office Use Only**

File #: DPS 17/02, DPC 17/02  
Date Received: 12/18/2017  
Date Accepted: 01/17/2018  
Application Fees:  
PAID BY CHQ.

**TOWN OF SHELburne  
APPLICATION FORM FOR  
PLANS OF SUBDIVISION & CONDOMINIUM**

Date Received \_\_\_\_\_

**1. APPLICATION INFORMATION**

Name of Applicant: GCS Consulting Services Inc.

Mailing Address: 12 Theodore Drive, Miss, ON L5M 1E4

Telephone Number (Home): \_\_\_\_\_ Fax Number: \_\_\_\_\_

Telephone Number (Business): 647 880-9759 Email Address: \_\_\_\_\_

**2. OWNER**

If the Applicant is not the Owner of the subject lands, then authorization from the Owner is required, as well as the following information:

Name: Stone Ridge Holdings Ltd. c/o G. Bottero

Mailing Address: 3082 Bloor St. W. To. ON M8X 1C8

Telephone Number: 416 231-5000 Fax Number: \_\_\_\_\_

**3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES**

Name: R. Ciccio to be discharged

Mailing Address: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

04/04/2013

#### 4. SUBJECT LANDS

Lot: Part Lot 1 Concession: 3, old survey

Reference Plan: \_\_\_\_\_ Part/Block/Lot: \_\_\_\_\_

Street Name and Number: Main St. W and Gordon St.  
(if corner lot please include both street names)

Area of subject lands: 1.1657 ha Frontage: 14.456m along Main St. N.

Depth: 141m

- |   | Yes                                 | No                                  | Unknown   |
|---|-------------------------------------|-------------------------------------|---|
| (i) Has the grading of the subject land been changed by adding earth or other material?                                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/>                       |
| (ii) Has a gas station been located on the subject land or land adjacent to the subject land at any time?                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>                                  |
| (iii) Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?             | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/>                       |
| (iv) Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> Refer to Phase 1, Phase 2 Enviro |

Are there any easements or restrictive covenants affecting the subject lands? If so, please describe \_\_\_\_\_

#### 5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation of the subject lands? Residential

What is the present zoning? R3, R5-3 (4), R5-4 (4), Open Space Recreation etc. 1 (OSR-1) (4)

#### 6. PROPOSED AND CURRENT USE

What is the existing use of the subject land? Vacant

Are there any buildings or structures on the subject lands?  
☐ yes ☒ no

Are the existing buildings proposed to be demolished?  
☐ yes ☐ no

When were the subject lands acquired by the current owner? 2006

How long have the existing uses continue don the subject lands? Since current ownership

04/04/2013



REVISED

Is the application for a plan of subdivision or plan of condominium? Both - condominium Road

If the application is for a plan of condominium, is a site plan agreement proposed and what is the status of such application? Freehold townhouses  
N/O

Please complete the following table to describe the proposed land use:

Proposed Land Use	Number of Units or Dwellings	Number of Lots and/or Blocks	Area (ha)	Density (Units/Dwellings per ha)
Residential:				
Detached				
Semi-Detached				
Multiple	40	8	0.324125	Total 33.4
Apartments				
Other				
Commercial	N/A			
Industrial	N/A			
Institutional	N/A			
Open Space	STORM WATER POND		0.074485	
Natural Environment				
Roads	Condo Road		0.19058	
Other - specify				
Totals				

REVISED

## 7. ACCESS

Is the subject land accessible by:

- ☐ Provincial highway  
☒ Municipal road (maintained year round)  
☐ Right of way  
☒ Other, describe Development will be on a condominium road

## 8. SERVICING

	<u>Municipal</u>	<u>Private</u>	<u>Other</u>
Water Supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frontage on Road	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <u>Condominium</u>

Is storm drainage provided by: ☒ Sewer ☐ Ditch ☐ Swale  
☐ Other, describe \_\_\_\_\_

## 9. OTHER APPLICATIONS

When was the draft plan application submitted to the Ministry of Municipal Affairs and Housing?

Please provide the Ministry file number: \_\_\_\_\_

Are the subject lands the subject of any other applications under the Planning Act?  
☒ yes ☐ no

If yes, please describe and provide file numbers: Associated Zoning By-law  
Amendment to remove existing (H) Holding Zone.

## 10. DRAWINGS AND REPORTS

Drawings and required reports should be provided in accordance with the requirements set out on the Plan of Subdivision Process Sheet.

## 11. PAYMENT OF FEES

As of the date of this application, I hereby agree to pay for and bear the entire cost and expense for any engineering, legal, landscape architectural and/or external planning consulting expenses incurred by the Town of Shelburne during the processing of this application, in addition to any application fee set by the Town of Shelburne.

Oct 19/17  
Date

Jomy Gath  
Signature of Owner/Applicant

04/04/2013

## 12. AUTHORIZATION

I/We Gaston Bottero am/are the owner(s) of the subject lands for which this application is to apply. I/We Gaston Bottero do hereby grant authorization to GCS Consulting Services to act on my/our behalf in regard to this application.  
Inc (Tony Gatti)

Date July 14/17

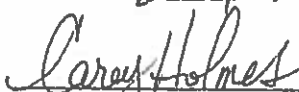
  
Signature of Registered Owner(s)

## 13. AFFIDAVIT

I, Gaston Bottero of the City of Toronto in the Prov of Ontario solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

Note: All invoices for payment shall be sent to the person indicated in section 2 of this application, unless otherwise requested.

DECLARED BEFORE ME AT Town of Shelburne  
in the County of the Dufferin  
this 18 day of July, 2017

  
Witness

  
Signature of Registered Owner (s) or Agent

## 14. PERMISSION TO ENTER

I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Date July 14/17

  
Signature of Registered Owner (s) or Agent

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## THE CORPORATION OF THE TOWN OF SHELburnE

### NOTICE OF COMPLETE APPLICATIONS

#### UNDER SECTION 51 OF THE PLANNING ACT

Take notice that the Corporation of the Town of Shelburne has received complete applications for a Draft Plan of Subdivision and Draft Plan of Condominium. The Town will be processing the applications in accordance with the Planning Act, and the applications are now being circulated to Town departments and public agencies for technical review. Town Council may not make a decision for approval of the applications until a Public Meeting is held in accordance with the Planning Act. Notice of a Public Meeting will be given and a Public Meeting will be held to receive comments on the applications at a future date (to be determined), in accordance with the Planning Act.

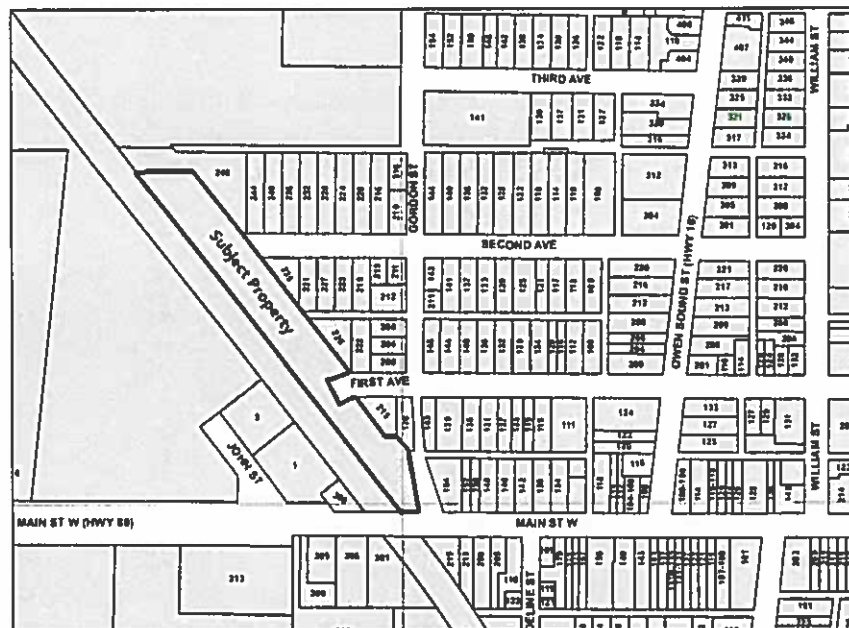
A related application for Zoning By-law Amendment (Holding Zone) under Section 36 of the Planning Act has also been received by the Town. A by-law considered by Council to remove a Holding Provision under section 36 of the Planning Act is not subject to the requirement of a public meeting and cannot be appealed by anyone other than the applicant.

The land subject to the proposed Draft Plan of Subdivision, Draft Plan of Condominium and Zoning By-law Amendment is located at Main Street West (Highway 89) and Gordon Street. The site is legally described as Part of Lot 1, Concession 3, Old Survey (Geographic Township of Melancthon) in the Town of Shelburne, County of Dufferin. The subject property is approximately 1.2 hectares in size and is currently vacant. A map showing the location of the subject property is provided below.

The purpose and effect of the Draft Plan of Subdivision and Draft Plan of Condominium applications are to permit a proposed development consisting of 38 street townhouse dwellings on parcels of tied land fronting a private common-element condominium road, one block for unspecified purposes (zoned for a semi-detached or single detached dwelling) at the south end of the development at Main Street West and Gordon Street, and a stormwater management area.

The purpose and effect of the related application for Zoning By-law Amendment is to lift the Holding provision currently applied to the property to permit the proposed development.

For more information about this matter, including information about preserving your appeal rights, contact Jennifer Willoughby, Clerk, at the Town of Shelburne Municipal Office at 203 Main Street East, during normal office hours, 8:30 a.m. to 4:30 p.m., by email to [planning@shelburne.ca](mailto:planning@shelburne.ca), or by telephone at 519-925-2600, or visit the Town's website at [www.townofshelburne.on.ca](http://www.townofshelburne.on.ca).





**THE CORPORATION OF THE TOWN OF SHELburne**

**NOTICE OF COMPLETE APPLICATIONS**

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The purpose and effect of the Draft Plan of Subdivision and Draft Plan of Condominium applications are to permit a proposed development consisting of 38 street townhouse dwellings on parcels of tied land fronting a private common-element condominium road, one block for unspecified purposes (zoned for a single detached or semi-detached dwelling) at the south end of the development at Main Street West and Gordon Street, and a stormwater management area.

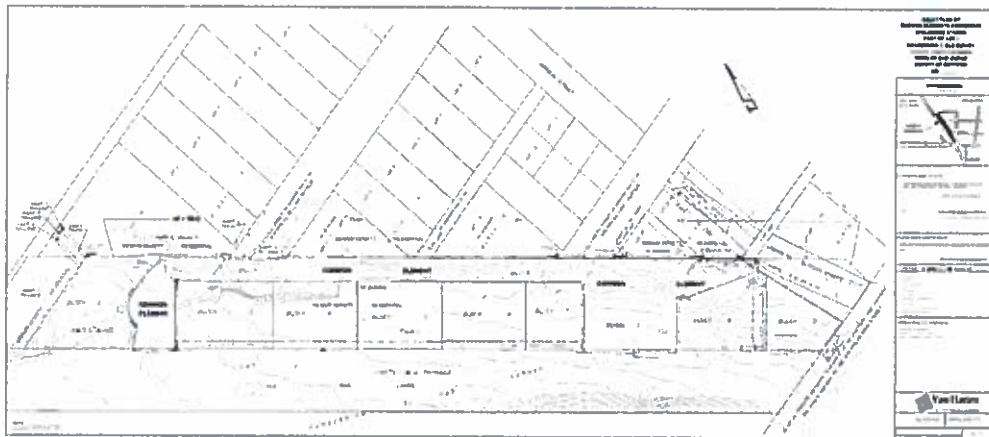
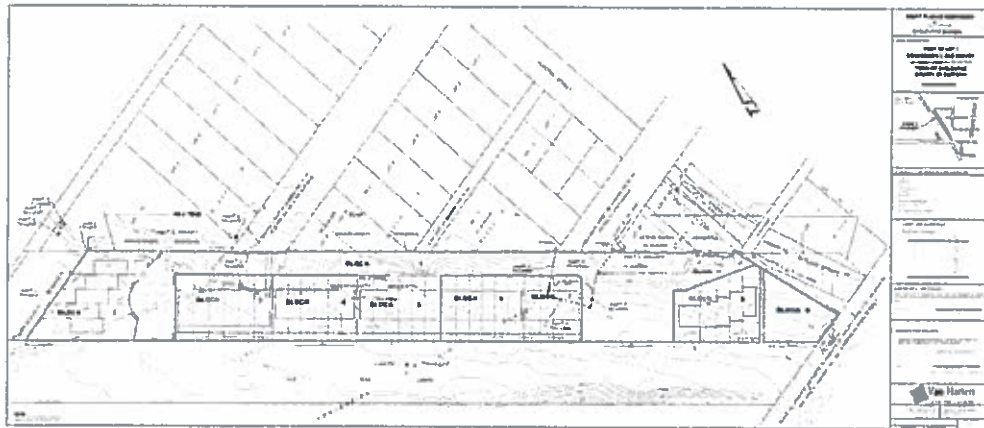
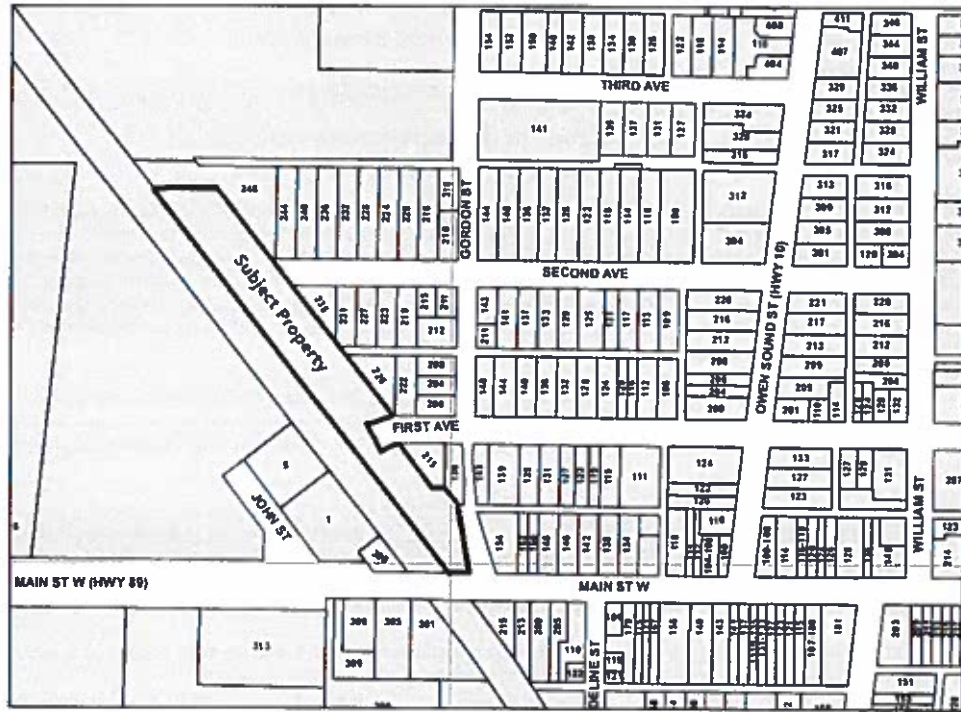
The purpose and effect of the related application for Zoning By-law Amendment is to lift the Holding provision currently applied to the property to permit the proposed townhouse development.

Additional information relating to the proposed Draft Plan of Subdivision, Draft of Condominium and Zoning By-law Amendment is available for inspection at the Town of Shelburne Municipal Office at 203 Main Street East, during normal office hours, 8:30 a.m. to 4:30 p.m. and on the Town's website at [www.townofshelburne.on.ca](http://www.townofshelburne.on.ca). If you would like to make written submissions pertaining to these applications, please address and deliver your comments to the Town Clerk. All written submissions will become part of the public record. If you wish to be notified of the decision of the Town of Shelburne in respect of the proposed Plan of Subdivision, Plan of Condominium or in respect of the proposed Zoning By-law Amendment, you must make a written request to the Town at the address below.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Clerk of the Town of Shelburne in respect of the applications before the approval authority gives or refuses to give approval to the Draft Plan of Subdivision and Draft Plan of Condominium: a) the person or public body is not entitled to appeal the decision of the Council of The Corporation of the Town of Shelburne to the Ontario Municipal Board; and, b) the person or public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

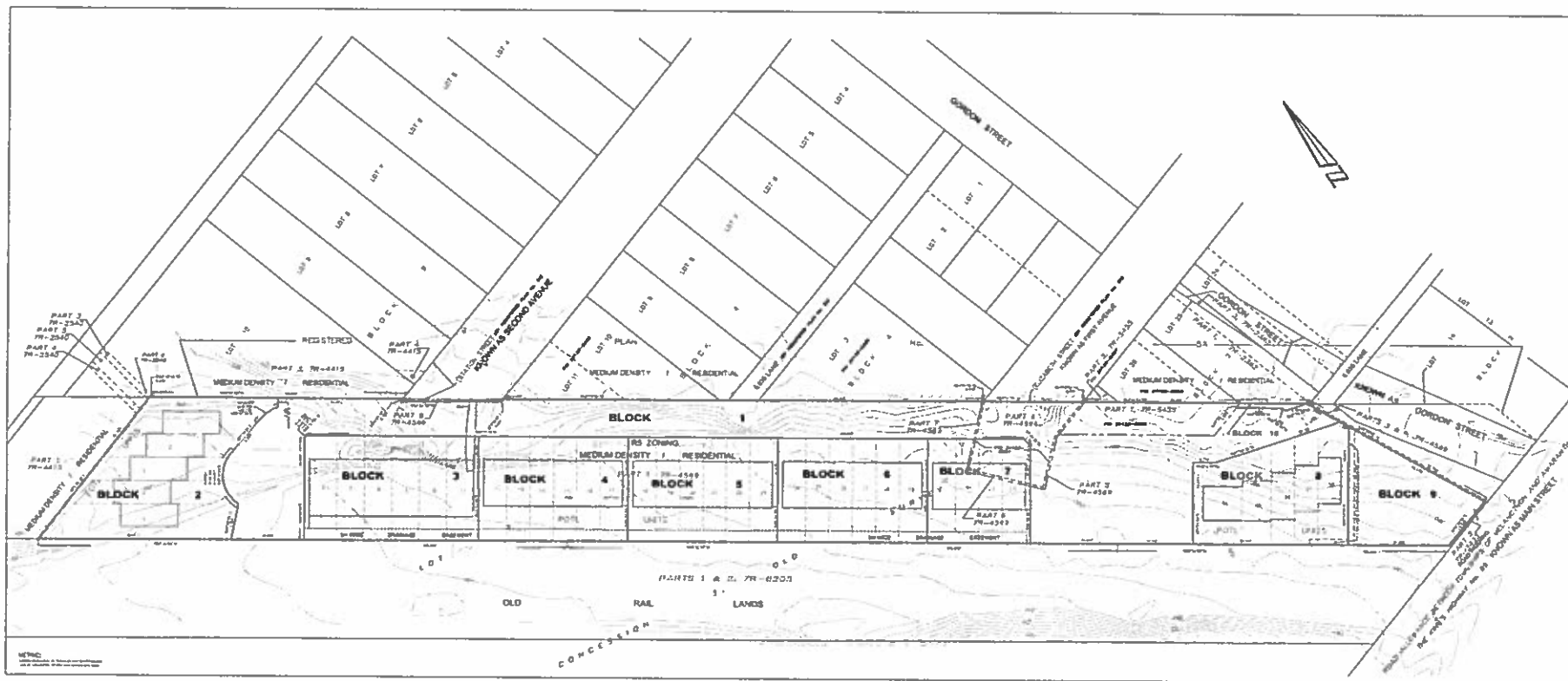
Dated at the Town of Shelburne on the 24<sup>th</sup> day of January 2018.

Jennifer Willoughby, Clerk  
Town of Shelburne  
203 Main Street East  
Shelburne, Ontario  
L9V 3K7  
Phone: 519-925-2600  
Fax: 519-925-6134









**DRAFT PLAN OF SUBDIVISION**  
SHELburne STATION

**PART OF LOT 1**  
CONCESSION 1, OLD SURVEY  
TOWN OF SHELburne  
COUNTY OF DUFFERIN

**KEY**  
Map to Date  
SUBJECT PROPERTY

**SCALE**  
1" = 100' (Horizontal)  
1" = 100' (Vertical)

**LAND USE SCHEDULE**

Lot	Area (Acres)	Area (Sq. Ft.)	Use
1	1.00	136,000	Residential
2	1.00	136,000	Residential
3	1.00	136,000	Residential
4	1.00	136,000	Residential
5	1.00	136,000	Residential
6	1.00	136,000	Residential
7	1.00	136,000	Residential
8	1.00	136,000	Residential
9	1.00	136,000	Residential

**SURVEYOR'S CERTIFICATE**  
I, the undersigned, being a duly qualified and licensed Surveyor, do hereby certify that the above is a true and correct copy of the original plan of subdivision as filed in my office.

**OWNER'S CERTIFICATE**  
I, the undersigned, being the owner of the above described land, do hereby certify that the above is a true and correct copy of the original plan of subdivision as filed in my office.

**Van Harten**  
ENGINEERS INC.





Town of Orangeville  
87 Broadway, Orangeville, Ontario L9W 1K1  
Tel. 519-941-0440 Fax 519-941-9033 Toll Free 1-866-941-0440  
[www.orangeville.ca](http://www.orangeville.ca)

January 23, 2018

The Honourable Yasir Naqvi, Attorney General  
Ministry of the Attorney General  
McMurtry-Scott Building  
720 Bay Street, 11<sup>th</sup> Floor  
Toronto, ON M7A 2S9

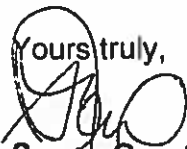
Sylvia Jones, MPP, Dufferin-Caledon  
244 Broadway  
Orangeville ON L9W 1K5

**Re: Provincial Offences Act – Delivery of Services within Dufferin County**

At its meeting on Monday, January 15, 2018, the Council of The Corporation of the Town of Orangeville approved the following resolution:

**That the Council of the Town of Orangeville support the resolutions of other local municipalities and Police Services Boards and advise the Ministry of the Attorney General of Council's strong desire to have the Provincial Offences Court remain within the County of Dufferin;**

**And that a copy of this resolution be forwarded to Sylvia Jones, MPP, Dufferin-Caledon.**

Yours truly,  


**Susan Greatrix | Clerk**  
**Town of Orangeville | 87 Broadway | Orangeville, ON L9W 1K1**  
**519-941-0440 Ext. 2242 | Toll Free 1-866-941-0440 Ext 2242 | Cell 519-278-4948**  
**[sgreatrix@orangeville.ca](mailto:sgreatrix@orangeville.ca) | [www.orangeville.ca](http://www.orangeville.ca)**

CC:

Pam Hillock, Clerk/Director of  
Corporate Services  
County of Dufferin  
55 Zina Street  
Orangeville ON L9W 1E5

Carey deGorter  
Director of Administration/Town Clerk  
Town of Caledon  
6311 Old Church Road  
Caledon, ON L7C 1J6

INF018

FEB - 1 2018



## TOWN OF LAKESHORE

January 22, 2018

419 Notre Dame St.  
Belle River, ON N0R 1A0

Right Honourable Justin Trudeau,  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau:

### **RE: MARIJUANA TAX REVENUE**

At their meeting of January 16, 2018 the Council of the Town of Lakeshore duly passed the following resolution.

577-01-2018 Councillor Wilder moved and Councillor McKinlay seconded:

#### **It is recommended that:**

**WHEREAS** marijuana will soon be available for purchase through retail outlets in Canada;

**WHEREAS** the sale of marijuana will generate new tax revenues;

**WHEREAS** the Government of Canada and the Government of Ontario have been actively discussing how to distribute the new tax revenues generated by the sale of marijuana;

**WHEREAS** the Government of Canada and the Government of Ontario have thus far not agreed to distribute any of the new tax revenues generated by the sale of marijuana to municipalities directly;

**WHEREAS** municipalities are responsible for critical infrastructure projects, such as roads, bridges, water treatment and delivery of potable water;

**WHEREAS** municipalities face a significant challenge in funding critical infrastructure projects and have limited options for increasing revenues, aside from raising property taxes, which negatively impacts all taxpayers; and

**WHEREAS** the new tax revenues generated from the sale of marijuana, could be used to help offset infrastructure costs for municipalities.

**NOW THEREFORE BE IT RESOLVED** that the Government of Canada and the Government of Ontario be urged to allocate a proportionate share of the new tax revenues generated from the sale of marijuana, to municipalities directly;

**BE IT FURTHER RESOLVED** that the Government of Canada and the Government of Ontario be urged to create a fund, similar to the Gas Tax Fund and the Clean Water and Wastewater Fund, from the new tax revenues generated by the sale of marijuana, to provide funding to municipalities for infrastructure projects;

**BE IT FURTHER RESOLVED** that a copy of this motion be sent to the Right Honourable Justin Trudeau, Prime Minister of Canada, Mr. Andrew Scheer, Leader of the Conservative Party of Canada, Mr. Jagmeet Singh, Leader of the New Democratic Party of Canada, Ms. Elizabeth May, Leader of the Green Party of Canada, all Members of Parliament, the Honourable Kathleen Wynne, Premier of Ontario, Mr. Patrick Brown, Leader of the Progressive Conservative Party of Ontario, Ms. Andrea Horwath, Leader of the New Democratic Party of Ontario, and all Members of Provincial Parliament in Ontario; and

**BE IT FURTHER RESOLVED THAT** a copy of this Motion be sent to the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their consideration.

**Motion Carried Unanimously**

Should you require any additional information with respect to the above matter, please contact the undersigned.

Yours truly,



Mary Masse  
Clerk

/cl

cc: Honourable Kathleen Wynne, Premier of Ontario  
cc: Mr. Andrew Scheer, Leader of the Conservative Party of Canada  
cc: Mr. Jagmeet Singh, Leader of the New Democratic Party of Canada  
cc: Ms. Elizabeth May, Leader of the Green Party of Canada  
cc: Hon. Patrick Brown, Leader of Progressive Conservative Party  
cc: Hon. Andrea Horwath, Leader of New Democratic Party  
cc: Members of Provincial Parliament in Ontario  
cc: Federation of Canadian Municipalities (FCM)  
cc: Association of Municipalities Ontario (AMO)  
cc: Via Email - All Ontario Municipalities

## Denise Holmes

---

**From:** Julie Ellis <events@plowingmatch.org>  
**Sent:** Wednesday, January 24, 2018 11:55 AM  
**To:** 'Julie Ellis'  
**Subject:** International Plowing Match & Rural Expo - Community Information Meetings  
**Attachments:** IPM Community Meetings - February 23 and 24.pdf

On behalf of the Ontario Plowmen's Association, I would like to extend an invitation for you to attend a Community Information Meeting to learn more about hosting the International Plowing Match & Rural Expo in your Community.

I would encourage you to pass this invitation on to anyone else in your community who may also be interested in attending.

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

Regards,

Julie Ellis  
Executive Assistant  
Ontario Plowmen's Association  
188 Nicklin Road, Guelph, ON N1H 7L5  
Phone: 1-800-661-7569 / 519-767-2928  
Fax: 519-767-2101  
Email: [events@plowingmatch.org](mailto:events@plowingmatch.org)  
[www.plowingmatch.org](http://www.plowingmatch.org)

---

Total Control Panel

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**To:** [dholmes@melanethontownship.ca](mailto:dholmes@melanethontownship.ca)  
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## **YOU DESERVE THE SPOTLIGHT**

The International Plowing Match and Rural Expo offers the unique opportunity for your Community and County to be in the spotlight. By hosting this event, Your Community could bring approximately 85,000 people (on average) to experience the sights, sounds and business unique to your area.

The International Plowing Match and Rural Expo is a very positive economic driver for rural communities. In fact, over \$ 25 million\*\*\* can be generated for economic impact from visitors and event operations.

We extend a special invitation to you to attend a Community Information Meeting to learn more about hosting the International Plowing Match and Rural Expo

1. **Friday, February 23<sup>rd</sup> at 7:00 p.m.**  
Orangeville Fairgrounds – Birch Room  
247090 Side Road 5  
Mono, ON L9W 6K5
2. **Saturday, February 24<sup>th</sup>, 2018 at 1:00 p.m.**  
Gemini Sportsplex – Wescast Room  
667 Adair Boulevard  
Strathroy, ON N7G 3H8

We welcome plowing enthusiast, community ambassadors and all those interested in advancing Agriculture, Rural Living and Your Community. Come and bring a friend!

In case of inclement weather, please call our office or check [plowingmatch.org](http://plowingmatch.org) for updates.

**For Additional Details, please contact:  
ONTARIO PLOWMEN'S ASSOCIATION  
579-767-2928 OR 1-800-661-7569**

***Let Our Legacy  
Be Your Future***

*\*\*\*Source: TREIM, Ontario Ministry of Tourism, Culture and Sport*

---

Ontario Plowmen's Association  
188 Nicklin Road • Guelph, ON • N1H 7L5  
519-767-2928 OR 1-800-661-7569  
[events@plowingmatch.org](mailto:events@plowingmatch.org)

## Denise Holmes

---

**From:** Kirby Silvester <ksilvester@dufferincounty.ca>  
**Sent:** Thursday, January 25, 2018 10:53 AM  
**To:** dholmes@melancthontownship.ca  
**Subject:** Building Permit Reports 2017  
**Attachments:** Year End Report - 2017.pdf; Melancthon Permit Summary - 2017.pdf

Denise:

Please find the attached files containing the year end permit reports for 2017.

If you have an questions, please do not hesitate to contact me.

Sincerely,  
Kirby

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

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# County of Dufferin - Building Department

*Report for the Year January 1 to December 31, 2017*

	BUILDING PERMITS																
	Residential		Commercial		Industrial		Agricultural		Institutional		Outbuildings		Pools	Septics	# of Permits	Estimated Value	Permit Fees
	A	B	A	B	A	B	A	B	A	B	A	B					
Amaranth	(4) 23	20	0	0	0	0	(2) 6	1	1	0	16	2	2	29	106	\$13,730,500	\$114,002.21
East Garafraxa	(3) 6	(1) 15	0	1	0	0	(1) 5	1	0	0	(3) 10	0	0	11	57	\$13,655,500	\$90,948.20
Grand Valley	(1) 83	(1) 13	1	7	0	0	(2) 9	3	1	1	3	1	1	6	133	\$22,965,000	\$203,169.86
Melancthon	(5) 12	16	0	2	0	0	8	3	0	0	15	17	0	0	78	\$12,037,000	\$75,022.33
Mono	(5) 20	43	(1) 4	3	2	0	(1) 3	(1) 2	0	1	(2) 31	1	14	35	169	\$20,961,400	\$149,924.64
Mulmur	(5) 23	(1) 23	(2) 0	3	0	0	(1) 3	0	1	0	22	(1) 1	1	32	119	\$18,314,000	\$108,141.54
Shelburne	1	26	0	14	(1) 1	1	0	0	1	3	2	1	4	1	56	\$6,584,400	\$46,422.89
TOTALS	191	159	8	30	4	1	41	11	4	5	104	24	22	114	718	\$108,247,800	\$787,631.67

A Columns - New Buildings

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

B Columns - Additions / Alterations to Existing Building

(#) Demolition Permits

- UNADUITED -

# COUNTY OF DUFFERIN - BUILDING PERMIT REPORT

January to December 2017

Melancthon	Detached Dwelling 110-01	March	2	\$950,000.00	\$5,177.76
	Detached Dwelling 110-01	April	1	\$280,000.00	\$4,298.44
	Detached Dwelling 110-01	May	1	\$275,000.00	\$1,944.88
	Detached Dwelling 110-01	June	1	\$550,000.00	\$4,477.78
	Detached Dwelling 110-01	July	1	\$600,000.00	\$4,471.48
	Detached Dwelling 110-01	August	1	\$350,000.00	\$1,360.80
	Detached Dwelling 110-01	September	3	\$1,000,000.00	\$6,530.34
	Detached Dwelling 110-01	November	2	\$816,000.00	\$3,635.09
	RES A		12	\$4,821,000.00	\$31,896.57
	Detached Dwelling 110-02	February	2	\$200,000.00	\$2,630.44
	Detached Dwelling 110-02	April	1	\$100,000.00	\$1,941.12
	Detached Dwelling 110-02	May	3	\$45,000.00	\$892.56
	Detached Dwelling 110-02	June	1	\$35,000.00	\$911.83
	Detached Dwelling 110-02	July	3	\$256,500.00	\$2,489.59
	Detached Dwelling 110-02	August	1	\$25,000.00	\$401.36
	Detached Dwelling 110-02	September	2	\$117,000.00	\$693.60
	Detached Dwelling 110-03	April	1	\$32,000.00	\$220.00
	Detached Dwelling 110-03	July	1	\$2,000.00	\$220.00
	Apartment 310-03	November	1	\$30,000.00	\$432.00
	RES B		16	\$842,500.00	\$10,832.50
Melancthon	Detached Dwelling 110-16	February	1	\$1,000.00	\$180.00
	Detached Dwelling 110-16	March	1	\$1,000.00	\$180.00
	Detached Dwelling 110-16	April	1	\$2,000.00	\$180.00
	Detached Dwelling 110-16	June	1	\$2,000.00	\$180.00
	Detached Dwelling 110-16	September	1	\$5,000.00	\$180.00
	DEMO		5	\$11,000.00	\$900.00
	Sub-Total		33	\$5,674,500.00	\$43,629.07
	Agricultural 411-01	May	1	\$1,050,000.00	\$3,400.00
	Agricultural 411-01	June	2	\$714,500.00	\$1,233.24
	Agricultural 411-01	July	3	\$2,453,000.00	\$8,755.74
Melancthon	Agricultural 411-01	August	1	\$37,000.00	\$220.00
	Agricultural 411-01	September	1	\$50,000.00	\$850.00
	AGR A		8	\$4,304,500.00	\$14,458.98
	Agricultural 411-02	April	1	\$750,000.00	\$2,334.78
	Agricultural 411-02	September	1	\$35,000.00	\$212.50
	Agricultural 411-03	May	1	\$25,000.00	\$150.00
	AGR B		3	\$810,000.00	\$2,697.28
	Sub-Total		11	\$5,114,500.00	\$17,156.26
	Commercial 510-03	August	1	\$10,000.00	\$220.00
	Commercial 510-03	September	1	\$2,000.00	\$150.00
Melancthon	Sub-Total	COM B	2	\$12,000.00	\$370.00



**Denise Holmes**

---

**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** Tuesday, January 23, 2018 6:52 PM  
**To:** dholmes@melancthontownship.ca  
**Subject:** AMO Policy Update - Important OMAFRA Mainstreet Funding Information

January 23, 2018

## **\$26 Million Main Street Revitalization Fund Announced – AMO to be Fund Administrator**

Today, the Minister of OMAFRA and Small Business announced the Main Street Revitalization Initiative, the government's approach to the distribution of the \$26 million support for Ontario's main streets and their business communities. All single and lower tier municipal governments (except Toronto) are to receive funding that will enhance and revitalize downtowns and main street areas.

The Ministry has determined the allocation of the funds to each municipal government, which is available [here](#). Questions related to the allocation formula amount can be directed to the OMAFRA Contact Centre: 1-877-424-1300.

AMO has agreed to provide the administrative services. Its experience in administering the federal gas tax will help put appropriate accountability framework in place efficiently. AMO's desire is to finalize an OMAFRA/AMO transfer payment agreement as quickly as possible so that it can undertake the necessary work to distribute the funds and reporting obligations for municipal governments.

AMO will keep municipal governments informed of our progress so that they can get ready to make these funds work locally to support their main streets.

**AMO Contact:** Pat Vanini, Executive Director, [pvanini@amo.on.ca](mailto:pvanini@amo.on.ca), 416-971-9856 ext. 316.

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

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## **Main Street Revitalization Initiative: Overview of Municipal Funding Allocations**

The \$26 million Main Street Revitalization Initiative will support capital improvements in small businesses, and generate strategic public investments in municipal and other public infrastructure that will benefit small businesses within Ontario's main street areas.

Funding under the initiative will be allocated to municipalities based on population size. The following table provides the allocations for each eligible municipality, as determined by population size in the 2016 Census of Population.

### **Municipal Funding Allocations**

<b>Municipality</b>	<b>Funding Allocation Up To (\$)</b>
City of Barrie	148,125
City of Belleville	71,286
City of Brampton	531,146
City of Brantford	110,909
City of Brockville	54,124
City of Burlington	183,598
City of Cambridge	138,373
City of Clarence-Rockland	56,805
City of Cornwall	67,791
City of Dryden	42,607
City of Elliot Lake	45,141
City of Greater Sudbury	165,147
City of Guelph	139,960
City of Hamilton	483,103
City of Kawartha Lakes	92,213
City of Kenora	48,830
City of Kingston	133,187
City of Kitchener	225,870
City of London	353,430
City of Markham	306,966
City of Mississauga	639,530
City of Niagara Falls	102,926
City of North Bay	71,995
City of Orillia	54,727
City of Oshawa	163,392
City of Ottawa	819,641
City of Owen Sound	54,120
City of Pembroke	47,802
City of Peterborough	96,964
City of Pickering	106,060
City of Port Colborne	51,549

<b>Municipality</b>	<b>Funding Allocation Up To (\$)</b>
City of Quinte West	65,239
City of Sarnia	88,970
City of Sault Ste. Marie	90,473
City of St. Catharines	141,077
City of St. Thomas	61,286
City of Stratford	54,980
City of Temiskaming Shores	44,446
City of Thorold	51,968
City of Thunder Bay	119,729
City of Timmins	63,724
City of Vaughan	287,711
City of Waterloo	117,253
City of Welland	72,622
City of Windsor	212,289
City of Woodstock	62,974
Corporation of The Municipality Of Mississippi Mills	47,193
County of Brant	59,420
County of Prince Edward County	56,994
Haldimand County	66,960
Municipality of Arran-Elderslie	41,806
Municipality of Bayham	42,308
Municipality of Bluewater	42,088
Municipality of Brighton	46,076
Municipality of Brockton	44,057
Municipality of Brooke-Alvinston	38,086
Municipality of Callander	39,316
Municipality of Central Elgin	46,722
Municipality of Central Huron	42,461
Municipality of Centre Hastings	40,087
Municipality of Charlton And Dack	36,625
Municipality of Chatham-Kent	114,425
Municipality of Clarington	106,265
Municipality of Dutton/Dunwich	39,318
Municipality of French River	38,298
Municipality of Gordon / Barrie Island	36,459
Municipality of Greenstone	39,970
Municipality of Grey Highlands	44,348
Municipality of Hastings Highlands	39,498
Municipality of Highlands East	38,875
Municipality of Huron East	43,784
Municipality of Huron Shores	37,453
Municipality of Killarney	36,371
Municipality of Kincardine	45,690

<b>Municipality</b>	<b>Funding Allocation Up To (\$)</b>
Municipality of Lambton Shores	45,048
Municipality of Leamington	51,703
Municipality of Magnetawan	37,221
Municipality of Markstay-Warren	38,293
Municipality of Marmora And Lake	39,392
Municipality of Mcdougall	38,332
Municipality of Meaford	45,353
Municipality of Middlesex Centre	50,665
Municipality of Morris-Turnberry	39,005
Municipality of Neebing	37,784
Municipality of North Grenville	49,978
Municipality of North Middlesex	41,424
Municipality of North Perth	47,165
Municipality of Northern Bruce Peninsula	39,431
Municipality of Oliver Paipoonge	41,060
Municipality of Port Hope	50,234
Municipality of Powassan	38,970
Municipality of Red Lake	39,522
Municipality of Shuniah	38,414
Municipality of Sioux Lookout	40,509
Municipality of South Bruce	40,820
Municipality of South Dundas	45,219
Municipality of South Huron	44,595
Municipality of Southwest Middlesex	40,891
Municipality of St.-Charles	37,118
Municipality of Temagami	36,723
Municipality of Thames Centre	47,216
Municipality of The Nation	46,892
Municipality of Trent Hills	46,970
Municipality of Trent Lakes	40,615
Municipality of Tweed	41,163
Municipality of Wawa	38,504
Municipality of West Elgin	40,274
Municipality of West Grey	46,646
Municipality of West Nipissing	48,210
Municipality of West Perth	43,552
Municipality of Whitestone	36,819
Norfolk County	82,575
The Corporation of The Municipality Of East Ferris	40,067
Town of Ajax	129,697
Town of Amherstburg	54,624
Town of Arnprior	43,493
Town of Aurora	75,292
Town of Aylmer	42,389

<b>Municipality</b>	<b>Funding Allocation Up To (\$)</b>
Town of Bancroft	39,331
Town of Blind River	38,984
Town of Bracebridge	49,604
Town of Bradford West Gwillimbury	58,250
Town of Bruce Mines	36,537
Town of Caledon	84,657
Town of Carleton Place	45,059
Town of Cobalt	36,999
Town of Cobourg	52,509
Town of Cochrane	40,551
Town of Collingwood	54,502
Town of Deep River	39,524
Town of Deseronto	37,546
Town of East Gwillimbury	56,364
Town of Englehart	37,296
Town of Erin	45,733
Town of Espanola	40,275
Town of Essex	53,345
Town of Fort Erie	54,341
Town of Fort Frances	42,599
Town of Gananoque	40,413
Town of Georgina	66,799
Town of Goderich	42,505
Town of Gore Bay	36,778
Town of Grand Valley	38,547
Town of Gravenhurst	46,471
Town of Greater Napanee	49,504
Town of Grimsby	51,464
Town of Halton Hills	80,133
Town of Hanover	42,555
Town of Hawkesbury	44,736
Town of Hearst	40,338
Town of Huntsville	52,828
Town of Ingersoll	46,849
Town of Innisfil	59,301
Town of Iroquois Falls	39,886
Town of Kapuskasing	43,067
Town of Kearney	36,791
Town of Kingsville	54,298
Town of Kirkland Lake	42,804
Town of Lakeshore	59,339
Town of Lasalle	53,892
Town of Latchford	36,309
Town of Laurentian Hills	38,552

<b>Municipality</b>	<b>Funding Allocation Up To (\$)</b>
Town of Lincoln	56,191
Town of Marathon	38,816
Town of Mattawa	37,732
Town of Midland	50,328
Town of Milton	121,609
Town of Minto	43,388
Town of Mono	43,335
Town of Moosonee	37,298
Town of New Tecumseth	57,333
Town of Newmarket	99,668
Town of Niagara-On-The-Lake	50,876
Town of Northeastern Manitoulin And The Islands	38,341
Town of Oakville	192,507
Town of Orangeville	52,808
Town of Parry Sound	41,471
Town of Pelham	50,536
Town of Penetanguishene	43,634
Town of Perth	41,066
Town of Petawawa	50,601
Town of Petrolia	40,907
Town of Plympton-Wyoming	42,646
Town of Prescott	39,620
Town of Rainy River	36,727
Town of Renfrew	43,009
Town of Richmond Hill	193,515
Town of Saugeen Shores	47,660
Town of Shelburne	42,926
Town of Smiths Falls	43,480
Town of Smooth Rock Falls	37,170
Town of South Bruce Peninsula	43,172
Town of Spanish	36,647
Town of St. Marys	42,197
Town of Tecumseh	55,719
Town of The Blue Mountains	41,994
Town of Thessalon	37,133
Town of Tillsonburg	49,487
Town of Wasaga Beach	53,555
Town of Whitby	137,066
Town of Whitchurch-Stouffville	67,154
Township of Addington Highlands	38,011
Township of Adelaide-Metcalf	38,576
Township of Adjala-Tosorontio	45,340
Township of Admaston/Bromley	38,530
Township of Alberton	36,864

<b>Municipality</b>	<b>Funding Allocation Up To (\$)</b>
Township of Alfred And Plantagenet	44,243
Township of Algonquin Highlands	38,035
Township of Alnwick/Haldimand	41,862
Township of Amaranth	39,499
Township of Armour	37,241
Township of Armstrong	37,031
Township of Ashfield-Colborne-Wawanosh	40,636
Township of Asphodel-Norwood	39,524
Township of Assiginack	36,902
Township of Athens	38,596
Township of Atikokan	38,375
Township of Augusta	42,272
Township of Baldwin	36,569
Township of Beckwith	42,518
Township of Billings	36,554
Township of Black River-Matheson	38,109
Township of Blandford-Blenheim	42,311
Township of Bonfield	37,716
Township of Bonnechere Valley	39,155
Township of Brethour	36,126
Township of Brock	45,904
Township of Brudenell, Lyndoch And Raglan	37,317
Township of Burpee And Mills	36,334
Township of Calvin	36,481
Township of Carling	36,996
Township of Carlow/Mayo	36,775
Township of Casey	36,355
Township of Cavan Monaghan	43,522
Township of Central Frontenac	39,748
Township of Central Manitoulin	37,809
Township of Centre Wellington	52,207
Township of Chamberlain	36,325
Township of Champlain	43,418
Township of Chapleau	37,707
Township of Chapple	36,584
Township of Chatsworth	41,659
Township of Chisholm	37,137
Township of Clearview	48,030
Township of Cockburn Island	36,044
Township of Coleman	36,548
Township of Conmee	36,737
Township of Cramahe	41,426
Township of Dawn-Euphemia	37,710
Township of Dawson	36,440



<b>Municipality</b>	<b>Funding Allocation Up To (\$)</b>
Township of Dorion	36,311
Township of Douro-Dummer	41,726
Township of Drummond/North Elmsley	42,627
Township of Dubreuilville	36,563
Township of Ear Falls	36,886
Township of East Garafraxa	38,228
Township of East Hawkesbury	38,835
Township of East Zorra-Tavistock	42,082
Township of Edwardsburgh/Cardinal	42,051
Township of Elizabethtown-Kitley	44,390
Township of Emo	37,173
Township of Enniskillen	38,412
Township of Essa	53,901
Township of Ewanturel	36,424
Township of Faraday	37,230
Township of Fauquier-Strickland	36,498
Township of Front Of Yonge	38,252
Township of Frontenac Islands	37,534
Township of Gauthier	36,160
Township of Georgian Bay	38,160
Township of Georgian Bluffs	44,919
Township of Gillies	36,445
Township of Greater Madawaska	38,176
Township of Guelph/Eramosa	46,931
Township of Hamilton	45,312
Township of Harley	36,510
Township of Harris	36,505
Township of Havelock-Belmont-Methuen	39,881
Township of Head, Clara And Maria	36,254
Township of Hilliard	36,232
Township of Hilton	36,304
Township of Hornepayne	36,874
Township of Horton	38,489
Township of Howick	39,324
Township of Hudson	36,470
Township of Huron-Kinloss	42,031
Township of Ignace	37,062
Township of James	36,399
Township of Jocelyn	36,309
Township of Johnson	36,680
Township of Joly	36,301
Township of Kerns	36,347
Township of Killaloe, Hagarty And Richards	38,093
Township of King	56,805

<b>Municipality</b>	<b>Funding Allocation Up To (\$)</b>
Township of La Vallee	36,838
Township of Laird	36,930
Township of Lake Of Bays	38,726
Township of Lake Of The Woods	36,238
Township of Lanark Highlands	40,565
Township of Larder Lake	36,662
Township of Laurentian Valley	43,994
Township of Leeds And The Thousand Islands	44,061
Township of Limerick	36,337
Township of Loyalist	50,418
Township of Lucan Biddulph	40,025
Township of Macdonald, Meredith And Aberdeen Additional	37,406
Township of Machar	36,791
Township of Machin	36,866
Township of Madawaska Valley	39,536
Township of Madoc	37,804
Township of Malahide	43,914
Township of Manitouwadge	37,684
Township of Mapleton	44,960
Township of Matachewan	36,234
Township of Mattawan	36,180
Township of Mattice-Val Côté	36,592
Township of Mcgarry	36,559
Township of Mckellar	36,985
Township of McMurrich/Monteith	36,742
Township of McNab/Braeside	42,123
Township of Melancthon	38,591
Township of Minden Hills	41,200
Township of Montague	39,229
Township of Moonbeam	37,086
Township of Morley	36,451
Township of Mulmur	38,989
Township of Muskoka Lakes	41,624
Township of Nairn And Hyman	36,333
Township of Nipigon	37,434
Township of Nipissing	37,489
Township of North Algona Wilberforce	38,513
Township of North Dumfries	44,696
Township of North Dundas	45,596
Township of North Frontenac	37,651
Township of North Glengarry	44,606
Township of North Huron	40,221
Township of North Kawartha	38,143

<b>Municipality</b>	<b>Funding Allocation Up To (\$)</b>
Township of North Stormont	41,865
Township of Norwich	45,362
Township of O'connor	36,605
Township of Opasatika	36,235
Township of Oro-Medonte	53,861
Township of Otonabee-South Monaghan	41,693
Township of Papineau-Cameron	36,904
Township of Pelee	36,243
Township of Perry	38,122
Township of Perth East	46,429
Township of Perth South	39,271
Township of Pickle Lake	36,372
Township of Plummer Additional	36,603
Township of Prince	36,899
Township of Puslinch	42,257
Township of Ramara	44,080
Township of Red Rock	36,802
Township of Rideau Lakes	44,790
Township of Russell	50,036
Township of Ryerson	36,592
Township of Sables-Spanish Rivers	38,766
Township of Schreiber	36,941
Township of Scugog	54,353
Township of Seguin	39,689
Township of Selwyn	50,494
Township of Severn	47,459
Township of Sioux Narrows-Nestor Falls	36,524
Township of South Algonquin	36,972
Township of South Frontenac	51,837
Township of South Glengarry	47,182
Township of South Stormont	47,148
Township of Southgate	42,272
Township of South-West Oxford	42,535
Township of Southwold	39,788
Township of Springwater	52,187
Township of St. Clair	47,975
Township of St. Joseph	37,094
Township of Stirling-Rawdon	40,179
Township of Stone Mills	42,567
Township of Strathroy-Caradoc	53,718
Township of Strong	37,262
Township of Tarbutt And Tarbutt Additional	36,496
Township of Tay	44,542
Township of Tay Valley	40,842

<b>Municipality</b>	<b>Funding Allocation Up To (\$)</b>
Township of Tehkummah	36,413
Township of Terrace Bay	37,408
Township of The Archipelago	36,493
Township of The North Shore	36,465
Township of Tiny	46,027
Township of Tudor And Cashel	36,540
Township of Tyendinaga	39,683
Township of Uxbridge	53,980
Township of Val Rita-Harty	36,689
Township of Wainfleet	41,441
Township of Warwick	39,171
Township of Wellesley	45,581
Township of Wellington North	46,135
Township of West Lincoln	48,325
Township of White River	36,590
Township of Whitewater Region	41,980
Township of Wilmot	53,445
Township of Wollaston	36,611
Township of Woolwich	49,510
Township of Zorra	42,937
United Townships of Dysart, Dudley, Harcourt, Guilford, Harburn, Bruton, Havelock, Eyre And Clyde	41,363
Village of Burk's Falls	36,874
Village of Casselman	39,049
Village of Hilton Beach	36,188
Village of Merrickville-Wolford	38,641
Village of Newbury	36,438
Village of Oil Springs	36,592
Village of Point Edward	37,769
Village of South River	36,987
Village of Sundridge	36,858
Village of Thornloe	36,138
Village of Westport	36,543

# **BLUEWATER GEOSCIENCE CONSULTANTS INC.**

42 Shadyridge Place  
Kitchener, Ontario  
N2N 3J1

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

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January 11, 2018

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

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

**Re: Proposal to Provide 2018 Semi-Annual Groundwater Monitoring and Sampling for  
Melancthon Landfill Site, Melancthon Township, ON.**

Denise:

Bluewater Geoscience Consultants Inc. (Bluewater) is pleased to provide this proposal to provide the 2018 semi-annual groundwater monitoring and sampling at the Township of Melancthon landfill site. The monitoring is required to ensure compliance with Ministry of Environment regulations and the terms of the Certificate of Authorization (C of A) issued for the landfill.

Groundwater monitoring has been conducted at the Township landfill site for the past several years. The semi-annual monitoring consists of conducting site inspections in April and October of each year. Groundwater levels will be measured in all 35 monitoring wells installed at the landfill. As outlined in our *Annual Groundwater Monitoring and Sampling Report 2017* we recommend that the 2018 monitoring continue as per 2017.

Groundwater samples will be analyzed for the volatile organic compounds (VOC) parameters once per year, while all other parameters will be analyzed twice per year. For 2018, groundwater and surface water samples will be obtained from 32 locations around the landfill. The groundwater samples will be submitted to an accredited laboratory for analysis of VOC's (once per year), heavy metals and general groundwater chemistry (twice per year) parameters. The results of the completed ground/surface water analyses are compared to the appropriate Ontario Drinking Water Standards and/or MOE Reasonable Use Policy objectives for the landfill to ensure compliance with those standards. The results of the semi-annual monitoring are compiled in an annual report prepared by Bluewater on behalf of the Township and then submitted to MOE for review.

During the Spring and Fall monitoring events, headspace methane concentrations will be measured at all well locations. The results will be tabulated in the final report and comments offered regarding the methane monitoring findings.

The monitoring and sampling price for 2018 has been increased slightly due to a raise in laboratory costs and will be \$22,300.00 (+ HST).

# **BLUEWATER GEOSCIENCE**

ACT 1  
FEB - 1 2018

Township of Melancthon  
2018 Landfill Monitoring Proposal

January 11, 2018  
Proposal - BGP-018-12

As with previous years, the project will be billed in 50% increments; upon completion of the April monitoring and by year end. Any additional work requested by the Township beyond the scope of work detailed above will be billed at our standard unit rates.

If you have any questions regarding this proposal, please feel free to contact the undersigned at your convenience.

If you are in agreement with the terms of this proposal, please sign the authorization form below as our written agreement and return to our office by scan and email.

Sincerely,  
**BLUEWATER GEOSCIENCE CONSULTANTS INC.**



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

Date: January 11, 2018

Having read the above document, I am in agreement with the terms and conditions as detailed. I have the authority to bind the Corporation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**RE: Denise Holmes, Township of Melancthon, 2018 Semi-Annual Landfill  
Groundwater Monitoring & Sampling Proposal**

Bluewater Geoscience Consultants Inc.

## Denise Holmes

---

**From:** Eowyn Spencer <espencer@grandriver.ca>  
**Sent:** Monday, January 22, 2018 11:53 AM  
**To:** dholmes@melancthontownship.ca  
**Subject:** NOTICE - Budget & Levy 2018 Grand River Conservation Authority  
**Attachments:** 2018 Draft Budget Package - Grand River Conservation Authority.pdf; 2018 Summary of Municipal Levy - Grand River Conservation Authority.pdf; Budget 2018 - Board Report - Jan 26 2018 FINAL.pdf; D Holmes - GRCA 2018 Levy Notification.pdf

**Importance:** High

Good Morning Ms. Holmes, CAO/Clerk-Treasurer  
Township of Melancthon

Please see the attached correspondence in regard to the Grand River Conservation Authority 2018 Budget and Municipal Levy. Additional attachments on this email are referenced within the letter.

The attached Notice should be received by all Clerks; please forward if you have received this notification in error, and advise me of the correct contact.

Thank you.

Kind regards,

**Eowyn Spencer** | Administrative Assistant | Grand River Conservation Authority  
[www.grandriver.ca](http://www.grandriver.ca) | Phone: 519-621-2763 x.2200 | [espencer@grandriver.ca](mailto:espencer@grandriver.ca)

---

Total Control Panel

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

Message Score: 30

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ACT 2



400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6  
Phone: 519.621.2761 Toll free: 866.900.4722 Fax: 519.621.4844 Online: [www.grandriver.ca](http://www.grandriver.ca)

January 22, 2018

By Email: [dholmes@melanctontownship.ca](mailto:dholmes@melanctontownship.ca)

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

Dear Ms. Holmes

**Re: 2018 Grand River Conservation Authority Budget and Levy Meeting**

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Please be advised that the Annual General Meeting of the Grand River Conservation Authority will be held on Friday, February 23, 2018, at 9:30 a.m. at the Administration Centre in Cambridge, to consider the 2018 Budget and General Municipal Levy.

The attached report, which includes the most recent draft of the 2018 Budget, will be presented to the General Membership on January 26, 2018. Based on previous board direction to staff, this draft budget includes a General Levy of \$11,352,000 which represents a 2.5% increase over 2017. The General Levy, if approved at the Annual General Meeting, will be apportioned to watershed municipalities on the basis of "Modified Current Value Assessment" as defined in Ontario Regulation 670/00.

Please note that the apportionment of the General Levy has changed significantly compared to prior years. This is a result of a decision issued by the Mining and Lands Commissioner on December 21, 2017. The change has caused a large increase in the amount apportioned to the City of Hamilton and an offsetting decrease for other participating municipalities. A detailed explanation of this change will be included in a report to the January 26, 2018 meeting of the General Membership. The report will be included in the agenda package for that meeting, which is published on the GRCA's website at [www.grandriver.ca](http://www.grandriver.ca).

The attached draft budget outlines the programs and services of the Grand River Conservation Authority and how those programs are expected to be funded in 2018. Also enclosed, is a calculation of the apportionment of the General Levy to participating municipalities. Should you have any questions concerning the draft Budget or the levy apportionment, please contact the undersigned.

Yours truly,

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

Karen Armstrong,  
Deputy CAO and Secretary-Treasurer  
Grand River Conservation Authority



# Grand River Conservation Authority

**Report number:** GM-01-18-07

**Date:** January 26, 2018

**To:** Members of the Grand River Conservation Authority

**Subject:** Budget 2018 – Draft #2

---

## **Recommendation:**

THAT GM-01-18-07 be received as information.

## **Summary:**

This draft continues to present a balanced budget position for 2018.

This draft of the budget includes the following significant changes since the September 22, 2017 draft #1 budget report:

- \$ 715,000 Special Projects spending/funding increased
- \$ 210,000 2017 surplus carry forward increased
- \$ 400,000 Conservation Area Revenue increased
- \$ 40,000 Nature Centre Camp Program Revenue increase
- \$ 670,000 Operating Expenses increased
- \$ 20,000 Net Transfer from reserves increased

The Final Budget will include adjustments for year-end carry forward projects and for final audited results.

This draft includes the following amounts:

- Expenditures \$33,275,673
- General Municipal Levy \$11,352,000 (2.5% increase over prior year)
- Provincial Water and Erosion Control Infrastructure (WECI) Grants \$1,500,000
- Provincial Source Protection Program Grant \$835,000
- Reserve Balance by Year End 2018 - \$19.4 million (\$1.8 million decrease)

A significant redistribution of the general municipal levy amongst participating municipalities has been reflected in this draft of the budget. A separate report entitled 'Budget 2018 - General Levy Apportionment Update' outlines events that have triggered this redistribution.

## **Report:**

The final 2018 budget will be presented for approval at the February 23, 2018 General Meeting.

This draft of the 2018 Budget includes the following changes made since the September 22, 2017 General Meeting:

**Special Projects Budget 2018 (net increase \$715,000):**

\$ 100,000	Subwatershed Study – City of Kitchener
\$ 100,000	Municipal funding increased
\$ 135,000	Waste Water Optimization Project
\$ 135,000	Provincial funding increased
\$ 270,000	Ecological Restoration
\$ 270,000	Donation funding increased
\$ 100,000	Parkhill Hydro Turbine Project (2018 total: \$300,000)
\$ 100,000	Funding from Reserve
\$ 70,000	Species at Risk
\$ 70,000	Federal funding increased
\$ 20,000	Haldimand Water Festival (2018 total: \$40,000)
\$ 20,000	Foundation funding increased
\$ 20,000	Dickson Renovation
\$ 20,000	Funding from Conservation Area Reserve

**Operating Budget 2018 (net expense increase \$670,000, net increase in transfer from reserves \$20,000)**

\$ 47,000	Communications - Wages & Benefits increased
(\$ 47,000)	Communications - Other operating expenses decreased
\$ 40,000	Nature Centres - Camp Revenue increased
(\$ 40,000)	Nature Centres - Wages & Benefits increased
\$400,000	Conservation Area Fee Revenue increased
(\$400,000)	Conservation Area Expenses increased
\$ 50,000	Demolition Expenses for Residential Rentals increased
(\$50,000)	Funding from Land Sale Proceeds reserve increased
\$210,000	2017 Surplus carry forward increased (from \$100,000 to \$300,000)
(\$100,000)	Bill 148 Implementation Expenses
(\$30,000)	File Management (digitizing) project expenses increased (carry forward project from 2017)
(\$50,000)	Communication expenses increased
(\$30,000)	Allocation to Reserve for Guelph NC funding

## Significant Outstanding Budget Items

After actual 2017 figures are finalized, the final budget can be prepared and the outstanding matters listed below will be addressed.

### (a) Year 2018 Carry forward Adjustments

#### 2017 Surplus carry forward

This draft of the 2018 Budget assumes a \$310,000 surplus carry over from year 2017. The December 2017 Financial Summary for yearend 2017 forecast a \$310,500 surplus. This will be updated pending finalizing the yearend results. The actual "2017 Net Surplus" will be incorporated into the 2018 budget.

#### 2017 Special Projects carry forward

Any projects commenced in year 2017 and not completed by December 31, 2017 will be carried forward and added to Budget 2018 (i.e. both the funding and the expense will be added to Budget 2018 and therefore these adjustments will have no impact on the breakeven net result).

#### Major Water Control Structures Capital Expenditures

A final determination of the amount of spending to be added to the Budget 2018 (i.e. unspent amounts from 2017) will be made, including use of the "capital reserve" for 2018 projects.

### (b) Conservation Area Revenue and Expenses

Final revenue and operating expense figures to be determined following year-end actuals review.

### (c) Source Protection Program

The current budget draft includes \$835,000 in spending. The final version of the GRCA 2017 Budget will be adjusted to reflect any anticipated funding approvals. Expenses for this program are funded 100% by a provincial grant.

Attached are the following:

Budget 2018 Timetable

Summary Reserve Report – Budget 2018

Preliminary Budget 2018 Package to Municipalities (separate attachment)

## Reporting to Municipalities:

Ontario Regulation 139/96, made under the Conservation Authorities Act, requires that Conservation Authorities provide 30 days notice to participating municipalities of the meeting at which the Budget and Levy will be voted upon. The notice must include the amount of each municipality's levy and the financial information relied on in support of that levy. Budget draft #2 was mailed out to municipalities in advance of this meeting in order to adhere to the reporting deadline.

**Financial implications:**

In this draft, the GRCA is proposing a \$33,275,673 budget.

With respect to reserves this budget version outlines a net decrease to reserves of approximately \$1.8 million resulting in a reserve balance of approximately \$19.4 million by yearend 2018.

**Prepared by:**

Sonja Radoja  
Manager, Corporate Services

**Approved by:**

Karen Armstrong  
Assistant CAO/Secretary-Treasurer

**Grand River Conservation Authority  
Summary of Municipal Levy - 2018 Budget**

*DRAFT-January 26, 2018*

	% CVA in	2017 CVA		CVA-Based	2018 Budget Matching Admin & Maintenance	2018 Budget Non Matching Admin & Maintenance	2018 Budget	2018 Budget	Actual	
	Watershed	(Modified)	CVA in Watershed	Apportionment	Levy	Levy	Capital Levy	Total Levy	2017 Levy	% Change
Brant County	84.0%	5,778,502,491	4,853,942,092	2.88%	25,085	271,586	30,233	326,904	354,137	-7.7%
Brantford C	100.0%	12,178,149,735	12,178,149,735	7.22%	62,933	681,380	75,862	820,175	897,489	-8.6%
Amaranth Twp	82.0%	651,361,270	534,116,241	0.32%	2,760	29,884	3,327	35,971	39,009	-7.8%
East Garafraxa Twp	80.0%	498,143,467	398,514,773	0.24%	2,059	22,297	2,482	26,838	29,452	-8.9%
Town of Grand Valley	100.0%	396,850,584	396,850,584	0.24%	2,051	22,204	2,472	26,727	27,291	-2.1%
Melancthon Twp	56.0%	481,524,449	269,653,692	0.16%	1,393	15,087	1,680	18,160	19,694	-7.8%
Southgate Twp	6.0%	815,068,745	48,904,125	0.03%	253	2,736	305	3,294	3,620	-9.0%
Haldimand County	41.0%	5,888,880,157	2,414,440,864	1.43%	12,477	135,090	15,040	162,607	183,117	-11.2%
Norfolk County	5.0%	8,186,035,325	409,301,766	0.24%	2,115	22,901	2,550	27,566	30,831	-10.6%
Halton Region	10.3%	36,402,339,213	3,765,423,823	2.23%	19,459	210,679	23,456	253,594	271,150	-6.5%
Hamilton City	26.8%	77,135,348,277	20,633,705,664	12.24%	106,629	1,154,477	128,534	1,389,640	263,512	427.4%
Oxford County	37.7%	3,548,847,438	1,337,821,840	0.79%	6,913	74,852	8,334	90,099	99,302	-9.3%
North Perth T	2.0%	1,770,295,097	35,405,902	0.02%	183	1,981	221	2,385	2,563	-6.9%
Perth East Twp	40.0%	1,600,912,173	640,364,869	0.38%	3,309	35,829	3,989	43,127	45,952	-6.1%
Waterloo Region	100.0%	86,368,658,180	86,368,658,180	51.24%	446,327	4,832,414	538,023	5,816,764	6,314,548	-7.9%
Centre Wellington Twp	100.0%	4,246,127,695	4,246,127,695	2.52%	21,943	237,575	26,451	285,969	312,036	-8.4%
Erin T	49.0%	2,223,001,923	1,089,270,942	0.65%	5,629	60,946	6,785	73,360	81,701	-10.2%
Guelph C	100.0%	22,830,352,868	22,830,352,868	13.54%	117,980	1,277,382	142,218	1,537,580	1,646,748	-6.6%
Guelph Eramosa Twp	100.0%	2,374,434,372	2,374,434,372	1.41%	12,270	132,852	14,791	159,913	175,520	-8.9%
Mapleton Twp	95.0%	1,408,733,893	1,338,297,198	0.79%	6,916	74,879	8,337	90,132	95,992	-6.1%
Wellington North Twp	51.0%	1,432,770,017	730,712,708	0.43%	3,776	40,884	4,552	49,212	53,415	-7.9%
Puslinch Twp	75.0%	2,216,998,019	1,662,748,514	0.99%	8,593	93,032	10,358	111,983	127,922	-12.5%
Total		278,433,335,387	168,557,198,449	100.00%	871,053	9,430,947	1,050,000	11,352,000	11,075,000	2.5%



# **2018 BUDGET**

**(Draft to January 26, 2018 General Board Meeting)**

# **Grand River Conservation Authority**

## **2018 Budget**

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• Summary of Expenditures, Funding and Change in Municipal Levy	9
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- Table 2: Flood Forecasting and Warning
- Table 3: Water Control Structures
- Table 4: Planning
- Table 5: Forestry and Conservation Lands Property Tax
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- Table 7: Communications and Foundation
- Table 8: Outdoor Education
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- Table 10: Conservation Lands, Property Rentals, Hydro, Conservation Areas, and other Miscellaneous Revenues and Expenditures
- Other Information (Information Systems and Motor Pool)

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## **GRCA 2018 Budget Highlights**

The Grand River Conservation Authority is a successful partnership of municipalities, working together to promote and undertake wise management of the water and natural resources of the Grand River watershed.

The Grand River stretches 300 kilometres from Dundalk in Dufferin County to Port Maitland on Lake Erie. It takes in one of the fastest growing regions in the province, with a population of almost 1,000,000. The Grand River watershed is also home to some of the most intensively farmed land in the nation.

The prospect of high growth and the impact on water and natural resources and the quality of life present an enormous challenge to the GRCA, municipalities and all watershed residents. It creates an urgent need to work co-operatively to care wisely for the Grand River and its resources.

The work of the GRCA is divided into seven business areas:

- Reducing flood damages
- Improving water quality
- Maintaining reliable water supply
- Protecting natural areas and biodiversity
- Watershed planning
- Environmental education
- Outdoor recreation

In order to carry out these functions, the GRCA draws revenues from a variety of sources:

- User fees, such as park admissions, nature centre programs, planning fees and others which are set to offset most, if not all, the cost of these services
- Revenues from property rentals and hydro generation at our dams
- Municipal levies, which are applied primarily to watershed management programs
- Municipal grants dedicated to specific programs, such as the Rural Water Quality Program and Water Quality Monitoring
- Provincial transfer payments for water management operating expenses
- Provincial grants for specific purposes, such as studies on Source Water Protection and Capital Projects related to water management
- Donations from the Grand River Conservation Foundation for programs such as outdoor education, tree nursery operations and various special projects
- Federal grants and other miscellaneous sources of revenue

The GRCA continues to work on the development and implementation of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region, including the Grand River watershed, as part of the provincial Source Protection Program under the *Clean Water Act, 2006*. All four Source Protection Plans are approved and in effect. Besides supporting municipalities and other agencies in implementing the plans, the focus in 2018 is on updates to the Grand River Source Protection Plan, including water quantity risk assessment studies, development of water quantity policies, updating water quality vulnerability assessments, and the development of an annual progress reporting framework.



The Water Management Plan was endorsed in 2014 as an update to the 1982 Grand River Basin Study that charts a course of actions to reduce flood damages, ensure water supplies, improve water quality and build resilience to deal with a changing climate. The third annual progress report – A Report on Actions was published in 2017. Municipal, provincial and federal government and Six Nations Water Managers meet quarterly to report on the progress of the commitments they made in the Plan. Annual progress reporting is projected through to 2019. Technical work will started in 2018 on a state of the resource report, it is planned to be completed in 2019

During 2018 GRCA will continue to address impacts of Emerald Ash Borer on GRCA lands and will seek financial resources to manage this infestation.

At the end of 2014 GRCA received approval for four years of funding for a volunteer coordination program. This program became fully operational during 2015 and will continue through 2018.

Major water control capital projects planned for 2018 include upgrades to backup generators and fuel systems at Guelph and Woolwich dams, refurbishment of the gates at Woolwich Dam, a gate failure modes analysis of the Conestogo Dam gates, installation of new stoplog gains and stoplogs at Caledonia Dam, and continued design and rehabilitation of portions of the Brantford, Bridgeport, Cambridge and New Hamburg dykes. Design of the repair of a portion of the Cambridge riverwall is being coordinated with a City of Cambridge project to build a river level walkway at the base of the floodwall.

## **1. Watershed Management and Monitoring**

Watershed management and monitoring programs protect watershed residents from flooding and provide the information required to develop appropriate resource management strategies and to identify priority actions to maintain a healthy watershed. Activities include operation of flood and erosion control structures such as dikes and dams; flood forecasting and warning; water quality monitoring; natural heritage restoration and rehabilitation projects; water quantity assessment; watershed and subwatershed studies.

### **Operating Expenditures:**

Water Resources Planning and Environment	\$2,221,800	(Table 1)
Flood Forecasting and Warning	\$ 800,400	(Table 2)
Water Control Structures	\$1,725,700	(Table 3)

**Capital Expenditures:** **\$1,800,000** (Section B)

**Total Expenditures:** **\$6,547,900**

**Revenue sources:** Municipal levies and provincial grants.

## **2. Planning**

### **Program areas:**

a) **Natural Hazard Regulations**

The administration of conservation authority regulations related to development in the floodplain, and other natural hazards e.g. wetlands, slopes, shorelines and watercourses.

b) **Plan Input and Review**

Planning and technical review of municipal planning documents and recommending environmental policies for floodplains, wetlands and other environmentally significant areas; providing advice and information to municipal councils on development proposals and severances; review of environmental assessments; and providing outside consulting services on a fee-for-service basis to other conservation authorities and agencies.

**Operating Expenditures:** \$1,977,900 (Table 4)

**Capital Expenditures:** NIL

**Revenue sources:** Permit fees, enquiry fees, plan review fees, provincial grants and municipal levy

## **3. Watershed stewardship**

The watershed stewardship program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound water and environmental practices that will enhance, restore or protect their properties. Some activities are reforestation through the Burford Tree Nursery and tree planting programs, the Rural Water Quality Program, restoration and rehabilitation projects, providing conservation information through brochures, publications, the web site and media contacts.

### **Operating Expenditures:**

Forestry & Conservation Land Taxes \$ 1,376,500 (Table 5)

Conservation Services \$ 861,000 (Table 6)

Communications and Foundation \$ 714,900 (Table 7)

**Capital Expenditures:** NIL

**Total Expenditures:** \$2,952,400

### **Revenue sources:**

Municipal levies and grants, provincial grants, tree sales, landowner contributions, donations from the Grand River Conservation Foundation and other donations.

## **4. Conservation Land Management**

This includes expenses and revenues associated with the acquisition and management of land owned or managed by the GRCA including woodlots, provincially significant wetlands (e.g. Luther Marsh, Dunnville Marsh), passive conservation areas, rail-trails and a number of rental properties. Activities include forest management, woodlot thinning, and hydro production at our dams.

**Operating Expenditures:**

Conservation Lands, Rentals, Misc	\$3,612,400 (Table 10-Conservation Lands)
Hydro Production	\$ 200,000 (Table 10-Hydro Production)

**Capital Expenditures:** NIL

**Total Expenditures:** \$3,812,400

**Revenue sources:**

Property rentals, hydro production, timber sales, conservation land income, donations from the Grand River Conservation Foundation

## **5. Education**

The GRCA operates six nature centres, which provide curriculum-based programs to about 50,000 students from six school boards and independent schools throughout the watershed. In addition, about 16,000 members of the public attend day camps and weekend family and community events.

**Operating Expenditures:** \$1,346,400 (Table 8)

**Capital Expenditures:** NIL

**Revenue sources:** School boards, nature centre user fees, community event fees, donations from the Grand River Conservation Foundation and municipal general levy.

## **6. Recreation**

This includes the costs and revenues associated with operating the GRCA's 11 active conservation areas. The GRCA offers camping, hiking, fishing, swimming, skiing and other activities at its parks. It provides 2,500 campsites, making it the second-largest provider of camping accommodation in Ontario. About 1 million people visit GRCA parks each year. The parks are financially self-sufficient.

**Operating Expenditures:** \$7,410,000 (Table 10)

**Capital Expenditures:** \$1,820,000 (Section B)

**Total Expenditures:** \$9,230,000

**Revenue sources:**

Conservation Area user fees, government grants and donations.

## **7. Corporate services**

This includes the cost of head office functions such as accounting and human resources, as well as the cost of facilities, insurance, consulting and legal fees and expenses relating to the General Membership.

**Operating Expenditures:** \$3,367,673 (Table 9)

**Capital Expenditures:** \$ 90,000 (Section B)

**Total Expenditures:** \$3,457,673

**Revenue sources:** Municipal levies and provincial grants.

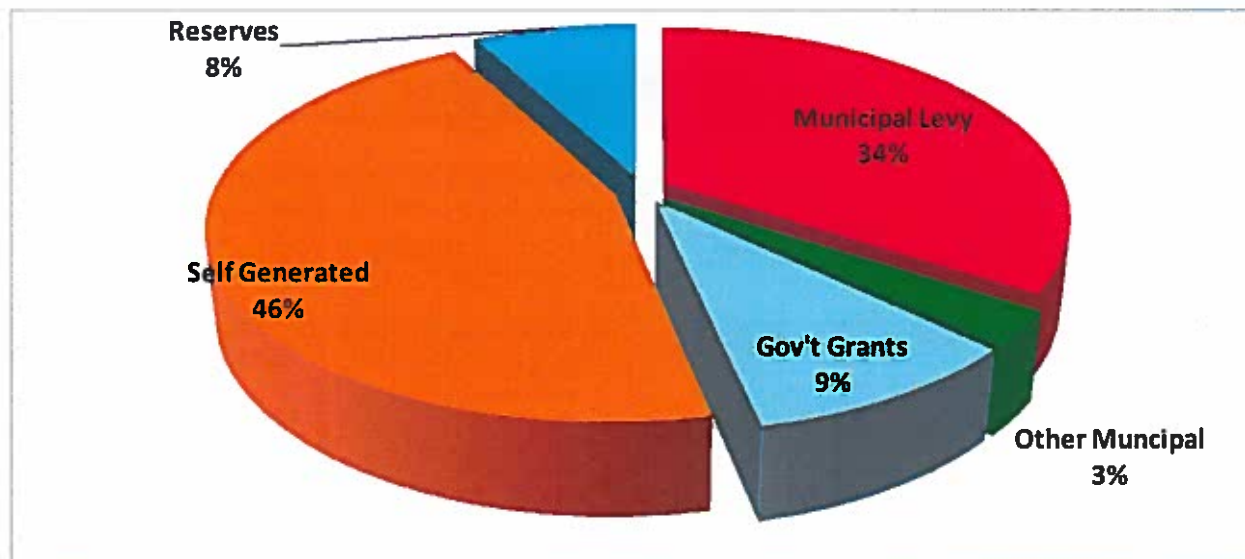
GRAND RIVER CONSERVATION AUTHORITY

**BUDGET 2018 - Summary of Revenue and Expenditures**

FUNDING		Actual 2016	Budget 2017	Budget 2018	Budget Incr/(decr)
Municipal General Levy Funding		10,809,000	11,075,000	11,352,000	277,000 2.5%
Other Government Grants		4,264,429	4,093,073	4,158,573	65,500 1.6%
Self-Generated Revenue		16,075,858	14,626,032	15,191,100	565,068 3.9%
Funding from Reserves		634,777	1,204,400	2,574,000	1,369,600 113.7%
<b>TOTAL FUNDING</b>		<b>31,784,064</b>	<b>30,998,505</b>	<b>33,275,673</b>	<b>2,277,168</b> 7.3%
EXPENDITURES		Actual 2016	Budget 2017	Budget 2018	Budget Incr/(decr)
Base Programs - Operating includes funding to reserves	SECTION A	25,540,270	24,822,105	25,614,673	792,568 3.19%
Base Programs - Capital	SECTION B	2,304,092	2,663,400	3,710,000	1,046,600 39.30%
Special Projects	SECTION C	3,623,870	3,513,000	3,951,000	438,000 12.5%
<b>TOTAL EXPENDITURES</b>		<b>31,468,232</b>	<b>30,998,505</b>	<b>33,275,673</b>	<b>2,277,168</b> 7.3%
<b>NET RESULT</b>		<b>315,832</b>	<b>-</b>	<b>-</b>	

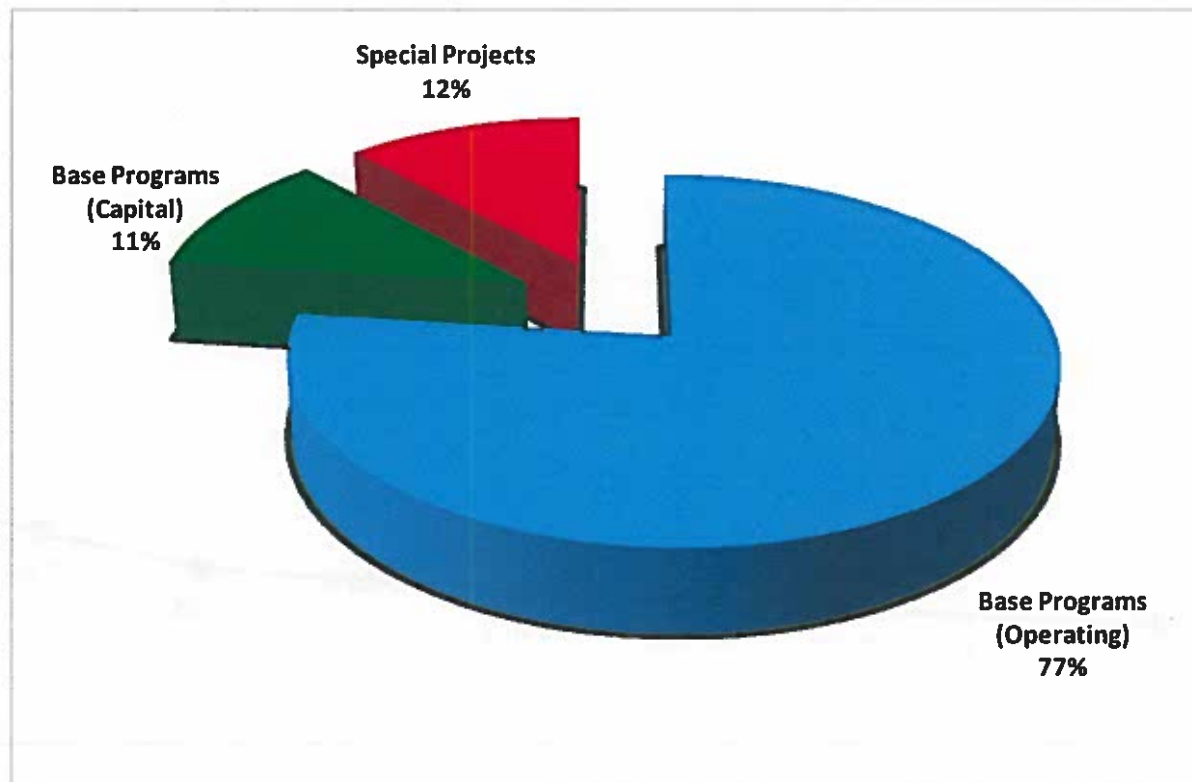
# 2018 Budget – Revenue by Source

Total 2018 Budget Revenue = \$33.3 Million (\$ 31.0 Million in 2017)

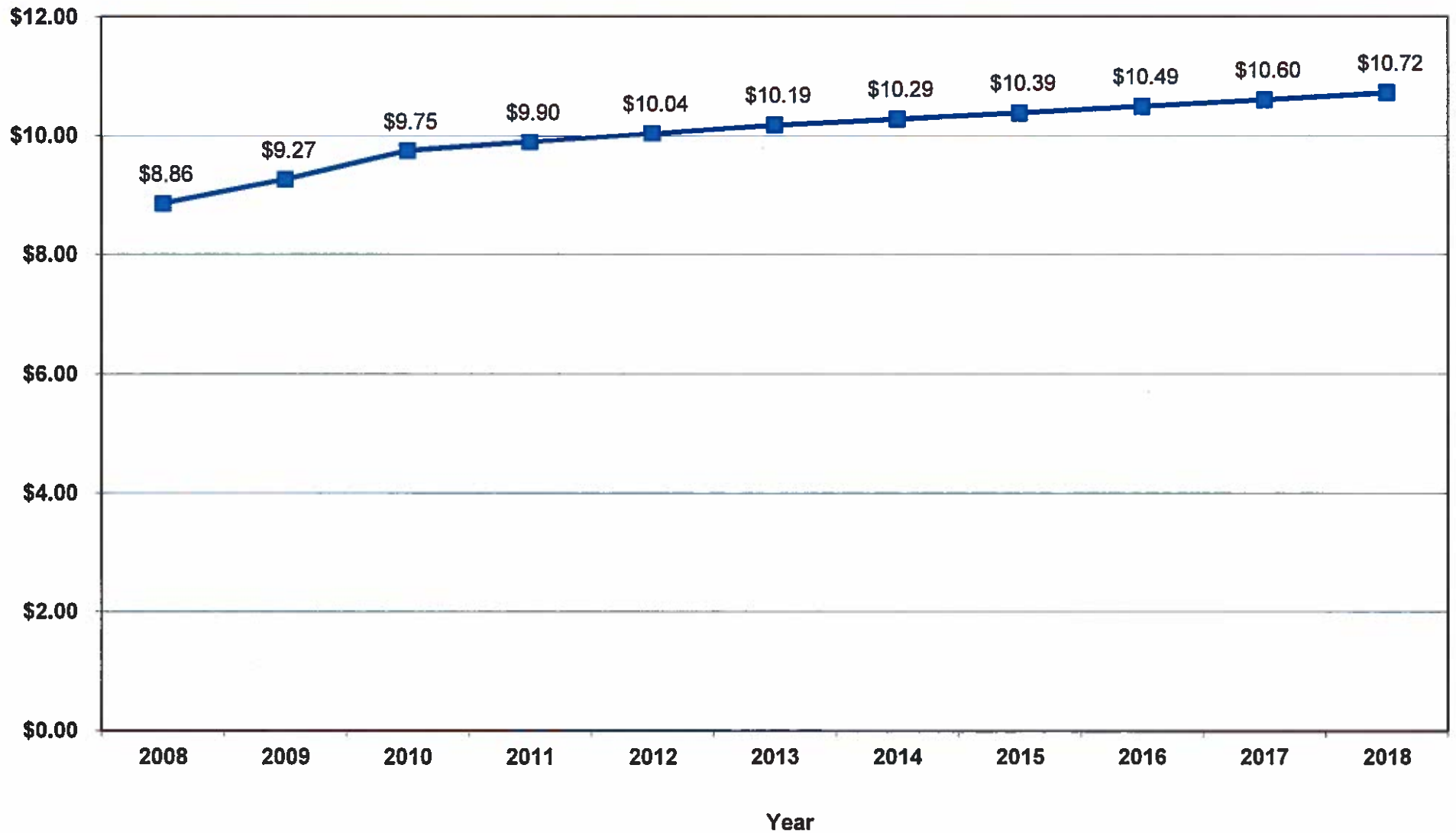


# 2018 Budget – Expenditures by Category

2018 Budget Expenditures = \$33.3 Million (\$ 31.0 Million in 2017)



# GRCA Per Capita Levy 2008 to 2018



### Budget 2018 - Summary of Expenditures, Funding and Change in Municipal Levy

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# **Grand River Conservation Authority Summary of Municipal Levy - 2018 Budget**

*DRAFT-January 26, 2018*

	% CVA In	2017 CVA	CVA-Based	2018 Budget Matching Admin & Maintenance	2018 Budget Non Matching Admin & Maintenance	2018 Budget	2018 Budget	Actual		
	Watershed	(Modified)	CVA in Watershed	Apportionment	Levy	Levy	Capital Levy	Total Levy	2017 Levy	% Change
Brant County	84.0%	5,778,502,491	4,853,942,092	2.88%	25,085	271,586	30,233	326,904	354,137	-7.7%
Brantford C	100.0%	12,178,149,735	12,178,149,735	7.22%	62,933	681,380	75,862	820,175	897,489	-8.6%
Amaranth Twp	82.0%	651,361,270	534,116,241	0.32%	2,760	29,884	3,327	35,971	39,009	-7.8%
East Garafraxa Twp	80.0%	498,143,467	398,514,773	0.24%	2,059	22,297	2,482	26,838	29,452	-8.9%
Town of Grand Valley	100.0%	396,850,584	396,850,584	0.24%	2,051	22,204	2,472	26,727	27,291	-2.1%
Melancthon Twp	56.0%	481,524,449	269,653,692	0.16%	1,393	15,087	1,680	18,160	19,694	-7.8%
Southgate Twp	6.0%	815,068,745	48,904,125	0.03%	253	2,736	305	3,294	3,620	-9.0%
Haldimand County	41.0%	5,888,880,157	2,414,440,864	1.43%	12,477	135,090	15,040	162,607	183,117	-11.2%
Norfolk County	5.0%	8,186,035,325	409,301,766	0.24%	2,115	22,901	2,550	27,566	30,831	-10.6%
Halton Region	10.3%	36,402,339,213	3,765,423,823	2.23%	19,459	210,679	23,456	253,594	271,150	-6.5%
Hamilton City	26.8%	77,135,348,277	20,633,705,664	12.24%	106,629	1,154,477	128,534	1,389,640	263,512	427.4%
Oxford County	37.7%	3,548,847,438	1,337,821,840	0.79%	6,913	74,852	8,334	90,099	99,302	-9.3%
North Perth T	2.0%	1,770,295,097	35,405,902	0.02%	183	1,981	221	2,385	2,563	-6.9%
Perth East Twp	40.0%	1,600,912,173	640,364,869	0.38%	3,309	35,829	3,989	43,127	45,952	-6.1%
Waterloo Region	100.0%	86,368,658,180	86,368,658,180	51.24%	446,327	4,832,414	538,023	5,816,764	6,314,548	-7.9%
Centre Wellington Twp	100.0%	4,246,127,695	4,246,127,695	2.52%	21,943	237,575	26,451	285,969	312,036	-8.4%
Erin T	49.0%	2,223,001,923	1,089,270,942	0.65%	5,629	60,946	6,785	73,360	81,701	-10.2%
Guelph C	100.0%	22,830,352,868	22,830,352,868	13.54%	117,980	1,277,382	142,218	1,537,580	1,646,748	-6.6%
Guelph Eramosa Twp	100.0%	2,374,434,372	2,374,434,372	1.41%	12,270	132,852	14,791	159,913	175,520	-8.9%
Mapleton Twp	95.0%	1,408,733,893	1,338,297,198	0.79%	6,916	74,879	8,337	90,132	95,992	-6.1%
Wellington North Twp	51.0%	1,432,770,017	730,712,708	0.43%	3,776	40,884	4,552	49,212	53,415	-7.9%
Puslinch Twp	75.0%	2,216,998,019	1,662,748,514	0.99%	8,593	93,032	10,358	111,983	127,922	-12.5%
Total		278,433,335,387	168,557,198,449	100.00%	871,053	9,430,947	1,050,000	11,352,000	11,075,000	2.5%

# **SECTION A**

## **BASE PROGRAMS – OPERATING**

## SECTION A - Operating Budget

GRAND RIVER CONSERVATION AUTHORITY

### Budget 2018 vs Budget 2017

	Actual 2016	Budget 2017	Budget 2018	Incr/(Decr)	%age change
<b>EXPENDITURES</b>					
OPERATING EXPENSES	25,540,270	24,822,105	25,614,673	792,568	3.19%
<b>Total Expenses</b>	<b>25,540,270</b>	<b>24,822,105</b>	<b>25,614,673</b>	<b>792,568</b>	<b>3.19%</b>
<b>SOURCES OF FUNDING</b>					
MUNICIPAL GENERAL LEVY (NOTE)	9,451,418	10,025,000	10,302,000	277,000	2.76%
MUNICIPAL SPECIAL LEVY	48,625	50,000	50,000	-	0.00%
OTHER GOVT FUNDING	899,231	938,573	938,573	-	0.00%
SELF-GENERATED	14,499,743	13,168,700	13,840,100	671,400	5.10%
RESERVES	211,635	324,000	174,000	(150,000)	-46.30%
SURPLUS CARRYFORWARD	429,618	315,832	310,000	(5,832)	-1.85%
<b>Total BASE Funding</b>	<b>25,540,270</b>	<b>24,822,105</b>	<b>25,614,673</b>	<b>792,568</b>	<b>3.19%</b>

NOTE: See "Summary of Revenue, Expenditures and Changes in Municipal Levy" for details of \$177,000 levy increase.

## **TABLE 1**

### **(a) Watershed Studies**

This category includes watershed and subwatershed studies. These studies provide the strategic framework for understanding water resources and ecosystem form, functions and linkages. These allow for assessment of the impacts of changes in watershed resources and land use. Watershed studies also identify activities and actions that are needed to minimize the adverse impacts of change. This program supports other plans and programs that promote healthy watersheds.

#### ***Specific Activities:***

- Carry out or partner with municipalities and other stakeholders on integrated subwatershed plans for streams and tributaries. Subwatershed Plans are technical reports which provide comprehensive background on how surface water, groundwater, terrestrial and aquatic ecosystems function in a subwatershed. The plans recommend how planned changes such as urbanization can take place in a sustainable manner.

### **(b) Water Resources Planning and Environment and Support**

This category includes the collection and analysis of environmental data and the development of management plans for protection and management of water resources and natural heritage systems. These programs assist with implementation of monitoring water and natural resources and assessment of changes in watershed health and priority management areas.

#### ***Specific Activities:***

- operate 8 continuous river water quality monitoring stations, 73 stream flow monitoring stations, 27 groundwater monitoring stations, and 37 water quality monitoring stations in conjunction with MOE, apply state-of-the-art water quality assimilation model to determine optimum sewage treatment options in the central Grand, and provide technical input to municipal water quality issues
- analyze and report on water quality conditions in the Grand River watershed
- maintain a water budget to support sustainable water use in the watershed, and maintain a drought response program
- analyze water use data for the watershed and provide recommendations for water conservation approaches
- provide advice to Provincial Ministries regarding water use permits to ensure that significant environmental concerns are identified so that potential impacts can be addressed.

### **(c ) Resource Management Division Support**

Provides support services to the Engineering and Resource Management Divisions including support for Flood Forecasting and Warning and Water Control Structures.

#### ***Specific Spending:***

- administrative services
- travel, communication, staff development and computer
- insurance

### **(d) Natural Heritage Management**

The natural heritage management program includes those activities associated with providing service and/or assistance to municipalities, private and public landowners and community groups on sound environmental practices that will enhance, restore or protect the aquatic and terrestrial ecosystems. The program includes watershed scale natural heritage assessments and implements restoration activities on GRCA land..

#### ***Specific Activities:***

- maintain and promote the ‘Grand River Fisheries Management Plan’.
- implement “best bets” for protection and enhancement of fisheries, work with outside agencies, non-government organizations and the public to improve fish habitat through stream rehabilitation projects including the implementation of the recommendations of the watershed studies.
- maintain and implement the Forest Management Plan for the Grand River watershed and develop and implement components of the watershed Emerald Ash Borer strategy
- carry out restoration and rehabilitation projects for aquatic and terrestrial ecosystems e.g. species at risk and ecological monitoring on GRCA lands, and prescribed burn activities and community events such as tree planting and stream restoration
- provide technical input and review services for applications that may affect the watershed ecosystems.

**TABLE 1**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Water Resources Planning & Environment**

<b>OPERATING</b>	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Budget 2018</b>	<b>Budget Change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	1,353,773	1,541,600	1,587,900	46,300
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	268,994	306,900	313,000	6,100
Insurance	124,652	126,000	110,000	-16,000
Other Operating Expenses	161,494	206,800	210,900	4,100
Amount set aside to Reserves	20,000	-	-	
<b>TOTAL EXPENSE</b>	<b>1,928,913</b>	<b>2,181,300</b>	<b>2,221,800</b>	<b>40,500</b>
<b>Funding</b>				<b>(incr)/decr</b>
Municipal Other	41,115	50,000	50,000	0
MNR Grant	33,200	33,200	33,200	0
Prov & Federal Govt	7,791	37,500	37,500	0
Donations		3,000	3,000	0
Funds taken from Reserves		27,000	27,000	0
<b>TOTAL FUNDING</b>	<b>82,106</b>	<b>150,700</b>	<b>150,700</b>	<b>-</b>
<b>Net Funded by General Municipal Levy</b>	<b>1,846,807</b>	<b>2,030,600</b>	<b>2,071,100</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>40,500</b>

## **TABLE 2**

### **Flood Forecasting and Warning**

The flood warning system includes the direct costs associated with monitoring the streams, and rivers in order to effectively provide warnings and guidance to municipalities and watershed residents during flood emergencies.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

#### ***Specific Activities:***

- maintain a 'state of the art' computerized flood forecasting and warning system.
- operate a 24 hour, year-round, on-call duty officer system to respond to flooding matters.
- collect and manage data on rainfall, water quantity, reservoir conditions, water levels from 56 stream flow gauges, 24 rainfall gauges, and 12 snow courses.
- use data radio and Voice Alert system to continuously, monitor river conditions and detect warning levels, assist municipalities with emergency planning, and respond to thousands of inquiries each year.
- Assist municipalities with municipal emergency planning and participate in municipal emergency planning exercises when requested.

**TABLE 2**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Flood Forecasting & Warning**

<b>OPERATING</b>	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Budget 2018</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	387,398	449,700	463,200	13,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	244,714	255,700	260,800	5,100
Other Operating Expenses	59,992	74,900	76,400	1,500
Amount set aside to Reserves				
<b>TOTAL EXPENSE</b>	<b>692,104</b>	<b>780,300</b>	<b>800,400</b>	<b>20,100</b>
<b>Funding</b>				<b>(Incr)/decr</b>
MNR Grant	252,955	252,955	252,955	-
Prov & Federal Govt	-	-	-	-
<b>TOTAL FUNDING</b>	<b>252,955</b>	<b>252,955</b>	<b>252,955</b>	<b>-</b>
<b>Net Funded by General Municipal Levy</b>	<b>439,149</b>	<b>527,345</b>	<b>547,445</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>20,100</b>



### **TABLE 3**

#### **Water Control Structures**

This category includes costs associated with the capital and maintenance of structures, the primary purpose of which is to provide protection to life and property. These structures include dams, dykes, berms and channels etc. Also included in this category are non-flood control dams and weirs, which maintain upstream water levels.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

#### ***Specific Activities:***

- operate and maintain 7 major multi-purpose reservoirs, which provide flood protection and flow augmentation, and 25 kilometres of dykes in 5 major dyke systems (Kitchener-Bridgeport, Cambridge-Galt, Brantford, Drayton and New Hamburg)
- ensure structural integrity of flood protection infrastructure through dam safety reviews, inspections and monitoring, reconstruction of deteriorating sections of floodwalls and refurbishing of major components of dams
- carry out capital upgrades to the flood control structures in order to meet Provincial standards
- operate and maintain 22 non-flood control dams, which are primarily for aesthetic, recreational, or municipal water supply intake purposes
- develop and implement plans to decommission failing or obsolete dams
- ice management activities to prevent or respond to flooding resulting from ice jams
- develop and implement public safety plans for structures

**TABLE 3**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Water Control Structures**

<b>OPERATING</b>	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Budget 2018</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>Incr/(decr)</b>
Salary and Benefits	1,067,474	1,136,000	1,170,100	34,100
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	16,997	28,000	28,600	600
Property Taxes	180,221	183,500	189,000	5,500
Other Operating Expenses	306,127	331,400	338,000	6,600
Amount set aside to Reserves	116,000	-	-	-
<b>TOTAL EXPENSE</b>	<b>1,686,819</b>	<b>1,678,900</b>	<b>1,725,700</b>	<b>46,800</b>
<b>Funding</b>				<b>(incr)/decr</b>
MNR Grant	400,350	400,350	400,350	-
<b>TOTAL FUNDING</b>	<b>400,350</b>	<b>400,350</b>	<b>400,350</b>	<b>-</b>
<b>Net Funded by General Municipal Levy</b>	<b>1,286,469</b>	<b>1,278,550</b>	<b>1,325,350</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>46,800</b>

**TABLE 4**

**(a) PLANNING - Regulations**

This category includes costs and revenues associated with administering the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* made under the *Conservation Authorities Act*. This includes permit review, inspections, permit issuance, enforcement and follow-up, which may include defending appeals.

***Specific Activities:***

- Process over 800 permits each year related to development, alteration or activities that may interfere with the following types of lands:
  - ravines, valleys, steep slopes
  - wetlands including swamps, marshes, bogs, and fens
  - any watercourse, river, creek, floodplain or valley land
  - the Lake Erie shoreline
- The regulation applies to the development activities listed below in the areas listed above:
  - the construction, reconstruction, erection or placing of a building or structure of any kind,
  - any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure
  - site grading
  - the temporary or permanent placing, dumping or removal of any material originating on the site or elsewhere.
- maintain policies and guidelines to assist in the protection of sensitive environmental lands (i.e. Policies for the Administration of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation)
- enforcement of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation and maintain compliance policies and procedures
- update and maintain flood line mapping; develop natural hazards mapping in digital format to be integrated into municipal planning documents and Geographic Information Systems

#### **(b) PLANNING - Municipal Plan Input and Review**

This program includes costs and revenues associated with reviewing Official Plans, Secondary and Community Plans, Zoning Bylaws, Environmental Assessments, development applications and other proposals, in accordance with Conservation Authority and provincial or municipal agreements. It also includes watershed management consulting outside of the Grand River watershed, which is done from time-to-time on a fee-for-service basis.

##### ***Specific Activities:***

- review municipal planning and master plan documents and recommend environmental policies and designations for floodplains, wetlands, natural heritage areas, fisheries habitat, hazard lands and shorelines, which support GRCA regulations and complement provincial policies and federal regulations
- provide advice to municipalities regarding environmental assessments, and other proposals such as aggregate and municipal drain applications to ensure that all environmental concerns are adequately identified and that any adverse impacts are minimized or mitigated
- provide information and technical advice to Municipal Councils and Committees and Land Division Committees regarding development applications to assist in making wise land use decisions regarding protection of people and property from natural hazard areas such as flood plains and erosion areas and protection and enhancement of wetlands, fish and wildlife habitat and natural heritage systems

**TABLE 4**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Resource Planning**

<b>OPERATING</b>	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Budget 2018</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	1,547,162	1,656,500	1,706,200	49,700
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	193,047	213,800	218,100	4,300
Other Operating Expenses	56,772	52,600	53,600	1,000
<b>TOTAL EXPENSE</b>	<b>1,796,981</b>	<b>1,922,900</b>	<b>1,977,900</b>	<b>55,000</b>
<b>Funding</b>				<b>(incr)/decr</b>
Provincial	22	0	0	
MNR Grant	114,568	114,568	114,568	-
Self Generated	922,763	826,500	901,400	(74,900)
<b>TOTAL FUNDING</b>	<b>1,037,353</b>	<b>941,068</b>	<b>1,015,968</b>	<b>(74,900)</b>
<b>Net Funded by General Municipal Levy</b>	<b>759,628</b>	<b>981,832</b>	<b>961,932</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>(19,900)</b>

## **TABLE 5**

### **Forestry & Property Taxes**

The forestry program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound environmental practices that will enhance, restore or protect their properties.

This category includes direct delivery of remediation programs including tree planting/reforestation.

General Municipal Levy funds the property tax for GRCA owned natural areas/passive lands.

#### ***Specific Activities:***

- plant trees on private lands (cost recovery from landowner)
- operate Burford Tree Nursery to grow and supply native and threatened species
- carry out tree planting and other forest management programs on over 7,000 hectares of managed forests on GRCA owned lands
- manage Emerald Ash Borer infestation

**TABLE 5**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Forestry & Conservation Land Taxes**

<b>OPERATING</b>	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Budget 2018</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	538,843	524,200	539,900	15,700
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	54,914	42,500	43,400	900
Property Taxes	160,690	172,600	177,800	5,200
Other Operating Expenses	551,006	750,400	615,400	(135,000)
Amount set aside to Reserves		-		0
<b>TOTAL EXPENSE</b>	<b>1,305,453</b>	<b>1,489,700</b>	<b>1,376,500</b>	<b>(113,200)</b>
<b>Funding</b>				<b>(incr)/decr</b>
Donations	41,844	57,000	57,000	-
Self Generated	626,499	800,000	650,000	150,000
<b>TOTAL FUNDING</b>	<b>668,343</b>	<b>857,000</b>	<b>707,000</b>	<b>150,000</b>
<b>Net Funded by General Municipal Levy</b>	<b>637,110</b>	<b>632,700</b>	<b>669,500</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>36,800</b>

## **TABLE 6**

### **Conservation Services**

The conservation service program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound environmental practices that will enhance, restore or protect their properties.

This category includes the Rural Quality program and Forestry extension services.

#### ***Specific Activities:***

- Co-ordinate the Rural Water Quality Program. This involves landowner contact, promotion/education and providing grants to assist farmers with capital improvements to address manure containment, livestock fencing, soil conservation, and other rural non-point sources of river water pollution. Funding for this important initiative comes from watershed municipalities and other government grants.
- Carry out tree planting, restoration and rehabilitation projects with private landowners
- Co-ordinate community events e.g. children's water festivals and agricultural and rural landowner workshops to promote water and environmental initiatives
- Co-ordinate GRCA Volunteer Program to enable public participation in community and GRCA environmental activities



**TABLE 6**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Conservation Services**

<b>OPERATING</b>	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Budget 2018</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>Incr/(decr)</b>
Salary and Benefits	645,561	672,900	693,100	20,200
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	97,208	107,800	110,000	2,200
Other Operating Expenses	16,000	56,800	57,900	1,100
Amount set aside to Reserves	17,000			
<b>TOTAL EXPENSE</b>	<b>775,769</b>	<b>837,500</b>	<b>861,000</b>	<b>23,500</b>
<b>Funding</b>				<b>(Incr)/decr</b>
Prov & Federal Govt	14,570	30,000	30,000	-
Donations	100,207	87,000	87,000	-
Funds taken from Reserves	1,089	31,000	31,000	-
<b>TOTAL FUNDING</b>	<b>115,866</b>	<b>148,000</b>	<b>148,000</b>	<b>-</b>
<b>Net Funded by General Municipal Levy</b>	<b>659,903</b>	<b>689,500</b>	<b>713,000</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>23,500</b>

## **TABLE 7**

### **Communications & Foundation**

The Communications department provides a wide range of services and support for the GRCA, the Grand River Conservation Foundation, as well as Lake Erie Region Source Protection Program. This category includes watershed-wide communication and promotion of conservation issues to watershed residents, municipalities and other agencies.

The Grand River Conservation Foundation provides private sector funding for GRCA projects with limited or no other sources of revenue. This category includes operational costs related to fundraising.

#### ***Specific Activities:***

- Media relations
- Public relations and awareness building
- Online communications
- Issues management and crisis communications
- Community engagement and public consultation
- Corporate brand management
  
- Solicit donors for financial support
  
- Orient and train volunteers to assist with fundraising
  
- Provide site tours and other events to stakeholders

**TABLE 7**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Communications & Foundation**

<b>OPERATING</b>	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Budget 2018</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	454,762	504,300	566,400	62,100
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	63,979	74,000	75,500	1,500
Other Operating Expenses	79,842	98,600	73,000	(25,600)
Amount set aside to Reserves	40,000	-	-	-
<b>TOTAL EXPENSE</b>	<b>638,583</b>	<b>676,900</b>	<b>714,900</b>	<b>38,000</b>
<b>Funding</b>				<b>(incr)/decr</b>
Donations	40,000	-	-	-
<b>TOTAL FUNDING</b>	<b>40,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Funded by General Municipal Levy</b>	<b>598,583</b>	<b>676,900</b>	<b>714,900</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>38,000</b>

## **TABLE 8**

### **Environmental Education**

This category includes costs and revenues associated with outdoor education facilities, which provide education and information about conservation, the environment and the Conservation Authority's programs to 50,000 students in 6 school boards and 16,000 members of the general public annually. The majority of funding for this program comes from school boards, the Grand River Conservation Foundation and public program fees.

#### ***Specific Activities:***

- operate 6 outdoor education centres under contract with watershed school boards, providing hands-on, curriculum-based, outdoor education (App's Mills near Brantford, Taquanyah near Cayuga, Guelph Lake, Laurel Creek in Waterloo, Shade's Mills in Cambridge and Rockwood)
- offer curriculum support materials and workshops to watershed school boards
- offer conservation day camps to watershed children and interpretive community programs to the public (user fees apply)

**TABLE 8**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Environmental Education**

<b>OPERATING</b>	<b>Actual 2016</b>	<b>Budget 2017</b>	<b>Budget 2018</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	886,497	876,100	942,400	66,300
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	76,459	72,800	74,300	1,500
Insurance	10,446	13,100	10,000	(3,100)
Property Taxes	15,504	18,800	19,400	600
Other Operating Expenses	235,477	265,000	270,300	5,300
Amount set aside to Reserves	17,000		30,000	30,000
<b>TOTAL EXPENSE</b>	<b>1,241,383</b>	<b>1,245,800</b>	<b>1,346,400</b>	<b>100,600</b>
<b>Funding</b>				<b>(incr)/decr</b>
Provincial & Federal Grants	2,765	0	0	0
Donations	54,830	50,000	50,000	0
Self Generated	880,444	876,500	942,000	(65,500)
<b>TOTAL FUNDING</b>	<b>938,039</b>	<b>926,500</b>	<b>992,000</b>	<b>(65,500)</b>
<b>Net Funded by General Municipal Levy</b>	<b>303,344</b>	<b>319,300</b>	<b>354,400</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>35,100</b>

## **TABLE 9**

### **CORPORATE SERVICES**

This category includes the costs for goods and services, as listed below, that are provided corporately. A small portion of these costs is recovered from provincial grants, namely from source protection program funding and from the MNR operating grant.

#### **Specific Activities:**

This category includes the following departments:

- Office of the Chief Administrative Officer and the Assistant Chief Administrative Officer/Secretary-Treasurer
- Finance
- Human Resources
- Payroll
- Health & Safety
- Office Services

In addition, this category includes expenses relating to:

- The General Membership
- Head Office Building
- Office Supplies, Postage, Bank fees
- Head Office Communication systems
- Insurance
- Audit fees
- Consulting, Legal, Labour Relations fees
- Health and Safety Equipment, Inspections, Training
- Conservation Ontario fees
- Corporate Professional Development
- General expenses

**TABLE 9**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Corporate Services**

**Budget 2018**

Surplus available to  
offset Municipal  
Levy Increase

**Expenses:**

Salary and Benefits	1,990,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	337,300
Insurance	55,000
Other Operating Expenses	985,373
Amount set aside to Reserves	
<b>TOTAL EXPENSE</b>	<b>3,367,673</b>

**Funding**

MNR Grant	70,000
Recoverable Corporate Services Expenses	70,000
Funds taken from Reserves	15,000
<b>TOTAL FUNDING</b>	<b>155,000</b>

Net Result before surplus adjustments	3,212,673
Deficit from Other Programs offset by 2017 Surplus Carryforward	(41,700)
2017 Surplus Carried Forward to 2018 used to reduce Levy	310,000
<b>Net Funded by General Municipal Levy</b>	<b>3,212,673</b>

(41,700)  
310,000  
**268,300**

**Budget 2017**

Surplus available to  
offset Municipal  
Levy Increase

**Expenses:**

Salary and Benefits	1,834,900
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	355,700
Insurance	55,000
Other Operating Expenses	1,069,105
Amount set aside to Reserves	
<b>TOTAL EXPENSE</b>	<b>3,314,705</b>

**Funding**

MNR Grant	70,000
Recoverable Corporate Services Expenses	70,000
Funds taken from Reserves	15,000
<b>TOTAL FUNDING</b>	<b>155,000</b>

Net Result before surplus adjustments	3,159,705
Deficit from Other Programs offset by 2016 Surplus Carryforward	(44,400)
2016 Surplus Carried Forward to 2017 used to reduce Levy	315,832
<b>Net Funded by General Municipal Levy</b>	<b>3,159,705</b>

(44,400)  
315,832  
**271,432**

**ACTUAL 2016**

Surplus available to  
offset Municipal  
Levy Increase

**Expenses:**

Salary and Benefits	1,883,139
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	301,013
Insurance	57,980
Other Operating Expenses	704,059
Amount set aside to Reserves	255,000
<b>TOTAL EXPENSE</b>	<b>3,201,191</b>

**Funding**

MNR Grant	70,000
Donations	-
Recoverable Corporate Services Expenses	63,721
<b>TOTAL FUNDING</b>	<b>133,721</b>

Net Result before surplus/(deficit) adjustments	3,067,470
Deficit from Other Programs offset by 2015 Surplus Carryforward	(283,445)
2015 Surplus Carried Forward to 2016 used to reduce Levy	429,618
<b>Net Funded by General Municipal Levy</b>	<b>3,067,470</b>

(283,445)  
429,618  
**146,173**

## **TABLE 10 (a)**

### **Conservation Lands, Rental Properties, Forestry & Misc**

The Conservation Land Management Program includes all expenses and revenues associated with acquisition and management of land owned/managed by the Authority. This includes protection of *Provincially Significant Conservation Lands*, woodlot management, rental/lease agreements and other revenues generated from managing lands and facilities. These expenses do not include those associated with recreation and education programs on GRCA lands.

#### ***Specific Activities:***

- acquire and manage significant wetlands and floodplain lands, e.g. the Luther Marsh Wildlife Management Area, the Keldon Source Area, the Bannister-Wrigley Complex, and the Dunnville Marsh
- operate “passive” conservation areas in order to conserve forests and wildlife habitat. Some are managed by municipalities or private organizations (Chicopee Ski Club in Kitchener, Scott Park in New Hamburg, etc.)
- develop and maintain extensive trail network on former rail lines owned by GRCA and municipalities (much of this is part of the Trans-Canada Trail network). Necessary funding is raised by The Grand River Conservation Foundation
- rent 733 cottage lots at Belwood Lake and Conestogo Lake; hold leases on over 1200 hectares of agricultural land and 19 residential units, and over 50 other agreements for use of GRCA lands. Income from these rentals aids in the financing of other GRCA programs
- host controlled hunts at various locations including Luther Marsh Wildlife Management Area and Conestogo Lake
- carry out forestry disease control, woodlot thinning and selective harvesting on GRCA lands in accordance with the Forest Management Plan while generating income from sale of timber. Income generated helps pay for future forest management activities
- where appropriate, dispose of lands that have been declared surplus and continue to identify and plan for disposition of other surplus lands. Proceeds from future dispositions will be used for acquisition of “Environmentally Significant Conservation Lands” and for other core programs
- payment of non-insured losses and deductibles for vandalism, loss or theft; miscellaneous amounts recovered from insurance settlements



- investment income arising from reserves and funds received in advance of program expenses

### **TABLE 10 (b)**

#### **HYDRO PRODUCTION**

This program generates revenue from 'hydro production'.

##### ***Specific Activities:***

- generate hydro from turbines in 2 large dams, Shand and Conestogo; the income is used to fund GRCA programs and repay reserves accordingly for the cost of building/repairing turbines.

### **TABLE 10 (c)**

#### **CONSERVATION AREAS**

These programs include costs and revenues associated with delivering recreational programs on GRCA lands and include the costs and revenues associated with day-use, camping, concessions and other activities at GRCA active Conservation Areas.

##### ***Specific Activities:***

- operate 11 "active" Conservation Areas (8 camping and 3 exclusively day-use) that are enjoyed by over 1 million visitors annually. It is estimated that these visitors also help generate significant revenues for the local tourism industry
- offer camping, hiking, fishing, swimming, boating, picnicking, skiing and related facilities
- provide 2,500 campsites – second only to the provincial park system as a provider of camping accommodation in Ontario

**TABLE 10**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**OTHER PROGRAMS - OPERATING - SUMMARY of Results**

	Conservation Lands	Property Rentals	MISC	(a) Cons Lands, Rental, Misc	(b) Hydro Production	(c) Conservation Areas	TOTAL Other Programs
<b>Budget 2018 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,042,500	574,000	-	1,616,500	42,000	4,177,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	156,500	73,000	-	229,500	-	173,000	
Insurance	143,000	15,500	-	158,500	-	-	
Property Taxes	-	98,000	-	98,000	-	60,000	
Other Operating Expenses (consulting etc)	605,000	834,900	70,000	1,509,900	88,000	2,700,000	
Amount set aside to Reserves	-	-	-	-	70,000	300,000	
<b>TOTAL EXPENSE</b>	<b>1,947,000</b>	<b>1,595,400</b>	<b>70,000</b>	<b>3,612,400</b>	<b>200,000</b>	<b>7,410,000</b>	<b>11,222,400</b>
<b>Funding</b>							
Donations	65,000	-	-	65,000	-	-	
Self Generated	86,000	2,900,700	148,000	3,134,700	470,000	7,410,000	
Funds taken from Reserves	1,000	100,000	-	101,000	-	-	
<b>TOTAL FUNDING</b>	<b>152,000</b>	<b>3,000,700</b>	<b>148,000</b>	<b>3,300,700</b>	<b>470,000</b>	<b>7,410,000</b>	<b>11,180,700</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(1,795,000)</b>	<b>1,405,300</b>	<b>78,000</b>	<b>(311,700)</b>	<b>270,000</b>	<b>-</b>	<b>(41,700)</b>
<b>Budget 2017 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,012,200	602,500	-	1,614,700	41,300	3,763,800	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	153,400	71,500	-	224,900	-	169,500	
Insurance	167,600	11,300	-	178,900	-	-	
Property Taxes	-	98,000	-	98,000	-	58,700	
Other Operating Expenses (consulting etc)	593,000	1,014,600	70,000	1,677,600	23,700	2,558,000	
Amount set aside to Reserves	-	-	-	-	135,000	150,000	
<b>TOTAL EXPENSE</b>	<b>1,925,200</b>	<b>1,797,900</b>	<b>70,000</b>	<b>3,794,100</b>	<b>200,000</b>	<b>6,700,000</b>	<b>10,684,100</b>
<b>Funding</b>							
Donations	65,000	-	-	65,000	-	-	
Self Generated	86,000	2,929,700	148,000	3,163,700	470,000	6,700,000	
Funds taken from Reserves	1,000	250,000	-	251,000	-	-	
<b>TOTAL FUNDING</b>	<b>152,000</b>	<b>3,179,700</b>	<b>148,000</b>	<b>3,479,700</b>	<b>470,000</b>	<b>6,700,000</b>	<b>10,849,700</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(1,774,200)</b>	<b>1,381,800</b>	<b>78,000</b>	<b>(314,400)</b>	<b>270,000</b>	<b>-</b>	<b>(44,400)</b>
<b>Actual 2016 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,066,962	524,518	-	1,591,480	53,103	3,707,577	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	90,519	71,726	-	162,245	500	166,003	
Insurance	157,658	15,788	-	173,448	-	-	
Property Taxes	-	141,710	-	141,710	-	53,986	
Other Expenses	665,795	1,012,631	45,814	1,724,240	157,621	2,744,367	
Amount set aside to Reserves	232,796	175,000	-	407,796	5,000	1,184,000	
<b>TOTAL EXPENSE</b>	<b>2,213,730</b>	<b>1,941,373</b>	<b>45,814</b>	<b>4,206,917</b>	<b>216,224</b>	<b>7,556,933</b>	<b>12,273,674</b>
<b>Funding</b>							
Provincial/Federal	7,510	-	(615)	6,895	-	3,626	
Donations	88,209	5,000	-	93,209	-	91,203	
Self Generated	178,651	3,082,548	74,359	3,335,558	487,033	7,761,559	
Funds taken from Reserves	-	210,546	-	210,546	-	-	
<b>TOTAL FUNDING</b>	<b>274,370</b>	<b>3,298,094</b>	<b>73,744</b>	<b>3,646,208</b>	<b>487,033</b>	<b>7,856,388</b>	<b>11,989,529</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(1,939,360)</b>	<b>1,356,721</b>	<b>27,930</b>	<b>(554,709)</b>	<b>270,809</b>	<b>455</b>	<b>(263,445)</b>

## **OTHER INFORMATION**

### **1. INFORMATION SYSTEMS & TECHNOLOGY - COMPUTER CHARGES**

A computer charge is allocated to the individual programs based on the number of users and the nature of system usage. Effectively, computer costs are included under administrative costs on Tables 1 to 10.

Computer charges include costs associated with implementing and operating corporate information technology.

#### ***Specific Activities:***

- Develop and implement the GRCA's long-term information technology and telecommunications plan. Create and maintain standards for the development and use of corporate data
- Manage and support the GRCA's server, network and personal computer infrastructure for geographic information systems (GIS); flood forecasting and warning, including real-time data collection and dissemination of water quantity and quality monitoring station information; database and applications development; website hosting; electronic mail; internet access; personal computing applications; and administration systems, including finance and human resources
- Develop, and implement the GRCA's Geographic Information Systems (GIS) technology and spatial data infrastructure
- Acquire and/or develop business and scientific applications for use at the GRCA
- Operate on-line campsite reservation and day-use systems with computers in 10 Conservation Areas. Provide computers for use at outdoor education centres
- Develop and operate a wide area network connecting 14 sites and campus style wireless point-to-multipoint networks at Head Office and Conservation Areas
- Develop and operate an integrated Voice over IP Telephone network covering nine sites and 220 handsets
- Support and manage mobile phones, smart phones, and pagers

## **2. VEHICLE, EQUIPMENT – MOTOR POOL CHARGES**

Motor Pool charges are allocated to the individual sections based on usage of motor pool equipment. Effectively, motor pool charges are included with administrative costs or other operating expenses, as applicable, on Tables 1 to 10.

### ***Specific Activities:***

- Maintain a fleet of vehicles and equipment to support all GRCA programs.
- Purchases of new vehicles and/or equipment.
- Disposal of used equipment.
- Lease certain equipment.

# **SECTION B**

## **BASE PROGRAMS – CAPITAL**

## **SECTION B – CAPITAL BUDGET**

Capital Spending in 2018 includes spending in the following program areas:

- Water Resources Planning
- Flood Forecasting and Warning
- Water Control Structures
- Conservation Areas

Water Resources Planning expenditures will be for water quality monitoring equipment.

Flood forecasting and warning expenditures will be for software systems and gauge equipment.

Water Control Structures expenditures will include the following projects:

- Conestogo Dam – Complete a gate failure modes analysis and install a third independent method of monitoring high reservoir levels. Initiate detailed design of concrete repairs to concrete control structure.
- Guelph Dam - Design and fabricate bulkhead to isolate the discharge valve to allow repair. Replace or repair discharge valve. Complete backup generator and fuel system upgrades to meet current code requirements.
- Luther Dam – Purchase and install new stoplogs.
- Laurel Dam – Repair and refurbish automatic flashboard system.
- Woolwich Dam - Refurbish gates 1 and 2 repaint and change seals. Complete backup generator and fuel system upgrades to meet current code requirements.
- Caledonia Dam – Install second set of stoplog gains and stoplogs.
- Dunnville Dam – Initiate redesign of repair to fish ladder.
- Wellesley Dam – Engineering assessment of embankment, gate and crest repairs. Develop plan to implement repairs, prepared detailed designs initiate agency approvals.
- Wellington Street dam – Finalized engineering assessment and 20 year capital forecast of maintenance costs. Hold discussions with local municipality.
- Bridgeport Dyke – Design repair to mitigate seepage through dyke.
- Brantford Dyke - Complete toe repairs of concrete slab.
- Cambridge Dyke – design repair to a section of the river wall along the east bank of the river downstream of Main Street. Integrate riverwall repair with municipal river level walkway and stair way access project.
- New Hamburg Dyke – Continue investigations and maintenance of the dyke in New Hamburg to confirm integrity and compliance with original dyke design.

Conservation Area capital spending includes expenditures as part of the regular maintenance program as well as spending on major repairs and new construction. In 2018, major capital projects within the Conservation Areas will include:

- Elora Gorge – sanitary servicing upgrade
- Elora Gorge – Pines campground expansion
- Rockwood – bridge replacement
- Byng – washroom
- Byng – playground
- Guelph Lake – playground
- Laurel Creek – automatic gate installation

Corporate Services capital spending represents the portion of overall Information Services and Motor Pool expenses that are funded by the Information Technology (IT) and Motor Pool (MP) reserve. See “Other Information” above for spending descriptions for IT and MP.

## SECTION B - Capital Budget

GRAND RIVER CONSERVATION AUTHORITY

**Budget 2018**

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
<b>Expenses:</b>							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			1,500,000				1,500,000
Conservation Areas Capital Projects					1,820,000		1,820,000
PSAB Project							-
Building Major Maintenance							-
Net IT/MP Capital Spending not allocated to Departments						90,000	90,000
<b>TOTAL EXPENSE</b>	<b>110,000</b>	<b>190,000</b>	<b>1,500,000</b>	<b>-</b>	<b>1,820,000</b>	<b>90,000</b>	<b>3,710,000</b>
<b>Funding</b>							
Municipal Special Levy							-
Prov & Federal Govt			700,000				700,000
Self Generated					670,000		670,000
Funding from Reserves	50,000				1,150,000	90,000	1,290,000
<b>TOTAL FUNDING</b>	<b>50,000</b>	<b>-</b>	<b>700,000</b>	<b>-</b>	<b>1,820,000</b>	<b>90,000</b>	<b>2,660,000</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>60,000</b>	<b>190,000</b>	<b>800,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,050,000</b>

### BUDGET 2017 - CAPITAL

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
<b>Expenses:</b>							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			1,500,000				1,500,000
Conservation Areas Capital Projects					683,000		683,000
PSAB Project							-
Building Major Maintenance							-
Net IT/MP Capital Spending not allocated to Departments						180,400	180,400
<b>TOTAL EXPENSE</b>	<b>110,000</b>	<b>190,000</b>	<b>1,500,000</b>	<b>-</b>	<b>683,000</b>	<b>180,400</b>	<b>2,663,400</b>
<b>Funding</b>							
Municipal Special Levy							-
Prov & Federal Govt			700,000		83,000		783,000
Self Generated					600,000		600,000
Funding from Reserves	50,000					180,400	230,400
<b>TOTAL FUNDING</b>	<b>50,000</b>	<b>-</b>	<b>700,000</b>	<b>-</b>	<b>683,000</b>	<b>180,400</b>	<b>1,613,400</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>60,000</b>	<b>190,000</b>	<b>800,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,050,000</b>

### ACTUAL 2018 - CAPITAL

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	ACTUAL TOTAL
<b>Expenses:</b>							
WQ Monitoring Equipment & Instruments	52,167						52,167
Flood Forecasting Warning Hardware and Gauges		119,443					119,443
Flood Control Structures-Major Maintenance			1,044,865				1,044,865
Conservation Areas Capital Projects					771,510		771,510
Funding to Reserves		70,000	198,000				268,000
Net IT/MP Capital Spending not allocated to Departments						48,107	48,107
<b>TOTAL EXPENSE</b>	<b>52,167</b>	<b>189,443</b>	<b>1,242,865</b>	<b>-</b>	<b>771,510</b>	<b>48,107</b>	<b>2,304,092</b>
<b>Funding</b>							
Prov & Federal Govt			442,724			40,000	482,724
Self Generated					771,510		771,510
Funding from Reserves						8,107	8,107
<b>TOTAL FUNDING</b>	<b>-</b>	<b>-</b>	<b>442,724</b>	<b>-</b>	<b>771,510</b>	<b>48,107</b>	<b>1,262,341</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>52,167</b>	<b>189,443</b>	<b>800,141</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,041,751</b>



# **SECTION C**

## **SPECIAL PROJECTS**

## SECTION C – SPECIAL PROJECTS

This category of activity represents projects that the GRCA undertakes where special one time and/or multi-year funding is applicable. The duration of these projects is typically one year although in some instances projects may extend over a number years, such as Source Protection Planning. External funding is received to undertake these projects.

The main project in this category is the provincial Source Protection Planning program under the *Clean Water Act, 2006*. Plan development work commenced in 2004, with plan implementation starting in 2015. Work includes research and studies related to the development of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region. All four Source Protection Plans are approved and in effect. The focus in 2018 is on updates to the Grand River Source Protection Plan, including water quantity risk assessment studies, development of water quantity policies, updating water quality vulnerability assessments, and the development of an annual progress reporting framework.

Other special projects in the area of watershed stewardship include the “Rural Water Quality Program” grants, Emerald Ash borer infestation management, floodplain mapping projects, Upper Blair subwatershed study, waste water optimization project, water festivals, the Mill Creek Ranger stream restoration project and numerous ecological restoration projects on both GRCA lands and private lands in the watershed.

## SECTION C - Special Projects Budget

GRAND RIVER CONSERVATION AUTHORITY

Budget 2017

EXPENDITURES	ACTUAL 2016	BUDGET 2017	BUDGET 2018
Dundas Valley Groundwater Study	763	-	-
Grand River Management Plan	82,410	20,000	20,000
Subwatershed Plans - City of Kitchener	100,294	100,000	100,000
Waste Water Optimization Program	118,120	83,000	135,000
Drought Contingency Pilot Project	-	-	-
Floodplain Mapping	170,975	200,000	850,000
RWQP - Capital Grants	943,635	800,000	800,000
Brant/Brantford Children's Water Festival	24,514	26,000	26,000
Haldimand Children's Water Festival	23,188	20,000	40,000
Species at Risk	70,751	60,000	70,000
Trees for Mapleton	0	-	-
2015 Biennial Tour	-	-	-
Ecological Restoration	80,614	200,000	270,000
Large Cover Placement Program	-	-	-
Trees for Guelph	44,382	-	-
Great Lakes SHSM Event	13,265	-	-
Great Lakes Agricultural Stewardship Initiative	79,576	77,000	-
Trails Capital Maintenance	452	-	-
Emerald Ash Borer	347,796	400,000	400,000
Forest in the City	-	-	-
Lands Mgmt - Land Purchases/Land Sale Expenses	67,239	-	-
Lands Mgmt - Development Costs	-	50,000	50,000
Mill Creek Rangers	29,824	35,000	35,000
Parkhill Hydro Turbine Project	-	200,000	300,000
Apps' Mill Nature Centre Renovation	262,426	220,000	-
Dickson Trail and Boardwalk Rehabilitation	4,200	187,000	20,000
<b>Total SPECIAL Projects 'Other'</b>	<b>2,464,424</b>	<b>2,678,000</b>	<b>3,116,000</b>
<b>Source Protection Program</b>	<b>1,159,446</b>	<b>835,000</b>	<b>835,000</b>
<b>Total SPECIAL Projects Expenditures</b>	<b>3,623,870</b>	<b>3,513,000</b>	<b>3,951,000</b>
<b>SOURCES OF FUNDING</b>			
Provincial Grants for Source Protection Program	1,159,446	835,000	835,000
OTHER GOVT FUNDING	1,674,402	1,433,500	1,645,000
SELF-GENERATED	374,987	594,500	381,000
FUNDING FROM/(TO) RESERVES	415,035	650,000	1,090,000
<b>Total SPECIAL Funding</b>	<b>3,623,870</b>	<b>3,513,000</b>	<b>3,951,000</b>

## Denise Holmes

---

**From:** Michelle Dunne <mdunne@dufferincounty.ca>  
**Sent:** Wednesday, January 24, 2018 4:00 PM  
**To:** Denise Holmes; Jane Wilson (jwilson@townofgrandvalley.ca); Jennifer Willoughby; Mark Early; Pam Hillock; Sue Stone; Susan Greatrix; Terry Horner (thorner@mulmur.ca)  
**Cc:** Scott Burns; Pam Hillock  
**Subject:** Long-Term Waste Management Strategy  
**Attachments:** 2018 01 17\_Dufferin County\_LTWMS Final DRAFT (updated).pdf

Good afternoon,

Today at the Public Works Committee, staff were directed to forward a copy of the final draft Long-Term Waste Management Strategy to all local Dufferin municipalities for comments. Please put this on your next Council agenda and provide any comments to me by Friday February 9, 2018. Staff will be reporting back to the February 22, 2018 Committee meeting.

Thank you.

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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ACT 3

**DRAFT**



# Long-Term Waste Management Strategy

January 2018



**DRAFT**



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# DRAFT

County of Dufferin  
Long-Term Waste Management Strategy  
January 2018

## Executive Summary

## Introduction

Dufferin County (the County) is a leader in Solid Waste Management in Ontario. The County and its residents have continuously improved how the County's residential solid waste is managed, with a goal of increasing the diversion of waste from disposal. Building upon past work and successes, the County has prepared a Long-Term Waste Management Strategy (LTWMS) to maximize waste diversion over the Strategy's 20-year planning horizon and beyond.

## Mission Statement, Goals and Objectives

The Mission Statement of Dufferin County's Long-Term Waste Management Strategy is:

*To update and enhance the County's waste management system to maximize the diversion of waste from disposal in an economic, environmental and socially responsible manner.*

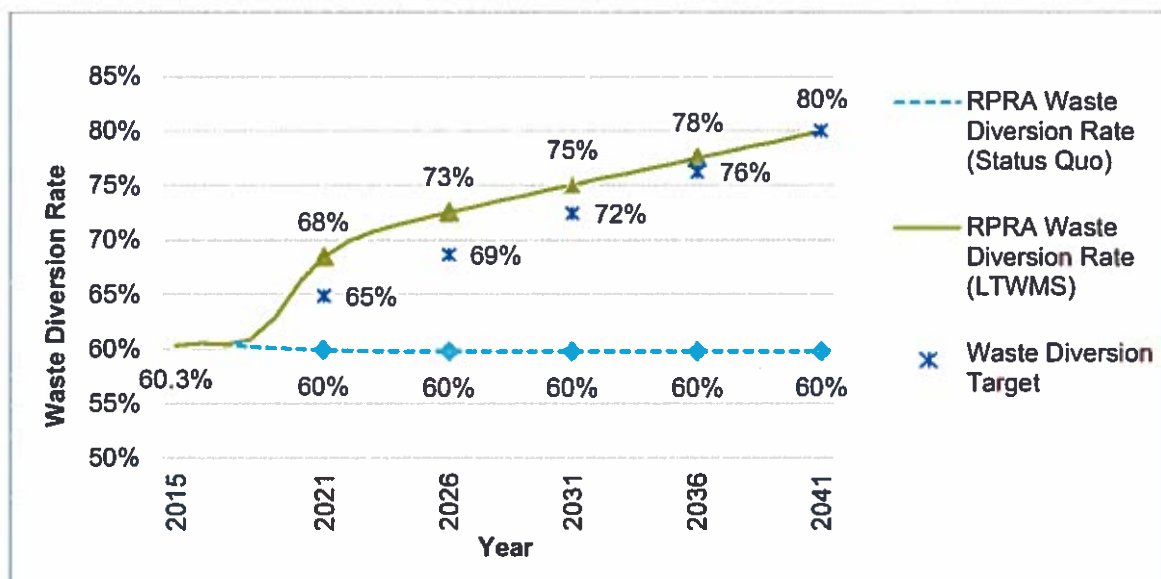
The four goals of the LTWMS include:

- Goal #1: Maximize diversion of waste from disposal.
- Goal #2: Explore waste management opportunities that are either local or located within Central Ontario.
- Goal #3: Involve stakeholders and the public through continual education and feedback to support and facilitate individuals and businesses taking responsibility for their waste.
- Goal #4: Continue with waste diversion programming that is consistent with provincial waste management policy.

The LTWMS's ultimate long-term goal is zero-waste, with interim waste diversion targets identified as:

- 65% waste diversion by 2021;
- 72% waste diversion by 2031; and
- 80% waste diversion by 2041.

The figure below compares the LTWMS waste diversion targets with the projected future waste diversion rates for the County under *status quo* conditions (dashed line) and with the implementation of the LTWMS (solid line). The waste diversion rates are calculated based on the Resource Productivity and Recovery Authority (RPPRA) municipal Datacall.





## Recommended Waste Management Initiatives

The suite of recommended waste management initiatives include an emphasis on waste reduction, optimizing the County's existing programs, and the introduction of new waste diversion opportunities. The main initiatives to be implemented over the next five years include:

- food waste reduction;
- enhancing the existing Blue Box program by providing an extra blue box and assessing the addition of new materials through the tendering process;
- enhanced promotion and education to support the Green Bin program;
- strategic and targeted waste management promotion and education, with an emphasis on waste reduction and reuse;
- assessing every-other-week garbage collection; and
- introduction of municipal policy tools such as a by-law enforcement strategy and waste management-related standards for multi-residential development.

## Monitoring and Evaluation

Progress of the LTWMS will be tracked through regular monitoring and evaluation of individual initiatives and the waste management system as a whole. While the LTWMS will be reviewed and updated every five years, tools for its regular monitoring and evaluation include:

- Annual RPRA Datacall - the RPRA Datacall is where municipalities in Ontario report the results of their waste management programs to the Province. The Datacall measures the County's waste diversion rate and allows the County to compare its performance against that of other municipalities in Ontario.
- Curbside tonnage tracking data - this is data that measures the amount of material collected and processed for the relevant waste streams. This data can be used to analyze monthly or annual trends to help assess the impacts of waste management programs.
- Dufferin County rebate data - the rebate data tracks the amount of Blue Box materials marketed, contamination levels, and revenues from the sale of the materials.
- Opinion and awareness survey - this is a survey of a targeted audience (e.g., the general public, businesses, farmers, etc.) to identify their opinions, attitudes or reported behaviours on waste management topics. The method of undertaking the survey can vary, for example via telephone, in-person, or online.
- Waste audit - a waste audit measures the composition of the County's waste stream. The data in combination with the RPRA Datacall can be used to update the County's waste profile. Ideally, the waste audit should be completed prior to implementation of the options, as the data will provide a benchmark against which future waste management performance can be measured.
- Participation study - the County's participation study measures the level of public participation in waste diversion programs based on a sample of households in the County's curbside waste collection programs

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## Glossary

Term	Definition
Avoidable Food Waste	Food waste that is considered avoidable, i.e., that could have otherwise been consumed. For example, spoiled food or cooked food.
Blue Box	Residential curbside collection program for recyclable materials.
Construction and Demolition (C&D) Waste	Waste generated through construction (e.g., lumber cut-offs, dry wall pieces, etc.) or demolition (rubble, old wood or drywall, etc.).
Contamination	Waste materials that end up in programs unintended for their management, such as non-recyclable plastics or food waste in blue bins.
Datacall	Annual reporting by municipalities of their solid waste management practices, tonnages and costs to the former WDO/current RPRA (see "Waste Diversion Ontario").
Deposit-Return Program	A waste diversion program implemented through the Beer Store, where alcohol containers can be returned for a refund.
EOW (Every Other Week)	Refers to waste collection every other week (bi-weekly), as opposed to weekly.
E-waste	Waste electronics and electrical equipment. Also commonly referred to as "WEEE".
Household Hazardous Waste (HHW)	Hazardous waste generated by households rather than businesses or industries. Also commonly referred to as Municipal Hazardous or Special Waste (MHSW).
Industrial, Commercial & Institutional (IC&I) Waste	Industrial, Commercial & Institutional (IC&I) waste includes waste generated by industry, commercial businesses, or institutions (for example, factories, retail outlets and offices, or hospitals).
Lightweighting	The process where, over time, the amount of material included in specific packaging (e.g., a plastic bottle or pop can) has been reduced.

Organics	Common term for food waste and other household compostable material. Also referred to as Green Bin waste or source separated organics (SSO).
Recovery Rate	Refers to the percentage of a divertible material in a waste stream that is diverted from disposal.
Recyclables	Common term for recyclable materials accepted in the Blue Box recycling program, such as newspapers, aluminum cans, and other select paper and plastic packaging.
Resource Productivity and Recovery Authority (RPRA)	The provincial agency responsible for regulating solid waste diversion in Ontario. Formerly known as Waste Diversion Ontario (WDO).
Residential Solid Waste	Includes garbage, blue box recyclables, green bin organics, and other solid wastes generated by households.
Residue	Another term for garbage, or waste that is not divertible. Can also be used to refer to contamination.
Tonnage	General term for the amount of solid waste, which is usually measured in tonnes.
Unavoidable Food Waste	Food waste that was not consumable. For example, vegetable peelings and trimmings, bones, etc.
User Pay	Waste management approach where waste generators pay for the amount of waste they dispose.
Waste Audit	A technique used to help determine the composition of waste set out for collection, whereby bags or bins of garbage and other applicable waste containers are sorted, and measured (by weight).
Waste Diversion Ontario (WDO)	Now known as the Resource Productivity and Recovery Authority (RPRA), is the provincial agency responsible for regulating solid waste diversion in Ontario.
Waste Diversion Rate	The percentage of solid waste that is diverted from being disposed of as garbage.
Waste Diversion	Occurs when waste is reduced, reused, recycled, composted, or otherwise not disposed of as garbage.
Waste Generation	The amount of waste that is generated, including both waste disposed and diverted.



# 1. Introduction



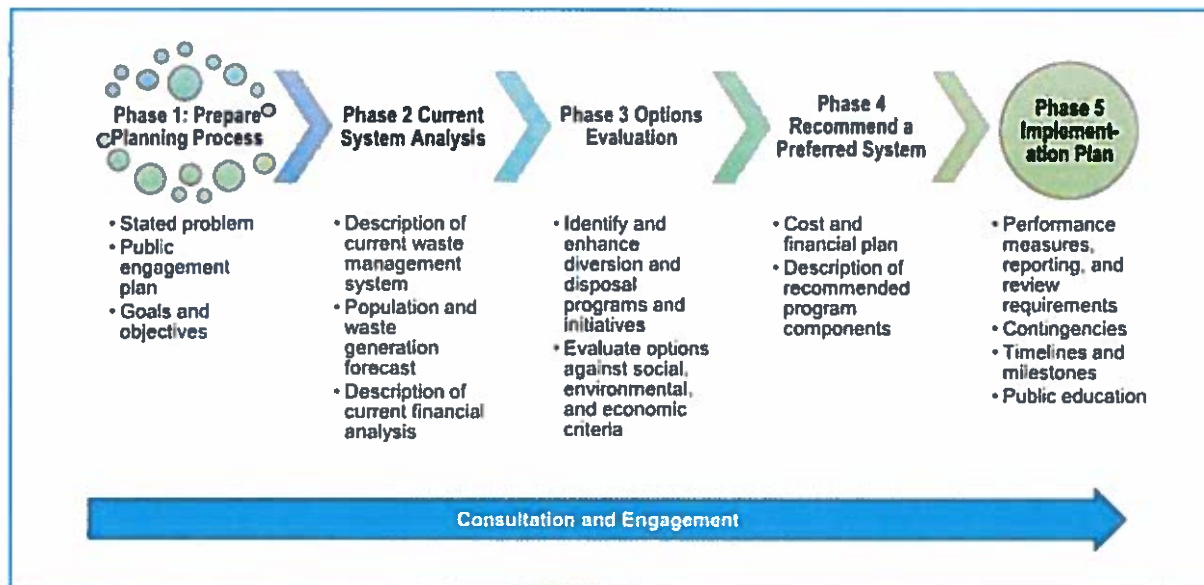
## 1.1 Overview

Dufferin County (the County) is a leader in Solid Waste Management in Ontario. The County and its residents have continuously improved how the County's residential solid waste is managed, with a goal of increasing the diversion of waste from disposal. Building upon past work and successes, the County has prepared a Long-Term Waste Management Strategy (LTWMS) to maximize waste diversion over the Strategy's 20-year planning horizon and beyond.

The LTWMS was conducted over a 5-Phase process (see Figure 1 below). Phases 1 and 2 included the initial planning, goal setting, and background information gathering portion of the study. In particular, Phase 2 included the development of a Waste Profile (System Performance Assessment) report, which assessed the County's current waste management system and identified program gaps that provide the greatest opportunity to increase waste diversion. The key opportunities identified for additional diversion efforts included:

- Food waste and household organics (~1,140 tonnes);
- Plastics (~550 tonnes);
- Textiles (~220 tonnes);
- Blue Box program and deposit/refund glass (~150 tonnes); and
- Electronic waste (~95 tonnes).

Figure 1: Strategy Development Process



In Phase 3, a range of options were reviewed to identify how best to improve the County's waste management system and achieve the LTWMS' goals and objectives. This included the development of a long-list, which was screened to a short list that was evaluated for inclusion in the LTWMS. The LTWMS was developed over Phase 4 and 5.

Public and stakeholder consultation was a key aspect of this process. The public was consulted for their input as follows:

- the initial planning;
- goal setting and background gathering portion of the study;
- development of the Waste Profile Report, which assessed the County's current waste management system and identified which waste materials provide the greatest opportunity for waste diversion;
- the selection and evaluation of options to best help manage the County's waste material; and
- the draft LTWMS document.

The consultation activities included the following:

- **Project Website** - A project webpage on the County's website has been used as a portal to engage the public and stakeholders, obtain their feedback, and disseminate information;
- **Stakeholder Meetings** - County staff met with various community stakeholders to discuss issues and obtain feedback into the review process;
- **Community Stakeholder Workshop** - A Phase 3 workshop was held in June 2017 to generate focused discussion and feedback on the LTWMS vision, goals and objectives, and potential options to manage the County's waste;
- **Public Information Centres** - Two Public Information Centres were held in June 2017 to present the results of the waste management options evaluation;
- **Two Online Surveys** - The first online survey was held in June 2017 to provide the public and interested stakeholders with an additional opportunity to provide feedback on the development of the options under consideration. A second online survey in January 2018 gave the public and interested stakeholders an opportunity to review the draft LTWMS and provide feedback on the programs and initiatives recommended to manage the County's solid waste over the planning period.

Public feedback received at key points of the planning process helped shape the LTWMS. Results of the final online survey regarding the draft final LTWMS demonstrated general support for the recommended plan, from a majority of the respondents. While some comments were received about various aspects of the County's waste program, no common trend among the comments were apparent. The results of the final survey have been included in the LTWMS consultation report. The comments, presented in the consultation report, can be used by staff to assist with the LTWMS's implementation and future updates.

The draft LTWMS presented in the following sections are the culmination of the technical work and consultation activities described above:

- Section 2: Mission Statement, Goals and Objectives;
- Section 3: Dufferin County's Current Waste Management System;
- Section 4: Waste Diversion Opportunity Analysis;
- Section 5: Identification and Evaluation of Options;
- Section 6: Recommended Solid Waste Management Options;
- Section 7: Financial Plan;
- Section 8: Evaluation and Monitoring Plan; and
- Section 9: Contingency Plan.

Note: Unless otherwise noted, the LTWMS is based on 2015 waste management data, including the published 2015 Resource Productivity and Recovery Authority (RPRA) municipal Datacall.

## 2. Mission Statement, Goals and Objectives

## 2.1 Mission Statement

The Mission Statement for Dufferin County's Long-Term Waste Management Strategy is:

*To update and enhance the County's waste management system to maximize the diversion of waste from disposal in an economic, environmental and socially responsible manner.*

## 2.2 Goals and Objectives

### Goals

### Objectives \*

#### Goal #1

Maximize diversion of waste from disposal.

- Long-term waste diversion targets:
  - 80% waste diversion by 2041
  - Zero-waste by 2051
- Short to mid-term waste diversion targets:
  - 65% by 2021
  - 72% by 2031
- Increase the amount of waste diverted from multi-residential buildings (i.e., apartments and condominiums) by 25%
- Increase the amount of HHW diverted from landfill by 10%, and increase participation
- Assist agricultural community to explore opportunities to increase the diversion of agricultural waste from disposal

#### Goal #2

Explore waste management opportunities that are either local or located within Central Ontario.

- Engage private sectors and potential partner municipalities to identify opportunities to manage Dufferin's waste
- Explore two new waste diversion solutions beyond existing waste diversion contracts

#### Goal #3

Involve stakeholders and the public through continual education and feedback to support and facilitate individuals and businesses taking responsibility for their waste.

- Engage the community to confirm and evaluate the success of the LTWMS initiatives

#### Goal #4

Continue with waste diversion programming that is consistent with provincial waste management policy.

- Conduct ongoing monitoring of the Province's efforts to implement Bill 151 and their "Strategy for a Waste Free Ontario: Building the Circular Economy"
- Identify opportunities to maximize diversion and reduce associated costs arising from implementation of Bill 151

\* All increases compared to a 2015 base year, except for multi-residential buildings, in which a baseline will be established.

## 3. Dufferin County's Current Waste Management System

## 3.1 Waste Generation and Diversion

In 2015, the County's solid waste management program served an estimated population of 58,570, which included a total of 24,159 single-family and multi-residential households. The residents of Dufferin County generated an estimated 19,391 tonnes of solid waste, of which 11,696 tonnes (or about 60.3%) was diverted from disposal<sup>1</sup>.

Figure 2 depicts the amount of residential solid waste generated, diverted, and disposed in the County from 2009 and 2015<sup>2</sup>. Since 2009, the total tonnage of solid waste generated collectively by the residents of Dufferin County has decreased slightly, after experiencing a crest in 2011. The amount of solid waste diverted has generally increased, while the amount disposed has decreased. During this same period, the population of Dufferin County has increased by approximately 6%.

Figure 3 depicts the amount of solid waste generated, diverted, and disposed on a per capita basis for the County between 2009 and 2015. Similar to Figure 2, it shows that solid waste generation per capita has generally decreased between 2009 and 2015, as has the amount of solid waste disposed. However, the amount of solid waste diverted per capita in 2015 is similar to that of 2009, after experiencing a peak in 2012. It is important to note that this does not mean that residents are participating any less in diversion programs in 2015 compared to 2009, as there are other factors that have contributed to lower tonnages, such as light-weighting of materials, the decline of newspaper and telephone book usage, increased usage of plastics to package consumables, and scavenging of recyclable material.

Since 2009, the County's waste diversion rate has steadily increased from 46.7% to 60.3% (see Figure 4). Diverting material from disposal through the Blue Box and Organics programs has been a key factor in this success.

---

<sup>1</sup> Population and waste management tonnages used in this report are based on data provided by the County for its 2015 RPRA municipal Datacall, which has been reviewed and published by the RPRA.

<sup>2</sup> For the period 2009 to 2012, the municipalities comprising the County reported to WDO (now RPRA) separately. Dufferin County began reporting as a whole to WDO in 2013.

Figure 2: Dufferin County Annual Waste Generation and Diversion (2009 - 2015)

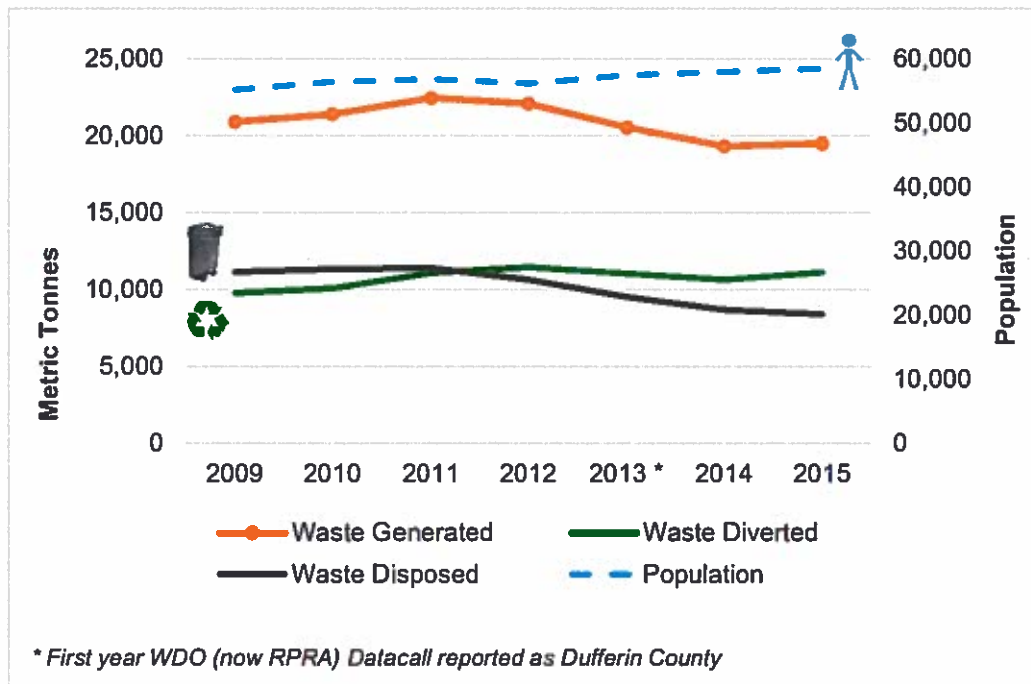


Figure 3: Dufferin County per Capita Waste Generation and Diversion (2009 - 2015)

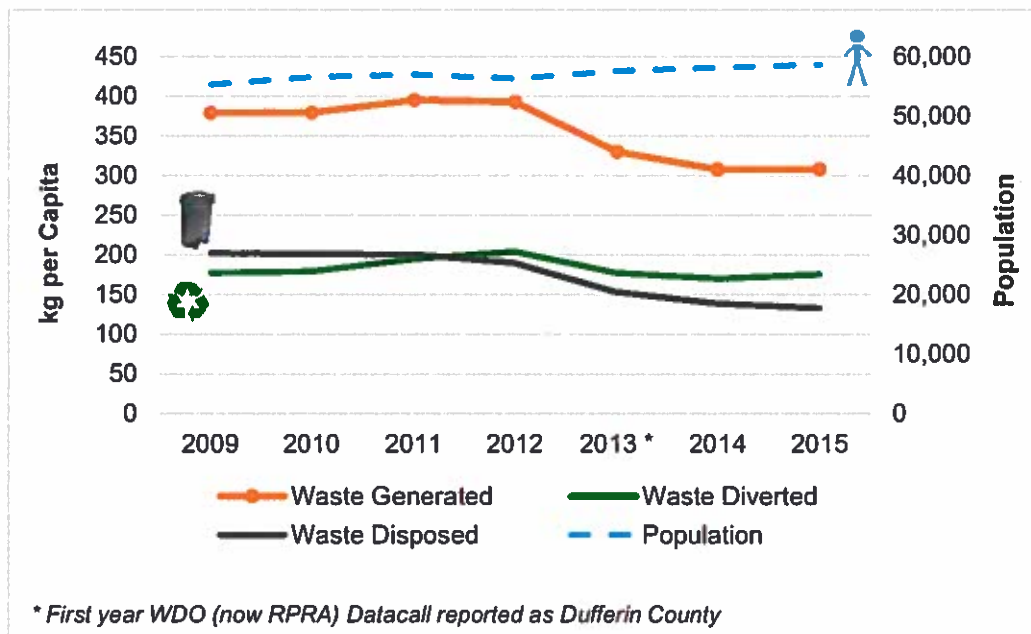
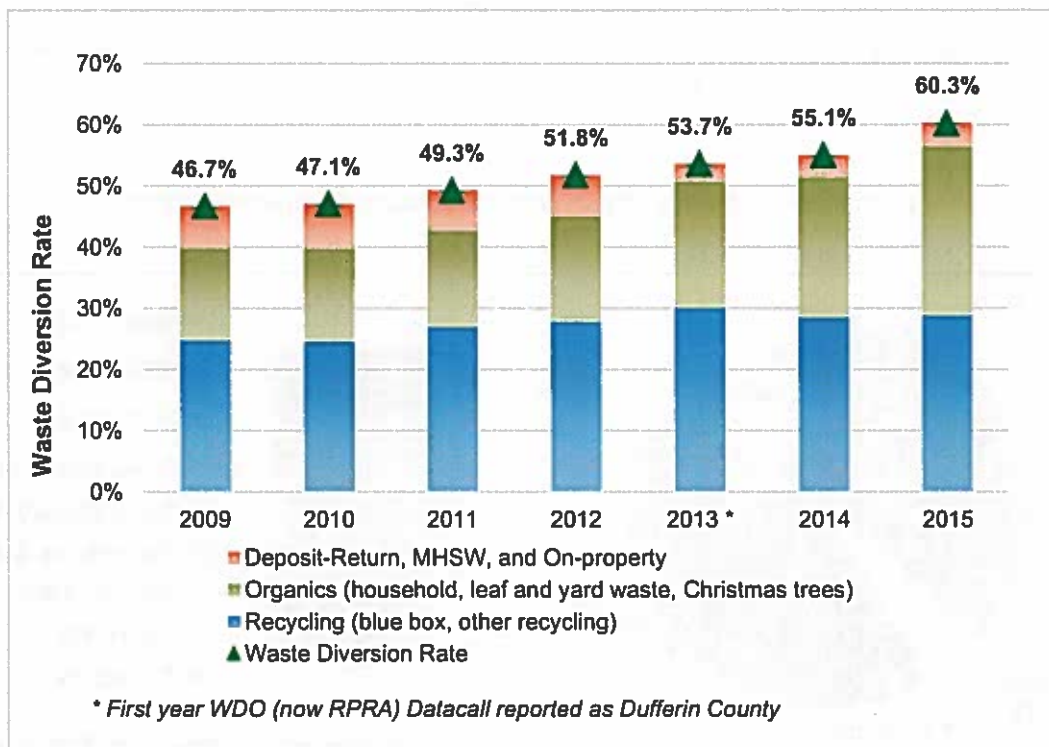




Figure 4: Dufferin County Solid Waste Diversion Rate (2009 - 2015)



## 3.2 Waste Profile

A profile of the County's solid waste was generated to help identify opportunities for waste diversion. The solid waste profile was created using the following data sources:

- Dufferin County's RPRA 2015 Datacall submission - the County's 2015 Datacall submission was used to supply data on the total amount of waste generated and diverted, as well as diversion tonnages for various programs; and
- CIF Project 711 Ontario Single Family Curbside Audits 2012/2013 (April 2014) - In the absence of actual waste audit data for the County, the results of waste audits completed by the Continuous Improvement Fund (CIF) for the "Rural Regional" municipalities were used to estimate the average composition of the County's curbside residential solid waste.

It is important to note that because the waste profile was based on the Datacall submission and the CIF waste audit, solid waste materials not captured through these methods may be under-represented in this waste profile. For example, yard waste that is managed on-property (beyond what was accounted for through backyard composting estimates) will not be represented in this waste profile, nor will residential construction and demolition (C&D) waste that is dropped off through private waste management facilities. The implication is that either:

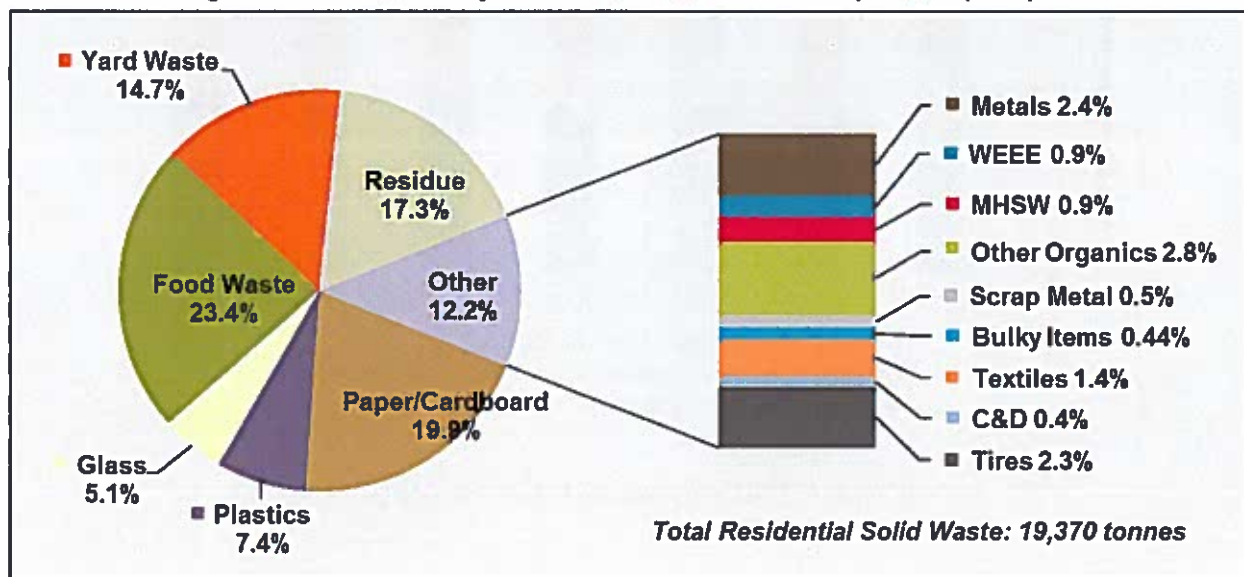
- a) These materials are being managed by the County and, due to lack of available data, these tonnages are unknown; or
- b) These materials are being managed through other avenues and not directly through County-operated programs.

Given the nature of the County's existing waste management initiatives (e.g. use of clear bags, requirement of bag tags above the 1-bag/container set out limit for garbage, etc.), it is likely that these

materials are not managed through County programs but through other means such as private facilities, on-property management, commercial take-it-back programs, etc.).

Figure 5 below illustrates the estimated waste composition profile for the County. The largest categories of residential solid waste include food waste (23.4%), paper and cardboard (19.9%), residue<sup>3</sup> (17.3%) and yard waste (14.7%).

Figure 5: Dufferin County Residential Solid Waste Composition (2015)



## 3.3 Current Programs and Facilities

### 3.3.1 Garbage Collection and Disposal

Garbage is collected weekly and must be placed in a clear colourless garbage bag, or loose in a garbage container. The County has a partial user pay system in place; residents can set out one bag or container of garbage each week, while additional bags or containers require a garbage tag. Bag tags cost \$2 per tag. The County's waste guide and website promotes the locations where garbage tags can be purchased.

The County's garbage program includes "double-up days," where residents are able to set out two untagged bags or containers of garbage during the weeks of Victoria Day, Labour Day, and New Year's Day.

Green for Life Environmental (GFL) is contracted for the collection of garbage, which is then exported to Michigan for disposal.

In 2015, the County collected approximately 6,774 tonnes of residential garbage via its curbside collection program, of which 87 tonnes was bulky waste items.

<sup>3</sup> Residue includes waste that either does not fit within the divertible waste categories or is otherwise not feasible to divert in Ontario.

### 3.3.2 Blue Box Recycling

The County offers weekly curbside collection of recyclable material using 83 litre (22 gallon) blue boxes for its single-family residential program and 360 litre (95 gallon) carts for its multi-residential buildings. The material is collected and processed as a single stream program.

In 2015, the County collected approximately 5,926 tonnes of recyclables, of which 5,126 tonnes were marketed. Collection of recyclables is contracted to GFL, and processing is completed by Waste Management of Canada. Table 1 lists the recyclable materials that are accepted or not accepted in the County's Blue Box program.

**Table 1: Dufferin County Accepted Blue Box Materials**

Category	Accepted / Not Accepted
Printed Fibres	✓
Corrugated Cardboard and Boxboard	✓
Gable Top Cartons	✓
Tetra Pak Cartons	✓
Glass	✓
Aluminum Cans	✓
Steel Cans	✓
Other Aluminum & Foil Packaging	✓
Empty Aerosol Cans	✓
Empty Paint Cans	✓
PET Bottles (#1)	✓
HDPE Containers (#2)	✓
Other Bottles & Containers (#3, #4, #5, #7)	✓
LDPE/HDPE Film (#2, #4)	✗
Polystyrene Foam (#6)	✗
Polystyrene Crystal (#6)	✗

### 3.3.3 Organics

The County manages organics through five initiatives:

- Green Bin (Source-Separated Organics);
- Yard waste;
- Loose Leaf collection from certain areas with mature trees;
- Christmas trees; and
- On-property management.

In 2015, these initiatives diverted 5,652 tonnes of organics from disposal. The County's current organic diversion programs are summarized in Table 2.

**Table 2: Organics Management Programs**

Program	Materials Managed	Collection Contract	Processing Contract	Tonnes Diverted (2015)
<b>Green Bin</b>	All food waste Soiled paper products Other compostable items, such as hair and fur, saw dust and wood shavings, etc. (Does not include items such as dead animals, bandages and medical waste, diapers, pet waste and kitty litter)	GFL	Region of Peel	2,924 tonnes
<b>Yard Waste</b>	Tree / garden / hedge trimmings Grass clippings Leaves Fallen tree fruit	GFL	All Treat Farms	1,789 tonnes
<b>Loose Leaf Collection</b>	Loose (bulk) leaves from boulevard trees in mature areas of Grand Valley, Shelburne and Orangeville	Grand Valley, Orangeville and Shelburne Public Works Departments	All Treat Farms Local farms	368 tonnes
<b>Christmas Trees</b>	Christmas Trees	GFL	All Treat Farms	28 tonnes
<b>On-property Management</b> (e.g. backyard composting, grasscycling)	Food and garden waste Grass clippings	n/a	n/a	307 tonnes

### 3.3.4 Bulky Items and White Goods

Bulky items and white goods (i.e. large appliances and other metal items) are collected by the County via their contract with GFL. Residents must pay a fee for the collection in the amounts of:

- White goods: \$20 per white good (plus \$10 if the item contains refrigerant); and,
- Bulky items: \$20 (up to four bulky items).

Approximately 86 tonnes were collected in 2015 and consisted primarily of bulky item waste.

### 3.3.5 Household Hazardous and Electronic Waste

HHW and electronic wastes are generally collected through Hazardous and Electronic Waste Events, which are held at various locations throughout Dufferin County, between May and October. Materials accepted at these events include:

- Paint;
- Automotive containers, fluids and batteries;
- Household chemicals and cleaning products;
- Lawn and garden products;
- Health products, such as medications, sharps, etc.;
- Various household items such as compact fluorescent lightbulbs, batteries, mercury-containing thermostats, etc.; and
- Various electronic wastes, such as audio equipment, computers and computer parts, electric tools, etc.

The County also operates a curbside battery collection program twice a year. Special bags are mailed out to residents in advance of the battery collection date. Residents place their batteries in the bag and set the sealed bag on top of their blue box for collection.

In 2015, the County diverted 127 tonnes of HHW and 40 tonnes of electronic material.

### 3.3.6 Ontario Stewardship Programs

County residents can also participate in Ontario's stewardship programs. The amount of waste diverted through the Ontario Tire Stewardship (OTS) program and through the LCBO/Deposit-Refund program is estimated to be 451 tonnes of tires and 350 tonnes of deposit-refund alcohol beverage containers.

### 3.3.7 Take it Back Directory

The County provides a directory of businesses and organizations where residents can take items for reuse, recycling or proper disposal. The directory includes 33 categories of materials under "Reuse and Resale" and 37 categories under "Recycling and Proper Disposal".

### 3.3.8 IC&I Waste Management

The County provides some waste collection services to its IC&I (Industrial, Commercial and Institutional) sector. These services include:

- Garbage collection for small waste generators (i.e. those within the 1 bag/container limit);
- Blue Box/Carts collection and processing; and
- Organics collection and processing.

In 2015, the County collected approximately 36 tonnes of garbage, 98 tonnes of recyclables and 16 tonnes of organics from its IC&I customers. These values have not been included in the residential solid waste tonnage estimates or diversion rates.

## 3.4 System Performance

This section summarizes the performance of the County's residential solid waste management program in comparison with other jurisdictions in the County's RPRA municipal grouping. The comparison is based on published RPRA Datacall information for 2014<sup>4</sup> and includes the following topics/programs:

- Overall Residential Waste Diversion;
- Blue Box Recycling;
- Organics;
- Household Hazardous Waste; and
- Solid Waste Disposal.

### 3.4.1 Overall Residential Waste Diversion

Dufferin County's solid waste diversion program performs very strongly compared to other municipal programs and can be considered a waste diversion leader. For example, based on the published 2014 RPRA Datacall information, the County was ranked 2<sup>nd</sup> in its municipal grouping based on its waste diversion rate (55%), following the City of Kingston (63%). The County's waste diversion rate was about 10 percentage points higher than the average for the municipal grouping, and ranked 3<sup>rd</sup> in its grouping with respect to the amount of residential solid waste diverted per household (450 kg/hhld).

The County's waste diversion rate and diversion per household were also above the provincial average shown in Table 3 below (based on participating municipalities in the RPRA Datacall program).

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<sup>4</sup> At the time of the analysis, the RPRA 2015 Datacall information was not yet published. Therefore, the performance comparison was based on the RPRA 2014 Datacall.



**Table 3: Overall Residential Waste Diversion for Rural Regional Municipal Grouping (2014)**

Municipal Program (sorted by Waste Diversion Rate)	Total Households	Solid Waste Diverted	Waste Diversion Rate
Kingston	54,686	540	63%
Dufferin County	23,676	450	55%
Quinte Waste Solutions	64,786	367	54%
Peterborough County	33,286	439	53%
Oxford County	45,160	437	49%
Greater Sudbury	74,100	477	45%
Muskoka District Municipality	48,475	210	45%
Bluewater Recycling Association	73,648	219	44%
Northumberland County	38,591	299	40%
Wellington County	33,109	326	40%
Kawartha Lakes	39,724	306	39%
Bruce Area Solid Waste Recycling	33,394	127	35%
Norfolk County	29,268	297	35%
Chatham-Kent Municipality	47,303	318	33%
North Bay	23,257	276	31%
<b>Average for Municipal Grouping</b>	<b>662,463</b>	<b>345</b>	<b>45%</b>
<b>Ontario Datacall Average (for all 236 Participating Municipalities)</b>	<b>5,363,099</b>	<b>441</b>	<b>48%</b>

Source: 2014 RPRA Datacall data.

### 3.4.2 Blue Box Recycling

The County Blue Box program's recycling performance is very good compared to other jurisdictions in Ontario. As Table 4 shows, the County diverted approximately 419 kg of recyclables per household in 2014 (based on published RPRA Datacall results). This is more than any other municipality within its municipal grouping and is also above the provincial average.

This high level of performance is reflected in the Blue Box program's material recovery rates<sup>5</sup>, which are presented in Figure 6. The figure (which combines the Blue Box program's diversion with diversion through the deposit-refund program) shows that the County has a very high recovery rate (100%) for recyclable fibres (i.e. paper, cardboard and boxboard), moderate recovery rates for recyclable metals and glass (79% and 65%, respectively), and a relatively low recovery rate (compared to the other streams) for

<sup>5</sup> Recovery rate refers to the percentage of a divertible material in a waste stream that is diverted from disposal. For example, if a municipality generates 100 tonnes of recyclable paper waste in its entire waste stream and it diverts 90 tonnes of that material from disposal, then it has a 90% recovery rate for recyclable paper. Similarly, if a municipality generates 50 tonnes of pop can waste in its entire waste stream and it diverts 25 tonnes of that material, then it has a 50% recovery rate for pop cans.

recyclable plastics (42%). Overall, the County has an estimated Blue Box program recovery rate of about 81%. It should be noted that:

- The calculated recovery rate includes diversion through both the County's Blue Box program and the Provincial deposit-refund program; and
- The category of recyclable plastics includes film and polystyrene, which the County does not collect for recycling. These materials make up about 2.8% by weight (plastic film) and 0.3% by weight (Polystyrene) of the County's solid waste stream.

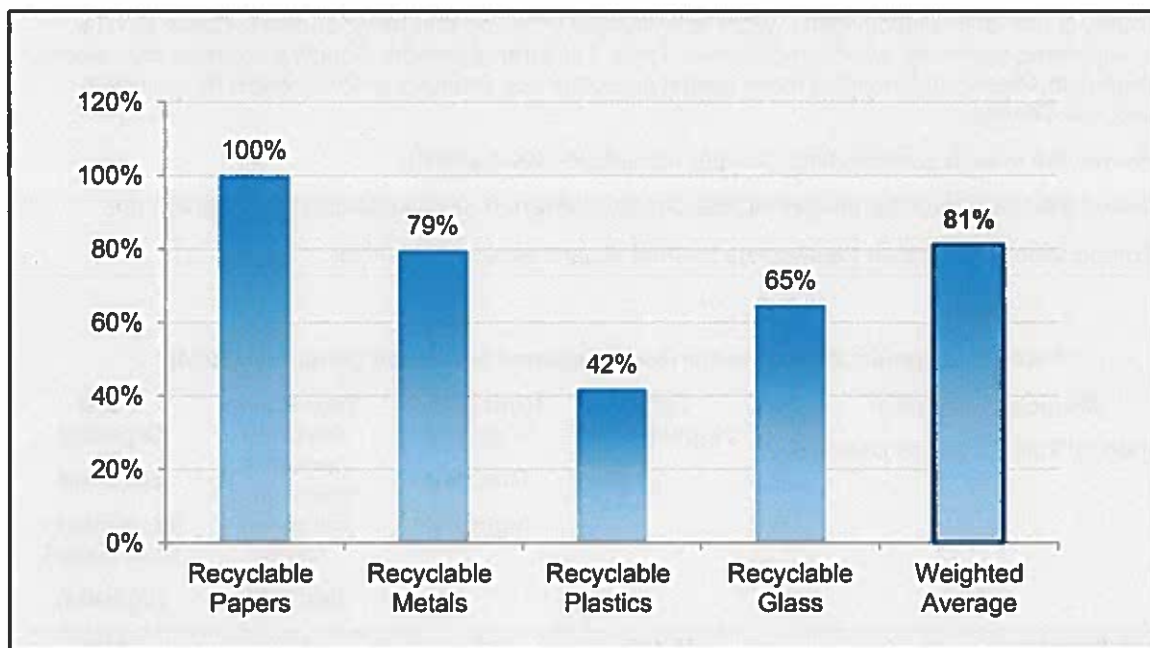
**Table 4: Annual Marketed Blue Box Material for Rural Regional Municipal Grouping (2014)**

Municipality (sorted by total blue box material per Household, or HHLD)	Total Households	Total Fibres per HHLD (kg)	Total Plastics per HHLD (kg)	Total Metal per HHLD (kg)	Total Glass per HHLD (kg)	Total Blue Box Material per HHLD (kg)
Dufferin County	23,676	157	25	17	14	419
Quinte Waste Solutions	64,786	121	47	11	7	368
Greater Sudbury	74,100	139	21	8	17	357
Kingston	54,686	119	20	8	11	309
Norfolk County	29,268	105	22	10	22	301
Bluewater Recycling Association	73,648	119	13	8	14	297
Peterborough County	33,286	114	16	8	17	297
North Bay	23,257	116	14	8	14	296
Oxford County	45,160	110	15	11	18	294
Wellington County	33,109	103	23	12	13	293
Northumberland County	38,591	117	10	7	19	291
Kawartha Lakes	39,724	103	20	9	13	280
Muskoka District Municipality	48,475	85	19	7	8	231
Bruce Area Solid Waste Recycling	33,394	67	15	9	13	198
Chatham-Kent Municipality	47,303	71	9	4	9	178
<b>Average for Municipal Grouping</b>		<b>110</b>	<b>19</b>	<b>9</b>	<b>14</b>	<b>294</b>
<b>Ontario Datacall Average (for all 236 Participating Municipalities)</b>		<b>124</b>	<b>17</b>	<b>8</b>	<b>17</b>	<b>318</b>

Source: 2014 RPRA Datacall data.



Figure 6: Dufferin County Blue Box Estimated Recovery Rates (2015)



Participation in the County's Blue Box program by residents appears to be high and stable. A curbside collection participation study was completed by the County in 2016. In that study, 94% of surveyed households were observed to participate in the Blue Box program. This is comparable to a similar study conducted in 2013, where 95% of households surveyed were observed to be participating.

## 3.4.3 Organics

The County is one of five jurisdictions within its municipal grouping that has a curbside Green Bin (i.e. source separated organics) collection program. Table 5 illustrates that the County's organics diversion is very good compared to those within its municipal grouping. For example, in 2014 within its municipal grouping, the County:

- Diverted the most household Organics per household (129 kg/hhld);
- Ranked third based on the amount of total Organics diverted per household (220 kg/hhld); and
- Diverted slightly more than the average amount of yard waste (90 kg/hhld).

**Table 5: Organics Diversion for Rural Regional Municipal Grouping (2014)**

<b>Municipal Program</b> (sorted by Total Organics Diverted)	<b>Total Households</b>	<b>Household Organics Diverted (kg/hhld)</b>	<b>Yard Waste Diverted (including leaves and Christmas Trees) (kg/hhld)</b>	<b>Total Organics Diverted (household + yard waste) (kg/hhld)</b>
Oxford County	45,160	0	313	313
Kingston	54,686	77	232	309
Dufferin County	23,676	129	90	220
Chatham-Kent Municipality	47,303	0	166	166
Greater Sudbury	74,100	29	116	145
Quinte Waste Solutions	64,786	31	50	81
Kawartha Lakes	39,724	0	71	71
Peterborough County	33,286	3	66	69
Northumberland County	38,591	0	62	62
Norfolk County	29,268	0	60	60
Wellington County	33,109	0	40	40
North Bay	23,257	0	37	37
Muskoka District Municipality	48,475	18	9	27
Bluewater Recycling Association	73,648	0	4	4
Bruce Area Solid Waste Recycling	33,394	0	0	0
<b>Average for Municipal Grouping</b>		<b>19</b>	<b>88</b>	<b>107</b>

Source: 2014 RPRA Datacall data.

The County's 2016 curbside collection participation study found that 65% of surveyed households participated in the Green Bin program. This is a decrease of about 14% compared to 2013, where 79% of households were observed to participate.

## 3.4.4 Household Hazardous Waste

Table 6 compares the amount of HHW diverted from the garbage stream for Dufferin County's municipal grouping, based on RPRA data. Based on data from the 2015 Datacall, the County diverted 5.2 kg of HHW per household from the garbage stream. This ranks the County 7<sup>th</sup> in its municipal grouping, with the amount being slightly above the average of 5.0 kg per household for its municipal grouping.

**Table 6: Household Hazardous Waste Managed for Rural Regional Municipal Grouping (2015)**

Program Name (sorted by kg/hhld diverted)	Event Day Tonnes	Depot Tonnes	Total Collected (Tonnes)	Total Households (2015)	Total Collected Kg/hhld
North Bay	-	262	262	23,257	11.3
Kawartha Lakes	24	287	311	40,086	7.8
Peterborough County	1	214	216	33,425	6.5
Northumberland County	-	240	240	38,845	6.2
Muskoka District Municipality	88	182	270	48,520	5.6
Kingston	-	293	293	55,466	5.3
Dufferin County	127	-	127	24,159	5.2
Greater Sudbury	-	385	385	74,799	5.1
Quinte Waste Solutions	76	250	326	65,115	5.0
Wellington County	71	78	149	32,500	4.6
Oxford County	32	139	171	45,858	3.7
Bruce Area Solid Waste Recycling	121	-	121	33,626	3.6
Norfolk County	83	-	83	29,479	2.8
Chatham-Kent Municipality	50	76	126	47,850	2.6
Bluewater Recycling Association	-	10	10	73,648	0.1
<b>Average for Municipal Grouping</b>	<b>67</b>	<b>201</b>	<b>206</b>		<b>5.0</b>

Source: Resource Productivity & Recovery Authority. 2015 Datacall (unpublished data).

## 3.4.5 Solid Waste Disposal

The amount of solid waste disposed per household in the County is lower than average for its municipal grouping (see Table 7). Based on the 2014 RPRA Datacall data, the County disposed of 367 kg of waste per household in 2014, which is about 54 kg less than average for the group, and 112 kg less than the average for all municipalities participating in the RPRA Datacall. The County ranks 6<sup>th</sup> overall in the amount of solid waste disposed per household among the 15 municipalities in its group.

**Table 7: Residential Solid Waste Disposed for Rural Regional Municipal Grouping (2014)**

<b>Municipal Program</b> (sorted by waste disposed)	<b>Total Households</b>	<b>Solid Waste Disposed (kg/hhld)</b>
<b>Bruce Area Solid Waste Recycling</b>	33,394	234
<b>Muskoka District Municipality</b>	48,475	253
<b>Bluewater Recycling Association</b>	73,648	283
<b>Quinte Waste Solutions</b>	64,786	316
<b>Kingston</b>	54,686	317
<b>Dufferin County</b>	<b>23,676</b>	<b>367</b>
<b>Peterborough County</b>	33,286	387
<b>Oxford County</b>	45,160	453
<b>Northumberland County</b>	38,591	457
<b>Kawartha Lakes</b>	39,724	487
<b>Wellington County</b>	33,109	488
<b>Norfolk County</b>	29,268	563
<b>Greater Sudbury</b>	74,100	588
<b>North Bay</b>	23,257	617
<b>Chatham-Kent Municipality</b>	47,303	648
<b>Average for Municipal Grouping</b>		<b>421</b>
<b>Ontario Datacall Average (for all 236 Participating Municipalities)</b>		<b>479</b>

Source: 2014 RPRA Datacall data.

## 3.5 Financial Review of Existing System

### 3.5.1 Financial Overview

A financial review of the County's residential solid waste management program was prepared based on 2015 costs as reported in the County's Waste Services June 2016 Departmental Statements. The solid waste program costs have been organized based on the following waste management initiatives:

- Garbage collection and disposal;
- Blue Box program collection and processing;
- Household Organics (Green Bin) program collection and processing;
- Leaf and Yard Waste collection and processing;
- HHW and E-waste;
- On-property diversion;
- Take it Back Program; and
- Promotion and Education.

For the purpose of this financial review, administrative costs (which are contained within its own financial grouping in the statements) have been allocated to each initiative based on tonnage.

Table 8 summarizes the total costs for the County's residential solid waste management program. In 2015, the total net cost of the program was \$3.58M, or about \$193 per tonne of residential solid waste managed by the County. Garbage collection and disposal comprised the largest portion of the County's costs, at \$1.62M (net) for collection, disposal, and administration. This is followed by the County's household Organics collection and processing program, which in 2015 cost approximately \$1.18M (net), including collection, processing, and administration. Table 9 provides a more detailed overview of the expenditures, revenues, and net costs for the County's solid waste management program.

**Table 8: Solid Waste Management System: Cost Summary (2015)**

Program	Total Cost	Cost per Tonne Managed
Garbage Collection and Disposal (including bulky waste)	\$1,618,097	\$239
Blue Box Collection and Processing	\$187,701	\$32
Household Organics (Green Bin) Collection and Processing	\$1,180,668	\$396
Leaf and Yard Waste Collection and Processing	\$448,133	\$185
Household Hazardous Waste / E-Waste Event Days	\$65,029	\$389
On-Property Diversion	\$6,609	\$22
Take it Back Program	\$5,480	na
Promotion and Education	\$72,697	na
<b>Total Solid Waste Management System *</b>	<b>\$3,584,414</b>	<b>\$193</b>

\* Note: Total system cost per tonne does not include tonnage from tire and deposit-refund stewardship programs. Including tonnage for those programs as per the 2015 Datacall, reduces the overall system cost per tonne to \$185. Incremental costs associated with IC&I waste collection have not been excluded.



**Table 9: Solid Waste Management System: Summary of Expenditures and Revenues (2015)**

Item	Cost / Revenue	Cost / Revenue Per Tonne
<b>Garbage Collection and Disposal (including bulky waste)</b>		
<b>Expenditures</b>		
Collection	\$1,102,973	\$163
Disposal	\$416,768	\$61
Materials	\$4,450	\$0.66
Administrative	\$151,652	\$22
<b>Revenues</b>		
User Fees (garbage bag tags, etc.)	-\$57,747	-\$9
<b>Total Garbage Collection / Disposal</b>	<b>\$1,618,097</b>	<b>\$239</b>
<b>Blue Box Collection and Processing</b>		
<b>Expenditures</b>		
Collection	\$712,042	\$120
Processing	\$481,904	\$81
Materials	\$31,484	\$5
Administrative	\$132,596	\$22
<b>Revenues</b>		
CIF/ RPPA Recycling Funding	-\$396,687	-\$67
Recycling Rebate Revenue	-\$773,637	-\$131
<b>Total Blue Box Collection / Processing</b>	<b>\$187,701</b>	<b>\$32</b>
<b>Household Organics (Green Bin) Collection and Processing</b>		
<b>Expenditures</b>		
Collection	\$723,766	\$243
Processing	\$345,513	\$116
Materials	\$44,631	\$15
Administrative	\$66,758	\$22
<b>Total Household Organics Collection / Processing</b>	<b>\$1,180,668</b>	<b>\$396</b>
<b>Leaf and Yard Waste Collection and Processing</b>		
<b>Expenditures</b>		
Yard Waste Collection and Processing	\$313,533	\$129
Vacuum (Loose) Leaf Collection Contract	\$80,277	\$33
Administrative	\$54,323	\$22
<b>Total Leaf and Yard Waste Collection/Processing</b>	<b>\$448,133</b>	<b>\$185</b>
<b>Household Hazardous Waste and E-Waste</b>		
<b>Expenditures</b>		
Contract	\$122,430	\$732
Event-related Promotion and Education	\$18,033	\$108
Administrative	\$3,742	\$22
<b>Revenues</b>		
Other Contributions (SO, PCA and OES)	-\$79,176	-\$473
<b>Total HHW and E-Waste Collection / Processing</b>	<b>\$65,029</b>	<b>\$389</b>
<b>On-Property Diversion</b>		
<b>Expenditures</b>		
Administrative	\$6,874	\$22
<b>Revenues</b>		
Sales of Backyard Composters	-\$266	-\$0.86
<b>Total On-Property Diversion</b>	<b>\$6,609</b>	<b>\$22</b>
<b>Take it Back Program</b>		
Promotion and Education (e.g. TIB Directory, advertising, etc.)	\$5,480	
<b>Total Take it Back Program</b>	<b>\$5,480</b>	<b>\$0.28</b>
<b>Promotion and Education</b>		
Program Promotion (e.g. collection guide, mobile App, etc.)	\$64,461	\$3.33
Public Awareness/Public Events	\$8,236	\$0.42
<b>Total Promotion and Education</b>	<b>\$72,697</b>	<b>\$3.75</b>
<b>Total Program Cost</b>	<b>\$3,584,414</b>	
<b>Total Program Cost / Tonne (managed by County)</b>	<b>\$193</b>	
<b>Total Program Cost / Tonne (Whole system tonnes)</b>	<b>\$185</b>	

### 3.5.2 The Blue Box Marketplace

While the County's bid process for waste collection and processing contracts drive most of the costs to manage solid waste in Dufferin County, revenue from the sale of recyclables recovered through the Blue Box program provide the single greatest opportunity to offset those costs. The potential revenue from the sale of the recovered recyclables is based on two key factors:

- The commodities value of the recyclable materials; and
- The monetary penalties charged by the contractor for contaminated material in loads of recyclables received at the processing facility.

Unfortunately, the County's influence of these two factors is somewhat limited, however, they can be influenced indirectly and directly through the consumer and recycling behaviours of the general public. These factors are discussed below.

#### Blue Box Commodities Value

When recyclable material is collected curbside in blue boxes, it is delivered to a processing facility where the material is sorted, baled, and shipped to market where it is then turned into new products. Recyclable materials are commodities that can be sold into the marketplace, and the price for those commodities can vary depending on the state of the economy and the demand for recyclable material. Typically, a stronger economy results in a stronger demand for recyclable material which can result in higher commodity values. For example, Figures 7 and 8, which present the yearly average commodity values for select recyclables collected in the Blue Box program, show that values can vary significantly between materials and from year to year. For example, the average per tonne value for aluminium cans reached a high of \$2,200 in 2006, but then dropped to about \$1,200 in 2009. The least valued commodity material is glass, which has a negative revenue value. In 2016, the annual average market revenue per tonne for glass was *negative* \$36 per tonne<sup>6</sup> (i.e. the County paid \$36 per tonne to have the material recycled).

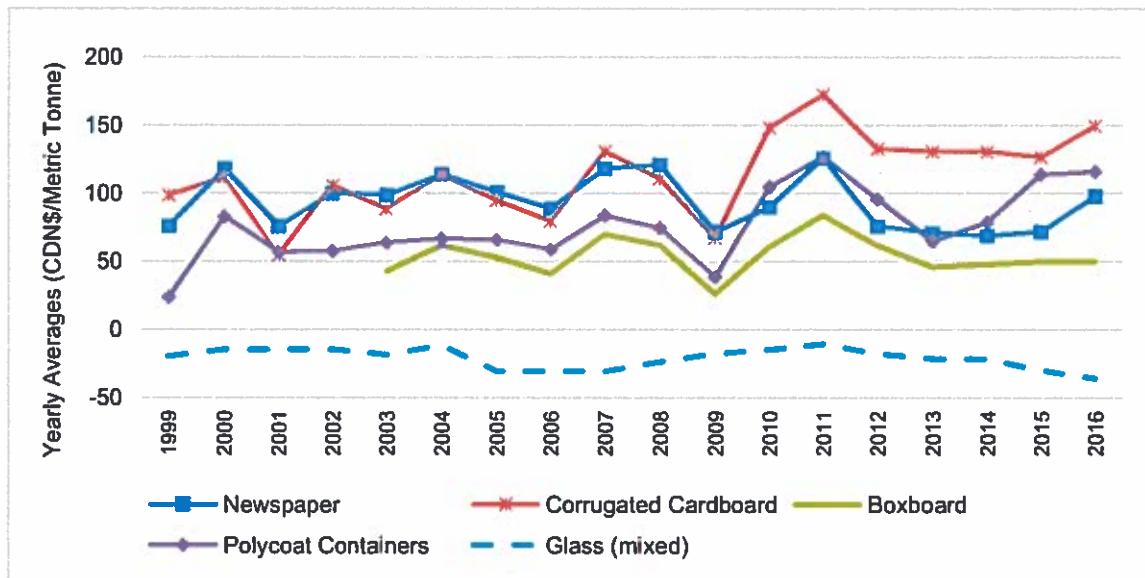
The market price highs and lows can significantly affect the revenue municipalities receive from the sale of their recyclable material, which in turn has a significant impact on their waste management budget. For example, in 2015 the County's revenue from the sale of recyclable material offset 60% of the Blue Box program collection and processing costs. If commodity prices rise, then the offset can be greater, however, if commodity prices decline, then less of the program cost is offset.

While the County cannot directly affect commodity prices for recyclable materials, one way for consumers as a whole to increase the demand and therefore, the market value for recyclable material, is to ensure the products they purchase include post-consumer recycled content.

Another way for County residents to directly impact the amount of revenue received through the sale of recyclables is by limiting contamination in curbside blue box program, which is discussed in the following section.

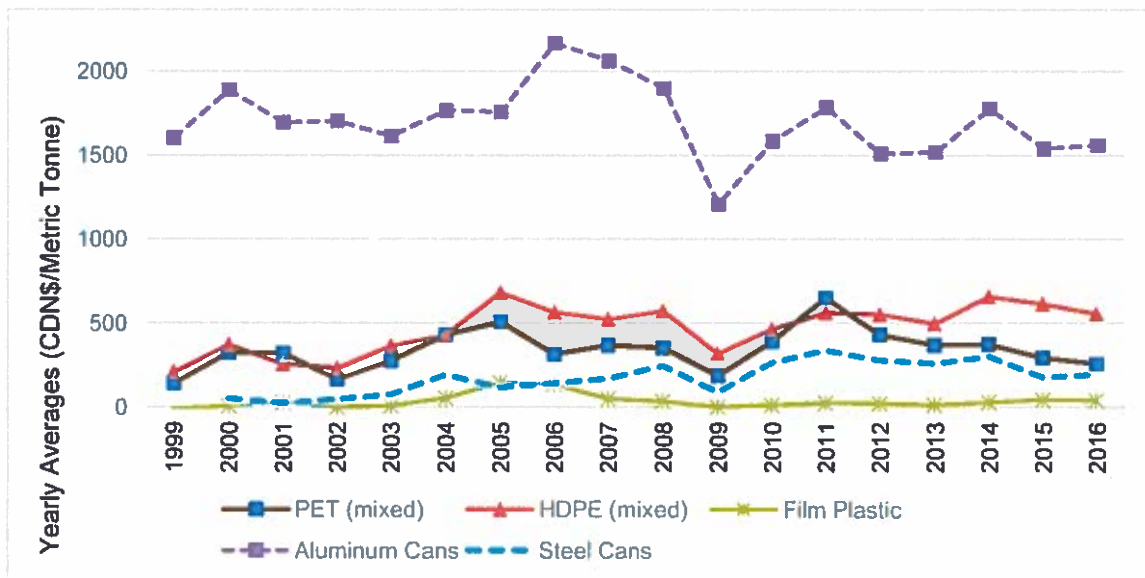
<sup>6</sup> Continuous Improvement Fund. *Price Sheet – December 2016*. <http://reclavstewardedge.com/wp-content/uploads/2013/05/Dec-2016-Price-Sheet.pdf>

**Figure 7: Yearly Average Market Price - Blue Box Fibres and Glass**



Source: Continuous Improvement Fund. Price Sheet – December 2016.

**Figure 8: Yearly Average Market Price - Blue Box Plastics and Metals**



Source: Continuous Improvement Fund. Price Sheet – December 2016.



## Blue Box Contamination

Generally, the County receives revenue based on market value for the recyclable material it recycles<sup>7</sup>. However, not all of the material that is collected through the Blue Box program can be recycled such as garbage, Organics or other non-recyclable program material that is incorrectly placed into the blue box. This material, which is considered to be contamination (or residue), is removed at the processing facility, and disposed.

Recyclable material processing facilities typically have a percent of contamination that they are willing to accept, and for the County this amount is 10% (i.e. 10% of the material by weight collected through the Blue Box program is allowed to be contamination). When the contamination level exceeds 10%, the County is charged a fee for the amount of contamination above 10%. For example, in 2014 the amount of contamination in the County's recycling program above the processing facility's 10% threshold was 340 tonnes, which resulted in approximately \$22,100 of lost revenue. In 2015 only 230 tonnes of contamination above the 10% threshold was processed, which reduced the amount of lost revenue to approximately \$14,700. Through improved recycling practices (i.e. increased diversion, reduced contamination, etc.), revenue loss to the County due to contamination levels could be greatly reduced.

## Other Factors

Other factors that can negatively influence revenues received through the Blue Box program include:

- **Reduced Household Participation** - when households reduce their participation in the Blue Box program, the amount of recyclable material collected, processed and recycled is reduced which in turn, reduces the amount of revenue generated for material sold.
- **Curbside Scavenging** - curbside scavenging occurs when scavengers remove the valuable material from blue boxes set out at the curb for collection by the County. The remaining material managed by the County is the light-weight and less valuable material, resulting in lost revenue that would offset the cost for collection and processing.
- **Collection/Processing Contracts** - the terms and conditions of the County's Blue Box program collection and processing contracts influence how much revenue is retained by the County and/or the processor. For example, the County's current processing contract stipulates that 100% of the revenues from the sale of recycled material is retained by the County. For future contracts, this could potentially be adjusted to share revenue with the Contractor which may reduce processing costs and risk to the County for fluctuating commodity markets.

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<sup>7</sup> The exception for this is glass, which in 2015 cost the County on average \$60 per tonne to recycle.

## 4. Waste Diversion Opportunity Analysis

A Waste Diversion Opportunity Analysis (see Table 10) was conducted to identify opportunities available to the County for increasing its waste diversion rate. The Waste Diversion Opportunity Analysis was completed using the following steps:

- The total amount of divertible material in the County's waste stream was estimated, for each category of divertible material, based on the waste composition analysis presented in Section 2.2 and the total estimated amount of solid waste generated in 2015. For some materials, such as yard waste and C&D waste, the amount of material available for diversion may be underestimated;
  - For this exercise, a target recovery rate<sup>8</sup> of 80% was assumed. This is considered to be a progressive target for diversion.
- The amount of material available by category for diversion was calculated based on an assumed recovery rate for the total amount of material in the waste stream. For example, if 100 tonnes of material was estimated for a waste category and the recovery target was 80%, then the amount of that material available for diversion would be 80 tonnes;
- The amount of potential material remaining in the waste stream that could be diverted from disposal was calculated for each category of divertible waste; and
- The amount of divertible material remaining in the waste stream for each category was then used to estimate (as a percentage) how much more diversion could potentially be added to the existing performance.

The results of the waste diversion analysis indicate the following (based on a waste recovery rate of 80%):

- The main opportunities for additional diversion are food waste and other organics (+5.9%, or about 1,143 tonnes) and plastics (+2.8%, or about 550 tonnes);
- Other possible opportunities for increased waste diversion include:
  - Blue box/deposit-refund glass (+0.8%, or about 150 tonnes)
  - Electronic waste (+0.5%, or about 95 tonnes);
- The County appears to be capturing nearly all its recyclable fibres (an estimated 100% recovery rate). This number is supported by the RPRA Datacall information, i.e. the County has the highest tonnage per household for its municipal grouping; and
- While the County does not currently have a textile recycling program in place (beyond encouraging textile take back through its "Take it Back" directory), textiles appear to provide some opportunity for additional diversion (+1.1%, or 220 tonnes).

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<sup>8</sup> Recovery rate refers to the percentage of a divertible material in a waste stream that is diverted from disposal. For example, if a municipality generates 100 tonnes of recyclable paper waste in its entire waste stream and it diverts 90 tonnes of that material from disposal, then it has a 90% recovery rate for recyclable paper. Similarly, if a municipality generates 50 tonnes of pop can waste in its entire waste stream and it diverts 25 tonnes of that material, then it has a 50% recovery rate for pop cans.

**Table 10: Waste Diversion Opportunity Analysis**

Waste/Resource Material	Estimated Residential Waste Composition (%)	Total Divertible Material in Waste Stream (tonnes) <i>Based on 19,370 total annual tonnes</i>	Material Available for Diversion (tonnes) <i>Based on 80% Recovery Target</i>	Material Currently Diverted (tonnes)	Available Material Remaining in Waste Stream for Diversion (tonnes)	Material Remaining in Waste Stream for Diversion (% of total waste stream)
Papers (ONP, OMG, OCC, OBB and fine papers)	19.9%	3,868	3,094	3,871	nil	0.0%
Metals (aluminum, steel, mixed metal)	2.4%	461	369	367	2	0.0%
Plastics (containers, film, tubs and lids)	7.4%	1,429	1,143	597	547	2.8%
Glass	5.1%	992	794	641	152	0.8%
Electronic Waste	0.9%	170	136	40	95	0.5%
Household Hazardous Waste	0.9%	181	145	127	18	0.1%
Food Waste	23.4%	4,539	3,631	2,928	704	3.6%
Yard Waste	14.7%	2,850	2,280	2,724	nil	0.0%
Other Organics	2.8%	549	439	0	439	2.3%
Scrap Metal	0.5%	98	79	0	79	0.4%
Bulky Items	0.44%	91	73	5	68	0.4%
Textiles	1.43%	277	222	0	222	1.1%
C&D	0.45%	87	69	0	69	0.4%
Tires	2.3%	451	361	451	nil	0.0%
<b>Total Divertible Materials</b>	<b>82.7%</b>	<b>16,045</b>	<b>12,836</b>	<b>11,750</b>	<b>2,396</b>	<b>12.4%</b>
<b>Residue</b>	<b>17.3%</b>					
<b>Current Diversion Rate of Divertible Material</b>				<b>60.3%</b>		
<b>Potential Future Diversion Rate (if 80% Recovery Target is reached)</b>						<b>73%</b>
<b>Potential Diversion Rate (if 100% recovery rate is reached)</b>						<b>83%</b>

## 5. Identification and Evaluation of Options

## 5.1 Overview

A total of 27 potential solid waste management options were reviewed in the preparation of the County's LTWMS. The Long List of options was based in part on a desktop literature review of waste management best practices, consultation with County staff, and programs implemented in other municipal waste management jurisdictions in Ontario, North America, and internationally. The waste management program option categories reviewed for the Long List included:

- Waste Reduction and Reuse;
- Recycling;
- Organics Management;
- Waste Collection/Receiving;
- Promotion and Education;
- Municipal Policy;
- Industrial, Commercial and Institutional (IC&I);
- Other Opportunities; and
- Disposal/Processing.

Table 11 below provides a summary of the options reviewed as part of the Long List and identifies which options were carried forward to the Short List review. The options recommended for the County's LTWMS are discussed in Section 6.

**Table 11: Overview of Options Long List**

<b>Waste Reduction and Reuse</b>		<b>Short List (Yes/No)</b>
<b>1. Promote on-site management of organics</b>	Foster greater uptake of backyard composting and grasscycling.	<b>Yes</b>
<b>2. Food waste reduction campaign</b>	Consider the development or licencing of a food waste reduction campaign. For example, the organization WRAP UK has developed a successful food waste reduction campaign titled Love Food Hate Waste. The campaign has expanded internationally to places like Australia and has been licenced in Canada by Metro Vancouver. Sustain Ontario has also recently developed a municipal toolkit for reducing household food waste.	<b>Yes</b>
<b>Recycling</b>		
<b>3. Expand curbside capacity for collection of recyclables</b>	Assess the feasibility of enhancing recyclables collection by providing residents with additional blue boxes free of charge or changing to recycling carts.	<b>Yes</b> (blue boxes)
<b>4. Add additional materials to the recycling program</b>	Consider the feasibility of adding items to the list of materials accepted in the Blue Box program, specifically plastic film and polystyrene (Styrofoam) (or other materials as they become feasible to recycle). Consider whether material should be collected via a curbside or depot program, and whether there is an advantage to including polystyrene densification.	<b>Yes</b> (included based on consultation)

5.	<b>Review public space recycling</b>  Prepare and implement a strategy for public space recycling in partnership with the local municipalities. Items to consider include: placing recycling bins at rural post office boxes; use of solar compactor recycling bins; use of public space art or advertising on public space recycling/waste receptacles; sponsorship of public recycling bins by local businesses, etc.	Yes
6.	<b>Textile recycling</b>  Consider opportunities for the collection, and recycling or reuse of textiles. This could include collaboration with local textile reuse organizations or the recovery of textiles for recycling into new textiles.	Yes
7.	<b>Agricultural waste diversion support</b>  While not a waste stream currently managed by the County, the County could work with the local agricultural community to help identify and act on opportunities for the recycling of agricultural wrap for example, and diversion of other materials.	Yes
<b>Organics Management</b>		
8.	<b>Increase support for household organics collection and composting</b>  Consider development of a multi-pronged curbside organics diversion strategy to increase the capture of household organics through the Green Bin (source-separated organics) program. The strategy could include: <ul style="list-style-type: none"> <li>• Research on behaviour and barrier identification (waste audits, behaviour and attitude research, etc.);</li> <li>• Identification of methods for removing or addressing the identified barriers (e.g., promotion and education, tools etc.); and</li> <li>• Implementation.</li> </ul>	Yes
9.	<b>Review leaf and yard waste collection and composting</b>  Consider enhancing the leaf and yard waste program by extending its frequency and/or catchment.	No
<b>Waste Collection/Receiving</b>		
10.	<b>Assess garbage collection frequency (every other week collection)</b>  Collect garbage every other week (EOW) rather than every week.	Yes
11.	<b>Assess collection using carts</b>  In addition to using carts for the collection of recyclables (see option 3), assess the feasibility of introducing automated or semi-automated curbside cart collection of both garbage and recyclables.	No



Promotion and Education		
12.	<b>Conduct targeted/expanded promotion and education</b>  Develop/implement targeted promotion and educational campaigns, and expand the County's current educational activities through a Promotion and Education Strategy. This could include: <ul style="list-style-type: none"> <li>• Targeted promotion of waste reuse and reduction initiatives;</li> <li>• Improving diversion of specific items through targeted campaigns;</li> <li>• Implementing incentive/recognition programs for exceptional recycling efforts by households, businesses or organizations;</li> <li>• Enlisting the help of "community champions";</li> <li>• Enhancing the existing municipal website with online waste management information tools such as an "environmental impact calculator";</li> <li>• Increasing education and presentations to schools and other organizations;</li> <li>• Enhancing targeted promotion and education in multi-residential buildings; and</li> <li>• Expanding waste management promotions at public events.</li> </ul>	Yes
13.	<b>Promote "Green" purchasing</b>  Promote green purchasing practices among municipal departments, local businesses and the general public. This may include: promotion of pre-cycling; promotion of the link between purchasing decisions and waste/the environment; educating businesses on green purchasing practices for their sector, etc.	Yes
14.	<b>Encourage events to be "Zero Waste"</b>  Consider a policy requiring municipal events or other public events held on municipal property to be "zero waste". Develop/promote/distribute available tools and resources. Include "zero waste" provisions in the permitting process for event coordinators.	Yes
15.	<b>Encourage Extended Producer Responsibility (EPR)</b>  Encourage greater EPR. Participate in lobby efforts at the provincial and federal level to increased EPR. Promote existing EPR opportunities, such as existing take-back programs, and provincial EPR programs (e.g., Orange Drop, WEEE, MHSW, etc.)	Yes
Municipal Policy		
16.	<b>Consider maximum bag limit</b>  Limit the total number of garbage bags that households can set out at the curb for collection with garbage tags.	Yes
17.	<b>Shift to full user pay</b>  Reduce the number of garbage bags or bins that can be set out at the curb without a user fee (e.g. bag tag) from 1 to zero.	Yes
18.	<b>Enforcement of Waste Collection By-Law</b>  Update and enforce the applicable elements of the existing Waste Collection By-Law. Add guidelines to encourage diversion and provide municipal staff with the legal means to enforce desired behaviours (e.g., source separation) and curtail undesired behaviours (e.g., scavenging).	Yes
19.	<b>Preparation of Multi-Residential development standards</b>  Consider updating existing multi-residential development standards and other related guidelines to ensure multi-residential developments and retrofits include appropriate infrastructure for waste diversion programs.	Yes



IC&I		
20.	<b>Promotion of waste minimization/diversion in the IC&amp;I sector</b>  Develop a strategy to encourage the local Industrial, Commercial and Institutional (IC&I) community to increase waste minimization/diversion. Possible strategy elements may include: a recognition program; incentives for environmental leadership (e.g., becoming registered in RCO's #3RCertified program); forming a sector-specific waste minimization working group; form partnerships with local NGO's to help deliver outreach; distribute/promote already existing tools and resources; include waste diversion/management clauses in municipal permits, etc.	Yes
21.	<b>Establish a strategy for Construction and Demolition (C&amp;D) recycling</b>  Develop a strategy for C&D recycling. Elements of the strategy could include partnering with private sector facilities or establishing a depot to receive/sort/process C&D waste for diversion; policy instruments to encourage C&D recycling; promotion of a County program, and implementation of C&D waste diversion best practices.	No
Other Opportunities		
22.	<b>Explore multi-municipal partnerships for waste management services</b>  Explore opportunities for partnerships with other municipalities including regionalization of services that will make waste management activities more effective and efficient. This may include shared collection and processing contracts or facilities.	Yes
23.	<b>Expand MHSW and E-waste diversion program</b>  Consider a possible combination of constructing a permanent MHSW depot with remote MHSW collection events.	Yes
Disposal/Processing		
24.	<b>Develop a new landfill site</b>  Develop a new landfill site within the County to dispose of the County's waste.	No
25.	<b>Develop an Energy from Waste facility</b>  Develop an Energy from Waste facility (either independently or in partnership with other municipalities) for the disposal of the County's waste.	No
26.	<b>Develop a Mechanical Biological Treatment facility</b>  Develop a Mechanical Biological Treatment facility within the County to process and stabilize the County's solid waste.	No
27.	<b>Continue to export garbage</b>  Continue with the existing practice of contracting out disposal of the County's solid waste.	Yes

## 5.2 Ranking and Scoring System

Each of the options in the Long List were screened for the preliminary options Short List using the following criteria:

- Potential diversion – how much waste the option could potentially divert from disposal (which will be shown as part of the County's overall diversion rate, or through on-site or waste reduction activities that may or may not be measured through the RPRA Datacall);
- Potential environmental benefits – this could include reductions in global greenhouse gas emissions from recycling or composting, conservation of natural resources, or avoidance of landfilling of toxic items, etc.;
- Potential cost – the anticipated cost of the option; and
- Ease of implementation – how simple or challenging it would be to implement the option, considering technical, public participation, and environmental approval challenges.

The screening criteria are based on the three pillars of sustainability, including:

- Environment: this pillar is represented by the "Potential Environmental Benefits" criterion;
- Economy: this pillar is represented by the "Potential Cost" criterion; and
- Society: this pillar is represented by the "Ease of Implementation" criterion, which considers the social acceptability of the option.

Additionally, "Potential Diversion" was included as a screening criterion as it directly relates to a key purpose of the LTWMS, which is the increased diversion of solid waste from disposal.

The short-listed options were organized into six priority groups. The orders of priority were generated based on the potential economic savings or costs per tonne the option could potentially divert from disposal and, based on the consultation feedback, the anticipated level of public support. Table 12 presents how the options were prioritized. For example:

- Options that provide anticipated cost savings and have a high level of support were considered to be high priority and were placed in the 1<sup>st</sup> priority group
- Options that had an operating cost of less than \$200 per diverted tonne and considered to have a high level of public support were placed in the 2<sup>nd</sup> priority group.
- Options that provided anticipated cost savings but were only anticipated to receive a medium level of public support were placed in the 3<sup>rd</sup> priority group.
- Options that had an operating cost of less than \$200 per diverted tonne and were anticipated to receive a medium level of public support were placed in the 4<sup>th</sup> priority group.
- All remaining options, including those that cost more than \$200 per diverted tonne or were anticipated to receive a low level of public support, were placed in the 5<sup>th</sup> priority group.

Consideration for the order in which the options were recommended for implementation included capital costs, anticipated diversion, and other factors that may affect the success of their implementation.

**Table 12: Options Prioritization**

Order of Priority	Anticipated Savings or Cost per Tonne of Waste Diverted	Anticipated Level of Support
<b>1<sup>st</sup> Priority Group</b>	Anticipated cost savings	High
<b>2<sup>nd</sup> Priority Group</b>	Operational costs less than \$200 per tonne of waste diverted	High
<b>3<sup>rd</sup> Priority Group</b>	Anticipated cost savings	Medium
<b>4<sup>th</sup> Priority Group</b>	Operational costs less than \$200 per tonne of waste diverted	Medium
<b>5<sup>th</sup> Priority Group</b>	All remaining options	

Table 13 presents a summary of the estimated costs and anticipated diversion of the short-listed waste diversion options, including the anticipated savings or cost per tonne of waste diverted and the anticipated level of support.

Table 13: Summary Review of Short-Listed Waste Diversion Options

#	Option	Potential Diversion (Tonnes)	Estimated Capital Cost	Estimated Operational Cost	Capital Cost per Tonne Diverted	Operating Cost or Savings per Tonne Diverted	Anticipated Level of Public Support
<b>Waste Reduction and Reuse</b>							
1a	Promote on-site management of organics (BYC)	84	\$29,525	\$1,751	\$354	\$21	High
1b	Promote on-site management of organics (e.g. grasscycling)	100	\$1,000	\$1,000	\$10	\$10	High
2	Food waste reduction campaign	500	\$17,000	-\$57,866	\$34	-\$116	High
<b>Recycling</b>							
3	Expand curbside capacity for collection of recyclables: additional Blue Box	388	-	\$20,040		\$52	High
4a	Add additional materials to the recycling program: Polystyrene (Styrofoam)	45	-	\$13,660	-	\$304	High
4b	Add additional materials to the recycling program: Plastic film	97	-	\$48,318	-	\$498	High
5	Public space recycling	2	\$50,000	\$1,600	\$25,000	\$800	High
6	Textile recycling	222	\$6,500	unknown	\$29	-	High
7	Agricultural waste diversion support	unknown	\$2,000	\$1,000	-	-	High
<b>Organics Management</b>							
8	Increase support for household organics collection and composting	1,143	\$18,000 (plus \$60,120 for relaunch)	\$63,077	\$68 (includes relaunch)	\$55	High
<b>Waste Collection</b>							
9	Assess garbage collection frequency (EOW garbage collection)	970	\$5,000	-\$110,000	\$5	-\$113	Medium
<b>Promotion and Education</b>							
10	Conduct targeted/expanded promotion and education	776	\$13,000	\$11,322	\$17	\$15	High



#	Option	Potential Diversion (Tonnes)	Estimated Capital Cost	Estimated Operational Cost	Capital Cost per Tonne Diverted	Operating Cost or Savings per Tonne Diverted	Anticipated Level of Public Support
11	Promote "Green" purchasing	194	existing promotion/education costs	existing promotion/education costs	-	-	High
12	Encourage events to be "Zero Waste"	19	existing promotion/education costs	existing promotion/education costs	-	-	High
13	Encourage Extended Producer Responsibility (EPR)	-	existing administrative and promotion/education costs	existing administrative and promotion/education costs	-	-	High
<b>Municipal Policy</b>							
14	Consider a maximum bag limit	67	\$2,000	nil	\$30	-	Low
15	Shift to full user pay	67	\$3,000	Revenue neutral	\$45	Revenue neutral	Low
16	Enforcement of Waste Collection By-law	undetermined	-	\$1,000	-	-	Medium
17	Preparation of multi-residential development standards	580	\$8,000	-	\$14	-	Medium
<b>Industrial, Commercial and Institutional (IC&amp;I)</b>							
18	Promotion of waste minimization/diversion in the IC&I sector	unknown	existing promotion/education costs	existing promotion/education costs	-	-	High
<b>Other Opportunities</b>							
19	Explore multi-municipal partnerships for waste management services	unknown	existing administrative costs	existing administrative costs	-	-	High
20	Expand MHSW and E-waste diversion program	133	\$375,000	\$14,561	\$2,821	\$110	High

The ranking of short-listed waste management options, based on the evaluation, included<sup>9</sup> the following:

- **1st Priority Group:**
  - Option 2: Food waste reduction campaign
- **2nd Priority Group:**
  - Option 1a: Promote on-site management of organics (i.e. backyard composting, BYC)
  - Option 1b: Promote on-site management of organics (e.g. grasscycling)
  - Option 3: Expand curbside capacity for collection of recyclables: Additional blue box
  - Option 6: Textile recycling
  - Option 7: Agricultural waste diversion support
  - Option 8: Increase support for household organics collection and composting
  - Option 10: Conduct targeted/expanded promotion and education
  - Option 11: Promote "Green" Purchasing
  - Option 12: Encourage Events to be "Zero Waste"
  - Option 13: Encourage Extended Producer Responsibility (EPR)
  - Option 18: Promotion of Waste Minimization/Diversion in the IC&I sector
  - Option 19: Explore multi-municipal partnerships for waste management services
  - Option 20: Expand MHSW and E-waste diversion program
- **3rd Priority Group:**
  - Option 9: Assess garbage collection frequency (every-other-week, EOW)
- **4th Priority Group:**
  - Option 16: Enforcement of Waste Collection By-law
  - Option 17: Preparation of Multi-Residential development standards
- **5th Priority Group:**
  - Option 4a: Add additional materials to the recycling program: Polystyrene (i.e. Styrofoam)
  - Option 4b: Add additional materials to the recycling program: Plastic film
  - Option 5: Review public space recycling
  - Option 14: Consider a maximum bag limit
  - Option 15: Shift to full user pay

As continuing the export of solid waste was the only disposal option and will be a continuation of the existing program, it is not included in the list of options above.

Section 6 discusses the recommended options for the LTWMS and their implementation.

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<sup>9</sup> Note: options are organized within the priority groups based on option number; the order within the groups does not reflect order of implementation or magnitude of diversion.

## 6. Recommended Solid Waste Management Options

## 6.1 1st Priority Group

### 6.1.1 Food Waste Reduction Campaign

#### Description of Initiative

Based on the increasing number of municipalities participating in food waste reduction campaigns, awareness on the issue of food waste has grown in recent years. For example, in 2014 the Food and Agriculture Organization (FAO) of the United Nations has reported on the issue of food waste in its *Global Initiative on Food Loss and Waste Reduction* report. In Canada, the National Zero Waste Council released its *National Food Waste Reduction Strategy* in March 2017. In November 2017, the Ontario Ministry of Environment and Climate Change (MOECC) released its proposed Food and Organic Waste Framework for consultation, which includes direction to work with municipalities on food waste reduction.



Avoidable food waste is considered food waste that could have otherwise been consumed. For example, this may include food that has spoiled or that has been cooked but not eaten. Unavoidable food waste would include items such as carrot top trimmings, peelings from food preparation, or the inedible parts of food (e.g., apple cores). Based on waste audits from other Ontario municipalities, on average 33% of food waste is considered avoidable.

Implementation of a County Food Waste Reduction campaign can prevent avoidable food waste from entering the waste stream and, therefore, reduce Green Bin collection and processing costs for the County.

The Food Waste Reduction campaign will divert approximately 2.6% of the waste stream from disposal, assuming that the amount of avoidable food waste is reduced by 50%. The estimated cost to prepare and implement a Food Waste Reduction campaign is approximately \$17,000, although the potential cost savings from reduced processing costs is about \$58,000. The campaign costs include:

- Develop the Food Waste Reduction Campaign Plan: \$8,000;
- Develop communication materials: \$7,000; and
- Implement the Food Waste Reduction Campaign: \$2,000.

#### Implementation

The steps to implement a Food Waste Reduction Campaign include:

1. Continue with the County's participation in the Municipal Waste Association's (MWA) Organics Committee and other networking opportunities to ensure the County keeps abreast of food waste reduction initiatives in Ontario, the rest of Canada, and elsewhere.
2. When planning waste audits for Dufferin County, ensure that avoidable food waste is included as a waste category (along with all food waste and compostable non-recyclable paper). Use this data to assess the magnitude of the issue of avoidable food waste in Dufferin County and the opportunity it provides for waste reduction.
3. Identify/develop potential partnerships for a Food Waste Reduction Campaign, including:
  - the "Love Food Hate Waste" franchise;



- wellness organizations (e.g., Wellington-Dufferin-Guelph Public Health) and/or organizations that promote home economics (e.g., Ontario Home Economics Association and its Food Literacy Initiative, the Canadian Home Economics Foundation, or the Ontario Family Studies Home Economics Educators' Association);
  - Ontario waste management associations/organizations; and/or
  - other municipal partners outside of Dufferin County (i.e. Ontario Food Collaborative).
4. Develop a Food Waste Reduction Campaign Strategy with identified partners. The strategy may include:
- research on Food Waste Reduction Campaigns in other jurisdictions;
  - research on food waste behaviours and attitudes, including barriers to and possible motivations for reducing avoidable food waste;
  - consultation with community stakeholders and the general public. Possible consultation/engagement approaches/methods may include:
    - citizen advisory committee;
    - survey about attitudes and behaviours toward avoidable food waste; and/or
    - focus testing of messages and materials;
  - target audiences;
  - strategies to overcome barriers to reducing avoidable food waste and to capitalize on existing opportunities and synergies;
  - key messages and tactics; and
  - a plan for monitoring and measuring the effectiveness of the program.
5. Develop promotion and education materials for the Food Waste Reduction Campaign. This may include customizing materials from other jurisdictions, partnering with and utilizing the "Love Food Hate Waste" franchise material, or developing the County's own material.
6. Implement the campaign. Revisit the campaign messages annually and revise as required, which may include a scaled-down recirculation of select campaign materials or promotion of specific targeted campaign messages and/or images.

## 6.2 2nd Priority Group

### 6.2.1 Expand Curbside Capacity for the Collection of Recyclables by Providing an Extra Blue Box

#### Description of Initiative

For some municipalities, a common option to maximize the capture of materials through the Blue Box program is to increase the size (capacity) of the blue boxes they offer. This is especially useful for those municipalities that collect an extensive list of items through their Blue Box program. Since the County currently uses the larger 83-litre (22-gallon) blue box, another option for increasing the Blue Box collection capacity is to provide residents with an extra blue box.

The County currently replaces broken blue boxes free of charge, but there is currently a fee for an extra blue box. To encourage the public to recycle more material, the County will help increase the collection capacity of households by providing an extra blue box free of charge. The County will also continue to encourage residents to use blue-tinted plastic bags for overflow recyclables.

Distribution of the additional blue box will be upon request and pick-up only. Assuming 15% of single-family households per year request an additional blue box, the estimated annual cost of this initiative is about \$20,000. The estimated amount of additional diversion from this initiative is about 2% of the waste stream.

#### Implementation

The steps to implement this option include:

1. Assess the Blue Box recycling behaviours and attitudes to determine how many residents would benefit from an additional blue box. This assessment may include:
  - a visual assessment of the number of blue boxes set out for recycling are full to overflowing; and/or
  - either a formal or informal survey of residents to determine if they feel an extra blue box would help them recycle more.
2. Determine and implement the mechanism for distributing the free blue boxes (e.g., the collection contractor, having boxes available for pick up at the local municipal offices, etc.).
3. Develop and provide supporting communication materials as required.
4. Monitor and evaluate the results of the option (e.g., track tonnage of Blue Box materials recycled, set out rates, etc.).



## 6.2.2 Promote “Green” Purchasing

### Description of Initiative

The promotion of “Green” Purchasing can help reduce waste generation rates by fostering a shift in purchasing behaviours. This initiative can include the following program elements:

- The County leading by example and adopting an internal Environmentally Preferable Purchasing Policy for all County departments, which would place an emphasis on sustainable options such as waste minimization and purchasing products made from post-consumer recycled material.
- An educational campaign to encourage residents and businesses to consider the environmental impact of their purchases and to reduce waste by choosing products that are more durable, have less packaging waste, are recyclable, and contain recycled materials. The term “precycling” has been used in such campaigns in other municipalities, which has been defined by some municipalities as “preventing waste before it happens”.



This option can be implemented as a targeted promotion and education initiative or as a component of the County’s regular waste management communications.

Although the amount of diversion from such an initiative is difficult to measure, it is expected to reduce or divert approximately 1% of waste from disposal. Promotion of green purchasing could be included within the County’s waste management promotion and education strategy and budget. The cost of the promotion would depend on the extent of the program.

### Implementation

The steps required to implement this option include:

1. Further investigate how other jurisdictions are working to promote “green” purchasing behaviours, such as (but not limited to):
  - making conscious decisions to purchase products with less packaging or having high recycled content, or otherwise less harmful to the environment compared to similar products; and
  - purchasing/providing “wasteless gifts”, such as package-free gifts, durable/repairable gifts, or “experience” gifts (i.e., gifts such as tickets to an event, a gift certificate for a service, etc.).
2. Promote use of an Environmentally Preferable Purchasing Policy, both within the County’s operations, and externally to the broader IC&I community.
3. Based on the successes and/or lessons learned of other programs, develop and implement a plan to promote “green” purchasing, including key messaging, communications materials, and an approach for measuring/monitoring results.

## 6.2.3 Increase Support for Household Organics Collection

### Description of Initiative

In 2015, the County's entire waste stream included about 5,088 tonnes of household (or food and kitchen) organics, including food scraps and non-recyclable compostable paper such as paper towels and tissues. The recovery rate for this material was approximately 58% (2,928 tonnes were diverted from disposal, mostly through the Green Bin program). Increasing the recovery rate of household organics from 58% to the target of 80% would divert an additional 5.9% of the waste stream from disposal.



The County will work to increase diversion of organics through its Green Bin program through a comprehensive Organics Diversion Strategy. The strategy will include:

- Research on behaviour and barrier identification (waste audits, behaviour and attitude research, etc.);
- Identification of methods for removing or addressing the identified barriers (e.g., promotion and education, tools, etc.);
- Implementation plan; and
- A possible re-launch of the Green Bin program.

This initiative also has potential to operate in concert with the Food Waste Reduction Campaign.

The estimated costs to prepare and implement an Organics Diversion Strategy is approximately \$18,000, including:

- Develop the Organics Diversion Strategy: \$8,000;
- Develop communication materials: \$7,000; and
- Implement the Organics Diversion Strategy: \$3,000.

Depending on the results of the behaviour and barrier identification research, the strategy may include a relaunch of the Green Bin program where green bins are distributed to households that either do not have a green bin or require replacement. The 2016 participation study reported a decrease of 15% in the Green Bin program participation rate compared to the 2013 participation study. Assuming a similar percentage would require new or replacement green bins, a relaunch may include distribution of about 3,340 new green bins, for an additional capital cost of about \$60,120.

The estimated annual cost of ongoing support of the Organics Diversion Strategy through the County's existing promotion and education program is approximately \$2,000 per year.

The cost of processing the additional organic material is approximately \$132,360 annually. However, this would be offset by the avoided disposal costs, which would be approximately \$70,280, for a net annual cost increase of approximately \$63,080.

### Implementation

The steps to implement this initiative include:

1. Use the waste audit data to confirm opportunities for increasing organics diversion, including specific geographic areas, sectors and demographics.
2. Update the waste collection participation study.

- Confirm the participation study methodology (the 2016 study included a higher number of zero set-out observations than would be expected; the study methodology should ensure it does not miss set-outs that occur closer to when the garbage truck normally passes through its scheduled route); and
- Ensure compatibility and comparison of results from the previous study by monitoring the same study area.

3. Develop and implement a comprehensive Organics Diversion Strategy:

- a. Use results from waste audit and participation study to identify and assess issue and opportunity areas.
- b. Research barriers to and motivations for participation in the Green Bin program.
- c. Develop tools, methods and strategies for removing participation barriers and increasing motivation.
- d. Consultation with community stakeholders and the general public. Possible consultation/engagement approaches/methods may include:
  - i. citizen advisory committee;
  - ii. survey about attitudes and behaviours regarding the Green Bin program; and/or
  - iii. focus testing of messages and materials;
- e. If required, develop a plan for a re-launch of the Green Bin program.
- f. Develop/update/enhance Green Bin communication materials.
- g. Develop an implementation plan for the Strategy.
- h. Develop an evaluation plan for the Strategy.

An example table of contents for the Organics Diversion Strategy may include:

- Purpose and objectives of the strategy;
- Overview of the existing Green Bin program;
- Assessment of the existing Green Bin program, including:
  - a review of current and historical tonnage (total and per household or capita);
  - an assessment of organics material still available for diversion (based on waste audit results);
  - participation rates; and
  - any other relevant aspects (e.g., contamination, etc.).
- Barriers to participation in the Green Bin program (based on the barrier research and consultation);
- Barrier removal strategies, strategies for removing the barriers to participation and fostering the desired behaviours;
- Implementation; and
- Monitoring and Evaluation.



## 6.2.4 Promote On-Site Management of Organics: Backyard Composting

### Description of Initiative

Backyard composting is, essentially, the composting of home and kitchen organics (such as fruit and vegetable peelings, coffee grinds, and egg shells) in a backyard composter. This is a voluntary activity and many municipalities try to encourage it through promotion and education, and by offering subsidized or free backyard composters. While municipalities with curbside or depot programs for household organics composting may find that residents are more likely to use the municipal service rather than backyard composters, it continues to remain an option for managing household organics on-site (thereby avoiding the collection and processing activities and cost of a centralized program).

The County currently sells discounted backyard composters for \$35 each and provides a brochure on how to backyard compost, available for download on its website. The County will develop a Backyard Composting Strategy to further encourage residents to backyard compost. The Backyard Composting Strategy will include targeted promotion and education and the sale of discounted backyard composters at a greater reduced price.

The estimated additional diversion from the Backyard Composting Strategy is approximately 0.4% of the waste stream).

### Implementation

The steps to develop and implement the Backyard Composting Strategy include:

1. Research on backyard composting behaviours and attitudes to identify motivations and barriers to backyard composting (would include a literature review and, if feasible, a survey of Dufferin County residents).
2. Identify target audience(s) for the campaign (e.g., general public, gardeners, families, seniors etc.).
3. Identify possible campaign partners (e.g., gardening groups, active lifestyle organizations, environmental groups/food sustainability groups, etc.).
4. Identify strategies to overcome perceived public barriers to backyard composting and to capitalize on existing opportunities and synergies.
5. Develop key messages and tactics.
6. Prepare a plan for monitoring and measuring the effectiveness of the program.
7. Develop relationships/partnerships with potential partner organizations or participating groups.
8. Develop backyard composting promotion and education materials. This could include customizing materials from another jurisdiction or developing the County's own material.
9. Develop an implementation plan for the campaign, including the sale of backyard composters. Implementation could be structured in two separate phases, where the time between phases would



help develop additional partnerships or adjust the program based on feedback or new information (e.g., waste audit data).

10. After implementation, continue with annual/spring educational blitzes, monitoring and measuring success.

## 6.2.5 Promote On-Site Management of Organics: Grasscycling

### Description of Initiative

Grasscycling is the practice of leaving grass clippings on the lawn so they can decompose and return to the soil. Many municipalities do not accept grass clippings in their yard waste program because they can create odour issues during the yard waste composting process. Instead, they encourage the practice of grasscycling through promotion and education. The County mentions grasscycling in its waste management guide and on its "Other Waste" webpage, within the Yard Waste section. This information will be expanded to promote how to grasscycle properly and its benefits. It may also include limited rebates on mulching lawnmowers or mulching lawnmower blades.

The estimated added diversion from this initiative is approximately 0.5% of the waste stream.

### Implementation

The steps to implement this initiative include:

1. Assess the degree to which grass clippings are an issue in the waste management system (e.g., whether grass clippings are appearing in the garbage, yard waste, or Green Bin programs). This could be assessed through the waste audit findings or through discussions with processing contractors.
2. If grasscycling is confirmed to be an issue, proceed with implementation of the option.
3. Conduct a literature review of grasscycling programs from other jurisdictions, including how they have proceeded with grasscycling incentive programs (e.g., mulcher blade give-aways, rebates, etc.).
4. Develop a Grasscycling Plan that includes:
  - identification of opportunities to increase grasscycling;
  - target audiences;
  - preferred approach for grasscycling incentives;
  - potential partnerships (including corporate/retail organizations);
  - key messages;
  - monitoring and measuring; and
  - implementation steps.
5. Develop promotion and education materials (this may include customizing existing materials used in other jurisdictions, if available).
6. Implement the campaign and review on an annual basis (e.g., spring) as required, which may include a scaled-down recirculation of select campaign materials or promotion of specific targeted campaign messages and/or images.





## 6.2.6 Conduct Targeted/Expanded Promotion and Education

### Description of Initiative

An effective promotion and education strategy will be key to ensuring that the County's waste diversion programs are maximized through increased and proper public participation. Promotion and education can work to identify and overcome actual and perceived barriers that discourage residents from fully participating in waste management programs. The overall goal of the County's promotion and education efforts will be to influence sustainable behaviour change from the perspective of solid waste management.

The County currently has a robust promotion and education program in place. In 2012, the County's Waste Services department prepared a Communications Plan which was updated in 2014. The Communications Plan included a variety of tools and approaches, including newspaper ads, "oops" stickers, posters, presentations to staff and community groups, press releases, public information sessions, e-communications such as a smartphone app, social media, mobile road signs, transit ads, and the County's website.

The County will build upon the successes and lessons learned from the previous Communication Plan and develop a multi-pronged Waste Diversion Promotion and Education Strategy. Additional elements the strategy will consider include:

#### Waste Prevention and Reduction

- Promotion of opportunities for reuse and repair, such as community-based online exchanges like Freecycle or the promotion of reusable diapers (i.e., promoting local diaper services, tips, etc.);
- A backyard composting promotion program;
- Targeted educational materials and initiatives that focus on specific materials, diversion programs, specific behaviour or attitude changes, or geographic areas. An emphasis could be placed on specific topics (based on results of background research such as waste audits) such as:
  - Green" purchasing;
  - "Zero Waste" events; and
  - IC&I waste diversion.

#### Audience-Specific

- An emphasis or targeted campaign on diversion in multi-residential buildings;
- The establishment of a Community Liaison Committee to help provide input on and to deliver community-based education; and
- Enlistment of community champions to help foster waste diversion behaviours in the community.
- Emphasis on Communications Tools and Approaches
- Incentives for desired waste diversion behaviour (e.g., Hamilton's "Gold Box" program); and
- Fine-tuning (as required) communication tools and materials, such as brochures, etc.

The issue and opportunity areas will be identified through ongoing monitoring of the County's waste management system and external factors, including:



- waste audit results;
- participation study results;
- feedback obtained from residents, elected officials, contractors, and/or stakeholders;
- successes and/or lessons learned from other jurisdictions;
- changes to Ontario's waste management regulations or provincial programs; and
- changes in the recyclable material marketplace, among other things.

Enhancements to promotion and education efforts by the County will help ensure that waste diversion programs are utilized to their full potential. A Waste Diversion Promotion and Education Strategy could help the County increase diversion by approximately 4 percent of the waste stream, or more, depending on the programs it is helping to support.

The cost of the targeted or expanded promotion and education program may vary, depending on the nature of the promotion and education initiatives. There is also the potential for the targeted or expanded promotion and education to be completed with the County's existing promotion and education budget. In 2015, the County spent approximately \$72,700 on promotion and education, plus \$18,000 to promote MHSW events and \$5,500 to promote the Take-it-Back guide. Combined, this amounts to about \$4 per household, or about 2.7% of the total system cost. Increasing the per household percentage to about 3% would provide an additional \$11,300 for targeted or expanded promotion and education.

## Implementation

The steps to implement this option include:

1. Identify the issue and/or opportunity areas requiring, or possibly benefiting from, targeted promotion and education.
2. Conduct background research to help develop the targeted promotion and education.
3. As much as is feasible, develop the targeted promotion and education initiative within the context of the County's latest waste management communication plan. The County may either develop the initiative using County staff, or it may seek the services of an outside consultant.
4. Implement the targeted promotion and education initiative, including the development of key messages and promotional material, and procurement of necessary equipment or other items.
5. Monitor/evaluate the results of the targeted promotion and education initiative.

## 6.2.7 Textile Recycling

### Description of Initiative

Approximately 277 tonnes of textiles are disposed by County residents each year. The County will promote existing opportunities for textile diversion and assess the feasibility of introducing other collection method(s) for textiles. This initiative will divert an additional 1.1% of the County's waste stream.

The estimated cost to implement this initiative is approximately \$6,500 for staff time in program development and promotion and education. The cost of collection is to be determined (depending on the collection method(s) chosen).



### Program Implementation

The steps to implement this initiative include:

1. Research municipal textile recycling programs in other jurisdictions (emphasis on Ontario initiatives), including;
  - collection methods (e.g., licensed community bins, MHSW special events, regular or periodic curbside collection, etc.);
  - partnerships and agreements (e.g., markets, contractors, non-profit organizations, etc.);
  - examples of textile recycling promotion and education;
  - lessons learned, including how potential issues and opportunities were managed; and
  - costs.
2. Based on waste audit data and performance in other jurisdictions, assess size of diversion opportunity.
3. Identify and develop partnerships with contractors and non-profit organizations that have textile recycling programs.
4. Develop and implement plan for the textile recycling initiative, including:
  - the preferred collection method(s);
  - if applicable, the request for proposals for collection and/or processing; and
  - the required communications to support the initiative.

## 6.2.8 Encourage Events to be “Zero Waste”

### Description of Initiative

Public events can generate large quantities of waste. The County will continue and enhance its efforts to encourage or require event organizers to ensure their events are waste-free as possible. This will be accomplished through active promotion or through requirements included in municipal permits (as applicable). It is estimated that this initiative may divert an additional 0.1% of the waste stream.

This initiative would be included as a targeted promotion and education initiative, or as a component of the waste management system's regular communications. The cost of the promotion would depend on the extent and type of initiatives developed.



### Implementation

The steps to implement this initiative include:

1. Further investigate how other jurisdictions help event coordinators make their events as “zero waste” or “waste-free” as possible.
2. Based on the successes and/or lessons learned from programs in other jurisdictions, develop and implement a plan to help foster “Zero Waste” or “waste-free” events in the County. Possible approaches may include, but are not limited to:
  - development of a “Zero Waste” guide for event coordinators, customized for the use in the County; and
  - county-supplied waste diversion services, including the provision of waste receptacles and/or collection services.
3. Monitor and evaluate the results of the initiative.

## 6.2.9 Promotion of Waste Minimization/Diversion in the IC&I sector

### Description of Initiative

Ontario's regulatory environment provides municipalities with little control over how local businesses manage their waste. However, municipalities can use promotion, education and partnerships to encourage businesses to voluntarily adopt diversion programs. The County will apply these approaches in a Business Engagement Strategy, which may include components such as:

- A business recognition program to recognize the waste diversion innovations of local businesses;
- Provide incentives for businesses displaying environmental leadership, particularly in areas of waste minimization (e.g., becoming registered through the Recycling Council of Ontario's 3RCertified program<sup>10</sup>);
- Work with small businesses to encourage greater diversion from the County's small business sector, such as through green bin composting or educational support. The educational support could also be extended to businesses that are not currently participating in the County's curbside collection programs;
- Partnerships with local non-profit organizations to help deliver community outreach. Workshops could be offered to schools, organizations and individuals on the environment and health, including topics such as backyard composting and vermicomposting;
- Develop and deliver a community-based social marketing plan for businesses to foster greater waste reduction and diversion in the business community. This may include business guides and other outreach programs to inform and educate businesses on the opportunities and how to overcome barriers to participation. Explore what has been done in other communities to see if ready-made materials are available;
- A business survey to assess how much is being recycled and the barriers to participation;
- Engagement of retailers to support local recycling or waste diversion initiatives (for example, they could ensure they ask customers if they need a bag before just giving them one, or promote reusable bags);
- Business sponsorship of recycling efforts (e.g., on community recycling bins); and
- Meetings with local business leaders or the Board of Trade to explore how the business community can help promote recycling and waste diversion in the community.

This initiative may be included as a targeted promotion and education initiative, or as a component of the waste management system's regular communications.

### Implementation

The steps to implement this initiative include:

1. Consult with stakeholders in the County's IC&I sector to determine their waste diversion priorities, issue and opportunity areas, and barriers to and motivations for waste diversion.



<sup>10</sup> [www.rco.on.ca/3rcertified](http://www.rco.on.ca/3rcertified)

2. As appropriate, the consultation should determine how best the County should support and/or encourage the IC&I sector to reduce waste and divert waste from disposal.
3. In consultation with the IC&I stakeholders, identify clear goals and objectives for the Business Engagement Strategy.
4. Explore how other jurisdictions have supported their IC&I sectors in waste prevention and diversion to identify relevant success factors.
5. Based on the stakeholder consultation and jurisdiction review, identify strategies to foster increased waste prevention and diversion in the County's IC&I sector, including but not limited to:
  - recognition programs;
  - promotion and education or other support;
  - waste audits for businesses; and
  - waste management technical assistance.
6. Monitor and evaluate the results of the Business Engagement Strategy, and update as necessary.



## 6.2.10 Expand MHSW and E-waste Diversion Program

### Description of Initiative

The County holds seven MHSW and electronic waste special events between May and October. The County could potentially increase its collection of MHSW and electronic waste and reduce program costs by opening a permanent MHSW collection depot. Having a permanent depot would provide year-round or otherwise extended opportunities to drop off their MHSW and electronic waste.

The approximate capital investment would be in the range of \$250,000 to \$500,000, with annual operating costs of about \$50,000 to \$100,000. However, with the introduction of Ontario's Waste-Free Act, it is uncertain how funding for special collection events and depots will be addressed in the future. Currently, municipalities can enter agreements with Stewardship Ontario to participate in its Orange Drop program. Municipalities can choose to collect the MHSW at permanent year-round or seasonal depots or at special one day collection events.

For permanent MHSW depots, municipalities currently receive payment based on each hour of operation. The payment rate from Stewardship Ontario is for all collection-related services, including staff time, facilities, overhead, administration and reporting. The number of hours and the hourly rate would be detailed in the agreement between Stewardship Ontario and the municipality. For special events, municipalities are paid an all-inclusive flat rate per tonne collected. However, it is uncertain how this may change based on Ontario's Waste-Free Act.

Furthermore, the County will also consider the curbside collection of e-waste. This may include collection along with the bulky waste program, by appointment, or some other collection method to be determined. The collection method would be determined once stewardship responsibilities and provincial programs under the Waste-Free Act are more clearly defined.

This initiative would divert an additional 37 tonnes of MHSW and 95 tonnes of e-waste (about 0.7% of the waste stream). While this may seem like a small amount, there is a significant environmental benefit of diverting this material from the garbage stream given the toxic nature of these materials.

### Implementation

The steps to implement this option include:

1. Based on the stewardship initiatives in place at the time, identify the opportunities for expanding the County's MHSW and e-waste diversion programs, as applicable. This may include:
  - a review of MHSW and e-waste diversion initiatives in other jurisdictions;
  - public and stakeholder surveys;
  - evaluation of constructing a permanent depot only, a permanent depot and supplemental special events in remote areas of the County, or through the addition of more special events; and
  - preparation of a business case for the desired program expansion, including costs, potential locations and available stewardship funding.
2. Based on the results of the above, develop and carry-out an implementation strategy for the desired expansion option, including the necessary communications.
3. Monitor and evaluate the results of the program and update as necessary.



## 6.2.11 Agricultural Waste Diversion Support

### Description of Initiative

While agricultural wrap and other agricultural wastes are not managed by the County, it is reportedly a material that is generated by the County's agricultural community. Of particular concern is bale wrap and net wrap. The County will work with the agricultural community, industry representatives and stakeholder agencies (e.g., Ontario Ministry of Agriculture, Food and Rural Affairs) to actively promote participation in existing programs and identify new opportunities for diversion as they become available.

Information is not available on the amount of each type of agricultural waste disposed, therefore the amount of estimated waste for diversion is not known.

It is expected that capital and operating costs to implement this option will be minimal, as the County would operate in a support or resource role for the local agricultural community. Estimated costs include \$2,000 to develop and distribute information resources and approximately \$1,000 in staff time support.

### Implementation

The steps to implement this option include:

1. Liaise with agricultural industry stakeholders to assess waste diversion needs and opportunities. Stakeholders may include:
  - individual farmers;
  - agricultural associations;
  - governmental organizations, such as Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA); and/or
  - private enterprises or other organizations involved in the recycling of agricultural waste, among others.
2. As feasible, provide ongoing support to assist agricultural stakeholders identify and capitalize on waste diversion opportunities.





## 6.2.12 Encourage Extended Producer Responsibility

### Description of Initiative

Ontario has a number of Extended Producer Responsibility (EPR) or other industry-funded product stewardship initiatives in place. Most of these include some form of retail take-back, but industry also contributes to the funding of the municipal Blue Box recycling program.

With the passing of the Waste Free Ontario Act, the landscape of EPR in Ontario is currently undergoing a shift. While the decisions for how EPR will be implemented in Ontario are evolving at the provincial level, the County will continue to contribute to EPR and promote existing product stewardship initiatives by:

- Providing the County's perspective on EPR and product stewardship during consultations or other opportunities;
- Support municipal waste associations (e.g. MWA and AMO) in their efforts to lobby for product stewardship;
- Promoting the use of existing provincial product stewardship programs, such as:
  - Orange Drop HHW Program ([www.makethedrop.ca](http://www.makethedrop.ca));
  - Tire recycling program ([www.rethinktires.ca](http://www.rethinktires.ca));
  - Electronics recycling ([www.recycleyourelectronics.ca](http://www.recycleyourelectronics.ca)); and
  - The Beer Store deposit-return program ([www.thebeerstore.ca](http://www.thebeerstore.ca)).

The level of additional diversion and long-term cost implications from this option are undetermined at this time, as they will depend heavily on the future policy decisions made at the Provincial level. However, the operational cost of undertaking this option should not require any additional County resources and should be covered under the waste management systems existing administrative and promotion/education budget.

### Implementation

Staff efforts on this initiative are currently on-going and will continue.



## 6.2.13 Explore Multi-Municipal Partnerships for Waste Management Services

### Description of Initiative

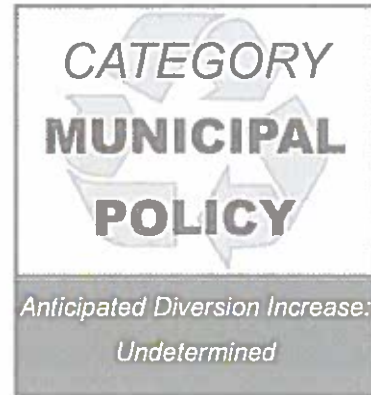
Multi-municipal partnerships for the collection and processing of waste is viewed as a municipal best practice by the RPRA. These types of partnerships allow municipalities to take advantage of economies of scale through co-operation with neighbouring municipalities. This could include joint contracts for collection tenders, shared processing facilities for divertible materials, or shared opportunities for disposal of residual waste.

The County currently acts as a de facto multi-municipal partnership for its local municipalities. However, the County will continue to be mindful of additional partnership opportunities that may exist beyond the County's borders, in particular with its border neighbours such as Peel Region, Wellington County, and the County of Simcoe.

### Implementation

This option will involve evaluating existing waste management service contracts and prioritizing those that would benefit most from potential multi-municipal joint ventures. At least one year prior to the end of the term for waste service contracts, County staff will explore and evaluate feasible opportunities as they arise. This may include (but not be limited to) partnerships with neighbouring municipalities for MHSW depots, which would allow for cost-sharing and potentially improved distribution of services based on population centres. This may require a discussion with MOECC to amend designated service areas for the collection of wastes such as MHSW.

The multi-municipal partnerships may also include partnerships for other waste diversion/collection programs.



## 6.3 3<sup>rd</sup> Priority Group

### 6.3.1 Assess Garbage Collection Frequency (Every Other Week Collection)

#### Description of Initiative

Reducing garbage collection frequency to every other week (EOW) is an option that has demonstrated increased waste diversion and reduced costs in other jurisdictions, and it is most commonly used by municipalities that have a household organics collection program. Reducing garbage collection from weekly to every other week encourages residents to make greater use of available diversion programs, such as the Blue Box and Green Bin programs.

EOW garbage collection would reduce annual garbage collection costs by approximately 10 to 20 percent and is expected to help divert an additional 5% of the waste stream from disposal (through increased use of other diversion programs).

#### Implementation

While this option is within the 3<sup>rd</sup> Priority Group, its potential for implementation should be aligned with the start of a new County waste collection contract. While the current contract ends in May 2020, this option would need to be considered in 2019 and added as an option to the next waste collection contract procurement process.

The steps to implement this option include:

1. At a minimum of one year prior to the end of the current waste collection contract, consider the feasibility and requirements of implementing every-other-week (EOW) garbage for the next collection contract.
2. Include an option for every-other-week (EOW) garbage collection in the next waste collection RFP process.
3. If EOW garbage collection is considered feasible (and approved) after evaluation of the new waste collection contract, then proceed with developing an implementation plan for EOW garbage collection, including timing of the roll-out, and emphasis on the need for a comprehensive promotion and education campaign for the collection change.
4. Carry out the implementation plan as part of implementing the 2020 waste collection contract.



## 6.4 4<sup>th</sup> Priority Group

### 6.4.1 Enforcement of Waste Collection By-law

#### Description of Initiative

The County has in place By-law number 2012-36 to "provide for the collection of waste within the County of Dufferin." The By-law describes what and how waste materials may be set out for collection. The By-law provides definitions for the various waste streams, and obligates residents to keep garbage, recyclables, organics, and special collection waste separate. For example, the Schedules for Garbage (Schedule A), Organics (Schedule C), and Recyclables (Schedule D) each clearly define what materials are considered acceptable for those categories of waste. They also include an "Unacceptable Material" section, which prohibits contamination. For example, under Schedule A for Garbage, the section under "Unacceptable Materials" reads:

*Every Waste Generator or Property Owner shall ensure that Garbage set out for collection does not contain Recyclables, Organics, Special Collection Waste, or any other item in accordance with the provisions of this By-law.*

The By-law also prohibits scavenging. For instance, under the header of "No Scavenging", Section 14 reads in part:

*No Person shall pick over, interfere with or remove any Waste set out for collection pursuant to this By-law, whether on public or private property, without the consent of the Director of Public Works and the applicable Property Owner.*

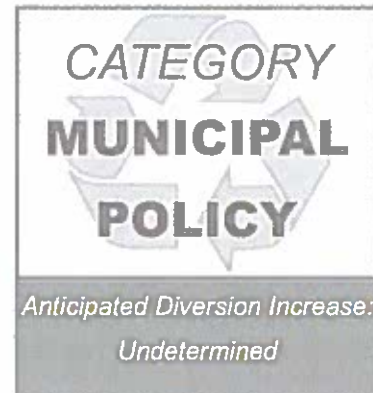
The By-law provides the County with a legislative backdrop that it can use to encourage increased waste diversion and to curtail problematic scavenging, which can impact the County's measured diversion rate and negatively impact its revenues from the sale of recyclable materials.

The County will develop and implement an enforcement strategy to help enforce this by-law. The estimated costs for enforcement, and public education and promotion is approximately \$1,000.

#### Implementation

While this option is within the 4<sup>th</sup> Priority Group, the County intends to proceed with the development and implementation of an enforcement strategy (based on the Waste Collection By-law) in 2018 to enforce the "no scavenging" provision. The enforcement strategy will include the following key steps:

- applying for short form wording from the Province;
- obtaining the "Set Fines Schedule"; and
- by-law enforcement training for County staff.



## 6.4.2 Preparation of Multi-Residential Development Standards

### Description of Initiative

Waste diversion is often problematic in multi-residential buildings, as waste segregation may not be considered during building design. The County will address this by developing waste management program design standards for future multi-residential developments.

As no single-family and multi-family waste audits have been completed for the County, it is unclear how much additional diversion would be achieved. Multi-residential households make up less than 10% of the households serviced County therefore, the estimated amount of additional diversion would likely be less than 3% of the waste stream. However, as development pressures continue to increase, multi-residential developments may become more of a factor. The estimated cost to develop waste management building design standards is approximately \$8,000.



### Implementation

While this initiative is within the 4th Priority Group, the County intends to proceed with implementation of this option in 2018. As the pressures for intensification continues in southern Ontario, the County wishes to have guidelines or design standards in place to ensure future multi-residential developments and re-developments allow for the inclusion of waste diversion programs in their design, particularly if the Province proceeds with a landfill organics ban.

The steps to implement this initiative include:

1. Review multi-residential waste diversion best practices and development design guidelines from other jurisdictions.
2. Identify issue areas and areas of opportunity for multi-residential waste diversion, including how development design provides barriers to or facilitates waste diversion among its occupants.
3. Consult with and survey relevant internal stakeholders (relevant County departments, lower tier municipalities) and external stakeholders (developers, engineering and/or architectural firms specializing in multi-residential developments, waste collection contractors, etc.).
4. Based on the above, develop and implement the multi-residential development standards, in consultation with relevant stakeholders as necessary.

## 6.5 5<sup>th</sup> Priority Group

### 6.5.1 Add Additional Materials to the Recycling Program: Polystyrene

#### Description of Initiative

Expanding the types of materials accepted in the recycling program is one way for the County to divert more materials, but this is contingent on being able to effectively collect and process the material and locate sustainable markets for these materials. Currently, the County accepts all available recyclable materials except for LDPE film and polystyrene packaging (foam and crystal).

The County will include an option for polystyrene recycling in the next collection and processing procurement process to assess whether it is feasible to add the material to the Blue Box program. Adding polystyrene to the Blue Box program would divert an additional 0.2% of the waste stream.



#### Implementation

While this initiative is within the 5th Priority Group, its implementation must be aligned with the start of the County's waste collection and processing contracts. While the current contracts end in May 2020, consideration of this initiative would be required in 2019 in order to be included in the next recyclables processing contract procurement process (request for proposal) and, if chosen, to allow for implementation.

The steps to implement this initiative include:

1. Follow stewardship developments that arise from the Waste-Free Ontario Act that may have an effect on the collection and processing of Blue Box materials.
2. Consider the feasibility and requirements of incorporating polystyrene collection and processing into the Blue Box program should it be selected through the 2020 recyclables processing RFP process.
3. As feasible, include an option for the collection and processing of polystyrene in the next waste collection and recyclables processing RFP processes.
4. If collection and processing of polystyrene is selected as part of the preferred collection and processing bids, then proceed with developing an implementation plan, including timing of the roll-out and promotion and education efforts.
5. Carry out the implementation plan as part of implementing the new 2020 waste collection contract.



## 6.5.2 Add Additional Materials to the Recycling Program: Plastic Film

### Description of Initiative

Plastic film is another Blue Box program material that could potentially be added to the County's Blue Box list of acceptable materials. It is estimated that adding plastic film to the County's Blue Box program could divert an additional 0.5% of the waste stream. The feasibility of adding plastic film to the County's Blue Box program will be assessed during the next blue box collection and processing procurement process, where it will be added as an option.

Another option for recycling plastic film continues to be through drop-off locations at participating retail outlets, such as grocery stores. The County's "Take it Back" guide will continue to promote locations where residents can drop off plastic film for recycling.

### Implementation

While this option is within the 5th Priority Group, its implementation should be aligned with the start of the County's new recyclables collection and processing contract. While the current contract ends in May 2020, consideration of this option would be required in 2019 in order to be included in the next contract procurement process.

The steps to implement this option include:

1. Follow stewardship developments that arise from the Waste-Free Ontario Act that may have an effect on the collection and processing of Blue Box materials.
2. Promote the existing alternatives for recycling plastic film in Dufferin County through take-it-back initiatives (i.e. through TIB participant locations).
3. Consider the feasibility and requirements of incorporating plastic film collection and processing into the Blue Box program should it be selected through the 2020 recyclables collection and processing RFP processes.
4. If collection and processing of plastic film is selected as part of the preferred collection and processing bids, then proceed with developing an implementation plan, including timing of the roll-out, and emphasis on developing a comprehensive promotion and education campaign for the collection change.
5. Carry out the implementation plan as part of implementing the 2020 waste collection contract.



## 6.5.3 Review Public Space Recycling

### Description of Initiative

Public space recycling is available in some areas of the County. Some recycling receptacles have been placed in arenas and on sidewalks by the local municipalities, which are collected by the County under its contract with GFL. The County will continue to monitor potential locations for public space recycling and assess their feasibility. Adding about 20 additional public space recycling locations would divert an additional 0.01% of the waste stream. Installing the 20 additional locations would have an estimated capital/implementation cost of about \$50,000 and an annual operating cost of about \$1,600.



### Implementation

The County will likely undertake a review of the Long Term Solid Waste Management Strategy before this initiative is scheduled for action. As such, this initiative and its potential implementation steps should be reassessed at that time. The review of public space recycling should include, but not be limited to:

- locations of existing public space recycling (this can be tracked through the development of a Community Asset Plan, which is a tool or document that identifies community assets);
- performance of existing public space recycling locations in Dufferin County, including the amount of Blue Box material collected, contamination rates, operating costs, etc.;
- public demand for public space recycling (based on consultation efforts and public feedback);
- research on public space recycling in other jurisdictions, including typical performance, equipment, approaches to communications, and best practices;
- based on the research:
  - potential diversion available from adding new public space recycling locations;
  - potential issues and challenges relating to public space recycling; and
  - strategies for addressing the potential issues;
- status of industry stewardship under the Waste-Free Ontario Act and how it affects public space recycling;
- as applicable, identification of new locations for public space recycling and the number and type of waste receptacles required; and
- estimated operating and capital costs.



## 6.5.4 Consider a Maximum Bag Limit

### Description of Initiative

County residents are currently allowed to set out one clear bag of garbage for collection free of charge, and additional bags providing they have a bag tag (\$2 each). There are no limits on how many tagged bags of garbage can be set out.

Based on the County's 2016 waste collection participation study, approximately 91% of garbage set-outs consist of one bag, while about 7% of set-outs included two bags or containers. The remaining 2% of set-outs included three or more bags or containers.

Given that most set-outs are one bag or container, there is limited value to implementing the initiative at this time. However, implementation of bag limits should be reassessed if the County proceeds with EOW garbage collection.

### Implementation

The County will likely undertake a review of the Long Term Solid Waste Management Strategy before this option is scheduled for action. As such, this option should be reassessed at that time. The following considerations should be included (but not be limited to) in its review:

- data from the waste management program participation studies, including the amount of households estimated to set out more than the minimum bag limit;
- waste audit findings, including the potential for additional waste diversion based on how much divertible waste remains in the waste stream; and
- survey of public attitudes regarding this option.



## 6.5.5 Shift to Full User Pay

### Description of Initiative

User pay programs, also known as Pay-As-You-Throw (PAYT), unit-based pricing, variable rate, and user fee, are becoming an accepted method for financing public sector waste management services. By directly charging residents for their waste production, residents are more directly aware of their waste generation and disposal habits. User pay schemes can be full or partial. In full schemes, residents pay for each unit (i.e. bag or container) of garbage set out for collection. In partial systems, residents only pay over a set limit (e.g., they can set out one bag without a tag, while subsequent bags must be tagged).

The County currently operates as a partial user pay system, as residents only pay for disposal of waste over the one bag garbage limit. Reducing the number of free bags from one to zero may have a beneficial impact on the County's diversion rate, particularly if implemented with EOW garbage collection. In this scenario, it is expected that if residents have to pay for every bag set out for collection then they would maximize their recycling and source separated organics programs. Exemptions would continue to be available for diapers, accessory apartments, and medical exemptions.

User fees collected would be applied against the tax levy, making this option revenue neutral.

### Implementation

The County will likely undertake a review of the Long Term Solid Waste Management Strategy before this option is scheduled for action. As such, this option should be reassessed at that time. The following considerations should be included (but not be limited to) in its review:

- review of data from the waste management program participation studies (for example, the proportion of households setting out more than the minimum bag limit, and therefore using bag tags);
- relevant success factors and lessons learned from other municipalities that have full user pay for solid waste;
- approaches for implementing full user pay, including methods of collection and application/calculation of user fees; and
- administrative implications for its implementation, including the County's waste collection contracts, integration (if applicable) with the County's finance department, and promotion and education considerations.



## 6.6 Disposal

### 6.6.1 Export of Garbage for Disposal

#### Description of Initiative

Based on a review of potential disposal options, it is recommended that the County continue with its current practice of exporting garbage for disposal.

## 6.7 Implementation Schedule

The LTWMS's proposed schedule is presented in Table 14 (following page). The schedule is organized according to priority groups and when programs/initiatives are scheduled to be implemented. Generally, higher-level priority group options (e.g., the 1<sup>st</sup> Priority Group) are implemented before those found in lower level priority groups (e.g., 5<sup>th</sup> Priority Group), with a few exceptions. These are illustrated and commented on in Table 14.

Table 14: Implementation Schedule

Program	2018 1 <sup>st</sup> Qtr	2018 2 <sup>nd</sup> Qtr	2018 3 <sup>rd</sup> Qtr	2018 4 <sup>th</sup> Qtr	2019 1 <sup>st</sup> Qtr	2019 2 <sup>nd</sup> Qtr	2019 3 <sup>rd</sup> Qtr	2019 4 <sup>th</sup> Qtr	2020 1 <sup>st</sup> Qtr	2020 2 <sup>nd</sup> Qtr	2020 3 <sup>rd</sup> Qtr	2020 4 <sup>th</sup> Qtr	2021 1 <sup>st</sup> Qtr	2021 2 <sup>nd</sup> Qtr	2021 3 <sup>rd</sup> Qtr	2021 4 <sup>th</sup> Qtr	2022 1 <sup>st</sup> Qtr	2022 2 <sup>nd</sup> Qtr	2022 3 <sup>rd</sup> Qtr	2022 4 <sup>th</sup> Qtr	2023	2024 +
Waste Audit	1																					
<b>1<sup>st</sup> Priority Group</b>																						
Option 2: Food Waste Reduction Campaign		2									Sept 3				Sept				Sept			
<b>2<sup>nd</sup> Priority Group</b>																						
Option 3: Expand Curbside Collection Capacity for Recyclables: Additional Blue Box						4																
Option 11: Promote "Green" Purchasing								5														
Option 8: Increase Support for Household Organics Collection and Composting		6																				
Option 1a: Promote On-Site Management of Organics: Backyard Composting																						
Option 1b: Promote On-Site Management of Organics: Grasscycling																						
Option 10: Conduct Targeted/Expanded Promotion and Education																						
Option 6: Textile Recycling																						
Option 12: Encourage Events to be "Zero Waste"																						
Option 18: Promotion of Waste Minimization/ Diversion in the IC&I Sector																						
Option 20: Expand MHSW and E-waste Diversion Program																						
Option 7: Agricultural Waste Diversion Support																						
Option 13: Encourage Extended Producer Responsibility (EPR)																						
Option 19: Explore Multi-Municipal Partnerships for Waste Management Services																						
<b>3<sup>rd</sup> Priority Group</b>																						
Option 9: Assess Garbage Collection Frequency (every-other-week, EOW)					11																	
<b>4<sup>th</sup> Priority Group</b>																						
Option 16: Enforcement of Waste Collection By-law			12																			
Option 17: Preparation of Multi-Residential Development Standards			12																			

Program	2018 1 <sup>st</sup> Qtr	2018 2 <sup>nd</sup> Qtr	2018 3 <sup>rd</sup> Qtr	2018 4 <sup>th</sup> Qtr	2019 1 <sup>st</sup> Qtr	2019 2 <sup>nd</sup> Qtr	2019 3 <sup>rd</sup> Qtr	2019 4 <sup>th</sup> Qtr	2020 1 <sup>st</sup> Qtr	2020 2 <sup>nd</sup> Qtr	2020 3 <sup>rd</sup> Qtr	2020 4 <sup>th</sup> Qtr	2021 1 <sup>st</sup> Qtr	2021 2 <sup>nd</sup> Qtr	2021 3 <sup>rd</sup> Qtr	2021 4 <sup>th</sup> Qtr	2022 1 <sup>st</sup> Qtr	2022 2 <sup>nd</sup> Qtr	2022 3 <sup>rd</sup> Qtr	2022 4 <sup>th</sup> Qtr	2023	2024 +
<b>5<sup>th</sup> Priority Group</b>																						
Option 4a: Add Additional Materials to the Recycling Program: Polystyrene (i.e. Styrofoam)					11																	
Option 4b: Add Additional Materials to the Recycling Program: Plastic film					11																	
Option 5: Review Public Space Recycling																						
Option 14: Consider a Maximum Bag Limit																						
Option 15: Shift to Full User Pay																						

Table Legend

Legend	
Planning	
Implementation/Roll-out	
Seasonal promotion and education emphasis	
1 <sup>st</sup> Qtr	Jan - Mar
2 <sup>nd</sup> Qtr	Apr - Jun
3 <sup>rd</sup> Qtr	Jul - Sep
4 <sup>th</sup> Qtr	Oct - Dec

Table Notes

- The planning period for the 1st and 2nd quarters of 2018 are to provide time to investigate and secure possible funding opportunities with CIF. The waste audits could potentially occur earlier if the County funds the entire project. It is assumed the waste audit would occur in each season, as per the CIF/Stewardship Ontario municipal audits. In addition to the CIF/ Stewardship Ontario waste audit initiative, the CIF also provides funding for municipal projects through a Request for Expressions of Interest (REOI) process. The CIF accepts applications for funding each spring (see <http://thecif.ca/cif-funding-process-overview/>).
- While a 1st Priority Group option, this option would require waste audit data results in its messaging, therefore implementation/roll-out is delayed into the latter half of 2019. However, initial planning and partnership-building could take place before the waste audit is completed.
- Based on GFL curbside tracking data, the months with the highest average green bin tonnage are September, October and November. Therefore, seasonal promotion and education emphasis have been aligned for these periods. However, this may change depending on the results of the waste audits.
- Program would include seasonal promotion and education emphasis in the spring. However, it is anticipated that after three years, the need for these can be re-evaluated.
- Seasonal promotion and education emphasis to coincide with December holidays, as GFL curbside tracking data shows highest periods for Blue Box tonnage is December/January. May and July are also high.
- Having waste audit results prior to developing the campaign would be beneficial, as they may influence what materials or audiences are targeted when promotion and education initiatives are rolled out, and where seasonal emphasis is placed.
- Planning to incorporate waste audit data. Extended planning period and phased implementation to provide opportunity to develop campaign support/relationships with gardening/senior/active living/food sustainability partners.
- Planning period delayed in order to investigate/develop partnership(s) with textile collectors/organizations and for uncertainty in stewardship obligations to stabilize. Can include gradual roll-out, with on-going seasonal promotion before December holidays.
- Program roll-out and seasonal promotion and education emphasis would coincide with when event planners would be planning their events.
- While an important option, planning and implementation for this option delayed until uncertainty over steward obligations resolved.
- While a lower "Priority Group" option, planning for this option should be aligned with the close and start of the collection and processing contracts, which can include provisional options for EOW garbage collection, the collection and processing of expanded blue box materials (such as polystyrene or plastic film), or other options. End of current contract period is May 31, 2020; however, planning for and confirmation to include these items in the contract would be required in advance of the contract start. Planning phase only noted. Implementation/roll-out would depend on the results of the next waste collection and processing bid process.
- While these initiatives are in a lower priority group, they have been moved up in the schedule to reflect on-going activities and initiatives underway in the County. This includes updates to the Waste Collection By-law and steps to ensure future developments allow for three streams of waste diversion. The latter may be especially important if the Province proceeds with a landfill organics ban.

## 7. LTWMS Financial Plan



This section presents the financial implications of the LTWMS and includes the following subsections:

1. Assumptions;
2. Projected Tonnage; and
3. Projected System Costs

## 7.1 Assumptions

The projected operating and capital costs are based on the implementation schedule presented in Section 6. In developing the projected costs, the following approaches and assumptions were used:

- program costs have been organized based on the following waste management initiatives:
  - garbage collection and disposal;
  - Blue Box program collection and processing;
  - household organics (Green Bin) program collection and processing;
  - leaf and yard waste collection and processing;
  - HHW and E-waste;
  - on-property diversion;
  - Take it Back program; and
  - promotion and education;
- for the purpose of the financial review, administrative costs (which are contained within its own financial grouping in the statements) have been allocated to each initiative based on tonnage;
- cost projections are based on 2015 program costs. No adjustments have been made for future inflation;
- in lieu of projected future household counts, per capita cost values have been used as an alternative for per household;
- future costs are based on current per tonne or per capita costs, as appropriate;
- population projections are based on the County's Official Plan population projections for 2031, 2036 and 2041;
- Blue Box program revenue projections are based on the County's average Blue Box per tonne revenues/commodity values for 2014 and 2015;
- future Blue Box program tonnage has been adjusted based on the "Evolving Tonne", whereas the proportional composition of the mix of recyclable materials has shifted over recent years; and
- waste diversion projections do not include any potential changes due to the Province's implementation of the Waste-Free Ontario Act. The County will monitor future Provincial policies as it proceeds with the Act's implementation, and update the County's programs and initiatives accordingly.

## 7.2 Projected Tonnage

Compared to the projected baseline (i.e., assuming the existing waste management system remains Status Quo), successful implementation of the LTWMS will reduce the total amount of solid waste generated, increase diversion, and reduce the amount of waste disposed. The LTWMS achieves this



through waste reduction initiatives, as well as increasing the efficiency and effectiveness of its existing waste diversion programs, including the Blue Box, and Green Bin programs. Figure 9 illustrates the future solid waste tonnage trends for implementing the LTWMS.

**Figure 9: Future Waste Tonnage (Status Quo vs Implemented LTWMS)**

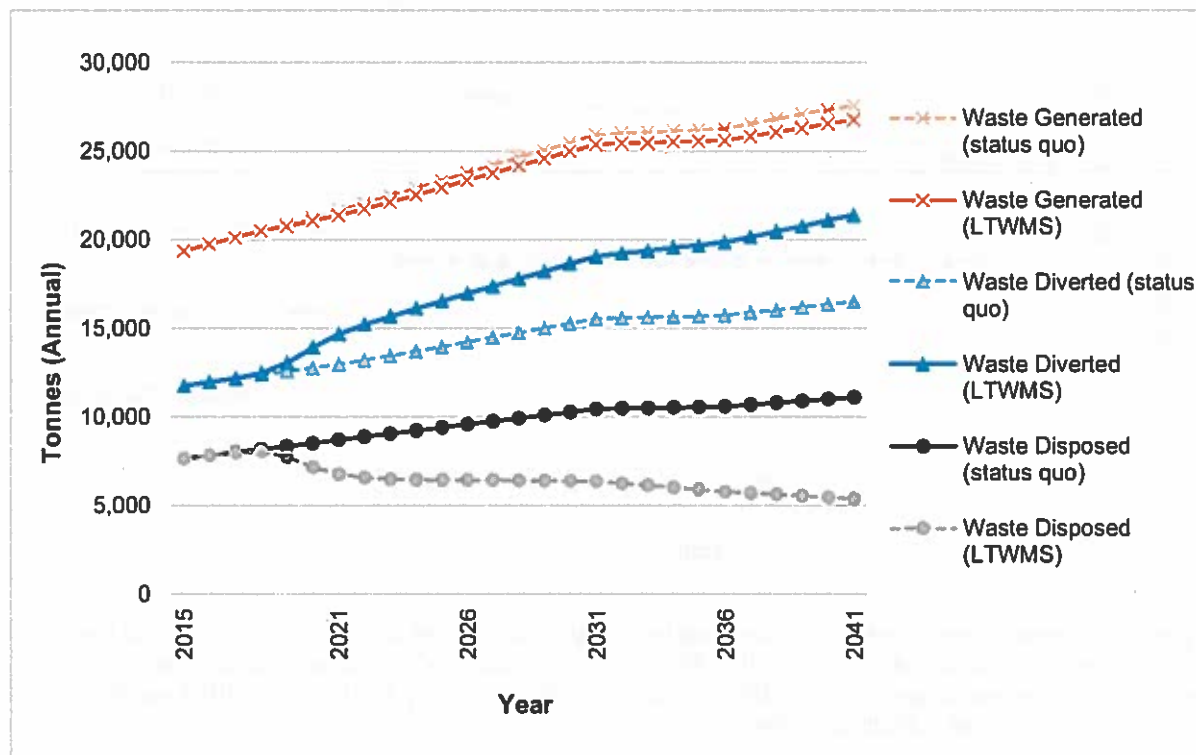


Figure 10 projects the amount of waste generated, diverted and disposed per capita for both the Status Quo and for the implemented LTWMS. As may be expected, the amount of waste disposed for the Status Quo scenario decreases slightly however, the total waste generated and diverted for the Status Quo scenario decreases slightly. This is due to the Blue Box "evolving tonne", where packaging becomes lighter, plastic packing becomes more prevalent, and the use of printed media decreases. With the implementation of the LTWMS, the decrease in the amount of waste generated and disposed per capita is greater than the Status Quo scenario, while the amount of waste diverted per capita increases with the implantation of the LTWMS initiatives.

Figure 10: Future Per Capita Waste (Status Quo vs Implemented LTWMS)

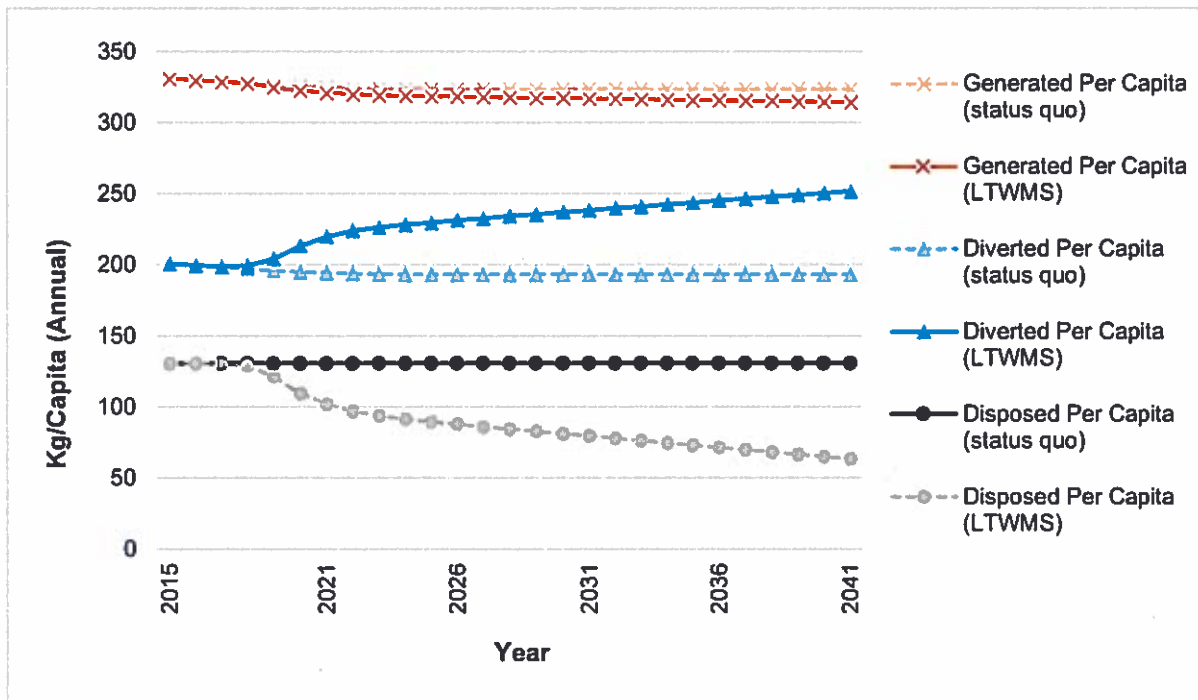
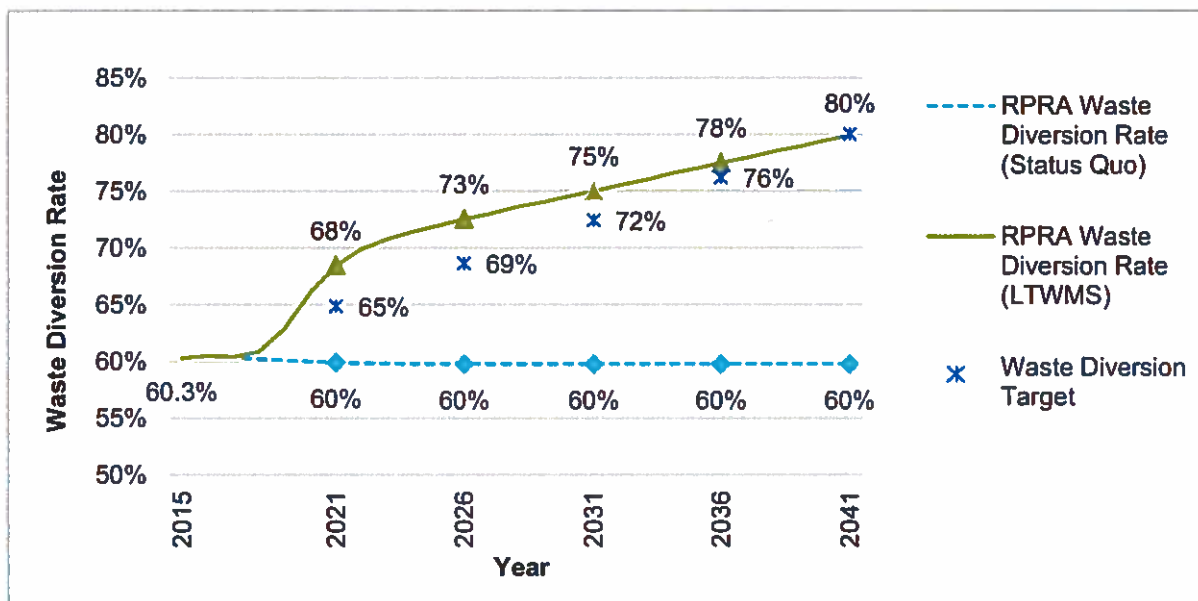


Figure 11 compares the County's projected waste diversion rate for the Status Quo scenario and the implemented LTWMS (as calculated by the RPRA). While the Status Quo scenario waste diversion rate remains relatively unchanged, the LTWMS is projected to reach 80% by 2041. The LTWMS waste diversion targets are also depicted in the figure.

Figure 11: Future RPRA Waste Diversion Rates (Status Quo vs LTWMS)



## 7.3 Projected Operating and Capital Costs

### 7.3.1 Projected Operating Costs

Figure 12 presents the County's total solid waste management system net costs to 2041 for both the Status Quo and implemented LTWMS scenarios. In general, system costs are expected to increase, largely due to the projected population increase, which in turn results in more residential units and an increase in the amount of solid waste to be managed. As Figure 12 illustrates, the projected system costs for the implemented LTWMS (Total System Projected Cost, solid black line) are lower than the baseline costs (Baseline Projected Cost, dashed red line). This is likely due to the following reasons:

- savings due to implementing EOW garbage collection;
- as programs achieve higher recovery rates, they become more efficient and effective and achieve a lower per unit operating cost; and
- the LTWMS includes waste prevention/waste reduction initiatives. This reduces the amount of waste that requires collection and processing, resulting in cost savings.

Figure 12: Projected Waste Management System Net Cost

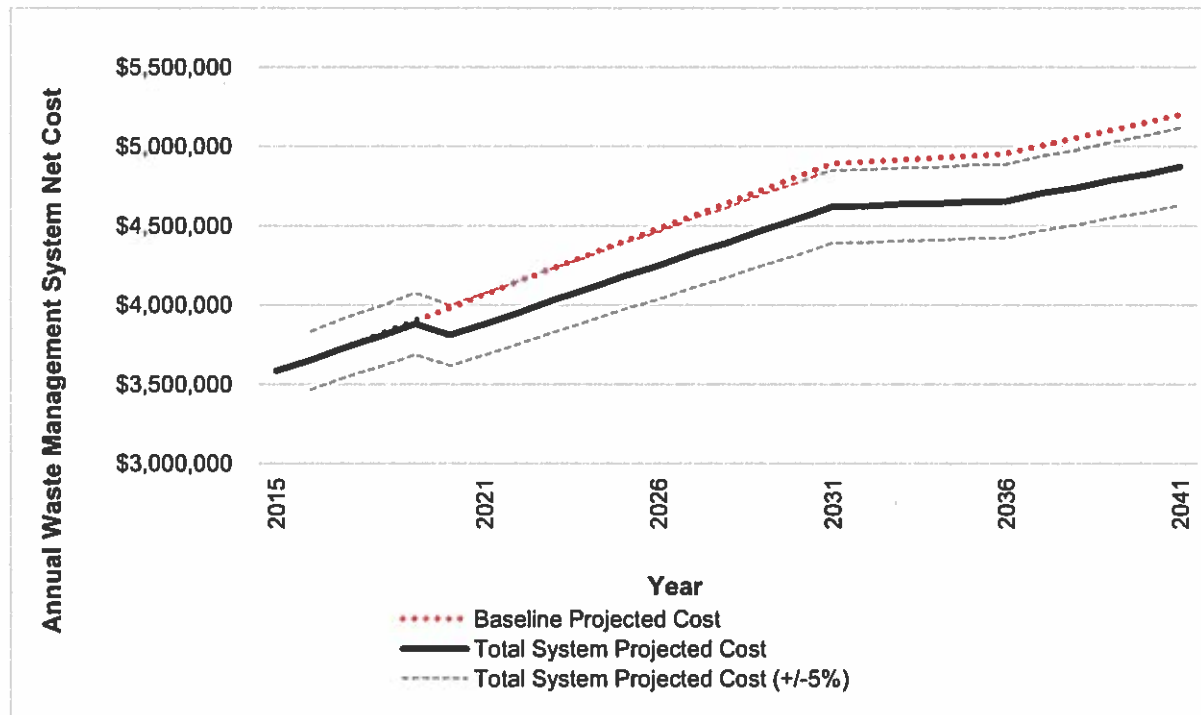


Table 15 presents a summary of the operating costs for the County's waste management programs/initiatives based on implementation of the LTWMS.

**Table 15: Projected Operating Cost per Waste Management Program / Initiative (\$ Millions)**

Program / Initiative	2015	2021	2026	2031	2036	2041
<b>Garbage Collection and Disposal (including bulky waste)</b>	\$1.62	\$1.56	\$1.64	\$1.74	\$1.70	\$1.74
<b>Blue Box Collection and Processing</b>	\$0.19	\$0.16	\$0.17	\$0.17	\$0.16	\$0.16
<b>Household Organics Collection and Processing</b>	\$1.18	\$1.43	\$1.62	\$1.80	\$1.85	\$1.97
<b>Leaf and Yard Waste</b>	\$0.45	\$0.52	\$0.58	\$0.63	\$0.64	\$0.68
<b>Household Hazardous Waste / E-Waste</b>	\$0.07	\$0.09	\$0.13	\$0.15	\$0.17	\$0.19
<b>On-Property Diversion</b>	\$0.01	\$0.01	\$0.02	\$0.02	\$0.02	\$0.02
<b>Take it Back Initiative</b>	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01	\$0.01
<b>Promotion and Education / Other Policies</b>	\$0.07	\$0.09	\$0.10	\$0.11	\$0.11	\$0.11
<b>Total Annual System Cost (\$ Millions)</b>	<b>\$3.58</b>	<b>\$3.88</b>	<b>\$4.25</b>	<b>\$4.62</b>	<b>\$4.66</b>	<b>\$4.87</b>

## 7.3.2 Estimated Capital Costs

Table 16 summarizes the estimated capital costs for the LTWMS initiatives. The capital costs include:

- equipment; and
- planning and development costs (e.g. staff and/or consulting costs).

**Table 16: Estimated Capital Costs**

Initiative	Estimated Capital Cost (including Planning & Development)							Total Potential Capital Cost 2018-2024
	2018	2019	2020	2021	2022	2023	2024 +	
<b>Waste Audit</b>	\$13,000			\$13,000			\$13,000	<b>\$39,000</b>
<b>Option 2: Food Waste Reduction Campaign</b>	\$8,500	\$8,500						<b>\$17,000</b>
<b>Option 3: Expand Curbside Collection Capacity for Recyclables: Additional Blue Box</b>	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	<b>\$140,000</b>
<b>Option 8: Increase Support for Household Organics Collection and Composting</b>	\$18,000	\$60,120	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	<b>\$88,120</b>
<b>Option 1a: Backyard Composting</b>	\$14,800	\$14,800						<b>\$29,600</b>
<b>Option 7: Agricultural Waste Diversion Support</b>	\$1,000	\$1,000						<b>\$2,000</b>
<b>Option 17: Preparation of Multi-Residential Development Standards</b>	\$4,000	\$4,000						<b>\$8,000</b>
<b>Option 1b: Grasscycling</b>		\$1,000						<b>\$1,000</b>
<b>Option 6: Textile Recycling</b>		\$3,250	\$3,250					<b>\$6,500</b>
<b>Option 9: Assess Garbage Collection Frequency (every-other-week, EOW)</b>			\$5,000					<b>\$5,000</b>
<b>Option 20: Expand MHSW and E-waste Diversion Program</b>			\$187,500	\$187,500				<b>\$375,000</b>
<b>Option 14: Consider a Maximum Bag Limit</b>							\$2,000	<b>\$2,000</b>
<b>Option 15: Shift to Full User Pay</b>							\$3,000	<b>\$3,000</b>
<b>Total</b>	<b>\$79,300</b>	<b>\$112,670</b>	<b>\$217,750</b>	<b>\$222,500</b>	<b>\$22,000</b>	<b>\$22,000</b>	<b>\$40,000</b>	<b>\$716,220</b>

## 8. Evaluation and Monitoring Plan

## 8.1 Overview

The County currently undertakes regular monitoring of its solid waste management programs. The monitoring activities have been incorporated into the LTWMS's Monitoring and Evaluation Plan, which is presented in Table 17 on the subsequent pages. While the plan provides guidance on the evaluation metrics, tools and timing for the various programs and initiatives, there are a number of tools that overlap or are recurring. These include:

- **RPRA Datacall** - the RPRA Datacall is where municipalities in Ontario report the results of their waste management programs. The Datacall measures the County's waste diversion rate and allows the County to compare its performance against that of other municipalities in Ontario.
- **Curbside tonnage tracking data** - this is data that measures the amount of material collected and processed for the relevant waste streams. This data can be used to analyze monthly or annual trends to help assess the performance of initiatives.
- **Dufferin County rebate data** - the rebate data tracks the amount of Blue Box materials marketed, contamination levels, and revenues from the sale of the materials.
- **Opinion or awareness survey** - this is a survey of a targeted audience (e.g., the general public, businesses, farmers, etc.) to identify their opinions, attitudes or reported behaviours on waste management topics. The method of undertaking the survey can vary, for example via telephone, in-person, or online.
- **Waste audit** - a waste audit would measure the composition of the County's garbage, blue box and green bin waste stream. The data in combination with the RPRA Datacall can be used to update the County's waste profile. Ideally, the waste audit should be completed prior to implementation of the options, as the data will be useful when implementing the options and in providing a benchmark against which future waste management performance can be measured.
- **Participation study** - the County's participation study measures the participation of a sample of households having access to the County's waste collection programs.

## 8.2 LTWMS Review and Update

To ensure the success of the LTWMS, its performance will be tracked regularly, and the County's waste management programs and initiatives will be modified or updated on an as needed basis.

Recommendations for the LTWMS's review and update include:

- Progress of the LTWMS and performance of the County's waste management system will be reviewed annually by the County. At a minimum, the review will include an assessment of:
  - Waste generation;
  - Waste diversion;
  - Waste disposed; and
  - Waste diversion rate.
- The annual review of the LTWMS will be completed after the release of the RPRA Datacall results; and
- The LTWMS to undergo a comprehensive review and update every five years.

## 8.3 Waste Audit

The use of waste audits are a key component of the LTWMS's monitoring and evaluation plan. In particular, a seasonal (i.e., winter, spring, summer and fall) multi-sector waste audit will provide a performance baseline for the County and assist with the implementation of the LTWMS's waste diversion initiatives. For example, the waste audits will help to confirm the type and amount of divertible waste still being disposed in garbage and requires additional targeted effort, and which sectors require greater support or motivation to divert waste.

During the development of the LTWMS, a waste profile was prepared based on a waste audit completed for a different but similar municipality. However, a waste audit prepared for the County would help to confirm or adjust the waste profile and provide a greater understanding of the County's waste stream.

The waste audit should include a comprehensive review of the County's waste stream, including specific waste materials of interest, such as:

- Food waste, including avoidable food waste;
- Textiles;
- Recyclables currently not collected, such as polystyrene and plastic film; and
- Any other materials that may be of interest to the County.

The waste audits should consider multiple sectors or locations, which could be completed in phases. Sectors and locations may include:

- Single-family households;
- Multi-residential households;
- IC&I sector; and
- Bulky waste collections.

Stewardship Ontario and the Continuous Improvement Fund have conducted curbside and multi-residential waste composition studies in partnership with various municipalities. Participating in this initiative may greatly reduce the County's cost of the waste audits. The emphasis of the funded waste audits is on Blue Box program materials; however, participating municipalities can request to include additional items (e.g., organics) at their expense.



Table 17: Monitoring and Evaluation Plan

Program	Evaluation Metrics	Tools	Timing
<b>Long Term Waste Management Strategy</b>	<ul style="list-style-type: none"> <li>Changes in waste collection tonnages (garbage, blue box, organics, etc.)                             <ul style="list-style-type: none"> <li>Overall tonnes</li> <li>Per household</li> <li>Per capita</li> </ul> </li> <li>Change in waste diversion rate</li> <li>Change in recovery rates for divertible materials</li> <li>Measured participation in waste diversion activities</li> </ul>	<ul style="list-style-type: none"> <li>Curbside tonnage tracking data</li> <li>RPRA Datacall</li> <li>Dufferin County rebate data</li> <li>Waste audit</li> <li>Participation study</li> </ul>	<ul style="list-style-type: none"> <li>LTWMS comprehensive review and update completed every five years</li> <li>Supporting studies completed as baseline and repeated every 2 to 4 years, as appropriate</li> </ul>
<b>1<sup>st</sup> Priority Group</b>			
<b>Option 2: Food Waste Reduction Campaign</b>	<ul style="list-style-type: none"> <li>Reported participation in food waste reduction activities</li> <li>Awareness of food waste reduction campaign/messages</li> <li>Reduction in organics collected/processed                             <ul style="list-style-type: none"> <li>Overall tonnes</li> <li>Per household</li> <li>Per capita</li> </ul> </li> <li>Reduction of avoidable food waste</li> </ul>	<ul style="list-style-type: none"> <li>Opinion/awareness survey (e.g., telephone, online, in-person, etc.)</li> <li>Focus groups for baseline data</li> </ul>	<ul style="list-style-type: none"> <li>At conclusion of campaign</li> <li>Recurring every two or three years (possibly combined with an over-reaching solid waste opinion/awareness survey)</li> </ul>
		<ul style="list-style-type: none"> <li>Curbside tonnage tracking data</li> <li>RPRA Datacall</li> </ul>	<ul style="list-style-type: none"> <li>Review annually</li> </ul>
		<ul style="list-style-type: none"> <li>Waste audit</li> </ul>	<ul style="list-style-type: none"> <li>Prior to start of campaign (baseline)</li> <li>One year after commencing campaign, then every 2 to 3 years</li> </ul>

Program	Evaluation Metrics	Tools	Timing
<b>2<sup>nd</sup> Priority Group</b>			
<b>Option 3: Expand Curbside Collection Capacity for Recyclables: Additional Blue Box</b>	<ul style="list-style-type: none"> <li>Changes in Blue Box collection tonnage                             <ul style="list-style-type: none"> <li>Overall tonnes</li> <li>Per household</li> <li>Per capita</li> </ul> </li> <li>Change in the number of house holds setting out more than one blue box for collection</li> <li>Change in amount of Blue Box material in garbage stream</li> <li>Change in recovery rates for Blue Box materials</li> </ul>	<ul style="list-style-type: none"> <li>Curbside tonnage tracking data</li> <li>Dufferin County rebate data</li> <li>RPRA Datacall</li> </ul>	<ul style="list-style-type: none"> <li>Review annually</li> </ul>
		<ul style="list-style-type: none"> <li>Participation study</li> </ul>	<ul style="list-style-type: none"> <li>Before implementation</li> <li>One year after commencement of initiative, then every 2 to 3 years</li> </ul>
		<ul style="list-style-type: none"> <li>Waste audit</li> </ul>	<ul style="list-style-type: none"> <li>Prior to start of campaign (baseline)</li> <li>One year after commencement of initiative, then every 2 to 3 years</li> </ul>
<b>Option 11: Promote “Green” Purchasing</b>	<ul style="list-style-type: none"> <li>Reported adoption of green purchasing practices</li> <li>Awareness of green purchasing</li> <li>Reduction in packaging waste (particularly post-Christmas)</li> </ul>	<ul style="list-style-type: none"> <li>Opinion/awareness survey (e.g., telephone, online, in-person, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>At conclusion of campaign</li> <li>Recurring every 2 or 3 years (possibly combined with an over-reaching solid waste opinion/awareness survey)</li> </ul>
		<ul style="list-style-type: none"> <li>Curbside tonnage tracking data</li> <li>Dufferin County rebate data</li> <li>RPRA Datacall</li> </ul>	<ul style="list-style-type: none"> <li>Review annually</li> </ul>
<b>Option 8: Increase Support for Household Organics Collection and Composting</b>	<ul style="list-style-type: none"> <li>Change in organics collection tonnage                             <ul style="list-style-type: none"> <li>Overall tonnes</li> <li>Per household</li> <li>Per capita</li> </ul> </li> <li>Change in Green Bin set-outs</li> <li>Change in recovery rates for organics</li> </ul>	<ul style="list-style-type: none"> <li>Curbside tonnage tracking data</li> </ul>	<ul style="list-style-type: none"> <li>Review annually</li> </ul>
		<ul style="list-style-type: none"> <li>Participation study</li> </ul>	<ul style="list-style-type: none"> <li>Before implementation</li> <li>Semi-regular basis after implementation (every 2 to 4 years)</li> </ul>
		<ul style="list-style-type: none"> <li>Waste audit</li> </ul>	<ul style="list-style-type: none"> <li>Prior to start of campaign (baseline)</li> <li>One year after commencement of initiative, then every 2 to 3 years</li> </ul>

Program	Evaluation Metrics	Tools	Timing
<b>Option 1a: Promote On-Site Management of Organics: Backyard Composting</b>	<ul style="list-style-type: none"> <li>Reported adoption of backyard composting</li> <li>Change in amount of backyard composters sold</li> <li>Change in Green Bin tonnage                             <ul style="list-style-type: none"> <li>Overall tonnes</li> <li>Per household</li> <li>Per capita</li> </ul> </li> <li>Change in recovery rates for organics</li> </ul>	<ul style="list-style-type: none"> <li>Opinion/awareness survey (e.g., telephone, online, in-person, etc.)</li> <li>Report uptake of target audiences through campaign partners</li> </ul>	<ul style="list-style-type: none"> <li>At conclusion of campaign</li> <li>Recurring every 2 or 3 years (possibly combined with an over-reaching solid waste opinion/awareness survey)</li> </ul>
		<ul style="list-style-type: none"> <li>County backyard composter sale data</li> </ul>	<ul style="list-style-type: none"> <li>Review annually</li> </ul>
		<ul style="list-style-type: none"> <li>Curbside tonnage tracking data</li> <li>RPR Datacall</li> </ul>	<ul style="list-style-type: none"> <li>Review annually</li> </ul>
		<ul style="list-style-type: none"> <li>Waste audit</li> </ul>	<ul style="list-style-type: none"> <li>Prior to start of campaign (baseline)</li> <li>One year after commencement of initiative, then every 2 to 3 years</li> </ul>
<b>Option 1b: Promote On-Site Management of Organics: (Grasscycling)</b>	<ul style="list-style-type: none"> <li>Public awareness of what grasscycling is and how to do it</li> <li>Reported adoption of grasscycling</li> <li>Change in amount of grass clippings for disposal</li> </ul>	<ul style="list-style-type: none"> <li>Opinion/awareness survey (e.g., telephone, online, in-person, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>At conclusion of campaign</li> <li>Recurring every 2 or 3 years (possibly combined with an over-reaching solid waste opinion/awareness survey)</li> </ul>
		<ul style="list-style-type: none"> <li>Audit yard waste/green bin waste and garbage (to see if grass clippings included)</li> </ul>	<ul style="list-style-type: none"> <li>Intermittently before and after implementation (during April/May and Late August/September)</li> </ul>

Program	Evaluation Metrics	Tools	Timing
<b>Option 10: Conduct Targeted/Expanded Promotion and Education</b>	<ul style="list-style-type: none"> <li>Decline in participation (including proper involvement)</li> <li>Awareness of campaign messaging</li> <li>Changes in amount of material diverted/disposed                             <ul style="list-style-type: none"> <li>Overall tonnes</li> <li>Per household</li> <li>Per capita</li> </ul> </li> <li>Change in diversion rate</li> <li>Change in contamination rates</li> <li>Change in recovery rates for divertible materials</li> </ul>	<ul style="list-style-type: none"> <li>Participation study</li> </ul>	<ul style="list-style-type: none"> <li>Before implementation</li> <li>One year after commencement of initiative, then every 2 to 3 years</li> </ul>
		<ul style="list-style-type: none"> <li>Program user tallies (e.g., number of MHSW participants at events, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Review annually</li> </ul>
		<ul style="list-style-type: none"> <li>Opinion/awareness survey (e.g., telephone, online, in-person, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>At conclusion of campaign</li> <li>Recurring every 2 or 3 years (possibly combined with an over-reaching solid waste opinion/awareness survey)</li> </ul>
		<ul style="list-style-type: none"> <li>Curbside tonnage tracking data</li> <li>Dufferin County rebate data</li> <li>RPRA Datacall</li> <li>Waste audit</li> </ul>	<ul style="list-style-type: none"> <li>Review annually</li> </ul>
<b>Option 6: Textile Recycling</b>	<ul style="list-style-type: none"> <li>Participation</li> <li>Awareness of program</li> <li>Changes in amount of material diverted/disposed                             <ul style="list-style-type: none"> <li>Overall tonnes</li> <li>Per household</li> <li>Per capita</li> </ul> </li> <li>Change in diversion rate</li> <li>Change in recovery rates for textiles</li> </ul>	<ul style="list-style-type: none"> <li>Participation study</li> </ul>	<ul style="list-style-type: none"> <li>Prior to start of campaign (baseline)</li> <li>One year after commencement of initiative, then every 2 to 3 years</li> </ul>
		<ul style="list-style-type: none"> <li>Opinion/awareness survey (e.g., telephone, online, in-person, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Prior to implementation</li> <li>One year after commencement of initiative, then every 2 to 3 years</li> </ul>
		<ul style="list-style-type: none"> <li>Curbside tonnage tracking data</li> <li>RPRA Datacall</li> </ul>	<ul style="list-style-type: none"> <li>At conclusion of campaign</li> <li>Recurring every 2 or 3 years (possibly combined with an over-reaching solid waste opinion/awareness survey)</li> </ul>
		<ul style="list-style-type: none"> <li>Waste audit</li> </ul>	<ul style="list-style-type: none"> <li>Review annually</li> </ul>
			<ul style="list-style-type: none"> <li>Before campaign (baseline)</li> <li>Semi-regular basis after implementation (every 3 to 5 years)</li> </ul>



Program	Evaluation Metrics	Tools	Timing
<b>Option 12: Encourage Events to be “Zero Waste”</b>	<ul style="list-style-type: none"> <li>• Participation                             <ul style="list-style-type: none"> <li>○ Number of waste free events</li> <li>○ Number of downloads of zero waste event materials</li> </ul> </li> <li>• Reported attitudes toward and adoption of zero waste event practices by event coordinators/hosts</li> <li>• Changes in amount of material diverted/disposed                             <ul style="list-style-type: none"> <li>○ Overall tonnes</li> <li>○ Tonnes/kg per event</li> </ul> </li> </ul>	• Website traffic data	• Review annually
		• Survey of event organizers/hosts	• Annually
		• Event waste collection data	• Review annually
		• Event waste audits (a select number, conducted randomly)	• Annually
<b>Option 18: Promotion of Waste Minimization/ Diversion in the IC&amp;I Sector</b>	<ul style="list-style-type: none"> <li>• Amount and type of informational resources available to IC&amp;I sector</li> <li>• Reported waste minimization/ diversion attitudes and behaviours among the IC&amp;I sectors</li> <li>• Number of information requests or meetings regarding IC&amp;I waste minimization/ diversion</li> </ul>	• Opinion/awareness survey (e.g., telephone, online, in-person, etc.)	<ul style="list-style-type: none"> <li>• Prior to start of campaign</li> <li>• Recurring every 2 or 3 years (possibly combined with an over-reaching solid waste opinion/awareness survey)</li> </ul>
		• Participation study	<ul style="list-style-type: none"> <li>• At conclusion of campaign</li> <li>• One year after commencement of initiative, then every 2 to 3 years</li> </ul>
<b>Option 20: Expand MHSW and E-waste Diversion Program</b>	<ul style="list-style-type: none"> <li>• Change in participation</li> <li>• Awareness of campaign messaging</li> <li>• Changes in amount of material diverted                             <ul style="list-style-type: none"> <li>○ Overall tonnes</li> <li>○ Per household</li> <li>○ Per capita</li> </ul> </li> </ul>	• Participation study	<ul style="list-style-type: none"> <li>• Before implementation</li> <li>• Semi-regular basis after implementation (every 2 to 4 years)</li> </ul>
		• Program user tallies (e.g., number of MHSW participants at events etc.)	• Review annually
		• Opinion/awareness survey (e.g., telephone, online, in-person, etc.)	<ul style="list-style-type: none"> <li>• At conclusion of campaign</li> <li>• Recurring every 2 or 3 years (possibly combined with an over-reaching solid waste opinion/awareness survey)</li> </ul>
		<ul style="list-style-type: none"> <li>• Tonnage data</li> <li>• RPRA Datacall</li> </ul>	• Review annually

Program	Evaluation Metrics	Tools	Timing
<b>Option 7: Agricultural Waste Diversion Support</b>	<ul style="list-style-type: none"> <li>Awareness of agricultural waste diversion opportunities among target audience</li> <li>Number of waste diversion opportunities available to agricultural sector</li> <li>Amount and type of informational resources about waste diversion available to the agricultural sector</li> <li>Estimated amount of waste available for diversion vs. amount diverted</li> </ul>	<ul style="list-style-type: none"> <li>Opinion/awareness survey (e.g., telephone, online, in-person, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Prior to start of campaign</li> <li>One year after commencement of initiative, then every 2 to 3 years</li> </ul>
<b>Option 13: Encourage Extended Producer Responsibility (EPR)</b>	N/A		
<b>Option 19: Explore Multi-Municipal Partnerships for Waste Management Services</b>	N/A		

Program	Evaluation Metrics	Tools	Timing
3 <sup>rd</sup> Priority Group			
Option 9: Assess Garbage Collection Frequency (every-other-week, EOW)	If implemented: <ul style="list-style-type: none"><li>Changes in amount of material diverted/disposed<ul style="list-style-type: none"><li>Overall tonnes</li><li>Per household</li><li>Per capita</li></ul></li><li>Change in diversion rate</li><li>Change in recovery rates for divertible materials</li><li>Garbage collection cost<ul style="list-style-type: none"><li>Overall cost</li><li>Per household</li><li>Per tonne</li></ul></li></ul>	<ul style="list-style-type: none"><li>Curbside tonnage tracking data</li><li>Dufferin County rebate data</li><li>RPRA Datacall</li><li>Waste audit</li></ul>	<ul style="list-style-type: none"><li>Review annually</li></ul>
		<ul style="list-style-type: none"><li>Collection costs</li></ul>	<ul style="list-style-type: none"><li>Before campaign (baseline)</li><li>One year after commencement of initiative, then every 2 to 3 years</li><li>Annually and 6 months to 1 year prior to end of contract</li></ul>
4 <sup>th</sup> Priority Group			
Option 16: Enforcement of Waste Collection By-law	<ul style="list-style-type: none"><li>Number of fines or warnings issued</li><li>Changes in amount of material diverted</li><li>Change in revenue from sale of recyclable materials</li></ul>	<ul style="list-style-type: none"><li>By-law enforcement tracking data</li></ul>	<ul style="list-style-type: none"><li>Review annually</li></ul>
		<ul style="list-style-type: none"><li>Curbside tonnage tracking data</li><li>Dufferin County rebate data</li></ul>	<ul style="list-style-type: none"><li>Review annually</li></ul>

Program	Evaluation Metrics	Tools	Timing
Option 17: Preparation of Multi-Residential Development Standards	<ul style="list-style-type: none"><li>• Development of multi-residential standards document</li><li>• Awareness of standards document (once developed)</li><li>• Number of new developments complying with standards document (once developed)</li><li>• Diversion rates for new multi-residential developments (once developed)</li></ul>	<ul style="list-style-type: none"><li>• Develop multi-residential unit database</li></ul>	<ul style="list-style-type: none"><li>• Prior to start of initiative</li><li>• Update annually</li></ul>
		<ul style="list-style-type: none"><li>• Stakeholder assessment (telephone/in person/consultation meetings)</li></ul>	<ul style="list-style-type: none"><li>• Prior to start of initiative</li><li>• Every 2 years</li></ul>
5 <sup>th</sup> Priority Group			
Option 4a: Add Additional Materials to the Recycling Program: Polystyrene (i.e. Styrofoam)	<ul style="list-style-type: none"><li>• Amount of polystyrene diverted</li><li>• Change in diversion rate</li><li>• Change in recovery rate for polystyrene</li></ul>	<ul style="list-style-type: none"><li>• Curbside tonnage tracking data</li><li>• Dufferin County rebate data</li><li>• RPRA Datacall</li></ul>	<ul style="list-style-type: none"><li>• Review annually</li></ul>
		<ul style="list-style-type: none"><li>• Waste audit</li></ul>	<ul style="list-style-type: none"><li>• Prior to implementation (baseline)</li><li>• Semi-regular basis after implementation (every 3 to 5 years)</li></ul>
Option 4b: Add Additional Materials to the Recycling Program: Plastic Film	<ul style="list-style-type: none"><li>• Amount of plastic film diverted</li><li>• Change in diversion rate</li><li>• Change in recovery rate for plastic film</li></ul>	<ul style="list-style-type: none"><li>• Curbside tonnage tracking data</li><li>• Dufferin County rebate data</li><li>• RPRA Datacall</li></ul>	<ul style="list-style-type: none"><li>• Review annually</li></ul>
		<ul style="list-style-type: none"><li>• Waste audit</li></ul>	<ul style="list-style-type: none"><li>• Prior to implementation (baseline)</li><li>• Semi-regular basis after implementation (every 3 to 5 years)</li></ul>



Program	Evaluation Metrics	Tools	Timing
Option 5: Review Public Space Recycling	<ul style="list-style-type: none"> <li>Number of public locations where recycling receptacles are available</li> <li>Amount of Blue Box material diverted</li> <li>Change in diversion rate</li> </ul>	<ul style="list-style-type: none"> <li>Community Asset Plan</li> </ul>	<ul style="list-style-type: none"> <li>Review annually</li> </ul>
		<ul style="list-style-type: none"> <li>Tonnage tracking data</li> <li>RPRA Datacall</li> </ul>	<ul style="list-style-type: none"> <li>Review annually</li> </ul>
Option 14: Consider a Maximum Bag Limit	<ul style="list-style-type: none"> <li>Changes in amount of material diverted/disposed                             <ul style="list-style-type: none"> <li>Overall tonnes</li> <li>Per household</li> <li>Per capita</li> </ul> </li> <li>Change in diversion rate</li> <li>Change in recovery rates for divertible materials</li> <li>Number of set-outs that exceed maximum bag limit</li> </ul>	<ul style="list-style-type: none"> <li>Curbside tonnage tracking data</li> <li>Dufferin County rebate data</li> <li>RPRA Datacall</li> </ul>	<ul style="list-style-type: none"> <li>Review annually</li> </ul>
		<ul style="list-style-type: none"> <li>Waste audit</li> </ul>	<ul style="list-style-type: none"> <li>Prior to implementation (baseline)</li> <li>Semi-regular basis after implementation (every 3 to 5 years)</li> </ul>
		<ul style="list-style-type: none"> <li>Waste collector tracking data</li> </ul>	<ul style="list-style-type: none"> <li>Review annually</li> </ul>
		<ul style="list-style-type: none"> <li>Participation study</li> </ul>	<ul style="list-style-type: none"> <li>Prior to implementation</li> <li>Semi-regular basis after implementation (every 2 to 4 years)</li> </ul>
Option 15: Shift to Full User Pay	<ul style="list-style-type: none"> <li>Changes in amount of material diverted/disposed                             <ul style="list-style-type: none"> <li>Overall tonnes</li> <li>Per household</li> <li>Per capita</li> </ul> </li> <li>Change in diversion rate</li> <li>Change in recovery rates for divertible materials</li> </ul>	<ul style="list-style-type: none"> <li>Curbside tonnage tracking data</li> <li>Dufferin County rebate data</li> <li>RPRA Datacall</li> </ul>	<ul style="list-style-type: none"> <li>Review annually</li> </ul>
		<ul style="list-style-type: none"> <li>Waste audit</li> </ul>	<ul style="list-style-type: none"> <li>Prior to implementation (baseline)</li> <li>Semi-regular basis after implementation (every 3 to 5 years)</li> </ul>

## 8.4 Target Evaluation Metrics

To aid in the evaluation, target evaluation metrics have been prepared that consist of:

- Per capita targets for waste generated and waste disposed per capita;
- Percentage (or "market share") of waste stream diverted through the County's solid waste programs; and
- The County's overall solid waste diversion rate.

Table 18 presents the targets for the milestone year of 2021 (based on the LTWMS objectives), as well as year-by-year targets to aid in annual progress tracking.

For the milestone year of 2021, the targets include:

- Per capita targets:
  - Waste generated per capita: 321 kg per person per year or less;
  - Waste disposed per capita: 101 kg per person per year or less;
- Waste stream diversion targets:
  - At least 27.3% of the waste stream diverted through the Blue Box program;
  - At least 17.2% of the waste stream diverted through the Green Bin program;
  - At least 13.0% of the waste stream diverted through the Leaf and Yard Waste program;
  - At least 0.8% of the waste stream diverted through the MHSW and WEEE programs;
  - At least 0.4% of the waste stream diverted through the textile recycling;
  - At least 0.03% of the waste stream diverted through the other diversion programs, such as scrap metal, bulky waste, etc;
  - At least 4.1% of the waste stream diverted through the provincial stewardship programs, such as the Ontario Tire Stewardship or LCBO/Deposit-Refund programs;
- Waste Diversion Rate
  - At least 65% of the waste stream is diverted from disposal.

The targets have been set based on the implementation schedule described in Section 7.

Table 18: Evaluation Performance Targets

Year	2018	2019	2020	2021 *	2022	2023	2024	2025	2026	2027
<b>Waste per Capita</b>										
Kg of Waste Generated Per Capita	328	325	323	321	320	319	319	319	319	318
Kg of Waste Disposed Per Capita	129	122	110	101	96	93	91	89	87	85
<b>Diversion by Program (Percent of Waste Stream)</b>										
<b>Program</b>	<b>Percent of Waste Stream Diverted/Disposed</b>									
Blue Box	26.9%	27.0%	27.2%	27.3%	27.6%	27.8%	28.1%	28.3%	28.6%	28.9%
Green Bin Program	16.1%	16.5%	16.8%	17.2%	17.4%	17.6%	17.9%	18.1%	18.5%	18.7%
Leaf and Yard Waste	12.8%	12.9%	12.9%	13.0%	13.1%	13.2%	13.3%	13.4%	13.6%	13.6%
MHSW/E-Waste	0.59%	0.61%	0.64%	0.8%	0.8%	0.9%	0.9%	0.9%	1.0%	1.0%
Textiles	0.0%	0.0%	0.24%	0.4%	0.6%	0.6%	0.7%	0.7%	0.8%	0.8%
On-Property Diversion (e.g., Backyard Composting and Grasscycling)	1.8%	1.9%	2.0%	2.1%	2.1%	2.2%	2.2%	2.3%	2.3%	2.4%
Other Diversion	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%
Tire Recycling and LCBO Deposit/Return Programs	4.11%	4.13%	4.14%	4.1%	4.1%	4.2%	4.2%	4.2%	4.2%	4.2%
<b>Waste Diversion Rate</b>	<b>60.5%</b>	<b>62.0%</b>	<b>63.5%</b>	<b>65.0%</b>	<b>65.7%</b>	<b>66.4%</b>	<b>67.1%</b>	<b>67.8%</b>	<b>68.9%</b>	<b>69.6%</b>

\* Target Year: Target Waste Diversion Rate for 2021 is 65%

## 9. Contingency Plan

The LTWMS has been designed to maximize the performance of the County's existing waste management system and build upon its success. This section discusses the factors that will assist the LTWMS achieve its goals and objectives, identify potential risks that may reduce the LTWMS's ability to achieve its goals and objectives, and provide possible contingencies to mitigate negative influences.

## 9.1 Success Factors

The LTWMS provides a comprehensive framework that will help the County achieve its waste management goals and objectives. The factors that will lead to its success include:

- **Customer Participation** – The success of any program depends on the participation of its intended audience (i.e., the customer). The initiatives identified in the LTWMS will seek to foster not only increased participation in waste diversion activities, but also proper participation. Improper participation can negatively impact programs by creating processing challenges and increasing contamination.
- **Self-Assessment and Continual Improvement** – Moving forward towards a target requires the understanding of existing performance and a willingness to make improvements as required. The monitoring and evaluation plan discussed in the previous section will allow the County to actively monitor the performance of the waste management system, assess areas that are under-performing, and identify methods for their improvement.
- **Research and Experience-sharing** – While several ideas for improving how waste is managed will come from within the County, often opportunities are identified and innovated based on the experience of others. The County will gather useful insight for its own programs through on-going research into waste management innovation, and the lessons learned from other municipalities in Ontario and beyond.
- **Financial Sustainability** – Financial considerations are a fundamental part of waste management planning. Excessive costs for diversion make waste diversion programs economically and politically challenging to implement and sustain. The success of the County's waste management system will depend on its ability to manage costs. The County will be able to influence this to some degree through its competitive tender process for waste collection, processing and disposal services. However, there are a number of factors beyond the County's control, such as the global commodities market for recyclable materials, industry stewardship, and government programming.

## 9.2 Risk Factors and Contingencies

While the LTWMS provides a robust framework for achieving the County's waste management goals, there are a number of risks that require careful consideration and contingency planning. These are reviewed in Table 19 on the following page.



**Table 19: Risk Factors and Possible Contingencies**

<b>Risk</b>	<b>Contingencies</b>
<b>Low participation rates in diversion programs</b>	<ul style="list-style-type: none"> <li>• Track participation rates through monitoring/evaluation activities</li> <li>• Characterize those under-participating (e.g., geographic location, demographics, etc.)</li> <li>• Use surveys to identify barriers to participation</li> <li>• Develop strategies to overcome the identified barriers</li> <li>• Update/modify waste diversion initiatives/programs as necessary</li> </ul>
<b>Incorrect participation / high levels of material contamination</b>	<ul style="list-style-type: none"> <li>• Track material contamination levels through processing vendor feedback, waste audit results, etc.</li> <li>• Identify potential contamination trends and causes</li> <li>• Update/modify waste diversion initiatives/programs as necessary (particularly targeted promotion/education)</li> </ul>
<b>Changes in Provincial waste regulations / strategies</b>	<ul style="list-style-type: none"> <li>• Continue to monitor Provincial activities relating to the <i>Waste-Free Ontario Act</i>, including stewardship responsibilities</li> <li>• Provide formal and informal feedback into the Provincial solid waste planning process</li> <li>• Delay or schedule initiatives with significant cost implications in relation to confirmed Provincial direction</li> </ul>
<b>Challenges related to Blue Box Evolving Tonne</b> (e.g., reduced waste diversion rate, increased diversity of Blue Box program materials, increased use of plastic film, etc.)	<ul style="list-style-type: none"> <li>• Monitor and track changes in composition of Blue Box materials collected/marketed</li> <li>• Assess for potential impacts to processing requirements and revenue potential</li> <li>• Evaluate reallocating high cost/low tonnage material from curbside collection programs to a depot based program</li> <li>• Update/modify Blue Box processing tender and waste diversion initiatives/programs as necessary</li> </ul>
<b>Negative Changes to Waste Collection/ Processing/ Disposal Costs</b> (e.g., reduced Blue Box material commodity values, increased contractors costs, etc.)	<ul style="list-style-type: none"> <li>• Monitor trends in global Blue Box material commodity markets</li> <li>• Continue with competitive tendering process for waste management services</li> <li>• Review future tender documents and contracts for economic efficiencies and protection</li> <li>• Assess municipal partnership for collection and processing</li> <li>• Manage Blue Box contamination levels to minimize Blue Box residue penalties</li> </ul>

## 10. Conclusion

The Dufferin County LTWMS includes a broad range of initiatives that will enhance the performance of what is already one of Ontario's leading solid waste management systems. The initiatives will provide a greater emphasis on waste reduction, improve the performance of its existing waste diversion programs, and include future initiatives that will further increase the system's diversion efforts. This will include incorporation of leading-edge innovations such as food waste reduction, as well as the advancements to existing components such as promotion and education.

The LTWMS consists of initiatives that work toward its mission statement and its four goals, which include:

- Goal 1: Maximizing diversion of waste from disposal. This includes the long-term goals of 80% waste diversion by 2041 and zero-waste by 2051.
- Goal 2: Exploring waste management opportunities that are either local or located within Central Ontario.
- Goal 3: Involving stakeholders and the public through continual education and feedback to support and facilitate individuals and businesses taking responsibility for their waste.
- Goal 4: Continuing with waste diversion programming that is consistent with provincial waste management policy.

The success of the Strategy will be owed in large part to those stakeholders that have contributed their efforts, thoughts and opinions during the development of the LTWMS. The feedback and direction received during the process has led to a LTWMS that has been designed for and by those that work, live, and play in Dufferin County.





# WHITE LAW

## PROFESSIONAL CORPORATION

Barristers & Solicitors

Stephen F. White, BA, LL B  
stephen@whitelaw.pro

Patrick F. White, BA (Hon), MA, LL B  
patrick@whitelaw.pro

30 Mill Street  
Orangeville, ON L9W 2M3  
T: 519-941-9440  
F: 519-941-3803  
W: www.whitelaw.pro

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January 17, 2018

VIA EMAIL TO [dholmes@melanctontownship.ca](mailto:dholmes@melanctontownship.ca)

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

Dear Sir or Madam:

Re: [REDACTED]  
477561 Third Line, Melancthon  
Part Lot 19, Concession 2  
Closing Date: January 25, 2018  
Our File No.: 18-117-R

---

We are the solicitors for [REDACTED] the purchaser in the above transaction which is scheduled to be completed on January 25, 2018.

### METAL SHED

Our search of title has revealed an Application (General) registered as Instrument No. DC8284 on January 21, 2002, being an Agreement between D.D. & E. Downey Farms Ltd., J.D. Funston Potato Farms Inc., Douglas Herbert Downey and Thomas Edgar Downy, and The Corporation of The Township of Melancthon (the "Agreement"). The Agreement was amended by Notice Under s. 71 of the Land Titles Act registered as Instrument No. DC83716 on February 5, 2008, a copy of which is attached for your ease of reference.

We understand that this Agreement relates to adjacent land and that the metal shed described therein has since been removed. In order to have Instrument Nos. DC8284 and DC83716 removed from title to the subject property, written consent from The Corporation of the Township of Melancthon is required. As such, would you kindly provide our office your written consent to remove the aforesaid Instruments at your earliest opportunity.

### ACCESS TO PROPERTY

Our client is purchasing Part 2 on Reference Plan 7R-786, copy enclosed. Access to the third line is through Part 1, 7R-786, which is owned by the Township of Melancthon. Would you

ACT 4 FEB - 1 2018

kindly advise whehter the Township of Melancthon has passed a by-law to layout and establish Part 1 as part of the common and public highway and if so, provide a copy to my office.

Yours very truly,

White Law Professional Corporation

A handwritten signature in black ink, appearing to read 'PFW', with a stylized flourish extending to the right.

Per: Patrick Francis White

PFW:alm

### Properties

**PIN** 34140 - 0100 LT  
**Description** NE 1/4 & E 1/2 OF NW 1/4 LT 19 CON 2 OS EXCEPT MF37220 & PT 1, 7R4948;  
MELANCTHON  
**Address** MELANCTHON

### Consideration

**Consideration** \$0.00

### Applicant(s)

The notice is based on or affects a valid and existing estate, right, interest or equity in land

**Name** THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
**Address for Service** R.R. #6  
SHELBURNE, ONTARIO  
L0N 1S9

This document is not authorized under Power of Attorney by this party.  
This document is being authorized by a municipal corporation D.C. BRODERICK AND DENISE B. HOLMES.

### Statements

The land registrar is authorized to delete the notice on the consent of the following party(ies) THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

Schedule: See Schedules

This document relates to registration no.(s)DC8284

### Signed By

Tammy Lynn Marie Ball	184 St. Andrew St. W. Box 192 Fergus N1M 2W8	acting for Applicant(s)	Signed	2008 02 05
<b>Tel</b>	5198434908			
<b>Fax</b>	5198436263			

### Submitted By

DOUGLAS C JACK	184 St. Andrew St. W. Box 192 Fergus N1M 2W8	2008 02 05
<b>Tel</b>	5198434908	
<b>Fax</b>	5198436263	

### Fees/Taxes/Payment

<b>Statutory Registration Fee</b>	\$80.00
<b>Total Paid</b>	\$80.00

THIS AMENDING AGREEMENT made as of the 7<sup>th</sup> day of May, 2007

BETWEEN:

D.D. & E. DOWNEY FARMS LTD.,  
J. D. FUNSTON POTATO FARMS INC.,  
DOUGLAS HERBERT DOWNEY and  
THOMAS EDGAR DOWNEY, jointly and severally

(hereinafter referred to as the "Owners")

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

(hereinafter referred to as "Melancthon")

OF THE SECOND PART

WHEREAS the Owners and Melancthon entered into a certain Agreement dated as of the 15<sup>th</sup> day of November, 2001, a copy of which is annexed hereto and marked as Schedule "A" (the "Prior Agreement");

AND WHEREAS the Owners and Melancthon have agreed to amend the terms of the Prior Agreement;

NOW THEREFORE in consideration of the sum of One (\$1.00) Dollar and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Paragraph 1 of the Prior Agreement shall be deleted and replaced with the following:

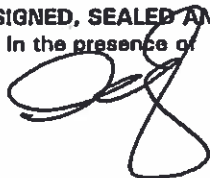
"The Storage Complex on the Retained Lands shall not be used for animal husbandry purposes nor for the housing of animals for any purposes. More specifically, the Storage Complex shall continue to be used for crop storage and equipment storage."

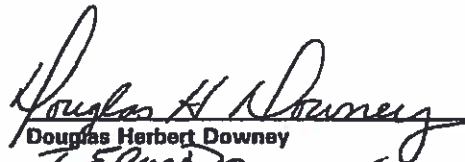

2. Paragraph 2 of the Prior Agreement shall be deleted.
3. The provisions of paragraph 3 of the Prior Agreement shall be deleted.
4. In all other respects, the terms of the Prior Agreement shall remain in full force and effect.

IN WITNESS WHEREOF the parties have executed this Amending Agreement under seal.

SIGNED, SEALED AND DELIVERED


In the presence of



  
Douglas Herbert Downey  
  
Thomas Edgar Downey

J. D. FUNSTON POTATO FARMS INC.

per:

  
Douglas Herbert Downey

per:

  
Thomas Edgar Downey

"We have authority to bind the Corporation"

D.D. & E. DOWNEY FARMS LTD.

per:

  
Douglas Herbert Downey

per:

  
Thomas Edgar Downey

"We have authority to bind the Corporation"

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

per:

  
Authorized Signing Officer

per:

  
Authorized Signing Officer

"We have authority to bind the Corporation"

SCHEDULE "A"

Page 3 of 4

AGREEMENT made as of November 15, 2001

**BETWEEN:**

D.D. & E. Downey Farms Ltd., J.D. Funston Potato Farms Inc.,  
Douglas Herbert Downey and Thomas Edgar Downey, jointly and  
severally  
("Owners")

- and -

The Corporation of the Township of Melancthon  
("Melancthon")

Whereas the Owners are the registered and/or beneficial owners  
of the North East 1/4 and East Half of North West 1/4 of Lot  
19, Concession 2, Old Survey, except MF37220, Township of  
Melancthon, County of Dufferin ("Property");

And Whereas the Owners have received a consent (B10/01) under  
the Planning Act to sever Part of Lot 19, Concession 2, OS,  
designated as Part 1 on Plan 7R-4948, Melancthon ("Severed  
Lands");

And Whereas the Severed Lands contain a 2 storey residence:

And Whereas the Owners are retaining adjoining lands  
("Retained Lands"), being the Property, less the Severed  
Lands; the description of the Retained Lands being:

the North East 1/4 and East Half of North West 1/4 of Lot 19,  
Concession 2, Old Survey, except MF37220 and save and except  
Part 1 on Plan 7R-4948;

And Whereas the Retained Lands contain a metal clad storage  
complex ("Storage Complex") within 25' of the boundary of the  
Severed Lands;

And Whereas it is a condition of the consent ("Severance")  
that the Owners enter into this Agreement;

In Consideration of the fulfilment of the above condition, and  
other good and valuable consideration, receipt and sufficiency  
of which the parties hereto acknowledge;

The parties hereto agree as set out in this agreement.

1. The Storage Complex on the Retained Lands shall not be  
used for husbandry purposes.
2. Upon the Owners and the Owners' immediate family (sib-  
lings, children and grandchildren, including spouses) ceasing  
to be the majority registered or beneficial owners of the  
Retained Lands, the Storage Complex shall be forthwith demolished.
3. The Owners irrevocably grant permission to Melancthon,  
its servants and agents, to enter the Property and demolish  
the Storage Complex, as provided in the previous paragraph.  
Melancthon shall be deemed to be the agent of the Owners in  
carrying out the work.
4. The provisions of the Municipal Act, s. 326 and By-law  
5-1998, with all appropriate changes shall apply to this  
agreement.
5. Melancthon, its servants and agents, are hereby relieved  
from all liability in connection with the work carried out  
under the provisions of this agreement. The Owners shall  
indemnify Melancthon, its servants and agents from all  
liability and expenses in connection with the work carried out  
under the provisions of this agreement, including physical  
work, administrative expenses, professional fees and disburse-  
ments.
6. The Owners covenant that they shall not contest the  
authority of Melancthon to enter into this agreement and  
enforce it. The Owners conclusively stipulate that Melancthon

has the authority to enter into this agreement and enforce it. The Owners covenant not to contest the legality of this agreement. The Owners covenant to enter into such further agreements as may be necessary or desirable to carry out the terms of this agreement, and to render it registrable.

7. Any part of this agreement found to be illegal, shall be severed from the rest of this agreement.

8. This agreement shall ensure to the benefit of Melancthon and be binding upon the Owners, their heirs executors and assigns.

9. The burden of the Owners' covenants and liabilities shall run with the Retained Lands.

In Witness Whereof the parties have executed this agreement as of November 15, 2001.

"Douglas Herbert Downey"

"Thomas Edgar Downey"

D.D. & E. Downey Farms Ltd.  
per:

"Douglas Herbert Downey"

I have the authority to bind the Corporation

J.D. Funston Potato Farms Inc.  
per:

"Thomas Edgar Downey "

I have the authority to bind the Corporation

The Corporation of the Township of Melancthon  
per:

"Garry Matthews"  
Reeve

"Denise M. Holmes"

Clerk

We have the authority to bind the Corporation

The Committee of Adjustment has granted the consent subject to certain conditions pursuant to Section 51(26) of the Planning Act RSO 1990, chapter P.13, as amended.

The agreement is in effect during the period that the Owners and the Owners' immediate family (siblings, children and grandchildren, including spouses) ceasing to be the majority registered or beneficial owners of the Lands as set out in the agreement.

This notice/application is based on or affects a valid and existing estate, right, interest or equity in land.

This notice/application is for an indeterminate period.

The land registrar is authorized to delete this notice/application upon the consent of the following party:  
The Corporation of the Township of Melancthon.

**SCHEDULE "A"**

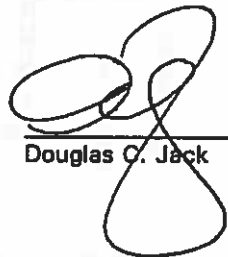
**Land Titles Act**

**Application to register Notice of an unregistered estate,  
right, interest or equity  
Section 71 of the Act**

**TO: The Land Registrar for the Land Titles Division of Dufferin County Registry  
Office**

- 1. I, Douglas C. Jack, am the solicitor for The Corporation of the Township of Melancthon, in connection with this matter.**
- 2. I confirm that the Applicants have an unregistered estate, right, interest or equity in the Land Described as all of PIN 34140-0100 LT.**
- 3. The Land is registered in the name of J. D. Funston Potato Farms Inc., and I hereby apply under Section 71 of the Land Titles Act for the entry of a Notice in the register for the said parcel.**
- 4. I hereby authorize the Land Registrar to delete the entry of this Notice from the said parcel register without notice or application with the consent of The Corporation of the Township of Melancthon.**
- 5. The Notice of service of the Applicant is R.R. #6 Shelburne, Ontario L0N 1S9.**

**DATED this 27<sup>th</sup> day of July, 2007.**

  
\_\_\_\_\_  
Douglas C. Jack





**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NUMBER     -2018**

**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 1<sup>st</sup> day of February, 2018.

BY-LAW read a third time and passed this 1<sup>st</sup> day of February, 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**SCHEDULE "A"**

**BY-LAW NUMBER    -2018**

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:

Part of Lot 19, Concession 2 OS, Part 1 on Plan 7R-786, as in MF-65249, Township of Melancthon, County of Dufferin (PIN 34140-0005 (LT))



Appraisal Report of:  
Lot 23 S/S Argyle Street  
Corbetton, Ontario



Prepared For:





Intelligent  
Real Estate  
Solutions

55 Commerce Valley Drive  
West, Suite 501  
Markham, ON L3T 7V9  
Canada

T 905.474.1155  
F 905.886.5744

[avisonyoung.com](http://avisonyoung.com)

January 9, 2018

The Corporation of the Township of Melancthon  
157101 Highway 10  
Melancthon, Ontario  
L9V 2E6



Attention : Ms. Denise Holmes, CAO/Clerk

**Re: Lot 23, Plan 86A, Argyle Street, Corbetton, Ontario**

At your request, we have examined the above-referenced property for the purpose of estimating the current market value as of December 22nd, 2017. It is our understanding this report is being prepared to determine the current estimate of value. This report satisfies appropriate industry and client standards.

The subject property is located on the south side of Argyle Street, just east of 260 Sideroad, west of Highway 10 in the Township of Melancthon. The subject is a vacant parcel of land that contains 41.25 feet of frontage, 265.15 feet of depth and contains 0.251 acres. The subject site is zoned as General Agricultural Existing Lot and is in the hamlet of Corbetton.

Based upon our investigation of the real estate market and after considering all of the pertinent facts as set forth in the body of this appraisal report, as of December 22, 2017, the subject property is estimated to have a current market value of:

**Fifteen Thousand Dollars  
(\$15,000)**

Respectfully submitted,  
Avison Young Valuation & Advisory Services

Andrea Callegari, BA, AACI, P. App.  
[andrea.callegari@avisonyoung.com](mailto:andrea.callegari@avisonyoung.com)

# Property Overview

S/S Argyle Street, Corbetton, Ontario



## Valuation Summary

<b>Property Type</b>	<b>Excess Land</b>
<b>Total Acreage</b>	<b>0.251 acres</b>
<b>Road Frontage</b>	<b>41.25 feet</b>
<b>Depth</b>	<b>265.15 feet</b>
<b>Zoning</b>	<b>A1 - General Agricultural Existing Lot</b>
<b>Exposure Time/Saleability</b>	<b>3 to 6 months</b>
<b>Est. Current Market Value</b>	<b>\$15,000</b>



# Property Data

**Municipal Address:** S/S Argyle Street, Corbetton, Ontario

## Sales History

The subject parcel has not been sold or listed for sale on the open market over the past three years.

## Listing History

No listing history could be found.

## Description - Physical Improvements



## S/S Argyle Street, Corbetton, Ontario

### Site and Building Description

<b>Location:</b>	On the south side of Argyle Street just east of 260 Sideroad, Village of Corbetton and Township of Melancthon, Ontario
<b>Property Identification Number:</b>	Lot 23 Plan 86A - PIN 341530030
<b>Owner of Record:</b>	The Corporation of the Township of Melancthon
<b>Land Area:</b>	0.251 acres
<b>Lot Frontage</b>	41.25 feet
<b>Lot Depth</b>	265.15 feet
<b>Official Plan Designation</b>	Community
<b>Zoning</b>	A1 - General Agricultural Existing Lot
<b>Services</b>	None
<b>Improvements</b>	None
<b>Permitted Development</b>	The subject property does not meet the minimum lot size or lot frontage requirements to be improved with any of the permitted uses under the General Agricultural (A1) or General Agricultural (A1) Existing lot zone and therefore cannot be developed.
<b>Real Estate Tax (2017 Final):</b>	n/a

# Property Data

## PHOTOGRAPHS



**Main Street - Corbetton**



**Looking South from Argyle Street**



**Subject Property**



**Subject Property**



**Looking West along Argyle Street**



**Looking East along Argyle Street**

# Property Data



**Neighbourhood Map**



**Aerial Map**

## **Neighbourhood:**

The neighbourhood is generally bounded by Highway 10 to the east, by County Road 17 to the south, by Grey Road 8 to the west and by County Road 9 to the north.

## **Municipal Services:**

All typical public services are available portions of the subject neighbourhood including gas, water, sanitary sewers, hydro electric power, etc. as well as all available municipal services such as fire and police protection, garbage removal, etc.

## **Transportation:**

Transportation access is considered good with access to the provincial highway network provided by Highway 10.

## **Adjacent Land Uses:**

North Rural Residential/Agricultural uses  
South Agricultural uses, Wind turbines  
East Rural Residential/Agricultural uses  
West Rural Residential/Agricultural uses, Wind turbines

## **Commentary:**

The subject property is situated in an established rural residential/agricultural area of the Township of Melancthon. The quality of farmland, relative affordability of housing and the close proximity to the major employment markets have aided in this area's rapid growth in popularity over the past decade.



# Valuation

## Method of Valuation

The three traditional approaches to value, Cost, Direct Comparison, and Income Capitalization have been considered in estimating the market value for the subject property. The subject property is vacant land therefore the Direct Comparison Approach will be solely relied in the determination of a final estimate of value for the subject property.

## DIRECT COMPARISON APPROACH

The unit of comparison relied upon in this section is overall sale price and price per acre basis. Following is a Summary of Comparable Sales as well as an analysis of the data and a conclusion as to an estimate of market value.

## Adjustments to Sale Data

The sales selected for this analysis are compared to the subject property and appropriate adjustments for the elements of comparison are considered. Elements of comparison analysed in this valuation include conditions of sale, market conditions, location, physical characteristics, economic characteristics and use/zoning considerations.

# Valuation

## Summary of Comparable Sales Melancthon & Surrounding Areas

	Sale No.	Location	Sale Date	Sale Price	Site Size In Acres	Sale Price Per Acre	Comments
Listing	1	E/S 5th Line, Melancthon	List	\$149,900	4.13	\$36,295	Building lot - Heavily Treed - Under NVCA Jurisdiction
	1	097536A Fourth Line, Melancthon	29-Nov-17	\$125,000	1.01	\$123,762	Building lot
Sales	2	E/S 4th Line, Mulmur	14-Nov-17	\$310,000	4.95	\$62,626	Building lot
	3	E/S Highway 10, Melancthon	11-Aug-17	\$205,000	3.00	\$68,333	Building lot - Lies within the area of windmills
	4	8th Line SW, Melancthon	15-May-17	\$95,000	1.84	\$51,630	Building lot
	5	E/S Mulmur-Melancthon Townline	23-Mar-17	\$75,000	3.38	\$22,189	Building lot - Portion of the lot under NVCA jurisdiction - Relatively level treed lot
	6	958623 7th Line E, Mulmur	17-Mar-17	\$222,500	4.75	\$46,842	Building lot
	7	958552 7th Line, Mulmur	17-Mar-17	\$179,000	3.00	\$59,667	Building lot
	8	958619 7th Line E, Mulmur	13-Feb-17	\$192,000	4.75	\$40,421	Building lot
	9	N/S County Road 21, Mulmur	20-Dec-16	\$61,500	1.71	\$35,965	Building lot on top of Black Bank Hill - Smaller building envelope - Lot is on top of the hill - small elevation from County Road 21
	10	W/S County Road 124, Melancthon	15-Dec-16	\$130,000	3.55	\$36,620	Building lot - Relatively level, mostly cleared land
	11	S/S Argyle Street, Corbetton	24-Nov-16	\$29,000	0.50	\$58,000	Vacant lot in the hamlet of Corbetton - Relatively level cleared land - Adjacent to the subject property
Subject Property as of December 22, 2017					0.251		Excess Land

# Valuation

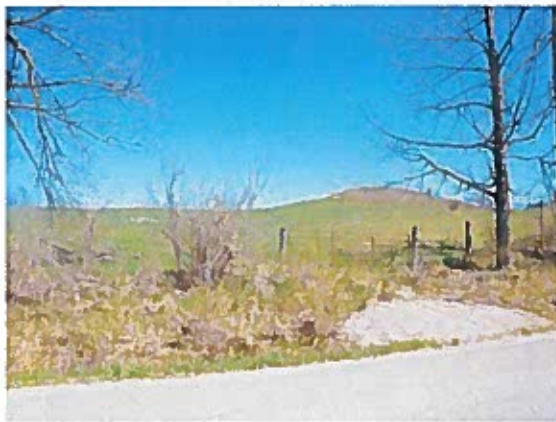
## PHOTOGRAPHS OF THE COMPARABLE SALES



**Listing No. 1 – E/S 5th Line Melancthon**



**Sale No. 1 – 097536A Fourth Line, Melancthon**



**Sale No. 2 – E/S 4<sup>th</sup> Line Mulmur**



**Sale No. 3 – E/S Highway 10 Melancthon**



**Sale No. 4 – 8<sup>th</sup> Line SW Melancthon**



**Sale No. 5 – E/S Mulmur Melancthon Townline**



# Valuation

## PHOTOGRAPHS OF THE COMPARABLE SALES



**Sale No. 6 – 958623 7<sup>th</sup> Line E Mulmur**



**Sale No. 7 – 958552 7<sup>th</sup> Line E Mulmur**



**Sale No. 8 – 958619 7<sup>th</sup> Line E Mulmur**



**Sale No. 9 – N/S County Road 21 Mulmur**



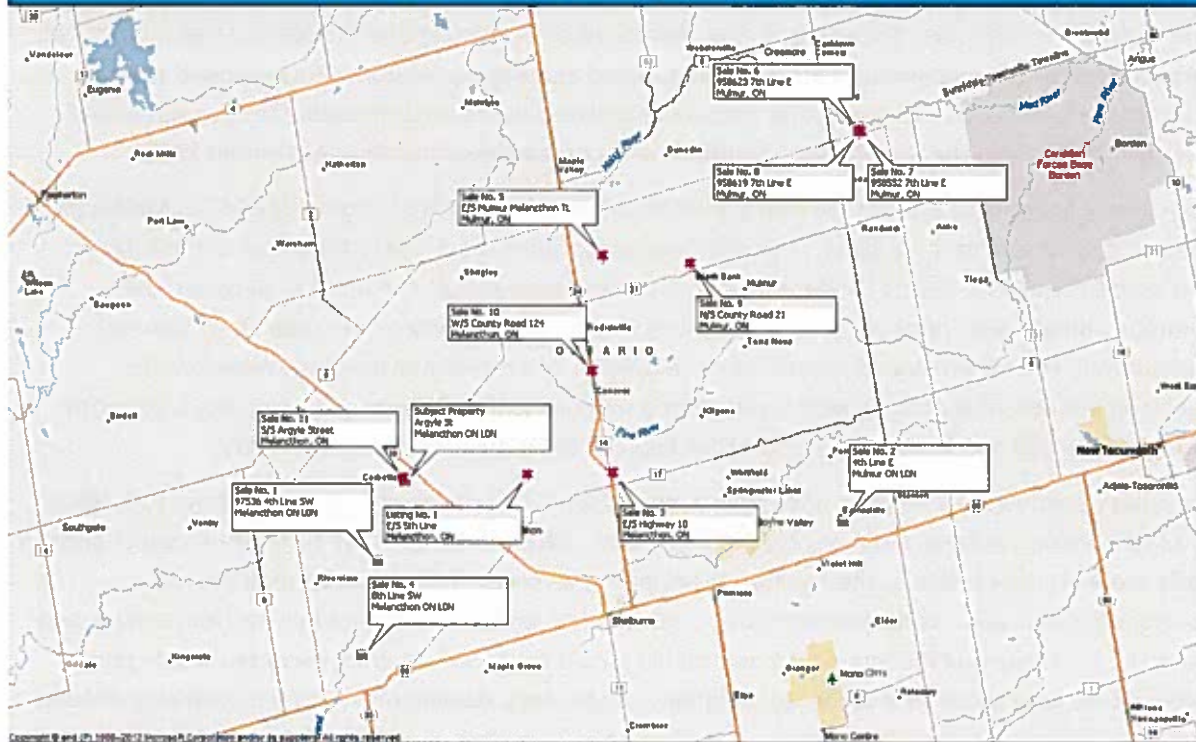
**Sale No. 10 – W/S County Road 124 Melancthon**



**Sale No. 11 – S/S Argyle Street**

# Valuation

## Map of Comparable Sales Melancthon & Comparable Areas



### COMPARATIVE RATING TABLE

Building Transactions Compared with the Subject Property

Transaction		Major Comparative Variables Impacting Value				
Property	Overall Price Per Acre	Overall Comparison Adjustment	Time of Sale	Location	Land Size	Development Potential
097536A Fourth Line, Melancthon	\$123,762	Downward	None	Downward	Upward	Downward
E/S 4th Line, Mulmur	\$62,626	Downward	None	Downward	Upward	Downward
E/S Highway 10, Melancthon	\$68,333	Downward	None	Downward	Upward	Downward
8th Line SW, Melancthon	\$51,630	Upward	Downward	None	Upward	Downward
E/S Mulmur-Melancthon Townline	\$22,189	Upward	Downward	Downward	Upward	Downward
958623 7th Line E, Mulmur	\$46,842	Upward	Downward	Upward	Upward	Downward
958552 7th Line, Mulmur	\$59,667	Upward	Downward	Upward	Upward	Downward
958619 7th Line E, Mulmur	\$40,421	Upward	Downward	Upward	Upward	Downward
N/S County Road 21, Mulmur	\$35,965	Upward	Upward	Downward	Upward	Downward
W/S County Road 124, Melancthon	\$36,620	Upward	Upward	Downward	Upward	Downward
S/S Argyle Street, Corbetton	\$58,000	Upward	Upward	None	Upward	None

The common unit of comparison is the sale price per acre. Adjustments reflect the fact that larger sites tend to trade for a lower price per acre. The foregoing adjustments have been made to the common unit of comparison being the sale price per acre.



# Valuation

## Conclusions - Direct Comparison Approach

A search was conducted for listings and sales of similar sized parcels where development prospects are limited, located in the subject neighbourhood that have occurred within a reasonable time frame. The search produced one sale. Therefore, it was deemed necessary to expand the search to include lots of varying sizes located within the subject neighbourhood and slightly beyond. The expanded search produced one listing and 10 more sales that are considered the most comparable to the subject and represents activity in the subject neighbourhood and comparable areas since November 2016.

The current listing is located on the east side of the 5<sup>th</sup> Line just north of County Road 17 in Melancthon Township southeast of the subject. This southeastern location is considered superior to the subject. This parcel contains 4.13 acres and is mostly treed. The larger parcel size tends to decrease the common unit of value, price per acre. This parcel has the same zoning as the subject, A1 General Agricultural. The lot size would permit the development of a residential dwelling, therefore the development potential of this parcel is considered superior to the subject. This property is currently listed at \$149,900 or \$36,295 per acre and has been on the market since July 19, 2017.

The sales demonstrate a range in price from a low of \$29,000 to a high of \$310,000 or from \$22,189 to \$123,762 per acre with an average of \$55,096 per acre. Most of the sales are building lots which tend to trade more on their location, site qualities (level land, tree cover, if fill would be required for development etc) and usable area versus lot size. In other words, a 2-acre lot may sell for as much as a 5-acre lot if the site qualities are better and usable area is the same. Overall, variances in sale price achieved are largely due to location, site qualities, usable area, development potential, lot size and sale date.

The sales date from November 2016 to November 2017. During this one-year time frame the residential real estate market boomed significantly from February to the end of May/early June. The sales that occurred during this boom (Sale No.'s 4 – 8) will be adjusted downwards for time. Sale No.'s 9, 10 and 11 will be adjusted upward slightly for time.

Sale No.'s 1, 2, 3, 5, 9 and 10 are all considered to possess superior locations to the subject as they are either located to the south or east. Sale No.'s 4 and 11 are considered similar to the subject while Sale No.'s 6-8 are northeast and considered inferior requiring an upward adjustment.

All the sales are larger in size than the subject which tends to decrease the common unit of value, the price per acre. Therefore, varying degrees of upward adjustments will be applied to the sales for size. All the sales are building lots or are developable, albeit some are under the jurisdiction of the NVCA (Nottawasaga Valley Conservation Authority). The subject property is zoned for general agricultural uses A1 (existing lot) which allows for a single family residential dwelling and other permitted uses (agricultural in nature). However, the subject site does not meet the minimum frontage and lot size requirements as specified in the zoning by-law. Therefore, due to its small size, the subject lot is not developable for any of the permitted uses in the by-law. All the sales, save for Sale No. 11 are considered superior to the subject with respect to development prospects. Therefore Sale No.'s 1-10 require downward adjustments for development potential when compared to the subject.

# Valuation

The most cogent sale with respect to land value is Sale No. 11 which sold in November of 2016 for \$29,000 or \$58,000 per acre. This site, which is adjacent to the subject parcel, is the smallest of the sales at 0.50 acres. This site with the same zoning classification as the subject (A1 General Agricultural Existing Lot) meets the minimum requirement for lot size but not for lot frontage. Therefore, at the date of this sale, the development prospects were considered equal to the subject. With respect to the lot size and the date of this sale, a slight upward adjustment to the price per acre is warranted when compared to the subject.

Having regard to the comparable sales and in particular Sale No. 11, it is our opinion an estimate of value for the subject parcel just above the average price per acre and Sale No. 11 or about \$60,000 is considered appropriate and well supported by the market evidence.

Therefore, an estimate of value for the subject property of **\$15,000** rounded (\$60,000 per acre x 0.251 acres) is concluded by the Direct Comparison Approach.

## RECONCILIATION AND FINAL ESTIMATE OF VALUE

Between the various approaches, the following estimated market values were concluded:

### Direct Comparison Approach

**\$15,000**

### Income Approach

#### Direct Capitalization

Not Developed

### Cost Approach

Not Developed

The subject property comprises a small parcel of vacant land not developable in its current state and has been deemed excess land by the Township of Melancthon.

The Direct Comparison Approach produced one listing and eleven sales of building lots located in the subject neighbourhood and slightly beyond that are considered the most comparable and represent the most recent activity. All the sales were found to provide sufficient evidence as to the value expressed on an overall sale price and per acre basis.

Given the market information with respect to sale transactions and to the fact the subject is vacant land, the Direct Comparison Approach was solely relied upon to determine the value of the subject property. Therefore, a final estimate of value of **\$15,000** is concluded for the subject property.

# Appraisal Requirements

<b>Property Rights Appraised</b>	The property rights being appraised are those of the "Fee Simple Interest". Fee Simple interest is an ownership interest unencumbered by any other user.
<b>Purpose</b>	Estimate the current market value.
<b>Intended User</b>	The Corporation of the Township of Melancthon
<b>Date of Inspection</b>	December 22, 2017
<b>Effective Date of Valuation</b>	December 22, 2017
<b>Definition of Market Value</b>	<p>"Market Value" is defined as the <i>"most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming that the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing the title from seller to buyer under conditions whereby:</i></p> <ol style="list-style-type: none"><li><i>1. buyer and seller are typically motivated;</i></li><li><i>2. both parties are well informed or well advised, and acting in what they consider their best interests;</i></li><li><i>3. a reasonable time is allowed for exposure in the open market;</i></li><li><i>4. payment is made in terms of cash in Canadian Dollars or in terms of financial arrangements comparable thereto; and</i></li><li><i>5. the price represents the normal consideration for the property sold unaffected by special or creative financing or sales or concessions granted by anyone associated with the sale."</i></li></ol>
<b>Exposure Time</b>	<p>Exposure time is the estimated length of time the property interest being appraised would have been offered in the market prior to the hypothetical sale at the estimated market value on the effective date of the appraisal. Reasonable exposure encompasses not only adequate, sufficient and reasonable "time" but also adequate, sufficient and reasonable effort. In addition to price, exposure time is also a function of use and type of real estate. The subject is comprised of a parcel of excess land located in the Township of Melancthon. Based on our statistical data regarding days on market, discussions with brokers and information derived through analysis of comparable data, it is our opinion a reasonable exposure time for the subject is approximately three to six months.</p>



# Appraisal Requirements

## Scope of Valuation and Reporting Process

During the course of preparing this valuation, the appraiser:

- Made an inspection of the property and surrounding area.
- Reviewed available data regarding the local residential/agricultural market.
- Verified current land use and zoning regulations.
- Reviewed data on comparable sale transactions for residential building lots as well as vacant rural land.
- Interviewed market participants.
- Confirmed all data relied upon in the valuation process.
- Prepared a full valuation report in accordance with the Canadian Uniform Standards of Professional Appraisal Practice ("Standards").

## Property Identification Number

341530030

## Highest and Best Use

Real estate is valued in terms of its highest and best use. Highest and best use is defined as:

*The reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value. The four criteria the highest and best use must meet are legal permissibility, physical possibility, financial feasibility, and maximum profitability*

Source: *The Dictionary of Real Estate Appraisal*  
Third Edition, 1993  
Appraisal Institute

To properly analyze highest and best use, two determinations must be made. First, the highest and best development of the site as though vacant and available for use, is made. Second, the highest and best use of the property as improved is analyzed and estimated. The highest and best use of both the land as though vacant and the property as improved must meet four criteria: physically possible, legally permissible, financially feasible, and maximally productive. Of the uses that satisfy the first three tests, the use that produces the highest price or value consistent with the rate of return warranted by the market is the maximally productive use.

# Appraisal Requirements

<b>Subject Properties – As Though Vacant</b>	<b>Physically Possible</b> <b>Legally Permissible</b> <b>Financially Feasible</b> <b>Maximally Productive</b>	Vacant agricultural land Vacant agricultural land Vacant agricultural land Residential uses
<b>Commentary</b>	<p>The subject property lies within a small residential hamlet and would be best suited for a residential use to the maximum density permitted under existing zoning by-laws. However, the subject parcels size does not meet the minimum requirements for development under the current by-law.</p>	
<b>Subject Property – As Improved</b>	<p>Given the subject site size and the inability for development, the highest and best use of the subject site would be the merging with/sale to a neighbouring lot.</p>	

# Contingent and Limiting Conditions

- 1) This appraisal is not valid unless an original signature is evident.
- 2) It is assumed that the sub-soil, structure, materials and workmanship are considered as good and acceptable by the market. In addition, mechanical and electrical facilities are also assumed to be in good working order. No responsibility has been assumed for the requirements of government, public or private bodies.
- 3) The presence of any potentially hazardous materials on the property and/or used in the building's maintenance or construction has not been determined. We are not qualified to detect the existence of such substances. We have not undertaken a detailed soil analysis, and as we are not qualified to comment on soil conditions, we have assumed that there are no contaminants affecting the site. However, a full environmental audit is required for certainty and any cost to remedy the site should be deducted from the value estimate reported herein. The sub-soil is assumed to be similar to other lands in the area and suitable in drainage qualities and load bearing capacity to support the existing or additional development.
- 4) All data used and described herein whether provided for this appraisal or obtained in the market place is assumed to be correct and reliable.
- 5) Property rights being appraised are those of "Fee Simple" interest. We assume no responsibility for matters, which are legal in character. The legal description is assumed to be correct.
- 6) We are not required to give testimony or attendance in court by reason of the appraisal, with reference to the property in question, unless arrangements have been previously made.
- 7) Maps, surveys, etc. in this report are included to assist the reader in visualizing the information and are not warranted as to their accuracy.
- 8) It is assumed that the subject property complies in all material respects with all restrictive covenants affecting the site and is in compliance with all the requirements of law, including zoning, land classification, building, planning, fire and health by-laws, rules, regulations, orders and codes of all federal, provincial, regional and municipal governmental authorities having jurisdiction with respect thereto.
- 9) It is assumed that, save and except for encumbrances as may be permitted, there are no easements, rights-of-way, building restrictions or other restrictions so affecting the site as to prevent or adversely affect the operation of the property or so as to materially and adversely affect its market value.
- 10) This report has been prepared for **The Corporation of the Township of Melancthon** to determine the estimate of value for potential sale purposes. Possession of this report, or a copy thereof, does not carry with it the right to reproduction or publication, in whole or in part, nor may it be used for any purpose by any other than the recipient, its lenders, financiers or agents, without the written consent and approval of the firm, **Avison Young Valuation & Advisory Services Ontario Inc.**
- 11) Neither all nor any part of the contents of this report shall be disseminated or otherwise conveyed to the public through advertising media, public relations media, news media, sales media or any other media for public communication without the prior written consent and approval of the firm, **Avison Young Valuation & Advisory Services Ontario Inc.**

# Certification

Re: S/S Argyle Street, Corbetton, Ontario

I certify that to the best of our knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses opinions and conclusions are limited only by the reported assumptions and limiting conditions, and is my personal impartial, and unbiased professional analyses, opinions and conclusions.
- I have no present or prospective interest in the property that is the subject of this report, and have no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in and compensation for this assignment were not contingent upon developing or reporting predetermined results, the amount of the value estimate, or a conclusion favouring the client.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Canadian Uniform Standards of Professional Appraisal Practice. The Appraisal Institute of Canada reserves the right to review this appraisal report.
- I have the knowledge and experience to complete the assignment competently.
- As of the date of this report I, Andrea Callegari, have fulfilled the requirements of The Appraisal Institute of Canada Mandatory Recertification Program for designated members.
- The property was inspected by Andrea Callegari on December 22, 2017.

By reason of my investigation and by virtue of my experience, I have been able to form and have formed the opinion that as of December 22, 2017, the subject property has a current market value of:

**Fifteen Thousand Dollars  
(\$15,000)**

Dated: January 9, 2018

Avison Young Valuation & Advisory Services



Andrea Callegari, BA, AACI, P. App.  
andrea.callegari@avisonyoung.com

## Denise Holmes

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**From:** Scott Burns <[sburns@dufferincounty.ca](mailto:sburns@dufferincounty.ca)>  
**Sent:** Thursday, January 25, 2018 2:59 PM  
**To:** Denise Holmes  
**Subject:** Seasonal Load Restriction - Enforcement Scales  
**Attachments:** SalesOrd\_180120\_from\_Massload\_Technologies\_Inc.\_5340.pdf

Good afternoon Denise,

Please accept this email as follow up to our discussion from last week regarding the Township of Melancthon purchasing mobile weigh scales. It is understood that these scales are intended for use by Dufferin OPP for the benefit of the entire Dufferin County community. This gesture will surely strengthen our ongoing multi-tier effort of enforcing seasonal load restrictions on all applicable Local and County roads alike. Initiatives like this represent a very positive step towards closing a gap in our combined effort of protecting crucial infrastructure from costly damage that ultimately draws from finite tax dollars for repair.

It is also understood that effort is being made by the Township of Melancthon to garner interest from the Dufferin municipal community for financial contributions towards the purchase. In line with this and the note above, we would be glad to contribute an amount equal to the full cost of the purchase as described in the attached sales order (\$6,434.22 taxes included).

Should this contribution be well received and supported by the Township of Melancthon Council, please let us know what next steps are required in order to proceed.

Thanks very much and have a great day.

Scott

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

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Total Control Panel

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

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

GB DTH 4  
FEB - 1 2018



# Sales Order

Massload Technologies Inc.  
301-47th St. East  
Saskatoon SK, S7K5H2  
PH: 1-306-242-2020  
FX: 1-306-931-1991

Rep	P.O. No.	S.O. Date	S.O. No.
MP	D. Holmes	01/08/2018	18-0120

Paid Date	Ship Date	Ship Via
01/08/2018	01/15/2018	Day and Ross

Name / Address
Corporation of the Township of Melancthon 157101 Highway 10 Melancthon, ON L9V 2E6 Canada Denise Holmes

Ship To
Ontario Provincial Police Shelburne Community 506312 Hwy 89 Mono, ON L9V 1H9

Customer Contact	Customer Phone	Customer E-mail	Terms	Tax #
		dholmes@melancthontownship.ca	Net 30	

Item	Description	Ordered	Rate	Amount
WP-US-M7-40K-LB-LCD	Ultralim Wheel Load Scale 712mm wide w/LCD display	2	2,997.00	5,994.00
WP-US-DISC	Calibrate as 20K pads X 20LB	2	-150.00	-300.00
Freight-Out-CDN-Other	Ultralim Special Discount			
	Outgoing Freight Charge via ..... Customer to unload from	1	148.00	148.00
	LTL flatdeck.			
WP-US-DISC	Ultralim Special Discount for freight	1	-148.00	-148.00

		<b>Subtotal</b>	CAD 5,694.00
<b>Sales Tax Summary</b>	HST (ON)@13.0%	CAD	
	740.22	CAD	
Total Tax			
740.22			
		<b>Sales Tax Total</b>	CAD 740.22
		<b>Total</b>	CAD 6,434.22