



## **TOWNSHIP OF MELANCTHON ELECTRONIC MEETING THURSDAY, FEBRUARY 4, 2021 - 9:00 A.M.**

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/85361809731?pwd=M2NiUGloQzNqUS95SXg3T0JWMnY5UT09>

**Meeting ID: 853 6180 9731**

**Passcode: 525359**

#### **One tap mobile**

**+16473744685,,85361809731#,,,,\*525359# Canada**

**+16475580588,,85361809731#,,,,\*525359# Canada**

#### **Dial by your location**

**+1 647 374 4685 Canada**

**+1 647 558 0588 Canada**

**+1 778 907 2071 Canada**

**+1 204 272 7920 Canada**

**+1 438 809 7799 Canada**

**+1 587 328 1099 Canada**

**Meeting ID: 853 6180 9731**

**Passcode: 525359**

## **AGENDA**

- 1. Call to Order**
- 2. Announcements**
- 3. Additions/Deletions/Approval of Agenda**
- 4. Declaration of Pecuniary Interest and the General Nature Thereof**
- 5. Approval of Draft Minutes**  
**December 10, 2020**  
**December 10, 2020 - Amended**  
**January 14, 2021**  
**January 25, 2021 - Special Meeting**
- 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. Letter from Jeanne Jeanveau-Dawson and Donald Brian Dawson regarding request to rescind pay and remuneration increase
- 9. Public Works**
  1. Accounts
  2. Recommendations from Roads Sub-Committee Meeting January 21, 2021
  3. Report from Kaitlin Chessell regarding Cycling Initiative Meeting Update
  4. Other
- 10. Planning**
  1. Applications to Permit
  2. Township of Melancthon Protocol for Establishing Telecommunication Facilities - Amendments
  3. Unnamed Corbetton Lane (Councillor Hannon)
  4. Other

**11. Strategic Plan**

**12. Climate Change Initiatives**

1. Updates for Dufferin Climate Action Plan, Request Letter of Support

**13. Police Services Board**

**14. Committee Reports**

**15. Correspondence**

**Board & Committee Minutes**

1. North Dufferin Community Centre Board of Management - December 16, 2020
2. Township of Melancthon Roads Sub-Committee - November 10, 2020
3. Grand River Conservation Authority - January 22, 2021
4. Mulmur-Melancthon Fire Board - December 14, 2020
5. Mulmur-Melancthon Fire Board - November 17, 2020

**Items for Information Purposes**

1. Email from Jeff Turek, Minister of the Environment, Conservation and Parks regarding Ontario Moves Forward with Conservation Authorities Working Group
2. Dufferin County Resolution regarding Conservation Authorities Working Group
3. RJ Burnside Invoice for Drainage Superintendent Services October-December 2020
4. Letter from NVCA - Source Protection Committee - Replacement of Municipal Member
5. NVCA Board Member's Per Diem and Expenses for 2020
6. Letter from Ministry of Natural Resources and Forestry regarding Proposed Regulation for Compressed Air Energy Storage in Reservoirs
7. Letter from Township of South-West Oxford regarding Speeding on Roadways
8. Resolution from United Counties of Stormont, Dundas & Glengarry regarding Allowing Small Businesses to reopen
9. Town of Shelburne Application for ZBA and Draft Plan of Subdivision
10. Town of Shelburne Application for Minor Variance and Consent
11. Town of Shelburne Application for Site Plan Approval Circulation
12. NVCA Media Release - Welcoming Two Female Leaders in Preparation of a Challenging Year
13. RLB Chartered Professional Accountants - 2020 Audit Plan
14. Letter from David Thwaites regarding Council
15. Letter from Steve Clark, Minister, regarding Improving Local Service Delivery and Better Respecting Taxpayers' Dollars
16. Letter from Upper Grand District School Board regarding future co-build opportunities

**Items for Council Action**

1. Horning's Mills Community Hall Building Needs Assessment Proposal from RJ Burnside and Associates
2. NEC Request for Comments on 517403 County Road 124
3. Motion and Report from The Town of Orangeville regarding the Proposed Tow Truck Licensing By-law Dufferin County
4. Grand River Conservation Authority Notification of Budget 2021

**Items for Dufferin Wind Power**

1. Agreement Between Melancthon Township and Robert Hiltz re: Gravel

**16. General Business**

1. Accounts
2. Notice of Intent to Pass By-law
  1. By-law to Establish a Municipal Service Board to Operate a Community Hall
3. New/Other Business/Additions
  1. Site Alteration By-law - Discussion on an Amendment
  2. CDRC Member - Choose Replacement Member
  3. ROMA Conference Update by Mayor White
  4. By-law Enforcement Agreement - Expires June 1, 2021 - Renewal?

4. Unfinished Business
  1. Council Vacancy - Appointment Procedure
  2. Tabled Motion from November 5, 2020 - Townships of Mulmur and Melancthon North Dufferin Community Centre Efficiency Review - Final Draft Report - October 2020
  3. NDCC Motion from the November 10, 2020 Meeting - Recommendation that the Townships reach a consensus on moving forward
  4. Creation of a motion from Melancthon Council regarding Fire Services Operations (once SDR recommendations received).
  5. Zoning Provisions for Accessory Dwelling Units
  6. County of Dufferin and Member Municipalities Service Delivery Review Part A - Final Recommendations
  7. Al Cole Fire Call Invoice

**17. Delegation**

1. **10:00 a.m.** - Antonius Peeters, CEO/President of EH!tel Networks Inc. - Introducing EH!tel Networks Swift Fibre Project

**18. Closed Session**

1. Approval of Draft Minutes - December 10, 2020
2. Business Arising from Minutes
3. Personal matters about an identifiable individual, including municipal or local board employees - CPI Adjustment for Employee Wages
4. Personal matters about an identifiable individual, including municipal or local board employees - Property Standards Complaint - Discussion and Direction **(Chris Johnston, By-law Enforcement Officer, will be in attendance for this discussion)**
5. Personal matters about an identifiable individual, including municipal or local board employees - Temporary ZBA - By-law Enforcement/Inspection - Discussion and Direction
6. Personal matters about an identifiable individual, including municipal or local board employees - Request to Waive Tax Arrears
7. Personal matters about an identifiable individual, including municipal or local board employees - Tax Arrears Payment Proposal
8. Litigation or potential litigation, including matters before administrative tribunal, affecting the local board - 2577791 Ontario Inc. - LPAT Appeal **(Chris Jones, Planning Consultant, will be in attendance for this discussion)**
9. Rise With or Without Report from Closed Session

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

**20. Notice of Motion**

**21. Confirmation By-law**

**22. Adjournment and Date of Next Meeting - Thursday, February 18, 2021 - 5:00 p.m.**

**23. On Sites**

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

## Denise Holmes

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**From:** Jeanne Jeanveau [REDACTED]  
**Sent:** Saturday, December 19, 2020 6:49 PM  
**To:** Denise Holmes  
**Subject:** Question for Public Question Period re: Rescind request for pay and remuneration increase

December 18, 2020

Dear Melancthon Township Council,

Re: Request to rescind pay and remuneration increase

We would like to appeal to this council to rescind their decision to increase their pay and remuneration and not just defer this but completely cancel this entirely, if you could vote to pass this, you can absolutely vote to eliminate this.

The almost 40% pay raise proposed and given to yourselves is outrageous. We simply can't afford this, how unbelievably sad during a worldwide pandemic of epic proportions, the people of Melancthon are worried how to feed their families and make ends meet, yet shamefully the ego and selfishness of this present council is absolutely ridiculous.

As for the other two council members who joined Councilor Mercer and voted yes on the pay increase "SHAME ON YOU", you absolutely do not deserve the faith and trust put into you three from the people of this township. I don't know one single family who is not struggling right now. People are being laid off, losing their businesses, losing loved ones and suffering. You three thought this was an appropriate time, justified and okay? That's disappointing and disgusting. You don't demonstrate empathy, care, compassion or consideration to your constituents.

Why did you sign up for joining this council? To make a difference? How by increasing our budget's, causing us more stress and worry when worldwide governments are trying to alleviate some of the hardships on their citizens.

This council better not be applying for any federal, provincial, county help due to this pandemic if you are increasing your pay while the people you are supposed to be representing and working for are suffering. You have no right to be asking for any financial assistance while asking for a pay raise from us. We deserve so much better from you.

Please I beg you, do the right thing and prove to us you truly have our best interests and care. Put your pride aside and show us you have integrity and empathy.

I don't know other than a public shaming and asking for leadership from higher levels of government to intervene what we can possibly do to make you do the right thing? How embarrassing that a municipal level of government would require that even being an option.

The Financial Accountability Office of Ontario's report released on December 10th addressed that municipalities across this province are suffering and trying to mitigate and help their residents and here in Melancthon Township we suckers have this council giving themselves a raise? Please do promise you will never run for council again and even better if you have any shame RESIGN!

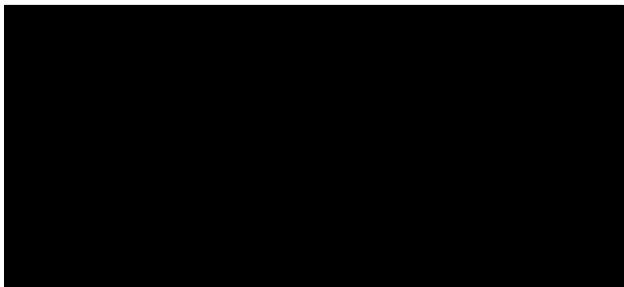
Turn on the news and radio for heaven's sake, how can you possibly be so disconnected and unable to grasp the suffering and hardships affecting people, people whom live right here in Melancthon as well that are trusting in you? You are not on a council for the City of Toronto, this is a tiny rural municipality with only what maybe 12 hundred actual dwellings, give your heads a shake. If you want a council position and higher remuneration and pay then MOVE PLEASE



because we can't afford you here!!!

Sincerely,

Jeanne Jeanveau-Dawson & Donald Brian Dawson





*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

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

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## **CORPORATION OF THE TOWNSHIP OF MELANCTHON**

### **MEMORANDUM**

**TO: MAYOR WHITE AND MEMBERS OF COUNCIL**

**FROM: KAITLIN CHESSELL, SECRETARY ROADS SUB-COMMITTEE**

**SUBJECT: RECOMMENDATIONS FROM ROADS SUB-COMMITTEE MEETING JANUARY 21, 2021**

**DATE: JANUARY 27, 2021**

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#### **7.3 General Business; Roads Equipment for 2021 Budget**

Craig Micks, Public Works Superintendent advised that they need a new plow truck. Craig has been in contact with Viking Cives and they will do the tender for us. Craig would like a Western Star which are the best two trucks we currently have. The cost would be approximately \$300,000 which includes everything but the taxes. Viking Cives has a large selection of parts in stock for Western Stars which makes them easier to fix as well. We have approximately \$560,000 in the Equipment Reserve, and Member White suggested that we reach out to the County of Dufferin and see what they have planend for equipment purchasing this year and see if we can tender together to save money. Viking Cives told Craig that we would need to order in the next 2-3 weeks in order to get the truck by the end of November 2021.

#### **Recommendation:**

The Roads Sub-Committee recommends to Council that we proceed with the purchase of a new truck for 2021.

#### **7.5 General Business; Southgate-Melancthon Boundary Road Agreement**

The Insurance section of the agreement has changed quite a bit and it was suggested that it may be a good idea to have the insurance company take a look at it and make sure we are covered for all aspects that we are agreeing to and make sure we can meet the obligations of the contract. It was also suggested that we should send it to the Township's Lawyer for review as the agreement is very different from the last one we signed with the Township of Southgate back in 2012.

*PV# 9.2*  
FEB 04 2021

**Recommendation:**

The Roads Sub-Committee recommends to Council that we send the Southgate-Melancthon Boundary Road Agreement to the Insurance Company and the Township's Lawyer for review and comment.

**8. Delegation; 2:00 P.M. - Chris Knechtel, RJ Burnside and Associates - Bridge 11 Deck Condition Survey and Recommendations**

Chris Knechtel from RJ Burnside and Associates made a powerpoint presentation in regards to the 2021 Bridge Projects. Bridge 13 is be rehabilitated in 2021, and it is ready to be tendered any day now and will take 6-8 weeks to complete. The cost of this project is approximately \$200,000. Bridge 11 needs to be rehabilitated in the next couple years, but a design is not in place yet and it is not going to be ready to tender till the Spring if we choose to also proceed with this bridge in 2021. The cost of this rehabilitation would be approximately \$250,000 if no barrier or guide rail work is done and \$350,000 if we replace the barrier and install guide rails. Chris has proposed two options to the Roads Sub-Committee; Option 1 is to proceed with Bridge 13 for the 2021 budget year and complete Bridge 11 in 2022 or 2023 or Option 2 is to tender Bridge 13 & 11 together and save approximately \$50,000. Wendy Atkinson, Treasurer advised that we can access \$200,000 from the Gas tax Funding \$50,000 from OCIF Funding and \$73,500 from Development Charges for the 5<sup>th</sup> Line Road Project and Bridge 11 if we proceed with these Road and Bridge projects in 2021.

**Recommendation:**

The Roads Sub-Committee recommends to Council that we proceed with Option 1: Bridge 13 for approximately \$200,000 in 2021 and give Chris Knechtel the go ahead to proceed with preparing the tender for Bridge 11 for 2022.



*The Corporation of*

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## **CORPORATION OF THE TOWNSHIP OF MELANCTHON**

### **MEMORANDUM**

**TO: MAYOR WHITE AND MEMBERS OF COUNCIL**

**FROM: KAITLIN CHESSELL**

**SUBJECT: CYCLING INITIATIVE MEETING UPDATE**

**DATE: JANUARY 27, 2021**

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There was a Cycling Initiative zoom meeting on January 12th, 2021 to discuss the progress on the Cycling Routes that the Town of Shelburne and Township of Mulmur are working on. Frank Cowan and Company did a Road Review of the Township of Mulmur's Roads that they planned on using for the Cycling Routes and the report is attached below. Frank Cowan and Company has said that River Road is very unsafe for bikes to be on as it is very narrow and has a lot of bends. John Willmetts, Director of Public Works at the Township of Mulmur advised at the meeting that the Township of Mulmur had not had the conversation of where they want to go from here since they received the Report in the December 9<sup>th</sup>, 2020 Council Agenda Package. John believes that Council will want to keep things the way they are as it does not seem like endorsing cycling routes in Mulmur is a safe venture. The Township of Mulmur and the County of Dufferin agreed that they do not want to assume unessential risk. The County of Dufferin is going to look into the "Share the Road" program and see if this is maybe the direction that the Township of Mulmur could go instead. The Town of Shelburne gave an update and advised that they are focusing on the walking/cycling trail within the Town and are working on a "Get Walking Shelburne" App.

PW #9.3  
FEB 04 2021



## **Township of Mulmur**

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### **Road Review**

November 23<sup>rd</sup>, 2020

On November 12<sup>th</sup>, 2020, the undersigned met with John Willmetts, Director of Public Works, Economic Development volunteer Angela McMonagle and Scott Martin, Operations Manager County of Dufferin. We met in the parking lot where cycling issues were discussed. A field review of the River Road was done on-site with the Director. The undersigned then conducted the remainder of the road review unassisted.

## **1.0 Scope of Project**

The Economic Development Department of the Township of Mulmur is considering the development and promotion of on-road bicycle routes within the municipality to increase tourism opportunities. To determine if it is appropriate for the Township to develop on-road cycling routes, Frank Cowan Company was invited to undertake a road review with a view of determining road user safety and provide advice to Township Council and Staff.

## **2.0 Bike Route Planning 101 – an abbreviated look at the basics**

Cycling is becoming a popular active transportation option. In Ontario, the Ontario Traffic Manual Book 18 – Cycling Facilities (Book 18) is the source of information needed to select appropriate cycling network options. Book 18 “provides practical guidance on the planning, design and operation of cycling facilities in Ontario. It applies to on and off-road facilities within the road right-of-way . . .” A bike network can use different options on different roads within the network. The decision on which option or any option that will be appropriate for Mulmur will be based on many factors which includes:

- 2.1 Cycling routes are developed based on what is the purpose of the trip. Book 18 has 3 options:
  - a. A utilitarian trip which is a destination orientation trip such as to and from work or school;
  - b. A recreational ride to enjoy scenery and the company of others or;
  - c. A touring trip from possibly an urban area to a specific point(s) of interest.
- 2.2 To select the appropriate route, any physical barriers or constraints along the route caused by topography, rivers, narrow bridges, narrow pavements or other obstacles must be identified. When selecting a route or routes, preference should be given to the routes with few or no barriers or constraints and how that route with few or no barriers or constraints may affect the connectivity and directness of the bike route. If barriers or constraints are unavoidable consideration should be given as to how such barriers or constraints will be overcome and the associated costs when comparing alternate routes.
- 2.3 To encourage usage of the cycling route(s) different ages, from young children to senior citizens, and the abilities of each age group must be considered in route selection.
- 2.4 Has the safety and risk exposure of all road users including the cyclist been considered? This includes consideration of motor vehicle traffic volume and speed, percent heavy trucks, anticipated bicycle usage, pedestrian and motorcycle use of the roads, surface quality (paved and unpaved roads), sightlines (over crests of hills, around sharp corners, or at intersections), maintenance considerations and other factors. Bike routes located on heavily travelled or high-speed roadways may be frequently used by experienced utilitarian cyclists, but recreational cyclists may not be comfortable with this type of facility.

- 2.5 An operating speed of between 50 to 69km/h is considered Moderate in Book 18 and the design consideration for moderate speeds is "Exclusive operating space for both bicycles and motor vehicles, in the form of paved shoulders, bicycle lanes or separated facilities is recommended".
- 2.6 Book 18 considers low traffic volume to be where the two-way daily average volume is 500 to 2,000 vpd on a two-lane road. Very low traffic volume is less than 500 vpd.
- 2.7 Book 18 suggests that a novice cyclist "generally prefer routes on residential streets with light traffic and low speeds. Bicycle lanes, paved shoulders (with or without buffers) and separated facilities should be considered". Child cyclists "generally requires separated facilities free of conflicts with motor vehicle traffic".
- 2.8 For recreational rides on routes exclusively within Mulmur, there will be a need to consider vehicle parking, are there scenic outlooks along the ride, the skill level of the rider using the route and the fitness level of the rider (some roads in Mulmur have very steep longitudinal grades), end of ride facilities such as washrooms, litter containers, etc.
- 2.9 For touring rides there will be a need to coordinate with neighbouring municipalities to ensure the directness of the route to the point(s) of interest. There may be a need to establish rest areas along a route with associated amenities.
- 2.10 If the promotion of the cycling tourism in Mulmur is successful, will the route(s) selected accommodate future increased cycling use or will interventions be required to accommodate increased use, e.g. building of off-road facilities adjacent to the current roadway.

To provide routes for cycling tourism would require Mulmur to establish that the purpose of the trip would be either a recreational or touring ride (2.1 (b)&(c) above). To accommodate a recreational or touring on-road cycling facility and provide a facility without any costs for construction the facility type option available in Book 18, is a "Shared Roadway". The road review will therefore be based on providing a "Shared Roadway" cycling facility. What must be remember is that a bicycle is consider a vehicle under the Highway Traffic Act and as such all roads, unless a bylaw is passed to restrict bicycles, are "Shared Roadways".

### 3.0 The Review

The undersigned chose in this report, to review roads based on maps provided by the Township and created using Ride with GPS. Ride with GPS is an on-line route planning application (the APP). The APP allows subscribers to create and share bike routes with others. The APP currently has 7 routes in the Mulmur area available for members to download and follow. Unfortunately, I was unable to drive all roads on all routes with the time available on the date of the review. With the increased in active cases due to the second wave of COVID-19 I was uncomfortable making hotel arrangements for a stay over.

The paved roads reviewed included:

- River Road,
- Prince of Wales,
- 10<sup>th</sup> Sideroad,
- 20<sup>th</sup> Sideroad,
- Centre Road,
- 5<sup>th</sup> Sideroad,

- 2<sup>nd</sup> Line East,
- Side Road 17 and
- 5<sup>th</sup> Line.

All pavements reviewed were very similar in cross section, so the author decided to discuss the pavements collectively with areas of concern noted individually. On the roads listed, lane widths range from 3m (Center Road) to 3.5m (River Road), with no or narrow shoulders (1m maximum) and steep embankments of varying heights from the edge of the shoulder occurred frequently on some roads (Figure 1). Pavements typically varied in condition, as you traversed the road, ranging from good condition to fair with some isolated areas of severe potholing (River Road – Figure 2). Speed limits also varied from 50km/h (River Road, 10<sup>th</sup> Sideroad) to 80km/h with some roads having multiple speed limits over the length of the road.

Unpaved roads were included on the Ride with GPS maps. Unpaved roads could be considered for inclusion on a cycling route therefore the following roads were reviewed:

- 5<sup>th</sup> Line
- 15 Sideroad
- 1<sup>st</sup> Line East

The unpaved roads were found to be very similar in cross section and well maintained. Surface widths were adequate and steep embankments of varying heights were noted from the edge of the shoulder. Unpaved roads south from Dufferin Road 21 had very steep longitudinal grades.

### 3.1 Barriers and Constraints

The following are comments of the undersigned made from observations during the road review on the roads noted above. There may be additional barriers and constraints on other roads in the Township of Mulmur.

- 3.1.1 River Road, east of the Prince of Wales Road is noted as an area of concern. According to Township staff, motorcycle riders travel this section of road because of the many hills and sharp curves. Shared Roadways are typically implemented on low traffic volume, low speed roads. The speed limit on this road was reduced to 50km/h recently, the sharp curves have speed advisories where required but the staff indicated that it has not had much effect of speed. Pedestrians are also on River Road in the area of the Kilgorie Trail Loop to walk on the shoulder or edge of pavement from where they park their vehicle to the trail.
- 3.1.2 On cycling routes with wide lanes (Book 18 considers 4m a wide lane) cyclists are expected to ride on the right of the shared travel lane in accordance with the Highway Traffic Act. Centre Road, for example, has a 3m lane width which is too narrow for motorist to overtake cyclists within the lane. Cyclist often believe their safety is improved, if the cyclist position themselves in the center of a travel lane. Cycling groups may ride in a peloton, a formation often used to save energy for the riders in the middle of the pack. Many of the road sections reviewed had limited passing opportunities, due to steep hills and sharp curves which may frustrate drivers and cause them to pass a cyclist where passing is restricted.



- 3.1.3 Many of the sharp curves and crests of steep hills on various road sections have limited forward sight distance (figure 3). If a motor vehicle does not see a cyclist until the last second(s) evasive maneuvers may be required to avoid a collision.
- 3.1.4 Where narrow or no shoulder exists and a steep embankment is also at that location, options for a cyclist are limited if an evasive maneuver is required. There is no place for the cyclist to go other than remain on the road surface or take their chances of staying upright going down the embankment (figure 1). If there is on-coming traffic, there will be no options for the motor vehicle other than stay in their lane.
- 3.1.5 2<sup>nd</sup> Line East and 10 Sideroad intersection is an example of a limited sight distance for anyone turning left from 2<sup>nd</sup> Line East onto 10 Sideroad. The speed limit on 10 Sideroad is reduced to 50km/h just before the crest of the hill. The crest of the hill is within 100m more or less (measured on Google street view) from the intersection. If a motor vehicle does not reduce speed where the speed limit change is posted, a cyclist turning left from 2<sup>nd</sup> Line East will have very little time for a successful left turn.
- 3.1.6 Severely potholed areas were noted on a couple road sections (River Road, Centre Road). These areas may cause a cyclist to swerve from their path to avoid the potholes (figure 2).
- 3.1.7 As mentioned in 3.0, some gravel roads have very steep longitudinal grades. Cyclist traveling up these steep grades would need to be physically fit. A young child or novice cyclist may have difficulty going down these steep grades without losing control of the bicycle.

## 4.0 Conclusion

At this point in time the Township of Mulmur has not made any decision regarding the selection of bike route(s), the building of cycling facilities or the promotion of cycling tourism. The purpose of this report is to provide a high-level preliminary look at potential risk exposure.

Certainly, the risks listed in 3.1 exist for current cyclists (a cyclist was observed on 10 Sideroad). However, council should not decide to implement a cycling route(s) on the premise that there is cycling on our roads now and there has not been a cycling incident. So, we will implement our cycling tourism plans and wait and see if anything happens. The difference is the promotion and attracting of people to come enjoy a ride through Mulmur without planning for how they will do that safely. Promoting cycling tourism and selecting cycling routes requires planning. Planning cycling routes must ensure the safety of all road users, in this case: drivers, cyclists, motorcyclists, pedestrians, joggers (one jogger was running on River Road near Terra Nova at the time of the review).

All roads reviewed fall into the category of low to very low traffic volumes (320 on 2<sup>nd</sup> Line East and 1400 on 10<sup>th</sup> Sideroad (2.6 above)). To meet the Book 18 guideline for a "Shared Roadway" the township has the low traffic volumes suggested but speed limits should be low between 30 to 49km/h or at least on the low end of the moderate scale i.e. 50km/h.

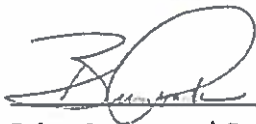
In our experience dealing with claims, if a road is not maintained properly for its intended use, the Township could be exposed to liability. The Township's liability policy will provide a defense against allegations of wrongdoing subject to the policy terms and conditions. Any potential amounts paid to

defend or settle claims could ultimately affect the amount of premium the Township has to pay over the long term.

Here are some suggestions for council and staff to consider:

- 4.1 Discuss with local cycling clubs their wants and desires.
- 4.2 Work with your engineer and the input received from the cycling club(s) to select a route or routes that have minimal barriers and constraints.
- 4.3 Work with your engineer to determine how or if barriers and constraints can be mitigated and the guidelines of Book 18 complied with.
- 4.4 If the barriers and constraints cannot be mitigated, then an alternate cycling facility type may be appropriate. For example, Book 18's option for a "Signed Bicycle Route with Paved Shoulder". Remember a road that traverses the Township from one end to the other may have different cycling facility types in different areas.

Respectfully submitted this 23<sup>rd</sup> day of November 2020



**Brian Anderson** | Road Specialist | Frank Cowan Company

Email [brian.anderson@frankcowan.com](mailto:brian.anderson@frankcowan.com)

Telephone 1-519-359-1143

## Appendix

Figure 1

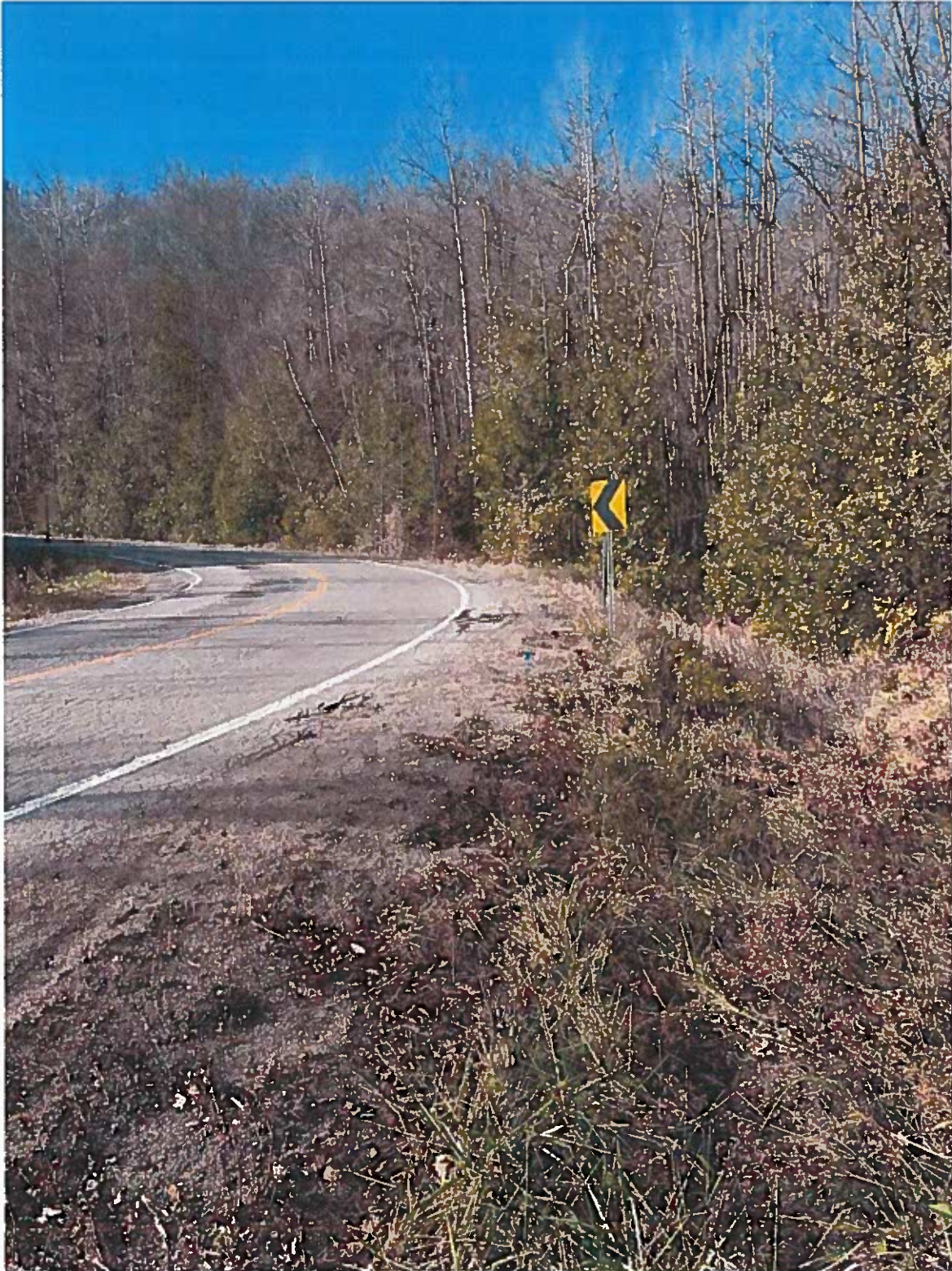




Figure 2





Figure 3



APPLICATIONS TO PERMIT FOR APPROVAL  
February 4, 2021 COUNCIL MEETING

PROPERTY OWNER	PROPERTY DESCRIPTION	TYPE OF STRUCTURE	DOLLAR VALUE	D.C.'s	COMMENTS
Michael Sutton/Kerina Halbert Applicant: Brett Daw Rockhaven Homes	Part lot 282, Con 4 SW 097165 4th Line SW	dwelling	\$180,000.00	NO	Fire in Feb 2020

Plan # 10.1  
FEB 04 2021

# THE TOWNSHIP OF MELANCTHON PROTOCOL FOR ESTABLISHING TELECOMMUNICATION FACILITIES

Approved: August 18, 2011  
Amended: October 20, 2011  
Amended: May 21, 2020 – Sections 5 & 7  
Amended January 28, 2021

# **THE TOWNSHIP OF MELANCTHON PROTOCOL FOR ESTABLISHING TELECOMMUNICATION FACILITIES**

## **1. INTRODUCTION**

The purpose of this document is to outline the process for the establishment of or modification to any antenna system regardless of the type of installation or service. This includes, amongst others, Personal Communications Services (PCS) and cellular, fixed, wireless, broadcasting, land-mobile, license-exempt and amateur radio operators.

Telecommunication facilities are generally approved under the requirements and process of Industry Canada, which includes consultation with Local Land Use Authorities (i.e. the Township of Melancthon) to ensure local land use policies and objectives are met. Industry Canada has a four-part process in establishing telecommunication facilities, which has been generalized as follows:

- 1) Consultation - including, but not limited to, gaining the approval or recommendation of the ~~Local Land Use Authority~~ Township of Melancthon;
- 2) Application to Industry Canada - which includes a detailed review in accordance with health guidelines set out by Health Canada;
- 3) Canadian Environmental Assessment - including a physical review of the property to ensure there are no physical environmental concerns; and,
- 4) An Electromagnetic (EMC) Analysis - to ensure that there is no conflict with other EMC operations (radar, other communication facilities).

In the event that under Section 1) Consultation, an Applicant is unable to gain the approval of the ~~Local Land Use Authority~~ Township of Melancthon, the matter can be referred to the Ministry of Industry Canada for a decision. This protocol has been established to ensure that applicants are able to determine the municipality's development objectives in preparing future plans for facilities in the community, and surrounding communities.

Detailed information on the procedures and processes to be followed in the establishment of telecommunication facilities with Industry Canada are set out in Environmental Process, Radiofrequency Fields and Land Use Consultation in Industry Canada Publication CPC-2-0-09.

## **2. MUNICIPAL OBJECTIVES**

The Township of Melancthon has portions of the Niagara Escarpment Development Plan Area, the Nottawasaga Valley Conservation Authority area, the Grand River Conservation Authority Area, the Saugeen Valley Conservation Authority, the headwaters of four major rivers systems (Saugeen, Mad, Nottawasaga, and Grand), and other significant natural and cultural landscapes within the municipality. The topography of the community presents numerous vistas which could be compromised by large antennae and towers which are associated with



telecommunication facilities.

The Township of Melancthon will ensure that new and existing telecommunication facilities follow Township guidelines as best suited for the Township and the residents. The Township will continue to maintain open and regular discussions with Industry Canada and telecommunication providers to ensure that the objectives of Industry Canada, the Township of Melancthon, and private business interests can be met in the community, to the extent that that is possible.

The Township shall strive to minimize the number of facilities to be located within the community through co-location.

### **3. PRELIMINARY CONSULTATION**

Prior to site selection by an Applicant, preliminary consultation meeting will occur between the Township and the interested Telecommunication Company. A copy of the Township's protocol will be provided to the Company at that time, as well as any known or available site specific information and land use sensitivities which the Applicant should be aware. This Protocol is available on the Township's website and Industry Canada is aware of its provisions.

The Township shall emphasize the need for co-location of major installations constructed by cellular providers and wireless internet service providers (WISPs), ~~modifying existing structures of telecommunication facilities, in order to~~ reduce the quantity of towers/antennae which are being located across the rural landscape. Proponents who submit proposals which involves co-location or which involve minor installations or alternate forms of infrastructure which are less obtrusive may be subject to exemptions as outlined in this protocol.

~~In order to provide Applicants with the best available information within the community and to receive current business plans from telecommunication providers, the Township shall convene meetings of all telecommunication providers to integrate their facilities within the community, when new major facilities are proposed. Applicants of major facilities should provide correspondence from competitors that co-location is not possible, or may be considered in the future.~~

Where the proposed sites are located within the Niagara Escarpment Development Plan Area, or within the regulated areas of the Grand River Conservation Authority Area, or in the Nottawasaga Valley Conservation Authority Area or in the Saugeen Valley Conservation Authority Area, the Township will require proponents to consult with these agencies in order to fulfill the Industry Canada consultation. follow this Protocol, resulting in comments to the Niagara Escarpment Commission, and the appropriate Conservation Authorities. Comments to Industry Canada shall be provided where applicable through the Niagara Escarpment Commission, the Nottawasaga Valley Conservation Authority, the Grand River Conservation Authority, the Saugeen Valley Conservation Authority and the Township's municipal process if applicable.

#### **4. GENERAL SITE SELECTION CRITERIA FOR TELECOMMUNICATION FACILITIES**

The following general selection criteria shall be applied by Applicants when finalizing site selection:

- 1) Co-location on existing sites/facilities;
- 2) Consideration of possible location on municipal, county, provincial or federal property;
- 3) If the above options are not available, locations along major Provincial and County transportation corridors (County Road 124, Highway 10, and Highway 89) may be considered in order to provide commuters and residents travelling through the municipality with optimum cellular phone service;
- 4) Location within or near residential areas should be avoided, unless there is no other option, the facility is essential, and the applicant demonstrates that there will be no negative impacts;
- 5) Location in or adjacent to environmentally significant areas identified in the Township's Official Plan, the Niagara Escarpment Development Plan, the Nottawasaga Valley Conservation Authority Plan, the Grand River Conservation Authority Plan or other features such as provincially significant wetlands, and streams should be avoided;
- 6) Locations in areas or features such as valley lands and cultural heritage areas or landscapes should be considered only if there are no other options and it can be demonstrated that the key features and functions will be maintained;
- 7) Location near other existing taller structures, such as building roofs, water towers, silos, and elevators should be encouraged;

- 8) Locations that would involve potential land use or operational conflicts such as near airstrips or wind turbines should be avoided.

## 5. APPLICATION

An application in writing shall be made to the municipality upon site selection, which shall include the following:

- 1) Requisite Township Application Fee for major installation application which shall be used to cover the cost of advertising fees, internal staff and external consultants, if required. Please refer to the Township of Melancthon's Tariff of Fees By-law Schedule A to confirm fees.
- ~~2) Requisite Township Application Fee for minor installation application which shall be used to cover the cost of internal staff and external consultants, if required. Please refer to the Township of Melancthon's Tariff of Fees By-law Schedule A to confirm fees.~~
- ~~3) Requisite application fee imposed by the Conservation Authority for review of the application, if applicable. Applicant is responsible for contacting the applicable Conservation Authority to confirm fees.~~
- 4) A letter of intent by the owner of the subject lands to enter into a lease agreement to permit the establishment of a telecommunication facility and shall also include, in a form that is to the satisfaction of the Township, that appropriate arrangements have been made to completely dismantle and remove the telecommunication facility from the property, by the Applicant or owner of the lands upon termination of its use.
- 5) Site Selection Report – which will detail why the particular site has been chosen and will document the evaluation of the site with regards to these factors:
  - a) Location of all land uses including residential uses and amenity areas within 600 meters of the subject site;
  - b) Location of existing vegetation, including mature tree lines and other screening features;
  - c) Topographical prominence;
  - d) Long and short range views;
  - e) Location of private and public recreational uses within view of the proposed location;
  - f) Any other potential impacts (air strips, flight paths);
  - g) Height of structure (not to exceed 75 meters for major installations) and design configuration including colour and lighting (if required);
  - h) Location and proximity of public roadways;
  - i) Location of any environmentally significant areas and/or hazards;
  - j) Conformity with Section 4, General Site Selection Criteria, and/or justification for any deviation from or conflict with these Criteria
- 6) A site plan drawn to scale showing the property upon which the facility will be located detailing site grading, property lines, existing and proposed buildings, fences, buffering, lighting, landscaping access, parking, driveways, utilities and services, easements, and the type and height of the proposed structures.

- 7) A colour photograph of the subject property from the closest open public road with a superimposed scaled image of the proposed antennae, support structure and facilities;
- 8) Two sets of scaled drawings, representing a typical installation at the proposed location. In the case of structure or antenna to be mounded on existing facilities or structures, a preliminary Engineer's report shall be submitted to address the structural integrity of the existing structure or building to ensure safe installation;
- 9) A map showing the horizontal distance between the location of the proposed structure and all adjacent properties, complete with owner's names, within 600 meters of the proposed tower location;
- 10) Confirmation of entrance approval from the Township, County, or Ministry of Transportation, whichever is applicable; and,
- 11) Appropriate documentation as requested by the Township that the Applicant has complied with Section 6.5 of the Protocol.
- ~~12) Assurance shall be given, in a form that is to the satisfaction of the Township, that appropriate arrangements have been made to completely dismantle and remove the telecommunication facility from the property, by the Applicant or owner of the lands upon termination of its use.~~
- ~~13) Site rehabilitation should use native species of vegetation and blend into the surrounding landscape. Alternatively, the site may be rehabilitated to agricultural production where appropriate.~~
- 14) Applicant must provide documentation of required licensing from the Federal Government Department (Industry Canada)

## 6 PUBLIC CONSULTATION AND TOWNSHIP DECISION MAKING

### Initial Review of Applicant's Documents

1. An application prepared in accordance with the requirements of section 5 of this protocol shall be provided to the Township by the proponent along with the required fees.
2. Township staff will review the application and related documents for completeness, accuracy and any initial municipal issues. If the submitted material is determined to be **complete** ~~satisfactory~~, the applicant will be notified by the Township and instructed to begin the following public notification and consultation process **as set out in item 4**. If significant issues or deficiencies are identified, ~~staff the Township's Planning Department~~ will provide a report to Council.
3. If the submitted material is not complete ~~satisfactory~~ or significant initial issues are identified, the documents will be returned to the applicant and the applicant will be advised accordingly and instructed to address any identified issues or deficiencies and resubmit the application package. A meeting with the applicant may be necessary to discuss any problems or issues with the submitted material. Once any initial issues have been addressed by the applicant and a satisfactory application submission has been received, the Township will instruct the applicant of a **major installation** to begin the following public notification and consultation process.



## Notification

4. At least 20 days prior to holding any public information meeting/open house as required by section 6 below, the applicant shall provide concurrent public notice of the proposed telecommunications facility and the public information meeting/open house using the following three methods.

- a. Written notice shall be mailed or delivered personally to all landowners, residents and businesses within 600 metres of the proposed tower, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater. For the purpose of this requirement, the outside perimeter begins at the furthest point of the supporting mechanism, be it the outermost guy line, building edge, or face of the self-supporting tower. The written notification will summarize the specifics of the proposal including the site and tower height, the need for the tower, and the compliance with the criteria provided in Part 5 of this protocol or the reasons why such compliance is not possible. The applicant's name and contact information shall also be provided as well as the date, time and location of the public information meeting/open house. The notice shall state that public comment is invited.
- b. A notification sign, or signs, shall be erected on the property so that it is clearly visible and legible from all adjacent open public roads. The sign shall be located along the frontage of the portion of the property to be leased for the telecommunications facility. The portion of the property to be leased shall be prominently staked in the field. The sign shall be a minimum of 1.5 meters wide by 1.5 meters high, and be elevated a minimum 0.6 meters from the ground. Each sign shall be professionally prepared and contain the following wording:

(NAME OF APPLICANT) HAS PROPOSED  
TO LOCATE A TELECOMMUNICATIONS  
FACILITY, BEING A TOWER (HEIGHT) METRES  
IN HEIGHT, ON THIS PROPERTY

PUBLIC COMMENT IS INVITED

(NAME OF APPLICANT) WILL HOLD  
AN INFORMATION MEETING/OPEN HOUSE  
ON (DATE OF MEETING)  
FROM \_\_\_\_\_ TO \_\_\_\_\_ AT THE  
(LOCATION TO BE DETERMINED)

FOR FURTHER INFORMATION, CONTACT

(APPLICANT'S NAME AND CONTACT INFORMATION)  
OR THE TOWNSHIP OF MELANCTHON PLANNING  
DEPARTMENT AT 519-925-5525

FILE NO.: (FILE #)

- c. With proposals involving antenna supporting structures 30 metres or more in height, notice also shall be published in one issue of one local newspaper having general circulation in the area in which the proposed site is located. Such notice shall include information on the specifics of the proposal including the site and tower height, the applicant's name and contact information, and the date, time and location of the public information meeting/open house. Such published notice shall also state that public comment is invited.
5. Prior to, or concurrent with the public notification procedures required in section 4 above, the applicant shall circulate the written notice required in section 4(a) above along with the complete application package to the following agencies.
  - a. The Conservation Authority having jurisdiction in the area of the site
  - b. The Niagara Escarpment Commission, if the site is within the Commission's area of jurisdiction
  - c. ~~The Ministry of Agriculture, Food and Rural Affairs if the site involves productive agricultural land~~
  - d. The Township
  - e. The County of Dufferin if the site would have access from a County Road
  - f. Any neighbouring municipality within 600 metres of the proposed tower as measured in accordance with subsection 4(a) above
  - g. Industry Canada

Public Consultation

6. The applicant shall schedule and hold a public information meeting/open house on the proposal. At that meeting/open house the applicant shall outline all details of the proposal and shall provide for verbal and written comments and objections from the public.
7. Any public information meeting/open house required by section 6 above shall be held a minimum of 20 days after the completion of the notification required by section 4 above.
8. The applicant shall provide a 20 day period immediately following the public information meeting/open house for the receipt of written comments/objections from the public and agencies. Information on this shall be provided at the public meeting.
9. At the end of the 20 day commenting period, the applicant shall prepare a report to the Township on the results of the public consultation process to that point. It shall document the completion of the required notification and consultation components, the input from the

public and the agencies, and any objections or concerns received from the public or agencies.

10. The above referenced applicant's report will be presented to Township Council along with a report from ~~staff the Township's Planning Department~~ that will provide comments on the applicant's material and identify any areas of potential municipal concern or interest relating to the proposed telecommunications facility. Based on the latter report and Council's decision on it, the Township shall provide its comments or concerns, if any, to the applicant. Any Township concerns will be addressed by the applicant either immediately or as part of the resolution process beginning in section 12 below.
11. If there are no objections from the public, agencies or the Township, the municipality shall prepare its comments and recommendations to Industry Canada in accordance with section 19 below.

#### Applicant's Process to Attempt to Resolve Concerns and Objections

12. If objections or concerns are received in the public and agency consultation process, after reporting to the Township in accordance with section 9 and receiving the Township's comments and concerns as provided for in section 10, the applicant shall attempt to resolve all objections and address all concerns received from the public and agencies through direct communications and, if necessary, meetings with the individual objectors and with those raising concerns.
13. The applicant shall make reasonable efforts to resolve the objections received in a mutually acceptable manner with each of the objectors and shall keep a written record of all associated meetings and communications.
14. If all of the objections are not resolved within 60 days of the Township's report to Council required in section 10 above, the applicant shall submit to the remaining objector(s) and to the Township by written notice delivered personally or by mail the following:
  - a. a list of unresolved objections;
  - b. documentation of attempts to resolve the objections;
  - c. the applicant's recommendations for resolving the objections; and,
  - d. a notice of a final 20 day response period as per section 15 below.
15. Within the 20 day response period referenced in section 14(d) above, any objector shall submit to the applicant and the Township recommendations that may resolve the objection. The recommendations shall be delivered personally or by mail within the above referenced 20 day response period or the Township shall deem that there is no longer an objection.
16. If within 7 days of the end of the above referenced 20 day response period the applicant does not advise the Township and the objector that they agree with the submitted

recommendations or does not reach agreement with the objector on modified recommendations, the Township shall deem that the subject objection has not been resolved. If the applicant does reach agreement with the objector and immediately reports to the Township on that agreement, the Township shall deem the objection to be resolved.

17. If the applicant does not provide the information required in section 14 within 80 days of the Township's report to Council as required in section 10, or does not provide a positive response or report in accordance with section 16, in its decision making and reporting to Industry Canada, as required under the provisions below, the Township shall advise that there are unresolved objections and provide related documentation.
18. If the objections are resolved through the process provided in this Protocol, the applicant shall:
  - a. make whatever changes to the application, proposal and the related documentation that are necessary to implement the resolution of the objection;
  - b. obtain written conformation from the objector(s) that their objection(s) have been addressed satisfactorily; and,
  - c. provide documentation to the Township relating to the resolution of the objections, including all correspondence and information relating to items (a) and (b) in this section.

#### Township Decision-Making Process

19. If during the above described notification and consultation process, the applicant did not receive any objections from the public, agencies or the Township, upon receipt of documentation to that effect from the applicant, the Township shall proceed to make a decision on its position and recommendations regarding the proposal in accordance with the following process.
  - a. A report on the proposal and the consultation process will be prepared by the Township's Planning Department for consideration by Council in deciding whether or not to support the application and what recommendations may be appropriate.
  - b. Township Council will then make a decision providing both its recommendations on the application and, if necessary, any related recommended approval conditions or recommendations for revisions to the application. Recommended approval conditions could address such matters as a requirement for the execution of a development agreement, the provision of screening or the provision of additional documentation.
  - c. Council's decision and recommendations will then be sent to the applicant and to Industry Canada. In accordance with section 21 below, that will conclude the public and Township consultation portion of this protocol.



20. If the applicant received objections to the proposal or concerns about it, upon receipt of related documentation from the applicant concerning objection resolution attempts in accordance with the applicable provisions of sections 14, 16 and/or 18, the Township shall proceed to make a decision on its position and recommendations concerning the proposal. The Township decision making process of section 19 shall apply where the objections have been resolved and the related documentation has been provided in accordance with sections 16, where applicable, and 18. In applications involving unresolved objections or incomplete related documentation from the applicant, the following Township decision making process shall apply.
- a. A report on the proposal and the consultation process will be prepared by the Township's Planning Department for consideration by Council in deciding whether or not to support the application, what recommendations may be appropriate and what course of action may be necessary with regard to the unresolved objections.
  - b. Township Council may decide to hold an additional municipally hosted public meeting for applications having significant public interest or involving a number of unresolved objections. The notification process used with the initial meeting/open house would be used with appropriate modifications.
  - c. In addition or alternatively, Township Council may decide to further pursue the resolution of any or all outstanding objections. If any agreement is reached on those objections, the applicant will be asked to make the changes to the application, proposal and the related documentation that are necessary to implement any such agreement. The Township will keep a written record of all such attempts at the resolution of objections.
  - d. Township Council will then make a decision providing both its recommendations on the application and, if necessary, any related recommended approval conditions or recommendations for revisions to the application. Recommended approval conditions could address such matters as a requirement for the execution of a development agreement, the provision of screening or the provision of additional documentation.
  - e. Council's decision and recommendations will then be sent to the applicant and to Industry Canada. In accordance with section 21 below, that will conclude the public and Township consultation portion of this protocol.
21. The provision of Council's decision and recommendations to the applicant and to Industry Canada concludes the public and Township consultation process under the terms of this protocol. It does not, however, preclude the possibility of further consultation between the parties if Industry Canada deems this to be appropriate.

22. The Township will endeavour to expeditiously process all applications to attempt to meet the Industry Canada consultation process standard of 120 days. That 120 period begins with the public notification required in section 4 of this part of the protocol.

### Public Concerns in General

The factors that will determine whether a concern is reasonable or relevant will vary. Such comments or concerns will generally be considered particularly relevant if they relate to the requirements of this document and to the particular amenities or important characteristics of the area surrounding the proposed antenna system. Examples of such concerns include:

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

Concerns that are not relevant include:

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

## **7. MINOR INSTALLATIONS**

The Township recognizes that minor installations may not require public consultations or a detailed public process as outlined by this protocol. If Council has reviewed the applicant's submission and has resolved that the installation meets one or more criteria as set out below, **items 4 to 19 of Section 6** shall not apply, except as provided for herein, shall not apply:

- a) Co-location on existing sites;
- b) Increase of existing tower to a maximum of 25% of existing height to a maximum of 30 metres with the resulting tower height not to exceed 30 metres;
- c) Roof top or silo installations **provided such structures are lawful and structurally sound;**

- d) Tower does not exceed 30 metres in height, is not located in a settlement area and it has been confirmed in the submission required under Section 5 that the installation will meet the following criteria:
- i. Provide service speeds of 50/10;
  - ii. Service packages must include packages with no data caps or limits;
  - iii. Installation must serve a local area where a lack of service currently exists;
  - iv. If the Applicant is not the owner of the site property the written consent, irrevocable of the owners, and
  - v. Must provide proof of required licensing from Government of Canada.
- e) ~~Written confirmation from the Applicant that they have complied with Section 6.4(a) of this Protocol~~

## Denise Holmes

---

**From:** Kaitlin Chessell  
**Sent:** Wednesday, January 20, 2021 10:56 AM  
**To:** Denise Holmes  
**Subject:** FW: Important DCAP Updates  
**Attachments:** Organizational-Letter-of-Support-TEMPLATE.docx; Open House Poster - for print.pdf; Open House - for social media.png; Community-Member-Letter-of-Support-TEMPLATE.docx



Kaitlin Chessell | Administration and Finance Assistant | Township of Melancthon |

[kchessell@melancthontownship.ca](mailto:kchessell@melancthontownship.ca) | PH: 519-925-5525 ext 104 | FX: 519-925-1110 | [www.melancthontownship.ca](http://www.melancthontownship.ca) |

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**From:** Sara Wicks <[swicks@dufferincounty.ca](mailto:swicks@dufferincounty.ca)>  
**Sent:** Monday, January 18, 2021 8:43 AM  
**To:** Abbey Faris <[af15ls@brocku.ca](mailto:af15ls@brocku.ca)>; Alethia Stephenson <[alethia.stephenson@gmail.com](mailto:alethia.stephenson@gmail.com)>; Alex Perry <[algperry@gmail.com](mailto:algperry@gmail.com)>; Allison Myles <[amyles@orangeville.ca](mailto:amyles@orangeville.ca)>; Blair Capling <[Blair.Capling@ugdsb.on.ca](mailto:Blair.Capling@ugdsb.on.ca)>; Bo.Cheyne@wdgpublichealth.ca; Brandon Ward <[bward@orangeville.ca](mailto:bward@orangeville.ca)>; Chris Hamilton <[chris.hamilton@enbridge.com](mailto:chris.hamilton@enbridge.com)>; chris.cosack@gmail.com; Elaine O'Sullivan <[grandrivergardens@gmail.com](mailto:grandrivergardens@gmail.com)>; Jason Choy <[Jason.Choi@trca.ca](mailto:Jason.Choi@trca.ca)>; Jason Igras (Jason.Igras@cvc.ca) <[Jason.Igras@cvc.ca](mailto:Jason.Igras@cvc.ca)>; Kaitlin Chessell <[kchessell@melancthontownship.ca](mailto:kchessell@melancthontownship.ca)>; Kylie-Anne Grube <[kgrube@dufferincounty.ca](mailto:kgrube@dufferincounty.ca)>; Laura Camilleri <[lcamilleri@dufferinmuseum.com](mailto:lcamilleri@dufferinmuseum.com)>; Lisa Ashton <[lisa.ashton@townofmono.com](mailto:lisa.ashton@townofmono.com)>; Lynn Codd <[lynn.codd@gmail.com](mailto:lynn.codd@gmail.com)>; Mark Kluge <[mkluge@townofgrandvalley.ca](mailto:mkluge@townofgrandvalley.ca)>; Mark Wilson <[Mark.Wilson@enbridge.com](mailto:Mark.Wilson@enbridge.com)>; Mel Luymes <[melisa.luymes@gmail.com](mailto:melisa.luymes@gmail.com)>; Patti Hossie <[phossie@shelburne.ca](mailto:phossie@shelburne.ca)>; Rob Koekkoek <[rob.koekkoek@orangevillehydro.on.ca](mailto:rob.koekkoek@orangevillehydro.on.ca)>; Ryan Johnson <[ryan.johnson@uwaterloo.ca](mailto:ryan.johnson@uwaterloo.ca)>; Sasha Kutuzyan <[alexandra.kut@gmail.com](mailto:alexandra.kut@gmail.com)>; Sharon Lam <[Sharon.Lam@trca.ca](mailto:Sharon.Lam@trca.ca)>; Susan Stone <[ssstone@eastgarafraxa.ca](mailto:ssstone@eastgarafraxa.ca)>; tatkinson <[tatkinson@mulmur.ca](mailto:tatkinson@mulmur.ca)>; Theresa Sauren <[theresa.sauren@gmail.com](mailto:theresa.sauren@gmail.com)>  
**Cc:** Scott Burns <[sburns@dufferincounty.ca](mailto:sburns@dufferincounty.ca)>  
**Subject:** Important DCAP Updates

Good morning, happy Monday, and Happy New Year!

We're nearing the home stretch of the Dufferin Climate Action Plan (DCAP) and I have some updates and small requests of you all. Lots of attachments and links to walk you through:

1. The almost-final [draft of the Dufferin Climate Action Plan](#)! After all your feedback and thoughtful contributions, we have a solid draft that is ready for one last final public comment.
2. As promised, we have a **letter of support template** for both organizations and individuals. Feel free to change and adapt what you'd like in the letter. It's there as a template with some ideas, but its certainly up to you. The more unique and personalized the letters are, the more impact they have. This will be an

ENORMOUS HELP in showing support for the plan you've all created for our community as it goes to County Council. It would be greatly appreciated if you can please have your letter back to me by **February 10th**.

3. We've posted a project on [Join in Dufferin](#); the DCAP is posted, along with a [short graphic summary](#) of the plan that gives a quick overview. There's also a survey for the public about the plan, which asks their thoughts on the content of the plan, and to what degree they feel motivated to take action. There will also be a short recorded video presentation of the plan to be uploaded later on, so keep checking back!
4. We're hosting **two virtual open houses** this week – Wednesday evening and Thursday afternoon - for the public to join us and ask questions about the plan. Attached is a social media post and a poster available for printing, if you can **please print to post and/or share** through your networks. Event registration is here: [climateactionindufferin.eventbrite.ca](https://climateactionindufferin.eventbrite.ca)

### **Next Steps:**

The public comments from the Join in Dufferin project and the open houses will be incorporated into the plan, which will then be presented to the Infrastructure & Environmental Services committee of Council on February 25th. It is expected that the DCAP will then go to County Council to (hopefully!) be adopted on **March 11, 2021**.

As mentioned in our last meeting, we'd like to continue the DC4, but with a different structure, to help with fun part of implementing the plan! Expect further follow up about that later.

Thanks again everyone, and I'll be sure to pass along updates as they come!

Take care,

Sara

**Sara Wicks (she/her) | Climate Change Coordinator**

**County of Dufferin** | 519.941.2816 x2624 | [swicks@dufferincounty.ca](mailto:swicks@dufferincounty.ca) | 55 Zina Street, Orangeville, ON L9W 1E5

**Connect with Climate Action in Dufferin on Social Media | [Facebook](#) | [Instagram](#)**

**Join in Dufferin** - Share your stories. Connect with your community. Have your say on new projects. **[Sign Up and Speak Up!](#)**

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*[insert organization letterhead]*

## Organizational Letter of Support (DC4)

Dear Senior Leaders and Elected Officials,

The climate crisis requires urgent action. Immediate efforts must be made to pursue targets that align with limiting global average temperature increase to well below 2°C above pre-industrial levels to avoid the direst impacts of climate change.

**(Name of organization)** shares in the common goal to protect the health and vitality of our community against the effects of the climate crisis to our built, social, and natural systems. Climate leadership is vital for ensuring our community remains a desirable place to live, work, and play. Climate action is also a crucial component in working towards racial, social, and economic justice in our community, because, while climate change impacts all of us, without intervention, the benefits and burdens of climate change will not be distributed equally among the community.

**(Name of organization)** is pleased to express our support of Dufferin County's goal to reach greenhouse gas neutrality by 2050 and the Dufferin Climate Action Plan. The actions outlined in the Plan are necessary to achieve greenhouse gas neutrality and to build resilience to the acute and chronic effects of climate change in our community.

As a representative of the Dufferin County Climate Change Collaborative, **(Name of organization)** strongly believes that the Dufferin Climate Action Plan represents the values of Dufferin citizens and that the Plan's ambitious goals reflect the urgency and seriousness of the climate crisis.

**(Name of organization)** looks forward to opportunities to advance shared climate action objectives with the implementation of this plan.

### **Other information to include (optional):**

- Any climate/energy work your organization is or is planning to undertake and how this aligns with the Dufferin Climate Action Plan
- An outline of how your organization can help support the actions outlined in the Dufferin Climate Action plan, whether that be by continuing with the DC4 to support implementation, undertaking internal climate action, or offering support for specific actions or aspects of the Plan.

Thank you for recognizing the need to address this important issue. We believe that together we can realize the goals of the Dufferin Climate Action Plan and build a prosperous future together.

Sincerely,

**(your name, organization)**



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
MINUTES  
WEDNESDAY, DECEMBER 16, 2020 – 7:00 P.M.  
ELECTRONIC MEETING - ZOOM**



The North Dufferin Community Centre Board of Management known as "The Board" held its meeting on the 16<sup>th</sup> day of December, 2020 at 7:00 p.m., as an electronic meeting through ZOOM.

*Those present:*

Chester Tupling, Chair, Mulmur  
Dave Besley, Deputy Mayor, Melancthon  
Patricia Clark, Councillor, Mulmur  
Debbie Fawcett, Melancthon  
Emma Holmes, Melancthon  
Nancy Noble, Mulmur  
Clayton Rowbotham, Melancthon  
James Woods, Arena Manager  
Donna Funston, NDCC Secretary, Melancthon  
Tracey Atkinson, CAO, Mulmur

*Regrets:*

Keith Lowry, Mulmur

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:05 p.m.

**#2 Additions/Deletions/Approval of Agenda**

-Moved by Rowbotham, Seconded by Noble that the Agenda be approved as circulated.  
Carried.

**#3 Declaration of Pecuniary Interest or Conflict of Interest**

None.

**#4 Approval of Draft Minutes**

-Moved by Clark, Seconded by Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on November 10, 2020 be approved as circulated. Carried.



## **#5 Business Arising from the Minutes**

None.

## **#6 Facility Manager's Report**

Currently there is no heat in the upstairs of the Arena and James has contacted Zeke Air multiple times but no response yet. Board directs James to call Zeke one more time and if there is no answer and no one shows up then he is to find someone else to do annual inspections and repairs as needed.

Chair Tupling and James will figure out the barriers around the propane tank and have them installed.

James reports the paper towel dispensers have been changed and are now a no touch system. Chair Tupling thanks James for keeping up to date on the COVID-19 rules and guidelines and for keeping the Arena safe which in turn allows people to use the ice. During these difficult times it's important for kids to be able to get out and play hockey and without everyone's hard work and time this wouldn't be possible.

## **#7 General Business**

1. Financial
  1. Accounts Payable
  2. A/R update
  3. YTD vs. Budget comparison
  4. 2021 Budget – Figures to be included in the 2021 Budget
2. NDCC Meeting Dates for 2021
3. COVID-19; Moving into Red Zone
4. Other
5. Unfinished Business
  1. Generator Switch for Mobile Generator

#1.1 Member Clark is impressed with the hydro cost savings since the new hot water heater was installed.

-Moved by Besley, Seconded by Rowbotham that the accounts in the amount of \$10,187.53 be received as presented. Carried.

#1.2 A/R is still looking good.

#1.3 Member Clark has some concerns with the bank charges and why they are so high as a YTD amount? Board feels this amount for yearly bank charges is unacceptable and requests a more cost effective way to pay bills if all the increased expense is due to moving to EFT payments.



Board directs Donna to ask Heather to do a comparison of last year vs this year bank changes with an explanation for such a large increase year over year.

- #1.4 Discussion around capital and that very little has been used this year. Board directs Donna to ask Heather what was planned as capital purchases for 2020? Chair Tupling is aware of a government grant that could be used towards the purchase of a lawn mower and would like to have that number included in the 2021 budget figures. He will report back in January with a figure to purchase a mower.
- #2 -Moved by Clark, Seconded by Holmes that the NDCC Meeting Dates for 2021 be approved. Carried.
- #3 Honeywood Minor Hockey wants to continue renting the ice while using Guidelines and Restrictions from Ontario Hockey Federation. New restrictions for Red Zone would be 10 players, 1 coach and 1 trainer on the ice. No parents or siblings in the Arena. Each player comes fully dressed as dressing rooms will be locked and unavailable. The Arena has been divided in half by door A and door B areas. Each team will enter 15 minutes before rental time, there is no scrimmaging, no hockey games, it will be skills and drills only. First renter will use door A half to enter and they will remain on that side of the Arena then use the ice and exit on the same side. The second renter will use door B giving staff cleaning time for door A side. Rental times will be spaced far enough apart allowing proper and thorough cleaning to be done. Honeywood Minor Hockey coaches have all signed waiver to follow Red Zone Restrictions.  
January 11, 2021 is the end of the 28 day period of Red Zone, if this time gets extended the Arena will carry on with the above rules. If we go back to Orange Zone we will go back to the previously approved protocols. If we move to Grey Zone the Arena will close.  
James has contacted the individuals or groups that had the ice rented to see if they wanted to keep the ice time with the new rules and most have said no.  
Some families are going to keep their ice time as they are under the 10 people limit anyway and want to skate during the Holidays. They are aware of the Red Zone restrictions.
- Moved by Holmes, Seconded by Clark be it resolved that:  
Whereas; The Wellington Dufferin Guelph Public Health has been moved into the Red-Control Zone of COVID-19 Guidelines.  
And Whereas; the NDCC Board of Management approves keeping the Arena open to allow Honeywood Minor Hockey to continue with 21 weekly hours of ice rental time through to December 23, 2020 and resuming January 2, 2021.  
And Whereas; The ice surface will be available to rent with all of the Red-Control Zone Guidelines being followed. The Arena Manager is to use his own discretion on all rentals being booked. Rentals will only be booked for those that reside in Dufferin County, Simcoe County, Grey Highlands and Wellington County. Carried.

Member Clark makes a request to re-word a portion of the Waiver of Liability form in 2021.

#4 Chair Tupling reports that Hydro One did a commercial at the Arena, there were 10 local kids scrimmaging on the ice which was part of the commercial. Parents were in the stands as fans. Hydro One donated money for the use of the Arena and the commercial will air mid January or early February on TV.

#5.1 The generator switch has been moved from inside the compressor room to outside the Zamboni room. Board requests James to get a quote for a switch to run a generator for the front of the building to run hydro. Not purchasing a generator but would like to have plugs available if one was ever needed.

#### **#8 Information**

-Moved by Fawcett, Seconded by Besley be it resolved that items 8.1 to 8.2 be received as information. Carried.

Member Clark notes at the January Mulmur Council meeting they will be speaking about the Joint Mulmur Melancthon Council Meeting to discuss the Efficiency Study and she will report back after that meeting.

#### **#9 Notice of Motion**

-None

#### **#10 Confirmation Motion**

-Moved by Clark, Seconded by Rowbotham that all actions of the Members and Officers of the North Dufferin Community Centre 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.

#### **#11 Adjournment**

-Moved by Holmes, Seconded by Clark, we adjourn the North Dufferin Community Centre Board of Management meeting at 8:14 p.m. to meet again on Wednesday January 13, 2021 at 7:00 p.m. or at the call of the Chair. Carried.

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CHAIR

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SECRETARY

## **CORPORATION OF THE TOWNSHIP OF MELANCTHON**

The Township of Melancthon Roads Sub-Committee held an electronic meeting November 10, 2020 at 1:30 p.m. The following members were present: David Besley, Chair, Wayne Hannon and Darren White. Member David Thwaites was not in attendance as he tendered his resignation from Council on November 6, 2020 effective immediately. Also present were: Denise Holmes, CAO/Clerk; Craig Micks, Public Works Superintendent; and Kaitlin Chessell, Road Sub-Committee Secretary. Chair Besley called the meeting to order at 1:32 p.m.

### **Additions/Deletions/Approval of Agenda**

Moved by White, Seconded by Hannon that the agenda be approved as circulated. Carried.

### **Declaration of Pecuniary Interest or Conflict of Interest**

No declaration declared at this time.

### **Approval of Draft Minutes**

Moved by White, Seconded by Hannon that the minutes of the Roads Sub-Committee meeting held on October 21, 2020 be approved as circulated. Carried.

### **Business Arising from Minutes**

None.

### **Correspondence Items**

None.

### **General Business**

#### **1. Update from Public Works Superintendent**

Craig Micks, Public Works Superintendent advised that the winter sand has been delivered. They have been working on the plows to get them ready for winter and grading the roads. They replaced the road crossing culvert on 4<sup>th</sup> Line OS between Highway 10 & 89 and are planning on doing another road crossing culvert on the 4<sup>th</sup> Line NE this Friday. Darren White brought to Craig's attention that the County of Dufferin has a shouldering machine they would lend out if that would be helpful.

#### **2. Winter Storm Closure of 3<sup>rd</sup> Line during County Road 124 Closures**

It was discussed that when the County of Dufferin closes County Road 124 it puts a strain on the Public Works Department as people divert to the 3<sup>rd</sup> Line OS instead of turning around. 3<sup>rd</sup> Line OS can be just as bad as County Road 124 in spots and causes the Township to spend a lot of time maintaining this road to ensure people are getting through. It was decided that Craig can use his own discretion on when he would like to

close this portion of road when the traffic from County Road 124 diverts down the 3<sup>rd</sup> Line OS and we cannot keep up.

### 3. Bridge 13 Update

This item was received as information.

### 4. 30th Sideroad Culvert Replacement Update

Moorefield is going to complete this job, and they are hoping to get to it by the middle of November as they got held up at another job. Craig mentioned that this job should only take them three days to complete.

### 5. Others/Additions

None.

### 6. Unfinished Business

#### 1. Church Street Resurfacing

This item was received as information.

#### 2. Winter Plan

The Winter Plan was reviewed and updated for the 2020–2021 winter season. It was discussed that this is something that will need to be reviewed on an annual basis prior to each winter season to keep up to date.

#### **Recommendation:**

The Roads Sub-Committee recommends to Council that we adopt the Winter Plan for the 2020-2021 Season.

### 3. 2021 Road Projects

The Roads Sub-Committee continued their conversation from last meeting on which road projects we were going to do next year and took advice from Craig Micks, Public Works Superintendent on what roads need to be completed next year. Craig advised that he believes we should pulverize, ditch and gravel the 5<sup>th</sup> Line OS between County Road 17 and 15 Sideroad for approximately \$150,000 and hold off until the following season to do the geo-grid, final grade and paving. He also advised we should pulverize, gravel and pave 260 Sideroad from Highway 10 to 2<sup>nd</sup> Line SW for approximately \$300,000.

#### **Recommendation:**

The Roads Sub-Committee recommends to Council that we incorporate the following road projects in the 2021 Budget; 5<sup>th</sup> Line OS from County Road 17 to 15 Sideroad and 260 Sideroad from Highway 10 to 2<sup>nd</sup> Line SW.

#### **4. NVCA Inquiry about Potential Parking Lot**

It was decided that we got ahead of ourselves on this and the Roads Sub-Committee decided to not proceed with this discussion. This is something that could be discussed under strategic planning at Council.

#### **Delegations**

None.

#### **Recommendations to Council**

Recommendation has been outlined above.

#### **Public Question Period**

Darren White mentioned that Argyle Street needs gravel on it before winter to ensure the plows will be able to turn around. Craig advised that he was planning on doing this already and will be widening it to make it easier to turn around.

#### **Confirmation Motion**

Moved by White, Seconded by Hannon that all actions of the Members and Officers of the Roads Sub-Committee with respect to every matter addressed and/or adopted by the Sub-Committee on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Sub-Committee Members at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

#### **Adjournment**

2:08 p.m. - Moved by White, Seconded by Hannon that we adjourn this Roads Sub-Committee meeting to meet again at the call of the Chair. Carried.

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CHAIR

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SECRETARY



**Grand River Conservation Authority**  
*Summary of the General Membership Meeting – January 22, 2021*

*To GRCA/GRCF Boards and Grand River watershed municipalities - Please share as appropriate.*

**Action Items**

*The Board approved the resolutions in the following reports as presented in the agenda:*

- GM-01-21-05 - Budget 2021 Draft #2
- GM-01-21-C02 - Granting of Easement - Township of Centre Wellington (Closed agenda)

**Information Items**

*The Board received the following reports as information:*

- GM-01-21-07 - Chief Administrative Officer's Report
- GM-01-21-03 - Cash and Investment Status
- GM-01-21-06 - Conservation Area Closures Due to Capacity
- GM-01-21-01 - Development, Interference with Wetlands and Alterations to Shorelines Regulation
- GM-01-21-02 - Grand River Watershed Natural Heritage System Framework - Subwatershed Characterization Reports
- GM-01-21-04 - Update on Water Quality in the Grand River
- GM-01-21-09 - Proposed Implementation of Updates to Ontario's Water Quantity Management Framework (ERO #019-2017)
- GM-01-21-08 - Current Watershed Conditions

**Correspondence**

*The Board received the following correspondence:*

- Jim Carroll, Commodore re: Belwood Lake Sailing Club
- Dufferin County re: Bill 229 Amendments under Schedule 6

**Committee Appointments**

*The Board appointed members and officers to the following committees:*

- Audit Committee – To replace Member that is leaving the Board
- Ad Hoc Committee – To help provide input and direction on adapting to changes to the CA Act

**Election of Officers**

*The board elects a chair and vice-chair each January to serve for the coming year.*

- Chris White was acclaimed as Chair of the Grand River Conservation Authority for a one year term
- Susan Foxton was acclaimed as Vice-Chair of the Grand River Conservation Authority for a one year term

*For full information, please refer to the January 22 Agenda Package. Complete agenda packages and minutes of past meetings can be viewed on our online calendar. The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on February 26, 2021.*

*You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.*

*BoKamm #3*  
FEB 04 2021



**MINUTES  
MULMUR-MELANCTHON FIRE BOARD  
Monday, December 14, 2020 at 2:00 p.m.  
ELECTRONIC**

**Present:** Earl Hawkins, Chair – Mulmur Township  
Ken Cufaro – Mulmur Township  
David Besley, Vice Chair – Melancthon Township  
Fire Chief Scott Davision  
Deputy Chief Matt Waterfield  
Heather Boston, Secretary/Treasurer

**Absent:** Darren White

**1. Call to Order**

Chair Hawkins called the meeting to order at 2:12 p.m.

**2. Declaration of Pecuniary Interest**

Chair Hawkins stated that if any member of the Board had a disclosure of pecuniary interest, they could declare the nature thereof now or at any time during the meeting.

No Declarations of Pecuniary interest were stated at this time.

**3. Approval of the Agenda**

**Moved by: Cufaro/Besley**

THAT the December 14, 2020 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

**CARRIED**

**4. Approval of Previous Meeting's Minutes – November 17, 2020**

**Moved by: Besley/Cufaro**

THAT the Minutes of the Mulmur-Melancthon Fire Board dated November 17, 2020 be approved as copied and circulated.

**CARRIED**

*BD/comm #4*

FFR 04 7071



## **5. Finance**

### **a) Accounts**

**Moved by: Besley and Seconded by: Cufaro**

THAT the operating accounts as presented in the amount of \$7,125.13 be approved

**CARRIED.**

**Moved by: Besley/Cufaro**

THAT the Board rescind the resolution authorizes all accounts be paid, up to and including December 31, 2020 as passed at the November 17, 2020 meeting.

**CARRIED.**

## **6. Old/New Business**

### **a) Costs to Increase Staffing Levels**

**Moved by: Besley/Cufaro**

THAT the Board approve the hiring of four additional firefighters.

**CARRIED.**

## **7. Closed Session**

Closed session pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 239: Personal matters about an identifiable individual, including municipal or local board employees and approving the previous closed meeting minutes.

**Moved by: Cufaro/Besley**

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 2:45 p.m. for the following reasons: - personal matters about an identifiable individual, including municipal or local board employees; and approval of past closed meeting minutes of November 17, 2020 Closed Session Minutes.

**CARRIED**

**Moved by: Cufaro/Besley**

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 4:16 p.m. and return to the regular meeting.  
**CARRIED**

Moved by: Cufaro/Besley

THAT the Board increase the Fire Chief's salary per the closed session approved salary grid effective January 1, 2021.

Moved by: Besley/Cufaro

THAT the Board approve offering on-duty and off-duty coverage for all firefighters at the cost to the Board;  
AND THAT off-duty family coverage may be selected at the cost of the firefighter.  
**CARRIED.**

Moved by: Cufaro/Besley

THAT the Board approve the reimbursement of 24 hours of wages at \$23/hr for the firefighter that missed work due to a COVID related incident.  
**CARRIED.**

## **8. Adjournment**

Moved by: Cufaro/Besley

THAT we do now adjourn at 4:24 p.m. to meet again on January 19, 2021 or at the call of the Chair.  
**CARRIED.**

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**Chair**

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**Secretary**



**MINUTES  
MULMUR-MELANCTHON FIRE BOARD  
Tuesday, November 17, 2020 at 7:00 p.m.  
ELECTRONIC**

**Present:** Earl Hawkins, Chair – Mulmur Township  
Ken Cufaro – Mulmur Township  
David Besley, Vice Chair – Melancthon Township  
Fire Chief Scott Davision  
Deputy Chief Matt Waterfield  
Heather Boston, Secretary/Treasurer  
Christine Hickey

**1. Call to Order**

Chair Hawkins called the meeting to order at 7:00 p.m.

**2. Declaration of Pecuniary Interest**

Chair Hawkins stated that if any member of the Board had a disclosure of pecuniary interest, they could declare the nature thereof now or at any time during the meeting.

No Declarations of Pecuniary interest were stated at this time.

**3. Approval of the Agenda**

**Moved by: Besley and Seconded by: Cufaro**

THAT the November 17, 2020 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

**CARRIED**

**4. Approval of Previous Meeting's Minutes – October 13, 2020**

**Moved by: Cufaro and Seconded by: Besley**

*BD/comm# 5*

FEB 04 2021

THAT the Minutes of the Mulmur-Melancthon Fire Board dated October 13, 2020 be approved as copied and circulated.

**CARRIED**

## **5. Finance**

### **a) Accounts**

**Moved by: Besley and Seconded by: Cufaro**

THAT the operating accounts as presented in the amount of \$19,210.75 be approved AND THAT the capital accounts as presented in the amount of \$8,056.90 be approved.

THAT the Board authorizes all accounts be paid, up to and including December 31, 2020.

**CARRIED**

### **b) Budget to Actual Year-to-Date**

Discussion ensued on Budget to Actual report, clarification was provided on the Prior year deficit shown.

**Moved by: Cufaro and Seconded by: Besley**

THAT the Board receive the budget to actual year-to-date statement.

**CARRIED**

## **6. Closed Session**

Closed session pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 239: Personal matters about an identifiable individual, including municipal or local board employees and approving the previous closed meeting minutes.

**Moved by: Cufaro and Seconded by: Besley**

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 7:12 p.m. for the following reasons: - personal matters about an identifiable individual, including municipal or local board employees; and approval of past closed meeting minutes and approval of October 13, 2020 Closed Session Minutes.

**CARRIED**

The Fire Chief and Deputy Fire Chief left the meeting.

**Moved by: Besley and Seconded by: Cufaro**

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 7:53 p.m. and return to the regular meeting.

**CARRIED**

The Fire Chief and Deputy Fire Chief returned to the meeting.

**Moved by: Besley and Seconded by: Cufaro**

THAT the Mulmur-Melancthon Fire Board approve a 1.3% increase to the hourly rate for firefighters, applicable to After 1 Year and above;

AND THAT all other salaries and wages remain the same.

**CARRIED**

**Moved by: Cufaro and Seconded by: Besley**

THAT the Board reviewed the three various VFIS coverage options, On duty, 24 Hour Member and 24 Hour Family;

AND THAT the board will continue to cover the costs of the "On Duty" coverage to all Firefighters;

AND FURTHER THAT any 24 hour coverage elected by a Firefighter will be an option available at their own expense effective January 1, 2021.

**CARRIED**

## **7. Old/New Business**

### **a) Review Policies**

#### **Capital Asset Policy**

#### **No Towing Policy**

Discussion ensued on the policies presented, clarification was provided that fire vehicles are not needed to tow in an emergency situation and No Towing Policy is satisfactory as presented to the Fire Chief. Confirmation was provided that the auditor reviewed the Capital Asset Policy and was satisfied with the content.



**Moved by: Besley and Seconded by: Cufaro**

THAT the Board approve the Capital Asset and No Towing policies as presented.  
**CARRIED**

- b) Canada Revenue Agency (CRA) – Letter dated October 16, 2020**  
**Re: Response from CRA to remove the penalty charged**
- c) Staff Report - Scott Davison, Fire Chief dated November 10, 2020**  
**Re: Maximum staffing levels**

Discussion ensued on increasing the number of volunteer firefighters from 23 to 27. Questions on cost to the department to implement this and availability of current and potential firefighters for all calls. The board directed staff to prepare a costing report showing expenses to add an additional 5 volunteer firefighters.

The following recommendation was tabled and not voted on until a costing report was received on the expenses.

Recommendation: THAT the Mulmur-Melancthon Fire Board receive the Staff Report from Scott Davison, Fire Chief regarding maximum staffing levels;

AND THAT the Mulmur-Melancthon Fire board increase maximum staffing levels from 23 members to 27 members;

AND FURTHER THAT the Hiring Policy for the Mulmur-Melancthon Fire Department be amended accordingly.

## **8. Adjournment**

**Moved by: Besley and Seconded by: Cufaro**

THAT we do now adjourn at 8:47 p.m. to meet again in January 2021 or at the call of the Chair.  
**CARRIED**

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**Chair**

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**Secretary**

## Denise Holmes

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**From:** Minister, MECP (MECP) <Minister.MECP@ontario.ca>  
**Sent:** Monday, January 11, 2021 5:17 PM  
**To:** Denise Holmes  
**Subject:** Ontario Moves Forward with Conservation Authorities Working Group

Good afternoon,

In order to create a practical forum to help our government implement recent changes to the *Conservation Authorities Act* and ensure conservation authorities and other stakeholder groups have a stronger voice at the table, I have invited 10 individuals to participate in a newly-formed conservation authorities working group.

The working group members, chaired by Hassaan Basit, President and CEO of Halton Region Conservation Authority, have been drawn from a variety of conservation authorities, Conservation Ontario and the Association of Municipalities of Ontario, as well as the development and agriculture sectors. The full list of members include:

- Hassaan Basit, President and CEO, Halton Region Conservation Authority (Chair)
- Kim Gavine, General Manager, Conservation Ontario
- John McKenzie, Chief Executive Officer, Toronto and Region Conservation Authority
- Sommer Casgrain-Robertson, General Manager, Rideau Valley Conservation Authority
- Chris Darling, Chief Administrative Officer, Central Lake Ontario Conservation Authority
- Rob Baldwin, Chief Administrative Officer, Lake Simcoe Region Conservation Authority
- Brian Tayler, Chief Administrative Officer, North Bay-Matawa Conservation Authority
- Samantha Lawson, Chief Administrative Officer, Grand River Conservation Authority
- Cathie Brown, Senior Advisor, Association of Municipalities of Ontario
- Scott McFadden, Mayor, Township of Cavan Monaghan

The following individuals will also assist the Working Group by providing further perspectives, including on the section 28 Minister's regulation:

- Jason Sheldon, Vice-President, Land Development, Remington Group
- Gary Gregoris, Senior Vice-President, Land Development, Mattamy Homes
- Josh Kardish, Vice-President, EQ Homes
- Michelle Sergi, Director Community Development, Region of Waterloo
- Leslie Rich, Policy and Planning Liaison, Conservation Ontario
- Barb Veale, Director, Planning and Watershed Management, Halton Region Conservation Authority
- Laurie Nelson, Director, Policy and Planning, Toronto and Region Conservation Authority
- Mark Wales, Past President, Ontario Federation of Agriculture

The Working Group's first task includes looking at the first phase of proposed regulations impacting conservation authorities and their participating municipalities, which will be available for public consultation later this month. The proposed regulations will include:

- details on the programs and services conservation authorities will implement, and how the programs and services may be funded such as:
  - the mandatory programs and services to be delivered by conservation authorities;
  - the proposed agreements that may be required with participating municipalities to fund non-mandatory programs and services with municipal dollars; and
  - the transition period to establish those agreements;
- how conservation authorities will regulate development and other activities to ensure public safety through natural hazard management,
- the requirement for conservation authorities to establish community advisory boards; and
- a Minister's regulation under section 29 of the *Conservation Authorities Act* relating to conservation authority operation and management of lands owned by the authority.

Our government is committed to ongoing collaboration as we work to improve how conservation authorities deliver core programs and services to their communities. Drawing on their extensive knowledge and experience, the working group members we've assembled will provide valuable perspectives to help us make better informed decisions.

We look forward to your feedback as part of our consultation process on the upcoming regulatory postings.

Sincerely,

Jeff Yurek  
Minister of the Environment, Conservation and Parks



January 15, 2021

Honourable Jeff Yurek  
Ministry of the Environment, Conservation & Parks  
777 Bay St., 5th Floor  
Toronto ON M7A 2J3

Honourable Yurek,

At its meeting held on January 15, 2021, Dufferin County Council passed the following resolution regarding the Conservation Authorities Working Group:

WHEREAS the Province of Ontario made changes to the Conservation Authorities Act via the passage of Bill 228 in December 2020;

AND WHEREAS the Province announced in December 2020 that they would form a Conservation Authority Working Group to "make sure conservation authorities and other stakeholder groups have a stronger voice at the table when it comes to implementing recent changes to the Conservation Authorities Act";

AND WHEREAS the recently announced the appointments to the Conservation Authority Working Group which is comprised of 2/3rd conservation authority representatives and a single municipal representative;

AND WHEREAS municipalities are the major sources of funding for Conservation Authorities in the Province and are greatly affected by decisions of recommendations coming out of the work of the Conservation Authority Working Group;

BE IT RESOLVED THAT County Council request that the Province reassess the composition of the Conservation Authority Working Group to allow for equal representation from municipalities and conservation authorities;

AND THAT this motion be forwarded to AMO for circulation to all municipalities in Ontario, the Honourable Minister Yurek and the Chair of the Conservation Authority Working Group.



Regards,

Michelle Dunne  
Clerk

cc Hassan Basit, Chair, Conservation Authorities Working Group  
Association of Municipalities of Ontario (AMO)  
Dufferin County Municipalities





January 12, 2021

**Via: Email**

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.: MSO019743.2020**

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 September 25, 2020 through December 31, 2020.

The work undertaken during the period includes the following:

**October 2020**

- Site meeting with Ion Bauman and Martin Drainage prior to commencing the cleanout of the Doyle Drainage Works. Inspections during the work including additional discussions regarding the elevation of the road culvert on the 2<sup>nd</sup> Line S.W.
- Site meeting with Public Works Superintendent regarding the proposed relocation of a lot in the W½ Lot 17, Concession 3 O.S. (Bonfield). Provided comments to Planner, Chris Jones, regarding the need to relocate a private tile and possibly reconfigure the proposed lot dimensions to minimize the impact from upstream surface flows.

**November 2020**

- Coordinated removal of a beaver dam on the Adam McKibbin Drain. Received, reviewed, and forwarded Demmans Excavating invoice for the work.
- Coordinated trapping of nuisance beavers and removal of beaver dams on the Gray Drain and Henderson Drainage Works. Received, reviewed, and forwarded invoices from David Cowen for trapping and Demmans Excavating for the removal of the dams.

WFO# 3  
FEB 04 2021

**December 2020**

- Site meeting with Ion Bauman and Martin Drainage during the completion of the Doyle Drainage Works cleanout adjacent to the 2<sup>nd</sup> Line S.W. (not done previously due to uncertain location of the gas line). Located existing tile outlets immediately upstream of the road. Discussion with Public Works Superintendent regarding the tiles having sufficient freeboard and there being no further interest in lowering the road culvert.
- Meeting with Manassa Martin, owner of Pt. Lot 245 & 246 Concession 3 S.W., regarding maintenance of the James Foley Drain. Discussion with owner regarding procedure to initiate repair work, timing, etc. Completed a "Notification for Drain Maintenance and Repair" form for signing. Dropped off signed form and location plan at the Township Office on behalf of the owner.
- Discussion with Jeff Demmans regarding the cleanout of the Curphy Drain along County Road No. 17 and Highway No. 10. Inspection of completed cleanout work. Provided centerline stakes for the drain alignment East of Highway No. 10 through the section that has completely silted in.
- Discussion with Leo Blydorp regarding beaver dam having been rebuilt on the Gray Drain. Coordinated additional trapping of nuisance beavers and removal of the newly constructed dam.
- Site meeting with Public Works Superintendent regarding recent tile drainage installation in the E½ Lot 7, Concession 3 O.S.

As you are aware, the cost of employing a Drainage Superintendent is eligible for a 50% grant. The Ministry has requested that the grant application be submitted yearly. As such, we will complete the grant application for submission 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, please call.

Yours truly,

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



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

Enclosure(s)      Invoice No. MSO019743.2020-4

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



BURNSIDE

R.J. Burnside & Associates Limited  
15 Townline  
Orangeville, ON L9W 3R4  
Phone: (519) 941-5331 Fax: (519) 941-7721  
www.rjburnside.com

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

January 11, 2021

Invoice No: MSO019743 2020 - 4

Project MSO019743.2020 RJB File: D-ME-SUP-2020  
Professional Services through December 31, 2020

	Hours	Amount	
Senior Engineer I			
Pridham, Thomas	29.00		
Project Support III			
Linton, Kelly	.80		
Project Support			
Douglas, Myles	32.50		
Totals	62.30		
Total Labour			7,519.40
Travel - Mileage		406.84	
Misc Reimbursable Expense		129.29	
Total Reimbursables		536.13	536.13
HST #885871228	13.00 % of 8,055.53	1,047.22	
Total Tax		1,047.22	1,047.22
Total Amount Due in CDN Funds			<u><u>\$9,102.75</u></u>

**Billings to Date**

	Current	Previously	Billed to Date
Labor	7,519.40	25,913.80	33,433.20
Expense	536.13	635.54	1,171.67
Tax	1,047.22	3,451.41	4,498.63
Totals	9,102.75	30,000.75	39,103.50

Project Manager: Thomas Pridham

Client Number: 1008

Please reference your billing client number when making payments via direct deposit or electronic transfer.

To pay via e-Transfer please use [etransfers@rjburnside.com](mailto:etransfers@rjburnside.com) as payee.

Payment terms are net 30 days. Late payments are subject to a penalty of 1% per month (12% annually).



## **Nottawasaga Valley Conservation Authority**

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January 15, 2021

### **Letter to Nottawasaga Valley Watershed Municipal CAOs:**

Mr. Blaine Parkin Town of New Tecumseth  
Ms. Collen Healey-Dowdall Township of Essa  
Ms. Denise Morrissey Town of Shelburne  
Ms. Denise Holmes Township of Melancthon  
Mr. Geoff McKnight Town of Bradford West Gwillimbury  
Mr. George Vadeboncouer Town of Wasaga Beach  
Mr. Jason Raynar Town of Innisfil  
Mr. Jeff Schmidt Township of Springwater  
Ms. Kim Govan Municipality of Grey Highlands  
Mr. Mark Early Town of Mono  
Mr. Michael Prowse City of Barrie  
Ms. Nicole Martin Township of Amaranth  
Ms. Rhonda Bunn Township of Adjala-Tosorontio  
Ms. Robin Dunn Township of Oro-Medonte  
Mr. Shawn Everitt Town of Blue Mountain  
Ms. Sonya Skinner Town of Collingwood  
Mr. Steve Sage Township of Clearview  
Ms. Tracey Atkinson Township of Mulmur

Dear CAOs:

### **Subject: Source Protection Committee – Replacement of Municipal Members**

This letter is to inform you that one municipal member term on the South Georgian Bay Lake Simcoe Source Protection Committee (SPC), representing the Nottawasaga Valley Watershed is ending and action is required on your part to replace this position. The Source Protection Committee is a group of individuals who represent public, economic, agricultural, and municipal interests from across the source protection region. More details regarding the role of the committee can be found below in the background section of this letter.

The selection of members will be achieved through an election with the process for nominating a candidate and selection of the **one** municipal representatives being outlined below. Also included is some background on the role and commitment of SPC members.

#### **SPC Member Selection Process**

The *Clean Water Act* stipulates that the process for replacing a member on the SPC must be that which was used to select the member originally. As you may recall, for municipal members representing the Nottawasaga Valley Watershed, the process involved:

1. Notifying all municipalities in the watershed of the membership opportunity (the purpose of this letter).
2. Requesting all 18 municipalities:
  - Put forward the name of a candidate **IF** interested in doing so;
  - Authorize someone to 'vote' for the municipal representatives in the event there are more interested candidates than the one seat available.
3. Holding an 'election' if required;
  - All lower tier municipalities in the watershed receive one vote.
4. Affirming election results at the Nottawasaga Valley Source Protection Authority meeting following the election, and formally appointing the new members to the SPC.

**Next Steps: What We Need from You:**

By **March 15, 2021**, please email Ryan Post at [rpost@nvca.on.ca](mailto:rpost@nvca.on.ca) indicating the name of the person your municipality wishes to nominate or indicating that you do not wish to seek a seat on the SPC, and the name of the person authorized to vote on behalf of your municipality.

In the event there are more interested municipalities than the one seat available, an election will be held via electronic ballot (email). For the election, quorum will be 50% plus one (9 municipalities).

**Background**

The *Clean Water Act* is legislation put forward by the Ministry of the Environment and Climate Change (MOECC) aimed to prevent the overuse and contamination of municipal drinking water supplies. This legislation divested much of the responsibility to local stakeholder groups, known as SPCs. Locally, the SPC is comprised of 1 first nation, 7 municipal, 7 public, and 7 economic members intended to represent the various interests from across the watershed region, and ensure a balanced and practical approach to drinking water protection.

The SPC has been meeting since December 2007, and was responsible for three deliverables:

- A Terms of Reference describing the work to be done, who was responsible, and the approximate timelines and costs,
- Technical Assessment Reports describing vulnerable areas specific to municipal water quality and quantity, and risks to water supplies, and
- Source Protection Plans that include strategies and policies intended to manage existing risks and prevent new risks from occurring.

The MOECC approved the Source Protection Plan (SPP) on January 26, 2015, at which time the function of the committee transitioned primarily to evaluating the implementation of the SPP policies and conducting periodic updates to ensure the plan is supporting the desired protection to the sources of municipal drinking water.

**Commitment**

Members are asked to make a five year commitment to serve on the SPC. During this period, the committee will meet 2 to 3 times per year in the Barrie area. Meetings are typically held on a weekday afternoon. SPC members are reimbursed for their time (a per diem) and travel (mileage) when attending meetings.

Thank you in advance for your interest in and assistance with the Source Protection program. Should you have any questions, please don't hesitate to contact Ryan Post at [rpost@nvca.on.ca](mailto:rpost@nvca.on.ca).



Sincerely,

A handwritten signature in black ink, consisting of a stylized 'D' followed by a horizontal line that extends to the right and then curves back down.

Doug Hevenor  
Chief Administrative Officer



December 31, 2020

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 2020 year in accordance with the Municipal Act, Section 284(3).

Your council's appointee for the 2020 term to the Nottawasaga Valley Conservation Authority was Margaret Mercer.

The Authority held 9 Board of Directors meetings from January 1 to December 31, 2020.

The total number attended by your member was 9 Authority meetings.

The total mileage expense paid was \$68.44 and the total per diem paid was \$738.27

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**  
8195 8<sup>th</sup> Line, Utopia, ON L0M 1T0  
T: 705-424-1479 F: 705-424-2115  
admin@nvca.on.ca • nvca.on.ca

*A member of Conservation Ontario*

WFO # 5  
FFR 04 2021

Ministry of Natural Resources and  
Forestry

Ministère des Richesses naturelles et  
des Forêts

Resources Planning and Development  
Policy Branch

Direction des politiques de planification et  
d'exploitation des ressources

Policy Division

Division de l'élaboration des politiques

300 Water Street

300, rue Water

Peterborough, ON K9J 3C7

Peterborough (Ontario) K9J 3C7

**Subject: Proposed regulation for compressed air energy storage in reservoirs**

Good Afternoon,

We are writing today to let you know about proposed changes to the regulation and standards under *the Oil, Gas and Salt Resources Act*.

As you may already know, under the *Oil, Gas and Salt Resources Act*, the province regulates the drilling and operation of wells, and associated pipelines and equipment, used for activities such as the exploration and production of oil and natural gas, salt solution-mining, the underground storage of hydrocarbons, and compressed air energy storage in salt caverns. Compressed air energy storage in geological storage areas [other than salt caverns] is currently not regulated under the act.

Changes are being proposed that would ensure compressed air energy storage projects using porous rock reservoirs are regulated. In addition, other technical and administrative changes are being proposed to reference more current technical standards for the broader regulated sector and to update provisions in the regulation that set out parties who can act as financial security trustees.

Ontario is seeking feedback on this proposal through the environmental and regulatory registries for a period of 45 days ending on March 5, 2021 (<https://ero.ontario.ca/search> registry number: 019-2935). Details of the proposed changes are available in the environmental registry posting and supporting documents.

The ministry would welcome your feedback on the proposed changes, as well as the opportunity to discuss any comments or concerns that you may have. Should you have any questions about the proposal, please contact Pauline Desroches at [pauline.desroches@ontario.ca](mailto:pauline.desroches@ontario.ca) or 705-741-8556.

Sincerely,

***Original signed by***

Jennifer Keyes

Director, Resources Planning and Development Policy Branch  
Ministry of Natural Resources and Forestry

c: Susan Mancini, Petroleum Operations Section; Pauline Desroches, Resources Development Section

# Proposed amendments to Ontario Regulation 245/97 to regulate compressed air energy storage in porous rock reservoirs and make other amendments to reference more current standards for the regulated sector

Environment and Climate Change Canada (Environmental Registry of Ontario) number	019-2935
Notice type	Regulation
Act	Oil, Gas and Salt Resources Act, R.S.O. 1990, c. P.12
Posted by	Ministry of Natural Resources and Forestry
Notice stage	Proposal
Proposal posted	January 19, 2021
Comment period	January 19, 2021 - March 5, 2021 (45 days) Open
Last updated	January 19, 2021

This consultation closes at 11:59 p.m.

on:  
**March 5, 2021**

## Proposal summary

We are seeking feedback on proposed regulatory changes that would ensure compressed air energy storage projects using porous rock reservoirs are regulated, by making them subject to the *Oil, Gas and Salt Resources Act*. Other technical and administrative changes to the regulation and associated standards are also proposed.

## Proposal details

Under the *Oil, Gas and Salt Resources Act*, we regulate the drilling and operation of wells, and associated pipelines and equipment, used for activities such as the exploration and production of oil and natural gas, salt solution-

mining, the underground storage of hydrocarbons, and compressed air energy storage projects using salt caverns. Almost all these activities occur in southwestern Ontario where the geology is the most conducive.

The following changes are being proposed:

### **Amendments to Ontario Regulation 245/97**

1. Make additional compressed air energy storage projects – those using porous rock reservoirs for storage – subject to the *Oil, Gas and Salt Resources Act*, providing a framework for some of these projects to seek approvals and operate under the Act. Prohibit other compressed air energy storage projects in reservoirs if they do not meet the scope of criteria set out in the proposed regulation.
2. Make administrative updates to existing regulation provisions related to Trustees to remove Banks and Credit Unions, as they are prohibited from acting as trustees under other legislation.

### **Amendments to the Oil, Gas and Salt Resources of Ontario Provincial Operating Standards and Provincial Standards for Compressed Air Energy Storage**

1. Update references to technical standards, produced by organizations like the Canadian Standards Association and American Petroleum Institute, and adopted under the *Oil, Gas and Salt Resources Act* framework, in a manner that will ensure that these references remain current into the future.

If approved, the effective date of these changes would be July 1, 2021.

Further details of the proposal are outlined in the document included under the heading of Supporting Documents.

## **Regulatory impact statement**

The anticipated environmental, social, and economic consequences of the proposal are expected to be neutral to positive.

In Ontario, there is currently no clear regulatory oversight for the use of wells to access porous rock reservoirs for the purpose of compressed air energy storage. The proposed changes would provide regulatory oversight of compressed air energy storage projects using porous rock reservoirs, with the objective of increased protection of public and environmental safety, as well as

greater clarity and certainty for the energy storage industry. Another key objective of the proposed regulatory approach is to ensure consideration of input from local and Indigenous communities, and the public, in the application process for this type of compressed air energy storage project.

The proposed updates to reference current external technical standards would improve clarity and certainty which would be expected to increase public and environmental safety going forward; however, it is recognized that the oil, gas, salt, and storage industries generally follow the most current standards as a part of their own business practices.

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## Supporting materials

### Related files

[Proposed changes to Ontario Regulation 245/97 under the Oil, Gas and Salt Resources Act \(https://prod-environmental-registry.s3.amazonaws.com/2021-01/CAES-P\\_ERproposal-2021-01-18\\_Final.pdf\)](https://prod-environmental-registry.s3.amazonaws.com/2021-01/CAES-P_ERproposal-2021-01-18_Final.pdf)  
pdf.(Portable.Document.Format.file) 270.83 KB

### Related links

[Ontario Regulation 245/97 \(https://www.ontario.ca/laws/regulation/970245\)](https://www.ontario.ca/laws/regulation/970245)

[Oil, Gas and Salt Resources of Ontario Provincial Operating Standards \(https://www.ontario.ca/document/oil-gas-and-salt-resources-ontario-provincial-operating-standards/well-drilling\)](https://www.ontario.ca/document/oil-gas-and-salt-resources-ontario-provincial-operating-standards/well-drilling)

[Provincial Standards for Compressed Air Energy Storage \(apply only to cavern c... \(https://www.ontario.ca/page/provincial-standards-compressed-air-energy-storage-applications-and-operations\)](https://www.ontario.ca/page/provincial-standards-compressed-air-energy-storage-applications-and-operations)

## View materials in person

Important notice: Due to the ongoing COVID-19 pandemic, viewing supporting materials in person is not available at this time.

Please reach out to the Contact listed in this notice to see if alternate arrangements can be made.

MNRF - RPDPB - Resources Development Section  
300 Water Steet  
2nd Floor South  
Peterborough, ON  
K9J 3C7  
Canada

## Comment

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the ERO (Environmental Registry of Ontario) number for this notice in your email or letter to the contact.

[Read our commenting and privacy policies. \(/page/commenting-privacy\)](/page/commenting-privacy)

## Submit by mail

Policy Advisor – Resources  
Development  
MNRF - RPDPB - Resources  
Development Section  
300 Water Steet  
2nd Floor South  
Peterborough, ON  
K9J 3C7  
Canada

## Connect with

JS

### Contact

Policy Advisor – Resources  
Development

 [705-991-0598](tel:705-991-0598)





[caes@ontario.ca](mailto:caes@ontario.ca)



312915 Dereham Line  
R. R. # 1, Mount Elgin, ON N0J 1N0  
Phone: (519) 877-2702; (519) 485-0477;  
Fax: (519) 485-2932  
[www.swox.org](http://www.swox.org)

January 11, 2021

Premier Doug Ford  
Legislative Building, Queens Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

Speeding on provincial, county and municipal roadways continues to put the lives of Ontarians at risk. While we have access to several tools to help mitigate speeding traffic, the one tool that is currently not fully available to us is Automatic Speed Enforcement (ASE) (aka Photo Radar). Over the past decade, in South West Oxford the vast majority of charges laid are for drivers travelling well in excess of the posted speed limit. The cost of providing police time for something that could be done through the use of technology is disturbing to our council. The Council feels that it would be far more effective to have police concentrate on other problems such as Break and Enters, illegal drugs and domestic problems.

We need a way to address the poor behaviours and habits that are putting our citizens at risk and tying up much needed first responder resources that could be better utilized to improve the well-being of our communities. Speeding, particularly through our small villages, creates community concerns for the safety and wellbeing of our children and other vulnerable members. We need your help.

In keeping with this The Council of the Township of South-West Oxford duly moved and carried the following resolution at the regular meeting held on January 5, 2021:

*...RESOLVED that the Council of the Township of South-West Oxford provide direction to the Clerk to send a letter to the Premier, MPP Ernie Hardeman, AMO and all Ontario municipalities in support of the use of Automatic Speed Enforcement (photo radar) by municipalities.*

Please help municipalities in the Province by passing the necessary regulations for municipalities to use ASE (if they choose) that will bring about the driving behavioural changes we need.

We look forward to your help with this issue.

Yours truly,

Mary Ellen Greb, CAO

c.c. AMO, Honourable Ernie Hardeman, Ontario Municipalities



United Counties of  
**Stormont, Dundas & Glengarry**

**RESOLUTION**

**MOVED BY Councillor McGillis**

**RESOLUTION NO** 2021-04

**SECONDED BY Councillor Warden**

**DATE** January 18, 2021

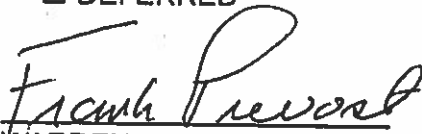
THAT the Council of the United Counties of Stormont, Dundas and Glengarry request that the Province of Ontario allow for small businesses to immediately reopen with the required health guidelines and protocols in place; and

THAT this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, MPP Jim McDonell, and circulated to all municipalities in Ontario.

☒ **CARRIED**

☐ **DEFEATED**

☐ **DEFERRED**

  
**WARDEN**

**Recorded Vote:**

Councillor Armstrong	___
Councillor Byvelds	___
Councillor Fraser	___
Councillor Gardner	___
Councillor Landry	___
Councillor MacDonald	___
Councillor McGillis	___
Councillor Prevost	___
Councillor Smith	___
Councillor Warden	___
Councillor Wert	___
Councillor Williams	___



## TOWN OF SHELBURNE

### Planning & Development Department

January 21, 2021

CIRCULATED BY E-MAIL TO:

- County of Dufferin
- MTO
- NVCA
- Township of Amaranth
- Township of Melancthon
- School Boards
- Canada Post
- OPG
- Hydro One
- Enbridge
- Bell
- Rogers Communication
- Shelburne EDC
- Engineering
- Legal
- Fire Dept
- Police
- Council
- Public Works

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

**FILE NOS: Z20/02, DPS 20/02 – 416, 420, 428 MAIN STREET W  
DESIGN PLAN SERVICES INC. ON BEHALF OF NMJ DEVELOPMENTS INC. & SAHYOG  
INVESTMENTS INC. / 2728479 ONTARIO LTD.**

Please take notice that the Town of Shelburne has received complete applications for a Draft Plan of Subdivision and Zoning By-law Amendment for land known municipally as 416, 420 and 428 Main Street West, and legally described as Part of the East Half of Lot 1, Concession 3, 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/TqyDJPMJY7> 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 26<sup>th</sup>, 2021.**

Please provide comments in an electronic format via email, or if you have no comment or objection please complete the attached response sheet and return it by email, to [planning@shelburne.ca](mailto:planning@shelburne.ca). 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**

## **Draft Plan of Subdivision Application & Zoning By-law Amendment**

### **Circulation Response Form**

**File:** Z20/02, DPS 20/02 – 416, 420, 428 Main St. W.

**Project:** Draft Plan of Subdivision  
Design Plan Services Inc. for NMJ Developments Inc. & Sahyog  
Investments Inc. / 2728479 Ontario Ltd.

If you have no comments or objection to the approval of the above noted application please complete this form and email it to Steve Wever, Town Planner by **February 26<sup>th</sup>, 2021**.

**Email:** [planning@shelburne.ca](mailto:planning@shelburne.ca)

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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**

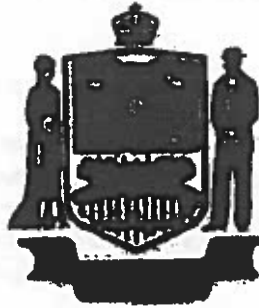
**Town of Shelburne**

**Applications for Zoning By-law Amendment Z20/02 and Draft Plan of Subdivision DPS 20/02,  
416, 420, 428 Main St. W**

**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;
- Land Use Compatibility Assessment (including noise);
- Planning Justification Report;
- Draft Zoning By-law Amendment;
- Stage 1-2 Archaeological Assessment;
- Functional Servicing and Stormwater Management Report;
  - Figure 1: Site Location;
  - Figure 2: Draft Plan;
  - Figure 3: Preliminary Sanitary Routing and Water Distribution Plan;
  - Pre-development Drainage Area;
  - Preliminary Site Grading and Post-development Drainage Area;
  - Figure 7: Preliminary SWM Facility Detail;
  - Preliminary Erosion, Sediment Control and Removals Plan.
- Electromagnetic Field Study;
- Environmental Impact Study;
- Phase 1-2 Environmental Site Assessment;
- Preliminary and Supplemental Geotechnical Investigation;
- Traffic Impact Study.

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



## **TOWN OF SHELBURNE PLAN OF SUBDIVISION /CONDOMINIUM PROCESS**

**NOTE:** Before you prepare and submit your application to the Town of Shelburne, it is strongly recommended that you consult with the Town Planner. It is also advisable that you communicate with your neighbours with respect to your plans.

**Submission for an application shall consist of the following:**

1. One (1) original application form with nine (9) copies of the completed form, signed and dated by the applicant or the applicant's agent. All questions on the application form must be answered. Incomplete applications will be returned to the applicant.
2. If an application is being submitted by a limited company or corporation, signatures must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
3. A letter of authorization from the property owner is required when the application is being signed by an agent.
4. A minimum of three copies of all background reports containing supporting material and including such information as location, existing use, population projections, physical features, soils, vegetation, slopes, surrounding land uses, Official Plan and zoning information, and services (water, sewer, storm water management, traffic etc.). The type of reports and the number of copies required should be discussed with municipal staff prior to submission.
5. Digital mapping information: Where possible, one computer disk containing the digital plotting of the boundary of the proposed subdivision should be submitted with the application. This will be retained by the Town. The digital file should have a textual description of file format, map standards used, scale, contact person and general locational information, such as lot, concession and municipality.
6. Fifteen (15) folded copies of the draft plan of subdivision which is to include the requirements of Subsection 51(17) of the Planning Act and one photographic reduction of the draft subdivision plan on and 8 1/2" by 14" sheet of paper. For large or complicated applications, more copies may be required.



The subdivision plan is to be completed on up-to-date aerial photography background with cover of 150 metres in each direction of the site, with a minimum scale of 1:1,500 and in metric units. The plan shall show the boundaries of the land to be subdivided, and shall indicate the following as required by Section 51 (2) of the Planning Act:

- a) The locations and widths of the proposed roads within the proposed subdivision and of existing roads on which the proposed subdivision abuts;
- b) On a small key plan, on a scale not less than one centimetre to 100 metres, all of the land adjacent to the proposed subdivision that is owned by the applicant or in which the applicant has an interest, and every adjoining subdivision and the relationship thereto of the lands proposed to be subdivided, and the relationship of the boundaries of the land to be subdivided to the boundaries of the township lot or other original grant of which such land forms the whole or part;
- c) The purpose for which the lots and blocks are to be used;
- d) The nature of the existing uses of the adjoining lands;
- e) The approximate dimensions and layouts of the proposed lots with each lot and/or block being numbered;
- f) Natural and artificial features such as buildings, railways, roads, watercourses, drainage ditches, wetlands and wooded areas within or adjacent to such land that constitutes a fire hazard to the proposed subdivision;
- g) The availability and nature of domestic water supplies;
- h) The nature and porosity of the soil;
- i) Such contours or elevations as may be required to determine the grade of the roads and the drainage of the land;
- j) The municipal services available or to be available to the land proposed to be subdivided;
- k) The nature and extent of any restrictive covenants or easements affecting the land proposed to be subdivided;
- l) The total area (hectares and acres) of the lands to be subdivided with an area (hectares and acres) breakdown by type of use proposed on the plan, gross residential density and net residential density (excluding roads, parks) and number of lots or units proposed for each use.

**The process for plan of subdivision and condominium applications is as follows:**

1. The approval authority for draft plan of subdivision applications is with the Ministry of Municipal Affairs and Housing. An application will be required to be made to the Ministry and a separate fee will be required. The applicant should contact the Ministry's Central Region- Municipal Services Section for further information (416) 585-6559.
2. Upon submission of a complete application, the application is assigned a Town file number.
3. The application will be processed by the Clerk's Office through municipal departments and other officials to obtain technical comments, including pertinent agency comments and requirements (e.g. Nottawasaga Conservation Authority, Canada Post, local School Boards). The application will be reviewed in light of comments received.
4. The Ministry of Municipal Affairs and Housing will issue a file (T) number for the application and will direct the Town to hold a public meeting.
5. The Town will provide notice of a public meeting which is generally held in the Council Chambers prior to a regular meeting of Council or General Committee (Mondays) at 7:00 p.m. At the hearing, the applicant or the agent will be required to present the application and be available to answer questions. Council does not make a decision at the public meeting.
6. Once the subdivision plan is approved by staff, the plan, a report and recommendation will then be submitted to Council for its consideration, at a subsequent Council meeting.
7. If Council supports the application, the draft plan is approved by Council and conditions of Draft Approval are provided and forwarded to the Minister with a record of the public meeting.

8. The Minister will make a decision on the application and send a notice of decision to all persons identifying an interest in the application, plus agencies and ministries. There is a 20-day appeal period from when notice is given. If an appeal is received, it is forwarded to the Ontario Municipal Board.
9. Once draft approval is finalized, the applicant will proceed to meet the draft conditions which include the execution of a subdivision agreement with the Town. Once all conditions are met the plan will receive final approval by the Minister and may be registered.

**Further information can be obtained from the Town offices.**

**For application fees please contact the Town Planner or the CAO/Clerk.**

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 #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_  
Application Fees: \_\_\_\_\_

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

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

**1. APPLICATION INFORMATION**

Name of Applicant: Design Plan Services Inc. (c/o Kimberley Harrison-McMillan)

Mailing Address: 900 The East Mall Suite 300, Toronto, Ontario, M9B 6K2

Telephone Number (Home) [REDACTED] Fax Number: \_\_\_\_\_

Telephone Number (Business): 416-626-5445 Email Address: kimberley@designplan.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: NMJ Developments Inc. & Sahyog Investments Inc. (C/o JD Shah) / 2728476 Ontario Limited (C/o Gaston Bottero)

Mailing Address: 8 Oriah Crt, Thornhill, ON, L4J 8B3

Telephone Number [REDACTED] Fax Number: \_\_\_\_\_

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

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

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

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

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

04/04/2013

#### 4. SUBJECT LANDS

Lot: Part of the East Half of Lot 1 Concession: Concession 3

Reference Plan: Plan 7R-2205 Part/Block/Lot: \_\_\_\_\_

Street Name and Number: 416, 420 and 428 Main Street West  
(if corner lot please include both street names)

Area of subject lands: 9.54 ha Frontage: 334.53m

Depth: 471.55m

- |   | 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 checked="" type="checkbox"/> | <input 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 N/A

#### 5. ZONING AND OFFICIAL PLAN INFORMATION

Residential, Natural Environment,

What is the present Official Plan designation of the subject lands? Policy Exception Areas

What is the present zoning? Development (D), Residential Type 1 (R1), and Natural Environment (NE)

#### 6. PROPOSED AND CURRENT USE

What is the existing use of the subject land? Residential and Vacant 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? 2018

How long have the existing uses continue don the subject lands? Circa 2018

Is the application for a plan of subdivision or plan of condominium? Plan of Subdivision

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	40	40 lots	1.52	26.3
Semi-Detached	20	20 lots	0.67	29.9
Multiple	130	Block 8-13, 15	2.36	55.1
Apartments				
Other				
Commercial				
Industrial				
Institutional				
Open Space		Block 14 and Block 1	1.25	
Natural Environment		Block 16	0.68	
Roads			1.82	
Other - specify Wetland and woodland Buffers		Blocks 18-19	0.34	
SWMF		Block 17	0.88	
Pedestrian Walkway		Blocks 20	0.02	
<b>Totals</b>	<b>190</b>		<b>9.54</b>	

## 7. ACCESS

Is the subject land accessible by:

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

## 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:

<input checked="" type="checkbox"/> Sewer	<input type="checkbox"/> Ditch	<input type="checkbox"/> Swale
<input type="checkbox"/> 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: ZBA Application is being submitted

\_\_\_\_\_

## 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.

Date

Nov. 24<sup>th</sup>/2011





## 12. AUTHORIZATION

I/We 2728476 Ontario Limited am/are the owner(s) of the subject lands for which this application is to apply. I/We 2728476 Ontario Limited do hereby grant authorization to Design Plan Services Inc. to act on my/our behalf in regard to this application.

Date

Nov. 24<sup>th</sup>/2020

Signature of Registered Owner(s)

## 13. AFFIDAVIT

I, Kimberley Harrison-McMillan of the City of Burlington in the Province 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 City of Toronto  
in the Province of the Ontario  
this 26 day of November 2020

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

Nov. 24<sup>th</sup>/2020

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.

NADINE CIECIURA, A COMMISSIONER, ETC.,  
PROVINCE OF ONTARIO,  
FOR DESIGN PLAN SERVICES INC.  
EXPIRES AUGUST 08, 2023

04/04/2013

## 12. AUTHORIZATION

I/We NMJ Developments Inc. & Sahyog Investments Inc. am/are the owner(s) of the subject lands for which this application is to apply. I/We NMJ Developments Inc. & Sahyog Investments Inc. do hereby grant authorization to Design Plan Services Inc. to act on my/our behalf in regard to this application.

Nov. 25/2020  
Date

  
Signature of Registered Owner(s)

## 13. AFFIDAVIT

I, Kimberley Harrison-McMillan of the City of Burlington in the Region of Halton 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 \_\_\_\_\_  
In the \_\_\_\_\_ of the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Witness

  
Signature of Registered Owner (s) or Agent

## 14. PERMISSION TO ENTER

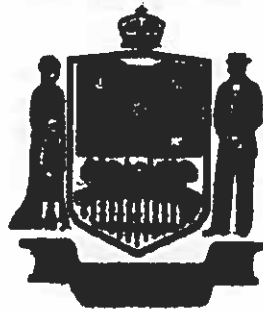
I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Nov. 25/2020  
Date

  
Signature of Registered Owner (s) or Agent

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## **TOWN OF SHELBURNE ZONING BY-LAW AMENDMENT PROCESS**

**NOTE:** Before you prepare and submit your application to the Town of Shelburne, it is strongly recommended that you consult with the Town Planner. It is also advisable that you communicate with your neighbours with respect to your plans.

**Submission for an application shall consist of the following:**

1. One (1) original application form with one (1) copy of the completed form. All questions on the application form must be answered. Incomplete applications will be returned to the applicant.
2. If an application is being submitted by a limited company or corporation, signatures must be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation. Similarly, any authorization from a limited company or corporation shall be under corporate seal, if applicable, or signed by an individual having authority to bind the corporation.
3. A letter of authorization from the property owner is required when the application is being signed by an agent.
4. Five (5) copies of the Concept Plan as described in the application form are required. A legible copy no larger than 11 x 17 is required if larger plans are submitted. Drawings should be of an adequate size to clearly identify all features and provide dimensions. The drawings should be to scale. The Town may require drawings to be prepared on a legal survey, and additional information to be surveyed. The Concept Plan shall show the following:
  - (a) The boundaries and dimensions of the subject land;
  - (b) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the building or structures from the front yard lot line, rear yard lot line and side yard lot lines;
  - (c) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
  - (e) The current uses on land that is adjacent to the subject land;
  - (f) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
  - (g) The location of existing and proposed parking areas, refuse areas and landscaping areas; and,
  - (h) The location and nature of any easement affecting the subject land.

**The process for zoning amendment applications is as follows:**

1. Upon submission of a complete application, the application is assigned a file number.
2. The application is circulated in accordance with the Planning Act requirements, no less than 20 days before passing the zoning by-law amendment. The Town shall also provide notice to such Ministries, agencies and groups that are considered to have an interest in the proposal to obtain comments.
3. A notice of public meeting under the provisions of the Planning Act is provided. Advertising of a public meeting does not oblige Council to approve the application.
4. A planning report is prepared and a draft by-law and schedule may also be prepared for consideration.
5. The public meeting is generally held in the Council Chambers prior to a regular meeting of Council or General Committee (Mondays) at 7:00 p.m. At the hearing, the applicant or the agent will be required to present the application and be available to answer questions. Council may make a decision at its meeting following the public meeting.
6. In accordance with the Planning Act, where a change is made to the proposed by-law after the holding of the public meeting, Council shall determine whether any further public notice is to be given in respect to the proposed by-law. The decision of Council with respect to notice is final and not subject to review in any court irrespective of the extent of the change made in the proposed by-law.
7. Should changes to the application or by-law be made, a supplementary report is prepared with recommendations for Council's consideration at a subsequent Council meeting.
8. If Council supports the application, the zoning by-law amendment is passed by Council.
9. Once a decision on the application is made, a notice of passing is issued and is sent to all persons identifying an interest in the application. There is a 20-day appeal period from when notice is given. If an appeal is received, it is forwarded to the Ontario Municipal Board.
10. If Council refuses or neglects to make a decision within 120 days after the receipt of the application by the Clerk, the applicant may appeal to the Ontario Municipal Board.
11. After 20 days, if there is no appeal, the by-law is deemed to have come into force on the day it was passed. If such by-law is dependent upon the approval by the Ministry of Municipal Affairs of an amendment to the Official Plan, such by-law shall not come into force until the Minister has approved the amendment to the Official Plan.

**Further information can be obtained from the Town offices.**

**For application fees please contact the Town Planner or the CAO/Clerk.**

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***For Office Use Only***

File #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_  
Application Fees: \_\_\_\_\_

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

**1. APPLICATION INFORMATION**

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

Name of Applicant: Design Plan Services Inc. (c/o Kimberley Harrison-McMillan)

Mailing Address: 900 The East Mall Suite 300, Toronto, Ontario, M9B 6K2

Telephone Number (Home): [REDACTED] Fax Number: \_\_\_\_\_

Telephone Number (Business): 416-626-5445 Email Address: kimberley@designplan.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: NMJ Developments Inc. & Sahyog Investments Inc. (C/o JD Shah) / 2728476 Ontario Limited (C/o Gaston Rottero)

Mailing Address: 8 Oriah Court Thornhill, ON, L4J 8B3

Telephone Number: [REDACTED] Fax Number: \_\_\_\_\_

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

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

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

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

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

#### 4. SUBJECT LANDS

Lot: Part of the East Half of Lot 1 Concession: Concession 3

Reference Plan: Plan 7R-2205 Part/Block/Lot: \_\_\_\_\_

Street Name and Number: 416, 420 and 428 Main Street West  
(if corner lot please include both street names)

Area of subject lands: 9.54 ha Frontage: 334.53m

Depth: 471.55m

What is the current use of the subject land? Residential and Vacant Lnad

What is the proposed use of the subject lands? Residential

When were the subject lands acquired by the current owner? 2018

How long have the existing uses continued on the subject lands? Circa 2018

#### 5. ZONING AND OFFICIAL PLAN INFORMATION

Residential, Natural Environment,  
Policy Exception Areas

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

What is the present zoning? Development (D), Residential Type 1 (R1), and Natural Environment (NE)

What is the purpose of the proposed Zoning By-law Amendment? \_\_\_\_\_

To permit a residential development to provide 190 residential dwelling units in various  
housing types. The ZBA also intends to protect existing natural environment on the  
subject lands, and provide open spaces to existing and future residents of the Town.

#### 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):

Development statistics are provided on the attached plans.

**7. ACCESS:**

Is the subject land accessible by:

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

**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)? Plan of Subdivision Application

**10. DRAWINGS**

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

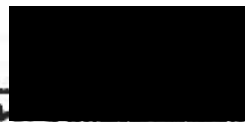
**11. PAYMENT OF FEES**

As of the date of this application, I hereby agree to pay for and bear the entire cost and expenses 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

Nov 24<sup>th</sup> / 2011

Signature



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



## 7. ACCESS

Is the subject land accessible by:

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

## 8. SERVICING

Water Supply  
Sewage Disposal  
Frontage on Road

Municipal

- ☒  
☒  
☒

Private

- ☐  
☐  
☐

Other

- ☐  
☐  
☐

Is storm drainage provided by:

- ☒ Storm Sewer  
☐ Other, describe \_\_\_\_\_

☐ Ditch

☐ Swale

## 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)? Plan of Subdivision Application

## 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.

Nov. 25/2020  
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 2728476 Ontario Limited am/are the owner(s) of the subject lands for which this application is to apply. I/We 2728476 Ontario Limited do hereby grant authorization to Design Plan Services Inc. to act on my/our behalf in regard to this application.

Date

NOV. 24<sup>th</sup> / 2020

Signature of Registered Owner(s)

## 13. AFFIDAVIT

I, Kimberley Harrison-McMillan of the City of Burlington in the Region of Halton 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 Toronto  
in the province of the ONTARIO  
this 26 day of November, 2020

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

NOV 24<sup>th</sup> / 2020

Signature of Registered Owner (s) or Agent

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NADINE CIECIURA, A COMMISSIONER, ETC.,  
PROVINCE OF ONTARIO,  
FOR DESIGN PLAN SERVICES INC.  
EXPIRES AUGUST 08, 2023

## 12. AUTHORIZATION

I/We NMJ Developments Inc. & Sahyog Investments Inc. am/are the owner(s) of the subject lands for which this application is to apply. I/We NMJ Developments Inc. & Sahyog Investments Inc. do hereby grant authorization to Design Plan Services Inc. to act on my/our behalf in regard to this application.

NOV. 25 / 2020  
Date

  
Signature of Registered Owner(s)

## 13. AFFIDAVIT

I, Kimberley Harrison-McMillan of the City of Burlington in the Region of Halton 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 other, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME AT \_\_\_\_\_  
in the \_\_\_\_\_ of the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_

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.

NOV. 25 / 2020  
Date

  
Signature of Registered Owner (s) or Agent

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## TOWN OF SHELburne

### Planning & Development Department

January 21, 2021

CIRCULATED BY E-MAIL TO:

- County of Dufferin
- MTO
- NVCA
- Township of Amaranth
- Township of Melancthon
- School Boards
- Canada Post
- OPG
- Hydro One
- Enbridge
- Bell
- Rogers Communication
- Shelburne EDC
- Engineering
- Legal
- Fire Dept
- Police
- Council
- Public Works

#### APPLICATIONS FOR MINOR VARIANCE & CONSENT

**FILE NOS: B20/05, B20/06 & A21/01**

**PROJECTS: Main Street East, 302 First Avenue East, 885 O'Reilly Crescent**

- 1) **Application for Consent B20/05** – Montgomery Homes Inc. has submitted an application for consent for a property located at the east end of Main Street East. The subject property is legally described as Part of Lot 32, Concession 2, Part 1 of Plan 7R-1552 and Part 1 of Plan 7R-350. The property has an existing total area of approximately 0.28 hectare with 52.8 metres of frontage on Main Street East (Highway 89). The purpose and effect of the application is to sever a portion of the property to have a land area of 1,406 square metres to create a new residential lot on the subject land for a new single detached dwelling. The retained land will have an area of 1,375 square metres and is also intended to be used for a new single detached dwelling.
- 2) **Application for Consent B20/06** – David and Kelly Montgomery have submitted an application for consent for a property located at 302 First Avenue East. The subject property is legally described as All of Lot 1, Part of Lot 2, Block 28, Plan 12A. The property has an existing total area of approximately 923 square metres with 20.35 metres of frontage on First Avenue East and 45.36 metres of flankage on James Street North. The purpose and effect of the application is to sever a portion of the property to have a land area of 345 square metres to create a new residential lot for a single detached dwelling on the subject land. The retained land will have an area of 578 square metres and is used for an existing single detached dwelling. The applicant has also submitted an application for Zoning By-law Amendment (Z20/03) concurrent with this application.
- 3) **Application for Minor Variance A21/01** – A representative for Reynal Menzis, owner of the property located at 885 O'Reilly Crescent, has submitted an application for a Minor Variance to request relief from Section 5.68 of Zoning By-law 38-2007 in order to construct a converted dwelling with a second dwelling unit in the cellar of the existing single detached dwelling. The application is seeking relief from the regulation which states that a dwelling unit shall not be located in the cellar of a dwelling.



## **TOWN OF SHELBURNE**

### **Planning & Development Department**

A copy of the completed application forms and sketches are attached for your review. The Notice of Public Meeting is also attached for your 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:

**Thursday, February 4, 2021.**

Please provide comments in an electronic format via email, or if you have no comment or objection please complete the attached response sheet and return it by email, to [planning@shelburne.ca](mailto:planning@shelburne.ca). 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 PUBLIC MEETING

#### UNDER SECTION 53 OF THE PLANNING ACT

Take notice that the Committee of Adjustment of the Corporation of the Town of Shelburne will hold a public meeting on:

**MONDAY, FEBRUARY 8<sup>TH</sup>, 2021**

The public meeting is scheduled to start at 6:30 p.m., or as shortly thereafter as possible, and will be held in an online virtual meeting format, as outlined below. The purpose of the meeting is to consider the following planning application:

#### COMMITTEE OF ADJUSTMENT

- 1) **Application for Consent B20/06** – David and Kelly Montgomery have submitted an application for consent for a property located at 302 First Avenue East. The subject property is legally described as All of Lot 1, Part of Lot 2, Block 28, Plan 12A. The property has an existing total area of approximately 923 square metres with 20.35 metres of frontage on First Avenue East and 45.36 metres of flankage on James Street North. The purpose and effect of the application is to sever a portion of the property to have a land area of 345 square metres to create a new residential lot for a single detached dwelling on the subject land. The retained land will have an area of 578 square metres and is used for an existing single detached dwelling. The applicant has also submitted an application for Zoning By-law Amendment (Z20/03) concurrent with this application.

Take notice that the above application has been deemed complete so that it can be circulated and reviewed.

At the meeting you will be given the opportunity to ask questions and indicate whether you support or oppose the application. Written submissions, questions and comments will be accepted by the Secretary-Treasurer up to 4pm on the day of the Public Meeting and will be given consideration by the Committee of Adjustment prior to a decision being made.

Further to the COVID-19 Pandemic and the Provincial Orders that limit public gatherings, the Committee of Adjustment meeting will be held electronically through Zoom video conferencing and will be livestreamed. To participate in the meeting electronically through Zoom video conferencing, please contact the Secretary-Treasurer at [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca) to register in order to have access to the public meeting, no later than Thursday February 4<sup>th</sup>, 2021. Should you wish to view the proceedings, you will have the opportunity to view a live stream of the meeting on the Town of Shelburne's YouTube channel:

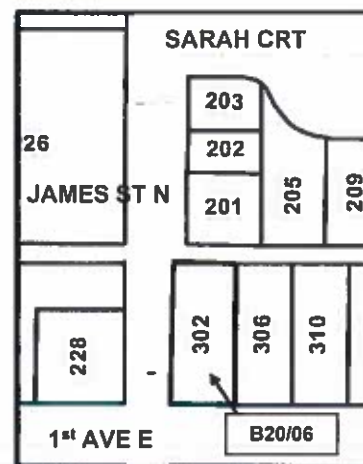
<https://www.youtube.com/channel/UCsar-MwF8CXrgPbe2EVxh-w>

If a person or public body that files an appeal of a decision of the Committee of Adjustment of the Town of Shelburne in respect of the proposed consent application does not make oral submissions at a public meeting or make written submissions to the Committee of Adjustment of the Town of Shelburne before it grants or refuses to grant approval of the applications, the Local Planning Appeal Tribunal may dismiss the appeal. If you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed consent, you must make a written request to the Secretary-Treasurer.

The agenda package including a copy of the staff report and proposed consent will be available on the Town's website prior to the meeting.

Dated at the Town of Shelburne on the 19<sup>th</sup> day of January, 2021.

Jennifer Willoughby,  
Committee of Adjustment  
Secretary-Treasurer  
Town of Shelburne  
203 Main Street East  
Shelburne, Ontario L9V 3K7  
Phone: 519-925-2600  
Email: [planning@shelburne.ca](mailto:planning@shelburne.ca)





## THE CORPORATION OF THE TOWN OF SHELburnE

### NOTICE OF PUBLIC MEETING

#### UNDER SECTION 53 OF THE PLANNING ACT

Take notice that the Committee of Adjustment of the Corporation of the Town of Shelburne will hold a public meeting on:

**MONDAY, FEBRUARY 8<sup>TH</sup>, 2021**

The public meeting is scheduled to start at 6:30 p.m., or as shortly thereafter as possible, and will be held in an online virtual meeting format, as outlined below. The purpose of the meeting is to consider the following planning application:

#### COMMITTEE OF ADJUSTMENT

- 1) **Application for Consent B20/05** – Montgomery Homes Inc. has submitted an application for consent for a property located at the east end of Main Street East. The subject property is legally described as Part of Lot 32, Concession 2, Part 1 of Plan 7R-1552 and Part 1 of Plan 7R-350. The property has an existing total area of approximately 0.28 hectare with 52.8 metres of frontage on Main Street East (Highway 89). The purpose and effect of the application is to sever a portion of the property to have a land area of 1,406 square metres to create a new residential lot on the subject land for a new single detached dwelling. The retained land will have an area of 1,375 square metres and is also intended to be used for a new single detached dwelling.

Take notice that the above application has been deemed complete so that it can be circulated and reviewed.

At the meeting you will be given the opportunity to ask questions and indicate whether you support or oppose the application. Written submissions, questions and comments will be accepted by the Secretary-Treasurer up to 4pm on the day of the Public Meeting and will be given consideration by the Committee of Adjustment prior to a decision being made.

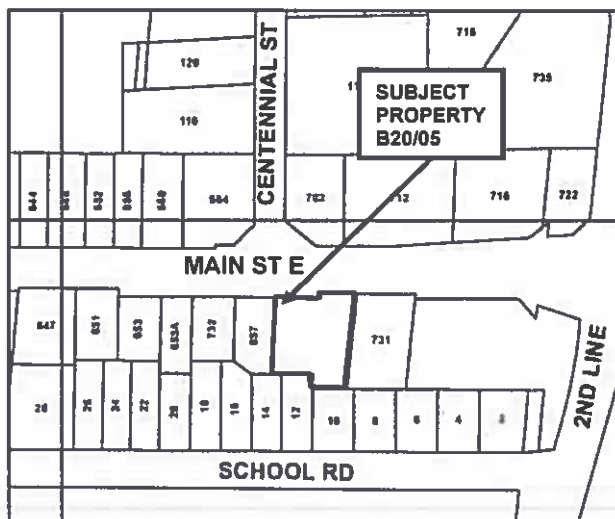
Further to the COVID-19 Pandemic and the Provincial Orders that limit public gatherings, the Committee of Adjustment meeting will be held electronically through Zoom video conferencing and will be livestreamed. To participate in the meeting electronically through Zoom video conferencing, please contact the Secretary-Treasurer at [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca) to register in order to have access to the public meeting, no later than Thursday February 4<sup>th</sup>, 2021. Should you wish to view the proceedings, you will have the opportunity to view a live stream of the meeting on the Town of Shelburne's YouTube channel:  
<https://www.youtube.com/channel/UCsar-MwF8CXrgPbe2EVxh-w>

If a person or public body that files an appeal of a decision of the Committee of Adjustment of the Town of Shelburne in respect of the proposed consent application does not make oral submissions at a public meeting or make written submissions to the Committee of Adjustment of the Town of Shelburne before it grants or refuses to grant approval of the applications, the Local Planning Appeal Tribunal may dismiss the appeal. If you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed consent, you must make a written request to the Secretary-Treasurer.

The agenda package including a copy of the staff report and proposed consents will be available on the Town's website prior to the meeting.

Dated at the Town of Shelburne on the 21<sup>st</sup> day of January, 2021.

Jennifer Willoughby,  
Committee of Adjustment  
Secretary-Treasurer  
Town of Shelburne  
203 Main Street East  
Shelburne, Ontario L9V 3K7  
Phone: 519-925-2600  
Email: [planning@shelburne.ca](mailto:planning@shelburne.ca)







## THE CORPORATION OF THE TOWN OF SHELburne

### NOTICE OF PUBLIC MEETING

#### UNDER SECTION 45(5) OF THE PLANNING ACT

Take notice that the Committee of Adjustment of the Corporation of the Town of Shelburne will hold a public meeting on:

**MONDAY, FEBRUARY 8<sup>TH</sup>, 2021**

The public meeting is scheduled to start at 6:30 p.m., or as shortly thereafter as possible, and will be held in an online virtual meeting format, as outlined below. The purpose of the meeting is to consider the following planning application:

#### COMMITTEE OF ADJUSTMENT

- 1) **Application for Minor Variance A21/01** – A representative for Reynal Menzis, owner of the property located at 885 O'Reilly Crescent, has submitted an application for a Minor Variance to request relief from Section 5.68 of Zoning By-law 38-2007 in order to permit a converted dwelling with a dwelling unit in the lower level of the dwelling, which is defined as a "cellar" in the Zoning By-law, within the existing single detached dwelling. The application is seeking relief from the regulation which states that a dwelling unit shall not be located in the cellar of a dwelling.

The property currently contains a single detached dwelling. A map showing the location of the subject property is provided below.

At the meeting you will be given the opportunity to ask questions and indicate whether you support or oppose the application. Written submissions, questions and comments will be accepted by the Secretary-Treasurer up to 4pm on the day of the Public Meeting and will be given consideration by the Committee of Adjustment prior to a decision being made.

Further to the COVID-19 Pandemic and the Provincial Orders that limit public gatherings, the Committee of Adjustment meeting will be held electronically through Zoom video conferencing and will be livestreamed. To participate in the meeting electronically through Zoom video conferencing, please contact the Clerk at [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca) to register in order to have access to the public meeting, no later than Thursday February 4<sup>th</sup>, 2021. Should you wish to view the proceedings, you will have the opportunity to view a live stream of the meeting on the Town of Shelburne's YouTube channel <https://www.youtube.com/channel/UCsar-MwF8CXrgPbe2EVxh-w>.

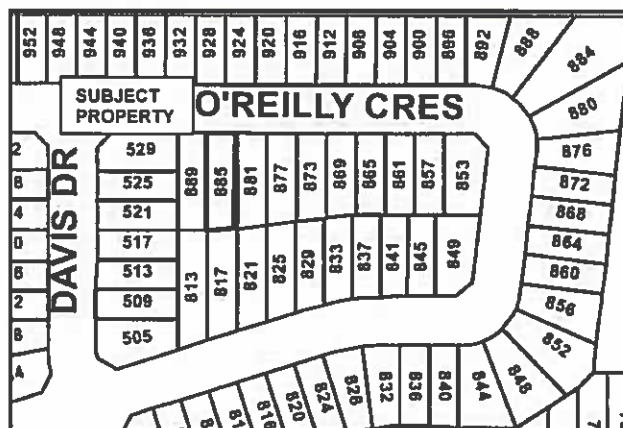
If a person or public body that files an appeal of a decision of the Committee of Adjustment of the Town of Shelburne in respect of the proposed consent and minor variance applications does not make oral submissions at a public meeting or make written submissions to the Committee of Adjustment of the Town of Shelburne before it grants or refuses to grant approval of the applicants, the Local Planning Appeal Tribunal may dismiss the appeal. If you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed minor variance, you must make a written request to the Secretary-Treasurer.

The agenda package including a copy of the staff report and proposed by-law will be available on the Town's website prior to the meeting.

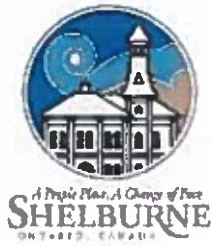
Dated at the Town of Shelburne on the 21<sup>st</sup> day of January, 2021.

Jennifer Willoughby,  
Committee of Adjustment  
Secretary-Treasurer

Town of Shelburne  
203 Main Street East  
Shelburne, Ontario L9V 3K7  
Phone: 519-925-2600  
Email: [planning@shelburne.ca](mailto:planning@shelburne.ca)







## TOWN OF SHELburne

### Planning & Development Department

January 21, 2021

CIRCULATED BY E-MAIL TO:

- County of Dufferin
- MTO
- NVCA
- Township of Amaranth
- Township of Melancthon
- School Boards
- Canada Post
- OPG
- Hydro One
- Enbridge
- Bell
- Rogers Communication
- Shelburne EDC
- Engineering
- Legal
- Fire Dept
- Police
- Council
- Public Works

#### APPLICATION FOR ZONING BY-LAW AMENDMENT

**FILE NO: Z20/03**  
**PROJECT: 302 First Avenue East**

Please take notice that the Town of Shelburne received an application for a Zoning By-law Amendment for land known municipally as 302 First Avenue East, and legally described as All of Lot 1, Part of Lot 2, Block 28, Plan 12A in the Town of Shelburne, County of Dufferin. A copy of the completed Zoning By-law Amendment application form, sketch, and response form are attached. The Town has also received a related application for Consent to sever the subject land which has been circulated with this application. Please contact me should you require additional information to complete your review.

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

**Thursday, February 4, 2021.**

Please provide comments in an electronic format via email, or if you have no comment or objection please complete the attached response sheet and return it by email, to [planning@shelburne.ca](mailto:planning@shelburne.ca). 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

#### Minor Variance Application

#### Circulation Response Form

**File:** A21/01

**Project:** Application for Minor Variance  
Property Located at 885 O'Reilly Crescent, Shelburne

If you have no comments or objection to the approval of the above noted application please complete this form and email it to the **Town Planner** at the Town of Shelburne by **February 4, 2021**.

**Email:** [planning@shelburne.ca](mailto:planning@shelburne.ca)

---

***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)*

---

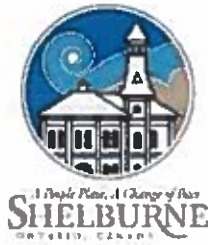
**Representative Title**  
*(Please Print)*

---

**Signature**

---

**Date**



## TOWN OF SHELburne

### PLANNING & DEVELOPMENT

#### Consent Circulation Response Form

**Files:** B20/05

**Project:** Application for Consent  
Main Street East (Montgomery)  
Part of Lot 32, Concession 2, Part 1 of Plan 7R-1552 and Part 1 of Plan  
7R-350, Town of Shelburne

If you have no comments or objection to the approval of the above noted application please complete this form and email it to the Town Planner at the Town of Shelburne by **February 4, 2021**.

**Email:** [planning@shelburne.ca](mailto:planning@shelburne.ca)

---

***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

### PLANNING & DEVELOPMENT

#### Zoning By-law Amendment & Consent Circulation Response Form

**Files:** Z20/03 & B20/06

**Project:** Applications for Zoning By-law Amendment & Consent  
302 First Avenue East  
All of Lot 1, Part of Lot 2, Block 28, Plan 12A, Town of Shelburne

If you have no comments or objection to the approval of the above noted applications please complete this form and email it to the Town Planner at the Town of Shelburne by February 4, 2021.

**Email:** [planning@shelburne.ca](mailto:planning@shelburne.ca)

---

***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



THE CORPORATION OF THE TOWN OF SHELburne  
NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING  
UNDER SECTION 34 OF THE PLANNING ACT

Take notice that the Council of the Corporation of the Town of Shelburne has received a complete application for a Zoning By-law Amendment (File No. Z20/03) and will hold a public meeting on:

**MONDAY, FEBRUARY 8<sup>TH</sup>, 2021**

The public meeting is scheduled to start at 6:30 p.m., or as shortly thereafter as possible, and will be held in an online virtual meeting format, as outlined below.

The purpose of the meeting is to consider an Amendment to the Town of Shelburne Zoning By-law No. 38-2007. Take notice that the application has been deemed complete so that it can be circulated and reviewed.

The property subject to the proposed Amendment is municipally known as 302 First Avenue East. The property is designated as Residential in the Official Plan and zoned Residential Type Two (R2) in the Zoning By-law. The accompanying map illustrates the location of the land subject to the proposed Amendment.

The purpose and effect of the Amendment is to rezone the property from Residential Type Two (R2) Zone to Residential Type Four (R4) Zone and a new site-specific Residential Type Two Exception (R2-#) Zone. The applicant has also submitted a Consent application (B20/06) for the purpose of creating a new residential lot to be severed from the existing property. The proposed Amendment applies to both the severed and retained land. The application is proposing site-specific provisions for the retained lot to recognize the existing exterior side yard (0.7 metre) and to permit a reduced rear yard (6.4m metres) for the existing attached garage, and to permit a converted dwelling with 3 dwelling units with tandem parking permitted for the purposes of satisfying the parking requirements. The application also proposes to re-zone the proposed severed lot to R4.

Further to the COVID-19 Pandemic and the Provincial Orders that limit public gatherings, the public meeting will be held electronically through Zoom video conferencing and will be livestreamed. To participate in the meeting electronically through Zoom video conferencing, please contact the Clerk at [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca) to register in order to have access to the public meeting, no later than Thursday February 4<sup>th</sup>, 2021. Should you wish to view the proceedings, you will have the opportunity to view a live stream of the meeting on the Town of Shelburne's YouTube channel <https://www.youtube.com/channel/UCsar-MwF8CXrgPbe2EVxh-w>.

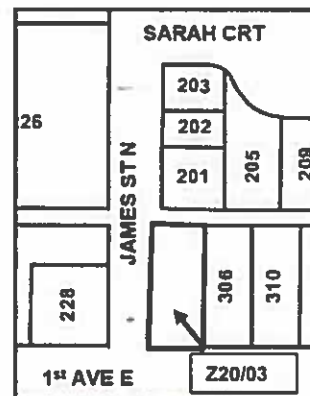
At the meeting you will be given the opportunity to ask questions and indicate whether you support or oppose the Zoning By-law Amendment. Written submissions will be accepted by the Clerk up to 4pm on the day of the Public Meeting. Questions and comments may be submitted in writing to the Clerk, up to 4pm on the day of the meeting. To ensure your questions, comments or concerns will be addressed during the meeting, please submit questions and comments in writing via email by 4pm on February 8<sup>th</sup>, 2021.

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 before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

For more information about this matter, email [planning@shelburne.ca](mailto:planning@shelburne.ca) or visit the Town's website at [www.shelburne.ca](http://www.shelburne.ca). The agenda package including a copy of the staff report and the proposed zone change application will be available on the Town's website prior to the meeting.

Dated at the Town of Shelburne on the 19<sup>th</sup> day of January, 2021.

Jennifer Willoughby, Clerk  
Town of Shelburne  
203 Main Street East  
Shelburne, Ontario L9V 3K7  
Phone: 519-925-2600  
Email: [planning@shelburne.ca](mailto:planning@shelburne.ca)



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 # \_\_\_\_\_  
Date Received \_\_\_\_\_  
Date Accepted \_\_\_\_\_  
Application Fees \_\_\_\_\_

**TOWN OF SHELburne  
APPLICATION FORM FOR A MINOR VARIANCE**

**1. APPLICATION INFORMATION**

Name of Applicant: Dilpreet Singh  
Mailing Address: 12 Rae Avenue, Brampton Ontario  
Telephone Number (Home): [REDACTED] Fax Number: \_\_\_\_\_  
Telephone Number (Business): 647-574-0220 Email Address: rdarch.designs@gmail.com

**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: Reynal Robert Menzies  
Mailing Address: 885 O'Reilly Crescent, Shelburne, ON L0N 1S2  
Telephone Number: 647-896-0739 Fax Number: \_\_\_\_\_  
Correspondence to be sent to: ☐ Owner ☐ Agent ☒ Both

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

Name: TD Bank Canada  
Mailing Address: PO Box 351 STN C, Kitchener, On N2G 3Y9  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

04/04/2013

#### 4. SUBJECT LANDS

Street Name and Number: 885 O'Reilly Crescent Shelburne Ontario L0N 1S2  
(if corner lot please include both street names)

Lot: 40 Concession: \_\_\_\_\_

Reference Plan: 7M40 Part/Block/Lot: \_\_\_\_\_

Area of subject lands: 483.88sqm. Frontage: 12.2m

Depth: 39.36m

What is the current use of the subject land? Single Family Dwelling

What is the proposed use of the subject lands? Two-Unit Dwelling

When were the subject lands acquired by the current owner? Feb. 1, 2014

How long have the existing uses continued on the subject lands? 5 years, and 11 months R.A.

#### 5. ZONING AND OFFICIAL PLAN INFORMATION

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

What is the present zoning? Residential Type Three (R3)

Please describe the nature and extent of the requested minor variance: We have applied for a second unit dwelling application. There has come forward a deficiency regarding the location of a second unit. We are proposing the second unit in the basement of the house. However because of the current zoning definitions, if the height of the height of the basement floor is more than 30" below the exterior grade it is considered a cellar not a basement. We are requesting a minor variance to allow us to have a second unit in the "cellar".

#### 6. ACCESS

Is the subject land accessible by

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

04/04/2013

## 7. BUILDINGS AND STRUCTURES

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

If yes, please complete the following for each building or structure.

	Building One	Building Two
Type of Building:	Two Storey Detached	
Setback from Front Lot Line:	5.51m	
Setback from Rear Lot Line:	12.4m	
Setback from Side Lot Line (interior):	4.91m	
Setback from Side Lot Line (exterior):	1.24m	
Height (metres):	6.17m	
Dimensions:	11.1m x 11.1m	
Floor Area:	123.21 sq.m	
Date of Construction:		

Are any buildings or structures being **proposed** to be built on the subject lands?  
☐ yes ☒ no

If yes, please complete the following for each building or structure:

	Building One	Building Two
Type of Building:		
Setback from Front Lot Line:		
Setback from Rear Lot Line:		
Setback from Side Lot Line (interior):		
Setback from Side Lot Line (exterior):		
Height (metres):		
Dimensions:		
Floor Area:		
Date of Construction:		

## 8. SERVICING

	Municipal	Private	Other
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	<input checked="" type="checkbox"/> Storm Sewer	<input type="checkbox"/> Ditch	<input type="checkbox"/> Swale
	<input type="checkbox"/> Other, describe _____		

04/04/2013



## 9. STATUS OF OTHER APPLICATIONS

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

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

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

## 10. DRAWINGS

Please include a drawing showing the following

1. The boundaries and dimensions of the subject land;
2. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the building or structures from the front yard lot line, rear yard lot line and side yard lot lines;
3. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
4. The current uses on land that is adjacent to the subject land;
5. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way, and
6. The location and nature of any easement affecting the subject land

Drawings should be of an adequate size to clearly identify all features and provide dimensions. The drawings should be to scale. The Town may require drawings to be prepared on a legal survey, and additional information to be surveyed.

## 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 Jan 05, 2021

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 Reynal Robert Menzies am/are the owner(s) of the subject lands for which this application is to apply. I/We Reynal Robert Menzies do hereby grant authorization to Dalpreet Singh and Rafat Mathis to act on my/our behalf in regard to this application.

Jan 05, 2021  
Date

[Redacted Signature]  
Signature of Registered Owner(s)

13. AFFIDAVIT

I, Reynal Robert Menzies of the Home Owner in the Shelburne, ON 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 \_\_\_\_\_  
in the \_\_\_\_\_ of the \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Witness

[Redacted 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.

Jan 05, 2021  
Date

[Redacted Signature]  
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.

04/04/2013

**PROPOSED SECOND UNIT DWELLING**  
**885 O'REILLY CRESCENT, SHELBURNE, ONTARIO**

**DRAWING LIST:**

SURVEY  
DESIGN GENERAL NOTES

A101 - SITE PLAN  
A102 - PROPOSED BASEMENT PLAN  
A103 - GROUND FLOOR PLAN  
A104 - SECOND FLOOR PLAN

A201 - LEFT ELEVATION  
A202 - RIGHT ELEVATION  
A203 - REAR ELEVATION

A301 - ELECTRICAL PLAN  
A302 - HVAC PLAN

**SURVEYOR'S REAL PROPERTY REPORT**  
**PART 1**  
**PLAN OF LOTS 39, 40, 41, 42 AND 43**  
**PLAN 7M-50**  
**TOWN OF SHELBURNE**  
**COUNTY OF DUFFERIN**

SCALE 1:300  
 10m 5m 20metres

RADY-PENTEK & EDWARD SURVEYING LTD., O.L.S.

METRIC

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

**PART 2 (SURVEY REPORT)**

REGISTERED EASEMENTS AND/OR RIGHT-OF-WAYS: NONE  
 THIS PLAN DOES NOT CERTIFY COMPLIANCE WITH ZONING BY-LAWS

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 8 DAY OF Aug., 2013.

DATE Sept. 12, 2013.

T. SINGH  
 ONTARIO LAND SURVEYOR

**NOTES**

- DENOTES MONUMENT FOUND
- IB DENOTES IRON BAR
- SIB DENOTES STANDARD IRON BAR
- D.U.C. DENOTES DWELLING UNDER CONSTRUCTION
- P.I.N. DENOTES PROPERTY IDENTIFIER NUMBER
- P DENOTES PORCH
- PL DENOTES PLAN 7M-50

ALL FOUND MONUMENTS BY DAVID B. SEARLES  
 SURVEYING LTD., O.L.S.

ALL TIES TO CONCRETE FOUNDATION

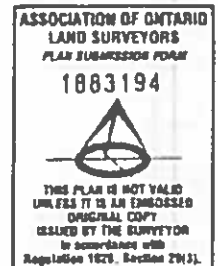
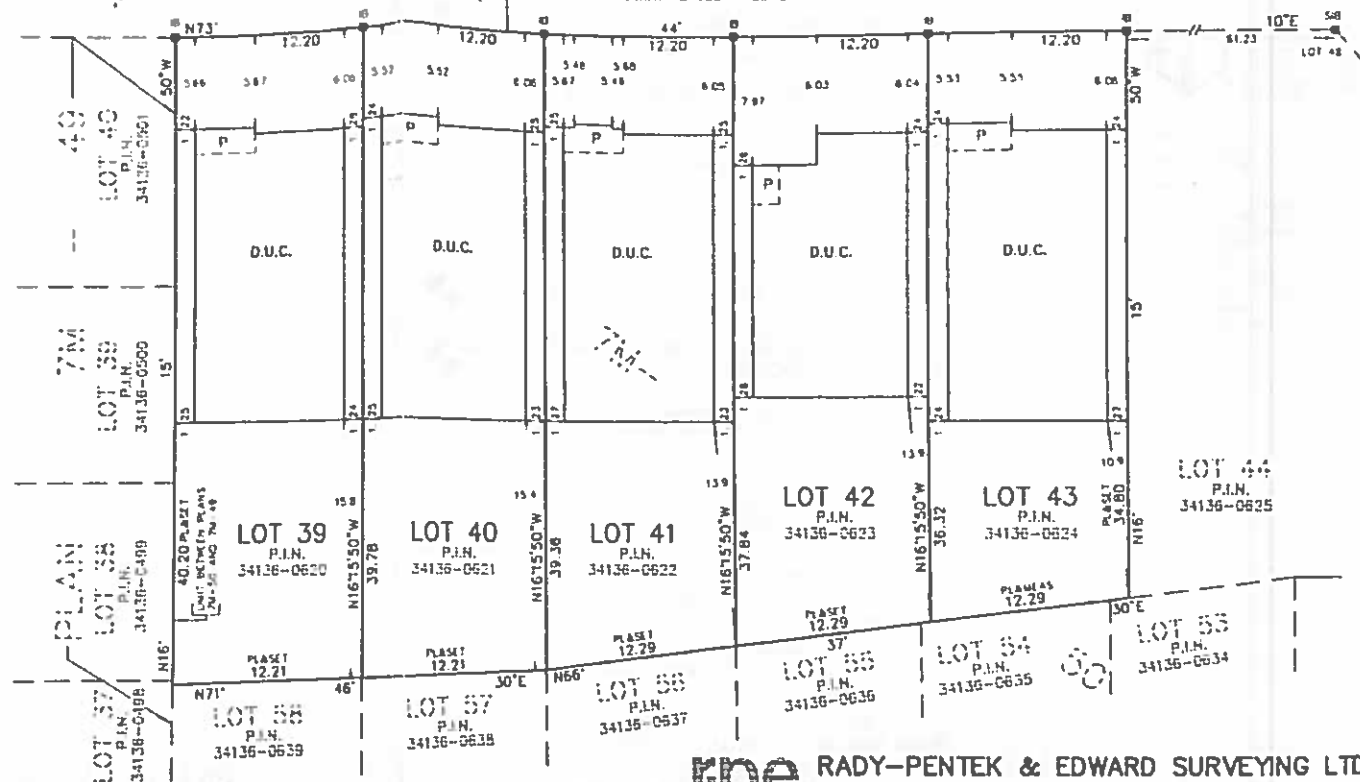
BEARINGS ARE GRID AND ARE REFERRED TO THE  
 SOUTHERLY LIMIT OF O'REILLY CRESCENT AS SHOWN  
 ON PLAN 7M-50 HAVING A BEARING OF N73°44'10"E.

THIS REPORT WAS PREPARED FOR  
 LAKEVIEW HOMES  
 AND THE UNDERSIGNED ACCEPTS NO  
 RESPONSIBILITY FOR USE BY OTHER PARTIES

© RADY-PENTEK & EDWARD SURVEYING LTD., O.L.S. 2013

**O'REILLY CRESCENT**

(BY PLAN 7M-50)  
 P.I.N. 34136-0640



**RADY-PENTEK & EDWARD SURVEYING LTD.**

ONTARIO LAND SURVEYORS  
 643 CHRISLEA ROAD, SUITE 7, WOODBRIDGE, ONTARIO  
 Tel. (416) 635-5000 Fax (416) 635-5001  
 Tel. (905) 264-0881 Fax (905) 264-2099

Website: [www.r-pe.ca](http://www.r-pe.ca)  
 DRAWN: V.H.






CAD FILE No. 50-39

CHECKED: G.Y./T.S.  
 JOB No. 13-028



## SECOND-UNIT DWELLING GENERAL NOTES

1. ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH THE ONTARIO BUILDING CODE AND REGULATIONS
2. FRAMING NOTES:
  - 2.1. DIMENSIONAL LUMBER TO BE S-P-F GRADE 1 OR 2.
  - 2.2. INSULATION WALLS R12.
  - 2.3. VAPOUR BARRIER 6MIL POLY.










### WALL ASSEMBLIES

	<b>EXTERIOR WALL CONSTRUCTION:</b> ADD IN THE FOLLOWING ORDER TO EXISTING CONCRETE WALL: <ol style="list-style-type: none"> <li>1. DAMP PROOFING PAPER</li> <li>2. 1" AIR SPACE</li> <li>3. R12 MINERAL FIBRE INSULATION</li> <li>4. 2"x4" WOOD STUDS @ 16" O.C.</li> <li>5. 6MIL POLY VAPOUR BARRIER</li> <li>6. 1/2" GYPSUM BOARD</li> </ol>
	<b>INTERIOR WALL CONSTRUCTION:</b> <ul style="list-style-type: none"> <li>• 1/2" GYPSUM BOARD</li> <li>• 2"x4" WOOD STUDS @ 16" O.C.</li> <li>• 1/2" GYPSUM BOARD</li> </ul>
	<b>30 MIN. FIRE SEPARATION WALL- SB-3 TABLE 1 W1(d)</b> <ul style="list-style-type: none"> <li>• 1/2" GYPSUM BOARD</li> <li>• 2"x4" WOOD STUDS @ 16" O.C.</li> <li>• 89mm THICK ABSORPTIVE MATERIAL (ROXUL SAFE &amp; SOUND)</li> <li>• 1/2" GYPSUM BOARD</li> </ul>
<h3>CEILING ASSEMBLIES</h3>	
	<b>CEILING HEIGHT : 9'3" FROM BASEMENT UNFINISHED FLOOR LEVEL</b>
	<b>CEILING CONSTRUCTION: 15 MIN FIRE SEPARATION OBC COMPLIANCE C147(b) ON CEILING</b> <ul style="list-style-type: none"> <li>• EXISTING 2"x10" WOOD FLOOR JOISTS</li> <li>• NEW LAYER OF 1/2" GYPSUM BOARD ON CEILING</li> </ul>

### DOOR SCHEDULE

	<b>32"x80" NEW 20min. FIRE RATED DOOR &amp; FRAME WITH SELF CLOSING DEVICE</b>
	<b>32"x80" NEW DOOR 1" SHORT A.F.F. TO ALLOW FOR RETURN AIR</b>
	<b>30"x80" NEW DOOR 1" SHORT A.F.F. TO ALLOW FOR RETURN AIR</b>
	<b>28"x80" NEW DOOR 1" SHORT A.F.F. TO ALLOW FOR RETURN AIR</b>

### SYMBOLS

	<b>INTERCONNECTED SMOKE ALARM: SHOULD HAVE VISUAL SIGNALING COMPONENT INTEGRATED</b>
	<b>CARBON MONOXIDE ALARM</b>
	<b>EXHAUST FAN</b>
	<b>AIR SUPPLY REGISTER AT CEILING</b>
	<b>AIR RETURN REGISTER AT FLOOR LEVEL</b>
	<b>GLASS BULB TYPE SPRINKLER HEAD FED BY CITY WATER SUPPLY</b>
	<b>SMOKE DETECTOR TO BE INSTALLED IN THE SUPPLY OR RETURN AIR DUCT SYSTEM WHICH WOULD TURN OFF THE ELECTRICAL POWER TO THE HEATING SYSTEM UPON ACTIVATION OF SUCH DETECTOR</b>
	<b>3-WAY ELECTRICAL SWITCH</b>
	<b>COLUMN</b>

#### NOTES

1. ALL WORK SHALL CONFORM TO THE ONTARIO BUILDING CODE (O.B.C.) 1997 AS AMENDED

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION REQUIRED UNLESS DESIGN IS EXEMPT UNDER 1.2.5.3 OF DIVISION 107 OF THE ONTARIO BUILDING CODE

NAME: RAFAEL MARTINS

SIGNATURE: *Rafael Martins*

BCTN. 111 184



#### PROJECT TITLE:

855 O'BRIEN CRESCENT

#### DRAWING TITLE:

DESIGN GENERAL NOTES

#### SCALE:

1" = 1'-0"

#### DATE:

2024/11/29

#### DESIGNED BY:

RAFAEL MARTINS

#### REVISION:

0

#### PROJECT NO.:

1

#### SHEET NO.:

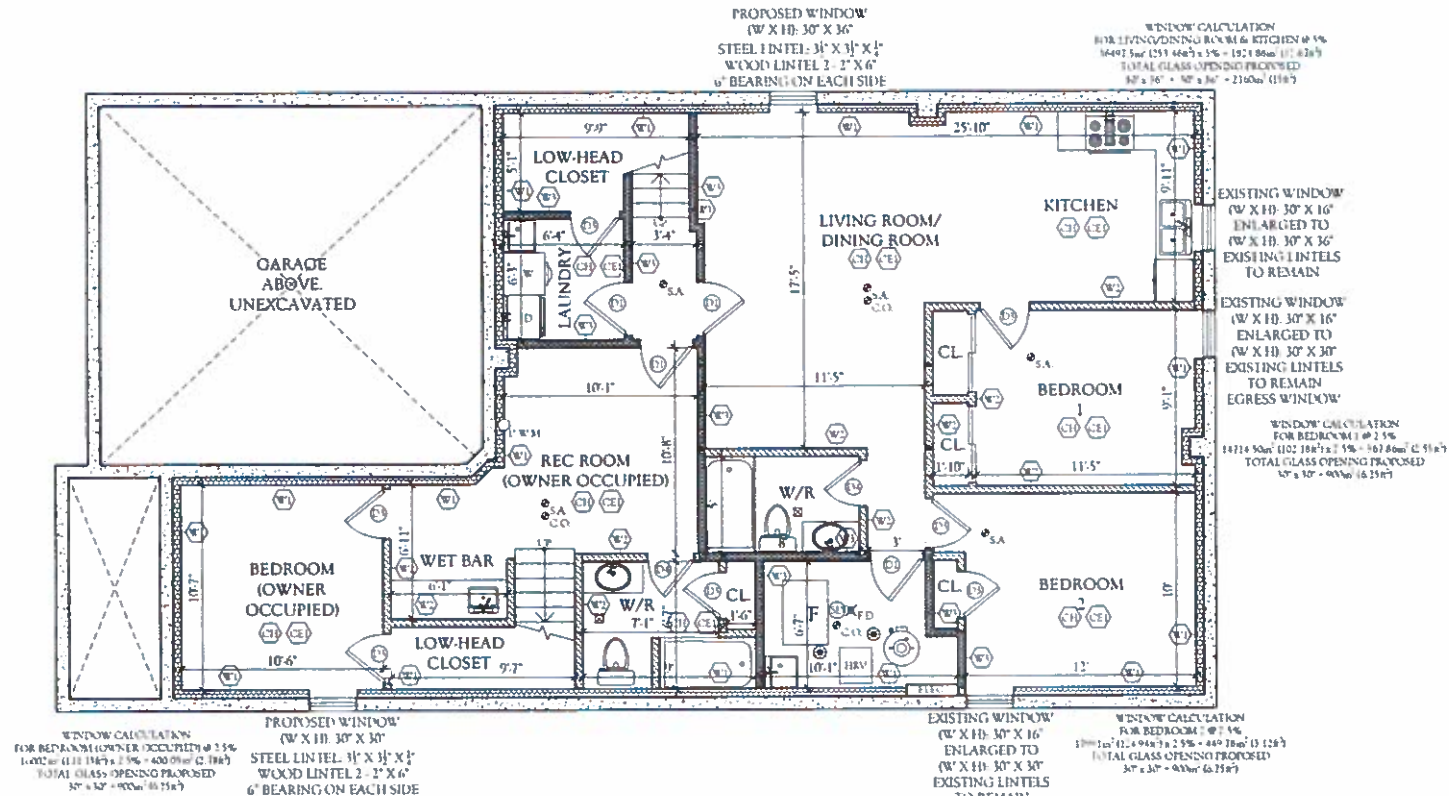
1



AREA OF BASEMENT: 116.06m<sup>2</sup> (1249.27ft<sup>2</sup>)  
 AREA OF BASEMENT (OWNER'S POSSESSION): 34.88m<sup>2</sup> (375.44ft<sup>2</sup>)  
 AREA OF BASEMENT (SECOND UNIT): 68.62m<sup>2</sup> (738.67ft<sup>2</sup>)  
 AREA OF BASEMENT (SHARED): 10.78m<sup>2</sup> (116.05ft<sup>2</sup>)

- SMOKE ALARMS -  
 S.A. - SHALL HAVE A VISUAL SIGNALING COMPONENT INTEGRATED INTO THE SMOKE ALARM  
 \* SHALL HAVE BATTERY BACKUP

- NOTES  
 1. FOR WALL, CEILING, DOOR AND REFERENCE DETAILS SEE DESIGN GENERAL NOTES  
 2. ALL FIRE SEPARATIONS SHALL BE CONTINUOUS TO ANOTHER FIRE SEPARATION OR TO THE EXTERIOR  
 3. ENSURE MINIMUM 15 MINUTES FIRE RESISTANCE RATING FOR BEAMS AND CEILING  
 4. SPRINKLERS SHALL BE DESIGNED FOR RESIDENTIAL USE AND SHALL BE A FLOW THROUGH SYSTEM WITH A MINIMUM 1/4" COPPER PIPE CONNECTED TO THE SUPPLY TO THE HOT WATER TANK



PROPOSED BASEMENT FLOOR PLAN  
 SCALE: 1/8" = 1'-0"

PROJECT:

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, AND HAS THE CALCULATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION:  
 REGISTERED UNDER THE DESIGN ACT, 1991 (R.S.O. 1990, CHAPTER 191) DIVISION 10 OF THE ONTARIO BUILDING CODE

NAME: RAFAEL MARTINS  
 SIGNATURE: *Rafael Martins*  
 BCIN 112114

**RDA Designs**  
 647-516-5370  
 www.rdadesigns.com  
 rdarch.design@gmail.com

PROJECT TITLE:  
 665 O'REILLY CRESCENT

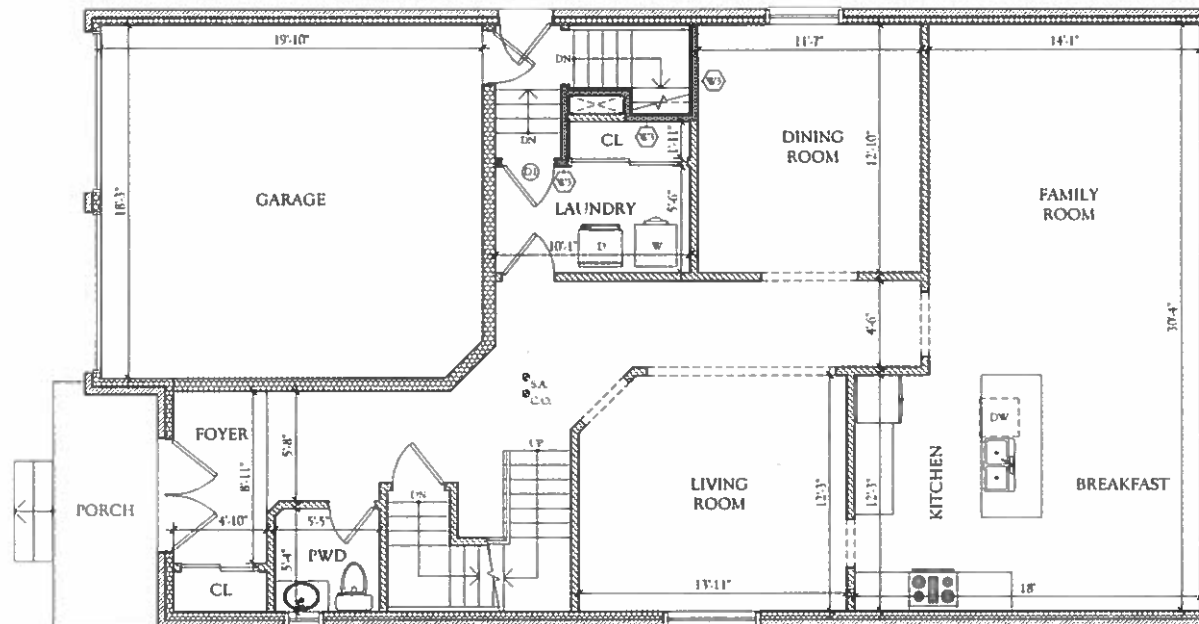
DRAWING TITLE:  
 PROPOSED BASEMENT PLAN

SCALE: 1/8"	DATE: 2/25/11/29
DESIGNED BY: R. MARTINS	REVISION: 0
PROJECT NO. -	SHEET NO. A-102

- SMOKE ALARMS**
- S.A. SHALL HAVE A VISUAL SIGNALING COMPONENT INTEGRATED INTO THE SMOKE ALARM
  - SHALL HAVE BATTERY BACKUP.

**NOTES:**

1. SMOKE ALARM ON MAIN FLOOR IS INTERCONNECTED WITH SMOKE ALARM IN BASEMENT
2. SMOKE ALARM SHALL CONFORM TO O.B.C. DIV. B.9.10.19
3. EXISTING MAIN FLOOR WALL AND CEILING IS DRYWALL



**GROUND FLOOR PLAN**  
SCALE: 1/32

**PROJECT:**



THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION: REQUIRED UNLESS DESIGN IS EXEMPT UNDER 3.2.3.1 OF DIVISION "C" OF THE ONTARIO BUILDING CODE

NAME: RAFAEL MARTINS

SIGNATURE: *Rafael Martins*

BCIN: 112 104



**PROJECT TITLE:**

885 O'REILLY CRESCENT

**DRAWING TITLE:**

GROUND FLOOR PLAN

**SCALE:**

1/32

**DATE:**

2023/11/29

**DESIGNED BY:**

SINCHEN  
MARTINS R.

**REVISION:**

0

**PROJECT NO.:**

-

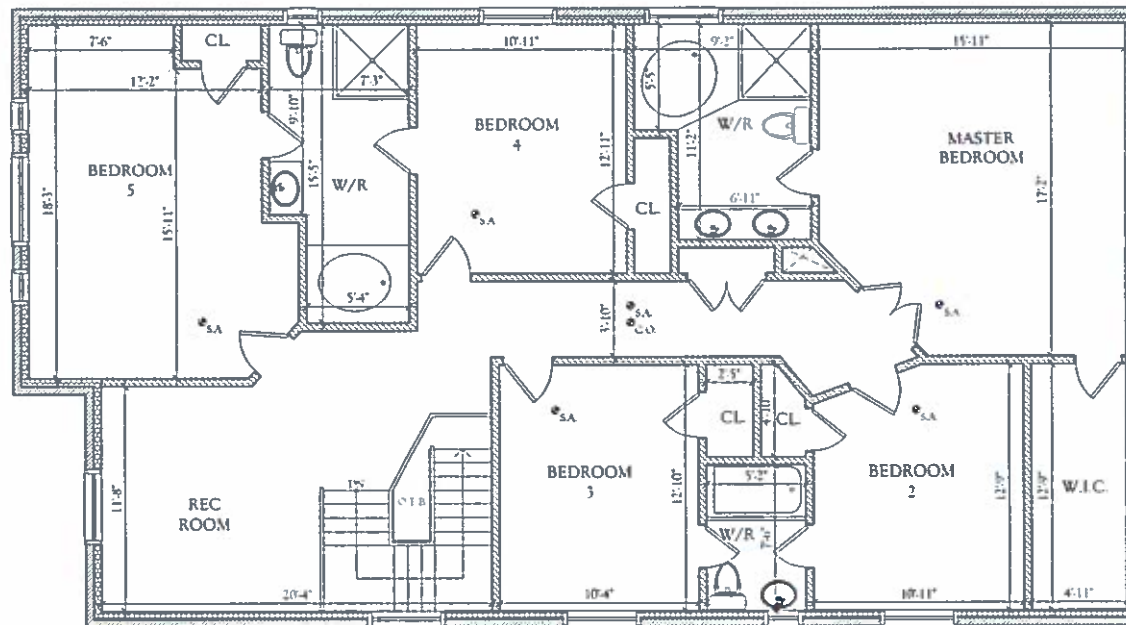
**SHEET NO.:**

A-101



- SMOKE ALARMS
- S.A. SHALL HAVE A VISUAL SIGNALING COMPONENT INTEGRATED INTO THE SMOKE ALARM
  - SHALL HAVE BATTERY BACKUP

- NOTES
1. INSTALL SMOKE ALARM IN EVERY BEDROOM ON SECOND FLOOR AND INTERCONNECT WITH SMOKE ALARM ON FIRST FLOOR AND BASEMENT
  2. SMOKE ALARM SHALL CONFORM TO 3 B.C. DIV. 8 0 13.10
  3. EXISTING SECOND FLOOR WALL AND CEILING IS 1/2" DAYWALL



SECOND FLOOR PLAN  
SCALE: 1/8" = 1'-0"

PROJECT:

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION:  
REQUIRED UNLESS DESIGN IS FOR THE  
UNDER 3.2.5.1 OF DIVISION "C" OF THE  
ONTARIO BUILDING CODE

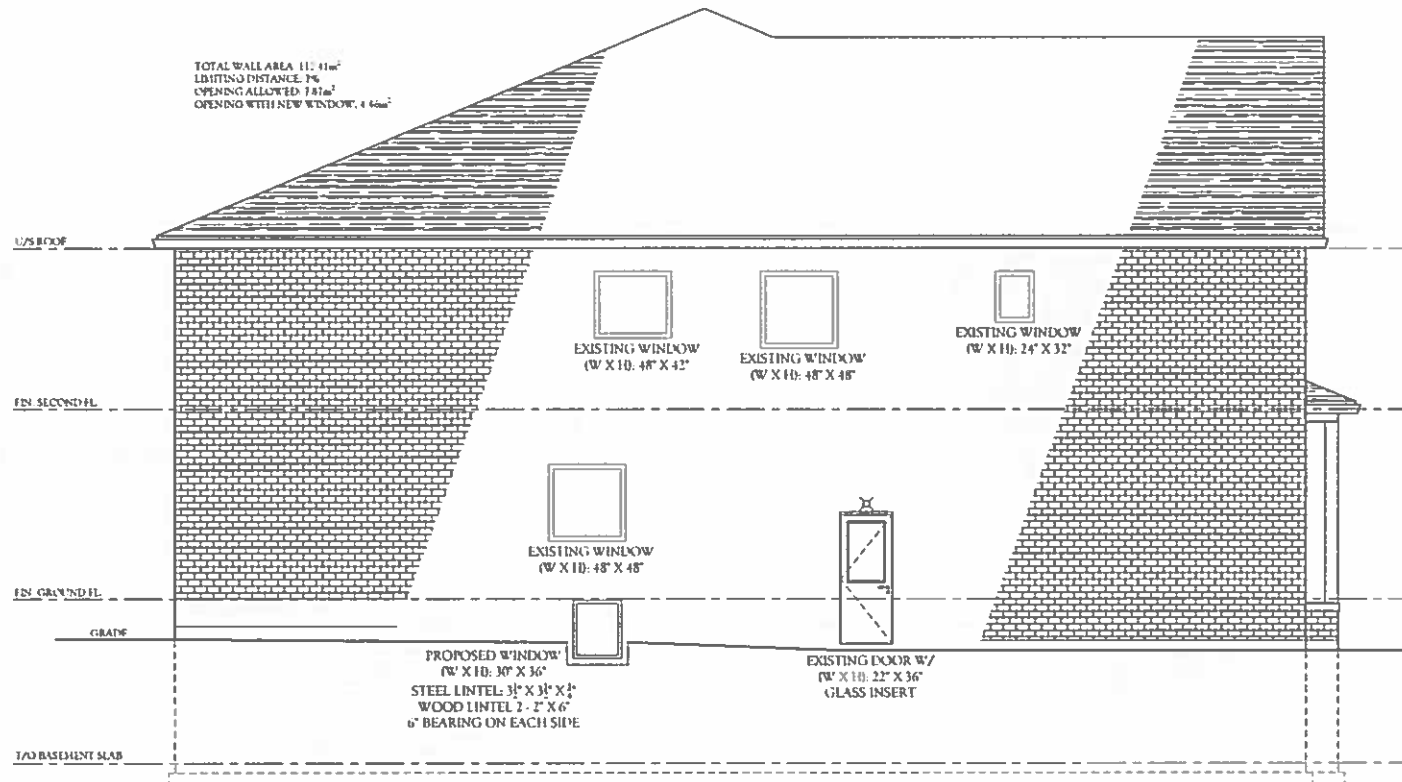
NAME: RAFAEL MARTINS  
SIGNATURE: *Rafael Martins*  
BCIN: 112 164

**RDA Designs**  
647 574 0128 / 647 518 1136  
www.rdadesigns.com  
rdadesigns@gmail.com

PROJECT TITLE:  
889 O'REILLY CRESCENT

DRAWING TITLE:  
SECOND FLOOR PLAN

SCALE: 1/8" = 1'-0"	DATE: 2020/11/19
DESIGNED BY: SINGH MARTINS R.	REVISION: 0
PROJECT NO. -	SHEET NO. A104



1 LEFT ELEVATION  
 ASH SCALE: 1/8"

NOTES

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION: REQUIRED UNLESS DESIGN IS EXEMPT UNDER 3.2.3.1 OF DIVISION "C" OF THE ONTARIO BUILDING CODE.

NAME: RAFAEL MARTINS

SIGNATURE: *Rafael Martins*

BCIN: 112144



PROJECT TITLE:

885 O'BRIEN CRESCENT

DRAWING TITLE:

LEFT ELEVATION

SCALE:

1/8"

DATE:

10/20/11/29

DESIGNED BY:

SINGH P.  
 MARTINS R.

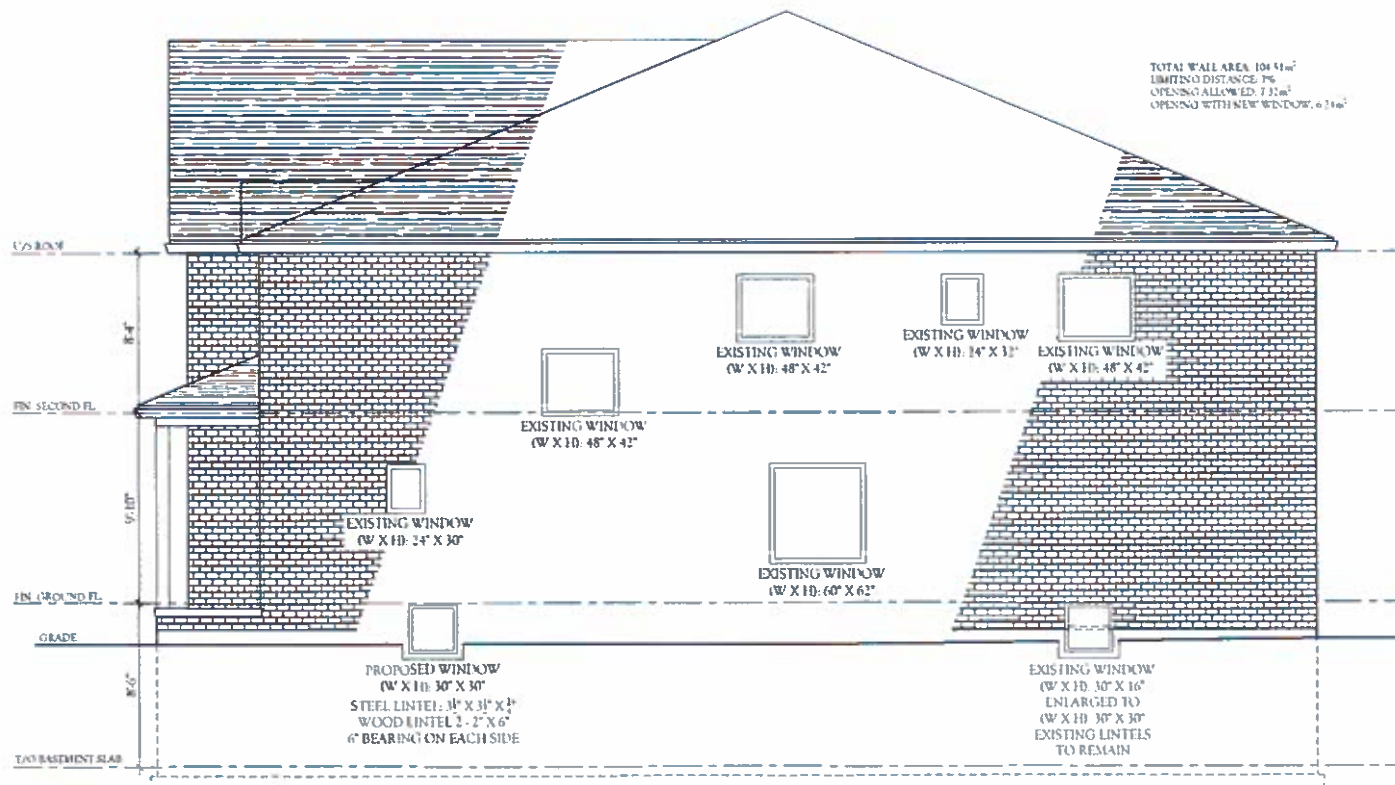
REVISION:

0

PROJECT NO.

SHEET NO.

A-201



1 RIGHT ELEVATION  
 SCALE: 1/8" = 1'-0"

NOTES

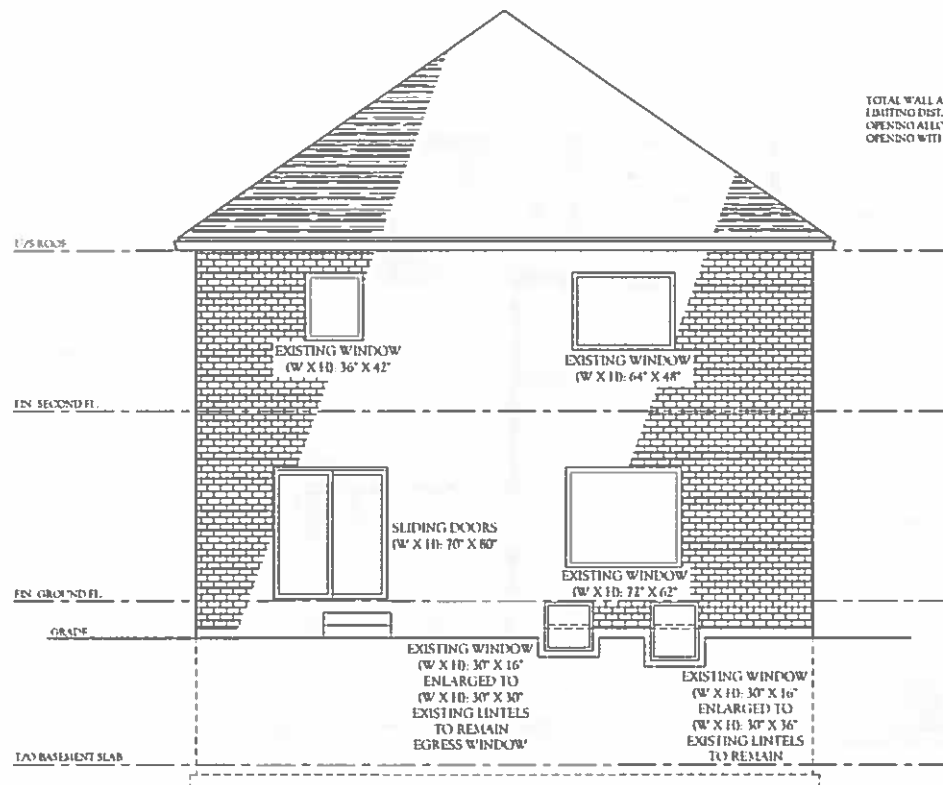
THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION REQUIRED UNLESS DESIGN IS EXEMPT UNDER 12.5.1 OF DIVISION 2 OF THE ONTARIO BUILDING CODE

NAME: RAFAEL MARTINS  
 SIGNATURE: *Rafael Martins*  
 BCUB 102144



PROJECT TITLE: 889 O'REILLY CASCENT	
DRAWING TITLE: RIGHT ELEVATION	
SCALE: 1/8"	DATE: 2025/11/29
DESIGNED BY: SINGH P. MARTINS R.	REVISION: P.
PROJECT NO. A-202	SHEET NO. A-202



TOTAL WALL AREA: 99.71m<sup>2</sup>  
 LIGHTING DISTANCE: N/A  
 OPENING ALLOWED: 99.71m<sup>2</sup>  
 OPENING WITH NEW WINDOW: 8.24m<sup>2</sup>

1 REAR ELEVATION  
 4201 SCALE: 1/32

# NOTES

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION - REQUIRED UNLESS DESIGN IS EXEMPT UNDER 1.2.3.1 OF DIVISION 'C' OF THE ONTARIO BUILDING CODE

NAME: RAFAEL MARTINS

SIGNATURE: *Rafael Martins*

BCIN: 112 144



## PROJECT TITLE:

845 O'REILLY CRESCENT

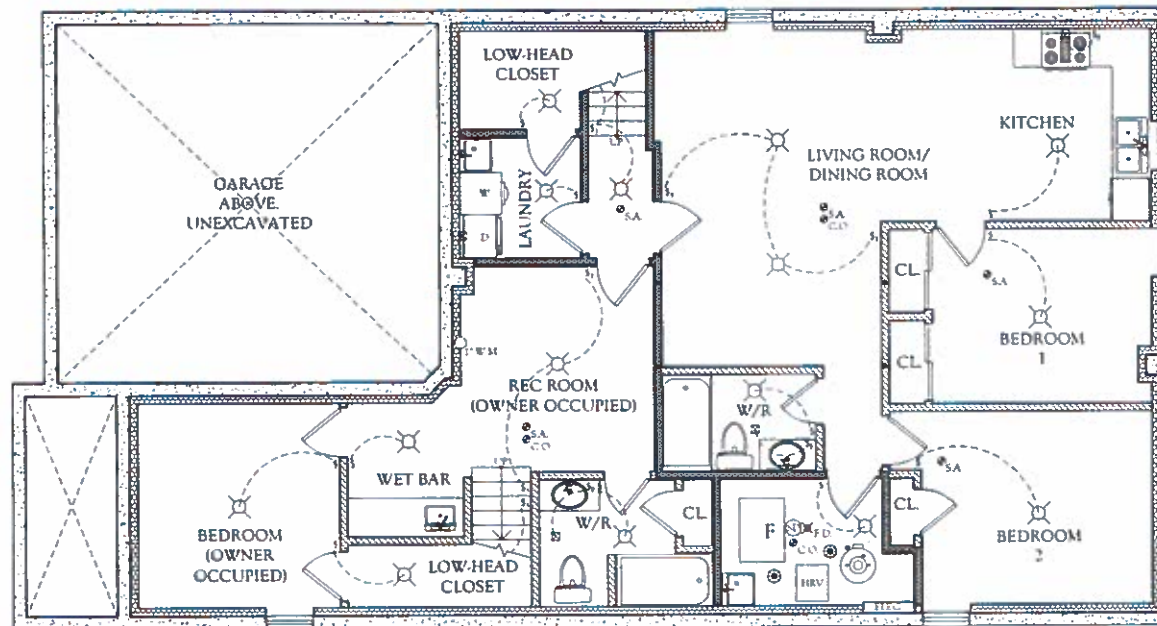
## DRAWING TITLE:

REAR ELEVATION

SCALE: 1/32	DATE: 2020/11/29
DESIGNED BY: SINGH P. MARTINS R.	REVISION: 0
PROJECT NO. -	SHEET NO. A-201

## REFERENCE

S	110V SINGLE POLE TOGGLE SWITCH WITH COVER PLATE, AMPERAGE TO MATCH CIRCUIT BREAKER
S <sub>3</sub>	120V SINGLE POLE TOGGLE SWITCH AS ABOVE, 3-WAY
S <sub>F</sub>	EXHAUST FAN SWITCH
⊗	LIGHT FIXTURE



**ELECTRICAL PLAN**  
SCALE: 1/8"

## NOTES

### PROJECT:



THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION REQUIRED UNLESS DESIGN IS EXEMPT UNDER 3.2.4.1 OF DIVISION 'C' OF THE ONTARIO BUILDING CODE.

NAME: RAFAEL MARTINS

SIGNATURE: *Rafael Martins*

BCIN: 11114



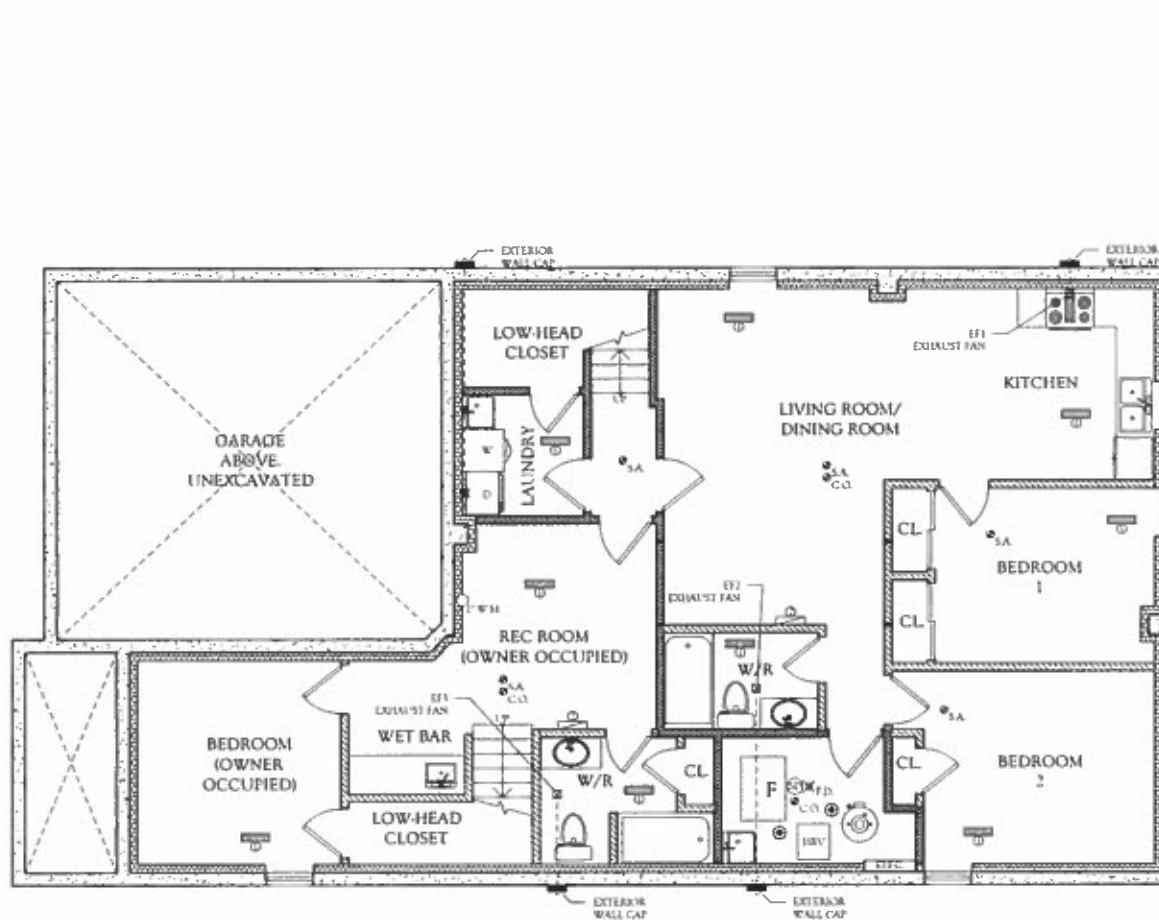
### PROJECT TITLE:

885 O'REILLY CRESCENT

### DRAWING TITLE:

ELECTRICAL PLAN

SCALE:	DATE:
1/8"	2020/11/29
DESIGNED BY:	REVISION:
SINGLEP MARTINS R.	0
PROJECT NO.:	SHEET NO.:
-	A-301



**HVAC PLAN**  
SCALE: 1/8" = 1'-0"

- ① AIR SUPPLY REGISTER  
AT CEILING LEVEL
- ② RETURN AIR REGISTER  
AT FLOOR LEVEL
- EXTERIOR WALL CAP

**NOTES**

1. EF1, EF2 AND EF3 - 50 CFM EXHAUST FAN WITH 1/2" SCREENS OR LOWER.
2. SUPPLY REGISTER TO BE MAXIMUM 4" FROM WINDOW OPENINGS.
3. LAUNDRY DRYER EXHAUST DUCT SHALL BE INDEPENDENT OF OTHER EXHAUST DUCTS, DESIGNED AND INSTALLED SO THE ENTIRE DUCT CAN BE CLEANED AND CONSTRUCTED OF SMOOTH CORROSION-RESISTANT MATERIAL.

**PROJECT:**



THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION REQUIRED UNLESS DESIGN IS EXEMPT UNDER 3.2.5.1 OF DIVISION "C" OF THE ONTARIO BUILDING CODE

NAME: RAFAEL MARTINS

SIGNATURE: *Rafael Martins*

BCIN: 112 144



**RDA Designs**  
441-514-0220 / 441-516-3376  
www.rdashieldesigns.com  
rdashieldesigns@gmail.com

**PROJECT TITLE:**

885 O'REILLY CRESCENT

**DRAWING TITLE:**

HVAC PLAN

**SCALE:**

1/8"

**DATE:**

2020/11/29

**DESIGNED BY:**

SINGH D.  
MARTINS R.

**REVISION:**

0

**PROJECT NO:**

-

**SHEET NO:**

A-502

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 #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_  
Application Fees: \_\_\_\_\_

**TOWN OF SHELburne  
APPLICATION FORM FOR CONSENT**

**1. APPLICATION INFORMATION**

Name of Applicant: Montgomery Village Homes Inc. - Albert Bax  
Mailing Address: P.O. Box 370 Orangeville, ON, L9W 2Z7  
Telephone Number (Home): [REDACTED] Fax Number: 519-925-1501  
Telephone Number (Business): Cell [REDACTED] Email Address: abaxmontgomery@gmail.com

**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: Montgomery Village Homes Inc. -Albert Bax  
Mailing Address: P.O. Box 370 Orangeville, ON, L9W 2Z7  
Telephone Number: [REDACTED] Fax Number: 519-925-1501

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

**NONE**

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

#### 4. APPLICATION

What is the type and purpose of the application?

- ☒ new lot
- ☐ lot addition
- ☐ easement
- ☐ charge or lease
- ☐ correction of title

If known, the name of the person to whom the land or an interest in the land is to be transferred, charged or leased: \_\_\_\_\_

#### 5. SUBJECT LANDS (LANDS TO BE SEVERED AND LANDS TO BE RETAINED)

Street Name and Number: Provincial Highway No. 89 (known as Main Street)

Lot: Part of Lot 32 Concession: 2 Amaranth

Reference Plan: Part 11 of 7R-360 & Part 1 of 7R-1552 Part/Block/Lot: \_\_\_\_\_

Area of subject lands: 2781 m<sup>2</sup> 0.68 acres Frontage: 52.82 m

Depth: 49.4 m

What is the current use of the subject lands? Vacant

What is the proposed use of the subject lands? Residential

Are there any easements or restrictive covenants affecting the subject lands? Yes ☐ No ☒

Specify: \_\_\_\_\_

When were the subject lands acquired by the current owner? March 5, 2020

How long have the existing uses continued on the subject lands? unknown

#### 6. LANDS TO BE SEVERED

Area of severed lands: 1406 m<sup>2</sup> Frontage: 22.860 m

Depth: 61.8 m

What is the current use of the lands to be severed? Vacant Lot

What is the proposed use of the lands to be severed? Residential

Number and use of buildings and structures on the lands to be severed:

Existing: Home

Proposed: 1 single detached home

04/04/2013



Are the lands to be severed accessible by?

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

#### 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 Maintain existing drainage patterns to south and east, c/w swale between proposed lots.  
No additional drainage to MTO right-of-way per MTO requirements

#### ZONING AND OFFICIAL PLAN INFORMATION

What is the present Zoning of the lands to be severed? RI-1

What is the present Official Plan designation on the lands to be severed? Residential

#### 7. LANDS TO BE RETAINED

Area of retained lands: 1375 m<sup>2</sup> Frontage: 29.956 m

Depth: 49.40 m

What is the current use of the lands to be retained? Vacant Land

What is the proposed use of the lands to be retained? Residential

Number and use of buildings and structures on the lands to be retained:

Existing: 0 Proposed: 1

Are the lands to be retained accessible by:

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

#### 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 Maintain existing drainage patterns to south and east, c/w swale between proposed lots.  
No additional drainage to MTO right-of-way per MTO requirements

## ZONING AND OFFICIAL PLAN INFORMATION

What is the present Zoning of the lands to be retained? R1-1

What is the present Official Plan designation on the lands to be retained? Residential

---

## 8. OTHER APPLICATIONS

Are or have the subject lands been the subject of any other applications under the Planning Act for approval?

☐ yes

☒ no

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

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

---

## 9. DRAWINGS

Please include a sketch or survey showing the following:

1. The boundaries and dimensions of the subject land including the lot(s) to be created;
2. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the building or structures from the front yard lot line, rear yard lot line and side yard lot lines;
3. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
4. The current uses on land that is adjacent to the subject land;
5. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way; and,
6. The location and nature of any easement affecting the subject land.

Drawings should be of an adequate size to clearly identify all features and provide dimensions. The drawings should be to scale. The Municipality may require drawings to be prepared on a legal survey, and additional information to be surveyed.

---

## 10. 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.

Dec 2 / 2020  
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

## 11. AUTHORIZATION

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registered Owner(s)

## 12. AFFIDAVIT

I, ALBERT BAX of the \$53501 in the TOWN OF MONROE 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 The Town of Shelburne  
in the County of Dufferin  
this 10<sup>th</sup> day of December.

  
Witness

  
Signature of Registered Owner (s) or Agent

## 13. PERMISSION TO ENTER

I hereby authorize the members of staff and/or members of Committee of Adjustment 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

\_\_\_\_\_  
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.

**SKETCH FOR PROPOSED SEVERANCE  
LANDS DESCRIBED IN  
PIN 34129 - 0421**

SCALE 1" = 500'  
VAN HARTEN SURVEYING INC.

**PROVINCIAL HIGHWAY 10 & 89 (KNOWN AS MAIN STREET)**  
ROAD ALLOWANCE BETWEEN TOWNSHIPS OF AMARANATH & MELANCTHON (20.117' WIDE)  
PIN 34136-0085 (LT)

ROAD WIDENING BY INSTRUMENT No. 8163  
ROAD WIDENING BY INSTRUMENT No. 22848

 DENOTES RETAINED PARCEL. AREA = 1375 m<sup>2</sup>  
 DENOTES SEVERED PARCEL. AREA = 1408 m<sup>2</sup>  
TOTAL AREA = 2783 m<sup>2</sup>

EXISTING  
STAILING  
NO. 734

**PROPERTY DESCRIPTION**

PIN 34129-0421  
PART OF LOT 32, CONCESSION 2  
PART 11, 7R-360  
PART 12, 7R-360 AND PART 13, 7R-360  
GEOMETRIC TOWNSHIP OF AMARANATH  
TOWNSHIP OF MELANCTHON  
COUNTY OF DUFFERIN

**BOUNDARY NOTE:**

BOUNDARIES SHOWN ON THIS PLAN ARE IN METERS AND  
CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**CAUTION**

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE  
USED EXCEPT FOR THE PURPOSE INDICATED IN THE  
TITLE BLOCK

**METRIC:**

DISTANCES SHOWN ON THIS PLAN ARE IN METERS AND  
CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

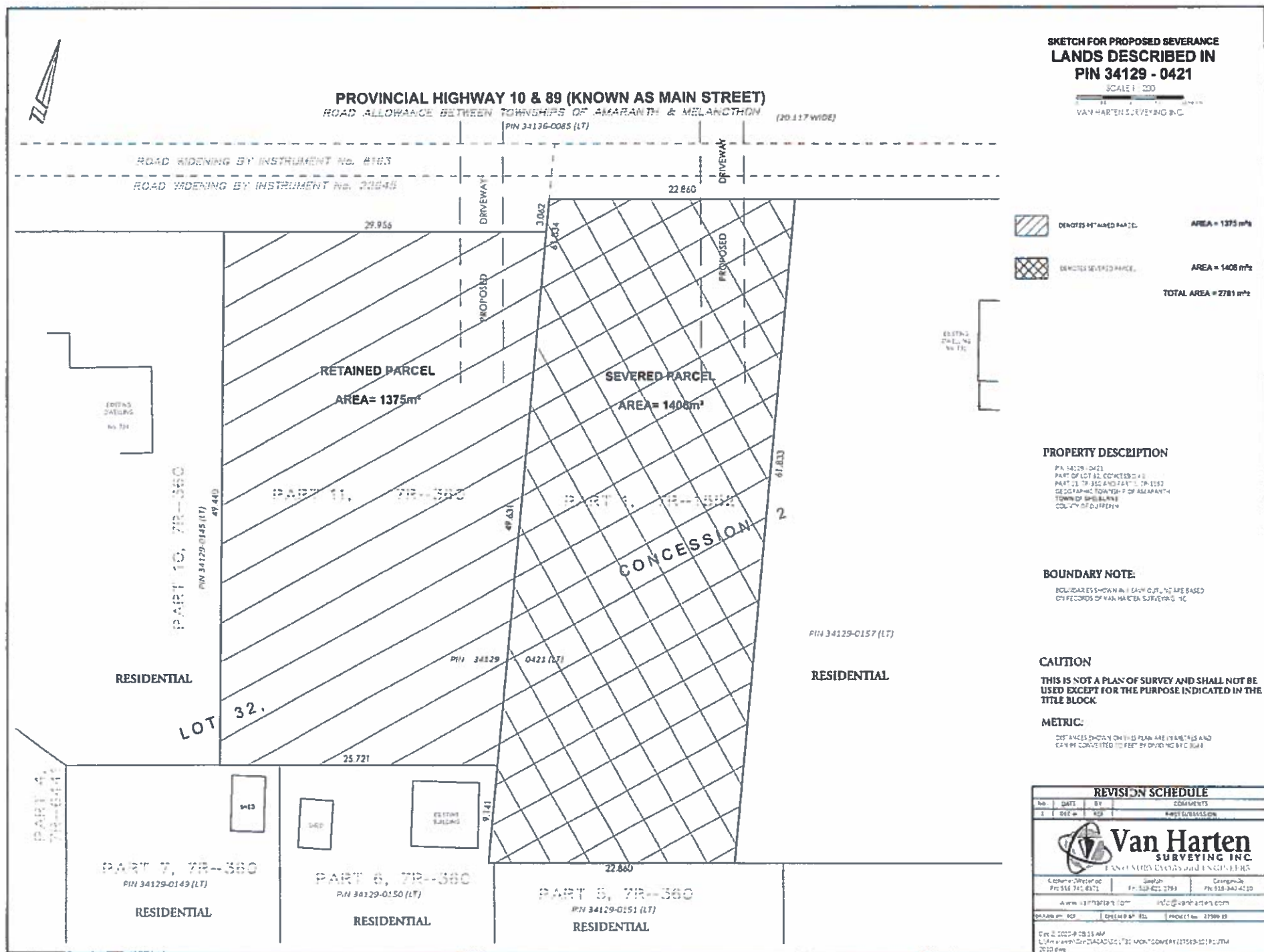
**REVISION SCHEDULE**

NO.	DATE	BY	COMMENTS
1	2022-08-11	MS	FINAL SUBMISSION

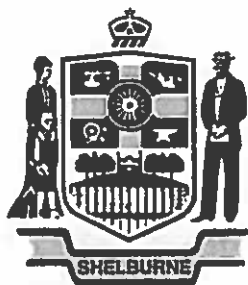


Company: Van Harten Pin 34129-0421	Geofon Pin 34129-0421	Geoglyph Pin 34129-0421
Website: www.vanharten.com	Email: info@vanharten.com	
Phone: 508-843-0000	Fax: 508-843-0000	Project No: 22500-03

Pin 34129-0421  
L: 11m x 11m (36ft x 36ft) (1:1000) (1:1000) (1:1000)  
2022-08-11



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 #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_  
Application Fees: \_\_\_\_\_

**TOWN OF SHELBURNE  
APPLICATION FORM FOR CONSENT**

**1. APPLICATION INFORMATION**

Name of Applicant: David & Kelly Montgomery

Mailing Address: 525477 5 sideroad, Melancthon, ON, L9V1Y6

Telephone Number (Home): [REDACTED] Fax Number: \_\_\_\_\_

Telephone Number (Business): [REDACTED] Email Address: [REDACTED]

**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: ROYAL BANK OF CANADA

Mailing Address: 123 Owen Sound St., Shelburne, ON, L9V3L1

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

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

#### 4. APPLICATION

What is the type and purpose of the application?

- ☒ new lot
- ☐ lot addition
- ☐ easement
- ☐ charge or lease
- ☐ correction of title

If known, the name of the person to whom the land or an interest in the land is to be transferred, charged or leased: \_\_\_\_\_

#### 5. SUBJECT LANDS (LANDS TO BE SEVERED AND LANDS TO BE RETAINED)

Street Name and Number: 302 First Avenue East

Lot: All of lot 1 & Part of Lot 2 Concession: \_\_\_\_\_

Reference Plan: 12A Part/Block/Lot: Block 27

Area of subject lands: 923m<sup>2</sup> Frontage: 20.35m

Depth: 45.36m

What is the current use of the subject lands? Residential

What is the proposed use of the subject lands? Residential

Are there any easements or restrictive covenants affecting the subject lands? Yes ☐ No ☒

Specify: \_\_\_\_\_

When were the subject lands acquired by the current owner? 2020/07/03

How long have the existing uses continued on the subject lands? 50years +

#### 6. LANDS TO BE SEVERED

Area of severed lands: 345m Frontage: 16.9m

Depth: 20.4m

What is the current use of the lands to be severed? Residential

What is the proposed use of the lands to be severed? Residential

Number and use of buildings and structures on the lands to be severed:

Existing: None

Proposed: 1 Detached Dwelling

04/04/2013

Are the lands to be severed accessible by?

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

#### 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 \_\_\_\_\_

#### ZONING AND OFFICIAL PLAN INFORMATION

What is the present Zoning of the lands to be severed? R2

What is the present Official Plan designation on the lands to be severed? low density residential

#### 7. LANDS TO BE RETAINED

Area of retained lands: 578m<sup>2</sup> Frontage: 20.35m

Depth: 20.44m

What is the current use of the lands to be retained? Residential

What is the proposed use of the lands to be retained? Residential

Number and use of buildings and structures on the lands to be retained:

Existing: 1 Detached Dwelling Proposed: None

Are the lands to be retained accessible by:

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

#### 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 \_\_\_\_\_

## ZONING AND OFFICIAL PLAN INFORMATION

What is the present Zoning of the lands to be retained? R2

What is the present Official Plan designation on the lands to be retained? low density residential

---

## 8. OTHER APPLICATIONS

Are or have the subject lands been the subject of any other applications under the Planning Act for approval?

☒ yes

☐ no

If yes, what is the file number? unknown

What is the status of the application? Zoning By-law Amendment application submitted concurrently

---

## 9. DRAWINGS

Please include a sketch or survey showing the following:

1. The boundaries and dimensions of the subject land including the lot(s) to be created;
2. The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the building or structures from the front yard lot line, rear yard lot line and side yard lot lines;
3. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks;
4. The current uses on land that is adjacent to the subject land;
5. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way; and,
6. The location and nature of any easement affecting the subject land.

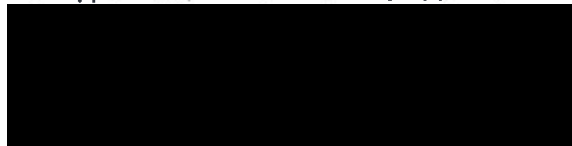
Drawings should be of an adequate size to clearly identify all features and provide dimensions. The drawings should be to scale. The Municipality may require drawings to be prepared on a legal survey, and additional information to be surveyed.

---

## 10. 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.

Dec 5, 2020  
Date



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

---



### 11. AUTHORIZATION

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

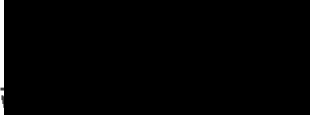
Dec. 05, 2020  
Date



### 12. AFFIDAVIT

I, Kelly Montgomery 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 The Town of Shelburne  
in the County of Dufferin of Dufferin.  
this 9th day of December, 2020

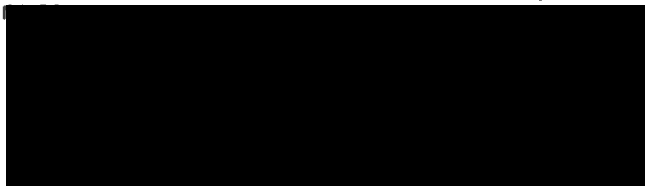


Owner (s) or Agent

### 13. PERMISSION TO ENTER

I hereby authorize the members of staff and/or members of Committee of Adjustment 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.

Dec. 05, 2020  
Date



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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 #: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_  
Application Fees: \_\_\_\_\_

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

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

**1. APPLICATION INFORMATION**

Name of Applicant: David & Kelly Montgomery

Mailing Address: 525477 5 sideroad, Melancthon, ON, L9V1Y6

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

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: ROYAL BANK OF CANADA

Mailing Address: 123 Owen Sound St., Shelburne, ON, L9V3L1

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

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

#### 4. SUBJECT LANDS

Lot: All of lot 1 & Part of Lot 2 Concession: \_\_\_\_\_

Reference Plan: 12A Part/Block/Lot: Block 27

Street Name and Number: 302 First Avenue East  
(if corner lot please include both street names)

Area of subject lands: 923m<sup>2</sup> Frontage: 20.35m

Depth: 45.36m

What is the current use of the subject land? Residential

What is the proposed use of the subject lands? Residential

When were the subject lands acquired by the current owner? 2020/07/03

How long have the existing uses continued on the subject lands? 50years +

#### 5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation of the subject lands? low density residential

What is the present zoning? R2

What is the purpose of the proposed Zoning By-law Amendment? Minimal Residential Intensification, Severance of Lot

To create new site specific R2-# Zone for the retained land

In addition we are proposing to rezone the severed portion to R4

#### 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):

RETAINED: new site-specific R2-# Zone for the retained land to permit a converted dwelling with a maximum of 3 dwelling units, to permit the proposed reduced rear yard to 6.4m for the attached

garage, to recognize the existing deficient exterior side yard of @ 7m for the existing house, and to specifically permit tandem parking in the front yard for the purposes of

satisfying the parking requirements for the proposed 3 units

SEVERED: for the purpose of creating a new lot for a single detached dwelling. Parking for the severed lot will be provided by garage/carport not within the front yard setback

04/04/2013

## 7. ACCESS

Is the subject land accessible by:

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

## 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)? Consent Application submitted concurrently

## 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.

Dec 05, 2020  
Date

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

Dec 05, 2020  
Date



**13. AFFIDAVIT**

I, Kelly Montgomery 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 the Town of Shelburne  
in the County of the Dufferin  
this 9th day of December, 2020

  
Witness

  
or Agent

**14. PERMISSION TO ENTER**

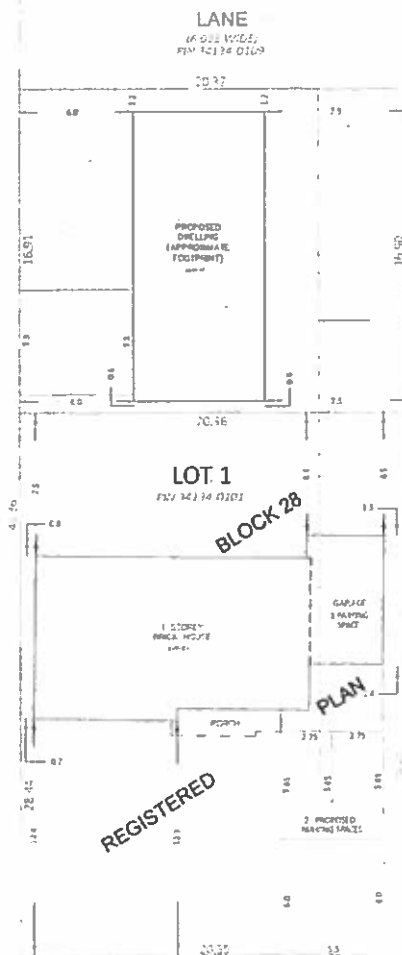
I hereby authorize the members of staff and/or elected members of Council of the Town of Shelburne to enter upon the subject lands and premises for the limited purpose of evaluating the merits of this application. This is their authority for doing so.

Dec 05, 2020  
Date



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JAMES STREET  
1/4 SECTION 14  
T1S 14R 14W12



LOT 2

12A

REGISTERED

FIRST AVENUE

ZONING BY-LAW 10-2007  
EXISTING RESIDENTIAL TWO (R2) ZONE  
PROPOSED SEVERED RESIDENTIAL TWO S.F. SEVERED (R2 #) ZONE  
PROPOSED RETAINED RESIDENTIAL FOUR (R4) ZONE

	REQUIRED (R2 #)	RETAINED (R2 #)	REQUIRED (R4)	SEVERED (R4)
* MINIMUM LOT AREA	4600m <sup>2</sup>	17800m <sup>2</sup>	9300m <sup>2</sup>	16400m <sup>2</sup>
* MINIMUM LOT FRONTAGE	13.0m	26.0m	6.75m	16.9m
* MINIMUM FRONT YARD	6.0m	12.9m	6.0m	6.0m
* MINIMUM SIDE REAR YARD	4.5m	6.0m	1.0m	6.0m
* MINIMUM LOT COVER	1.2m	1.9m	2.0m	2.2m
* OTHER SET	9.0m	9.0m	6.0m	6.0m
* MAXIMUM RELEASE WALL	7.5m	1.5m	1.5m	7.5m
* MAXIMUM SETBACK FROM STREET CENTRAL	27.0m	27.3m	14.0m	19.5m
* MAXIMUM LOT COVER	9.0m	1.5m	6.0m	30.0m
* MAXIMUM BUILDING HEIGHT	9.0m	1.5m	9.0m	6.2m

CONCEPT PLAN ON  
ALL OF LOT 1 AND PART OF LOT 2  
BLOCK 27  
REGISTERED PLAN 12A  
TOWN OF SHELburne  
COUNTY OF DUFFERIN  
SCALE 1:150

	DEVELOP SEVERED PARCEL	AREA = 345 m <sup>2</sup>
	DEVELOP RETAINED PARCEL	AREA = 578 m <sup>2</sup>
		TOTAL AREA = 923 m <sup>2</sup>

NOTE  
THIS IS NOT A PLAN OF SURVEY  
ALL DIMENSIONS AS SUBJECT TO FINAL SURVEY

BOUNDARY INFORMATION IS SHOWN HEREIN IS BASED ON RECORDS FOUND AT THE LAND SURVEY OFFICE, REGISTERED PLAN 12A AND PLAN OF SURVEY BY JOHN THOMPSON O.L.S. DATED DECEMBER 2, 1995

METRIC  
DIMENSIONS SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

3	PLAN	DEC 04/10	PREPARED FOR SUBMISSION
2	PLAN	NOV 11/10	APPROVE ZONING
1	PLAN	SEP 09/08	PREPARED SEVERED PARCEL
NO	REV	DATE	REVISION
PREPARED FOR			
DAVID B. KELLY, M.A.S. (C.E.R.P.)			
100 FIRST AVENUE #101			

## Denise Holmes

---

**From:** Planning Account <planning@shelburne.ca>  
**Sent:** Tuesday, January 19, 2021 10:46 AM  
**To:** Planning Account  
**Subject:** SPA 20/01 - Fieldgate Commercial Properties Ltd - 900 Main Street East, Shelburne  
**Attachments:** SPA 20 01 - Re-Circulation Letter.pdf; SPA 20 01 - Recirculation Response Form.pdf

Good morning,

Please be advised that the Town of Shelburne has received second submission drawings for the approval of a Site Plan for a commercial plaza at 900 Main Street East. A copy of the second submission drawings and plans can be downloaded through the following link:

<https://spaces.hightail.com/receive/FOaJtVCS0H>

I would appreciate any comments, concerns or conditions you may have by Friday, February 19, 2021.

Thank you,

Steve Wever, MCIP, RPP  
Town Planner



# TOWN OF SHELburnE

## Planning & Development Department

January 19, 2021

CIRCULATED BY E-MAIL TO:

- MTO
- NVCA
- Township of Melancthon
- Township of Amaranth
- OPG
- Hydro One
- Enbridge
- UGDSB
- Engineering
- Legal
- Fire Dept
- Police
- Council
- County of Dufferin

### APPLICATION FOR SITE PLAN APPROVAL CIRCULATION

**FILE NO: SPA20/01 – FIELDGATE COMMERCIAL PROPERTIES LTD.  
PROJECT: SITE PLAN – 900 MAIN STREET EAST, SHELburnE**

Please take notice that second submission drawings and plans have been submitted to the Town of Shelburne for the approval of a Site Plan for the construction of a commercial plaza with 5 buildings.

A copy of the revised submission submitted by the applicant can be downloaded at the following link. Please contact me should you require additional information to complete your review.

<https://spaces.hightail.com/receive/FOaJtVCS0H>

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

**Friday, February 19, 2021.**

Please provide comments in an electronic format via email to [planning@shelburne.ca](mailto:planning@shelburne.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.

Steve Wever, MCIP, RPP  
Town Planner





# TOWN OF SHELBURNE

## PLANNING & DEVELOPMENT

### Site Plan Application Circulation Response Form

**File:** SPA 20/01

**Project:** Application for Site Plan Approval  
900 Main Street East  
Concession 1, Part Lot 1, Part 2 on 7R-5591

If you have no comments or objection to the approval of the above noted applications please complete this form and email it to the Town Planner at the Town of Shelburne by **February 19, 2021**.

**Email:** [planning@shelburne.ca](mailto:planning@shelburne.ca)

(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



**Nottawasaga Valley**  
Conservation Authority

---

## **MEDIA RELEASE**

FOR IMMEDIATE RELEASE

### **NVCA welcomes two female leaders in preparation of a challenging year**

UTOPIA, Ontario (January 22, 2021) – For the second time in its 61 year history, the Nottawasaga Valley Conservation Authority (NVCA) will be led by two women. In today's Annual General Meeting, Mariane McLeod, Councillor for the Town of Collingwood was elected as Chair, while Gail Little, Councillor of the Township of Amaranth was elected as Vice Chair.

Keith White, Councillor of the Township of Essa declined both nominations to be in this year's executive team. In 2020, Councillor McLeod served as NVCA's Vice Chair, while Councillor Little was on the agricultural committee. She will continue taking on this role while serving as Vice Chair.

"This is going to be a challenging year for NVCA and all 35 other Conservation Authorities," said Councillor McLeod. "I am grateful for the leadership of former Chair, Keith White and for the fine example he set during the past year. I'm certain Councillor Little will be a terrific Vice Chair and I look forward to working closely with her."

Councillor Little commented, "It's a privilege to be elected as Vice Chair of the NVCA. I have great respect for their work, and recognize the improvements that NVCA has made to the watershed. I look forward to providing any assistance to the authority while learning and growing in this role."

NVCA's Board of Directors and staff recognize that 2021 will be a challenging year, as conservation authorities adapt to the changes to the *Conservation Authorities Act*, along with the ongoing difficulties posed by the COVID-19 pandemic.

"In the Nottawasaga Valley watershed, we are also facing immense growth pressures," continued McLeod. "This will pose an additional test for our staff to remain efficient and effective in the work they do, which is, of course, protecting people and property from flooding and erosion. Thank you for the confidence from the Board of Directors and I will do my best to deserve it."

**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.

**Media contact:** Maria Leung, Communications Coordinator 705-424-1479 ext.254,  
[mleung@nvca.on.ca](mailto:mleung@nvca.on.ca)



Chartered  
Professional  
Accountants

January 25, 2021

The Corporation of the Township of Melancthon  
157101 Highway #10  
Melancthon, ON  
L9V 2E6

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, 2020. The purpose of this letter is to communicate our 2020 audit plan for The Corporation of the Township of Melancthon and to ensure that management and Council are aware of the following:

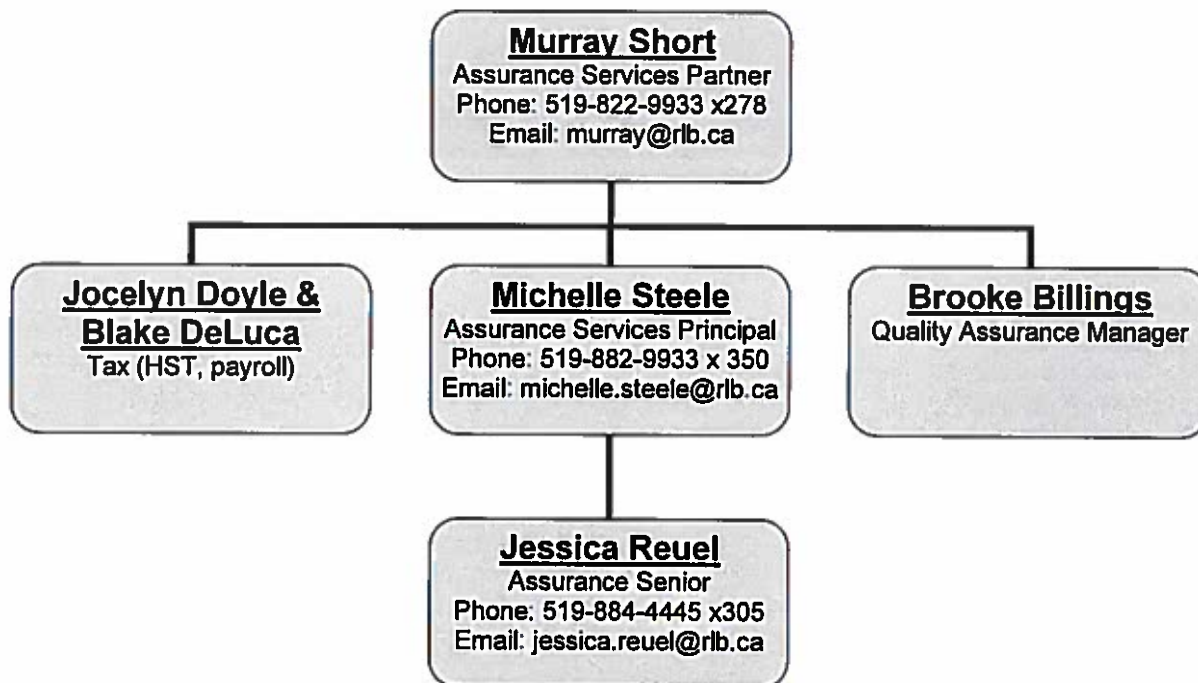
- Objectives and scope of our audit
- Planned approach for the 2020 financial statement audit
- Update on issues that may impact the audit in current and future years
- Areas of emphasis

**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

INFO#13  
FEB 04 2021

## 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 11, 2020
Communication of Audit Plan to Management/Council	January 25, 2021
Year-end Testing	March 8-12, 2021
Reporting to Council	TBD
Issuance of Audit Report and Financial Statements	To follow Council approval

## **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?

If you have any information to report to us on the above, please contact Murray Short or Michelle Steele at 519-822-9933.

## **New Public Sector Accounting Standards**

There are no significant impacts anticipated from new standards on the financial reporting of your municipality for 2020.

*These are effective for fiscal years beginning on or after April 1, 2022:*

- 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
- PS2601: Foreign Currency Translation – describes accounting treatment for foreign currency transactions, and how they should be presented and disclosed
- PS3041: Portfolio Investments – defines portfolio investments, and describes accounting treatment and disclosure requirements
- 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
- PS3280: Asset Retirement Obligations – describes criteria if there is a legal obligation to remove the tangible capital asset and if the entity controls the tangible capital asset to be retired

*These are effective for fiscal years beginning on or after April 1, 2023:*

- PS3400: Revenue – describes how to account for and report on revenue and specifically differentiates between revenue arising from transactions including and excluding performance obligations

## 2020 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 - \$135,000
- 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

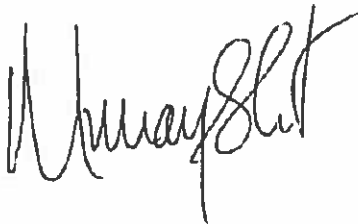
- Taxation revenue and receivables - collectability
- Grant revenue and receivables - completeness and existence
- Operating expenses - completeness and existence
- Tangible capital assets - completeness, existence and valuation
- Reserve, reserve funds and amounts set aside by Council - completeness 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', is written over a faint, illegible line of text.

Murray Short, MBA, CPA, CA, C. Dir.  
Engagement Partner



## Denise Holmes

---

**From:** David Thwaites [REDACTED]  
**Sent:** Monday, January 25, 2021 11:58 AM  
**To:** Denise Holmes; Darren White; David Besley; Wayne Hannon; Margaret Mercer  
**Subject:** Council

### Denise and Members of Council:

As a followup to this morning's Council meeting, at which I attended as a member of the public, I would like to confirm and affirm the stated intention of all members of Council to move forward working positively.

I share the comments of Councilor Mercer that all of Council should rise above and effectively set the standard for conduct and civility. The standard applies not just in the written format but in actual word and deed, be it in the public forum of Council/ Committee meetings or in dialogue with members of the community.

I will take from my decision to resign, in the face of words and conduct directed at/about me up to November 5, 2020, the positive that it, no doubt together with the Integrity Commissioner's November reports and the public feedback to Council since November 5, 2020, has provided a momentum to the declared intentions of January 25, 2021.

It is indeed unfortunate that it took the aforementioned to give the proper perspective and affirmation for the other side of the equation is that I, a good Councilor, as described by Councilor Mercer on November 19, 2020, was foreclosed from continuing to serve the people of Melancthon and Dufferin County in a role I "enjoyed" and the Township is faced with the expense and challenge of the process to appoint a new Councilor.

I will take from the comments and affirmation of all Council on January 25, 2021, while not explicitly directed to me, that both Councilor Mercer and Hannon are apologizing to me. Thank you. If I am wrong in my deduction then that is unfortunate for it means that the words of this morning were simply words for to move forward one must also take ownership of the past.

I trust and hope that Council will move forward as one from this day forward.

David Thwaites.

Sent from my iPad

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2021-344

January 26, 2021

Dear Head of Council:

Our government is committed to improving local service delivery and better respecting taxpayers' dollars. That is why we launched the Municipal Modernization Program in 2019. Through this program, the Ontario government is providing funding to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective.

Today at the Rural Ontario Municipal Association (ROMA) conference, I announced the launch of the second intake under the Municipal Modernization Program. Modern, efficient municipal services that are financially sustainable are more important than ever in light of the COVID-19 pandemic. Even as municipalities continue to face challenges, there are also opportunities to transform services and stimulate new ways of doing business.

The second intake will allow municipalities to benefit from provincial funding to conduct third party reviews as well as to implement projects to increase efficiency and effectiveness and lower costs in the longer term. I also want to encourage you to work with your neighbouring municipalities to find innovative joint projects that can benefit each of you. The government is excited to learn about your project applications that support the following priorities:

- Digital modernization
- Service integration
- Streamlined development approvals
- Shared services/alternative delivery models

To apply, you must submit a completed Expression of Interest form with attached supporting documents via the Transfer Payment Ontario (TPON) system by **March 15, 2021**. To get started, visit [www.Ontario.ca/getfunding](http://www.Ontario.ca/getfunding).

If you have questions on the program, or would like to discuss a proposal, I encourage you to contact your Municipal Services Office or e-mail [municipal.programs@ontario.ca](mailto:municipal.programs@ontario.ca).

INFO # 15  
FEB 04 2021

I look forward to continuing to work together to support your municipality in delivering efficient, effective and modern services for your residents and businesses.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Clark". The signature is fluid and cursive, with the first name "Steve" and last name "Clark" clearly distinguishable.

Steve Clark  
Minister

c. Chief Administrative Officers and Treasurers



# UPPER GRAND DISTRICT SCHOOL BOARD

**Ruchika Angrish, MCIP, RPP**

*Manager of Planning*

Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2

Email: [Ruchika.angrish@ugdsb.on.ca](mailto:Ruchika.angrish@ugdsb.on.ca)

Tel: 519-822-4420 ext. 820 or Toll Free: 1-800-321-4025

29 January 2021

File Code: R02

Sent By: Email

To Whom it May Concern;

**Re: Annual Community Partnership Meeting**

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The Upper Grand District School Board (UGDSB) has always valued and appreciated the benefits of community partnerships that have allowed us to share the boards' facilities with its students and the community at large. Being inclusive and aware of how important a strong, vibrant and sustainable publicly funded education system is to the foundation of our partnership, we would like to invite you to a virtual partnership meeting to identify interests for future co-build opportunities.

In accordance with Ministry of Education guidelines and the Board policy, the Board is hosting a virtual partnership meeting to identify interest in future co-build opportunities on:

**Thursday, February 18, 2021  
at 9:30 a.m.**

OR

**Friday, February 26, 2021  
at 9:30 a.m.**

Please RSVP to [planning.info@ugdsb.on.ca](mailto:planning.info@ugdsb.on.ca) or 519-822-4420, ext. 821 by Wednesday, February 10, 2021 to confirm your attendance on one of these dates. Details of this virtual meeting will be provided prior to the meeting.

Information is available on the Board website at [2020 Community Planning and Facility Partnership](#).

We look forward to the possibility of working together to improve access to services, programs and supports for our students and the community.

Sincerely,

**Ruchika Angrish  
Manager of Planning**

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## Upper Grand District School Board

• Martha MacNeill; Chair  
• Mike Foley

• Barb Evoy; Vice-Chair  
• Barbara Lustgarten Evoy

• Jolly Bedi  
• Robin Ross

• Gail Campbell  
• Lynn Topping

• Jen Edwards

WFO # 116  
FEB 04 2021

## Denise Holmes

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**From:** Denise Holmes  
**Sent:** Tuesday, January 26, 2021 1:39 PM  
**To:** Denise Holmes  
**Subject:** Building Needs Assessment - Horning's Mill  
**Attachments:** 900052969.Prop.Horning's Mill CH.BCA.210111.pdf

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**From:** Peter Mensinga <Peter.Mensinga@rjburnside.com>  
**Sent:** Monday, January 11, 2021 11:31 AM  
**To:** Denise Holmes <dholmes@melancthontownship.ca>  
**Cc:** Gord Feniak <Gord.Feniak@rjburnside.com>  
**Subject:** Building Needs Assessment - Horning's Mill

Hi Denise,

I manage Burnside's Building Restoration group. Gord forwarded your proposal request regarding a building needs assessment of Horning's Mill Community Hall. I'm happy to provide our proposal, attached.

If you have any questions, please don't hesitate to reach out.

Regards, Peter

Peter Mensinga, P.Eng. M.A.Sc  
Building Science Engineer

R.J. Burnside & Associates Limited | www.rjburnside.com  
Office: +1 800-265-9662 Direct: +1 705-797-4372

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**From:** Denise Holmes <dholmes@melancthontownship.ca>  
**Sent:** Friday, December 18, 2020 11:30 AM  
**To:** Gord Feniak <Gord.Feniak@rjburnside.com>  
**Subject:** RE: Building Needs Assessment

Hi Gord,

At the meeting of Council held on December 10, 2020, Council passed the following motion:

Moved by Hannon, Seconded by Mercer

**Be it resolved that:** "Council accept the recommendation from Committee of the Whole and directs Staff to retain RJ Burnside and Associates to complete a Building Needs Assessment for the Horning's Mills Community Hall. The funds for the Building Needs Study to be transferred from the Municipal Modernization Funding from the Province of Ontario." **Carried.**

If you could provide us with a costing before commencing the assessment, that would be great.

Should you have any questions, please don't hesitate to contact me.

Thank you.

Denise B. Holmes, AMCT  
CAO/Clerk, Township of Melancthon





January 11, 2021

**Via: E-mail (dholmes@melancthontownship.ca)**

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

Dear Ms.Holmes:

**Re: Horning's Mill - Building Condition Assessment  
Project No.: 900052969.0000**

R.J. Burnside & Associates Limited (Burnside) is pleased to respond to your request for services. Below we highlight our proposed scope of work and deliverables. Should you require more information concerning our firm and the engineering and environmental services we offer, please feel free to contact us.

## **1.0 Scope of Work and Methodology**

We understand that the Township of Melancthon (Melancthon) is looking to obtain a building condition assessment report for Horning's Mills Community Hall located at 14 Mill St, Melancthon. We will perform an on-site assessment of the existing condition of the structure, building envelope, foundation, exterior finishes, mechanical system, electrical system, plumbing system and life safety systems. The walk-through survey will be conducted in accordance with ASTM E2018 "Standard Guide for Property Condition Assessments" which is a commonly accepted standard for due diligence assignments such as this. It will involve a visual assessment only and will not involve destructive investigation. The walk-through survey also excludes engineering analysis of structural members. Prior to our site visits, we will review documentation made available to us by Melancthon such as building drawings, previous reports, etc.

Mechanical and electrical components will be visually reviewed by a certified technologist or engineer in that field, including a review of on-site maintenance records, where made available for our review. Any building code deficiencies noticed by our staff will be included in our report, however, we understand that Melancthon is not looking to obtain a Code Compliance Review, nor will our report be intended for that purpose.

## **1.1 Deliverables**

Following our site review, we will issue a BCA report that summarizes our observations with regard to the general condition of the buildings' components and identify those components requiring repair or replacement within the next 10 years. Major repair and replacement cost estimates, where the costs are expected to exceed \$3,000 for individual items or \$10,000 for similar items in the aggregate as per ASTM E 2018-15, will be provided as part of the report. Our draft and final BCA report for the building will include the following:

- Cover Page.
- Table of Contents.
- An introduction including brief description of the property location, building characteristics, review methodology, definitions, and observed code violations, if any.
- A written description of each element including its condition, any observed deterioration, and our recommendations for repair or replacement within the next 10 years including our opinion of costs.
- Photographs to illustrate component condition and deterioration.
- A list of problem areas that require additional review in order to determine the extent of concealed deterioration or defects, if any, along with our estimated cost to complete the evaluation.

We will provide an electronic copy of the draft report and an electronic and hard copy of the final report for each building. Any additional revisions to the reports requested by Melancthon will be completed on a time and expense basis based on our current hourly rates.

## **2.0 Overall Assumptions and Constraints**

Please note this proposal is based on the following assumptions and constraints:

- Any Mechanical, Electrical, Architectural, and Structural drawings of the building in the Owner's possession will be made available for our review.
- Interior finishes are not included in the scope of our review except to the extent that they may indicate issues with other components (e.g. water staining on ceiling finishes indicating a roof leak).
- Client is to provide access throughout the building including attic hatches, if any. Burnside will bring a 12 ft. telescoping ladder to assist in our review. Specialized equipment required to reach areas not accessible by other means is additional to the scope of work.
- Mechanical and electrical equipment will not be operated by our staff.
- Completing a Designated Substance Survey or Asbestos Survey is not included in the proposal.
- Our proposal does not include entry into Confined Spaces as defined under current Provincial Health & Safety Regulations.
- Attendance at meetings, other than those directly identified in our proposal, will be completed on a time and expense basis.



### 3.0 Proposed Fees

Description of Tasks	Estimated Fee
1. Building Condition Assessment	\$5,600
2. Expenses (Mileage, Courier, Printing, etc.)	\$200
<b>Total Costs (Excluding Taxes)</b>	<b>\$5,800</b>

The above noted fees include expenses but exclude HST.

### 4.0 Terms of Agreement

As per the attached standard agreement.

We hope this proposal meets your requirements. Please note that the proposal is good for 60 days from the date of issue. If you would like us to proceed with this work, kindly sign and return the enclosed Authorization to Proceed form. Should you have any questions or require further information, please do not hesitate.

Yours truly,

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



Peter Mensinga, M.A.Sc., P.Eng.  
Building Science Engineer

Enclosures      Authorization to Proceed  
Standard Conditions of Service

This document contains proprietary and confidential information. As such, it is for the sole use of the addressee and R.J. Burnside & Associates Limited, and proprietary information shall not be disclosed, in any manner, to a third party except by the express written consent of R.J. Burnside & Associates Limited. This document is deemed to be the intellectual property of R.J. Burnside & Associates Limited in accordance with Canadian copyright law.

900052969.Prop.Horning's Mill CH.BCA.210108.docx  
1/11/2021 11:24 AM

## Authorization to Proceed

---

**Date:** January 11, 2021 **Project No.:** 900052969.0000  
**Client:** Township of Melancthon  
**Submitted By:** Peter Mensinga, M.A.Sc., P.Eng.  
**Project:** Horning's Mill - Building Condition Assessment

I, \_\_\_\_\_, being a signing authority for \_\_\_\_\_, hereby authorize the firm of R.J. Burnside & Associates Limited (the Consultant), to arrange for or perform the work described in the Proposal Letter dated January 11, 2021.

I understand that the payment is based on a Fixed Fee and will not be exceeded without my authorization due to a change in the scope of work.

Description of Tasks	Estimated Fee
1. Building Condition Assessment	\$5,600
2. Expense Allowance	\$200
<b>Total Costs Part B (Excluding Taxes)</b>	<b>\$5,800</b>

By affixing my signature, I understand that the scope of work contained in the Proposal Letter (noted above) is governed by the attached Standard Conditions of Service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position/Title

I have authority to bind the Corporation.

To hold the rates/and or fee estimate provided in the attached proposal, this Authorization To Proceed must be signed and returned to R.J. Burnside & Associates Limited within 60 days from the date above.

## Standard Conditions of Service

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### Services

The services provided, if not specifically limited by the Client, will be at the Consultant's discretion for acting in the Client's best interest for the type of work requested.

### Fees and Expenses

Billing will be in accordance with the fees as outlined in the proposal, plus expenses. Expenses properly incurred in connection with the project will be billed at cost plus an administrative charge of eight percent.

The Consultant will assist in selecting and coordinating other Consultants on Client's behalf. The Consultant does not accept any liability for other Consultants' work and encourage Clients to do their own investigations. Clients are encouraged to request that other Consultants invoice them directly and save the eight percent added administration charge on that expense.

### Invoices

Invoices will be submitted on a monthly basis. Interest (1 percent per month of the unpaid amount) will be added to all unpaid balances after 30 days from date of invoicing. If the Client objects to all or any portion of an invoice, the Client shall so notify the Consultant in writing within 14 calendar days of the invoice date, identify the cause of disagreement, and pay when due that portion of the invoice, if any, not in dispute.

If the Client fails to pay undisputed invoiced amounts within 30 calendar days of the date of the invoice, the Consultant may at any time, without waiving any other claim against the Client and without thereby incurring any liability, suspend or terminate this Agreement as provided elsewhere in these Standard Conditions of Service.

### Changes in Scope

The scope of work identified is based on the Consultant's understanding of the work required to complete the project at the time of this proposal. In light of occurrences or discoveries that were not originally contemplated by or known by the Consultant, the Consultant may be required to discuss with the Client a change in the scope of the project, which may require a revision to this agreement. Should such a situation arise, the Consultant shall identify the changed conditions which make such discussions necessary and the Consultant and the Client shall promptly and in good faith enter into renegotiation of this agreement in order to continue to meet the Client's needs. If an agreement cannot be reached on the change in scope, the Client agrees that the Consultant has the absolute right to terminate this agreement.

### Mediation

All claims, disputes and other matters in question between the parties to this agreement, arising out of or relating to this agreement or the breach thereof shall be decided by mediation, unless the parties mutually agree otherwise.

### Limitation of Liability

For purposes of limitation of liability provisions contained herein, the Client expressly agrees that it has entered into this Agreement with the Consultant, both on its own behalf, and as agent on behalf of its employees and principals.

The Consultant's liability to the Client in Contract and Tort is limited to the total amount of the fee paid for professional services.

The Client expressly agrees that the Consultant's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the Consultant's employees or principals in their personal capacity.

No other party shall rely on the Consultant's work without the express written consent of the Consultant.

The Client will give prompt written notice to the Consultant whenever the Client or his representative becomes aware of any defects or deficiencies in Consultant's work.

### Hold Harmless

Burnside's commitments as set forth in this Agreement are based on the expectation that all of the services described in this Agreement will be provided. In the event the Client later elects to reduce Burnside's scope of services, the Client hereby agrees to release, hold harmless, defend and indemnify Burnside from any and all claims, damages, losses or costs associated with or arising out of such reduction in services.

### Field Review Services

Where engaged by the Client, the Consultant will provide field review services. It is understood that in engaging the Consultant, the Client recognizes that the role of the Consultant in completing field review is to

ensure conformity of the construction with the identified design. The Consultant does not provide direction to the Contractor on construction methods, nor does the Consultant warrant the Contractor's work - this is the sole responsibility of the Contractor for which the Consultant will not take any liability. Prior to the initiation of construction, the Client and the Consultant will agree on a field review schedule. The Client acknowledges that where a reduced field review schedule is agreed, the Consultant will not be held liable for any work completed by the Contractor for which the Consultant has not been on site to witness conformity with the design.

### Governing Law

The laws of the Province of Ontario will govern the validity of this agreement, its interpretation and performance, and remedies for contract breach or any other claims related to this agreement.

### Assignment

Neither party shall assign responsibilities without the written consent of the other.

### Termination

The Client or Consultant may terminate this Agreement at any time and no further expense will be incurred beyond the time of notice to terminate. In the event such termination becomes necessary, the party effecting termination shall so notify the other party in writing, and termination will become effective 14 calendar days after receipt of such notice.

Irrespective of which party shall effect termination or the cause therefore, the Client shall, within 30 calendar days of termination, remunerate the Consultant for services rendered and costs incurred, in accordance with the Consultant's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination, as well as those associated with termination itself, such as demobilizing, modifying schedules, reassigning personnel, and so on. Costs shall include those incurred up to the time of termination, as well as those associated with termination and post-termination activities.

### Suspension

Upon 14-calendar day's written notice to the Consultant, the Client may suspend the Consultant's work. If payment of the Consultant's invoices is not maintained on a 30 calendar day current basis by the Client, the Consultant may by 14-calendar day's written notice to the Client suspend further work until payment is restored to a current basis. Suspension for any reason exceeding 45-calendar days shall, at the Consultant's option, make this Agreement subject to renegotiation or termination, as provided for elsewhere in this Agreement. Any suspension shall extend the time schedule for performance in a manner that is satisfactory to both the Client and the Consultant, and the Consultant shall be compensated for services performed and charges incurred prior to the suspension date, plus suspension charges.

Suspension charges may include, but shall not be limited to, services and costs associated with putting analyses and documents in order, rescheduling and reassigning personnel and/or equipment and issuing necessary or customary notices to appropriate government boards. Compensation to the Consultant shall be based upon the Consultant's prevailing fee schedule and expense reimbursement policy.

### Ownership of Documents

The Client shall be entitled to a copy of all drawings, specifications, designs and documents prepared by the Consultant but shall not use them for any other project. The originals shall remain the property of the Consultant.

### Client's Responsibility

The Client will fully disclose all relevant information or data pertinent to the Project, which is required by the Consultant. The Consultant shall be entitled to rely upon the accuracy and completeness of such information and data furnished by or on behalf of the Client.

The Client will give prompt consideration to all requests or documents relating to the project submitted by the Consultant and whenever prompt action is necessary, inform the Consultant of his decisions in such reasonable time so as not to delay the Services of the Consultant. The Client shall arrange and make provision for the Consultant's entry and ready access to the project site as necessary to enable the Consultant to perform his services.

### Tax

Any applicable taxes will be added to invoices.

January 18, 2021

Via Email

County of Dufferin  
County of Dufferin Transportation Department  
Nottawasaga Valley Conservation Authority  
Township of Melancthon

## REQUEST FOR COMMENTS

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**FILE NUMBER:** M/R/2020-2021/484

**APPLICANT:** Steve Bowles 1615109 Ontario Inc.  
**OWNER:** Same as Applicant

**LOCATION:** Part Lot 17, Concession 1  
517403 County Rd 124  
Township of Melancthon, County of Dufferin  
ARN 221900000103410

**RELATED FILES:** D/R/2005-2006/123 (16)

### PROPOSED DEVELOPMENT:

To construct a one storey,  $\pm 456 \text{ m}^2$  (4,910  $\text{ft}^2$ ) single dwelling with an attached garage having a maximum height of  $\pm 8 \text{ m}$  (27 ft), to construct a  $\pm 45 \text{ m}^2$  (480  $\text{ft}^2$ ) deck attached to the dwelling, to construct a  $\pm 31 \text{ m}$  (102 ft) driveway, to construct a private sewage disposal system and a well on a 0.96 ha (2.37 ac) vacant existing lot.

**Note:** The applicants estimate 40 truckloads (750 tons) of fill for the driveway.

---

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

We would appreciate receiving your comments via email to [necowensound@ontario.ca](mailto:necowensound@ontario.ca) by: **February 15, 2021**. If we do not receive your comments by this date, we will assume you have no objection to this proposal. If you require additional time to provide comments, please notify us at least one week prior to this date.

If you require further information, please contact John Stuart at [John.Stuart@ontario.ca](mailto:John.Stuart@ontario.ca)

(For NEC office use only)

# NIAGARA ESCARPMENT DEVELOPMENT PERMIT APPLICATION

(FMS #0113 - Revised August 15, 2019)

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

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

Phone: 905-877-5191  
Fax: 905-873-7452  
Website: [www.escarpment.org](http://www.escarpment.org)  
Email: [necgeorgetown@ontario.ca](mailto:necgeorgetown@ontario.ca)

Serving the areas of:

Dufferin County (Mono)  
Region of Halton  
Region of Peel  
Region of Niagara  
City of Hamilton

NIAGARA ESCARPMENT COMMISSION  
1450 7<sup>th</sup> Avenue  
Owen Sound, ON N4K 2Z1

Phone: 519-371-1001  
Fax: 519-371-1009  
Website: [www.escarpment.org](http://www.escarpment.org)  
Email: [necowensound@ontario.ca](mailto:necowensound@ontario.ca)

Serving the areas of:

Bruce County  
Grey County  
Simcoe County  
Dufferin County (Mumur, Melancthon)

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

## 1. OWNER (Required)

Name: 1615109 ONTARIO INC. c/o STEVE BOWLES

Mailing Address: 68 ZINA ST.

Street/P.O. Box

ORANGEVILLE  
City/Town

ON  
Province

L9W 1E7  
Postal Code

Phone: 519-938-1660

E-mail: autocentre@bellnet.ca

## 2. APPLICANT or AGENT (if applicable)

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

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

Street/P.O. Box

City/Town

Province

Postal Code

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 3. PROPERTY LOCATION & INFORMATION

Municipality: Melancthon Civic/Street Address #: 517403

(Fire/Emergency #)

Lot: 17 Concession: 1 and/or Lot: \_\_\_\_\_ Plan: \_\_\_\_\_

Assessment roll number or PIN: 2219000001034100000 Lot Size: 2.377 acres

Date the property was purchased or future date of purchase: MAY 2017

#### 4. PROPERTY SERVICING

Existing Road Frontage: ☒ Municipal ☐ Private  
Existing Water Supply: ☐ Municipal ☐ Private  
Existing Sewage Disposal: ☐ Municipal ☐ Private

Proposed Road Frontage: ☒ Municipal ☐ Private  
Proposed Water Supply: ☐ Municipal ☒ Private  
Proposed Sewage Disposal: ☐ Municipal ☒ Private

#### 5. EASEMENTS, COVENANTS, AGREEMENTS

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

Ø

#### 6. EXISTING & PROPOSED DEVELOPMENT

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

Briefly Describe the current use of the property and any existing buildings, structures, or alterations to the landscape:

VACANT LAND.

Briefly Describe any proposed changes to the use of the property and any proposed new buildings, structures, or alterations to the landscape:

- BUILD A RESIDENTIAL HOME (SINGLE FAMILY) with attached garage; DECK.

#### Note regarding Sections 7-14:

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

#### 7. LOT CREATION

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

##### i) Existing Lot:

Frontage \_\_\_\_\_

Depth \_\_\_\_\_

Size \_\_\_\_\_

##### ii) Proposed Lot:

Frontage \_\_\_\_\_

Depth \_\_\_\_\_

Size \_\_\_\_\_

##### iii) Retained Lot:

Frontage \_\_\_\_\_

Depth \_\_\_\_\_

Size \_\_\_\_\_

##### iv) Use of new Lot

- ☐ Agricultural
- ☐ APO
- ☐ Commercial
- ☐ Conservation
- ☐ Industrial
- ☐ Lot Addition
- ☐ Recreational
- ☐ Residential

**8. CONSTRUCTION DETAILS****PLEASE NOTE**

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

**Total Floor Area:** Is based on the exterior measurements of the building and includes the total of the ground floor area (including attached garages, etc), plus walkout basements, plus full or half second storeys, etc.

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

Please provide a description of all existing and proposed development in the following fields:

Use of Structure	Existing, Proposed, or to be Demolished	Ground Floor Area (footprint)	Total Floor Area (all storeys and walkouts)	# of Storeys	Maximum Height (lowest grade to peak)
Residence.	Ø	2905 sq. ft.	4910 sq. ft.	1	27'

Amount of fill to be imported to facilitate the proposed development (if required): \_\_\_\_\_

**9. ACCESSORY FACILITIES, STRUCTURES, FILLING, GRADING, UTILITIES, INFRASTRUCTURE etc.**

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

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

- Deck (40' x 12')

- DRIVEWAY → APPROX. 40 TRUCK LOADS (750 TON)

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

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

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

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

Ø

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

### 11. PONDS -- NEW POND / EXISTING POND WORK -- DREDGING, MAINTENANCE, REPAIR etc.

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

Pond is: ☐ Proposed ☐ Existing  
Use of Pond: ☐ Recreation ☐ Irrigation/farm ☐ Other \_\_\_\_\_  
Water Source: ☐ Offline (Precipitation/run-off) ☐ Online (stream, groundwater)  
Size of Pond: Water Surface Area \_\_\_\_\_ Depth of Water \_\_\_\_\_

Provide a description of the proposed pond related development:

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Note: Additional construction details including inflow, outflow, emergency outflow, spillway details, type of construction, height and width of banks, erosion/sediment control measures, placement of excavated materials, and finished grading and landscaping should be shown on the submitted site plan and building details.

### 12. AGRICULTURAL DEVELOPMENT

Indicate and describe if your proposal involves agricultural land or uses such as:  
On-farm Diversified Uses, Agricultural Related Uses, Dwelling Units Accessory to Agricultural Uses, New Dwelling in Agricultural Areas (near barns -- MDS I), Livestock Facilities (MDS II), Equestrian Facilities (arenas, riding rings, events), Farm Ponds, Winery and Winery Events, 'Agricultural Purposes Only' (APO) lot creation:

Ø

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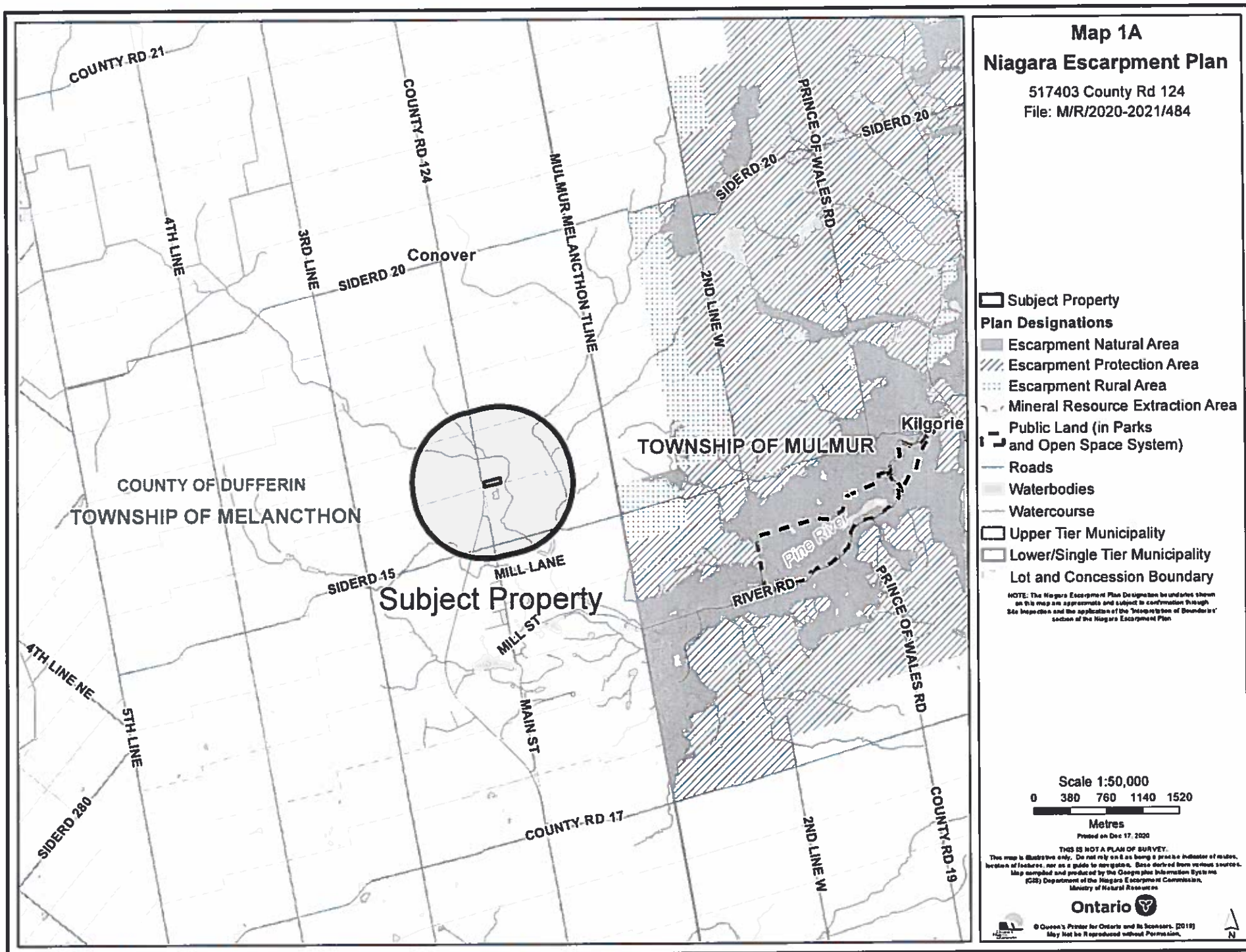
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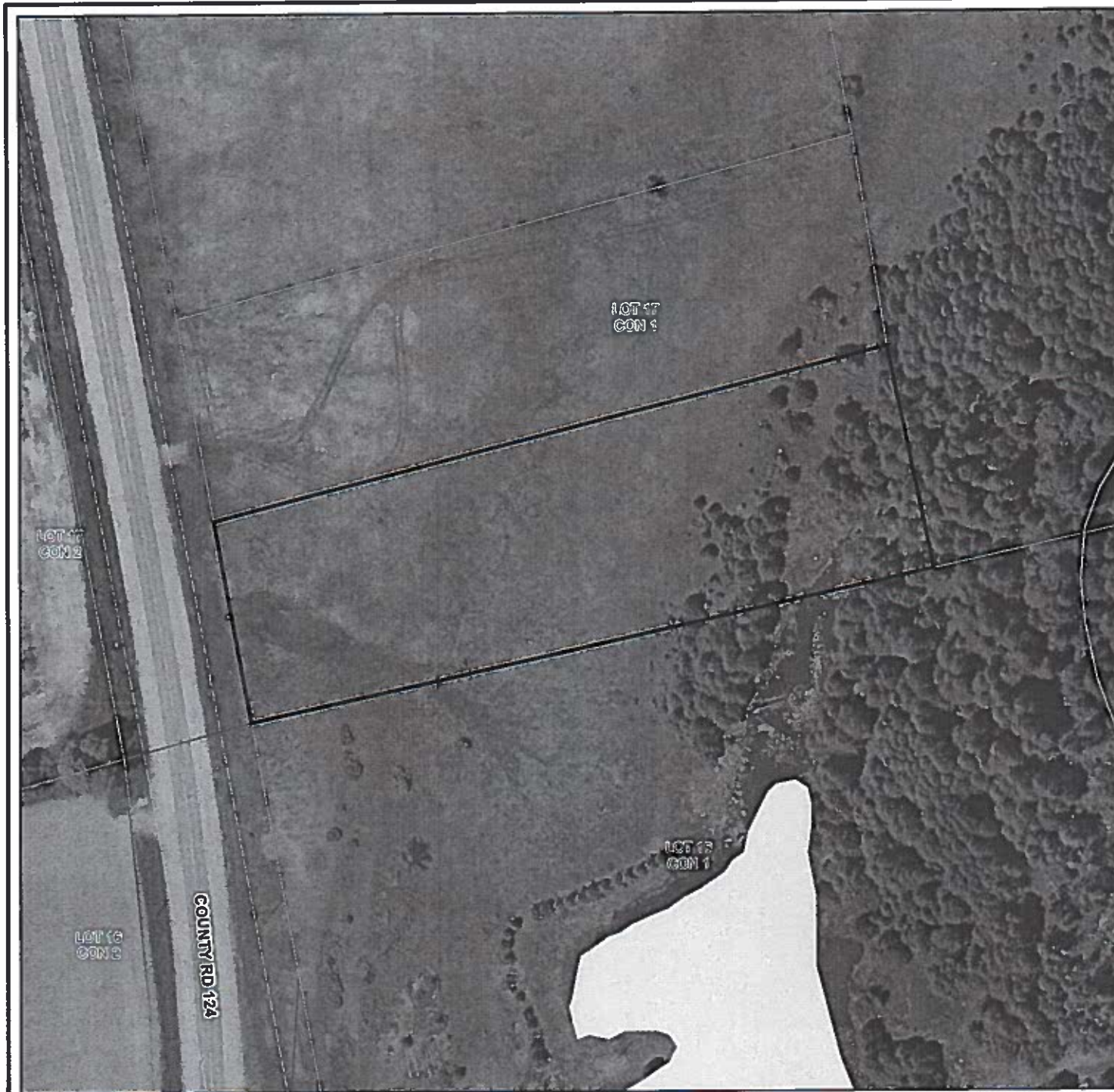
Note: Additional detailed information may be required.











## Map 2C Orthophoto

517403 County Rd 124  
File: M/R/2020-2021/484

-  Subject Property
-  Roads
-  Waterbodies
-  Watercourse
-  Upper Tier Municipality
-  Lower/Single Tier Municipality
-  Lot and Concession Boundary
-  Parcel Boundary
-  Ownership Boundary
-  Ontario Imagery Service Extent

Orthophoto Date: 1995-2015

Scale 1:1,402  
0 10 20 30 40  
Metres

Printed on Jan 13, 2021

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

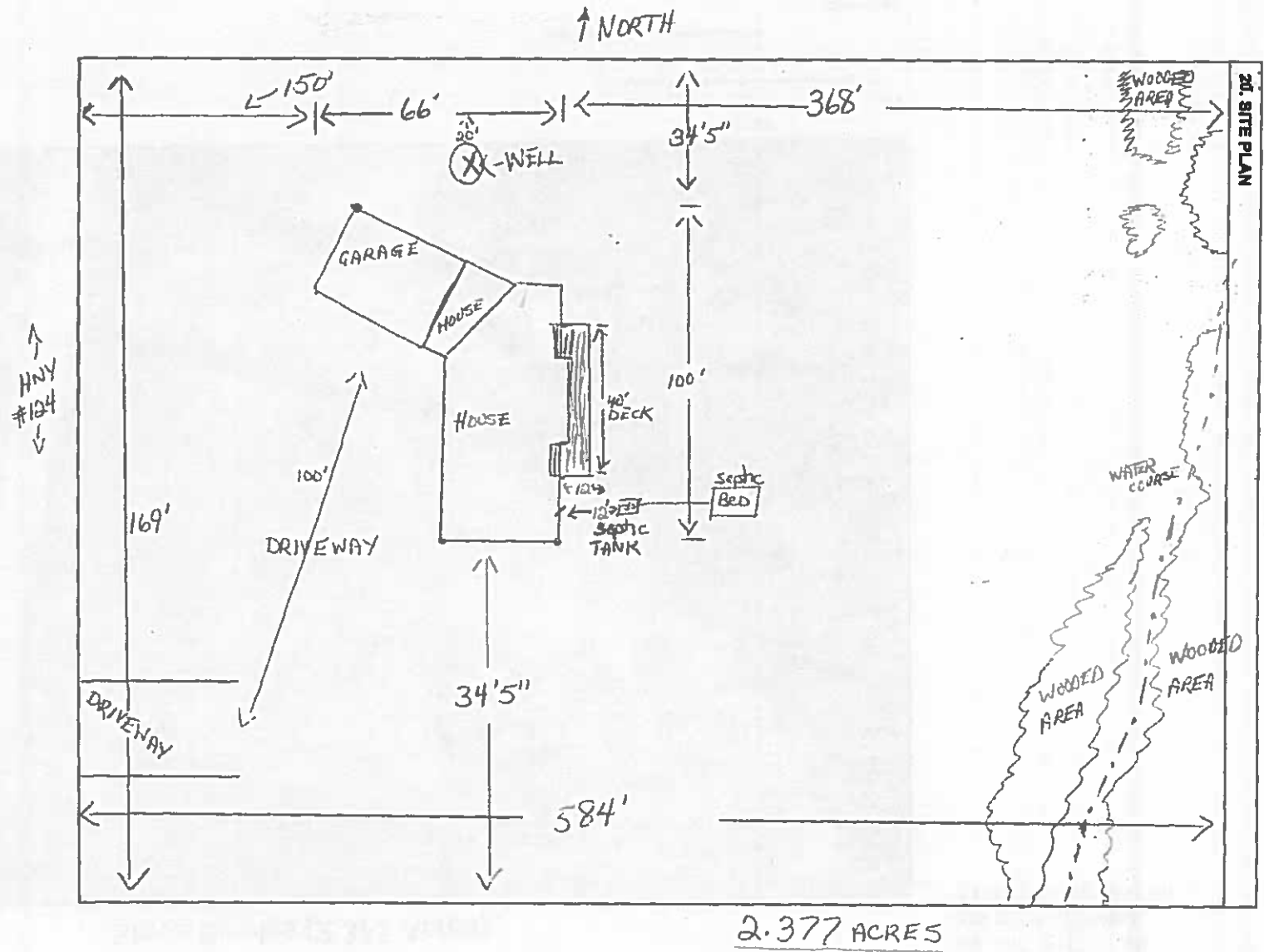
Ontario 



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May Not be Reproduced without Permission.



MAP 1A: SITE PLAN  
M/R/2020-2021/484  
517403 County Rd 124

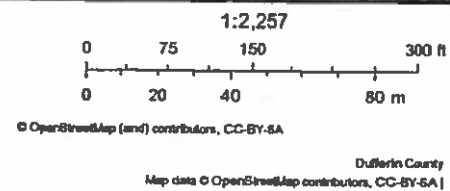


# Steve Bowles (2.377 Acres)

MAP 1B: SITE PLAN  
M/R/2020-2021/484  
517403 County Rd 124



7/27/2020, 12:38:05 PM



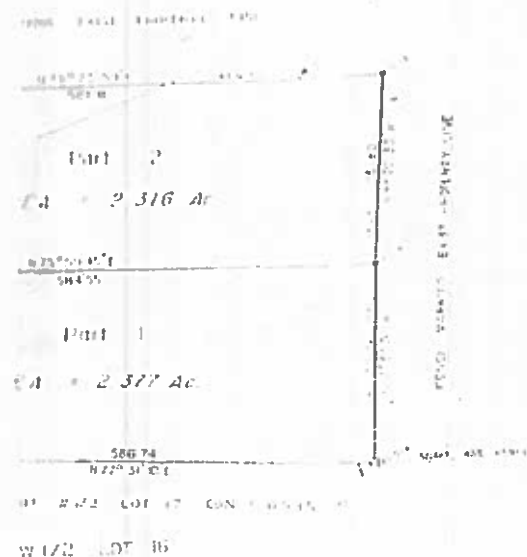
12483 50m  
589 55 200

PIN 34140-0117 LT

PT LOT 17 Con 1 OS  
AS IN MF46463  
MELANCTHON

MAP 1C: SITE PLAN  
M/R/2020-2021/484  
517403 County Rd 124

PLAN OF SURVEY OF  
PART OF W1/2 LOT 17  
IN CONCESSION 1 O.S.  
TOWNSHIP OF MELANCTHON  
COUNTY OF DUFFERIN  
SCALE 1" = 100'



DEED CERTIFICATE

I hereby certify that  
the above plan was correctly  
prepared in accordance with THE SURVEYS ACT and  
the regulations made thereunder  
and that the same was completed on the 4th,  
day of July, 1971.

*D.J. Cullen*  
D.J. Cullen  
Ontario Land Surveyor

NOTES  
ALL 100' X 100' 241 IRON BARS PLANTED SHOWN THIS  
PLAN & 40' X 100' 241 IRON BARS PLANTED SHOWN THIS

CARR CLIPSHAM CULLEN LTD.  
ONTOARIO LAND SURVEYORS  
NO. 10000, 10000  
Orangeville, Ont

## Denise Holmes

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**From:** Tracy MacDonald <tmacdonald@orangeville.ca>  
**Sent:** Thursday, January 21, 2021 9:53 AM  
**To:** Nicole Martin; sue stone; mtownsend@townofgrandvalley.ca; Denise Holmes; Mark Early; tatkinson@mulmur.ca; dmorrissey@shelburne.ca  
**Cc:** Karen Landry  
**Subject:** Proposed Tow Truck Licensing By-law Dufferin County  
**Attachments:** Proposed Tow Truck Licensing By-law Dufferin County - CPS-2021-004.pdf

Good morning everyone,

Further to the recent passing by your municipalities requesting that the Town of Orangeville work with Dufferin County municipalities to develop a uniform Tow Truck Licensing By-law and oversee the administration and enforcement of this by-law across the County the Council for the Town of Orangeville passed the following resolution at its January 11, 2021 meeting:

2021-014

Moved: Deputy Mayor Macintosh

Seconded: Mayor Brown

That Report CPS-2021-004 regarding proposed Tow Truck Licensing By-law Dufferin County Local Municipalities be received; and

That the multi-level working group regarding the Towing Industry in Dufferin and the Dufferin County local municipalities be advised that the Town will develop a uniform Tow Truck Licensing By-law in accordance with the steps outlined in Report CPS-2021-004; and

That any municipality wishing to participate in Stage 1 of the development of a uniform Tow Truck Licensing By-law contribute \$1000; and

That during the development of a uniform Tow Truck Licensing By-law staff:

- determine the costs of administering and enforcing the By-law;
- the licensing fees; and
- any other costs associated with the delivery of the program; and

That upon the passing of a by-law Town staff provide the Dufferin County local municipalities with the opportunity to opt into having Orangeville administer the licensing and enforcement of the by-law on a cost recovery basis.

Result: Carried Unanimously

Please advise Karen Landry, Town Clerk, [klandry@orangeville.ca](mailto:klandry@orangeville.ca) no later than February 19, 2021 if your municipality wishes to proceed with Stage 1, which includes a contribution of \$1000.00, as outlined in the attached report.

Thanks,

**Tracy Macdonald | Assistant Clerk | Corporate Services**  
Town of Orangeville | 87 Broadway | Orangeville ON L9W 1K1  
519-941-0440 Ext. 2256 | Toll Free 1-866-941-0440 Ext. 2256  
[tmacdonald@orangeville.ca](mailto:tmacdonald@orangeville.ca) | [www.orangeville.ca](http://www.orangeville.ca)

**Subject:** Proposed Tow Truck Licensing By-law Dufferin County -  
- Local Municipalities

**Department:** Corporate Services

**Division:** Clerks

**Report #:** CPS-2021-004

**Meeting Date:** 2021-01-11

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### **Recommendations**

That Report CPS-2021-004 regarding proposed Tow Truck Licensing By-law Dufferin County Local Municipalities be received; and

That the multi-level working group regarding the Towing Industry in Dufferin and the Dufferin County local municipalities be advised that the Town will develop a uniform Tow Truck Licensing By-law in accordance with the steps outlined in Report CPS-2021-004; and

That any municipality wishing to participate in Stage 1 of the development of a uniform Tow Truck Licensing By-law contribute \$1000; and

That during the development of a uniform Tow Truck Licensing By-law staff:

- determine the costs of administering and enforcing the By-law;
- the licensing fees; and
- any other costs associated with the delivery of the program; and

That upon the passing of a by-law Town staff provide the Dufferin County local municipalities with the opportunity to opt into having Orangeville administer the licensing and enforcement of the by-law on a cost recovery basis.

### **Background and Analysis**

Dufferin OPP invited Town staff to attend a multi-level working group regarding the Towing Industry in Dufferin on August 25, 2020 to discuss the feasibility of implementing a uniform Tow Truck Licensing By-law throughout Dufferin County.



At the meeting interest was expressed by the other Dufferin County municipalities in having the Town of Orangeville develop, administer and enforce a uniform Tow Truck Licensing By-law.

Subsequently, the respective Councils of the local municipalities throughout Dufferin County, between August and November, passed the following:

"WHEREAS, Council for the (name of municipality) supports the development of a uniform Tow Truck Licensing By-law throughout the County of Dufferin that takes into consideration any recommendations of the provincial task force established to look at improving safety, consumer protections and industry standards of the Towing Industry;

AND WHEREAS, the Town of Orangeville has an established business licensing and enforcement program;

NOW THEREFORE the (name of the municipality) hereby requests the Town of Orangeville to work with Dufferin County municipalities in the development of a uniform Tow Truck Licensing By-law and to oversee the administration and enforcement of the By-law across the County upon its adoption."

Staff recommend that the above request be dealt with in two stages, as estimating costs for administering and enforcing such by-law is difficult to quantify in the absence of a regulatory framework being defined, understanding the potential number of licensees, and the licensing fees.

#### **Stage 1 – By-law Development**

The following outlines the steps, estimated timelines, staff hours and costs\* required to develop a by-law to licence and regulate Tow Trucks and Tow Truck Drivers:

Activity	Timeline	Hours	Costs
Research – review legislative authority, gather and review other municipal by-laws including by-laws in adjacent municipalities, monitoring the progress and recommendations of the provincial towing task force	February - March	35	\$2,300

Draft By-law and conduct internal review with applicable staff and stakeholders	March – May	60	\$4,000
Coordinate, prepare and engage stakeholders, presentation at Public Meeting (Joint meeting for all Stage 1 participants) and responding to public inquiries	June - July	35	\$2,300
Evaluate and consider stakeholder and public input and report to Council with proposed By-law. Upon passing By-law, obtain short form wording and set fine approval.	August - September	35	\$2,300
		TOTAL	\$10,900

\*developed on hourly wage and benefits of a By-law Enforcement Officer

## Stage 2 – Licensing and Enforcement Program

During the development of the by-law, staff will determine the costs for implementing the licensing and enforcement program and the associated licensing fees.

The Dufferin County local municipalities can then determine if they want to opt into the program developed by the Town of Orangeville on a cost recovery basis.

Once the number of Stage 1 participants who would like to opt into Stage 2 has been determined, staff will assess and recommend (as part of Stage 2) the best approach for the delivery and coordination of a uniform program. e.g. local service agreements with delegated authority.

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## **Strategic Alignment**

### **Orangeville Forward – Strategic Plan**

Priority Area: Strong Governance

Objective: Positive relationships with other governments, agencies and private sector and Financial Responsibility

### **Sustainable Neighbourhood Action Plan**

Theme: Corporate and Fiscal

Strategy: Encourage and support collaboration to implement sustainability initiatives between municipal and community organizations, local Indigenous groups, conservation authority, colleges, and adjacent municipalities and the County

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## **Notice Provisions**

Not applicable.

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## **Financial Impact**

The estimated costs for developing a Tow Truck Licensing By-law is \$10,900. It is recommended that if any Dufferin County local municipality opts to have the Town of Orangeville develop a uniform by-law on their behalf that they contribute \$1000.00 towards the cost.

Respectfully submitted

Andrea McKinney  
General Manager, Corporate Services

Prepared by

Karen Landry  
Town Clerk, Corporate Services

**Attachment(s):** Not Applicable

## Denise Holmes

---

**From:** Eowyn Spencer <espencer@grandriver.ca>  
**Sent:** Friday, January 22, 2021 2:03 PM  
**To:** Denise Holmes  
**Subject:** Notification of Budget 2021 - Grand River Conservation Authority  
**Attachments:** GRCA Budget Report GM-01-21-05 - Budget 2021 Draft 2.pdf; Summary of Municipal Levy - GRCA Budget 2021 Draft 2.pdf; GRCA Budget 2021 Draft 2 Package.pdf; Township of Melancthon\_Denise Holmes.pdf

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

Please see the attached correspondence regarding the Grand River Conservation Authority 2021 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

**Eowyn Spencer**  
Executive Assistant | Grand River Conservation Authority  
400 Clyde Road, P.O. Box 729, Cambridge ON N1R 5W6  
519-621-2763, ext. 2200  
[www.grandriver.ca](http://www.grandriver.ca)

# Grand River Conservation Authority

**Report number:** GM-01-21-05  
**Date:** January 22, 2021  
**To:** Members of the Grand River Conservation Authority  
**Subject:** Budget 2021 – Draft #2

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## **Recommendation:**

THAT member municipalities be forwarded a letter advising them of the General Membership meeting to be held February 26, 2021 to approve the 2021 Budget and the general municipal levy and that the most recent budget draft be forwarded with this letter;

AND THAT proceeds estimated to be received as a result of claims under the Canada Emergency Wage Subsidy (CEWS) program be placed into the personnel reserve;

AND THAT a Transition reserve be created at an amount equal to any undesignated surplus realized from the 2020 year-end operating results, plus any 2021 budgeted compensation cost savings.

## **Summary:**

This draft continues to present a balanced budget position for 2021.

This draft of the budget includes the following significant changes since the September 25, 2020 draft #1 budget report:

- \$1,008,000 Special Projects spending/funding increased

This draft introduces the establishment of a transition reserve created from 2020 operating surplus and 2021 staff vacancy cost savings.

It is also recommended that 2020 CEWS funding be placed into the personnel reserve.

The Final Budget will include adjustments to the Outdoor Education program, Conservation Area program, Forestry (Tree Planting) program, special projects, expenses carried forward from 2020, staffing costs, and the 2020 surplus carry forward (based on audited 2020 results). These adjustments are not anticipated to impact the 2021 budgeted general levy increase of 2.5%.

This draft includes the following amounts:

- Expenditures \$31,579,188
- General Municipal Levy \$12,225,000 (2.5% increase over prior year)
- Provincial Water and Erosion Control Infrastructure (WECI) Grant \$700,000
- Provincial Source Protection Program Grant \$640,000
- Reserves to decrease by approximately \$2,000,000 in 2021

## **Report:**

The final 2021 budget will be presented for approval at the February 26, 2021 General Membership Meeting.

### **Transition Reserve – Create New Reserve**

Staff recommend establishing a transition reserve. In accordance with the GRCA Reserve Policy (see attached), this reserve would be considered a discretionary reserve under the grouping of miscellaneous operating reserve. Furthermore, the GRCA Reserve Policy (page 4 of 7 attached policy) states that a new reserve be approved by the board and that in creating a new reserve staff will outline:

- Rationale for reserve
- Funding source(s)
- Target balance for reserve (if applicable)
- Amount and timing of projected disbursement (if known)

The rationale (purpose) for the reserve would be to fund expenditures related to the transitioning of GRCA to new provincial regulations requirements and/or fund costs related to managing expenses impacted by COVID-19 or revenue losses due to COVID-19. The uncertainty created by COVID-19 and the pending provincial regulations hamper the ability to identify and quantify expenses and revenue impacts which in turn make budgeting challenging. By establishing this reserve, as events unfold, appropriate forecast adjustments can be introduced and the reserve accessed as necessary.

The funding sources would be:

- 1) Any 2020 year-end operating surplus that has not been designated to be incorporated into the 2021 budget (estimate \$300,000 to \$600,000)
- 2) Any 2021 compensation savings due to positions being kept vacant pending a staffing plan that incorporates the impact of the new regulations (estimate \$250,000 to \$350,000). Further details provided below.

A target balance is considered not applicable at this time.

Projected disbursements are difficult to quantify given that the new regulations have yet to be released and future COVID-19 events are unknown.

The amount to be transferred into this reserve will be outlined in the 2021 final budget report at the February 26, 2021 General Meeting. By February, the year-end audit will have been completed, the year-end 2020 operating surplus will be finalized and the board will approve the budget which will identify the amount of compensation savings to be transferred to this new transition reserve. This strategy would allow the 2021 proposed general municipal levy increase to be kept at 2.5%.

### **Stabilization Reserve**

The board requested clarification regarding establishing a stabilization reserve. The GRCA reserve policy (page 3 of 7) states that within the grouping of discretionary reserves that a stabilization reserve is defined as follows:

- The board may support setting aside surpluses generated by a non-levy-funded business unit to offset operating deficits in other years. GRCA has used this strategy for Conservation Areas, where revenues can fluctuate substantially due to uncontrollable factors such as weather, water quality, currency and other economic changes.

Of note, in this policy statement is that only "non-levy funded business unit" surplus is being considered. The GRCA currently has a Conservation Area Stabilization reserve.

There appears to be no specific wording outlined in the Conservation Authority Act that prevents establishing this type of reserve nor are there any articles in GRCA's bylaws that speaks to stabilization reserves.

Stabilization reserves in general can be described as reserves used to fund uncontrollable and unexpected expense or revenue fluctuations and funded by surpluses and/or budgeted amounts.

The GRCA has in place capital reserves to address unexpected expenses.

The GRCA has in place the following miscellaneous operating reserves to address fluctuations in established program activities impacting costs/revenue:

- Cottage Lot Reserve
- Forestry Reserve
- Planning Enforcement Reserve
- Property Rental Reserve
- Personnel Reserve

Given the recommendation to create a transition reserve and the existence of other established miscellaneous operating reserves and capital reserves the need for a stabilization reserve at this time is not being recommended by staff.

#### Personnel Reserve – CEWS Funding

Staff recommend that proceeds estimated to be received as a result of claims under the Canada Emergency Wage Subsidy (CEWS) program be placed into the personnel reserve. The GRCA is in the process of applying for CEWS funding. At the time of this report, claims for periods 2-4 (April to June) totalling \$1.25 million have been completed. KPMG has been engaged to calculate the claims. It is anticipated that claims for period 5-7 will be made. Updates on claim amounts will be provided at the January General Meeting. KPMG was also engaged to address the criteria that stated a 'public institution' would be disqualified from applying for CEWS funding. KPMG has provided a case to the Canada Revenue Agency (CRA) to not have GRCA considered a 'public institution' thereby allowing GRCA to apply for funding. There is uncertainty as to the approval of this claim and the potential for the CRA to subsequently audit the claim; the CRA could potentially deny all or part of each period claim based on not meeting the eligibility requirements and/or adjust claim calculations. Once the CEWS claim is considered finalized (i.e. once funds are received and the risk of a negative CRA audit low), the reallocation of this funding to other established reserves, including the possible creation of a stabilization reserve can be revisited.

#### Operating Budget 2021 - Transfer to Transition Reserve – Compensation Savings

The 2021 budget draft #1 included a few staff positions that are currently vacant. These vacancies are a result of staff departures and vacancies due to positions that were eliminated during 2020. Restructuring will be undertaken and is somewhat contingent on uncertain events driven by the status of COVID-19 and the transition to the new regulations. Staff recommend that cost savings anticipated due to net staff vacancies be allocated to the transition reserve. The cost savings for 2021 will be incorporated into the final draft of the 2021 budget. At present,



it is estimated that the amount that will be budgeted to be transferred to the transition reserve is in the range of \$250,000 and \$350,000.

This draft of the 2021 Budget includes the following changes made since the September 25th, 2020 General Membership Meeting:

Special Projects Budget 2021 (net increase \$1,008,000):

\$ 140,000	Waste Water Optimization Project expenses increased
\$ 140,000	Provincial funding increased
(\$ 80,000)	Source Protection Program expenses decreased
\$ 80,000	Provincial funding decreased
\$ 400,000	Emerald Ash Borer expenses increased
\$ 400,000	Funding from Land Sale Proceeds reserve increased
\$ 100,000	Ecological Restoration Project expenses increased
\$ 100,000	Other Donations funding increased
\$ 100,000	Great Lakes Protection Initiative Project expenses increased
\$ 100,000	Federal Government funding increased
\$ 90,000	Precision Agriculture-OMFRA Project expenses increased
\$ 90,000	Provincial funding increased
\$ 258,000	Trail Maintenance Project expenses increased
\$ 258,000	Foundation funding increased

Significant Outstanding Budget Items

Draft #2 operating budget continues to assume status quo operations.

After actual 2020 figures are finalized, the final budget will be prepared and the outstanding matters listed below will be addressed.

(a) Programs where COVID-19 is having a significant impact

The program areas where revenue and expenses were significantly impacted in 2020 by COVID-19 were Forestry (Tree Planting), Outdoor Education and Conservation Areas. Budget 2021 draft #1 assumed operations will return to 2019 levels. Adjustments to these programs will be reflected in the final budget. These adjustments will not impact the levy increase.

(b) Year 2020 Carry forward Adjustments

2020 Surplus carry forward

This draft of the 2021 Budget assumes a NIL surplus carry over from year 2020. The December 2020 Financial Summary for year-end 2020 forecasts a \$796,000 surplus. Some surplus will be carried over to 2021 to cover additional costs added to the 2021 budget. Staff recommend that any 2020 surplus that is not required to ensure a breakeven 2021 budget (i.e. municipal levy increase kept to 2.5%) be transferred into a transition reserve as described above. The amount of surplus to be transferred to the

transition reserve is estimated to be between \$300,000 to \$600,000. The 2020 carry forward surplus will be updated based on the actual yearend results.

**2021 Special Projects carry forward**

Any projects commenced in year 2020 or earlier and not completed by December 31, 2020 will be carried forward and added to Budget 2021 (i.e. both the funding and the expense will be added to Budget 2021 and therefore these adjustments will have no impact on the breakeven net result). Projects for 2021 are being carefully considered in light of COVID-19 restrictions and pending government regulatory changes.

**Major Water Control Structures Capital Maintenance Expenditures**

A final determination of the amount of spending to be added to the Budget 2021 will be impacted by unspent amounts from 2020 that will be carried forward to 2021, including use of the reserve for 2021 projects.

**(c) Conservation Area Revenue and Expenses**

Final revenue, operating and capital expense budget figures to be determined following year-end actuals review. To the extent that costs are budgeted to be in excess of budgeted revenue, the conservation area reserve will be used to make up the difference.

**(d) Source Protection Program**

The current budget draft includes \$640,000 in spending. The final version of the GRCA 2021 Budget may be adjusted to reflect any funding approvals. Expenses for this program are funded 100% by a provincial grant.

Attached are the following:

GRCA Reserve Policy  
Budget 2021 Timetable  
Summary Reserve Report – Budget 2021  
Preliminary Budget 2021 Package to Municipalities

**Notice 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 will be sent via email to municipalities on January 25, 2021 in order to adhere to the notice timeline.

**Financial implications:**

In this draft, the GRCA is proposing a \$31,579,188 budget.

With respect to reserves this budget version outlines a net decrease to reserves of approximately \$2.0 million.

**Prepared by:**

Sonja Radoja  
Manager, Corporate Services

**Approved by:**

Karen Armstrong  
Assistant CAO/Secretary-Treasurer

# Grand River Conservation Authority Summary of Municipal Levy - 2021 Budget

DRAFT - January 22, 2021

	% CVA in Watershed	2020 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	CVA-Based Matching & Maintenance Levy	CVA-Based Admin & Non Matching Maintenance Levy	CVA-Based Capital Maintenance*	2021 Budget Total Levy	Actual 2020 Levy	% Change
Brant County	82.9%	6,936,721,473	5,750,542,101	2.84%	12,763	307,240	26,963	346,966	333,521	4.0%
Brantford C	100.0%	14,928,515,157	14,928,515,157	7.37%	33,133	797,600	69,995	900,728	879,747	2.4%
Amaranth Twp	82.0%	795,979,920	652,703,535	0.32%	1,449	34,873	3,060	39,382	37,935	3.8%
East Garafraxa Twp	80.0%	626,126,773	500,901,419	0.25%	1,112	26,762	2,349	30,223	28,338	6.7%
Town of Grand Valley	100.0%	553,512,121	553,512,121	0.27%	1,228	29,573	2,595	33,396	31,711	5.3%
Melancthon Twp	56.0%	586,577,630	328,483,473	0.16%	729	17,550	1,540	19,819	19,173	3.4%
Southgate Twp	6.0%	1,033,512,023	62,010,721	0.03%	138	3,313	291	3,742	3,523	6.2%
Haldimand County	41.0%	7,079,860,556	2,902,742,828	1.43%	6,442	155,088	13,610	175,140	170,458	2.7%
Norfolk County	5.0%	9,584,167,114	479,208,356	0.24%	1,064	25,603	2,247	28,914	28,513	1.4%
Halton Region	10.4%	46,451,977,776	4,837,575,302	2.39%	10,737	258,462	22,682	291,881	280,040	4.2%
Hamilton City	26.8%	94,145,899,309	25,184,028,065	12.43%	55,894	1,345,531	118,080	1,519,505	1,471,642	3.3%
Oxford County	36.7%	4,427,004,857	1,622,932,789	0.80%	3,602	86,710	7,609	97,921	95,948	2.1%
North Perth T	2.0%	2,225,735,943	44,514,719	0.02%	99	2,378	209	2,686	2,561	4.9%
Perth East Twp	40.0%	2,040,630,574	816,252,229	0.40%	1,812	43,611	3,827	49,250	47,534	3.6%
Waterloo Region	100.0%	102,472,672,048	102,472,672,048	50.58%	227,428	5,474,902	480,462	6,182,792	6,064,723	1.9%
Centre Wellington Twp	100.0%	5,114,418,180	5,114,418,180	2.52%	11,351	273,253	23,980	308,584	301,160	2.5%
Erin T	49.0%	2,555,239,625	1,252,067,416	0.62%	2,779	66,895	5,871	75,545	74,455	1.5%
Guelph C	100.0%	27,653,093,969	27,653,093,969	13.65%	61,374	1,477,448	129,657	1,668,479	1,622,233	2.9%
Guelph Eramosa Twp	100.0%	2,845,103,563	2,845,103,563	1.40%	6,314	152,008	13,340	171,662	167,139	2.7%
Mapleton Twp	95.0%	1,799,102,595	1,709,147,466	0.84%	3,793	91,316	8,014	103,123	97,762	5.5%
Wellington North Twp	51.0%	1,746,561,794	890,746,515	0.44%	1,977	47,591	4,176	53,744	51,442	4.5%
Puslinch Twp	75.0%	2,685,361,769	2,014,021,326	0.99%	4,470	107,605	9,443	121,518	117,442	3.5%
<b>Total</b>		<b>338,287,774,768</b>	<b>202,615,193,299</b>	<b>100.00%</b>	<b>449,688</b>	<b>10,825,312</b>	<b>950,000</b>	<b>12,225,000</b>	<b>11,927,000</b>	<b>2.5%</b>

\*Capital Maintenance Levy represents levy allocated to maintenance of capital infrastructure, studies, and/or equipment.



# **2021 BUDGET**

**(Draft to January 22, 2021 General Board Meeting)**

# **Grand River Conservation Authority**

## **2021 Budget**

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## **GRCA 2021 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 approximately 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 the provincial Source Protection Program 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 updates 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*. Besides supporting municipalities and other agencies in implementing the plans, the focus in 2021 continues on completing updates to the Grand River Source Protection Plan, including development of water quantity policies, updating water quality vulnerability assessments, and the development of the annual progress report for the Grand River Source Protection Plan.

In April 2018 the GRCA received approval from the Ministry of Natural Resources and Forestry to use up to \$1.8 million from the Land Sale Reserve for hazard tree management over a three year period. This funding has allowed the GRCA to accelerate its program of tree risk management to ensure the health and safety of the public using GRCA lands. This program will continue until March 31, 2021.

## **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	\$2,275,700 (Table 1)
Flood Forecasting and Warning	\$ 828,800 (Table 2)
Water Control Structures	\$1,785,700 (Table 3)

**Capital Expenditures:** \$1,800,000 (Section B)

**Total Expenditures:** \$6,690,200

**Revenue sources:** Municipal levies, provincial grants and reserves

## **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:** \$2,117,200 (Table 4)

**Capital Expenditures:** NIL

**Revenue sources:** Permit fees, enquiry fees, plan review fees, and municipal levy

### **3. Watershed stewardship**

The watershed stewardship program provides information 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/tree planting through the Burford Tree Nursery, the Rural Water Quality Program, restoration and rehabilitation projects. The program also, provides conservation information through workshops, publications, the web site and media contacts.

#### **Operating Expenditures:**

Forestry & Conservation Land Taxes	\$ 1,465,000 (Table 5)
Conservation Services	\$ 849,200 (Table 6)
Communications and Foundation	\$ 579,500 (Table 7)

**Capital Expenditures:** NIL

**Total Expenditures:** \$ 2,893,700

#### **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	\$3,504,100 (Table 10-Conservation Lands)
Hydro Production	\$ 197,000 (Table 10-Hydro Production)

**Capital Expenditures:** NIL

**Total Expenditures:** \$3,701,100

#### **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:**        \$1,408,600 (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 2,200 campsites, making it the second-largest provider of camping accommodation in Ontario. About 1.7 million people visit GRCA parks each year.

**Operating Expenditures:**        \$ 7,000,000 (Table 10)  
**Capital Expenditures:**        \$ 1,500,000 (Section B)  
**Total Expenditures:**        \$10,435,000

**Revenue sources:**  
Conservation Area user fees, government grants, reserves 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:**        \$3,241,388 (Table 9)  
**Capital Expenditures:**        \$ 394,000 (Section B)  
**Total Expenditures:**        \$3,635,388

**Revenue sources:** Municipal levies and reserves.

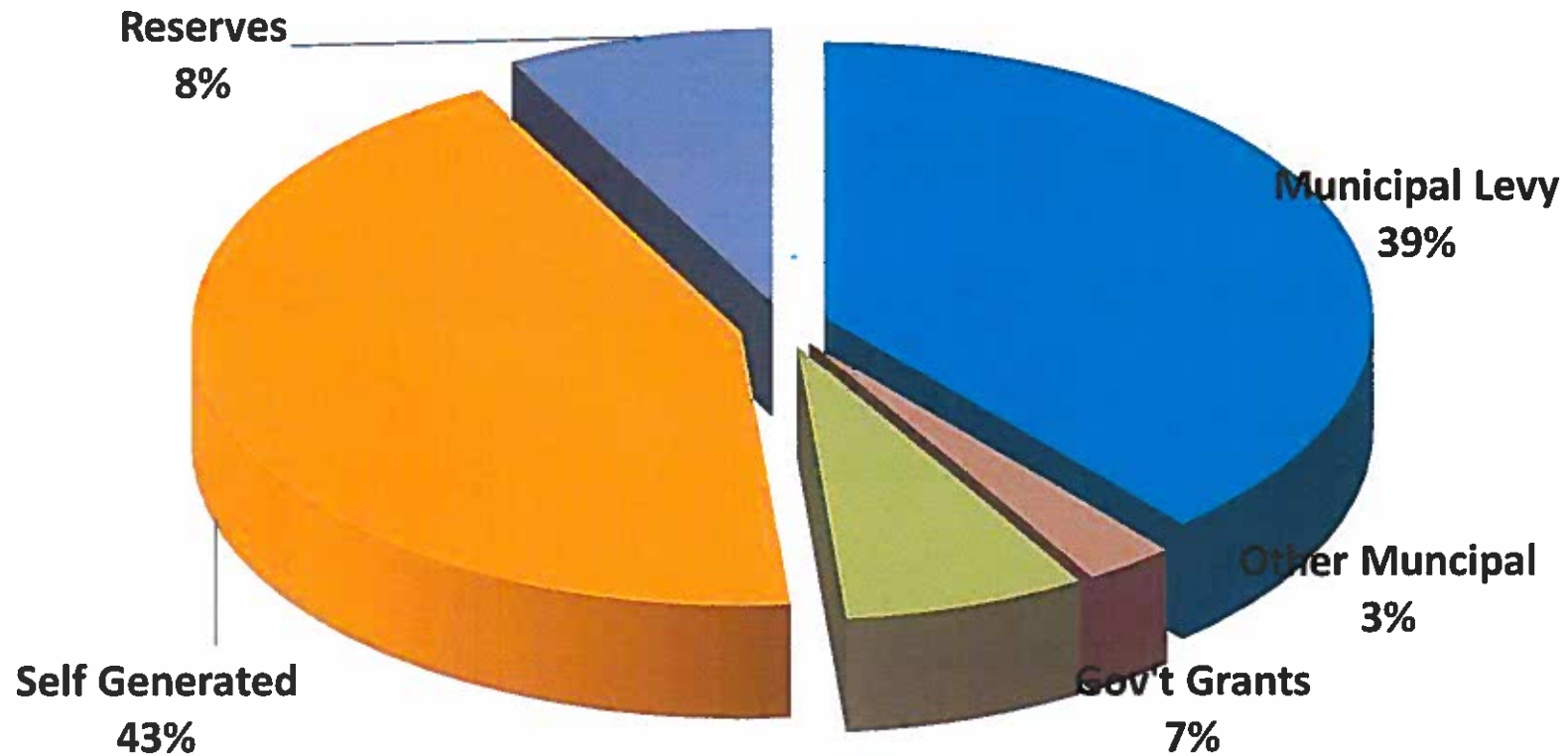
## GRAND RIVER CONSERVATION AUTHORITY

**BUDGET 2021 - Summary of Revenue and Expenditures**

FUNDING		Actual 2019	Budget 2020	Budget 2021	Budget Incr/(decr)
Municipal General Levy Funding		11,636,000	11,927,000	12,225,000	298,000 2.50%
Other Government Grants		4,126,018	4,032,188	3,114,188	(918,000) -22.8%
Self-Generated Revenue		17,056,720	16,279,287	13,749,000	(2,530,287) -15.5%
Funding from Reserves		5,326,245	3,740,000	2,491,000	(1,249,000) -33.4%
<b>TOTAL FUNDING</b>		<b>38,144,983</b>	<b>35,978,475</b>	<b>31,579,188</b>	<b>(4,399,287)</b> -12.2%
EXPENDITURES		Actual 2019	Budget 2020	Budget 2021	Budget Incr/(decr)
Base Programs - Operating includes funding to reserves	SECTION A	27,637,633	26,996,475	25,252,188	(1,744,287) -6.46%
Base Programs - Capital	SECTION B	5,873,437	5,655,000	3,694,000	(1,961,000) -34.68%
Special Projects	SECTION C	4,256,626	3,327,000	2,633,000	(694,000) -20.9%
<b>TOTAL EXPENDITURES</b>		<b>37,767,696</b>	<b>35,978,475</b>	<b>31,579,188</b>	<b>(4,399,287)</b> -12.2%
<b>NET RESULT</b>		<b>377,287</b>	<b>-</b>	<b>-</b>	

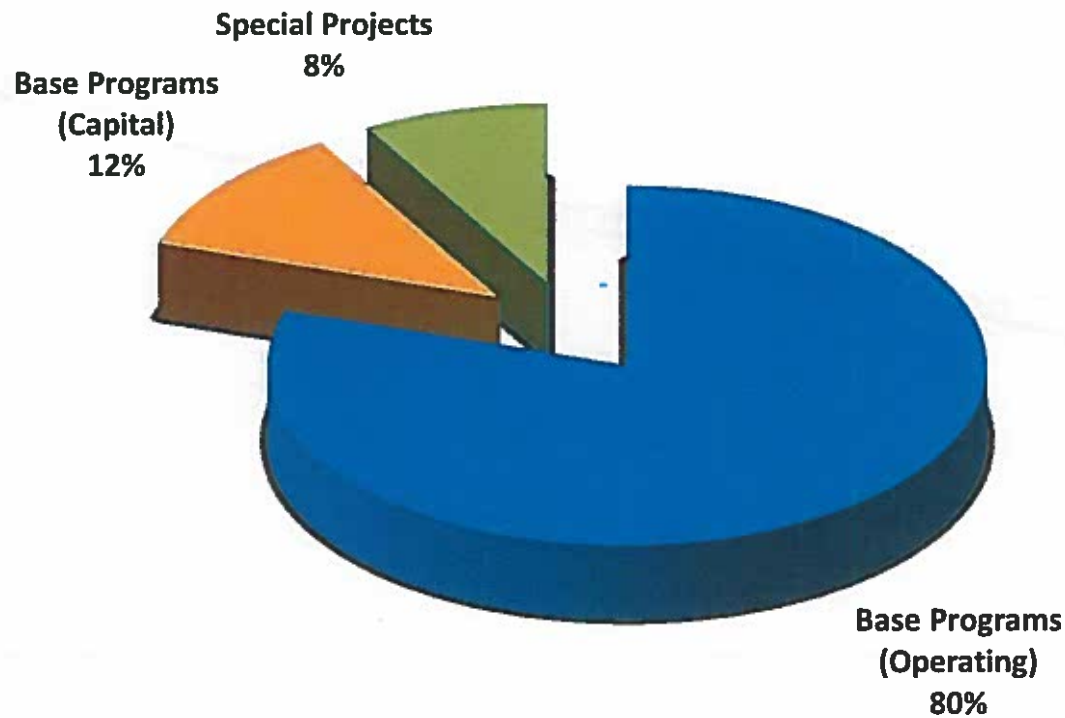
## 2021 Budget – Revenue by Source

Total 2021 Budget Revenue = \$31.6 Million (\$ 36.0 Million in 2020)

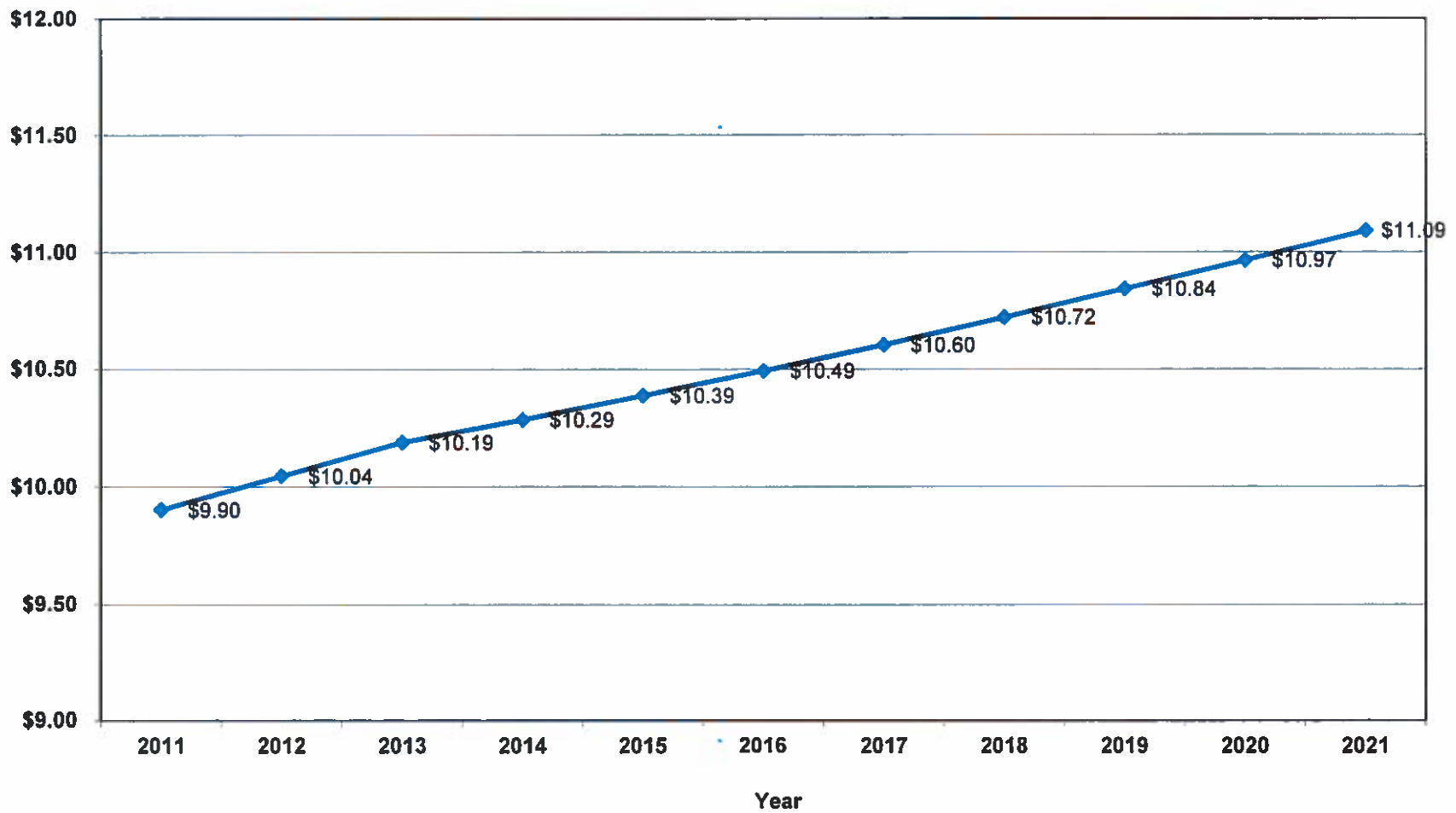


# 2021 Budget – Expenditures by Category

2021 Budget Expenditures = \$31.6 Million (\$ 36.0 Million in 2020)



# Grand River Conservation Authority Per Capita General Levy (2011 to 2021)



### Budget 2021 - Summary of Expenditures, Funding and Change in Municipal Levy

[illegible]

# Grand River Conservation Authority Summary of Municipal Levy - 2021 Budget

DRAFT - January 22, 2021

	% CVA in Watershed	2020 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	CVA-Based Matching & Maintenance Levy	CVA-Based Admin Non Matching Maintenance Levy	CVA-Based Capital Maintenance* Levy	2021 Budget Total Levy	Actual 2020 Levy	% Change
Brant County	82.9%	6,936,721,473	5,750,542,101	2.84%	12,763	307,240	26,963	346,966	333,521	4.0%
Brantford C	100.0%	14,928,515,157	14,928,515,157	7.37%	33,133	797,600	69,995	900,728	879,747	2.4%
Amaranth Twp	82.0%	795,979,920	652,703,535	0.32%	1,449	34,873	3,060	39,382	37,935	3.8%
East Garafraxa Twp	80.0%	626,126,773	500,901,419	0.25%	1,112	26,762	2,349	30,223	28,338	6.7%
Town of Grand Valley	100.0%	553,512,121	553,512,121	0.27%	1,228	29,573	2,595	33,396	31,711	5.3%
Melancthon Twp	56.0%	586,577,630	328,483,473	0.16%	729	17,550	1,540	19,819	19,173	3.4%
Southgate Twp	6.0%	1,033,512,023	62,010,721	0.03%	138	3,313	291	3,742	3,523	6.2%
Haldimand County	41.0%	7,079,860,556	2,902,742,828	1.43%	6,442	155,088	13,610	175,140	170,458	2.7%
Norfolk County	5.0%	9,584,167,114	479,208,356	0.24%	1,064	25,603	2,247	28,914	28,513	1.4%
Halton Region	10.4%	46,451,977,776	4,837,575,302	2.39%	10,737	258,462	22,682	291,881	280,040	4.2%
Hamilton City	26.8%	94,145,899,309	25,184,028,065	12.43%	55,894	1,345,531	118,080	1,519,505	1,471,642	3.3%
Oxford County	36.7%	4,427,004,857	1,622,932,789	0.80%	3,602	86,710	7,609	97,921	95,948	2.1%
North Perth T	2.0%	2,225,735,943	44,514,719	0.02%	99	2,378	209	2,686	2,561	4.9%
Perth East Twp	40.0%	2,040,630,574	816,252,229	0.40%	1,812	43,611	3,827	49,250	47,534	3.6%
Waterloo Region	100.0%	102,472,672,048	102,472,672,048	50.58%	227,428	5,474,902	480,462	6,182,792	6,064,723	1.9%
Centre Wellington Twp	100.0%	5,114,418,180	5,114,418,180	2.52%	11,351	273,253	23,980	308,584	301,160	2.5%
Erin T	49.0%	2,555,239,625	1,252,067,416	0.62%	2,779	66,895	5,871	75,545	74,455	1.5%
Guelph C	100.0%	27,653,093,969	27,653,093,969	13.65%	61,374	1,477,448	129,657	1,668,479	1,622,233	2.9%
Guelph Eramosa Twp	100.0%	2,845,103,563	2,845,103,563	1.40%	6,314	152,008	13,340	171,662	167,139	2.7%
Mapleton Twp	95.0%	1,799,102,595	1,709,147,466	0.84%	3,793	91,316	8,014	103,123	97,762	5.5%
Wellington North Twp	51.0%	1,746,561,794	890,746,515	0.44%	1,977	47,591	4,176	53,744	51,442	4.5%
Puslinch Twp	75.0%	2,685,361,769	2,014,021,326	0.99%	4,470	107,605	9,443	121,518	117,442	3.5%
<b>Total</b>		<b>338,287,774,768</b>	<b>202,615,193,299</b>	<b>100.00%</b>	<b>449,688</b>	<b>10,825,312</b>	<b>950,000</b>	<b>12,225,000</b>	<b>11,927,000</b>	<b>2.5%</b>

\*Capital Maintenance Levy represents levy allocated to maintenance of capital infrastructure, studies, and/or equipment.

# **SECTION A**

## **BASE PROGRAMS – OPERATING**



## SECTION A - Operating Budget

GRAND RIVER CONSERVATION AUTHORITY

### Budget 2021 vs Budget 2020

	Actual 2019	Budget 2020	Budget 2021	Incr/(Decr)	%age change
<b>EXPENDITURES</b>					
OPERATING EXPENSES	27,637,633	26,996,475	25,252,188	(1,744,287)	-6.78%
<b>Total Expenses</b>	<b>27,637,633</b>	<b>26,996,475</b>	<b>25,252,188</b>	<b>(1,744,287)</b>	<b>-6.78%</b>
<b>SOURCES OF FUNDING</b>					
MUNICIPAL GENERAL LEVY (NOTE)	10,174,542	10,977,000	11,275,000	298,000	2.89%
MUNICIPAL SPECIAL LEVY	46,372	50,000	50,000	-	0.00%
OTHER GOVT FUNDING	528,169	517,188	517,188	-	0.00%
SELF-GENERATED	15,406,254	14,743,000	13,363,000	(1,380,000)	-9.97%
RESERVES	1,012,601	332,000	47,000	(285,000)	-163.79%
SURPLUS CARRYFORWARD	469,695	377,287	-	(377,287)	-91.50%
<b>Total BASE Funding</b>	<b>27,637,633</b>	<b>26,996,475</b>	<b>25,252,188</b>	<b>(1,744,287)</b>	<b>-6.78%</b>

NOTE: See "Summary of Revenue, Expenditures and Changes in Municipal Levy" for details of \$391,000 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 2019</b>	<b>Budget 2020</b>	<b>Budget 2021</b>	<b>Budget Change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	1,604,949	1,664,000	1,714,000	50,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	274,940	289,300	289,300	0
Insurance	96,848	107,300	107,300	0
Other Operating Expenses	125,923	175,100	165,100	(10,000)
Amount set aside to Reserves				
<b>TOTAL EXPENSE</b>	<b>2,102,660</b>	<b>2,235,700</b>	<b>2,275,700</b>	<b>40,000</b>
<b>Funding</b>				<b>(incr)/decr</b>
Municipal Special/Other	40,204	50,000	50,000	0
MNR Grant	4,200	-	-	0
Prov & Federal Govt	6,505	37,500	37,500	0
Miscellaneous	2,500	-	-	
Funds taken from Reserves	-	10,000	-	10,000
<b>TOTAL FUNDING</b>	<b>53,409</b>	<b>97,500</b>	<b>87,500</b>	<b>10,000</b>
<b>Net Funded by General Municipal Levy</b>	<b>2,049,251</b>	<b>2,138,200</b>	<b>2,188,200</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>50,000</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 2019</b>	<b>Budget 2020</b>	<b>Budget 2021</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	407,090	470,700	484,800	14,100
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	251,806	236,000	236,000	-
Other Operating Expenses	48,681	58,000	108,000	50,000
Amount set aside to Reserves	93,000			
<b>TOTAL EXPENSE</b>	<b>800,577</b>	<b>764,700</b>	<b>828,800</b>	<b>64,100</b>
<b>Funding</b>				<b>(incr)/decr</b>
MNR Grant	143,000	164,338	164,338	-
<b>TOTAL FUNDING</b>	<b>143,000</b>	<b>164,338</b>	<b>164,338</b>	<b>-</b>
<b>Net Funded by General Municipal Levy</b>	<b>657,577</b>	<b>600,362</b>	<b>664,462</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>64,100</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 2019</b>	<b>Budget 2020</b>	<b>Budget 2021</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	1,168,065	1,205,000	1,241,000	36,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	16,910	29,200	29,200	-
Property Taxes	161,219	170,700	170,700	-
Other Operating Expenses	335,942	344,800	344,800	-
Amount set aside to Reserves	41,000	-	-	-
<b>TOTAL EXPENSE</b>	<b>1,723,136</b>	<b>1,749,700</b>	<b>1,785,700</b>	<b>36,000</b>
<b>Funding</b>				<b>(incr)/decr</b>
MNR Grant	207,000	285,350	285,350	-
<b>TOTAL FUNDING</b>	<b>207,000</b>	<b>285,350</b>	<b>285,350</b>	<b>-</b>
<b>Net Funded by General Municipal Levy</b>	<b>1,516,136</b>	<b>1,464,350</b>	<b>1,500,350</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>36,000</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 2019</b>	<b>Budget 2020</b>	<b>Budget 2021</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	1,543,228	1,786,600	1,840,000	53,400
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	198,359	222,500	222,500	-
Other Operating Expenses	89,535	54,700	54,700	-
<b>TOTAL EXPENSE</b>	<b>1,831,122</b>	<b>2,063,800</b>	<b>2,117,200</b>	<b>53,400</b>
<b>Funding</b>				<b>(incr)/decr</b>
Provincial	-	-	-	-
MNR Grant	58,988	-	-	-
Self Generated	892,200	894,000	894,000	-
<b>TOTAL FUNDING</b>	<b>951,188</b>	<b>894,000</b>	<b>894,000</b>	<b>-</b>
<b>Net Funded by General Municipal Levy</b>	<b>879,934</b>	<b>1,169,800</b>	<b>1,223,200</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>53,400</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 2019</b>	<b>Budget 2020</b>	<b>Budget 2021</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	573,407	619,000	637,500	18,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	47,793	54,300	54,300	0
Property Taxes	161,047	183,200	183,200	0
Other Operating Expenses	567,415	590,000	590,000	0
Amount set aside to Reserves				0
<b>TOTAL EXPENSE</b>	<b>1,349,662</b>	<b>1,446,500</b>	<b>1,465,000</b>	<b>18,500</b>
<b>Funding</b>				<b>(incr)/decr</b>
Provincial	7,324			
Donations	46,568	57,000	27,000	30,000
Self Generated	646,075	650,000	650,000	-
<b>TOTAL FUNDING</b>	<b>699,967</b>	<b>707,000</b>	<b>677,000</b>	<b>30,000</b>
<b>Net Funded by General Municipal Levy</b>	<b>649,695</b>	<b>739,500</b>	<b>788,000</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>48,500</b>

## **TABLE 6**

### **Conservation Services**

The Conservation Services program includes those activities associated with providing service and/or assistance to private and public landowners and community groups implementing projects to conserve and enhance natural resources on their properties.

This category includes the Rural Water Quality program and Forestry extension services.

#### ***Specific Activities:***

- Co-ordinate the Rural Water Quality Program. This involves landowner contact, community outreach and delivery of a grant program to encourage adoption of agricultural management practices and projects to improve and protect water quality. Funding for this important initiative comes from watershed municipalities and other government grants.
- Carry out tree planting, and naturalization projects with private landowners
- Co-ordinate community events e.g. children's water festivals and agricultural and rural landowner workshops to promote landowner environmental stewardship action
- Co-ordinate GRCA Volunteer Program to enable public participation in GRCA environmental activities

**TABLE 6**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Conservation Services**

<b>OPERATING</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>Budget 2021</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>Incr/(decr)</b>
Salary and Benefits	719,469	715,000	697,000	(18,000)
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	91,263	100,200	100,200	-
Other Operating Expenses	12,322	52,000	52,000	-
Amount set aside to Reserves				
<b>TOTAL EXPENSE</b>	<b>823,054</b>	<b>867,200</b>	<b>849,200</b>	<b>(18,000)</b>
<b>Funding</b>				<b>(Incr)/decr</b>
Prov & Federal Govt	6,168	30,000	30,000	-
Donations/Other	79,632	47,000	7,000	40,000
Funds taken from Reserves	687	31,000	31,000	-
<b>TOTAL FUNDING</b>	<b>86,487</b>	<b>108,000</b>	<b>68,000</b>	<b>40,000</b>
<b>Net Funded by General Municipal Levy</b>	<b>736,567</b>	<b>759,200</b>	<b>781,200</b>	
<b>Net Incr/(decr) to Municipal Levy</b>				<b>22,000</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.

#### ***Communications - Specific Activities:***

- Media relations
- Public relations and awareness building
- Online communications
- Issues management and crisis communications
- Community engagement and public consultation
- Corporate brand management

#### ***Foundation - Specific Activities:***

- 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 2019</b>	<b>Budget 2020</b>	<b>Budget 2021</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>Incr/(decr)</b>
Salary and Benefits	485,367	601,000	479,000	(122,000)
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	69,781	77,000	77,000	-
Other Operating Expenses	56	23,500	23,500	-
Amount set aside to Reserves	50,000	-	-	-
<b>TOTAL EXPENSE</b>	<b>605,204</b>	<b>701,500</b>	<b>579,500</b>	<b>(122,000)</b>
<b>Funding</b>				
Net Funded by General Municipal Levy	-	605,204	701,500	579,500
<b>Net incr/(decr) to Municipal Levy</b>				<b>(122,000)</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 2019</b>	<b>Budget 2020</b>	<b>Budget 2021</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	972,399	980,000	1,009,000	29,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	88,021	85,800	85,800	0
Insurance	11,114	12,800	15,800	3,000
Property Taxes	12,002	14,000	14,000	0
Other Operating Expenses	264,726	284,000	284,000	0
Amount set aside to Reserves	111,000			0
<b>TOTAL EXPENSE</b>	<b>1,459,262</b>	<b>1,376,600</b>	<b>1,408,600</b>	<b>32,000</b>
<b>Funding</b>				<b>(incr)/decr</b>
Provincial & Federal Grants	64,652	-	-	-
Donations	46,130	50,000	50,000	-
Self Generated	1,017,236	1,018,000	1,018,000	0
<b>TOTAL FUNDING</b>	<b>1,128,018</b>	<b>1,068,000</b>	<b>1,068,000</b>	<b>0</b>
<b>Net Funded by General Municipal Levy</b>	<b>331,244</b>	<b>308,600</b>	<b>340,600</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>32,000</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 2021**

Surplus available to  
offset Municipal  
Levy Increase

**Expenses:**

Salary and Benefits	1,871,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	359,000
Insurance	70,000
Other Operating Expenses	941,388
Amount set aside to Reserves	
<b>TOTAL EXPENSE</b>	<b>3,241,388</b>

**Funding**

MNR Grant	-
Recoverable Corporate Services Expenses	70,000
Funds taken from Reserves	15,000
<b>TOTAL FUNDING</b>	<b>85,000</b>

Net Result before surplus adjustments	3,156,388
Deficit from Other Programs offset by 2020 Surplus Carryforward	
2020 Surplus Carried Forward to 2021 used to reduce Levy	
<b>Net Funded by General Municipal Levy</b>	<b>3,156,388</b>

(53,100)

(53,100)

**Budget 2020**

Surplus available to  
offset Municipal  
Levy Increase

**Expenses:**

Salary and Benefits	1,904,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	359,000
Insurance	59,000
Property Taxes	-
Other Operating Expenses	1,343,675
Amount set aside to Reserves	
<b>TOTAL EXPENSE</b>	<b>3,665,675</b>

**Funding**

Recoverable Corporate Services Expenses	70,000
Funds taken from Reserves	140,000
<b>TOTAL FUNDING</b>	<b>210,000</b>

Net Result before surplus adjustments	3,455,675
Deficit from Other Programs offset by 2019 Surplus Carryforward	
2019 Surplus Carried Forward to 2020 used to reduce Levy	
<b>Net Funded by General Municipal Levy</b>	<b>3,455,675</b>

(17,100)

377,287

360,187

**ACTUAL 2019**

Surplus available to  
offset Municipal  
Levy

**Expenses:**

Salary and Benefits	1,833,313
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	290,695
Insurance	53,968
Other Operating Expenses	1,762,628
Amount set aside to Reserves	135,000
<b>TOTAL EXPENSE</b>	<b>4,075,604</b>

**Funding**

MNR Grant	36,500
Donations/Other	108
Recoverable Corporate Services Expenses	67,728
Funds taken from Reserves	730,000
<b>TOTAL FUNDING</b>	<b>834,336</b>

Net Result before surplus/(deficit) adjustments	3,241,268
2019 Surplus from Other Programs used to reduce Levy	
2018 Surplus Carried Forward to 2019 used to reduce Levy	
<b>Net Funded by General Municipal Levy</b>	<b>3,241,268</b>

22,639

469,695

492,334

## **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 the “active” Conservation Areas and education programs on GRCA lands and outdoor 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 (Puslinch Tract in Puslinch, Snyder’s Flats in Bloomingdale, etc.). 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). The Grand River Conservation Foundation is one source of funding for the trails.
- rent 733 cottage lots at Belwood Lake and Conestogo Lake; hold leases on over 1200 hectares of agricultural land and 11 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 4 dams, Shand, Conestogo, Guelph and Drimmie; 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 1.7 million visitors annually. These visitors also help generate significant spin-off revenues for the local economies
- offer camping, hiking, fishing, swimming, boating, picnicking, skiing and related facilities
- provide 2,200 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	Cons Lands, Rental, Misc	(b) Hydro Production	(c) Conservation Areas	TOTAL Other Programs
<b>Budget 2021 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,163,000	590,000	-	1,753,000	66,500	3,995,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	159,600	74,500	-	234,100	-	216,000	
Insurance	157,300	24,000	-	181,300	-	-	
Property Taxes	-	88,000	-	88,000	-	68,000	
Other Operating Expenses (consulting etc)	576,000	601,700	70,000	1,247,700	25,500	2,721,000	
Amount set aside to Reserves	-	-	-	-	105,000	-	
<b>TOTAL EXPENSE</b>	<b>2,055,900</b>	<b>1,378,200</b>	<b>70,000</b>	<b>3,504,100</b>	<b>197,000</b>	<b>7,000,000</b>	<b>10,701,100</b>
<b>Funding</b>							
Donations	-	-	-	-	-	-	
Self Generated	86,000	2,898,000	148,000	3,132,000	515,000	7,000,000	
Funds taken from Reserves	1,000	-	-	1,000	-	-	
<b>TOTAL FUNDING</b>	<b>87,000</b>	<b>2,898,000</b>	<b>148,000</b>	<b>3,133,000</b>	<b>515,000</b>	<b>7,000,000</b>	<b>10,648,000</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(1,968,900)</b>	<b>1,519,800</b>	<b>78,000</b>	<b>(371,100)</b>	<b>318,000</b>	<b>-</b>	<b>(53,100)</b>
<b>Budget 2020 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,129,000	573,000	-	1,702,000	64,500	4,480,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	159,600	74,500	-	234,100	-	216,000	
Insurance	147,300	18,000	-	165,300	-	-	
Property Taxes	-	88,000	-	88,000	-	68,000	
Other Operating Expenses (consulting etc)	576,000	809,700	70,000	1,455,700	25,500	3,221,000	
Amount set aside to Reserves	-	-	-	-	105,000	300,000	
<b>TOTAL EXPENSE</b>	<b>2,011,900</b>	<b>1,583,200</b>	<b>70,000</b>	<b>3,645,100</b>	<b>195,000</b>	<b>8,285,000</b>	<b>12,125,100</b>
<b>Funding</b>							
Provincial Funding	-	-	-	-	-	-	
Donations	50,000	-	-	50,000	-	-	
Self Generated	86,000	2,873,000	148,000	3,107,000	515,000	8,285,000	
Funds taken from Reserves	1,000	150,000	-	151,000	-	-	
Municipal General Levy Funding	-	-	-	-	-	-	
<b>TOTAL FUNDING</b>	<b>137,000</b>	<b>3,023,000</b>	<b>148,000</b>	<b>3,308,000</b>	<b>515,000</b>	<b>8,285,000</b>	<b>12,108,000</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(1,874,900)</b>	<b>1,459,800</b>	<b>78,000</b>	<b>(337,100)</b>	<b>320,000</b>	<b>-</b>	<b>(17,100)</b>
<b>Actual 2019 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,156,641	536,530	-	1,693,171	50,363	4,337,734	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	110,343	72,337	-	182,680	-	231,797	
Insurance	131,963	16,796	-	148,759	-	-	
Property Taxes	-	89,535	-	89,535	-	54,307	
Other Expenses	413,177	876,336	68,658	1,358,171	110,716	3,072,795	
Amount set aside to Reserves	232,324	193,000	-	425,324	135,000	977,000	
<b>TOTAL EXPENSE</b>	<b>2,044,448</b>	<b>1,784,534</b>	<b>68,658</b>	<b>3,697,640</b>	<b>296,079</b>	<b>8,673,633</b>	<b>12,867,352</b>
<b>Funding</b>							
Donations	90,463	-	500	90,963	-	6,413	
Self Generated	176,633	2,898,664	200,717	3,276,014	566,791	8,667,896	
Funds taken from Reserves	-	281,914	-	281,914	-	-	
<b>TOTAL FUNDING</b>	<b>267,096</b>	<b>3,180,578</b>	<b>201,217</b>	<b>3,648,891</b>	<b>566,791</b>	<b>8,674,309</b>	<b>12,889,991</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(1,777,352)</b>	<b>1,396,044</b>	<b>132,559</b>	<b>(248,749)</b>	<b>270,712</b>	<b>676</b>	<b>22,639</b>



## OTHER INFORMATION

### **1. INFORMATION SYSTEMS & TECHNOLOGY - COMPUTER CHARGES**

The work of the IS&T Group including wages, capital purchases and ongoing maintenance and operations is funded through the Information Systems and Technology Reserve. The IS&T Reserve is sustained through a charge back framework. A “Computer Charge” is allocated to the individual programs based on the number of users and the nature of system usage or degree of reliance on IS&T activities and services.

The *Information Systems and Technology* (IS&T) group leads GRCA’s information management activities; develops and acquires business solutions; and oversees investment in information and communications technology as detailed below:

#### *Specific Activities:*

- Develop and implement GRCA’s long-term information management, information technology and communications plans.
- Assess business needs and develop tools to address requirements, constraints and opportunities. Acquire and implement business and scientific applications for use at GRCA. Manage information technology and business solutions implementation projects on behalf of GRCA, GRCF and the Lake Erie Source Protection Region.
- Develop, and implement GRCA’s Geographic Information Systems (GIS) technology and spatial data infrastructure. Manage GRCA’s water-related data. Create and maintain standards for the development, use and sharing of corporate data. Develop policies and implement tools to secure GRCA’s data and IT and communications infrastructure.
- Acquire, manage and support GRCA’s server, storage, network and personal computer infrastructure to support geographic information systems (GIS); flood forecasting and warning, including real-time data collection; database and applications development; website hosting; electronic mail; internet access; personal computing applications; and administration systems, including finance, property and human resources.
- Develop and operate a wide area network connecting 14 sites and campus style wireless point-to-multipoint networks at Head Office, Conservation Areas, Nature Centres and Flood Control Structures. 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. Develop, implement and maintain GRCA’s IS&T disaster recovery plan.
- Operate on-line campsite reservation and day-use systems with computers in 10 Conservation Areas. Provide computers and phone systems for use at outdoor education centres.
- Build and maintain working relationships with all other departments within GRCA. Develop and maintain partnerships and business relationships with all levels of government, Conservation Ontario, private industry and watershed communities with respect to information technology, information management, business solutions and data sharing.

## **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 maintenance spending in 2020 includes spending in the following program areas:

- Water Resources Planning
- Flood Forecasting and Warning
- Water Control Structures
- Conservation Areas
- Corporate Services

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 major maintenance expenditures on dams and dikes.

Conservation Area capital spending includes expenditures as part of the regular maintenance program as well as spending on major repairs and new construction. In 2021, major capital projects within the Conservation Areas will include:

- Expansion of the north side gate house at the Elora Gorge CA
- New fencing at the Elora Gorge CA
- New workshop at the Brant CA
- Water service upgrades at Shade's Mill CA
- Bridge replacement and Harris Mill masonry repairs a Rockwood CA

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 2021

	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					1,500,000		1,500,000
Net IT/MP Capital Spending not allocated to Departments						394,000	394,000
<b>TOTAL EXPENSE</b>	<b>110,000</b>	<b>190,000</b>	<b>1,500,000</b>	<b>-</b>	<b>1,500,000</b>	<b>394,000</b>	<b>3,694,000</b>
<b>Funding</b>							
Prov & Federal Govt			700,000				700,000
Self Generated							-
Funding from Reserves	75,000	25,000	50,000		1,500,000	394,000	2,044,000
<b>TOTAL FUNDING</b>	<b>75,000</b>	<b>25,000</b>	<b>750,000</b>	<b>-</b>	<b>1,500,000</b>	<b>394,000</b>	<b>2,744,000</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>35,000</b>	<b>165,000</b>	<b>750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>950,000</b>

### Budget 2020

	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			2,700,000				2,700,000
Conservation Areas Capital Projects					2,150,000		2,150,000
PSAB Project							-
Building Major Maintenance							-
Net IT/MP Capital Spending not allocated to Departments						505,000	505,000
<b>TOTAL EXPENSE</b>	<b>110,000</b>	<b>190,000</b>	<b>2,700,000</b>	<b>-</b>	<b>2,150,000</b>	<b>505,000</b>	<b>5,655,000</b>
<b>Funding</b>							
Municipal Special Levy							-
Prov & Federal Govt			1,180,000				1,180,000
Self Generated					825,000		825,000
Funding from Reserves	75,000	25,000	770,000		1,325,000	505,000	2,700,000
<b>TOTAL FUNDING</b>	<b>75,000</b>	<b>25,000</b>	<b>1,950,000</b>	<b>-</b>	<b>2,150,000</b>	<b>505,000</b>	<b>4,705,000</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>35,000</b>	<b>165,000</b>	<b>750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>950,000</b>

### ACTUAL 2019 - 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	91,334						91,334
Flood Forecasting Warning Hardware and Gauges		132,046					132,046
Flood Control Structures-Major Maintenance			2,468,201				2,468,201
Conservation Areas Capital Projects					3,095,027		3,095,027
Funding to Reserves		112,000					112,000
Net IT/MP Expenses in excess of chargebacks						(25,171)	(25,171)
<b>TOTAL EXPENSE</b>	<b>91,334</b>	<b>244,046</b>	<b>2,468,201</b>	<b>-</b>	<b>3,095,027</b>	<b>(25,171)</b>	<b>5,873,437</b>
<b>Funding</b>							
Prov & Federal Govt			1,028,240			4,090	1,032,330
Self Generated		54,170			895,027		949,197
Funding from Reserves			637,000		2,200,000	(29,261)	2,807,739
<b>TOTAL FUNDING</b>	<b>-</b>	<b>54,170</b>	<b>1,665,240</b>	<b>-</b>	<b>3,095,027</b>	<b>(25,171)</b>	<b>4,789,268</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>91,334</b>	<b>189,876</b>	<b>802,961</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,084,171</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 and updates of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region. The focus in 2021 continues on completing updates to the Grand River Source Protection Plan, including development of water quantity policies, updating water quality vulnerability assessments, and the development of the annual progress report for the Grand River Source Protection Plan.

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, trail development, 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 2021

EXPENDITURES	ACTUAL 2019	BUDGET 2020	BUDGET 2021
Grand River Management Plan	21,986	-	-
Subwatershed Plans - City of Kitchener	80,097	100,000	-
Dunnville Fishway Study	18,632	-	-
Waste Water Optimization Program	106,192	140,000	140,000
Floodplain Mapping	486,193	516,000	-
RWQP - Capital Grants	853,294	800,000	800,000
Brant/Brantford Children's Water Festival	31,117	26,000	0
Haldimand Children's Water Festival	15,721	20,000	-
Species at Risk	72,688	40,000	40,000
Ecological Restoration	149,638	100,000	100,000
AGGP-UofG Research Buffers	24,908	30,000	30,000
Great Lakes Agricultural Stewardship Initiative	3,077	-	-
Precision Agriculture-OMFRA	-	-	90,000
Great Lakes Protection Initiative	-	-	100,000
Trails Capital Maintenance	20,725	150,000	258,000
Emerald Ash Borer	398,748	600,000	400,000
Lands Mgmt - Land Purchases/Land Sale Expenses	858,302	-	-
Lands Mgmt - Development Costs	-	-	-
Guelph Lake Nature Centre	-	50,000	-
Mill Creek Rangers	32,213	35,000	35,000
<b>Total SPECIAL Projects 'Other'</b>	<b>3,173,531</b>	<b>2,607,000</b>	<b>1,993,000</b>
<b>Source Protection Program</b>	<b>1,083,095</b>	<b>720,000</b>	<b>640,000</b>
<b>Total SPECIAL Projects Expenditures</b>	<b>4,256,626</b>	<b>3,327,000</b>	<b>2,633,000</b>
<b>SOURCES OF FUNDING</b>			
Provincial Grants for Source Protection Program	1,083,095	720,000	640,000
OTHER GOVT FUNDING	1,440,094	1,518,000	1,200,000
SELF-GENERATED	227,532	381,000	393,000
FUNDING FROM(TO) RESERVES	1,505,905	708,000	400,000
<b>Total SPECIAL Funding</b>	<b>4,256,626</b>	<b>3,327,000</b>	<b>2,633,000</b>





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, 2021

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

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

Dear Ms. Holmes

**Re: 2021 Grand River Conservation Authority Budget and Levy Meeting**

Please be advised that the Annual General Meeting of the Grand River Conservation Authority will be held virtually on Friday, February 26, 2021, at 9:30 a.m., to consider the 2021 Budget and General Municipal Levy.

The attached report, which includes the most recent draft of the 2021 Budget, was presented to the General Membership on January 22, 2021. Based on previous board direction to staff, this draft budget includes a General Levy of \$12,225,000 which represents a 2.5% increase over 2020. 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.

The attached draft 2021 Budget outlines the programs and services of the Grand River Conservation Authority and how those programs are expected to be funded in 2021. Also attached is a calculation of the apportionment of the 2021 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 black ink that reads "Karen Armstrong". The signature is written in a cursive, flowing style.

Karen Armstrong,  
Deputy CAO and Secretary-Treasurer  
Grand River Conservation Authority

## Denise Holmes

---

**From:** Denise Holmes  
**Sent:** Tuesday, January 26, 2021 2:24 PM  
**To:** Denise Holmes  
**Subject:** Discussion of Melancthon Township Gravel  
**Attachments:** Agreement Between Melancthon Township and Robert Hiltz re Gravel.DOCX;  
Agreement Between Melancthon Township and Robert Hiltz re Gravel.pdf

---

**From:** Case, Stefan [REDACTED]  
**Sent:** Tuesday, January 12, 2021 5:03 PM  
**To:** Stephen Christie <[schristie@sbslaw.ca](mailto:schristie@sbslaw.ca)>  
**Cc:** Terry, John [REDACTED]; Denise Holmes <[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)>  
**Subject:** RE: Discussion of Melancthon Township Gravel

Hi Steve,

In terms of next steps, we would propose the attached agreement between Mr. Hiltz and the Township regarding a transfer of the gravel from the Township to Mr. Hiltz. I understand that the agreement has already been presented to Mr. Hiltz, who has indicated that he will sign it. In light of that, we wanted to provide this to you and the Township on a without prejudice basis for consideration, preferably at the next Council meeting, which I understand to be on Thursday.

We look forward to hearing from you.

Best,  
Stefan

Stefan Case

P. 416.865.8204 | F. 416.865.7380 | 1.800.505.8679

---

**From:** Stephen Christie <[schristie@sbslaw.ca](mailto:schristie@sbslaw.ca)>  
**Sent:** Monday, December 14, 2020 1:58 PM  
**To:** Case, Stefan [REDACTED]  
**Cc:** Terry, John [REDACTED]; Denise Holmes <[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)>  
**Subject:** RE: Discussion of Melancthon Township Gravel

Hi Stefan,

I've been advised that Council directed staff to advise that the Township is amicable to Mr. Hiltz retaining the gravel for his use.

What do you require for this to happen?

Steve

Stephen J. C. Christie | [schristie@sbslaw.ca](mailto:schristie@sbslaw.ca)

Stutz Brown & Self Professional Corporation  
Orangeville Location:

269 Broadway  
Orangeville, ON L9W 1K8  
Tel: 519-941-7500  
Fax: 519-941-8381

Shelburne Location:  
219 First Ave. East, Unit 2  
Shelburne, ON L9V 3J9  
Tel: 226-259-7500  
Fax: 519-941-8381

This communication is directed in confidence solely to the person named above, and may not be distributed, copied or disclosed, except on the direction of that person or someone duly authorized to issue such a direction on the person's behalf. Its contents may also be subject to solicitor-client privilege and all rights to that privilege are hereby expressly claimed and not waived. If you are not the intended recipient, you are hereby notified that any disclosure, copy, distribution, or the taking of any action in reliance on or regarding the contents of this communication is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately by telephone. Thank you for your assistance in this regard.

---

**From:** Stephen Christie <[schristie@sbslaw.ca](mailto:schristie@sbslaw.ca)>  
**Sent:** Wednesday, November 25, 2020 11:05 AM  
**To:** Case, Stefan [REDACTED]  
**Cc:** Terry, John [REDACTED]; Denise Holmes <[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)>  
**Subject:** RE: Discussion of Melancthon Township Gravel

Hi Stefan,

Further to today's email, I have discussed with Ms. Holmes and your letter will be presented to Council for direction at the December 10 meeting.

Once direction has been provided, I will be in a position to respond.

Thanks,  
Steve

Stephen J. C. Christie | [schristie@sbslaw.ca](mailto:schristie@sbslaw.ca)

**Stutz Brown & Self Professional Corporation**  
Orangeville Location:  
269 Broadway  
Orangeville, ON L9W 1K8  
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**THIS AGREEMENT** is entered into by and between the Corporation of the Township of Melancthon ("Melancthon Township") and Robert Hiltz (each a "**Party**" and collectively the "**Parties**").

**WHEREAS** Melancthon Township currently owns approximately 10,000 tonnes of gravel and other aggregate (the "**Gravel**"), having previously accepted the Gravel from Dufferin Wind Power Inc.;

**AND WHEREAS** the Gravel is situated on Mr. Hiltz's property;

**AND WHEREAS** Melancthon Township would like to transfer ownership of the Gravel to Mr. Hiltz, as this would be of convenience to the Township;

**AND WHEREAS** Mr. Hiltz would like to retain the Gravel;

**NOW THEREFORE**, in consideration of the mutual promises set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows.

1. As soon as practicable after this Agreement is executed by the Parties, Melancthon Township shall take all steps necessary to transfer ownership of and responsibility for the Gravel to Mr. Hiltz. Without limiting the generality of the foregoing, Melancthon Township shall formalize this transfer by whatever means are legally required at a duly constituted meeting of the Melancthon Township Council and take all other legally necessary steps to complete the transfer.
2. Mr. Hiltz shall accept the transfer of the Gravel from Melancthon Township.
3. This Agreement shall constitute the entire agreement between the Parties and shall supersede all prior and contemporaneous discussions, agreements, representations, negotiations, and understandings regarding the subject-matter of this Agreement.
4. This Agreement may be modified only in writing by the Parties. If any provision of this Agreement is subsequently deemed unenforceable in any respect, the enforceability of the remaining provisions shall not be affected or impaired.
5. This Agreement shall be binding upon and enure to the benefit of the Parties and their respective successors, heirs, executors, estate trustees, administrators, agents, and assigns.
6. Each Party represents and warrants that it has full authority and capacity to enter into this Agreement and has taken all steps necessary to do so. Without limiting the generality of the foregoing, Melancthon Township represents and warrants that it has approved or ratified this Agreement through whatever means are legally required at a duly constituted meeting of the Melancthon Township Council and has taken all other legally necessary steps to enter into this Agreement.
7. Each Party represents and warrants that it has had the opportunity to seek and obtain independent legal advice in relation to this Agreement.

8. Each Party represents and warrants that each person signing this Agreement on its behalf has full authority and capacity to execute this Agreement on behalf of that Party.

9. This Agreement may be executed in counterparts, all of which taken together shall constitute one and the same Agreement. A facsimile or electronic signature shall be deemed an original signature for the purposes of executing this Agreement, and a signed copy of this Agreement delivered by electronic transmission shall have the same effect as an original signed copy of this Agreement.

10. This Agreement shall be governed by the laws of Ontario and the laws of Canada applicable therein. The courts of Ontario shall have jurisdiction with respect to this Agreement.

**MELANCTHON TOWNSHIP**

**ROBERT HILTZ**

---

Date:

Name:

Title:

I have authority to bind Melancthon Township

---

Date:

**CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**HORNING'S MILLS COMMUNITY HALL**

**BY-LAW NO. -2021**

Being a Bylaw to establish a Municipal Service Board to operate a Community Hall, known as the Horning's Mill's Community Hall and to repeal By-law No. 16-2013

WHEREAS Section 196 of the *Municipal Act, 2001*, authorizes a municipality to establish a Municipal Service Board;

AND WHEREAS Section 198 of the *Municipal Act, 2001*, provides that a municipality may give a Municipal Service Board the control and management of such services and activities of the municipality consider as appropriate and shall do so by delegating the powers and duties of the municipality to the Board.

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

**Board Appointment**

1. The Members of the Board shall be appointed by the Council of the Corporation of the Township of Melancthon on an annual basis in accordance with Section 196(1) of the Act.
2. The Board shall be composed of a total of seven (7) members:
  - Two (2) members shall be an elected member of Council
  - One (1) member shall be from the Horning's Mills Women's Institute
  - Four (4) members shall be appointed by the Council of the Corporation of the Township of Melancthon

**Administration**

3. The said Board shall meet on a regular basis.
4. The said Board shall elect a Chairperson and Vice-Chairperson annually from among its members and such other officers as may be required.
5. The said Board shall submit to Council, an annual report of its activities and such other reports as may be required from time to time.

**Staff**

6. The Board may recommend to Council, the appointment of recreation works and shall be responsible for assigning the duties and responsibilities of such employees.

**Programs and Facilities & Functions (in accordance with Section 198(1) of the Act)**

7. The Board shall conduct or encourage and assist with programs of recreation which will meet the needs and interest of the residents of the Township of Melancthon in the Horning's Mills area.
8. The Board is responsible to operate, maintain and manage on behalf of the said Corporation, the Horning's Mills Community Hall in the Township of Melancthon, County of Dufferin pursuant to the Municipal Act, 2001, S.O. 2001, c.25 or the regulations made thereunder.
9. The said Board shall assist in the co-ordination of community recreation services.

CB# 16.2.1  
FEB 04 2021

## **Finance**

10. Annually, by January 1<sup>st</sup>, the Board shall submit and interpret to Council, a budget for its approval and shall make to Council, a full and complete financial report of its previous year's operation.
11. The Board shall not have its own bank account. All deposits and payments will be made through the Treasurer as regulated by the Municipal Act.
12. The Board may solicit or receive on behalf of the Municipality any gifts or bequests of money or services or any donations to be applied, principal or income, for either the temporary or permanent use for facilities, equipment, program or other recreational purposes.
13. The said Board may incur expenditures, to the extent provided in the annual approved budget or as approved by Council.
14. The said Board may prescribe fees for participation in or admittance to any part of the community programme of recreation conducted in the Horning's Mills Community Hall.

## **Closure**

15. This By-law goes into effect forthwith on the passing hereof and other By-laws conflicting with this By-law are hereby repealed and rescinded.
16. In carrying out the provisions of this By-law, the said Board shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-law, neither the Board nor any member thereof shall incur any liability by reason of anything done or left undone by the Board; provided however that nothing in this paragraph contained shall authorize or empower the Board to incur any debt, liability or obligation of which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Corporation of the Township of Melancthon.
17. By-law read a first and second time this 4<sup>th</sup> day of February, 2021  
By-law read a third time and passed this 4<sup>th</sup> day of February, 2021

---

MAYOR

---

CLERK



*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

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

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: [www.melancthontownship.ca](http://www.melancthontownship.ca)

Email: [info@melancthontownship.ca](mailto:info@melancthontownship.ca)

## **CORPORATION OF THE TOWNSHIP OF MELANCTHON**

### **MEMORANDUM**

**TO: MAYOR WHITE AND MEMBERS OF COUNCIL**

**FROM: DENISE HOLMES, CAO/CLERK**

**SUBJECT: SITE ALTERATION BY-LAW 29-2004 & 40-2012**

**DATE: JANUARY 28, 2021**

---

As a result of a fill complaint received on January 21, 2021, I am putting the Township's Site Alteration By-law on for discussion regarding an amendment to the definition of fill.

The owner of the property did not require a site alteration permit from the Township, as they had permits for a new dwelling and entrance. There were several loads of fill that were brought in from the Toronto area. Township By-law 40-2012 states that the fill must originate from Dufferin County, however, when the owner did not require a permit from the Township, it is difficult to enforce. The NVCA have been notified and are in discussions with the owner.

GB# 16.3.1

FFR 04 2021



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

SITE ALTERATION BY-LAW

BY-LAW NUMBER 29 -2004

**A By-law to Prohibit or Regulate the placing or dumping of fill and the alteration of the grade of land in areas of the Township of Melancthon.**

*Site Alteration Definition*

142. (1) *In this Section, "topsoil" means those horizons in a soil profile, commonly known as the "O" and the "A" horizons, containing organic material and includes deposits of partially decomposed organic matter such as peat. 2001, c. 25, s. 142 (1).*

*Powers of local municipality*

142. (2) *A local municipality may,*

- (a) prohibit or regulate the placing or dumping of fill;*
- (b) prohibit or regulate the removal of topsoil;*
- (c) prohibit or regulate the alteration of the grade of the land;*
- (d) require that a permit be obtained for the placing or dumping of fill, the removal of topsoil or the alteration of the grade of the land;*
- (e) impose conditions of a permit, including requiring the preparation of plans acceptable to the municipality relating to grading, filling or dumping, the removal of topsoil and the rehabilitation of the site;*
- (f) require that fill dumped or placed contrary to a by-law passed or a permit issued under this section be removed by the person who dumped or placed it or who caused or permitted it to be dumped or placed;*
- (g) require the rehabilitation of land from which topsoil has been removed contrary to a by-law passed or a permit issued under this section; and*
- (h) require that the grade of the land altered contrary to a by-law passed or a permit issued under this section be restored to its original condition by the person who altered it or who caused or permitted it to be altered.*  
*2001, c. 25, s. 142 (2).*

**WHEREAS** Section 142 of the Municipal Act, 2001 provides that the Council of a local municipality may pass by-laws:

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

**Definitions**

1. In this By-law:

- (a) "By-Law Enforcement Officer" shall mean the Chief Building Official of the County or the person designated to perform the duties of the Chief Building Official and/or the Appropriate Conservation Authority;
- (b) "Corporation" means The Corporation of the Township of Melancthon;
- (c) "Drainage" means the movement of water to a Place of Disposal, whether by way of the natural characteristics of the ground surface or by an artificial method;
- (d) "Dump" or "Dumped" means the depositing of Fill in a location other than where the Fill was obtained and includes the movement or depositing of Fill from one location on a property to another location on the same property;

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- (e) "Existing Grade" means the elevation of the existing ground surface of the lands upon which Dumping or Placing of Fill, or both, is proposed and of abutting ground surface up to three (3) metres wide surrounding such lands, except that where Placing or Dumping of Fill has occurred in contravention of this By-law, existing grade shall mean the ground surface of the lands as it existed prior to the Placing or Dumping of Fill;
- (f) "Fill" means any type of material deposited or placed on lands and includes soil, stone, concrete, sod or turf either singly or in combination;
- (g) "Finished Grade" means the approved elevation of the ground surface of lands upon which Fill has been Placed in accordance with this By-law;
- (h) "Inspector" means the By-law Enforcement Officer and the persons named in Schedule "A";
- (i) "Owner" includes the registered owner of the lands on which Fill is proposed to be Placed or Dumped or which lands are to be regraded and any person, firm or corporation controlling such lands;
- (j) "Place of Disposal" means a municipal-owned storm drainage sewer, roadside ditch, a natural watercourse, or an outlet for storm drainage approved by the Corporation;
- (k) "Placing" or "Place" or "Placed" means the distribution of Fill on lands to establish a Finished Grade different from the Existing Grade;
- (l) "Ponding" means the accumulation of surface water in an area not having Drainage therefrom where the lack of Drainage is caused by the Placing or Dumping of Fill;
- (m) "Retaining Wall" means a wall designed to contain and support Fill which has a Finished Grade higher than that of adjacent lands;
- (n) "Soil" means material commonly known as earth, topsoil, loam, subsoil, clay, sand or gravel;
- (o) "Swale" means a shallow depression in the ground sloping to a Place of Disposal of surface water for the purpose of providing a method of Drainage;
- (p) "Township" means The Corporation of the Township of Melancthon.

#### Application of By-law

- 2. This By-law applies to the entire Township of Melancthon other than those areas which are subject to regulations made under Section 28 of the *Conservation Authorities Act*, R.S.O. 1990 c. C.27.

#### Exemptions

- 3. This By-law is not applicable to the following:
  - (a) activities exempted by the provisions of the *Municipal Act*, 2001, s. 14, as amended;
  - (b) the construction, extension, alteration, maintenance or operation of works under Section 28 of the *Public Transportation and Highway Improvement Act*, R.S.O. 1990 c. P.50, as amended;
  - (c) the activities of the Corporation, a Ministry of the Provincial Government, the Corporation of the County of Dufferin and the Appropriate Conservation Authority related to the establishment or maintenance of utilities and services, roads, bridges, flood and erosion control facilities, walkways, bicycle paths, fences, retaining walls, steps and lighting;
  - (d) to actions by any local boards as defined in the *Municipal Affairs Act* having jurisdiction within the Township;

- (e) to any action by any Crown agency as defined in the *Crown Agency Act*;
- (f) any work constituting the tillage of land pursuant to normal agricultural practices;
- (g) any work conducted pursuant to, and in accordance with the provisions of, a regulation made under clause 28(1)(i) of the *Conservation Authorities Act* respecting the placing or dumping of fill in any area of the Township;
- (h) any activities or matters prescribed by regulations issued pursuant to the *Municipal Act*;
- (i) any work where soil is Placed or Dumped on lands for the purpose of lawn dressing, landscaping or adding to flower beds or vegetable gardens and there is no significant change in the direction of rate of run-off to neighbouring property;
- (j) site alterations where the size of the land holding on which such fill will be placed or dumped or on which the alteration of the grade of land will take place, is less than 2,800 square metres and such land is not part, or located within 120 metres of a hazard or environmental protection zone as set out in the zoning by-law affecting the lands;
- (k) any works or projects that are covered by permits authorizing work (i.e. - septic beds, home and building construction, lane and entrance construction and maintenance, new ponds, and/or pond rehabilitation.

**4. Note: At the time of the passage of this by-law, the following are the exemptions provided for in the *Municipal Act*, 2001.**

142.(5) A by-law passed under this section does not apply to,

- (a) activities or matters undertaken by a municipality or a local board of a municipality;
- (b) the placing or dumping of fill, removal of topsoil or alteration of the grade of land imposed after December 31, 2002 as a condition to the approval of a site plan, a plan of subdivision or a consent under section 41, 51 or 53, respectively, of the *Planning Act* or as a requirement of a site plan agreement or subdivision agreement entered into under those sections;
- (c) the placing or dumping of fill, removal of topsoil or alteration of the grade of land imposed after December 31, 2002 as a condition to a development permit authorized by regulation made under section 70.2 of the *Planning Act* or as a requirement of an agreement entered into under that regulation;
- (d) the placing or dumping of fill, removal of topsoil or alteration of the grade of land undertaken by a transmitter or distributor, as those terms are defined in section 2 of the *Electricity Act*, 1998, for the purpose of constructing and maintaining a transmission system or a distribution system, as those terms are defined in that section;
- (e) the placing or dumping of fill, removal of topsoil or alteration of the grade of land undertaken on land described in a licence for a pit or quarry or a permit for a wayside pit or wayside quarry issued under the *Aggregate Resources Act*;
- (f) the placing or dumping of fill, removal of topsoil or alteration of the grade of land undertaken on land in order to lawfully establish and operate or enlarge any pit or quarry on land,
- (i) that has not been designated under the *Aggregate Resources Act* or a predecessor of that Act, and
- (ii) on which a pit or quarry is a permitted land use under a by-law passed under section 34 of the *Planning Act*; or
- (g) the placing or dumping of fill, removal of topsoil or alteration of the grade of land undertaken as an incidental part of drain construction under the *Drainage Act* or the *Tile Drainage Act*, 2001, c. 25, s. 142 (5); 2002, c. 17, Sched. A, s. 30 (2, 3).

**Exception**

(6) A by-law respecting the removal of topsoil does not apply to the removal of topsoil as an incidental part of a normal agricultural practice including such removal as an incidental part of sod-farming, greenhouse operations and nurseries for horticultural products. 2001, c. 25, s. 142 (6).

**Exclusion**

*(7) The exception in subsection (6) respecting the removal of topsoil as an incidental part of a normal agricultural practice does not include the removal of topsoil for sale, exchange or other disposition. 2001, c. 25, s. 142 (7).*

#### **Requirement for Permit**

5. No person shall

- (a) Place or Dump, or cause to be Placed or Dumped, Fill on land; or,
- (b) alter the grade of land within the Township of Melancthon,

unless otherwise exempted from the provisions of this by-law, without obtaining a permit issued pursuant to Section 6.

#### **Permit Application**

6. Every application for a permit pursuant to this By-law shall be made in writing in the form attached hereto as Schedule "B" to the Corporation by the owner of the affected land or such owner's agent, appointed in writing by the owner, and shall include:

- (a) the name, address, phone number (and facsimile number where available) of the owner and authorized agent where applicable;
- (b) the location and total size of the land holding affected;
- (c) the quantity and quality of fill to be Placed or Dumped on the land, and source of same and the quantity of fill to be removed or displaced in the alteration of the grade of land;
- (d) a detailed plan complying with the requirement set out in Schedule "C", satisfactory to the Corporation, of all work to be done including excavation, filling and grading;
- (e) information regarding all vegetation material including trees with a calliper greater than 70 mm which will be removed or otherwise affected;
- (f) a map detailing all lakes, streams, wetlands, ponds, channels, ditches, swales, drainage systems or other than water courses on or adjacent to the land;
- (g) a program for erosion control, sedimentation control and rehabilitation of the land suitable to its final use and suitable to the Inspector; and,
- (h) the permit fee as detailed in Schedule "D".

#### **Addition of Material**

7. Soil from any source in the repair of said land, notwithstanding a permit that has been issued by the Corporation of the Township of Melancthon and any subsequent work pursuant to the Environmental Protection Act is the responsibility of the landowner.

#### **Issuance of Permits**

8. The Corporation, after consultation with the appropriate Conservation Authority may issue

- (a) a PERMIT FOR THE ALTERATION OF GRADE of any land, or
- (b) a PERMIT FOR THE DUMPING OR PLACING OF FILL on land

within the geographic limits of the Township in the form attached hereto as Schedule "E", when the applicable requirements of the Township and the requirements of this By-law have been satisfied.

### Revocation of Permits

9. A permit may be revoked by the Corporation under the following circumstances:
- If it was issued on mistaken, false or incorrect information;
  - If it was issued in error;
  - If the owner or permit holder requests in writing, that it be revoked;
  - If the terms of an agreement under this by-law have not been complied with;
  - If work authorized under the permit has not been commenced prior to its expiry date;  
or
  - If an owner fails to comply with s.5 of this by-law.

### Time Limit for Permits

10. A permit issued pursuant to Section 6 shall be valid for a period of ninety (90) days or one hundred and eight (180) days from the date of issuance as determined by the Corporation. A permit which is no longer valid or which has expired pursuant to this section may be renewed upon written application to the Corporation accompanied by a payment of one half of the original permit fee, provided that the previously permitted work has not been revised.

### Conditions for Permits

11. The Corporation before issuing a permit in consultation with the appropriate Conservation Authority shall consider:
- (a) whether the lands which are the subject of the application for a permit are within an area where the Placing or Dumping of Fill is prohibited under the By-law or other applicable law;
  - (b) whether the applicant has fulfilled all requirements of Section 5 and Schedule "D" to this By-law;
  - (c) whether the Placing or Dumping of Fill will result in:
    - (i) soil erosion;
    - (ii) blockage of a watercourse;
    - (iii) siltation in a watercourse;
    - (iv) pollution of a watercourse;
    - (v) flooding or Ponding on abutting lands;
    - (vi) flooding or Ponding caused by a watercourse overflowing its banks;
    - (vii) a detrimental effect on any trees of a calliper of seventy-five (75) millimetres or more located on the lands; or
    - (viii) a detrimental effect on matters of inherent biological sensitivity such as aquifer recharge, water quality, unusual plants or wildlife and overwintering habits, and
    - (ix) any contravention of regulations, standards or guidelines established pursuant to the *Environmental Protection Act*.
- and where applicable:
- (d) whether the proposed final elevation, the resulting drainage patterns, the design of any Retaining Wall, the type of Fill to be used and the method of Placing or Dumping of Fill are all in accordance with proper engineering and environmental practices;
  - (e) whether an agreement is required to be signed and if applicable registered against title to the land; and,
  - (f) whether any security required to be deposited with, or paid to, the municipality to ensure that conditions are satisfied has been deposited or paid and that any agreement required to implement conditions imposed by the Inspector has been signed.

### Agreements with Corporation

12. Wherever the By-law Enforcement Officer requires as a condition of a permit that there be

a written agreement concerning the work contemplated by the permit, such agreement shall be executed by the Owner, the Owner's authorized agents where applicable, and the Corporation, such agreement shall be executed on behalf of the Corporation by the By-law Enforcement Officer and may require that a security deposit be lodged with the Corporation equal to the cost estimate for the work authorized by the permit as approved by the By-law Enforcement Officer to guarantee that the work is completed in accordance with the permit and any related plans and documents and that the Owner shall pay the Corporation's cost of reviewing and approving the plans and work referred to in the permit.

#### **Compliance with Plans and Conditions**

13. Where a permit has been issued under this By-law, no person shall Place or Dump Fill or alter the grade of land except in accordance with the plans, documents and any other information on the basis of which the permit was issued and in compliance with any conditions imposed by the Inspector or specified in an agreement.

#### **Minimum Standards**

14. Every person who Places or Dumps Fill, or causes Fill to be Placed or Dumped, or alters the grade of land shall:
  - (a) if the grading at property line involves a slope greater than 3:1 and if required by the By-law Enforcement Officer, construct a Retaining Wall to the satisfaction of the Inspector which does not encroach upon abutting lands, either above or below Existing Grade, and which is not so high as to have a significant negative impact on abutting lands; an Inspector may require that a Retaining Wall be constructed where:
    - (i) erosion of Fill on to abutting lands may occur; or
    - (ii) the Finished Grade of the lands at the property line is higher than that of the Existing Grade of the abutting lands;
  - (b) ensure that the Finished Grade surface is protected by sod, turf, seeding of grass, greenery, asphalt, concrete or such other material as the Inspector may approve, either singly or in combination;
  - (c) ensure that Fill is not placed around the perimeter of any existing building to an elevation higher than the elevation specified by the Ontario Building Code below the top of foundation of such building, unless such building and its foundation walls are raised in a manner satisfactory to the By-law Enforcement Officer;
  - (d) ensure that no trench in which piping is laid forming part of the piped Drainage system is covered and backfilled until the work has been inspected and approved by an Inspector.
  - (e) provide such protection for trees with a calliper greater than seventy-five (75) millimetres as may be required by an Inspector;
  - (f) ensure that all Fill used is clean and free of rubbish, glass, garbage, termites, organic materials, liquid and toxic chemicals and other contaminants; and
  - (g) ensure that Fill is Placed or Dumped in such a manner and any Retaining Wall supporting such Fill is erected in such a manner that no Ponding is caused on the subject lands or abutting lands and that adequate provision is made to proper surface stormwater Drainage.

#### **Remedies for Contravention**

15. Where a person has placed or Dumped Fill either in contravention of any permit given pursuant to this By-law, or, after the date that the By-law comes into effect, without a permit where a permit is required under this By-law, or contrary to any other provision of this By-law, an Inspector may make an order directing the person to do any or all of the following:

- (a) comply with the provision of this By-law;
- (b) comply with the conditions of the Permit;
- (c) cease the Placing or Dumping of Fill;
- (d) remove the Fill that has been Placed or Dumped within forty-eight (48) hours after service of the order, or such other length of time as may be specified in the order.

#### **Consent of Owner**

16. No person shall Place or Dump, or cause to be Placed or Dumped, Fill on any land or alter the grade of land unless it is done at the request of, or with the consent of, the Owner of the land affected.

#### **Consent for Storage**

17. No person shall Place or Dump, or cause to be Placed or Dumped, Fill on any land for storage purposes unless the outside storage of such Fill on the land is permitted by a written agreement between the land owner and the Corporation; such agreement shall be made by the Corporation.

#### **Inspection**

18. The Owner of the land where Fill is to be Placed or Dumped or where the grade of land is altered, or such person's authorized agent shall request an Inspector to make inspection at the commencement and conclusion of the work, and shall request such further inspection as may be required, and shall provide written evidence from all affected owners that each such owner is satisfied with the work.

#### **Enforcement**

19. The administration and enforcement of the By-law shall be performed by an Inspector, by persons authorized by an Inspector, and by such By-law Enforcement Officer of the Corporation as may be appointed by By-law of the Council of the Corporation.
20. Where a person who has been ordered to remove Fill in accordance with Section 11 fails to do so within forty-eight (48) hours, the Corporation may remove the Fill.
- 20.a. The cost of enforcement, including the professional and administrative expenses of the Corporation shall be at the expense of the Owner and the Corporation may recover the expenses incurred in so doing by action or the same may be recovered in like manner as municipal taxes.

#### **Offence and Penalty**

21. Where a person contravenes the provisions of this By-law such person is liable to a fine as established pursuant to the *Provincial Offences Act*.

#### **Appeal to Ontario Municipal Board**

22. Where,
- (a) The Corporation refuses or neglects to issue a permit under Section 4 of this By-law within forty-five (45) days after the application is received by same and after the permit fee and the supporting plans and documents referred to in Schedule "A" are received by the Inspector; or
  - (b) an Owner of the lands on which Fill is proposed to be Dumped or Placed objects to a condition in the permit,

the Owner may appeal to the Ontario Municipal Board in accordance with the applicable provisions of the *Municipal Act, 2001*.

**Assistance for Inspector**

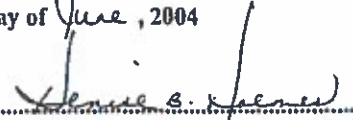
23. An Inspector shall have the right to retain the services of the Township's consulting engineer for the purposes of determining whether the requirement of Schedule "C" have been complied with, and to assist with the administration of the By-law.

**General**

24. This By-law shall come into force and take effect upon its final passing.

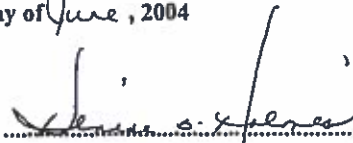
READ A FIRST AND SECOND TIME this 3<sup>rd</sup> day of June, 2004

  
.....  
Garry Matthews - Reeve

  
.....  
Denise Holmes - Clerk-Treasurer

READ A THIRD TIME AND PASSED this 3<sup>rd</sup> day of June, 2004

  
.....  
Garry Matthews - Reeve

  
.....  
Denise Holmes - Clerk-Treasurer



**SCHEDULE "A"**

To the By-law of the Corporation of Township of Melancthon prohibiting and regulating the placing or dumping of fill and the alteration of the grade on land.

**Enforcement Officers**

Enforcement Officers shall be the following:

- **DUFFERIN COUNTY - BY-LAW ENFORCEMENT OFFICER**
- **EMPLOYEES AND AUTHORIZED REPRESENTATIVES OF THE NOTTAWASAGA VALLEY CONSERVATION AUTHORITY**
- **EMPLOYEES AND AUTHORIZED REPRESENTATIVES OF THE GRAND RIVER CONSERVATION AUTHORITY**
- **EMPLOYEES AND AUTHORIZED REPRESENTATIVES OF THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**



**SCHEDULE "B"**

To the By-law of the Corporation of the Township of Melancthon prohibiting and regulating the placing or dumping of fill and the alteration of the grade of land.

**APPLICATION FOR PERMISSION FOR FILLING OR GRADING**

**Pursuant to By-law No. 15-2004 of the  
TOWNSHIP OF MELANCTHON**

The Township of Melancthon and the appropriate Conservation Authority will consider your application based on the information you provide below. Any false or misleading statement made on this application will render null and void any permission granted. Complete all relevant sections, date, sign and return application along with the appropriate fee (non-refundable).

**Please Clearly Print All Information**

**Contact Information**

Property Owner's Name(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_ P/C \_\_\_\_\_

Telephone # Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

Applicant/Agent's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ P/C \_\_\_\_\_

Telephone # Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

Property Owner Authorization (if applicant/agent is not owner) \_\_\_\_\_

**Location of Proposed Works**

Lot \_\_\_\_\_ Concession \_\_\_\_\_ Reg. Plan No. \_\_\_\_\_

Municipality \_\_\_\_\_ Watercourse Name \_\_\_\_\_

Street Address/Emergency Address and Road \_\_\_\_\_

Assessment Roll Number (from Tax Bill) \_\_\_\_\_

**Terms and Conditions**

- Consent is given to the Township of Melancthon and the appropriate Conservation Authority, its employees and authorized representatives to access the property for the purposes of obtaining information and monitoring any approved construction.
- Permits granted by the Township of Melancthon or the appropriate Conservation Authority are not transferable.
- Approvals, permits, etc. may be required from other agencies prior to undertaking the work proposed. Authority permission, if granted for the proposed work, does not exempt the owner/agent from complying with any or all other approvals, laws, statutes, ordinances, directives, regulations, etc. that may affect the property or the use of same.
- Should the information provided on or with this application be untrue or incorrect, or become untrue or incorrect, the Township of Melancthon and appropriate Conservation Authority reserve the right to withdraw any permission granted.
- Permits contain important conditions, contractors must have a copy of the permit on-site

at all times.

- In submitting this development application and supporting documentation the applicant, hereby acknowledges and provides consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by the applicant, agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

### DESCRIPTION OF THE WORKS

Please check each that apply

What is the purpose of the work?

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---

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Proposed Starting Date \_\_\_\_\_ Completion Date \_\_\_\_\_

Details (Application #, Permit #)

Clearance letter required Y \_\_\_\_\_ N \_\_\_\_\_

Zoning of property permits works Y \_\_\_\_\_ N \_\_\_\_\_

MNR, MOE, MTO, DFO,  
Drainage Act Applications Y \_\_\_\_\_ N \_\_\_\_\_

Drainage Agreement or  
Landowner Permission(s) needed Y \_\_\_\_\_ N \_\_\_\_\_

Previous or current violation or court  
orders on property Y \_\_\_\_\_ N \_\_\_\_\_

Previous Conservation Authority/Township  
Application Y \_\_\_\_\_ N \_\_\_\_\_

Planning approval required (eg. Site Plan  
approval & zoning) Y \_\_\_\_\_ N \_\_\_\_\_

Municipal Building Permit required Y \_\_\_\_\_ N \_\_\_\_\_

Health Unit approval required Y \_\_\_\_\_ N \_\_\_\_\_

Niagara Escarpment Commission App. Y \_\_\_\_\_ N \_\_\_\_\_

Is all your fill remaining on site. (If answer is 'no', you must specify an address where the fill is to be removed.

Y \_\_\_\_\_ N \_\_\_\_\_ Address \_\_\_\_\_

I/We the undersigned hereby certify to the best of my/our knowledge and belief that all of the above noted, attached and/or supporting information is correct and true. I/We further solemnly declare that I/we have read and fully understand the contents of this application, and specifically the terms and conditions, and the declaration which are written below.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Applicant

Owner

Authorized Agent

**Your application must be accompanied with the following**

- A location or road map to your development
- A legal survey
- Payment of the processing fee
- A copy of any studies undertaken for the work (example: Environmental Impact Study, soil samples, well records, flood-line study, slope stability study, Fisheries Impact Assessment)
- A plan view (birds eye view of the land) showing the proposed works, your property boundaries and features of the site such as other buildings & structures, tree lines, streams, wetlands, wet areas, springs, ditches, culverts, elevation contours or existing and proposed grades (if available). Include measurements and dimensions, Show how much vegetation or tree cover is to be removed and where fill is to be placed.

**The following may also be required to support your application  
(As determined by the Township of Conservation Authority) and will speed up  
the time it takes to review your application.**

- A cross section (what the work will look like from the side). Your consultant or contractor can shoot the grades of the work site with a survey levelling instrument
- A topographic survey tied into a geodetic benchmark or based on a known ground elevation would be very helpful, and may be requested for some types of works.
- A written description or drawings showing the materials to be used and the proposed specifications, measurements or sizes of thing such as culverts or rock protection
- Concept, architectural or design drawings of the proposed building(s) (if available).
- A copy of any studies undertaken for the work (example: Environmental Impact Statement, Soil samples, Well records, Flood-line study, Slope stability study, Fisheries Impact Assessment).
- Photographs are very helpful (example: pictures of the watercourse's bottom and banks).
- The location and extent or perimeter of all proposed works should be staked out or flagged or marked in some way so we can easily locate it on your property when we visit.
- A written description or diagrams of how the work is to be done and how the site will be accessed by heavy equipment.
- Prepare plans or describe how sediment and erosion will be controlled during construction and for the period after construction until vegetation is established.
- Prepare plans or describe how the site is to be re-vegetated after construction, such as sod, seeding, hydro-seeding, tree & shrub plantings.
- Copies of drainage agreements (if required).

**SCHEDULE "C"**

To the By-law of the Corporation of the Township of Melancthon prohibiting and regulating the placing or dumping of fill and the alteration of the grade of land.

Plans for site alteration and grading or for the Placing or Dumping of Fill shall be prepared in metric measurements only to the satisfaction of the Inspector as follows:

1. Indicate: the north arrow on the plan  
swales - inverts and typical cross section  
all grade breaks  
direction of flow arrows  
title block - including lot and plan number  
scale used
2. Refer all elevations to the closest municipal benchmark (metric-geodetic).
3. Show all proposed catch basins, leads, top of grade elevations and inverts.
4. Show existing contours.
5. Show regional flood lines and wetlands if applicable.
6. Show existing and proposed elevations at lot corners and all building corners.
7. Show specified building grade (i.e. highest ground elevation at outside of wall), driveway elevations, top of foundation and lowest opening in foundation.
8. Show existing and proposed road grades, lengths and elevations on all streets with symbols at grade changes indicating direction of slope.
9. Indicate all semi-detached lots with "S" on the plan.
10. Show all easements - existing and proposed.
11. Show proposed elevations along boundary of all blocks abutting single family and semi-detached lots in the subdivision.
12. Illustrate that all drainage outlets for abutting properties are maintained.
13. Show a table for a list of revisions above the title block.
14. The approval of a drainage plan is related to drainage only. It is the responsibility of the developer to ensure that the drainage plan complements the land and suits the houses to be constructed.
15. Show temporary erosion control measures to be in place during the construction period, e.g. silt fence, sedimentation traps, etc., and permanent erosion control works to be left in place after construction and lot grading is completed, e.g. siltation ponds, etc.

In the event that Retaining Wall(s) are to be constructed:

16. A scaled drawing of such Retaining Wall(s) and a description, including dimensions, of any materials to be used in the construction of such Retaining Wall(s).

**SCHEDULE "D"**

to the By-law of the Corporation of the Township of Melancthon prohibiting and regulating the placing or dumping of fill and the alteration of the grade of land.

The permit fees payable at the time of an application for permit pursuant to this by-law are as follows:

- |    |                            |  |          |
|----|----------------------------|--|----------|
| 1. | For a <u>90-day permit</u> | - for single residential lots of record: | \$100.00 |
|    |                            | - for all other properties               | \$500.00 |

**PLUS**

the actual costs for the preparation and registration of any agreement that may be required.

2. For a 180-day permit, the permit fee shall be the same as for a 90-day permit PLUS \$100.00.

**SCHEDULE "E"**

to the By-law of the Corporation of the Township of Melancthon prohibiting and regulating the placing or dumping of fill and the alteration of the grade of land.

Permits to be issued pursuant to this By-law shall be in the following form:

Permit No.: \_\_\_\_\_



*The Corporation of*  
**THE TOWNSHIP OF MELANCTHON**  
*R.R. # 6, Shelburne, Ontario, L0N 1S9*

**SITE ALTERATION PERMIT**

Permission is hereby granted to:	Purpose of Work
Owner/Applicant's Name	_____ Alter the Grade _____ Placing of Fill
Contractor's Name	Location
Corporation Official      Date	Lot      Concession      Former Municipality

THIS PERMIT is granted for a period of \_\_\_\_\_ Ninety (90) Days \_\_\_\_\_ One Hundred and Eighty (180) Days in accordance with the plans and specifications, filed and approved, and subject to the conditions listed on the reverse of this permit and/or the provisions of any Agreement required as a condition, and the Township of Melancthon's Site Alteration By-law No. 15-2004.

**THIS PERMIT MUST BE POSTED IN A CONSPICUOUS PLACE ON THE LANDS AND BE VISIBLE FROM THE STREET OR ROAD. IF LOST OR DEFACED, ANOTHER MUST BE OBTAINED.**

**CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NO. 40-2012**

**A BY-LAW TO AMEND SITE ALTERATION BY-LAW 29-2004**

Being a By-law to amend By-law No. 29-2004 which was passed in open Council on June 3, 2004.

**WHEREAS** the Council of the Corporation of the Township of Melancthon deems it expedient to amend By-law No. 29-2004.

**NOW THEREFORE** be it resolved that the Council of the Corporation of the Township of Melancthon enacts as follows:

1. That Section 11. be renumbered as Section 11.2 and that a new Section 11.1 be inserted into the By-law as follows"

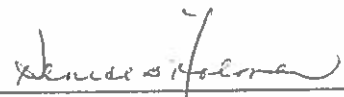
"Pursuant to Section 1(f), acceptable fill shall only be suitable materials generated within the County of Dufferin and such fill will be traceable as to source and will be subject to approval by the Township of Melancthon prior to the commencement of the placing of fill on the Applicant's property. Such fill may also be subject to the approval by a Conservation Authority if the subject property is wholly or in part within a regulated area. Applicants may be required to provide a soil analysis done by an accredited laboratory for use under this By-law.

This amendment shall take effect and come into force on the passing thereof.

By-law read a first and second time this 6<sup>th</sup> day of December, 2012.

By-law read a third time and passed this 6<sup>th</sup> day of December, 2012.

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CLERK





*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

## **COUNCIL VACANCY APPOINTMENT PROCEDURE**

### **Notice of Vacancy**

The Clerk shall post a Council Vacancy Notice on the Township website under Public Notices, in the local newspaper (Dundalk Herald and Shelburne Free Press) and send it out through the Township's Mailchimp platform for two consecutive weeks following Council's decision to fill the vacancy by appointment. If the procedure is approved on Thursday, February 4, 2021, the ads will appear the weeks of February 8, 2021 and February 15, 2021. The notice shall indicate Council's intention to appoint an individual to fill a vacancy and shall outline the process.

A vote to fill a vacancy on Council by appointment shall occur at the regular meeting of Council held on Thursday, March 18, 2021 and the successful candidate will be sworn in to Council by the Clerk on Thursday, April 1, 2021 at 9:00 a.m.

### **Nominations**

Any individual wishing to be considered for appointment to the vacancy shall:

1. Complete and sign a Council Vacancy Application Form, a Council Vacancy Declaration of Qualification Form and a Consent to Provide Candidate Contact Information Form and submit all forms by 2:00 p.m on Monday, February 22, 2021.
  - a) Applications must be on the Council Vacancy Application Form provided by the Township.
  - b) All candidates must attend the Municipal Office in person to file their Council Vacancy Application Form and provide the Clerk with one piece of government issued identification (i.e. Driver's License or Passport) and proof of eligibility within the municipality.
  - c) The surname on the application and the surname on the identification must be the same. Some flexibility will be given to first names (e.g. Nick for Nicholas), subject to approval of the Clerk.
  - d) Applications will be reviewed for completeness when filed and will be certified on or before 4:00 p.m on Monday, February 22, 2021.
  - e) An unofficial list of persons who have submitted application forms will be prepared and updated as soon as practical after receipt of the required forms. The list will be posted on the Township website.
  - f) An official list of nominated persons shall be posted in the same manner as specified in Section 1(e) once nomination forms have been certified

GB# 16.4.1

FEB 04 2021

- and the nomination period has expired.
- g) A candidate may withdraw their nomination by filing a written withdrawal on the prescribed form in the Clerk's Office before 2:00 p.m. on Monday, February 22, 2021. The candidate shall appear in person with identification in order to withdraw the nomination.
2. Submit to the Clerk, a personal statement of qualification and an explanation on why they would like to serve on Council, for consideration of Council. The statement to be attached to their Council Vacancy Application Form.
- a) Personal statements to be typewritten on letter size (8.5" x 11") paper and shall not exceed two (2) pages in length, and will include the Candidate(s) name and address.

Statements and applications that do not meet these requirements shall not be included in any Council meeting agenda or provided to Council by the Clerk.

Statements and applications are public documents and will form part of the Agenda package for the Council.

### **All Candidates Session**

As Council has determined that the appointment process should involve the community, a virtual All Candidates Session (held through zoom) will take place. The community will be afforded the opportunity to ask questions of the candidates. The All Candidates Session will be hosted and moderated by the Dufferin Board of Trade.

The All Candidates Session will be held on Monday, March 8, 2021 from 7:00 p.m. - 9:00 p.m. The notice of the All Candidates Session will be posted on the Township's website under Public Notice and sent out via MailChimp. The Dufferin Board of Trade will promote the evening through its newsletter and social media channels to boost attendance. The number of participants is limited to 100 for zoom, so registration to attend the All Candidates session will be required. The information to register will be provided in the notice of the All Candidates session. The session will be recorded and posted to the Dufferin Board of Trade's YouTube channel. The Township will provide a link to the YouTube channel on its website under Public Notices.

The Mayor will welcome all in attendance and advise of the format for the evening and then turn over the session to the moderator. The moderator will introduce each candidate using a biography that will be submitted by each candidate prior to the All Candidates Session.

Each of the candidates shall be afforded the opportunity to address the public for a period of not more than five (5) minutes. **(Note – the timing may be reduced depending on the number of candidates that apply).** The order of speaking will be determined by lot. The Clerk shall place the names of all candidates in a container and randomly draw the names. The names will be provided to the moderator before the All Candidates Session.

After each candidate has finished addressing the public, the moderator will ask for questions from the public through the chat function on zoom, only. All mics and cameras will be turned off during this time, except for the candidates and the moderator, to save bandwidth for those residents with limited high-speed connectivity.

When there are no more questions in the chat, or the time is approaching 9:00 p.m., the candidates will be afforded an opportunity of closing remarks of not more than two (2) minutes.

The Mayor will then offer closing remarks and advise of the next steps in the process for the Selection of the Candidate by Appointment.

### **Council Meeting**

At the Regular Council meeting on Thursday, March 18, 2021 at 7:00 p.m., the following shall take place:

- a) The Mayor will make a short statement of the purpose of the meeting and the general order of proceedings to be followed.
- b) The Clerk will provide the Mayor with a list of the names of those individuals who have indicated, in writing, their interest in being appointed to the vacancy and the Mayor will call for a motion from Council in the following form:

"THAT the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the vacancy, be considered for appointment to fill such vacancy."

- c) Each of the candidates shall be afforded the opportunity to address Council for a period of not more than five (5) minutes. **(Note – the timing may be reduced depending on the number of candidates that apply).** The order of speaking will be determined by lot. The Clerk shall place the names of all candidates in a container and randomly draw the names and provide them to the Mayor ahead of the Council meeting.

### **Note: Candidates will be timed.**

- d) Each member of Council will be permitted to ask two (2) questions to each candidate. Candidates have two (2) minutes to answer each question. Candidates will be sequestered in the "waiting room" on Zoom until it is their time to answer the questions posed by Council. Once a candidate has answered the questions, they will be returned to the "waiting room" and the next candidate will be brought in, and so on. There will be no questions from the public at this meeting as they will already have had their opportunity during the All Candidates Session.
- e) Upon hearing all the submissions of the candidates, Council will proceed to rank

the candidates in order of preference. Each member of Council is to rank each candidate using a sample ballot attached. Scores will be given to the candidates based on ranking. For example, if there are five candidates running, 4 points are given for appearing in the first rank position, 3 points to a second rank position, 2 points to a third rank position, 1 point for a fourth rank position, and 0 points for a fifth rank position. The ballots are to be marked by the individual Council members, the ballots will be provided to the Clerk, and the points will be tallied by the Clerk. Ballots will not be revealed – only the final points results for each candidate. In the event of a tie between candidates for most points received, a second round of voting will occur between the candidates that are tied. All other candidates will be dismissed and removed from the process. After the second round of voting if there is still a tie in points allotted to the candidates, the Clerk will determine the successful candidate using a draw by lot method. The Clerk shall place the names of the tied candidates in a container and randomly draw one name to determine the successful candidate.

### **Appointment**

The appointment of the candidate shall be made by By-law at the conclusion of the Council meeting. A By-law confirming the appointment shall be enacted by Council and shall direct the Clerk how to proceed further.

### **Oath of Office**

The Clerk will administer the Declaration of Office required by subsection 232(1) of the Act at the regular meeting scheduled for Thursday, April 1, 2021 at 9:00 a.m.

### **Additional Notes**

Where a situation occurs that is not otherwise accounted for in these procedures, the Clerk shall recommend an alternate process to Council, which Council may adopt by simple majority vote.

# BALLOT

Sample: 1st Choice: Joe Smith

2nd Choice: Jane Doe

## COUNCILLOR VOTING

1st Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

3rd Choice: \_\_\_\_\_

4th Choice: \_\_\_\_\_

5th Choice: \_\_\_\_\_

# BALLOT

Sample: 1st Choice: Joe Smith

2nd Choice: Jane Doe

## COUNCILLOR VOTING

1st Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

3rd Choice: \_\_\_\_\_

4th Choice: \_\_\_\_\_

5th Choice: \_\_\_\_\_



*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

## **PUBLIC NOTICE - MUNICIPAL COUNCIL VACANCY**

**TAKE NOTICE THAT** a vacancy exists on the Township of Melancthon Council for one (1) Councillor Position. Council has determined that it wishes to fill this vacancy by appointment in accordance with the Township of Melancthon Council Vacancy Procedure.

The term of this position is from the date of the Council appointment for the balance of the Council term until November 14, 2022.

A candidate for municipal office must be a qualified municipal elector as set out in the Municipal Elections Act, 1996. Qualified electors must be:

- 18 years of age or older;
- a Canadian citizen
- a resident of the Township of Melancthon, or an owner or tenant of land in the Township or the spouse of such an owner or tenant; and
- not prohibited from voting under any other Act or disqualified from holding municipal office

Any qualified individual may submit, in person with identification, a completed Council Vacancy Application form, along with a signed declaration of qualification, **by 2:00 p.m. on Monday, February 22, 2021** at the following address, 157101 Highway 10, Melancthon, Ontario.

Inquires regarding the Council Vacancy may be directed to Denise B. Holmes, CAO/Clerk - [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca) or 519-925-5525, ext. 101.

Council Vacancy Application Forms will be available on the Township website at [www.melancthontownship.ca](http://www.melancthontownship.ca) under Public Notices or at the Municipal Office at the above address.



*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

### **COUNCIL VACANCY APPLICATION FORM**

**Please complete this form in its entirety and submit in person (no fax or email) with identification (Passport or Driver's License) by 2:00 p.m. on Monday, February 22, 2021.**

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

<b>COUNCIL VACANCY APPLICATION FORM</b>		
<b>Name:</b>		
<b>Qualifying Address:</b>		
<b>Email Address:</b>		
<b>Telephone (Home):</b>		
<b>Telephone (Work):</b>		
<b>Telephone (Cell):</b>		
<b>Eligibility Requirements</b>	<b>Yes</b>	<b>No</b>
Canadian Citizen		
Minimum 18 years of age		
Eligible elector in the Township of Melancthon (owner or tenant or spouse of such owner or tenant)		
Not prohibited from voting under any other Act or disqualified from holding municipal office		

**Personal Statement - Please explain why you would like to serve on Council (Please attach a type-written statement to this form, on letter size (8.5" x 11") paper. Please do not exceed two (2) pages in length.**

## COUNCIL VACANCY APPLICATION FORM

### Declaration of Qualification

I, \_\_\_\_\_, an applicant mentioned in this application form, declare that I am presently legally qualified, or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada, to be appointed and to hold the office to which I have applied for appointment 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.

Declared before me at the Township of Melancthon, in the County of Dufferin this \_\_\_\_\_ day  
of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Clerk or Commissioner

\_\_\_\_\_  
Received by:

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

### CERTIFICATE

I, the undersigned Clerk of this municipality, do hereby certify that I have examined the application form of the aforesaid applicant filed with me and I am satisfied that the nominee is qualified for appointment to municipal office.

\_\_\_\_\_  
Signature of Clerk or Designate

\_\_\_\_\_  
Date Certified:

Personal information collected on this form is pursuant to the *Municipal Act* and is collected in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of determining a nominee's eligibility for appointment to municipal office. This application form will be attached to a Special Council Appointment Meeting(s) and posted on the Township website. Questions can be directed to the Clerk.





*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

**TOWNSHIP OF MELANCTHON - COUNCIL VACANCY  
FREEDOM OF INFORMATION (FOI) RELEASE  
Municipal Elections Act, 1996**

**Name of Candidate:** \_\_\_\_\_

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, as amended, I hereby authorize Township Staff to include on the Township of Melancthon website and make available to any person the following information with respect to my candidacy for the Council vacancy:

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Candidate**

\_\_\_\_\_  
**Date**

Personal information collected on this form is pursuant to the *Municipal Act* and is collected in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of determining a nominee's eligibility for appointment to municipal office. This application form will be attached to a Special Council Appointment Meeting(s) and posted on the Township website. Questions can be directed to the Clerk.

Feb 4, 2021  
10:00 am

10:00 am  
~~Dec 10/2020~~



## TOWNSHIP OF MELANCTHON

### DELEGATION REQUEST FORM

Request for Delegation, any written submissions and background information for consideration by Council must be submitted to the Clerk's Office by 12:00 noon on the Thursday, prior to the requested meeting.

REQUEST DATE: ANY DATE CONVENIENT

NAME: ANTONIUS PEETERS

PHONE: [REDACTED]

ADDRESS: 3920 58 GREY RD 109, HOLSTEIN, ON, N0G 2A0

EMAIL ADDRESS: tpeeters@eh1tel.com

SIGNATURE: [REDACTED]

Purpose of Delegation Request (state position taken on issue, if applicable).

INTRODUCE EH1tel NETWORKS' SWIFT FIBRE PROJECT

### REMINDER - DELEGATIONS ARE ALLOWED 10 MINUTES TO SPEAK

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 519-925-5525.

TOWNSHIP OF MELANCTHON  
157101 HIGHWAY 10  
MELANCTHON, ONTARIO  
L9V 3E6

519-925-5525 Fax - 519-925-1110 Email [info@melancthon.ca](mailto:info@melancthon.ca)

M:\MyFiles\Forms\Delegation Request Form.wpd

DEL#1

DEL#2  
DEC 10 2020

FFR 06 2021