



TOWNSHIP OF MELANCTHON ELECTRONIC MEETING THURSDAY, MAY 20, 2021 - 5:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/86389267821?pwd=VWQycG5wWkZSR0xCbnpEWjN3N1dyZz09>

Meeting ID: 863 8926 7821

Passcode: 792026

One tap mobile

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Dial by your location

+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

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+1 438 809 7799 Canada

+1 587 328 1099 Canada

Meeting ID: 863 8926 7821

Passcode: 792026

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 – May 6, 2021**
- 6. Business Arising from Minutes**
 1. Memo from Denise Holmes, CAO/Clerk – World Environment Day – June 5th Virtual Forum
- 7. Point of Privilege or Personal Privilege**
- 8. Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
- 9. Public Works**
 1. Updates from the PW Superintendent
 2. Other
- 10. Planning**
 1. Applications to Permit
 2. Other

3. Unfinished Business
 1. Assessment of Candidate Agricultural Lands – Growth Plan
 2. Lot 95, Plan 23A
 3. Unnamed Lane - Corbetton

11. Climate Change Initiatives

1. Melancthon: Climate Action Implementation Strategy

12. Police Services Board

13. County Council Update

14. Correspondence

Board & Committee Minutes

1. NVCA April 2021 Board Meeting Highlights
2. CDRC Board of Management March 24, 2021
3. Horning's Mills Community Hall Board April 27, 2021

Items for Information Purposes

1. Ontario Land Tribunals Local Planning Appeal Tribunal – Lyon v. Melancthon (Township)
2. Ontario Land Tribunals Local Planning Appeal Tribunal – 2577791 Ontario Inc. v. Melancthon (Township)
3. Notice of Statutory Special Meeting of Council County of Simcoe Municipal Comprehensive Review (MCR)
4. Resolution of Grand Valley Council
5. CDRC – 2021 Forecast Update
6. Township of Clearview Notice of Public Meeting for Vending By-law and Amendment to Zoning By-law
7. Thank You Email from Darlene Lamberti – Executive Director, Centre Grey Health Services Foundation
8. Grey Highlands Notice of Passing – Municipality of Grey Highlands Accessory Apartments
9. Town of Shelburne ZBA Circulation – 242 Main Street East

Items for Council Action

1. Report from Mathew Waterfield, Fire Chief Mulmur-Melancthon Fire Department regarding Open Air Burn By-law
2. Proclamation – Melancthon Sustainability Day June 5, 2021

15. General Business

1. Notice of Intent to Pass By-law
 1. By-law to Authorize the Use of Alternative Voting Methods For the 2022 Election
2. New/Other Business/Additions
 1. RJ Burnside Report for Building Condition Assessment Horning's Mills Community Hall
 2. Horning's Mills Community Hall – Discussion on operating costs and confirmation that the Township is paying same going forward
 3. Other/Additions
3. Unfinished Business
 1. Canada Healthy Communities Initiative – Funding for Projects to support Canadians through COVID
 2. Draft Emergency Response Plan – County of Dufferin
 3. Markdale Hospital Funding for new hospital
 4. OPP Detachment Boards under the Community Safety and Policing Act – deadline June 7, 2021

5. Creation of a motion from Melancthon Council regarding Fire Services Operation

16. Delegations

1. **5:20 p.m.** - Notice of Public Meeting Regarding a Zoning By-law Amendment on East Part Lot 11, Concession 4 OS to zone the subject lands to modify the OS2 Zone (Gubco)
2. **5:30 p.m.** – Notice of Public Meeting Regarding a Zoning By-law Amendments on West Part Lot 9, Concession 2 OS to permit an accessory dwelling unit (Carvalho & Kattler)
3. **5:45 p.m.** – Brandon Williamson, Land Management Technician; Thames River Conservation Authority regarding Beaver Management

17. Closed Session

1. Approval of Draft Minutes – May 6, 2021
2. Business Arising from Minutes
3. Personal matters about an identifiable individual, including municipal or local board employees – Direction regarding a By-law Enforcement Complaint
4. Personal matters about an identifiable individual, including municipal or local board employees – Update on Administration and Public Works Staffing
5. Litigation or Potential Litigation, including matters before administrative tribunal, affecting the local board – Discussion on retaining Legal Counsel for the CMC – 2577791 Ontario Inc.
6. Rise With Report from Closed Session

18. Third Reading of By-laws

19. Notice of Motion

20. Confirmation By-law

21. Adjournment and Date of Next Meeting – Thursday, June 3, 2021 - 5:00 p.m.

22. On Sites

23. Correspondence on File at the Clerk's Office



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525
Fax No. - (519) 925-1110

Website: www.melancthontownship.ca
Email: info@melancthontownship.ca

MEMORANDUM

TO: MAYOR WHITE AND MEMBERS OF COUNCIL

FROM: DENISE B. HOLMES, AMCT, CAO/CLERK

SUBJECT: WORLD ENVIRONMENT DAY – JUNE 5TH VIRTUAL FORUM

DATE: MAY 14, 2021

At the May 6, 2021 Council meeting, there was discussion about the virtual events proposed for World Environment Day on June 5th. One of those events included a forum with Council. A concern was raised that with all of Council present, that this could be constituted as a "meeting" under the Municipal Act.

I reached out to the Township's Solicitor for a legal comment on the matter and the response is below:

The Municipal Act defines **meetings** as follows:

238(1)- "meeting" means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,

(a) a quorum of members is present, and

(b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

So, if all of Council is present, then the first criteria (forum of members being present), is met.

That said, the crux is whether they are discussing or dealing with any matter "in a way that materially advances the business or decision-making of the council....". In the circumstances, I am of the opinion that this meeting is not to discuss/deal with any matter that will materially advance the business/decision-making of the council. So long as council avoids entering into any discussions of any matters that they would normally have to make decisions on or that is the business of council to decide upon, then this could not be construed to be a "meeting" within the definition of the Municipal Act.

BHAM #64

MAY 20 2021

**APPLICATIONS TO PERMIT FOR APPROVAL
May 20, 2021 COUNCIL MEETING**

PROPERTY OWNER	PROPERTY DESCRIPTION	TYPE OF STRUCTURE	DOLLAR VALUE	D.C.'s	COMMENTS
Brian Dawson	Lots 87 & 88 Plan 23A 87 Argyle Street	deck addition	\$4,000	NO	approved
William French Lennox Farms Applicant: Ruth Plowright	East Part Lot 20, Con 2 OS 518024 County Road 124	Billboard	\$3,500	YES	failed
William French Lennox Farms Applicant: Ruth Plowright	East Part Lot 21, Con 2 OS 518024 County Road 124	Billboard	\$3,500	YES	failed

• Municipal Planning Services Ltd. •

MEMORANDUM

To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO
From: Chris Jones MCIP, RPP
Date: April 30, 2021
Re: Assessment of Candidate Agricultural Lands – Growth Plan

BACKGROUND

As part of the Growth Plan for the Greater Golden Horseshoe (GPGGH) the Province has mapped an "Agricultural System". This Provincial mapping designates all lands in the Township of Melancthon as being in a prime agricultural area, save and except lands located in settlement areas or lands which comprise natural heritage features. It is notable that the preparation of this mapping was prepared through a computer model which relied substantially on the Canada Land Inventory System as the basis for determining prime agricultural areas.

The County of Dufferin is currently in the process of preparing an update to the County Official Plan to address requirements of the 2019 GPGGH.

In accordance with Section 4.2.6.9 of the GPGGH, the County is able to refine the agricultural system mapping at the time of the upper-tier Official Plan Update. To this end, the County has coordinated several meetings with the local municipalities and OMAFRA to discuss the refinement criteria, which are formalized in a document entitled "Implementation Procedures for the Agricultural System in Ontario Greater Golden Horseshoe (March 2020)".

THE REFINEMENT CRITERIA

The following are the refinement criteria set out on the above-mentioned document:

1. To adjust *prime agricultural areas* to identifiable boundaries (beyond the identifiable boundaries used by the Province to create the agricultural land base map).¹⁵
2. Identifiable boundaries may include roads, railways, large water bodies and *settlement area* boundaries, but do not include the following: topographic features (e.g., cliffs), buildings, small creeks or drainage ditches or provincial plan boundaries (e.g., to Niagara Escarpment Plan or Oak Ridges Moraine Conservation Plan boundaries).
 - To make minor technical adjustments (e.g., to account for distortion from map projections or discrepancies based on map scales).

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(705) 725-8133

Plan # 10.3.1 Plan # 10.2
MAY 20 2021 MAY 06 2021

- To account for *settlement area* boundaries that were approved in upper- and single-tier official plans in effect as of July 1, 2017 and any additional refinements to *settlement area* boundaries once precise locations have been determined through an official plan process.¹⁶
3. To recognize more precise local information, specifically:
 - Lands such as First Nation reserve lands and federally regulated portions of aerodromes.
 - Future updates to the provincial LEAR if significant changes are made to the official OMAFRA Canada Land Inventory mapping.
 - Existing upper- or single-tier municipal LEARs¹⁷ and accompanying mapping if they are consistent with and do not conflict with the *Agricultural System* mapping method, purpose and outcomes.¹⁸ The provincial LEAR may take precedence where appropriate to achieve continuity across municipal and provincial plan boundaries and to achieve other *Agricultural System* purposes and outcomes.
 4. Designated *employment areas* (see Section 3.3.2.9).
 5. Contiguous areas greater than 250 ha of existing, permitted non-agricultural and non-residential uses¹⁹ that are unlikely to be rehabilitated to agriculture and are not characteristic of *prime agricultural areas*. Non-agricultural uses may include commercial, institutional, cemeteries, golf courses, industrial parks, *mineral aggregate resources* areas below the water table, built-up areas along highways, developed shoreline areas (as per A Place to Grow policy 4.2.4.5), *infrastructure* (named in A Place to Grow Schedules 5 and 6) that has been developed, large impervious surfaces, and designated *employment areas*.
 6. To recognize key *natural heritage features* in which *agricultural uses* are not on-going (as discussed in Section 3.3.2.4).
 7. To add areas in order to create a continuous agricultural land base across municipal boundaries (i.e., edge matching of lands in agricultural production).
 8. As a best practice, to add *prime agricultural areas* resulting from situations where land is designated from *settlement areas*.

CANDIDATE AREAS

The Provincial Agricultural System Map also includes "Candidate Areas". These are areas of land that, "*Municipalities must assess whether to include candidate areas as*

prime agricultural areas or rural lands," as part of the upper and lower tier official plan updates.

There are 3 "Candidate Areas" in the Township of Melancthon as shown in Appendix 1.

ANALYSIS

Candidate Area 1 is located adjacent to the settlement area of Hornings Mills. I do not understand the rationale as to why this area has been identified as a "candidate" or why the very small area at the south end Man Street was identified as a "Prime Agricultural Area". Notwithstanding, my recommendation is that this area of the Township be refined in the manner illustrated in Appendix 2 to the report to ensure consistency with Schedule B to the Township's Official Plan (Hornings Mills settlement area and adjacent lands).

Candidate Area 2 is located in the midst of a wetland feature. I do not understand the rationale as to why this area has been identified as a "candidate". This area is identified in the Township's Official Plan as Environmental Protection given that it comprises part of a Provincially Significant Wetland. It will therefore not be recommended that this area be identified as being part of Prime Agricultural area for the purpose of the update to County Official Plan.

Candidate Area 3 is the largest candidate area in the Township and is located in the area of Lots 17 to 23, Concession 17 to 23 N.E. and is approximately 177 hectares (437 acres) in area. The Township's Official Plan identifies this area as being part of the Rural land use designation. It is recommended this area be maintained as a rural area and refined in the manner illustrated in Appendix 3 to reflect the Township's current Official Plan.

RECOMMENDATION

If Council is in agreement with the findings and analyses of this report, the following recommendations are provided for Council's consideration:

1. That this report be received;
2. That the County of Dufferin be advised that two of the three candidate areas identified in the Provincial Agricultural System map are currently designated as Rural in the Township's Official Plan approved in 2015 and as such should remain in the Rural designation; and,
3. That the County of Dufferin be further requested to refine the Provincial Agricultural System Mapping as it applies the candidate area in Horning Mills and the area along the 8th Line N.E. in the manner illustrated in Appendices 2 and 3

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to this report to reflect the Township's current Official Plan and in accordance with Criteria 2 and 7 of the Agricultural System implementation criteria.

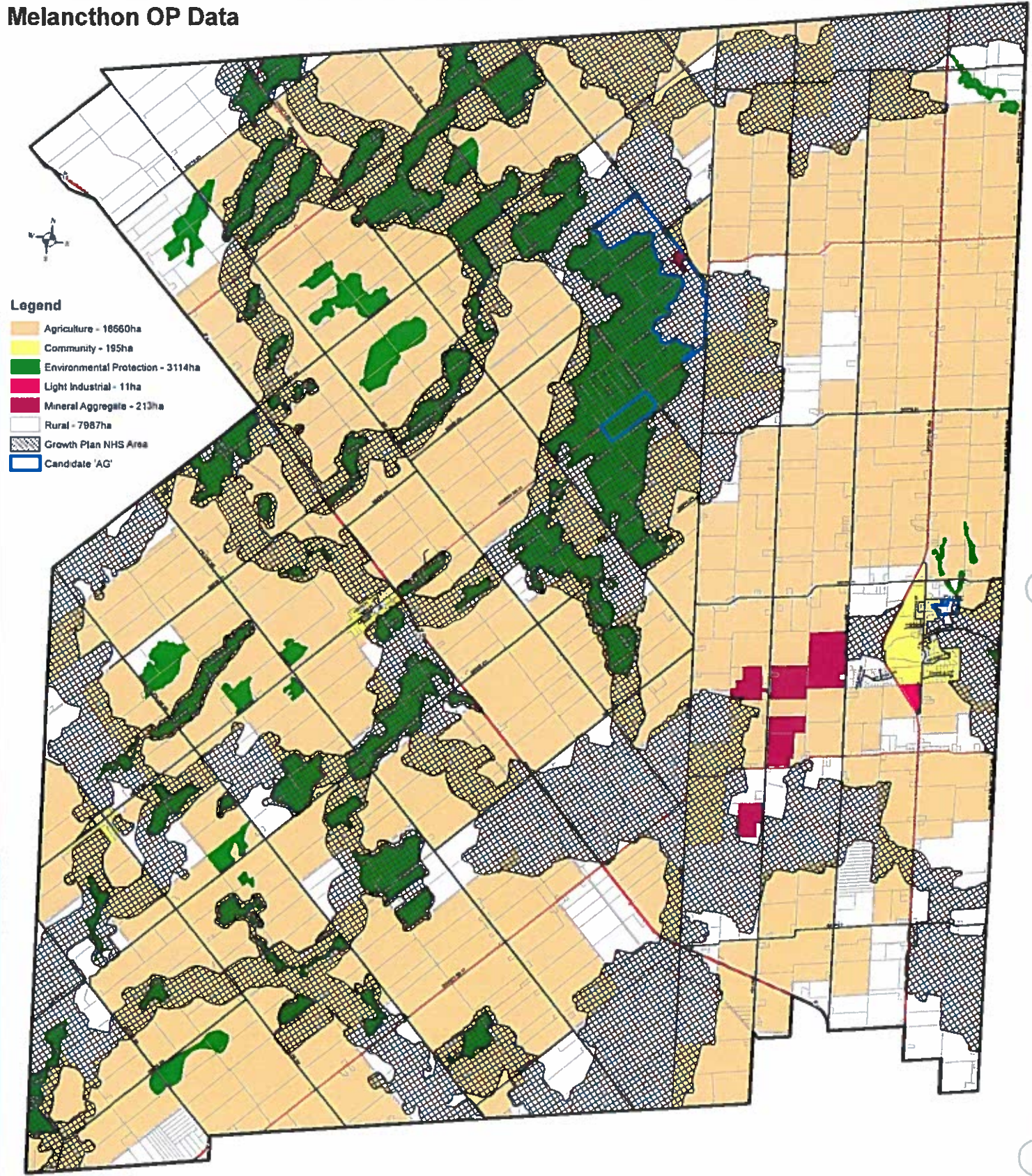
Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Chris Jones', written over a horizontal line.

Chris Jones MCIP, RPP

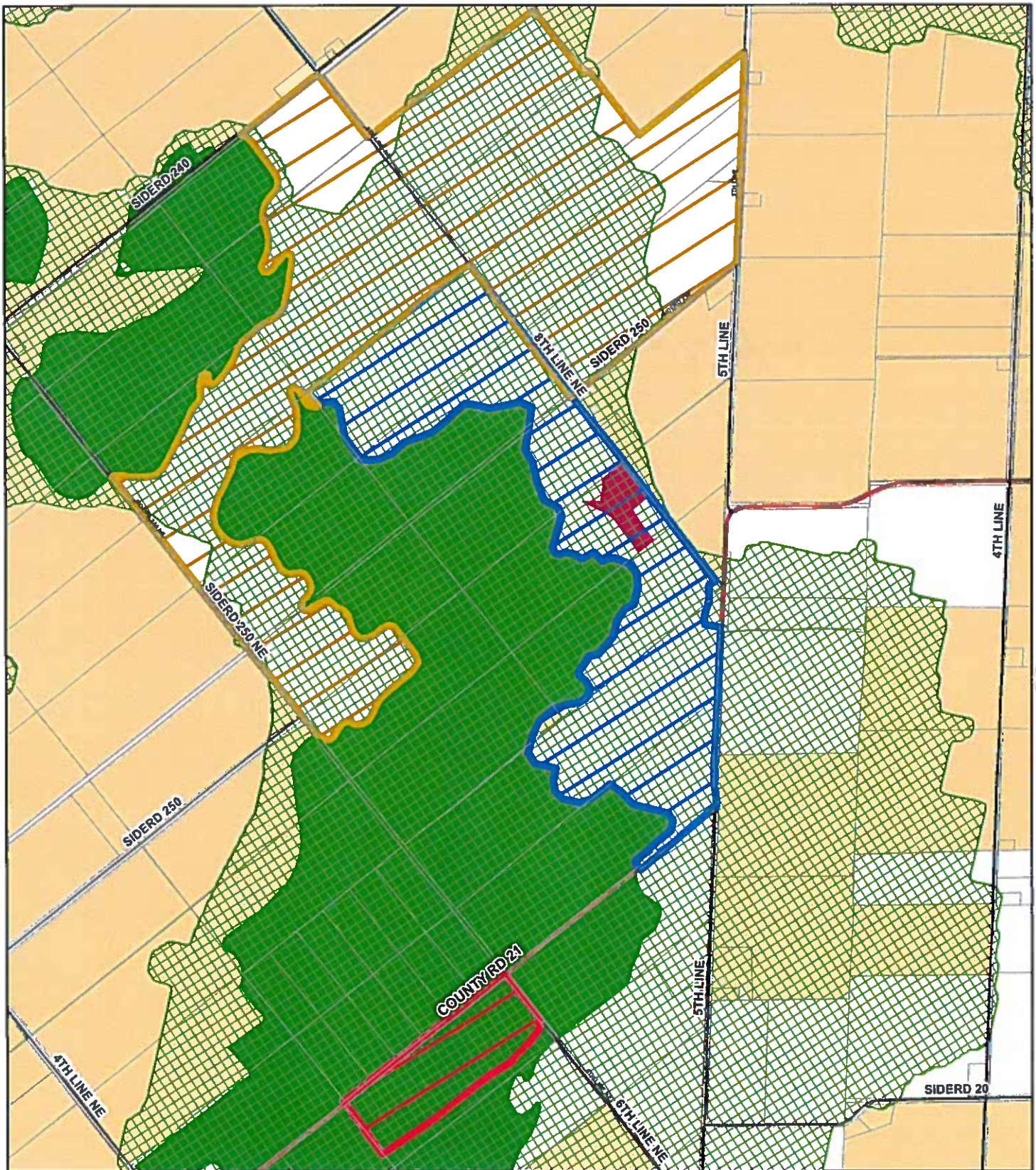
•Appendix 1•

Melancthon OP Data



•Appendix 2•

•Appendix 3•



8th Line NE

Legend

- Agriculture
- Environmental Protection
- Mineral Aggregate
- Rural
- Growth Plan NHS Area

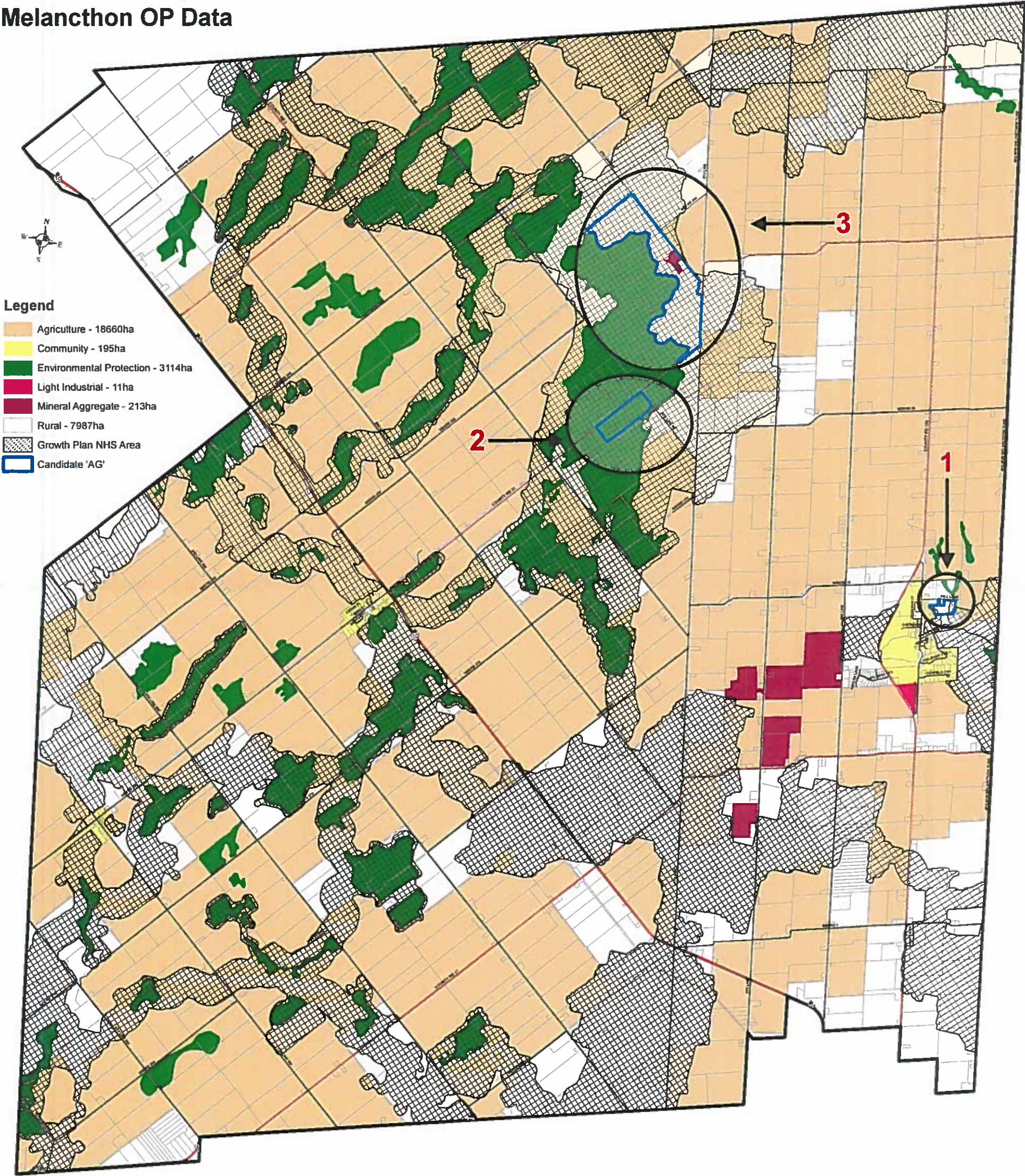
Proposed Revisions

- Candidate Area to remain designated as Environmental or a natural heritage feature
- Candidate Area to Remain in the Rural Land Use Designation
- Existing Rural designation to be included in the Rural designation for the purpose of the Agricultural System

N



Melancthon OP Data



Denise Holmes

From: Kaitlin Chessell
Sent: Tuesday, April 27, 2021 11:37 AM
To: Denise Holmes
Subject: FW: Melancthon Climate Action Plan
Attachments: Melancthon.docx



Kaitlin Chessell | Administration and Finance Assistant | Township of Melancthon | kchessell@melancthontownship.ca | PH: 519-925-5525 ext 104 | FX: 519-925-1110 | www.melancthontownship.ca |

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Please be advised that effective April 19, 2021, the Office will be closed to the Public due to the Extended State of Emergency/Stay-At-Home Order issued on April 17, 2021 until further notice. If you require assistance, please contact the office at 519-925-5525, as Staff are still working in the Office. We may be able to provide 'curbside pick-up' of some items. We are encouraging everyone to take advantage of the online services offered for payment of taxes, payment of dog tags, fire permits, planning applications, etc.

From: Sara Wicks <swicks@dufferincounty.ca>
Sent: Monday, April 26, 2021 3:02 PM
To: Kaitlin Chessell <kchessell@melancthontownship.ca>
Subject: Melancthon Climate Action Plan

Hi Kaitlin,

As I'm sure you're aware, the Dufferin Climate Action Plan (DCAP) was unanimously adopted last month at County Council! The County will be taking the lead on the plan, but will require supported from the member municipalities, as well as the community. As we say: "Municipally-led, community supported."

As part of Melancthon's commitment to the Partners for Climate Protection Program, Milestone 1 in the community stream was technically completed through the Dufferin County GHG Inventory, but Melancthon will still have to input the data into the PCP tool to officially achieve it and have it recognized. However, community-specific GHG reduction targets and a local action plan is required for Melancthon to achieve Milestones 2 and 3.

The County's Climate and Energy division is offering to help all the member municipalities by creating individual locally-based climate action plans that will lay out how they can contribute to climate action in a coordinated way. These local plans geared towards implementation over the next 5 years will be rooted in the Dufferin Climate Action Plan, which member municipalities contributed in developing last year via the DC4 group, while also connecting to local priorities and respect for local capacity. Of course this plan will be done in partnership with municipal staff and would ultimately have to be adopted by Melancthon Council.

To begin the conversation, I've attached a document which I hope to be the starting point for developing a local action plan. It includes:

- Summary of community GHGs in Melancthon
- Guiding questions about the priorities of the municipality (to be filled out by the municipality)
- Summary of priority actions of the DCAP to 2025
- Summary review of Melancthon's current OP and the alignment to the DCAP
- Recommended local actions based on alignments

Let me know what you think of this approach and if that could work for Melancthon. I was hoping to have you review the attached doc and return it to me with the questions answered so I can get an idea of your priorities (just check boxes – multiple choice!) and perhaps we can set up a time to chat.

I'm hoping to chat about this sometime the week of May 10. Is there a time during that week that yourself, and/or other appropriate staff member would be available to discuss this?

Thanks,
Sara

Sara Wicks (she/her) | Manager of Climate and Energy | Public Works Department
County of Dufferin | 519.941.2816 x2624 | swicks@dufferincounty.ca | 55 Zina Street, Orangeville, ON L9W 1E5

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

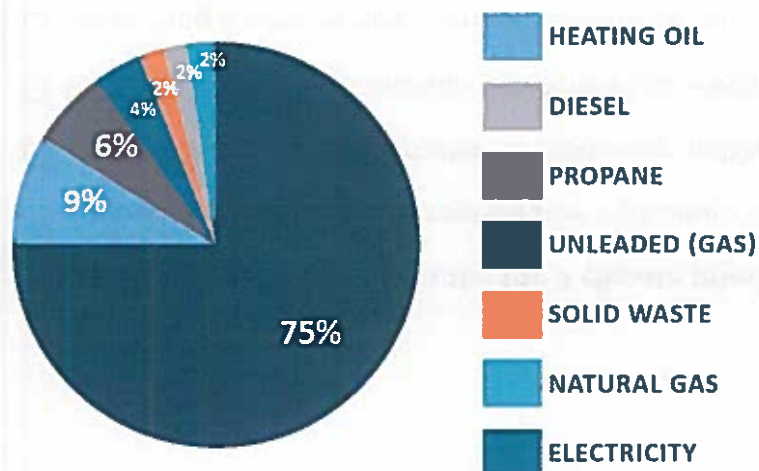
Join in Dufferin - Share your stories. Connect with your community. Have your say on new projects. **[Sign Up and Speak Up!](#)**

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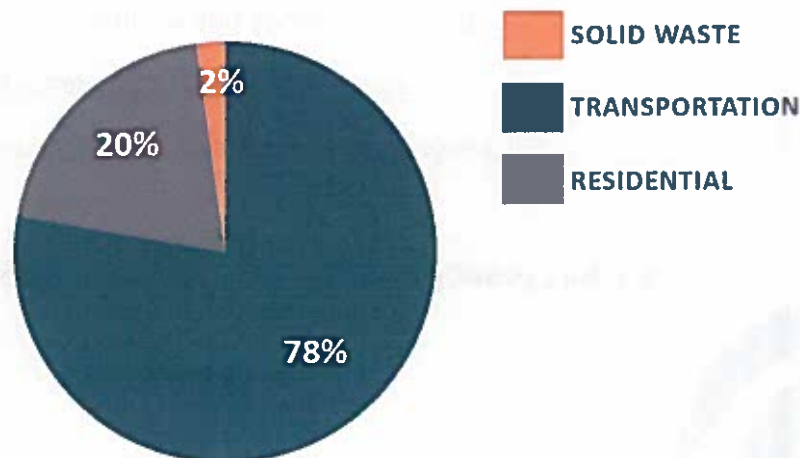
Melancthon: Climate Action Implementation Strategy

Greenhouse Gas Emissions

TCO₂E MELANCTHON BY ENERGY SOURCE



TCO₂E MELANCTHON BY SECTOR



Guiding Questions

What are the motivating factors for your community to participate in climate action? Select all that apply:

- ☐ To be a local climate action leader/example
- ☐ To lower energy costs for residents and businesses
- ☐ To ensure agricultural sustainability and food security
- ☐ To attract new business and tourism to the community

- ☐ To protect water (sources and quality)
- ☐ To protect, restore, and enhance the natural environment
- ☐ To diversify the local energy supply
- ☐ To ensure a safe and healthy community
- ☐ To address inequity within the community
- ☐ To protect the community and infrastructure against extreme weather events such as floods, storms, heat waves, etc.

What are some of the top strategic priorities for your municipality over the next 5 years?

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-
-

What would you like to see as the top 3 climate priorities for your municipality over the next 5 years? Select 3:

- ☐ Supporting sustainable and regenerative agriculture practices
- ☐ Developing active transportation networks (e.g. walkable community, bike lanes, connected trail systems)
- ☐ Reducing energy costs through retrofitting and energy efficiency measures in existing buildings
- ☐ Supporting electric vehicle charging network development to support tourism and EV adoption goals
- ☐ Implementing green development standards for new buildings and neighbourhoods to ensure long-term sustainability
- ☐ Support conservation and rehabilitation of ecological systems (e.g. wetland restoration or tree planting)
- ☐ Expanding public transit options and network
- ☐ Supporting climate change awareness and education opportunities

- ☐ Encourage the uptake of low-carbon and renewable energy sources (e.g. fuel switching)
- ☐ Encourage green infrastructure development to support resiliency goals
- ☐ Minimize flood risks through natural infrastructure protection and enhancement
- ☐ Plan complete communities

What supports does your municipality require from the County to participate in climate action?

- ☐ Providing trainings to staff on climate change and the Dufferin Climate Action Plan
- ☐ Providing guidance for climate related projects in the municipality
- ☐ Providing information on available grant programs
- ☐ Hosting climate change related events and education opportunities within our municipality
- ☐ Providing research and resources to municipal staff to support the planning and implementation of specific climate actions
- ☐ Other (please specify):

What support can your municipality provide to the County to advance local climate action?

- ☐ Designating a staff member to attend regular meetings with the Dufferin County Climate Change Collaborative (DC4)
- ☐ Co-hosting community climate change events or initiatives with County staff
- ☐ Supporting outreach efforts by helping to share resources and opportunities with community members via municipal communication channels
- ☐ Providing data (e.g. GIS) to support the monitoring of progress over time

The County's 5 First Priorities

Dufferin County's Priority Actions to 2025	Recommended Supporting Actions
<p>Develop a LIC program to encourage and make the uptake of retrofitting and energy efficiency measures in residences more accessible for residents</p>	<ul style="list-style-type: none"> • Support County staff as required in the development of a feasibility study • Provide support in Review and provide insights on LIC program model with County staff • Encourage local residents to participate in LIC program • Help County staff identify priority areas for program targeting in your municipality • Pass an LIC bylaw through Council • Work with County staff to set up the structure to attach the loan to their property tax system for repayment • Manage the payments to homeowners once they are accepted into the program
<p>Accelerate the transition to low-GHG transportation by developing an electric vehicle charging network across Dufferin and neighbouring municipalities</p>	<ul style="list-style-type: none"> • Leverage funding opportunities to install EV charging stations as they arise • Work with County staff to identify strategic locations for EV charging stations • As opportunities arise, promote funding programs for local ICI sectors to install EV charging stations (e.g. Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative) • Support County-led public education campaigns on electric vehicle adoption

<p>Empower the community to take climate action by institutionalizing climate action in municipal planning and supporting community awareness, education, and knowledge sharing initiatives</p>	<ul style="list-style-type: none"> • Institutionalize local commitment to climate action in municipal plans and policies during updates • Share community awareness, education, and knowledge sharing opportunities with your community via municipal communication channels • Work with Climate Action in Dufferin to create a climate change page on municipal website for residents to access planning documents and available resources • Co-host relevant events with County climate change staff
<p>Support climate-resiliency initiatives in the agricultural sector to enhance food security, support local farmers, and protect natural systems</p>	<ul style="list-style-type: none"> • Connect County staff with local agricultural stakeholders • Support research projects by providing and reviewing data as required • Support water conservation programs • Work with County staff to develop and/or update stormwater management plans with climate lens • Work with County staff to develop a climate lens to water quality and quantity protection initiatives • Develop a municipal natural asset management plan based on natural asset inventory • Participate in grant applications and provide support to projects as required • Share information to residents about events and educational opportunities • Adopt both a private and heritage tree protection by-law • Amend the landscape regulations in both Zoning and Subdivision by-laws to increase tree protection and replacement requirement • Ensure tree planting requirements are executed through new construction

<p>Create green development standards to ensure new development is environmentally sustainable</p>	<ul style="list-style-type: none"> • Explore options to incentivize application of green development standards by local developers • Review existing development standards and update using a climate lens • Consider requirement for a 'climate impacts' section in all development applications
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Melancthon Township: Recommended Climate Actions

Official Plan Objectives	DCAP Actions Alignment	Recommended Local Actions (2021-2025)	Notes	Relevant Projects
Direct growth to settlement areas such as the village of Horning's Mills, or the Hamlets of Corbetton or Riverview				
Provide opportunities for housing which accommodate a wide range of need and affordability				
Develop communities, which are efficient and livable	<ul style="list-style-type: none"> • Provide capacity building opportunities for residents, businesses, and institutions 	<ul style="list-style-type: none"> • Share opportunities with community members as they arise 		

	<ul style="list-style-type: none"> • Create a community culture around climate action 	<ul style="list-style-type: none"> • Promote and participate in County led initiatives 		
	<ul style="list-style-type: none"> • Create accessible and walkable communities 	<ul style="list-style-type: none"> • Improve pedestrian crossings, comfortable walking routes, maps and signage • Support the coordination of accessible trails, walking, and cycling facilities 		
	<ul style="list-style-type: none"> • Promote deep energy retrofit programs/options and provide information on resources and financing programs 	<ul style="list-style-type: none"> • Support County staff as required in the development of housing stock • Support and share educational initiatives 		
	<ul style="list-style-type: none"> • Establish green development standards for buildings 	<ul style="list-style-type: none"> • Work with County staff to develop green development standards • Review existing development standards and update using a climate lens • Consider requirement for a 'climate impacts' section in all development applications 		
	<ul style="list-style-type: none"> • Promote home resilience programs and provide information on resources and financing programs 	<ul style="list-style-type: none"> • Share available resources with residents and building owners • Encourage residents and building owners to undertake resiliency measures 		

	<ul style="list-style-type: none"> Plan complete communities 	<ul style="list-style-type: none"> Work with County staff to develop policies that encourage compact, accessible, and walkable neighbourhoods 		
	<ul style="list-style-type: none"> Increase public awareness of and education on climate-friendly travel modes 	<ul style="list-style-type: none"> Share and support County led outreach as required 		
Maintain the small town and rural character of the Township	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 		
Protect the agricultural land base for farming	<ul style="list-style-type: none"> Promote and incentivize the adoption of climate-friendly practices in the agricultural sector 	<ul style="list-style-type: none"> Connect County staff with agricultural stakeholders Support research projects by providing information as required Encourage regenerative and ecological agricultural practices Encourage climate-friendly water management systems 		
	<ul style="list-style-type: none"> Develop education partnership with agricultural community/partners to support long-term climate-friendly practices and knowledge sharing 	<ul style="list-style-type: none"> Connect County staff with agricultural stakeholders Support County in networking and educational initiatives 		

Provide the infrastructure required to accommodate growth in an environmentally and fiscally responsible manner	<ul style="list-style-type: none"> • Work with regional and municipal partners to expand low and zero-emission vehicle uptake and charging networks 	<ul style="list-style-type: none"> • Leverage funding opportunities to install EV charging stations • Work with County staff to identify strategic locations for EV charging stations 		
	<ul style="list-style-type: none"> • Create green development standards and practices for land use planning 	<ul style="list-style-type: none"> • Explore options to incentivize application of green development standards by local developers • Review existing development standards and update using a climate lens 		
	<ul style="list-style-type: none"> • Encourage green infrastructure and low-impact development to support resiliency goals 	<ul style="list-style-type: none"> • Provide support to projects as required • Investigate opportunities to incorporate green infrastructure 		
Take reasonable actions to maintain clean water, clean air and healthy plant, fish and wildlife				
Protect and where reasonable enhance features and functions within natural heritage areas such as wetlands, environmentally sensitive areas, streams and valley	<ul style="list-style-type: none"> • Support conservation and rehabilitation of ecological systems in rural areas 	<ul style="list-style-type: none"> • Work with County staff to provide support to projects as required 		
	<ul style="list-style-type: none"> • Protect and enhance natural assets 	<ul style="list-style-type: none"> • Develop a municipal natural asset management plan based on natural asset inventory • 		

lands, woodlands, areas of natural and scientific interest, discharge and recharge areas and other open space areas	<ul style="list-style-type: none"> • Increase tree coverage and protection in Dufferin County 	<ul style="list-style-type: none"> • Amend the landscape regulations in both Zoning and Subdivision by-laws to increase tree protection and replacement requirement • Adopt both a private and heritage tree protection by-law • Ensure tree planting requirements are executed through new construction 		
Protect Township resources such as farmland, minerals, mineral aggregates and forests, and provide for wise management practices				
Ensure the quality and quantity of groundwater and surface water are protected as an essential resource for rural water supplies, agricultural production, and future growth.	<ul style="list-style-type: none"> • Support water protection initiatives 	<ul style="list-style-type: none"> • Work with County staff to develop a climate lens to water quality and quantity protection initiatives • Support water conservation programs Work with County staff to develop and/or update stormwater management plans 		



NVCA April 2021 Board Meeting Highlights

Next Meeting: May 28, 2021, held virtually

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

2020 Financial Statement

NVCA receives clean audit for 2020.

Board members received the 2020 NVCA audited financial statements as presented by KPMG LLP Chartered Accountants. The financial statements is available on [NVCA's website](#).

Presentation on Forestry

The Manager, Forestry provided an overview of NVCA's Forestry Program.

Every year since 1964, NVCA's Forestry Program has been planting trees. It is the only agency left in the watershed that is providing this service. This program fits into the NVCA mandate in many ways, including reduce flooding, improve water quality.

History of tree planting in the County of Simcoe

As communities settled in the County of Simcoe between 1831 and 1841, forests were cut down for farming and to create turpentine. The area quickly became a desert, and many farmers abandoned their farms.

In the 1920s, the Province of Ontario tree planting efforts in Southern Ontario, including County of Simcoe. These efforts were transferred to the county in 1988. The province's tree planting program was based on science and very innovative. In the County of Simcoe, there were provincially owned tree nursery in Midhurst, and a tree seed plant in Angus.

Funding and partnerships

In 2020, \$71,053 of NVCA's levy was used in the Forestry Program. Our partners, including Forests Ontario, Simcoe County, Federal Government, Town of New Tecumseth and landowners contributed \$270,000. Our biggest contributor is Forests Ontario. In the past 5 years, they have contributed \$1 million to NVCA's Forestry Program.

2021 Planting Season

This year's planting season will start on April 26, 2021 with 94,000 trees to be planted in 9 municipalities in the Nottawasaga Valley Watershed.

NVCA's comprehensive tree planting program includes tree planting services, and survival surveys in years 1, 2 and 5. After year 7, the trees will most likely be able to survive on their own.

Arbor Day

Before the COVID-19 pandemic, NVCA hosted a tree sale for property owners who did not need to plant acres of trees. This year's sale is cancelled due to the pandemic.

Challenges

The trees in our watershed face several challenges including lack of precipitation compared to other geographical areas, deer predation, species selection due to climate change, emerald ash borer, gypsy moths and other invasive species.

Here is some information regarding the control of [emerald ash borer](#) and [gypsy moths](#).

Infrastructure Repair for NVCA Tree Cooler

The NVCA Board of Directors has approved that staff use a maximum of \$5,000 from the NVCA Operational Reserve to secure the services of RCH HVAC & Automation for the supply and installation of a new refrigeration unit be approved as presented.

Hazard Tree Removals at New Lowell Conservation Area

The NVCA Board of Directors has approved the use the New Lowell Conservation Area reserve for hazard tree removals be supported, and further that, Falls Tree Service be contracted for the project at a cost not to exceed \$35,000.

Swaley Drain - Springwater Township

The NVCA Board of Directors approved the use of use no more than \$6,000 from the NVCA Land Management Acquisition reserve to secure the services of Sid Vander Veen from R.J. Burnside & Associates Ltd to identify NVCA's options/obligations as a landowner, including how a decision under the *Conservation Authorities Act* may impact the outcome of the *Drainage Act* review process (for example, allocation of costs).

Achieving Net Gains through Ecological Offsetting

NVCA staff has developed an updated watershed-specific policy and guideline which sets clear direction to when and how offsetting should be implemented.

Population growth and resulting urbanization presents a challenge for the protection and enhancement of wetlands throughout Southern Ontario watersheds. In addressing this challenge, one concept that is gaining momentum is the establishment of policies which outline an approach to 'compensation' or 'offsetting' for the loss of natural assets, which may include wetlands. Like many other Conservation Authorities (CAs), NVCA has historically accepted informal offsetting as a mitigation measure for wetland loss on an ad-hoc basis.

In recent years, other CAs within fast-growing watersheds, such as the Lake Simcoe Region Conservation Authority and the Toronto and Region Conservation Authority, have standardized this process through instituting formal ecological offsetting policies.

The intention of this guideline is to ensure that, moving forward, natural heritage offsetting is conducted using clear standardized criteria and metrics. This concept assigns a responsibility to compensate, where appropriate, for the value and function of lost natural features, thereby ensuring important functions are maintained and enhanced on the landscape.

This draft document will be circulated to municipalities, stakeholders and board members for comment.

Source Protection Committee Chair's Update

Proposed changes to the Director's Technical Rules have resulted in the Committee starting the process of reviewing policies in the Source Protection Plan which includes addressing dense non-aqueous phase liquids and road salt respectively. Chair Lynn Dollin also outlined the challenges that Risk Management Officials were facing due to the on-going COVID-19 pandemic.

Source Protection Region Update

The Ministry of Environment, Conservation and Parks (MECP) proposed Director Technical Rules to address feedback from Source Protection Committees, Risk Management Officials, and Source Protection Authorities. The changes include proposals include changing circumstances for salt application, salt storage, commercial fertilizer storage, stormwater management.

New or replacement municipal wells and intakes are required to have the source water protection work completed and approved before the MECP issues the drinking water license. Several municipal systems in the NVSPA are presently underway in this process, completed under Section 34 of the Clean Water Act. These municipalities include Stayner, Shelburne, Caledon, and Alliston.

Appointment of Municipal Member to the Source Protection Committee

Chris Gerrits (Deputy Mayor of Amaranth) was appointed as the municipal representative in the Nottawasaga Valley Source Protection Area to in replacement of Deborah Korolonek, who recently retired from the County of Simcoe.

Annual Source Water Protection Progress Report to the Ministry

Section 46 of the *Clean Water Act* (Section 46) requires that the lead Source Protection Authority (SPA) report to the Director of Source Protection (MECP) on the implementation of all policies each year.

A primary objective of monitoring and reporting is to assess if threats to municipal drinking water sources are being reduced through the implementation of the Plan's policies. This information will help support any future amendments to the Plan and provide accountability and transparency to stakeholders. The following key findings include:

- All municipalities have submitted their annual reports to Source Protection Authority staff.
- Most policies (98%) that address significant drinking water threats in the Plan have been or are in the process of being implemented in accordance with the timelines set out in the Plan or otherwise amended.
- It is estimated that 89% (3157 of 3514) of existing significant drinking water threats have been mitigated through policy implementation.
- Two hundred and fifty-one (251) RMPs have been established and an estimated 119 RMPs remain to be negotiated across the Source Protection Region. Historic rates of RMP establishment suggest the July 2022 deadline is unlikely to be met. In addition, the rate of RMP negotiation in the remaining 14 months leading up to the deadline has been and will continue to be impacted by the COVID-19 pandemic.

- Nine hundred and twenty-seven (927) of estimated 2110 round-two on-site sewage (septic) system inspections have been completed with approximately 9 months remaining until the 2022 deadline.

The deadline to complete Risk Management plans was extended to July 2022, however, this represents a significant workload that they may not have the resources to complete. SPA staff will bring progress reports on RMP completion to each future meeting of the SPC and may request a review of the deadline once more to account for the disruption caused by COVID.

CENTRE DUFFERIN RECREATION COMPLEX

BOARD OF MANAGEMENT

Minutes of the Regular meeting held March 24, 2021 via ZOOM

Attendance:	Lindsay Wegener	Shelburne
	Steve Anderson	Shelburne
	Dan Sample	Shelburne
	Chris Gerrits	Amaranth
	Heather Foster	Amaranth
	Laura Ryan	Mono
	Darren White	Melancthon
	Margaret Mercer	Melancthon
	Kim Fraser	Facility Administration Manager
	Marty Lamers	Facility Maintenance Manager
	Emily Francis	Recreation Program Coordinator
	Aletha Stephenson	Chair, Anti-Black Racism, Anti-Racism & Discrimination Task Force

Absent: Geer Harvey

Meeting called to order by Chair, Chris Gerrits at 6:30pm.
A quorum was present.

Declaration of Pecuniary Interests:

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

Agenda:

MOTION #1 – Moved by D. White seconded by L. Ryan. Be it resolved we approve the agenda dated March 24, 2021 as circulated. Carried

Discussion & Approval of Minutes of Previous Meeting February 24, 2021:

MOTION #2 – Moved by M. Mercer seconded by D. White. That the minutes of the CDRC Board of Management regular board meeting held virtually on February 24, 2021 be approved as circulated and presented. Carried

Old Business

Town of Shelburne report-Anti-Black Racism, Anti-Racism & Discrimination Task Force Recommendations:

Aletha Stephenson was invited to attend the CDRC Board meeting to share and touch on highlights recommended in the report from the Anti-Black Racism, Anti-Racism & Discrimination Task Force. The report was previously circulated and received at the February 24, 2021 board meeting.

Some highlighted areas are lack of representation in the community. The report recommends that organizations and groups that the Town of Shelburne is affiliated, support the notion of anti-black racism, are supportive of an inclusive community and create a safe space for groups and individuals.

L. Wegener arrives at 6:50pm

New Business

Hiring Practices from a Diversity, Inclusion and Equity Lens:

S. Anderson spoke to being mindful and looking through the appropriate lens to ensure hiring practices are also reflected and represented to the needs of the community. Comments suggested that future recruitment advertisements include a sentence stating the CDRC is committed to equality and welcome candidates who represent diversity. As well, the board will consider composing the interview team to ensure there is a level playing field.

Finance Committee Report:

After review of the accounts, the following motion was presented.

MOTION #3 – Moved by H. Foster seconded by L. Ryan. That the bills and accounts as presented in the amount of \$ 24,048.53 be approved and paid. Carried

Pool/Camp Committee Report:

It was reported that a record number of resumes were submitted this year and as the bronze programs leading up to lifeguard courses continue to grow, there will be a strong group of new lifeguards coming up. It was noted that many of the lifeguard and day camp applicants have participated in CDRC swimming and/or camp programs in the past. After review of the candidates that were interviewed and offers of employment issued and accepted, the following motion was presented.

MOTION #4 – Moved by D. White seconded by L. Ryan. **BE IT RESOLVED** that the CDRC Board of Management hires the following for the 2021 seasonal summer contract positions, provided these programs operate:

- Deck Supervisor: Shauna Staveley, Ashton MacDonald and Laura Wagstaff
 - Lifeguard/Instructor: Maggie Brash, Madeleine Smith, Jamie Smith, Annie Cameron, Kaitlyn Hunt, Patrick Baird, Rhiannon Woodall, Ethan Josephson and Hannah Post; Casual-Josie Wicks, Malcolm Fradette, Kaitlyn Woodall and Allison Whitten
 - Head Day Camp Counsellor: Sydney Burns
 - Camp Counsellor: Sierra Davis, Emma Timmins, Alexa Dempster, Alyiah Davis, Jordan Smith, Hannah Abbott, Hannah Foulger, Jenna Purchase, Lauren King, Evelyn Kooblal and Leah Bennington
- Carried

Facility Administration Manager and Recreation Program Coordinator Reports:

See Schedule A

See Schedule B

MOTION #5 – Moved by D. White seconded by L. Ryan. Whereas Dufferin County Community Services and the CDRC are in an agreement for the funding of childcare services through the CDRC Summer Day Camp Program;

Be it resolved the CDRC Board of Management authorize the Facility Administration Manager to sign the attached Schedule D-Service Description Schedule 2021.

Carried

MOTION #6 – Moved by D. White seconded by M. Mercer. That the CDRC Board of Management approves moving forward with 2021 spring and summer programs, following guidelines released by the Town of Shelburne, Ontario Ministry of Health and WDGPH.

Carried

MOTION #7 – Moved by M. Mercer seconded by L. Wegener. That we receive the reports from the Facility Administration Manager and the Recreation Program Coordinator.

Carried

Facility Maintenance Manager's Report:

See Schedule C

MOTION #8 – Moved by L. Ryan seconded by D. Sample. That we receive the report from the Facility Maintenance Manager.

Carried

MOTION #9 – Moved by M. Mercer seconded by L. Ryan. Be it resolved that the Facility Administration Manager be authorized to register for the Advanced Recreation Facilities Business Management 2 instructor-led online course offered by the ORFA from May 3 to May 23 at a cost of 1,450.00 plus HST;

And further that the Facility Maintenance Manager be authorized to register for the Legal Awareness I-Supervising in a Recreation Environment (OLSS) course offered by the ORFA until December 31, 2021 at a cost of \$550.00 plus HST;

And further that the Facility Maintenance Manager and the Full-time Arena Operator be authorized to register for Certified Pool Operator (CPO) course at a cost of \$450.00 plus HST each;

And further that the Facility Administration Manager, the Facility Maintenance Manager and the Full-time Arena Operator be authorized to register for Standard First Aid (full course) at a cost of \$135.00 plus HST each.

Carried

New Business

Discussion of Board Dissolution:

Town of Shelburne representatives were asked to provide some clarity to a resolution that was passed at a Special Council meeting on March 15, 2021 regarding a Service Delivery Review. S. Anderson commented that Shelburne Council and staff are looking to see if there are ways to streamline and deliver services more efficiently. Reviewing all options and considerations whether to continue to move forward in the current arrangement or pursue other options. A decision has not been made.

Further discussion and comments from members hope the Town of Shelburne will engage the boards early into the process that could be altered. As the other members municipalities financially contribute to the CDRC capital projects, how long will the process take? There is public confusion regarding the resolution and would like clarification of its intent. The Service Delivery Review will take time and collaborative discussion. If Shelburne decides to dissolve the board, will there be compensation to the other municipalities for their share of capital investment? Concern how service will be provided to the rural municipalities.

Confirmation by By-law

MOTION #10 – Moved by L. Ryan seconded by D. White. Be it resolved that leave be given for the reading and enacting of by-law #03-2021 being a by-law to confirm certain proceedings of the CDRC Board of Management for its regular board meeting held March 24, 2021. Carried

Adjournment:

MOTION #11 - Moved by H. Foster seconded by D. White. That we now adjourn at 7:53pm to meet again on April 28, 2021 at 6:30pm, or at the call of the chair. Carried

Secretary - Treasurer

Chairperson

Dated

SCHEDULE 'A'

Facility Administration Managers Report – March 24, 2021

General Information:

- Continuing to work and finish up with BDO, providing information for the 2020 financial year end audit
- Continuing to work on converting and upgrading the Payment Evolution payroll program and ePay information
- Submitted requested information to Elections Canada
- The 2021 Heritage Music Festival (HMF) is postponed to 2022.

Old Business:

- Received acknowledgement from Hydro One that the CDRC was not selected to receive financial support from the Hydro One Community Fund
- Received the Service Description Schedule 2021 (attached) from Dufferin County Community Services to be signed as part of the service agreement in place to provide funding of childcare services through the CDRC Day Camp program.
- I contacted Crewson Insurance and asked for clarification regarding liability coverage for CDRC programs that require outside instructors. In conclusion, if an instructor is not a volunteer or CDRC staff, and will be paid, they must have their own insurance and there are no endorsements to policies that will provide coverage to uninsured contractors.
- Continuing to review all CDRC staff orientation and health & safety training to ensure all training is more uniform for all staff and standardized.
- Continue to streamline office space. Archiving and organizing records.

New Business:

- I would like to enroll in the ORFA Advanced Recreation Facilities Business Management II – Online instructor-led course. The course is scheduled to start Monday, May 3rd through to Thursday, May 13th with online instruction daily from 9am-12noon and finishing off with a two-hour exam that will be open from May 17th to May 23rd. The cost is \$1,450 plus HST. The five modules include Customer Service and Patron Relations, Human Resources Management, Supply Chain Management, Public-Private Partnerships and Social Media Strategy. I am working towards an ORFA Certified Recreation Facilities Professional (CRFP) designation. This course is the last needed to complete and achieve the designation.
- I require Standard First Aid & CPR C certification. The course is blended with online training prior to the one-day in-class training. The cost is \$135.00 plus HST and the certification is valid for 3 years.

Kim Fraser
Facility Administration Manager

SCHEDULE 'B'

Submitted By: Recreation Program Coordinator Emily Francis

To: CDRC Board of Management

Date: Wednesday March 24th, 2021

Subject: Recreation Coordinator Report

March Overview

- Created and circulated a feedback questionnaire to gather information on what types of programs the funding and surrounding municipalities would like to see offered at the CDRC.
 - o At this time, I have received a total of 162 responses.
 - o The community was asked the following question: **The CDRC is looking to expand our recreation program offerings. Are there any recreation activities that you or members of your household would like to see offered at the CDRC? List as many as you would like. Below are some of the responses to the above question:**
 - Youth All Sports Program (Combination of baseball, tennis, basketball, soccer, volleyball etc)
 - Youth recreational dance classes
 - Youth gymnastics programs
 - Soccer
 - Youth social nights
 - Zumba (Adults and Kids)
 - Adult and youth culture craft nights
 - Adult dance and fitness classes
 - Salsa
 - Swing
 - Ballroom dance
 - Yoga
 - Kangoo bounce fitness
 - Pilates
 - Tai Chi
 - Chair exercise for seniors
 - Martial art classes
 - Programs that are not sport related for example photography, baking, craft workshops etc.
 - Camp Counsellor learning opportunities, leadership training programs
 - Affordable skating lessons
 - Basketball
 - Tennis
 - Badminton
 - Volleyball
 - Track and Field
 - Ball Hockey
 - Tween fitness programs
 - Walking Club
 - Indoor swimming

- I will provide a report at the April Board meeting with an overview of the results as I would like to collect more responses from the community.
- To run specialty programs, the CDRC will need to acquire instructors who are knowledgeable in that specific area. For example, fitness programs we would need a fitness instructor to run the classes. Through discussions with Crewson Insurance regarding liability insurance for program operation, we have concluded that any instructor who is a volunteer (not being paid for services) or employed with the CDRC is covered under the CDRC insurance policy. If the instructor is being paid for their services and is not a CDRC employee, they are required to provide a proof of liability insurance prior to the start of the program.
- Explored virtual Home Alone and Red Cross Babysitting Course options for March Break.
 - Observed a session ran by the SOS Safety for Kids Program.
 - If we remain in the Orange Zone, this program can operate in an in class setting.
 - Completed the Home Alone Safety for Kids updated program Facilitator Self Study to continue to provide the SOS Home Alone Safety for Kids program.
- Designed a Pool Rental Request Form to begin tentative bookings for pool rentals.
- Continued working on developing the Training for all seasonal summer staff.
 - Updates to the Pool Manual.
 - Updates to the Camp Manual.
 - Development of general (all staff) training.
 - Began planning for summer staff training days.
 - Looked into incorporating the B.R.A.V.E (Behaviour Transformation) Training into the camp staff orientation.
- Creating graphics for upcoming programs and frequent updates to social media platforms.
- Continued to develop the Spring/Summer 2021 program information and registration details.
 - Aim to have registration for Day Camp open on April 1st. A Day Camp Registration form has been created to accept registration online.
 - Pool registration will open later.
 - Created a Contact List for mass emails regarding upcoming programs.
 - Now that we have moved to the Orange Zone on Monday March 22nd, 2021, I am exploring program options for the interim before the summer season.
- Covid-19 Screening
 - Created an online Covid-19 screening form for staff to complete prior to arriving at the facility for their scheduled shift. This form will be actively used for all seasonal summer staff throughout May-September.
 - Updated the Covid-19 Screening for outside visitors entering the facility. Visitors are to complete a covid-19 screening form that includes answering Covid-19 screening questions, the date/time of entry, name, and contact information for contact training purposes.

SCHEDULE 'C'

Facility Maintenance Managers Report – March 24, 2021

SAFETY

No issues

GENERAL INFORMATION:

HVAC repair defective recirculating pump, also a defective electrical contactor and overload for a return pump items repaired.

Reviewing COVID-19 government updates and changes, regularly updating protocols and safety plan as needed. Continuing with facility checks and snow removal.

Continuing to update operating procedures to go along with the pool and day camp manuals.

ESA inspection all deficiencies repaired.

Power scrubbing arena floor removing powder white pigment. Repair power scrubber trouble shoot (blown fuse).

Fabricate dasher board scrubber. From old floor scrubber, cleaning dasher boards and board advertisement a long process

Remove old advertising, hang ball hockey nets deep cleaning dressing power washing ever square inch to prep for paint were needed so much disinfectant residue on walls paint not sticking well until cleaned.

Comprise a comprehensive refrigeration service providers information questionnaire for competitive pricing.

Multiple walks through with sales rep for ice plant service provider.

Upstairs boiler service required. Heat exchanger plugged chemical flush needed. Flushed Mar 15 /21

Infrastructure roof grant required signage if approved would like to add this onto the engineering companies' responsibility as it can be included in the total overall grant cost.

HVAC inspection and quarterly filter change March 22, 2021. Found faulty pump \$560.00 plus labour approx. 1 hr, Water feed valve needs replacing \$768.00, bearing assembly required beginning to leak \$1294.50.

Applied for funding for an energy efficient water conditioning/treatment system for the arena ice.

New business

Enrolling in the ORFA online study Legal Awareness I - Supervising in a Recreation Environment (OLSS) online cost \$550.00 the online course has a 30-day window to finish course. **Monday, March 01, 2021** end Friday, December 31, 2021 <https://www.orfa.com/event-4155180>

Tyler and myself require a CPO (certified pool operator) course, ORFA is not offering a CPO course at this time, Suggested I find a PHTA industry partner. Acapulco pool not online currently \$450.00, An online course available through Clear aquatics \$425.00

I require a CPR & Standard First Aid and AED training would like to train while arena is slow within next month or so before new programs start up, through the county's first aid provider they are offering online courses available at approx. \$150.00 as my first aid has expired for over a year. Kim, Tyler, and other staff can be trained later this year.

Marty Lamers

Facility Maintenance Manager

Centre Dufferin Recreation Complex

HORNING'S MILLS COMMUNITY HALL BOARD

The Horning's Mills Community Hall Board held an electronic meeting on Tuesday, April 27, 2021 at 7:00 p.m. Those present: Councillor Wayne Hannon, Councillor James McLean, Debbie Fawcett, Blaise Meunier, Ruth Plowright, Larry Taman and James Webster. Denise Holmes, CAO/Clerk, Melancthon Township and Darren White, Mayor, Melancthon Township were also in attendance.

Call to Order

Denise Holmes called the meeting to order at 7:03 p.m. and welcomed all in attendance. The Board members were given an opportunity to introduce themselves.

Election of Chair Conducted by Secretary

The Secretary called for nominations for the position of Chair. Member Fawcett nominated James Webster for Chair. Member Meunier nominated Ruth Plowright for Chair. Both members accepted their nomination. A vote was taken, and James Webster was declared the Chair. Moved by Taman, Seconded by McLean that James Webster be appointed as Chair of the Horning's Mills Community Hall Board. Carried.

Election of Vice-Chair conducted by the Chair

Chair Webster called for nominations for the position of Vice-Chair. Member Fawcett nominated Ruth Plowright. There were no further nominations. Member Plowright accepted the nomination. Moved by Fawcett, Seconded by McLean that Ruth Plowright be appointed as Vice-Chair of the Horning's Mills Community Hall Board. Carried.

Appointment of Secretary

Chair Webster asked who would like to take on the duties of the Secretarial position and Denise Holmes advised of the duties – preparing agenda in consultation with the Chair and circulating to the Board and Township, preparing minutes, setting up zoom meetings and sending out invites and providing recommendations/motions to Council, etc. Moved by Plowright, Seconded by Taman that Blaise Meunier be appointed as the Secretary of the Horning's Mills Hall Board. Carried.

Additions/Deletions/Approval of the Agenda

Addition – Member Taman asked that an item regarding By-law 8-2021 dealing with the function of the Board be added to the Agenda for discussion.

Declaration of Pecuniary Interest or Conflict of Interest

Chair Webster called for Declaration of Pecuniary Interest and no one declared.

Approval of Minutes

This was the first meeting of the Board so there were no minutes to be approved.

General Business

Discussion regarding the creation of a Terms of Reference for the Board

There was discussion regarding a Terms of Reference which would be a much more detailed document than By-law 8-2021. Denise Holmes advised that she had obtained some examples from other organizations and it was asked if she could send those out to the Board members. This matter was deferred to the next meeting.

Zoom Platform for future meetings (Member Plowright)

Discussion ensued and the Township of Melancthon will set up a Zoom account for the Horning's Mills Community Hall Board to use for meetings and other virtual programming, if required. Moved by Taman, Seconded by Fawcett that a Pro-Zoom account be set up for one year at a cost of \$14.99 per month for the Horning's Mills Community Hall Board's use. Carried.

Eventbrite (Member Plowright)

Member Plowright spoke to this item and advised that it is similar to Ticketmaster and when events are held at the Hall, this could be used for people to register for the event. There is no cost for it, provided the event is free. Member Plowright will look into this and bring back the information to a future Board meeting.

Discussion on the scheduling of future meetings of the Board

Discussion ensued and the meetings will be held on the 2nd Tuesday of every month starting at 7:00 p.m.

Discussion on future Agenda items

Discussion ensued and future Agenda items will be:

- Terms of Reference
- Gardening at the Hall

Addition to the Agenda

By-law No. 8-2021

Member Taman spoke to this item which pertained to Section 8 of By-law 8-2021 and is seeking clarification about the function of the Board, as it was his understanding the Township would be responsible for the operation and maintenance of the Hall and the Board would be the user and the overseer. Mayor White also spoke during this time to advise that the Township has offered to pay for the operating expenses of the Hall, so that the Board does not have to fundraise for this purpose. There was discussion about the Building Condition Assessment that is being undertaken by RJ Burnside and Associates and this document will provide the Township with information regarding future capital needs of the Hall. There will be further discussion on this matter when the Terms of Reference is being developed and it was advised that the By-law can be amended.

Delegations

None for this meeting.

Confirmation Motion

Moved by Plowright, Seconded by McLean that all actions of the Members and Officers of the Board 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.

Adjournment

Moved by Taman, Seconded by Plowright that we adjourn the Horning's Mills Community Hall Board meeting at 7:54 p.m. to meet again on Tuesday, May 11th, 2021 at 7:00 p.m. or at the call of the Chair.

CHAIR

SECRETARY

Ontario Land Tribunals
Local Planning Appeal Tribunal

655 Bay Street, Suite 1500
Toronto ON M5G 1E5
Telephone: (416) 212-6349
Toll Free: 1-866-448-2248
Website: www.olt.gov.on.ca

Tribunaux de l'aménagement du territoire Ontario
Tribunal d'appel de l'aménagement local

655 rue Bay, suite 1500
Toronto ON M5G 1E5
Téléphone: (416) 212-6349
Sans Frais: 1-866-448-2248
Site Web: www.olt.gov.on.ca



(Note: This is a notice for a 1st hearing event i.e. no prior CMC has been held and parties/participants have not been identified

PROCEEDING COMMENCED UNDER subsection 53(19) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Appellant:	Harvey J. Lyon
Applicant:	Adam H. Vander Zaag Farms Ltd.
Subject:	Consent
Property	Part Of Lots 296 & 297, Concession 3 SW
Address/Description:	
Municipality:	Township of Melancthon
Municipal File No.:	B3/20
LPAT Case No.:	PL200506
LPAT File No.:	PL200506
LPAT Case Name:	Lyon v. Melancthon (Township)

APPOINTMENT FOR HEARING BY VIDEO

The Local Planning Appeal Tribunal (Tribunal) hereby appoints:

AT: 10:00 AM

ON: Thursday June 10, 2021

AT: <https://global.gotomeeting.com/join/789661725>

for the commencement of the hearing of this appeal by video.

The Tribunal has set aside **1 day** for this hearing.

The event will be held using the [GoToMeeting](https://global.gotomeeting.com/join/789661725) service. The appellant(s), applicant, municipality or approval authority, and those persons who intend to request party or participant status, are asked to log into the video hearing <https://global.gotomeeting.com/join/789661725> at least **15 minutes** before the start of the event to test their video and audio connections. All persons are asked to access and set up the application well in advance of the event to avoid unnecessary delay. The desktop application can be downloaded at [GoToMeeting](https://global.gotomeeting.com/join/789661725) or a web application is

available: <https://app.gotomeeting.com/home.html>. A compatible web browser for this service is Chrome.

Persons who experience technical difficulties accessing the GoToMeeting application or who only wish to listen to the event can connect to the event by calling into an audio-only telephone line: Toll Free [1 888 299 1889](tel:18882991889) or [\(647\) 497-9373](tel:6474979373). The access code is 789-661-725. This event date is firm – adjournments will not be granted except in the most serious circumstances, and only in accordance with the Tribunal's *Rules of Practice and Procedure* ("Rules") on adjournments. If you do not attend the event, the Tribunal may proceed in your absence and you will not be entitled to any further notice of these proceedings.

This event is conducted under Rule 20 of the Tribunal's Rules. Rule 20.2 sets out how a party may object to the Tribunal conducting this event electronically. Any party, or any person who intends to seek party status, may object to the Tribunal holding this event by video by filing an objection with the Tribunal's Case Coordinator. The objection must be received by the Tribunal at least **20 days** before the date of the hearing and must be copied to the other parties. All contact information is included in Schedule A.

SUBMISSION REQUIREMENTS

If a person intends to refer to a document at the hearing that is not in the Tribunal's case file, the document is expected to be pre-filed, where possible, in paper copy and electronically with the Tribunal at least **10 days** before the date of the hearing, unless another filing date is specified in the Tribunal's Rules. All pre-filed documents shall be served on the other parties electronically. All contact information is included in Schedule A.

Submissions **larger than 10MB** must be transferred to the Tribunal's Case Coordinator using an electronic file sharing link/service. Please see Schedule B for further submission requirements.

PARTY OR PARTICIPANT STATUS REQUEST:

Persons other than the appellant(s), applicant, municipality or approval authority who wish to participate in the proceeding, either as a party or as a participant, are required to file a Party Status Request Form or Participant Status Request/Participant Statement Form with the assigned Tribunal Case Coordinator to outline their interest in the proceeding.

The Party Status Request Form and Participant Status Request/Participant Statement Form are available on the Tribunal's website (<https://olt.gov.on.ca/tribunals/lpat/forms/>) and are to be used to assist with the preparation of the request. If you are requesting status, this form must be provided at least **10 days** in advance of the hearing to:

- The assigned Tribunal Case Coordinator Ben Bath at Ben.Bath@ontario.ca.
- The municipality and the approval authority on the same day as it is emailed to the Tribunal Case Coordinator.
- The Applicant and the Appellant(s) on the same day as it is emailed to the Tribunal Case Coordinator.

The contact information for the parties is included in Schedule A.

The written status request will be reviewed and considered by the presiding Member at the hearing. It will also assist the Tribunal in organizing the hearing event. **Attendance by the requestor, or their representative, at the hearing is required for all status requests.**

Persons who are granted **party status** may participate fully in the proceeding (see Rule 8).

Persons who are granted **participant status** may only participate in writing by way of a participant statement. This statement is expected to be provided 10 days advance of the hearing as part of the status request (see above) and sets out their position in the matter (see Rule 7.7).

Please see Schedule C for relevant excerpts from the Tribunal's Rules.

FURTHER DIRECTIONS

Tribunal proceedings are open to the public and all documents filed in a proceeding will be included in the Tribunal's public file (except those documents that may be deemed confidential in accordance with section 33(3) of the *Local Planning Appeal Tribunal Act, 2017*, as amended).

The Tribunal shall issue a disposition following the event that will set out the directions of the Tribunal. A copy of this decision may be obtained from the Tribunal's website (<https://olt.gov.on.ca/tribunals/lpat/e-decisions/>) by referencing the above case number.

Pour recevoir des services en français, veuillez communiquer avec le Tribunal au (416) 212-6349, au moins 20 jours civils avant la date fixée pour l'audience.

****Charges incurred for international calls will be the responsibility of the caller.**

We are committed to providing accessible services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible by emailing ELTO@ontario.ca. If you require documents in formats other than conventional print, or if you have specific accommodation needs, please let us know so we can make arrangements in advance.

DATED at Toronto, this 10th day of May, 2021.

Becky Fong
Registrar

SCHEDULE A

PLEASE NOTE:

During the Provincial Emergency Order, please check the Tribunal's website (<https://olt.gov.on.ca/covid-19/>) for information on service changes affecting how to submit documents to the Tribunal.

LIST:

Please provide materials in paper copy and electronically to the assigned Tribunal Case Coordinator Ben Bath at Ben.Bath@ontario.ca.

On the same day that documents are submitted to the Tribunal, electronic copies are to be submitted to:

Adam H. Vander Zaag Farms Ltd.
518086 County Road 124
Melancthon, ON
L9V 1V9
adamvdz@hvequip.com

Township of Melancthon
157101 Highway 10
Melancthon, ON
L9V 2E6
watkinson@melancthontownship.ca
dholmes@melancthontownship.ca

Harvey J. Lyon
C/O Kim Mullin
Wood Bull LLP
65 Queen Street West Suite 1400
Toronto, ON M5H 2M5
KMullin@woodbull.ca

SCHEDULE B

INSTRUCTIONS FOR ELECTRONIC PRE-FILING SUBMISSIONS

Submission requirements to organize the video hearing

If a person intends to refer to a document at the video hearing (for clarity, any document that is not in the Tribunal's case file), the document is expected to be pre-filed, where possible, in paper copy and electronically with the Tribunal at **least 10 days** before the date of the video hearing and provided to all parties. The deadline applies unless otherwise specified in the Rules.

Submission emails **under 10MB** in size may be emailed directly to the assigned Tribunal Case Coordinator. Emails **larger than 10MB** must be transferred to the Tribunal's Case Coordinator using an electronic file sharing link/service to avoid sending documents across multiple email parts. Where appropriate, documents are to be submitted in .pdf format.

Naming convention

To assist the Tribunal and the adjudicator during the event, it is important that all submissions are **paginated and labelled appropriately** to clearly identify the content of each document. Where a document contains numerous sections, each section is to be indexed to a table of contents.

Parties are asked to adhere to the following naming convention: **case number_party role_ document type_date of hearing event**.

For example: PL123456_Applicant_Notice of Motion_Jan 1, 2020

Please see Rules 7.1 and 7.2 for the standard document submission requirements.

SCHEDULE C

EXCERPT FROM LOCAL PLANNING APPEAL TRIBUNAL'S *RULES OF PRACTICE AND PROCEDURE*, ON DOCUMENTS, EXHIBITS, FILING, SERVICE, ROLES OF PARTIES, ADJOURNMENTS AND ELECTRONIC HEARINGS. THE FULL DOCUMENT IS AVAILABLE ON THE TRIBUNAL'S WEBSITE.

RULE 7

DOCUMENTS, EXHIBITS, FILING, SERVICE

7.1 Form of Documents Unless otherwise directed by the Tribunal, every document filed or introduced by a party or participant in a proceeding shall be legible and prepared on letter size paper (8 ½" x 11"), except for large documents such as plans or surveys, and, where bound together with other documents, shall have each page numbered consecutively, throughout the entire text or within tabs, including any graphic content. Wherever possible, an electronic copy of the document must also be filed with the Tribunal, identically numbered as the paper document.

7.2 Other Exhibits Large graphic or other such types of visual evidence should not be glued to foam or other boards. They shall be on paper and be removed from the boards following the hearing event, and folded to 8 ½" x 11". Three-dimensional models must be photographed, and the photographs must be introduced with the model. Visual evidence must be reviewed by the other parties before the hearing event or by an earlier date if set out in a procedural order.

7.3 Copies of Documents for Parties and the Municipal Clerk A party who intends to introduce a document as evidence at a hearing event shall provide a copy of the document to all the parties at the beginning of the proceeding or by an earlier date if that is required by the terms of a procedural order or otherwise directed by the Tribunal. If the document is an official plan, those parts of the plan to be referred to at the hearing event should be distributed to the parties, and a copy of the entire plan must be made available to the Tribunal Member(s). If the Tribunal orders that the clerk of the municipality keep copies of documents for public inspection, they do not need to be certified copies, unless a party objects that they are not authentic copies.

7.4 Prefiling of Witness Statements and Reports If a hearing is expected to last more than 5 days, the Tribunal may require that parties calling expert or professional witnesses serve on the other parties and file with the clerk of the municipality any expert witness statements and reports prepared for the hearing, at least 30 days in advance of the commencement of the hearing, unless otherwise directed by the Tribunal. The Tribunal may in its discretion, or at the request of a party, also make this prefiling order for hearings expected to last fewer than 5 days. The expert witness statement must contain:

- (a) an executed acknowledgment of expert's duty form (attached to these Rules) and expert's qualifications;
- (b) the issues the expert will address, their opinions on these issues, the reasons that support their opinions and their conclusions; and
- (c) a list of the reports or documents, whether prepared by the expert or by someone else, that the expert will refer to at the hearing.

The expert's complete report may be filed instead of this statement if it contains the required information.

An expert may not be permitted to testify if this statement or report is not served on all parties and filed with the clerk of the municipality when so directed by the Tribunal.

7.5 Duty of the Expert Witness It is the duty of every expert engaged by or on behalf of a party who is to provide opinion evidence at a proceeding under these Rules to acknowledge, either prior to (by signing the acknowledgment form attached to the Rules) or at the proceeding, that they are to:

- (a) provide opinion evidence that is fair, objective and non-partisan;
- (b) provide opinion evidence that is related only to the matters that are within the expert's area of expertise;
- (c) provide such additional assistance as the Tribunal may reasonably require to determine a matter in issue; and
- (d) acknowledge that these duties prevail over any obligation owed by the expert to the party by whom or on whose behalf he or she is engaged.

7.6 Other Witnesses The Tribunal may also require that a witness who is not presenting expert evidence provide a witness statement. A witness statement should contain (a) a short written outline of the person's background experience, and interest in the matter, (b) a list of the issues that they will discuss, and (c) a list of reports that they will rely on at the hearing. The Tribunal may decline to allow the witness to testify if this statement is required by the Tribunal and has not been provided to the other parties.

7.7 Participant Statements A person who wishes to participate in a proceeding as a participant, shall file a written participant statement that sets out their position on the matter and issues of the proceeding, together with an explanation of their reasons in support of their position. A participant may only make submissions to the Tribunal in writing unless participant status was conferred by the Tribunal in a procedural order that was issued prior to September 3, 2019. In that case, the person conferred participant status may make an oral submission to the Tribunal and be cross-examined by parties on the content of their oral submission or the content of their written participant statement pursuant to the procedural order. In all circumstances, the Tribunal may direct a participant to pre-file their statement in advance of a hearing event with the Tribunal and all of the parties to the proceeding.

7.8 Amendment of Documents Documents filed with the Tribunal can only be amended with the consent of the parties or by a Tribunal Order. The Tribunal may require that the person requesting an amendment do so by way of a motion under Rule 10.

7.9 Copies of Tribunal Documents A person may examine any document filed with the Tribunal and copy it after paying the Tribunal's fee, unless a statute, a Court Order, a Tribunal Order or these Rules provide otherwise. Persons, including participants in the proceeding wishing to review expert witness statements and reports, may also do so at the Clerk's office when the Tribunal directs that witness statements or reports are to be filed at the municipality.

7.10 Return of Exhibits Exhibits of all types introduced at a hearing will be kept for

180 days after the Tribunal decision issues. The person introducing an exhibit may ask for its return after this time, and it may be given back if the Tribunal agrees. If no such request is made, the exhibit becomes the property of the Tribunal and may be archived.

7.11 Service by Personal Service or Electronic Service Where any document is required to be served or filed, including the one commencing a proceeding or a motion or providing notice, it shall be served by personal service, registered mail or electronically (unless a statute or the Tribunal requires another method of service) and shall be sent to:

- (a) the party's representative, if any;
- (b) where the party is an individual and is not represented, to that party directly, where that party has provided an address for service and/or an e-mail address;
- (c) where that party is a corporation and is not represented, to the corporation directly, to the attention of an individual with apparent authority to receive the document;
- (d) where served on or filed with a local board or commission, or any department, ministry or agency of the federal, provincial or municipal government, to an individual with apparent authority to receive the document; or
- (e) where served on or filed with the Tribunal, to the Registrar, or assigned administrative staff.

Subject to Rule 7.11, if a document is served by e-mail, then service is effective on the date of service.

7.12 If Served Electronically After 4:30 p.m. Any document served electronically after 4:30p.m. is deemed to have been served on the next business day.

7.13 Proof of Electronic Service A confirmation printout received by the sender is proof of the full transmission and receipt of the electronic service.

RULE 8

ROLE AND OBLIGATIONS OF A PARTY

8.1 Role and Obligations of a Party Subject to Rule 8.2 below, a person conferred party status to a proceeding before the Tribunal may participate fully in the proceeding, and by way of example may:

- (a) Identify issues raised in a notice of appeal for the approval of the Tribunal;
- (a) Bring or respond to any motion in the proceeding;
- (b) Receive copies of all documents and supporting information exchanged, relied upon or filed in connection with any hearing event conducted in the proceeding;
- (c) Present opening and closing submissions at the hearing;
- (d) Present and examine witnesses and cross-examine witnesses not of like interest;
- (e) Claim costs or be subject to a costs award when ordered by the Tribunal; and
- (f) Request a review of a Tribunal decision or order as set out in Rule 25.

8.2 Power of the Tribunal to Add or Substitute Parties The Tribunal may add or substitute a party to a proceeding when that person satisfies any applicable legislative tests necessary to be a party and their presence is necessary to enable the Tribunal to adjudicate effectively and completely on the issues in the proceeding.

8.3 Non-Appellant Party A party to a proceeding which arises under any of Subsections 17(24) or (36), Subsection 34(19) or Subsection 51(39) of the *Planning Act* who is not an Appellant of the municipal decision or enactment may not raise or introduce a new issue in the proceeding. The non-Appellant party may only participate in these appeals of municipal decisions by sheltering under an issue raised in an appeal by an Appellant party and may participate fully in the proceeding to the extent that the issue remains in dispute. A non-Appellant party has no independent status to continue an appeal should that appeal be withdrawn by an Appellant party.

8.4 Common Interest Class Where the Tribunal is of the opinion that more than one party is of common interest with another party or other parties, the Tribunal may, on its own initiative or on the request of any party, appoint a person of that class of parties to represent the class in the proceeding.

RULE 17

ADJOURNMENTS

17.1 Hearing Dates Fixed Hearing events will take place on the date set unless the Tribunal agrees to an adjournment. Adjournments will not be allowed that may prevent the Tribunal from completing and disposing of its proceedings within any applicable prescribed time period.

17.2 Requests for Adjournment if All Parties Consent If all of the parties agree, they may make a written request to adjourn a hearing event. The request must include the reasons, a suggested new date, and the written consents of all parties. However, the Tribunal may require that the parties attend in person or convene an electronic hearing to request an adjournment, even if all of the parties consent. The consenting parties are expected to present submissions to the Tribunal on the application of any prescribed time period to dispose of the proceeding.

17.3 Requests for Adjournment without Consent If a party objects to an adjournment request, the party requesting the adjournment must bring a motion at least 15 days before the date set for the hearing event. If the reason for an adjournment arises less than 15 days before the date set for the hearing event, the party must give notice of the request to the Tribunal and to the other parties and serve their motion materials as soon as possible. If the Tribunal refuses to consider a late request, any motion for adjournment must be made in person, at the beginning of the hearing event.

17.4 Emergencies Only The Tribunal will grant last minute adjournments only for unavoidable emergencies, such as illnesses so close to the hearing date that another representative or witness cannot be obtained. The Tribunal must be informed of these emergencies as soon as possible.

17.5 Powers of the Tribunal upon Adjournment Request The Tribunal may,

- (a) grant the request;
- (b) grant the request and fix a new date or, where appropriate, the Tribunal will schedule a case management conference on the status of the matter;
- (c) grant a shorter adjournment than requested;
- (d) deny the request, even if all parties have consented;
- (e) direct that the hearing proceed as scheduled but with a different witness, or evidence on another issue;
- (f) grant an indefinite adjournment, if the Tribunal finds no substantial prejudice to the other parties or to the Tribunal's schedule and the Tribunal concludes the request is reasonable for the determination of the issues in dispute. In this case a party must make a request, or the Tribunal on its own initiative may direct, that the hearing be rescheduled or resumed as the case may be;
- (g) convert the scheduled date to a mediation or case management conference;
- (h) issue a Notice of Postponement, in the event the proceeding is an appeal of a *Planning Act* matter subject to O. Reg. 102/18 under LPATA; or
- (i) make any other appropriate order.

RULE 20

ELECTRONIC HEARINGS

20.1 Hearing Events by Teleconference or Videoconference The Tribunal may hold a hearing event by electronic hearing for the determination of any issue in the proceeding. Where the Tribunal directs that a hearing event be held by electronic hearing, the Tribunal may direct a party to make the necessary arrangements and to give notice of those arrangements to the Tribunal and other parties.

20.2 Objection to the Electronic Format A party who objects to a hearing event being held as an electronic hearing shall notify the Tribunal and all other parties of its objection within the time period specified in the notice of the electronic hearing. The objecting party shall set out the reasons why the electronic hearing is likely to cause the objecting party significant prejudice and may refer to the matters set out in Rule 20.5.

20.3 Response to Notice of Objection The Tribunal may request a written response from other parties to the objection of an electronic hearing within a time period set out by the Tribunal.

20.4 Procedure When Objection is Received If the Tribunal receives an objection to hold a hearing event by electronic hearing, it may:

- a) accept the objection, cancel the electronic hearing, and schedule an oral or written hearing; or,
- b) if the Tribunal is satisfied, after considering any responding submissions and the factors included in Rule 20.5, that no significant prejudice will result to a party, then the Tribunal will reject the objection and proceed with the electronic hearing.

20.5 Factors the Tribunal May Consider The Tribunal may consider any relevant factors in deciding to hold a hearing event by electronic hearing, such as,

- a) the convenience to the parties and the Tribunal;
- b) the likelihood of the process being less costly, faster, and more efficient;
- c) whether it is a fair and accessible process for the parties;
- d) the desirability or necessity of public participation in or public access to the Tribunal's process;
- e) whether the evidence or legal issues are suitable for an electronic hearing; (f) whether credibility may be an issue and the extent to which facts are in dispute; or
- f) whether an electronic hearing is likely to cause significant prejudice to any party or participant.

20.6 Directions for the Electronic Hearing The Tribunal may direct the arrangements for the electronic hearing or designate an approved location for videoconference to protect the integrity of the hearing process, including the security and confidentiality of evidence.

20.7 Videoconferences The Tribunal shall pre-approve all arrangements for conducting a hearing event by videoconference, including the pre-filing and exchange of motion materials, documents, written submissions or any visual and written evidence, and the locations for the conference. If a party or participant intends to request that the Tribunal accept any information, statement or material as an exhibit at a

videoconference, such information, statement or material shall be prefiled with the Tribunal and provided to all parties or participants in accordance with the Tribunal's directions for conducting a hearing event by videoconference.

20.8 The View of the Camera A party's representative or a witness in a videoconference shall be in view of the camera, with minimal visual obstructions, in the course of their presentations or submissions to the Tribunal. Where a witness is being examined or crossexamined, there shall be a split screen view of both the witness and the person conducting the examination or cross-examination. Any document that may be referred to by parties or their witnesses shall be visible and legible to the Tribunal and all other parties to the conference, either by the camera or by referring to a copy of the document exchanged in accordance with the Tribunal's directions.

February 25, 2020

Ontario Land Tribunals
Local Planning Appeal Tribunal

655 Bay Street, Suite 1500
Toronto ON M5G 1E5
Telephone: (416) 212-6349
Toll Free: 1-866-448-2248
Website: www.olt.gov.on.ca

Tribunaux de l'aménagement du territoire Ontario
Tribunal d'appel de l'aménagement local

655 rue Bay, suite 1500
Toronto ON M5G 1E5
Téléphone: (416) 212-6349
Sans Frais: 1-866-448-2248
Site Web: www.olt.gov.on.ca



PROCEEDING COMMENCED UNDER subsection 22(7) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Applicant and Appellant:	2577791 Ontario Inc.
Subject:	Request to amend the Official Plan – Refusal of request by the Township of Melancthon
Existing Designation:	Rural
Proposed Designated:	Rural, special policy
Purpose:	To permit the subject property to be separated into six separate parcels of land
Property Address/Description:	West Part of Lots 7 and 8, Concession 2 O.S.
Municipality:	Township of Melancthon
Approval Authority File No.:	OPA 3
LPAT Case No.:	PL210140
LPAT File No.:	PL210140
LPAT Case Name:	2577791 Ontario Inc. v. Melancthon (Township)

NOTICE OF CASE MANAGEMENT CONFERENCE BY VIDEO

The Local Planning Appeal Tribunal ("Tribunal") will conduct a Case Management Conference ("CMC") by video for this matter.

This CMC will be held:

AT: 10:00 AM

ON: Thursday, August 12, 2021

AT: <https://global.gotomeeting.com/join/633332653>
Access Code: 633-332-653

The Tribunal has set aside one (1) day for this CMC.

The event will be held using the GoToMeeting service. The appellant(s), applicant, municipality or approval authority, and those persons who intend to request party or participant status, are asked to log into the video hearing <https://global.gotomeeting.com/join/633332653> at least 15 minutes before the start of the event to test their video and audio connections. All persons are expected to

access and set-up the application well in advance of the event to avoid unnecessary delay. The desktop application can be downloaded at [GoToMeeting](https://app.gotomeeting.com/home.html) or a web application is available: <https://app.gotomeeting.com/home.html>. A compatible web browser for this service is Chrome.

Persons who experience technical difficulties accessing the GoToMeeting application or who only wish to listen to the event can connect to the event by calling into an audio-only telephone line: Canada (Toll Free) 1(888) 455-1389 or Canada (647) 497-9391. The access code is 633-332-653.

This event date is firm – adjournments will not be granted except in the most serious circumstances, and only in accordance with the Tribunal's *Rules of Practice and Procedure* ("Rules") on adjournments.

If you do not attend the event, the Tribunal may proceed in your absence and you will not be entitled to any further notice of these proceedings. The Tribunal may finalize the list of appellants, parties and/or participants at this CMC and may order that no additional appellants, parties and/or participants be added or included in this proceeding, without leave of the Tribunal.

This event is conducted under Rule 20 of the Tribunal's Rules. Rule 20.2 sets out how a party may object to the Tribunal conducting this event electronically. Any party, or any person who intends to seek party status, may object to the Tribunal holding this event by video by filing an objection with the Tribunal's Case Coordinator. The objection must be received by the Tribunal at least **20 days** before the date of the CMC and must be copied to the other parties. All contact information is included in Schedule A.

SUBMISSION REQUIREMENTS

If a person intends to refer to a document at the CMC that is not in the Tribunal's case file, the document is expected to be pre-filed, where possible, in paper copy and electronically with the Tribunal at least **10 days** before the date of the CMC, unless another filing date is specified in the Tribunal's Rules. All pre-filed documents shall be served on the other parties electronically. All contact information is included in Schedule A.

Submissions **larger than 10MB** must be transferred to the Tribunal's Case Coordinator using an electronic file sharing link/service. Please see Schedule B for further submission requirements.

THE CASE MANAGEMENT CONFERENCE

The purpose of the CMC is set out in Rule 19.1 (attached) of the Rules. The CMC will deal with preliminary issues, that include the following:

- **Identification of parties** - these persons have the right to participate throughout by presenting evidence, questioning witnesses, and making final arguments. In order for the Tribunal to determine your status for the hearing, you or your representative should attend the CMC and ask to be added as a party. Groups, whether incorporated or not, who wish to become parties should name a representative. Parties do not need to be represented by lawyers or agents.
- **Identification of participants** - persons who do not wish to participate throughout the hearing may attend the hearing and provide a written statement to the Tribunal.
- **Identification of issues.**
- **Possibility of settlement and/or mediation of any or all of the issues** – the panel will explore with the parties whether the case before the Tribunal and the issues in dispute are matters that may benefit from mediation. Mediation is a voluntary process that encourages all sides in a dispute to get a better understanding of each other's positions and fully explore and negotiate options for a mutually acceptable settlement of all or some of the issues in dispute. The panel may direct, upon consent of the parties, that some or all of the issues in dispute proceed to mediation.
- **Start date of the hearing.**
- **Duration of the hearing.**
- **Directions for pre-filing of witness lists, expert witness statements and written evidence.**
- **The hearing of motions.**
- **Draft Procedural Order** – parties are expected to meet (remotely, if needed) before the CMC to consider a draft Procedural Order, as per Rule 19.2. An electronic version of a Sample Procedural Order for Video Hearings is available on the Tribunal's [website](#).
- **Such further matters as the Tribunal considers appropriate.**

Everyone should come prepared to consider specific dates for proceedings in this matter.

All persons who wish to participate in this matter are expected to be prepared should the Tribunal convert the CMC to a settlement conference, a motion for procedural directions, or a preliminary hearing, where evidence or formal statements or submissions may be heard. Even when no settlement is reached, the Tribunal may proceed to make a final decision on any evidence received during the conference.

PARTY OR PARTICIPANT STATUS REQUEST:

Persons other than the appellant(s), applicant, municipality or approval authority who wish to participate in the proceeding, either as a party or as a participant, are required to file a Party Status Request Form or Participant Status Request/Participant Statement Form with the assigned Tribunal Case Coordinator to outline their interest in the proceeding.

The Party Status Request Form and Participant Status Request/Participant Statement Form are available on the Tribunal's website (<https://olt.gov.on.ca/tribunals/lpat/forms/>) and are to be used to assist with the preparation of the request. If you are requesting status, this form must be provided at least 10 days in advance of the CMC to:

- The assigned Tribunal Case Coordinator Tamara Zwarzycz at tamara.zwarzycz@ontario.ca.
- The municipality and/or the approval authority on the same day as it is emailed to the Case Coordinator.
- The Applicant and the Appellant(s) on the same day as it is emailed to the Case Coordinator.

The contact information for the parties is included in Schedule A.

The written status request will be reviewed and considered by the presiding Member at the CMC. It will also assist the Tribunal in organizing the hearing event. **Attendance by the requestor, or their representative, at the CMC, is required for all status requests.**

Persons who are granted **party status** may participate fully in the proceeding (see Rule 8).

Persons who are granted **participant status** may only participate in writing by way of a participant statement. This statement is expected to be provided 10 days in advance of the CMC as part of the status request (see above) and sets out their position in the matter (see Rule 7.7).

Only persons who are granted party or participant status by the Tribunal at the CMC are permitted to participate in any further hearing event that is convened by the Tribunal for this appeal.

Please see Schedule C for relevant excerpts from the Tribunal's Rules.

FURTHER DIRECTIONS

Tribunal proceedings, including the CMC, are open to the public and all documents filed in a proceeding will be included in the Tribunal's public file (except those documents that may be deemed confidential in accordance with section 33(3) of the *Local Planning Appeal Tribunal Act, 2017*, as amended).

The Tribunal shall issue a disposition following the event that will set out the directions of the Tribunal. A copy of this decision may be obtained from the Tribunal's website (<https://olt.gov.on.ca/tribunals/lpat/e-decisions/>) by referencing the above case number.

Pour recevoir des services en français, veuillez communiquer avec le Tribunal au (416) 212-6349, au moins 20 jours civils avant la date fixée pour l'audience.

We are committed to providing accessible services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible by emailing ELTO@ontario.ca. If you require documents in formats other than conventional print, or if you have specific accommodation needs, please let us know so we can make arrangements in advance.

DATED at Toronto, this 10th day of May, 2021.

Becky Fong
Registrar

SCHEDULE A

PLEASE NOTE:

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LIST:

Please provide materials in paper copy and electronically to the assigned Tribunal Case Coordinator Tamara Zwarycz at tamara.zwarycz@ontario.ca.

On the same day that documents are submitted to the Tribunal, electronic copies are to be submitted to:

Denise Holmes
Township of Melancthon
dholmes@melancthontownship.ca

Genevieve Scott
Cuesta Planning Consultants Inc
lewrenscott@gmail.com

SCHEDULE B

INSTRUCTIONS FOR ELECTRONIC PRE-FILING SUBMISSIONS

Submission requirements to organize the video hearing

If a person intends to refer to a document at the video hearing (for clarity, any document that is not in the Tribunal's case file), it is expected to be pre-filed, where possible, in paper copy and electronically with the Tribunal at **least 10 days** before the date of the video hearing and provided to all parties. The deadline applies unless otherwise specified in the Rules.

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For example: PL123456_Applicant_Notice of Motion_Jan 1, 2020

Please see Rules 7.1 and 7.2 for the standard document submission requirements.

SCHEDULE C

EXCERPT FROM LOCAL PLANNING APPEAL TRIBUNAL'S RULES OF PRACTICE AND PROCEDURE, ON DOCUMENTS, EXHIBITS, FILING, SERVICE, ROLES OF PARTIES, ADJOURNMENTS, CASE MANAGEMENT CONFERENCES AND ELECTRONIC HEARINGS. THE FULL DOCUMENT IS AVAILABLE ON THE TRIBUNAL'S WEBSITE.

RULE 7

DOCUMENTS, EXHIBITS, FILING, SERVICE

7.1 Form of Documents Unless otherwise directed by the Tribunal, every document filed or introduced by a party or participant in a proceeding shall be legible and prepared on letter size paper (8 ½" x 11"), except for large documents such as plans or surveys, and, where bound together with other documents, shall have each page numbered consecutively, throughout the entire text or within tabs, including any graphic content. Wherever possible, an electronic copy of the document must also be filed with the Tribunal, identically numbered as the paper document.

7.2 Other Exhibits Large graphic or other such types of visual evidence should not be glued to foam or other boards. They shall be on paper and be removed from the boards following the hearing event, and folded to 8 ½" x 11". Three-dimensional models must be photographed, and the photographs must be introduced with the model. Visual evidence must be reviewed by the other parties before the hearing event or by an earlier date if set out in a procedural order.

7.3 Copies of Documents for Parties and the Municipal Clerk A party who intends to introduce a document as evidence at a hearing event shall provide a copy of the document to all the parties at the beginning of the proceeding or by an earlier date if that is required by the terms of a procedural order or otherwise directed by the Tribunal. If the document is an official plan, those parts of the plan to be referred to at the hearing event should be distributed to the parties, and a copy of the entire plan must be made available to the Tribunal Member(s). If the Tribunal orders that the clerk of the municipality keep copies of documents for public inspection, they do not need to be certified copies, unless a party objects that they are not authentic copies.

7.4 Prefiling of Witness Statements and Reports If a hearing is expected to last more than 5 days, the Tribunal may require that parties calling expert or professional witnesses serve on the other parties and file with the clerk of the municipality any expert witness statements and reports prepared for the hearing, at least 30 days in advance of the commencement of the hearing, unless otherwise directed by the Tribunal. The Tribunal may in its discretion, or at the request of a party, also make this prefiling order for hearings expected to last fewer than 5 days. The expert witness statement must contain:

- (a) an executed acknowledgment of expert's duty form (attached to these Rules)

- and expert's qualifications;
- (b) the issues the expert will address, their opinions on these issues, the reasons that support their opinions and their conclusions; and
- (c) a list of the reports or documents, whether prepared by the expert or by someone else, that the expert will refer to at the hearing.

The expert's complete report may be filed instead of this statement if it contains the required information.

An expert may not be permitted to testify if this statement or report is not served on all parties and filed with the clerk of the municipality when so directed by the Tribunal.

7.5 Duty of the Expert Witness It is the duty of every expert engaged by or on behalf of a party who is to provide opinion evidence at a proceeding under these Rules to acknowledge, either prior to (by signing the acknowledgment form attached to the Rules) or at the proceeding, that they are to:

- (a) provide opinion evidence that is fair, objective and non-partisan;
- (b) provide opinion evidence that is related only to the matters that are within the expert's area of expertise;
- (c) provide such additional assistance as the Tribunal may reasonably require to determine a matter in issue; and
- (d) acknowledge that these duties prevail over any obligation owed by the expert to the party by whom or on whose behalf he or she is engaged.

7.6 Other Witnesses The Tribunal may also require that a witness who is not presenting expert evidence provide a witness statement. A witness statement should contain (a) a short written outline of the person's background experience, and interest in the matter, (b) a list of the issues that they will discuss, and (c) a list of reports that they will rely on at the hearing. The Tribunal may decline to allow the witness to testify if this statement is required by the Tribunal and has not been provided to the other parties.

7.7 Participant Statements A person who wishes to participate in a proceeding as a participant, shall file a written participant statement that sets out their position on the matter and issues of the proceeding, together with an explanation of their reasons in support of their position. A participant may only make submissions to the Tribunal in writing unless participant status was conferred by the Tribunal in a procedural order that was issued prior to September 3, 2019. In that case, the person conferred participant status may make an oral submission to the Tribunal and be cross-examined by parties on the content of their oral submission or the content of their written participant statement pursuant to the procedural order. In all circumstances, the Tribunal may direct a participant to pre-file their statement in advance of a hearing event with the Tribunal and all of the parties to the proceeding.

7.8 Amendment of Documents Documents filed with the Tribunal can only be

amended with the consent of the parties or by a Tribunal Order. The Tribunal may require that the person requesting an amendment do so by way of a motion under Rule 10.

7.9 Copies of Tribunal Documents A person may examine any document filed with the Tribunal and copy it after paying the Tribunal's fee, unless a statute, a Court Order, a Tribunal Order or these Rules provide otherwise. Persons, including participants in the proceeding wishing to review expert witness statements and reports, may also do so at the Clerk's office when the Tribunal directs that witness statements or reports are to be filed at the municipality.

7.10 Return of Exhibits Exhibits of all types introduced at a hearing will be kept for 180 days after the Tribunal decision issues. The person introducing an exhibit may ask for its return after this time, and it may be given back if the Tribunal agrees. If no such request is made, the exhibit becomes the property of the Tribunal and may be archived.

7.11 Service by Personal Service or Electronic Service Where any document is required to be served or filed, including the one commencing a proceeding or a motion or providing notice, it shall be served by personal service, registered mail or electronically (unless a statute or the Tribunal requires another method of service) and shall be sent to:

- (a) the party's representative, if any;
- (b) where the party is an individual and is not represented, to that party directly, where that party has provided an address for service and/or an e-mail address;
- (c) where that party is a corporation and is not represented, to the corporation directly, to the attention of an individual with apparent authority to receive the document;
- (d) where served on or filed with a local board or commission, or any department, ministry or agency of the federal, provincial or municipal government, to an individual with apparent authority to receive the document; or
- (e) where served on or filed with the Tribunal, to the Registrar, or assigned administrative staff.

Subject to Rule 7.11, if a document is served by e-mail, then service is effective on the date of service.

7.12 If Served Electronically After 4:30 p.m. Any document served electronically after 4:30p.m. is deemed to have been served on the next business day.

7.13 Proof of Electronic Service A confirmation printout received by the sender is proof of the full transmission and receipt of the electronic service.

RULE 8

ROLE AND OBLIGATIONS OF A PARTY

8.1 Role and Obligations of a Party Subject to Rule 8.2 below, a person conferred party status to a proceeding before the Tribunal may participate fully in the proceeding, and by way of example may:

- (a) Identify issues raised in a notice of appeal for the approval of the Tribunal;
- (b) Bring or respond to any motion in the proceeding;
- (c) Receive copies of all documents and supporting information exchanged, relied upon or filed in connection with any hearing event conducted in the proceeding;
- (d) Present opening and closing submissions at the hearing;
- (e) Present and examine witnesses and cross-examine witnesses not of like interest;
- (f) Claim costs or be subject to a costs award when ordered by the Tribunal; and
- (g) Request a review of a Tribunal decision or order as set out in Rule 25.

8.2 Power of the Tribunal to Add or Substitute Parties The Tribunal may add or substitute a party to a proceeding when that person satisfies any applicable legislative tests necessary to be a party and their presence is necessary to enable the Tribunal to adjudicate effectively and completely on the issues in the proceeding.

8.3 Non-Appellant Party A party to a proceeding which arises under any of Subsections 17(24) or (36), Subsection 34(19) or Subsection 51(39) of the *Planning Act* who is not an Appellant of the municipal decision or enactment may not raise or introduce a new issue in the proceeding. The non-Appellant party may only participate in these appeals of municipal decisions by sheltering under an issue raised in an appeal by an Appellant party and may participate fully in the proceeding to the extent that the issue remains in dispute. A non-Appellant party has no independent status to continue an appeal should that appeal be withdrawn by an Appellant party.

8.4 Common Interest Class Where the Tribunal is of the opinion that more than one party is of common interest with another party or other parties, the Tribunal may, on its own initiative or on the request of any party, appoint a person of that class of parties to represent the class in the proceeding.

RULE 17

ADJOURNMENTS

17.1 Hearing Dates Fixed Hearing events will take place on the date set unless the Tribunal agrees to an adjournment. Adjournments will not be allowed that may prevent the Tribunal from completing and disposing of its proceedings within any applicable prescribed time period.

17.2 Requests for Adjournment if All Parties Consent If all of the parties agree, they may make a written request to adjourn a hearing event. The request must include the reasons, a suggested new date, and the written consents of all parties. However, the Tribunal may require that the parties attend in person or convene an electronic hearing to request an adjournment, even if all of the parties consent. The consenting parties are expected to present submissions to the Tribunal on the application of any prescribed time period to dispose of the proceeding.

17.3 Requests for Adjournment without Consent If a party objects to an adjournment request, the party requesting the adjournment must bring a motion at least 15 days before the date set for the hearing event. If the reason for an adjournment arises less than 15 days before the date set for the hearing event, the party must give notice of the request to the Tribunal and to the other parties and serve their motion materials as soon as possible. If the Tribunal refuses to consider a late request, any motion for adjournment must be made in person, at the beginning of the hearing event.

17.4 Emergencies Only The Tribunal will grant last minute adjournments only for unavoidable emergencies, such as illnesses so close to the hearing date that another representative or witness cannot be obtained. The Tribunal must be informed of these emergencies as soon as possible.

17.5 Powers of the Tribunal upon Adjournment Request The Tribunal may,

- (a) grant the request;
- (b) grant the request and fix a new date or, where appropriate, the Tribunal will schedule a case management conference on the status of the matter;
- (c) grant a shorter adjournment than requested;
- (d) deny the request, even if all parties have consented;
- (e) direct that the hearing proceed as scheduled but with a different witness, or evidence on another issue;
- (f) grant an indefinite adjournment, if the Tribunal finds no substantial prejudice to the other parties or to the Tribunal's schedule and the Tribunal concludes the request is reasonable for the determination of the issues in dispute. In this case a party must make a request, or the Tribunal on its own initiative may direct, that the hearing be rescheduled or resumed as the case may be;
- (g) convert the scheduled date to a mediation or case management conference;
- (h) issue a Notice of Postponement, in the event the proceeding is an appeal of a

- (i) Planning Act matter subject to O. Reg. 102/18 under LPATA; or make any other appropriate order.

RULE 19

CASE MANAGEMENT CONFERENCES

19.1 Case Management Conference At the request of a party, on its own initiative or as may be required by LPATA, the Tribunal may direct parties to participate in a case management conference conducted by a Member, which can include settlement conferences, motions or preliminary hearing matters, in order to:

- (a) identify the parties and participants and determine the issues raised by the appeal;
- (b) identify facts or evidence the parties may agree upon or on which the Tribunal may make a binding decision;
- (c) obtain admissions that may simplify the hearing, which may include the examination of persons by the Tribunal as part of the conference;
- (d) provide directions for exchange of witness lists, witness statements, expert witness statements and reports, for meetings of experts to address the disclosure of information, including the disclosure of the information that was not provided to the Municipality before Council made its decision that is the subject of the appeal, and for further disclosure where necessary;
- (e) provide directions to the parties to file a hearing plan to outline how the hearing will proceed, the order of witnesses, or the anticipated time for submissions to ensure that the Tribunal sets aside sufficient time in its hearing calendar to dispose of the issues;
- (f) discuss opportunities for settlement, including possible use of mediation or other dispute resolution processes;
- (g) fix a date and place for the hearing and estimate its length, and encourage the parties to agree upon the dates for any procedural steps;
- (h) discuss issues of confidentiality, including any need to hold a part of the hearing in the absence of the public or to seal documents;
- (i) address the production and cost sharing of joint document books; and
- (j) deal with any other matter that may assist in a fair, cost-effective, and expeditious resolution of the issues.

19.2 Sample Procedural Order and Meeting Before Case Management Conference The Tribunal may provide a sample procedural order to the parties before the case management conference. The parties are expected to meet before the case management conference to consider the matters set out in Rule 19.1 and present recommendations to the Tribunal for the conduct of the hearing. A sample procedural order is listed in the index of forms on the final page of these Rules.

19.3 Serving Notice of a Conference The Tribunal will issue directions to serve a Notice of Case Management Conference that provides the time and place of the conference. The person or municipality who is issued the direction must serve this notice on those persons entitled to notice of the conference and provide an affidavit to the Tribunal, at or prior to the conference, to prove service of the notice.

19.4 Tribunal Member Presides The Associate Chair will assign at least one Tribunal Member to conduct the conference.

19.5 Public Attendance at a Case Management Conference A case management conference held in person will be open to the public. A case management conference held by electronic hearing will be open to the public where practical. Despite the general principle of public open sessions, where circumstances prevail that may require confidentiality, in the discretion of the presiding Member, part or all of the conference may be conducted *in camera*.

19.6 Conversion From One Procedure to Another The Tribunal Member may, at any time, conduct a procedural discussion, initiate a motion, inquire into a preliminary matter, or convert the conference into a hearing. The Tribunal will state in the notice of a case management conference that the parties are expected to arrive prepared for a procedural and settlement conference as well as a preliminary hearing, where evidence or formal statements or submissions may be heard. Even if no settlement is reached, the Tribunal may proceed to make a final decision on any evidence received during the conference.

19.7 Results of Failure to Attend a Conference If a party fails to attend the conference in person or by authorized representative, the Tribunal may proceed without that party. The non-attending party is not entitled to notice of subsequent hearing events in the proceedings.

19.8 Tribunal Order Following The Member conducting the case management conference will issue an order that may decide any of the matters considered at the conference and provide procedural directions for any subsequent hearing event.

19.9 Hearing Member Bound The Member conducting the hearing or any subsequent hearing event is bound by the order resulting from the case management conference unless the Member is satisfied that there is good reason to vary the order.

19.10 Methods of Holding Hearing Events The Tribunal may direct in an order following a conference that hearing events in a proceeding be held by a combination of written, electronic or oral hearing events.

RULE 20

ELECTRONIC HEARINGS

20.1 Hearing Events by Teleconference or Videoconference The Tribunal may hold a hearing event by electronic hearing for the determination of any issue in the proceeding. Where the Tribunal directs that a hearing event be held by electronic hearing, the Tribunal may direct a party to make the necessary arrangements and to give notice of those arrangements to the Tribunal and other parties.

20.2 Objection to the Electronic Format A party who objects to a hearing event being held as an electronic hearing shall notify the Tribunal and all other parties of its objection within the time period specified in the notice of the electronic hearing. The objecting party shall set out the reasons why the electronic hearing is likely to cause the objecting party significant prejudice and may refer to the matters set out in Rule 20.5

20.3 Response to Notice of Objection The Tribunal may request a written response from other parties to the objection of an electronic hearing within a time period set out by the Tribunal.

20.4 Procedure When Objection is Received If the Tribunal receives an objection to hold a hearing event by electronic hearing, it may:

- a) accept the objection, cancel the electronic hearing, and schedule an oral or written hearing; or,
- b) if the Tribunal is satisfied, after considering any responding submissions and the factors included in Rule 20.5, that no significant prejudice will result to a party, then the Tribunal will reject the objection and proceed with the electronic hearing.

20.5 Factors the Tribunal May Consider The Tribunal may consider any relevant factors in deciding to hold a hearing event by electronic hearing, such as,

- a) the convenience to the parties and the Tribunal;
- b) the likelihood of the process being less costly, faster, and more efficient;
- c) whether it is a fair and accessible process for the parties;
- d) the desirability or necessity of public participation in or public access to the Tribunal's process;
- e) whether the evidence or legal issues are suitable for an electronic hearing;
- f) whether credibility may be an issue and the extent to which facts are in dispute; or
- g) whether an electronic hearing is likely to cause significant prejudice to any party or participant.

20.6 Directions for the Electronic Hearing The Tribunal may direct the arrangements for the electronic hearing or designate an approved location for videoconference to protect the integrity of the hearing process, including the security and confidentiality of evidence.

20.7 Videoconferences The Tribunal shall pre-approve all arrangements for conducting a hearing event by videoconference, including the pre-filing and exchange of motion materials, documents, written submissions or any visual and written evidence, and the locations for the conference. If a party or participant intends to request that the Tribunal accept any information, statement or material as an exhibit at a videoconference, such information, statement or material shall be prefiled with the Tribunal and provided to all parties or participants in accordance with the Tribunal's directions for conducting a hearing event by videoconference.

20.8 The View of the Camera A party's representative or a witness in a videoconference shall be in view of the camera, with minimal visual obstructions, in the course of their presentations or submissions to the Tribunal. Where a witness is being examined or crossexamined, there shall be a split screen view of both the witness and the person conducting the examination or cross-examination. Any document that may be referred to by parties or their witnesses shall be visible and legible to the Tribunal and all other parties to the conference, either by the camera or by referring to a copy of the document exchanged in accordance with the Tribunal's directions.

February 25, 2020

NOTICE OF STATUTORY SPECIAL MEETING OF COUNCIL (VIRTUAL)

COUNTY OF SIMCOE MUNICIPAL COMPREHENSIVE REVIEW (MCR)

TAKE NOTICE that the County of Simcoe will hold a Special Meeting of Council (Virtual) pursuant to Section 26(3) of the *Planning Act*, R.S.O. 1990, c.P.13, as amended, for the purposes of discussing the County's Municipal Comprehensive Review (MCR) exercise and the review of its Official Plan.

Tuesday, June 8, 2021 at 10:00 a.m. via ZOOM

The MCR applies to the whole of the County of Simcoe and therefore, a key map is not provided with this Notice.

THE PURPOSE OF THE MUNICIPAL COMPREHENSIVE REVIEW (MCR) is to update the County Official Plan to bring it into conformity with the Provincial Growth Plan, *A Place to Grow: Growth Plan for the Greater Golden Horseshoe (Office Consolidation 2020)*, ensure that it has appropriate regard for matters of Provincial interest, and is consistent with the *Provincial Policy Statement, 2020*. The County's current Official Plan was approved by the Ontario Municipal Board on December 26, 2016, and is a long-range planning document that sets out policy to guide growth, land use planning and development approvals in the County to the year 2031. The current Official Plan was approved prior to the current Growth Plan and current *Provincial Policy Statement* being in place. The Growth Plan now requires that the County plan for a population of 555,000 and 198,000 jobs by 2051.

The MCR will involve the preparation of topic-specific technical reports and recommendations to address:

- growth management;
- employment;
- refinements to the provincial natural heritage system;
- refinements to the provincial agricultural land base;
- climate change; and
- watershed management.

The County is engaging the Province, Local Area Municipalities, Indigenous communities, County Council, Conservation Authorities, the public and other stakeholders, to obtain input on the MCR. The updated Official Plan when adopted will establish the overall pattern of development and environmental management in the County and sets the stage for more detailed local planning. The MCR applies to the 16 Local Area Municipalities in the County, and excludes the Cities of Barrie and Orillia, both of which are separated Cities.

THE PURPOSE OF THE SPECIAL MEETING OF COUNCIL is to discuss the MCR process and to assist in determining for Council, the public, and the Province as the Approval Authority, the updates that may be required to the County Official Plan under

Section 26 of the *Planning Act* to bring it into conformity with the provincial Growth Plan. It is an introductory public meeting intended to provide an opportunity for interested parties to offer comments on the revisions that may be required to the Official Plan during the MCR process. Any revisions that Council feels are necessary will be subsequently introduced through section 17 of the Planning Act.

This Special Meeting of Council is the first of the statutory meetings to be held in relation to the MCR and will include an overview presentation by the County's MCR consultant. Throughout the MCR process there will be additional opportunities for the public to review draft documents and to provide comments to Council and staff, including an Open House and Statutory Public Meeting under section 17 of the Planning Act that will occur prior to County Council considering the adoption of any proposed new County Official Plan or Official Plan Amendment(s).

ANY PERSON OR PUBLIC BODY may watch the Special Meeting of Council on YouTube (<https://www.youtube.com/user/CountyofSimcoe/live>) and:

- participate by providing a **written submission**; should you want your written comments included in the published agenda for the Special Meeting, they may be sent to the attention of the County Clerk by email clerks@simcoe.ca or via regular mail to County of Simcoe Administration Centre, 1110 Highway 26, Midhurst, ON L9N 1X6, by no later than noon on Friday, May 28th, 2021, and/or
- participate by providing a **5 minute pre-recorded video presentation** to highlight the key messages regarding revisions that may be required to the Official Plan as part of the MCR; you are required to pre-register no later than Friday, June 4, 2021 at noon; or
- participate by providing a five-minute live virtual presentation at the meeting using the guidelines set out below regarding revisions that may be required to the Official Plan as part of the MCR; you are required to pre-register no later than Friday, June 4, 2021 at noon. In order to participate virtually you will require a camera enabled device (computer/tablet) and a reliable high-speed internet connection. Refer to the following instructions <https://www.simcoe.ca/publicmeeting>

ADDITIONAL INFORMATION relating to the Municipal Comprehensive Review project is available for viewing on the County of Simcoe website at <https://www.simcoe.ca/mcr>

If you wish to be placed on the interested parties list to receive notification of future community consultation events and other matters related to the Municipal Comprehensive Review, please visit <https://www.simcoe.ca/mcr> and click the "SUBSCRIBE HERE" button to enter your contact information to receive future project updates by email. Alternatively, you can make a written request for future project updates by submitting a letter to the County Planning Department, County of Simcoe, Administration Centre, 1110 Highway 26, Midhurst, Ontario, L9N 1X6.

Notice of Collection, Use and Disclosure

All Personal Information is collected and will be used to support Council in their deliberations and decision making, and by staff, about what revisions may be required to the plan, in accordance with sections 17 and 26 of the Planning Act and disclosed in full, including names, opinions, addresses and email, to any other persons requesting access to these records, or published as part of a public agenda; all information submitted to the

County is subject to the Municipal Freedom of Information Act and Protection of Privacy Act (MFIPPA). Questions about this notice of collection should be directed to the County Clerk's Office (705) 726-9300, Ext. 1623.

DATED at Midhurst this 29th day of April, 2021.

John Daly, County Clerk
County of Simcoe Administration Centre
1110 Highway 26, Midhurst, ON L9N 1X6
Phone (705) 726-9300 Ext. 1246
clerks@simcoe.ca

Denise Holmes

From: Sabrina VanGerven <svangerven@townofgrandvalley.ca>
Sent: Friday, April 30, 2021 10:29 AM
To: fred.simpson@townofmono.com; rknechtel@mulmur.ca; tatkinson@mulmur.ca; Denise Holmes; Susan Stone; Jessica Kennedy; Nicole Martin; jwilloughby@shelburne.ca; info@orangeville.ca
Cc: Meghan Townsend
Subject: Resolution of Grand Valley Council

Good morning,

At the April 27, 2021 regular meeting of Council the following resolution was passed:

2021-04-47

Moved by S Miles, Seconded by E Taylor

BE IT RESOLVED THAT Council supports the 3 Board Police Services Model proposed by the Town of Mono;
AND FURTHER directs staff to circulate a copy of this resolution to all municipalities in Dufferin County.

CARRIED

Please do not hesitate to contact me if you have any questions or concerns.

Kind regards,
Sabrina VanGerven



Sabrina VanGerven | Deputy Clerk/Communications Coordinator
Town of Grand Valley | 5 Main Street North, Grand Valley, ON L9W 5S6
Tel: (519) 928-5652 | Fax: (519) 928-2275 | svangerven@townofgrandvalley.ca

Denise Holmes

From: Kim Fraser <kfraser@shelburne.ca>
Sent: Friday, May 7, 2021 2:50 PM
To: Carey Holmes; Jennifer Willoughby; Denyse Morrissey; Denise Holmes; Nicole Martin; Catherine Goustos; clerksoffice@townofmono.com; Mark Early
Cc: Chris Gerrits; Heather Foster; Margaret Mercer; Darren White; Steve Anderson; Lindsay Wegener; 'Laura Ryan'; Dan Sample; Geer Harvey
Subject: CDRC - 2021 Forecast update
Attachments: 2021 Forecast Update Letter to Municipalities w Reports.pdf

Good afternoon,

For your review, please see the attached letter and financial reports

If you have any questions, please contact me

Thank you

Kim Fraser
Facility Administration Manager

Centre Dufferin Recreation Complex
200 Fiddle Park Lane, Shelburne ON
L9V 3C9
519.925.2400
kfraser@shelburne.ca

May 6, 2021

To:

Town of Shelburne
Township of Amaranth
Township of Melancthon
Town of Mono

Subject: 2021 CDRC Forecast Update

The attached CDRC Monthly Financial Report for March 2021 was presented at the CDRC Board of Management meeting held on April 28, 2021. Also attached is an updated 5 year financial forecast.

As provincial restrictions have extended into May, the "Estimated Full Year" section of the report has been updated to reflect changes to some original budget assumptions. The loss of spring and summer floor rentals and concession sales and the savings in arena and concession wages.

The CDRC is pleased to announce the Canada Summer Jobs application for funding has been approved to receive \$32,926 for the project and is reflected in the updated report.

At this time, the impact of the April and May closures will not significantly impact the CDRC budget. As we move forward into the summer, a CDRC monthly financial report and related comments will be forwarded to the funding partners.

Should you have any questions or need additional information, please contact your representative on the Board of Management or contact me directly.

Regards,

Kim Fraser
Facility Administration Manager
Centre Dufferin Recreation Complex

CDRC MONTHLY FINANCIAL REPORT

Type	Description	MAR					MAR YTD					ESTIMATED FULL YEAR				
		2021 Budget	2021 Actual	2021 Variance	Variance %	2020 Actual	2021 Budget	2021 Actual	2021 Variance	Variance %	2020 Actual	2021 Budget	2021 Estmt	2021 Variance	Variance %	2020 Actual
Rev	Arena Rentals	\$0	\$0	\$0		\$14	\$0	\$0	\$0		\$98	\$117	\$117	\$0	0%	\$159
Rev	Floor Rental	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$21	\$0	\$21	100%	\$0
Rev	Advertising	\$0	\$0	\$0		\$0	\$1	\$0	\$1	100%	\$8	\$8	\$3	\$5	65%	\$10
Rev	Programs	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$21	\$20	\$0	2%	\$3
Rev	Room Rental	\$0	\$1	-\$1	-486%	\$1	\$0	\$1	-\$1	-584%	\$7	\$13	\$11	\$2	14%	\$10
Rev	Concession Sales	\$0	\$0	\$0		\$6	\$0	\$0	\$0		\$26	\$51	\$40	\$11	21%	\$26
Rev	Pool Fees	\$0	\$0	\$0		\$1	\$0	\$0	\$0		\$3	\$86	\$86	\$0	0%	\$47
Rev	Day Camp Fees	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$67	\$67	\$0	0%	\$0
Rev	Grants	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$5	\$33	-\$28	-559%	\$4
	Total Operating Revenue	\$0	\$1	-\$1	-442%	\$22	\$2	\$1	\$0	8%	\$141	\$389	\$378	\$11	3%	\$258
Exp	Payroll	\$16	\$20	\$4	22%	\$27	\$51	\$53	\$2	3%	\$98	\$388	\$383	-\$6	-1%	\$311
Exp	Benefits	\$5	\$3	-\$2	-36%	\$3	\$15	\$11	-\$3	-22%	\$14	\$72	\$69	-\$3	-4%	\$58
Exp	Bank Charges	\$0	\$0	\$0	66%	\$0	\$0	\$0	\$0	4%	\$0	\$1	\$1	\$0	1%	\$1
Exp	Maintenance	\$12	\$5	-\$7	-60%	\$3	\$25	\$14	-\$11	-45%	\$18	\$98	\$89	-\$9	-9%	\$75
Exp	Utilities	\$9	\$6	-\$3	-31%	\$14	\$32	\$29	-\$2	-7%	\$42	\$130	\$125	-\$5	-4%	\$110
Exp	Vending	\$0	\$0	\$0		\$2	\$0	\$0	\$0		\$11	\$20	\$17	-\$3	-16%	\$9
Exp	Admin	\$1	\$1	-\$0	-10%	\$3	\$3	\$3	-\$0	-7%	\$8	\$47	\$47	-\$0	0%	\$40
	Total Operating Expense	\$43	\$35	-\$8	-19%	\$52	\$126	\$111	-\$15	-12%	\$193	\$757	\$730	-\$27	-4%	\$604
	Operating (Gain)/Loss	\$43	\$34	-\$9	-22%	\$30	\$124	\$109	-\$15	-12%	\$52	\$368	\$352	-\$16	-4%	\$346
Exp	Capital Costs	\$15	\$0	-\$15	-100%	\$8	\$15	\$0	-\$15	-100%	\$25	\$36	\$36	\$0	0%	\$32
	Total (Gain)/Loss	\$58	\$34	-\$24	-42%	\$38	\$139	\$109	-\$30	-22%	\$76	\$404	\$388	-\$16	-4%	\$378
Rev	Municipal Contribution	\$0	\$0	\$0		\$0	\$84	\$82	-\$2	-3%	\$82	\$337	\$334	-\$2	-1%	\$327
Rev	Covid Funding	\$0	\$0	\$0		\$0	\$0	\$0	\$0		\$3	\$150	\$150	\$0	0%	\$0
	Net Financial (Gain)/Loss	\$58	\$34	-\$24	-42%	\$38	\$55	\$27	-\$28	-50%	-\$5	-\$83	-\$96	-\$13	16%	\$51

BALANCE SHEET SUMMARY

	2020 YE	YTD	Change
Cash	\$188	\$152	-\$36
Accounts Receivable	\$12	\$3	-\$9
Accounts Payable	-\$71	-\$53	\$18
Retained Earnings	-\$129	-\$102	\$27
Total	\$0	\$0	\$0

2021 CDRC BUDGET 5 YEAR FORECAST (\$000)

Year	2020	2020	2021	2021	2022	2023	2024	2025
Scenario	Budget	Actual	Budget	Estimate	Estimate	Estimate	Estimate	Estimate
Opening Surplus/Reserves	\$183	\$180	\$129	\$129	\$228	\$75	\$87	-\$17
+ Municipal Contribution	\$327	\$327	\$337	\$337	\$347	\$357	\$368	\$379
+ Covid Relief Municipal Funding			\$150	\$150				
- Operating Loss	-\$256	-\$346	-\$368	-\$352	-\$276	-\$276	-\$276	-\$276
+ Capital Grants			\$31	\$31	\$489			
- Capital Roof Cost			-\$42	-\$42	-\$668			
- Capital Cost	-\$49	-\$32	-\$25	-\$25	-\$45	-\$69	-\$196	-\$270
= Closing Surplus/Reserves	\$205	\$129	\$212	\$228	\$75	\$87	-\$17	-\$184

Assumptions:

3% municipal funding increase each year (per 2020 approved budget & 5 year plan)

Municipal Covid Relief Funding \$150 (see details of actual loss below)

Holding operating loss steady based on 2020 budget from 2022 - 2025

Roof Project for \$710k offset by \$520 grant is approved and executed

Total Impact of COVID on 2020 Actuals and 2021 Budget	2020	2021	Total
Ice Profit Reduction (ice rentals less saved wages)	\$70	\$90	\$160
Floor & Room Rental	\$35	\$0	\$35
Cancellation or modification of Camp, Pool, Concession	\$15	\$10	\$25
Operational Savings (reduced operating hrs Arena & Pool)	-\$50	-\$10	-\$60
Total	\$70	\$90	\$160



CLEARVIEW

VENDING BY-LAW AMENDMENT AND AMENDMENT TO ZONING BY-LAW 06-54 NOTICE OF PUBLIC MEETING

Township of Clearview Council will be holding a public meeting to amend Vending By-law 14-42 and to amend Comprehensive Zoning By-law 06-54. The amendment to the Vending By-law is being considered under the *Municipal Act, 2001 S.O. 2001, c.25*. The amendment to the Zoning By-law is being considered under the requirements of the *Planning Act RSO 1990 c.P.13 as outlined in O.Reg 140/20* and applicable regulations. The purpose of this notice is to invite you to engage in the public process if you wish.

Public Meeting Information:

When: Monday May 31, 2021 at 6:30 pm

Where: **Online via the Zoom online platform during the Covid-19 Emergency.** You can watch the Public Meeting live on YouTube. The site link can be found on the Township's website at www.clearview.ca/YouTube. If you wish to participate in the Zoom meeting please complete the request form on the website www.clearview.ca/Public-Meeting-Participation by **Friday, May 21st, 2021 at 12:00 pm**. Written comments will be accepted and must be received by **Friday, May 21st, 2021 at 12:00 pm**.

Project No.: 2021-014-ZB

Proposed Amendment to the Zoning By-law 06-54

The purpose of the meeting is to provide notice that the Council for The Corporation of the Township of Clearview will be holding a public meeting under Section 34 of the Planning Act, R.S.O. 1990, C.P. 13 as amended, to inform the public and provide opportunity for public comments on the proposed update to Comprehensive Zoning By-law 06-54 for the Municipality of the Township of Clearview.

The Zoning By-law is a statutory document that sets out the specific permitted land uses and development standards that apply to properties in the Township of Clearview.

The amendment proposes to clarify the existing provisions within Section 2.33 "Uses Prohibited in All Zones" that shipping and moving containers are not permitted to be used for vending purposes in order to be consistent with the Vending By-law 14-42.

The subject application concerns all lands within the Township of Clearview.

There are no associated planning applications.

Proposed Amendment to the Vending By-law 14-42

The purpose of amending the Vending By-law is to remove the duplication in the By-law and clear up any inconsistencies. There are no fundamental changes proposed to the provisions of the By-law. A redlined version of the By-law is available on our website under the Building and Planning Tab – Current Projects.

WFO#6
MAY 20 2021



CLEARVIEW

VENDING BY-LAW AMENDMENT AND AMENDMENT TO ZONING BY-LAW 06-54 NOTICE OF PUBLIC MEETING

Your Rights to Appeal:

Opportunity for Appeal only applies to the Zoning By-law Amendment. If a person or public body does not make oral submissions at a public meeting or make written submissions to the Corporation of the Township of Clearview before the by-law is passed, the person or public body:

- i) is not entitled to appeal the decision of the Township of Clearview Council to the Local Planning Appeal Tribunal; and
- ii) 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:

There are several ways to find more information about this application.

Visit our website:

www.clearview.ca

Contact the Planner assigned to this file:

Mara Burton, Director Community Services
mburton@clearview.ca
705-428-6230 ext. 264

We invite you to comment on this application and to engage in the process with us. If you wish to receive future notices concerning this file, please submit your request in writing to the Planner assigned to this file using the information above. Please be advised that your comment or request to be notified will form part of the public record; your communication and any personal information therein will be made available to the public (i.e. e-mail address), unless you expressly request its removal.

If you have specific accessibility needs and would like another format or other accommodations the Township of Clearview will work to meet your needs. Please contact Human Resources at 705-428-6230 ext. 255.

Notice dated: 7 May 2021

Denise Holmes

From: Darlene Lamberti <dlamberti@cghsfoundation.com>
Sent: Monday, May 10, 2021 8:47 AM
To: Darren White; Denise Holmes
Subject: Thank You

Dear Mayor White & CAO Holmes:

The Together In Care Campaign Cabinet would like to extend a heartfelt THANK YOU to both of you and your entire Council for allowing us time on the Agenda at your most recent Council Meeting.

It was heartwarming to see the support that we received. It is obvious that the Melancthon council is dedicated to making sure that their constituents have superior healthcare available to them.

Thank you again for allowing us to introduce ourselves and our New Hospital Campaign. Should any of you have questions or wish for further information, we encourage you to reach out. It is our favourite topic - We would be more than happy to discuss.

Again we stress that a community hospital is only possible with community support. It would be a privilege to have you as a partner in this journey as we transform the local healthcare experience for generations to come.

Regards,

Darlene Lamberti

Executive Director
Centre Grey Health Services Foundation (CGHSF)

Email: dlamberti@cghsfoundation.com

Tel: (519) 986-3040 x 6178

CELL: (519) 377-9234

55 Isla Street PO Box #406

Markdale ON N0C 1H0



CENTRE GREY
HEALTH SERVICES
FOUNDATION

Your donation makes a difference!

Denise Holmes

From: Elaine Philp <philpe@greyhighlands.ca>
Sent: Wednesday, May 12, 2021 8:31 AM
To: planning@grey.ca; grey.highlands@greysauble.on.ca; grey.highlands@svca.on.ca; planning@nvca.on.ca; Amy Knapp; martin.leyten@ontario.ca; necowensound@ontario.ca; cstredwick@southgate.ca; lgreen@southgate.ca; info@westgrey.com; Lorelie Spencer; cgiles@thebluemountains.ca; pfettes@clearview.ca; Denise Holmes; ctaggart@clearview.ca; cmarx@chatsworth.ca; psinnamon@chatsworth.ca; clerk@meaford.ca; planning@meaford.ca; landuseplanning@hydroone.com; jayme_bastarache@bwdsb.on.ca; Executivevp.lawanddevelopment@opg.com; tyler.shantz@ontario.ca; briancollingwood@rogers.com; al_hastie@bgcdsb.org; Council
Cc: Planning Department
Subject: Notice of Passing: Z09.2021 MGH Accessory Apartments

Please find the above named Notice and associated By-Law here: <https://greyhighlands.civicweb.net/filepro/documents/248661>

Elaine Philp
Municipal Services Assistant, Planning
Municipality of Grey Highlands
philpe@greyhighlands.ca | 519-986-1216 x243

Please know that I am available Tuesday, Wednesday and Friday of each week. Our offices remain closed at the present time, however, we are open to serve you remotely.

In accordance with Ontario's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Corporation of the Municipality of Grey Highlands wishes to inform the public that all information, including opinions, presentations, reports and documentation received by this office MAY be posted on the Municipality's website, included on a public agenda and/or made available to the public upon request.

If you have received this communication in error, please notify the sender immediately by return e-mail and permanently delete the copy you have received so we may ensure the integrity of the principles of MFIPPA are maintained

 **Please consider the environment before printing this email or its attachments.**



NOTICE OF PASSING

Zoning By-law 2021-044

The Municipality of Grey Highlands Council passed **By-law 2021-044** on the 5th day of May 2021 under Section 34 of the Planning Act R.S.O. 1990, as amended.

This by-law applies to the following lands:

The entire Municipality of Grey Highlands

The purpose and effect of Zoning By-law

Amendment Z09.2021: To amend the Municipality's Zoning By-law 2004-50 to update regulations pertaining to accessory apartments in all zones where they are permitted. The effect of this by-law is to repeal the previous accessory apartment By-law 2013-17, add new definitions (i.e. accessory apartment, cabin, and dwelling), and add Section 5.28 Accessory Apartments to permit and regulate accessory apartments in the Downtown Commercial (C1), Residential (R), Residential Multiple (RM), Rural (RU), Rural Residential (RUR), Residential Shoreline (RS), Agriculture (A1) and Restricted Agriculture (A2) zones.

Why did I receive this notice? The Council of the Municipality of Grey Highlands has adopted this By-law and is now circulating it in accordance with Provincial Regulations.

A copy of By-law 2021-044 can be found on the municipal website. www.greyhighlands.ca/en/municipal-government/by-laws.aspx

Take Notice that in respect of Second Units, Section 34(19.1) of the Planning Act R.S.O. 1990 states that "there is no appeal in respect of a by-law that gives effect to the policies described in subsection 16(3), including, for greater certainty, no appeal in respect of any requirement or standard in such a by-law."

As the Planning Act R.S.O. 1990 does not allow for the appeal of zoning by-law policies adopted to authorize and regulate the use of additional residential units, this decision of the Municipality of Grey Highlands is final and shall come into effect immediately.

A note about information you may submit to the Municipality:

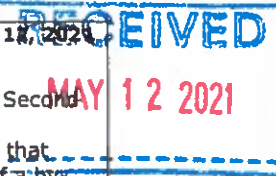
Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and may be made available through the Council agenda process.

This document can be made available in other accessible formats as soon as practicable upon request.

Michael Benner, Director of Building and Planning
Municipality of Grey Highlands
206 Toronto St. South, Unit 1
PO Box 409
Markdale, ON N0C 1H0
Fax: 519-986-3643
Phone: 519-986-1216 x401
Email: planning@greyhighlands.ca

Questions? Want more information? Ask the Planning Department.

Phone: 519-986-1216 x401 **Email:** planning@greyhighlands.ca **Website:** www.greyhighlands.ca



Planning Report

TO: Council
FROM: Matt Rapke
DATE: Public Planning Hearing - 22 Feb 2021
REPORT: PL-2021-45
SUBJECT: PL.21.07 - Update to Accessory Apartment Zoning By-law

RECOMMENDATION:

That Council receive staff report PL.21.07 - Update to Accessory Apartment Zoning By-law for information related to the public planning meeting associated with the application.

Location:

Amendment applies to the entirety of the Municipality of Grey Highlands.

Proposal:

Over the past several months, Grey Highlands has received numerous inquiries from individuals who want to develop accessory apartments within accessory (i.e detached) structures. The following are some examples of what residents desire to develop:

- A garage/shop with an apartment above the parking space
- A garage/shop that is converted entirely to a dwelling unit
- A dwelling-unit addition to an existing garage/shop
- A second dwelling unit (i.e. a second house)

In all circumstances a principal dwelling already exists on the lot.

The Grey Highlands Official Plan permits these uses, however, the policies of the Official Plan do not take effect until they are implemented in the Zoning By-law. Staff in the Planning and Building Department have had several discussions over the past few months to align our understanding of what the Zoning By-law currently permits regarding accessory apartments. At this point, there is consensus in the Planning and Building Department that the Zoning By-law does **not** currently permit accessory apartments in accessory structures, however, it is understood that the prevailing opinion and understanding up to this point by both staff and Council was that accessory apartments are permitted in accessory structures. Staff therefore felt it was necessary to

bring this proposal to Council to align the By-law with what was understood to already be permitted. Furthermore, Section 16 (3) of the Planning Act states the following:

Additional residential unit policies

(3) An official plan shall contain policies that authorize the use of additional residential units by authorizing,

- (a) the use of two residential units in a detached house, semi-detached house or rowhouse; and*
- (b) the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse. 2019, c. 9, Sched. 12, s. 2 (1).*

The Grey Highlands Official Plan already complies with this requirement, but the Zoning By-law needs to be updated to bring the Official Plan policies into effect and into conformity with the Planning Act.

The purpose of this report is to provide an overview of the existing Official Plan and Zoning By-law policies that apply to accessory apartments. Draft wording for an updated accessory apartment zoning by-law is also provided. Planning staff are requesting that Council direct staff to bring the proposed Zoning By-law amendment to a public planning meeting to begin the process of aligning the accessory apartment provisions of the Zoning By-law with the Official Plan.

Provincial Policy Statement (2020):

The Provincial Policy Statement explicitly directs planning authorities to pursue *residential intensification* throughout the policy document. The PPS includes the following as a subdefinition of *residential intensification*:

the conversion or expansion of existing residential buildings to create new residential units or accommodation, including accessory apartments, additional residential units, rooming houses, and other housing options.

In addition to the PPS the Planning Act provides explicit direction to permit "*the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse*".

The following is the entirety of O. Reg. 299/19 that applies to accessory apartment by-laws passed under the Planning Act:

Definitions

1. In this regulation,

"additional residential unit" means an additional residential unit referred to in subsection 16 (3) of the Act; ("unité d'habitation supplémentaire")

"primary residential unit" means the primary residential unit in a detached house, semi-detached house or rowhouse referred to in subsection 16 (3) of the Act; ("unité d'habitation principale")

"tandem parking space" means a parking space that can only be accessed by passing through another parking space from a street, lane or driveway. ("place de stationnement en tandem")

Requirements and standards — additional residential units

2. *The following requirements and standards are established with respect to additional residential units:*

1. *Each additional residential unit shall have one parking space that is provided and maintained for the sole use of the occupant of the additional residential unit, subject to paragraph 2.*
2. *Where a by-law passed under section 34 of the Act does not require a parking space to be provided and maintained for the sole use of the occupant of the primary residential unit, a parking space is not required to be provided and maintained for the sole use of the occupant of either additional residential unit.*
3. *A parking space that is provided and maintained for the sole use of the occupant of an additional residential unit may be a tandem parking space.*
4. *An additional residential unit may be occupied by any person regardless of whether,*
 - a. *the person who occupies the additional residential unit is related to the person who occupies the primary residential unit, and*
 - b. *the person who occupies either the primary or additional residential unit is the owner of the lot.*
5. *Where the use of additional residential units is authorized, an additional residential unit is permitted regardless of the date of construction of the primary residential unit.*

By-law prevails

3. *A by-law passed under section 34 of the Act that requires that no parking space be provided and maintained for the sole use of the occupant of one or both additional residential units prevails over the requirement set out in paragraph 1 of section 2.*

These regulations are requirements under section 16(3) of the Planning Act, and the accessory apartment by-law must therefore comply with these requirements. These provisions effectively state that a parking minimum for accessory apartments can exist at the discretion of the municipality, the by-law may contain no provisions that restrict who lives in the accessory apartment (i.e. the owner vs. family members vs. non-related tenant), and the by-law cannot base the permission of these uses on the age of the existing dwelling.

There is clear provincial direction to permit accessory apartments in accessory structures.

County of Grey Official Plan:

The following is the entirety of Section 4.25 (Second Units) of the Grey County Official Plan:

4.25 Second Units

Second units are also known as secondary suites, basement apartments, and accessory apartments. They are self-contained residential units with private kitchen, bathroom, and sleeping facilities within a main residence or structures additional to a dwelling (e.g., above garages).

Second units increase the supply and range of affordable rental accommodation while offering homeowners additional incomes. Further they provide alternative housing options for the elderly, young adults, and populations looking for smaller living quarters; increase the efficiency of the housing stock and offer affordable housing options. The Planning Act requires that official plans and zoning by-laws permit second units:

- In detached, semi-detached and row houses if an accessory building or structure does not contain a second unit;*
- In a building or structure accessory to those housing types, provided that the primary dwelling does not contain a second unit.*

Municipalities shall develop local policies and zoning regulations that establish appropriate standards, which protect neighbourhood character, public health and safety, and enjoyment of abutting properties without unduly restricting the creation of such dwelling units. The County is generally permissive of second units provided development meets zoning provisions outlined by the local municipalities. In settlement areas or the countryside without full municipal services, well water records or designated appropriate authority for sewage systems may be necessary prior to granting a building permit. In the countryside secondary suites shall be within the farm cluster. Second units shall not be permitted in the Hazard Lands land use type, and may be allowed in the flood fringe overlay subject to conservation authority review.

Grey Highlands Official Plan:

The following is the entirety of Section 3.10 (Accessory Apartments) of the Grey Highlands Official Plan:

3.10 Accessory Apartments

(a) General Policies

- 1. This Plan recognizes two types of accessory apartments. Accessory apartments that are within the principal dwelling unit and those units that are located in an accessory structure. The policies of this section provide guidance for the development of accessory apartments within the Municipality.*
- 2. Accessory Apartments (Secondary Units)' are defined as being a self contained set of rooms located in a building or structure; is used and or intended for use as a residential premises; is of a secondary nature to the principal dwelling and, contains kitchen and bathroom facilities that are intended for the use of the unit only.*
- 3. One Accessory Apartment may be permitted per lot in the following designations, Settlement Areas where residential uses are permitted, Agricultural, Rural, Recreation Area and Inland Lakes and Shoreline designations identified on Schedule A of this Plan, subject to meeting the requirements of the Comprehensive Zoning By-law. Notwithstanding Accessory Units shall only be permitted in areas where it can be demonstrated that safe access can be maintained to and from the Accessory Unit under the Regulatory flood event.*
- 4. Accessory Apartments in the Niagara Escarpment Plan Area must conform to the policies of the Niagara Escarpment Plan.*

5. *In the case of an accessory apartment, home occupations are permitted if already a permitted use in the zone, although no home-based day care is permitted.*

(b) Accessory Apartments in the Principal Dwelling Unit

1. *An accessory apartment is permitted within a detached dwelling, semi-detached dwelling, a duplex or a row house dwelling unit, and subject to the policies of this section.*
2. *The Zoning by-law shall establish performance standards to regulate, minimum lot area, unit size, location and parking requirements, building alterations and size of driveways in order to ensure that the character of the residential area is maintained.*
3. *The Zoning by-law may also provide performance standards that include:*
 - *Required lot area, lot frontage, unit size, location, and setbacks, landscaping requirements, parking and servicing requirements.*
 - *Authorize only those lots that are legally conforming with respect to use, and legally complying with respect to lot width, area, yard setbacks and lot coverage for accessory apartment units to be developed.*
 - *Ensure the building age and condition are capable of supporting the intensification and that the Building Code and Fire Code requirements are met.*
 - *Accessory Apartments within principal dwelling units shall not be permitted where the principal dwelling unit is located within a flood or erosion hazard area or cannot demonstrate safe access under the Regulatory flood event.*

(c) Accessory Apartments in Accessory Structures

1. *Accessory Apartments in accessory structures shall be permitted in Settlement Areas where residential uses are permitted, Agricultural, Rural, Recreation Area and Inland Lakes and Shoreline designation in accordance with the same criteria in 3.10(a)*
2. *Accessory Apartments in the Niagara Escarpment Plan Area must conform to the policies of the Niagara Escarpment Plan.*
3. *Where a permanent accessory apartment is existing, a temporary garden suite shall not be permitted.*
4. *Accessory Apartments within an accessory structure shall not be permitted where the accessory dwellings is located within a flood or erosion hazard area or cannot demonstrate safe access under the Regulatory flood event.*

(d) Garden Suites

1. *A garden suite means a one-unit detached residential structure containing bathroom and kitchen facilities that is ancillary to an existing residential structure and that is designed either to be portable, or the habitable space is easily removed or altered to a use permitted by the By-law, after expiry of the use. Mobile homes are not permitted as garden suites.*
2. *Garden suites shall be permitted in a Settlement Area where residential uses are permitted, Agricultural, Rural, Recreation Area and Inland Lakes and Shoreline*

designations in accordance with the temporary use provisions of Section 39.1 of the Planning Act, RSO, 1990.

3. *A garden suite in the form of a separate detached building may be permitted through a Temporary Use By-law. When considering an application for a temporary garden suite Council shall consider the following:*
 - *The appropriateness of the garden suite as a means of ensuring supervision and/or care for the occupant.*
 - *The size, appearance and location of the building as it relates to the character of the area.*
 - *The compatibility of the accessory unit with the primary dwelling and surrounding land uses and encourage the garden suite to be located within the farm cluster, where feasible.*
 - *The appropriateness of the existing or proposed services.*
 - *The ability of the garden suite to meet all zone requirements. (iv) As a condition of approval of a garden suite, the Municipality shall require an agreement between the Municipality and the property owner including such matters as:*
 - *The installation, maintenance and removal of the garden suite structure.*
 - *The period of occupancy of the suite.*
 - *The form of security the municipality may require for potential costs related to the removal of the suite.*
 - *Confirmation that the principal dwelling will be occupied by the owner.*
 - *Confirmation that the garden suite shall not be used as a rental dwelling unit for profit.*
 - *Confirmation that the garden suite meets all health, safety, servicing, fire and building code standards.*
4. *The Temporary Use By-law shall be considered based on the same criteria as other secondary units as outlined in Section 3.10.*
5. *A by-law authorizing the temporary use of a garden suite shall define the area to which it applies and specify the period of time for which the authorization shall be in effect, which shall not exceed 20 years from the day of the passing of the by-law. The Council may by by-law grant further periods of not more than three years each during which the use is authorized. The Council may by by-law grant one further period of not more than three years during which the use is authorized.*

Grey Highlands Comprehensive Zoning By-law:

By-law 2013-17 amended the Comprehensive Zoning By-law to permit and regulate Accessory Apartments. By-law 2013-17 is a stand alone document whose wording has not yet been incorporated into the body of the Comprehensive Zoning By-law document.

By-law 2013-17 currently regulates accessory apartments, and its regulatory provisions are as follows:

1. *Section 3 of By-law 2004-50 is hereby amended by adding the following new definitions:*

Accessory Apartment (Secondary Units)

Shall mean a self contained set of rooms located in a building or structure; is used and or intended for use as a residential premises; is of a secondary nature

to the principal dwelling and, contains kitchen and bathroom facilities that are intended for the use of the unit only and is also referred to as a secondary unit.

2. Section 5.28 is hereby added as the following Section:

5.28 Accessory Apartments

Despite any other provision in this By-law to the contrary, an accessory apartment is permitted in accordance with the following:

- 1. One accessory apartment (secondary unit) is permitted in any detached dwelling, semi-detached dwelling, duplex building, rowhouse, or accessory structure thereto, in the following zones: Residential (R), Multiple Residential (RM), Rural (RU), Rural Residential (RUR), Residential Shoreline (RS), Recreation (R) and Agricultural (A1) provided:*
 - o The unit does not change the streetscape character along the road on which it is located; and*
 - o It not be a stand-alone, principal unit, capable of being severed, and*
 - o It only exists along with, **and within** the same building as, its principal dwelling unit.*
- 2. An accessory apartment is not permitted on a lot that is legally non-conforming with respect to lot width or lot area.*
- 3. A maximum of one accessory apartment (secondary unit) is permitted per lot.*
- 4. If located at or above grade, the accessory apartment shall be less or equal to the area of the principal dwelling unit. If located in a basement, it may occupy the whole of the basement.*
- 5. Where an attached garage is converted to create the accessory apartment, such attached garage is counted as gross floor area of the dwelling.*
- 6. The accessory apartment must have a separate access and is limited to the ground floor unless Building or Fire Codes dictate otherwise.*
- 7. Accessory apartments (secondary units) must be connected to public services where such services are available.*
- 8. Despite subsection (7) above, where only private services are available, new accessory apartments (secondary units) may be connected to private services subject to approval by the Municipality of Grey Highlands, to provide opportunity to review water quality and servicing.*
- 9. One (1) additional parking space is required for an accessory apartment any may be tandem within the driveway.*
- 10. The creation of the accessory apartment (secondary unit) must not eliminate a required parking space for the principal dwelling unit.*
- 11. In the case of an accessory apartment, home occupations are permitted where already a permitted use in the zone, although not a home-based daycare is permitted.*

Analysis

Section 5.21.1 (c) eliminates any possibility that an accessory apartment can be permitted in a detached structure, as the provision requires that an accessory apartment "only exists along with, and **within** the same building as, its principal dwelling unit". An accessory structure, by definition, can not exist within a principal dwelling. The Zoning By-law is subsequently inconsistent with the Official Plan, as the Official Plan permits accessory apartments in accessory structures within all land use designations that permit residential uses. Planning staff are recommending that the zoning by-law be updated to permit these dwellings as-of-right in most zones where residences are permitted.

Requirements for an Updated By-law

The following are aspects of accessory apartments that need to be addressed through regulations within the by-law to ensure consistency with the Official Plan, to ensure these uses meet the needs of residents, and to ensure they are developed responsibly and within the spirit of being "accessory" to a principle dwelling:

- Accessory apartments need to be permitted both within/attached to existing dwellings and within accessory structures.
- The zones where these uses are permitted must be specified.
- Home occupations must be permitted in accessory apartments that are attached to the dwelling. The OP does not speak to these uses in accessory apartments within accessory structures, however, there is latitude in the Official Plan to permit them in both.
- Accessory apartments in accessory structures cannot be located in Hazard areas or in areas that cannot be accessed due to flooding hazards.
- Minimum distance separation requirements must be met for new accessory apartments.
- The size of accessory apartments needs to be limited to ensure they are "accessory" in nature.
- Some Parameters around parking need to be specified to reconcile the baseline parking requirements of the by-law.
- These uses must be required to connect to public services where they are available.
- For detached accessory apartments, the uses must be located in the "farm cluster" on countryside properties to align with the County Official Plan.
- General setback and lot coverage requirements must be clarified to avoid any confusion imposed by the standard requirements in the by-law, particularly regarding detached accessory structures as they are effectively dwellings.
- These uses must only be permitted on adequately sized lots. Grey Highlands has hundreds of lots that are "undersized" for their respective zone. Undersized lots are effectively lots that would not be permitted to be created today, generally due to the lack of available public water and sewer services that ensure appropriate development. While intensifying development in built-up areas is generally encouraged by planning theory and policy, intensity must not result in overdevelopment of areas with inadequate private servicing. Too much intensity on private services can lead to issues relating to ground water contamination,

depletion of ground water resources, and malfunctioning septic systems that damage neighbouring property and threaten the quality of the water supply.

- The minimum lot size in the Rural and Agriculture zones are 20 hectares and 40 hectares respectively. It would be prudent to permit these uses on "undersized" lots in these zones provided the lots are adequately sized to accommodate private services, as there are hundreds of lots with the Rural and Agriculture zoning designation that do not quite meet the large lot size requirements.

Staff would also like to take this opportunity to amend the definition of "Cabin" in the Zoning By-law. The current definition is as follows:

Cabin

Shall mean a building designed and built for temporary human habitation containing separate heating facilities but not culinary or sanitary facilities, shall not be made available for remuneration, and shall only be permitted by way of a site specific zoning by-law amendment

Including a provision that these uses shall only be permitted by way of a site-specific zoning by-law amendment within the definition of the use is redundant. If the use is not defined as a permitted use in a zone then it is inherently not permitted and the zoning by-law need not include an instruction within the definition for permitting the use. These uses should either be permitted as-of-right in certain scenarios, regardless of heating requirements, or should be included as a prohibited use in all zones within section 5.18. A proposed alternative definition is as follows:

Cabin

Shall mean a building designed and built for temporary human habitation containing separate heating facilities but not culinary or sanitary facilities.

Furthermore, staff would like to take this opportunity to amend the definition of "Dwelling" in the Zoning By-law. The current definition is as follows:

Dwelling

Shall mean a building occupied, or capable of being occupied, exclusively as a home, residence, or sleeping place by one or more persons, but shall not include hotels, motels, mobile homes, travel trailers, tents, campers, etc.

The phrase "or sleeping place" is problematic as a sleeping place could effectively be a "cabin" without heating, kitchen facilities, or bathroom facilities. A technical reading of these definitions and the as-of-right permissions leads one to the conclusion that a building permit could be issued for a cabin on a vacant lot as long as the cabin does not have heating facilities and meets the requirements for a sleeping quarters under the Building Code. Staff have had numerous discussions on this apparent hole in the zoning by-law, as staff do not believe it is intended to define structures without bathrooms, kitchen facilities, and heating sources as dwellings. The following is a proposed alternative definition:

Dwelling

shall mean one or more rooms used or intended for the domestic use of one or more individuals living as a single house-keeping unit that is provided with heating, cooking, living, sleeping and sanitary facilities. A dwelling shall not include any mobile home, travel trailer, camper, hotels/motels, a home for the aged, nursing home, or hospital.

This is a more robust definition of dwelling that ensures the zoning by-law only permits safe and adequate structures as dwellings.

Building staff have noted that while the revised definition addresses some ambiguities regarding the inclusion of the term "sleeping place", the proposed definition of "Dwelling" still provides some ambiguity in relation to requirements under the Ontario Building Code as there is no mention of the dwelling needing to be suitable for "year round" habitation. This ambiguity could lead a building official to issue a permit under the requirements of a cottage under the building code, which have a much lower standard than year round dwellings. There is an opportunity to make the definition of "Dwelling" more robust to require that all dwellings clearly meet the standard of a "year-round" dwelling under the Ontario Building Code.

The following is an alternative definition of Dwelling that would prohibit the construction of dwellings under the "cottage" standard of the Building Code.

Dwelling

shall mean one or more rooms used or intended for the year-round domestic use of one or more individuals living as a single house-keeping unit that is provided with heating, cooking, living, sleeping and sanitary facilities. A dwelling shall not include any mobile home, travel trailer, camper, hotels/motels, a home for the aged, nursing home, or hospital.

Both planning and building staff believe that the existing definition of dwelling was never intended to permit structures that do not meet a conventional, common-sense understanding of what constitutes a "dwelling", however, there is a rising interest in unconventional "dwelling-like" structures, such as seacans that have been retrofitted to operate as a sleeping quarters with a shower and toilet, but without proper insulation or kitchen facilities. Staff have been denying permits for these structures as they do not meet a common sense understanding of what the by-law intends to permit, however, the ambiguous wording in the definition of dwelling makes it challenging to clearly point to where they are not permitted. The proposed changes to the definition will provide the needed clarity.

Conclusion:

This report has presented the existing policy framework regarding accessory apartments in Grey Highlands. The draft by-law appended to this report contains provisions that address the aspects of accessory apartments that require regulation. Council and staff will acquire public feedback on the draft by-law through a public

planning hearing. Feedback from the planning hearing may result in new provisions or revisions to the baseline provisions that have been included.

Approved By

Michael Benner, Director of Planning

Status

Approved - 10 Feb 2021

**The Corporation of the
Municipality of Grey Highlands
Comprehensive Zoning By-law Amendment XYZ**

Accessory Apartment Provisions

BEING a By-law to amend the Municipality of Grey Highlands Comprehensive Zoning By-law No. 2004-50;

WHEREAS the Council of the Corporation of the Municipality of Grey Highlands deems it in the public interest to pass a By-law to amend By-law No. 2004-50 to update zoning provisions for accessory apartments.

AND WHEREAS pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, By-laws may be amended by Councils of Municipalities;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF GREY HIGHLANDS ENACTS AS FOLLOWS:

1. Comprehensive Zoning By-law Amendment 2013-17 is hereby repealed
2. Section 3 of By-law 2004-50 is hereby amendment by adding the following new definition:

Accessory Apartment

Shall mean a dwelling that is of a secondary nature to the principal dwelling.

3. Section 3 of By-law 2004-50 is hereby amendment by removing the definition of "Cabin, Sleeping".
4. Section 3 of By-law 2004-50 is hereby amendment by adding the definition of "Cabin" with the following definition:

Cabin

Shall mean a building designed and built for temporary human habitation containing separate heating facilities but not culinary or sanitary facilities.

5. Section 3 of By-law 2004-50 is hereby amendment by replacing the definition of "Dwelling" with the following definition:

Dwelling

Shall mean one or more rooms used or intended for the domestic use of one or more individuals living as a single house-keeping unit that is provided with heating, cooking, living, sleeping and sanitary facilities. A dwelling shall not include any mobile home, travel trailer, camper, hotels/motels, a home for the aged, nursing home, or hospital.

6. Section 5.28 is hereby added as the following section:

5.28 Accessory Apartments

1. Attached Units

One accessory apartment is permitted within or attached to any detached dwelling, semi-detached dwelling, duplex building, or townhouse in the Downtown Commercial (C1), Residential (R), Multiple Residential (RM), Rural (RU), Rural Residential (RUR), Residential Shoreline (RS), Agricultural (A1), and Restricted Agriculture (A2) zones subject to the following conditions:

- a. There is a maximum of one (1) accessory apartment per lot.
- b. The accessory apartment shall be situated entirely within or attached to the principal dwelling;
- c. Notwithstanding any provision in the By-law, accessory apartments shall not be subject to minimum parking requirements.
- d. The accessory apartment is located in accordance with the yard setbacks applicable to a main dwelling in the applicable zone.
- e. The accessory apartment and dwelling in combination are compliant with the lot coverage requirements of the zone.
- f. An accessory apartment is not permitted on a lot that is non-conforming with respect to lot frontage or lot area unless the lot has a frontage of at least 50 metres and an area of at least 0.8 hectares.
- g. If located at or above grade, the accessory apartment shall have less floor area than the principal dwelling unit. If located in a basement, it may occupy the whole of the basement.
- h. Accessory apartments must be connected to public services where such services are available.
- i. Accessory apartments must be connected to adequate private services where public services are not available. Section 5.21 of the Zoning By-law provides guidance on the minimum servicing requirements.
- j. In the case of an accessory apartment, home occupations are permitted where already a permitted use in the zone, although a home-based daycare is not permitted. The provisions regulating Home Occupations shall treat the main dwelling and the accessory apartment as separate and independent units regarding the maximum number of employees and the maximum amount of gross floor area that can be dedicated to the use. There shall be no additional parking requirements for a Home Occupation in an accessory apartment.
- k. Accessory Apartments within principal dwelling units shall not be permitted where the principal dwelling unit is located within a flood or erosion hazard area or cannot demonstrate safe access under the Regulatory flood event.

2. Detached Units

One accessory apartment is permitted in an accessory structure in the Residential (R), Multiple Residential (RM), Rural (RU), Rural Residential (RUR), Residential Shoreline (RS), Agricultural (A1), and Restricted Agriculture (A2) zones subject to the following conditions:

- a. There is a maximum of one (1) accessory apartment per lot. An accessory apartment is not permitted where a temporary garden suite already exists.
- b. The accessory apartment is located within 50 metres of the principal detached dwelling.
- c. The accessory apartment utilizes the same driveway entrance as the principal detached dwelling.
- d. Notwithstanding any provision in the By-law, accessory apartments shall not be subject to minimum parking requirements.
- e. The accessory apartment is located in accordance with the yard setbacks applicable to a main dwelling in the zone.
- f. Notwithstanding any other provision in this by-law, in Rural Residential (RUR), Residential Shoreline (RS), Rural, Agricultural (A1), and Restricted Agricultural (A2) zones, the accessory apartment and the related structure may be located nearer to the front lot line than the main dwelling.
- g. The addition of the accessory apartment does not result in the maximum lot coverage for accessory uses being exceeded.

- h. The accessory apartment is designed to be a permanent, year-round dwelling as per the Ontario Building Code.
- i. Notwithstanding the prohibited uses specified in section 5.18 or any other provision of the zoning By-law, provided the unit meets the requirements of a year-round dwelling under the Ontario Building Code, park-model homes are permitted for use as accessory apartments.
- j. Notwithstanding any other provision of the Zoning By-law, on lots that are not located within a Settlement Area identified in the Official Plan, the accessory apartment must comply with Provincial Minimum Distance Separation requirements.
- k. The accessory apartment and dwelling in combination are compliant with the lot coverage requirements of the zone.
- l. Where an accessory apartment only occupies a single floor immediately above the ground floor of the accessory structure, the accessory apartment may occupy the whole of the floor. All other forms of accessory structures that are used as accessory apartments shall have a maximum building footprint of 121 square metres and a maximum floor area of 168 square metres.
- m. An accessory apartment is not permitted on a lot that is non-conforming with respect to lot frontage or lot area unless the lot has a frontage of at least 50 metres and an area of at least 0.8 hectares.
- n. Accessory apartments must be connected to public services where such services are available.
- o. Accessory apartments must be connected to adequate private services where public services are not available. Section 5.21 of the Zoning By-law provides guidance on the minimum servicing requirements.
- p. In the case of an accessory apartment, home occupations are permitted where already a permitted use in the zone, although a home-based daycare is not permitted. The provisions regulating Home Occupations shall treat the main dwelling and the accessory apartment as separate and independent units regarding the maximum number of employees and the maximum amount of gross floor area that can be dedicated to the use. There shall be no additional parking requirements for a Home Occupation in an accessory apartment.
- q. Accessory Apartments within an accessory structure shall not be permitted where the accessory dwelling is located within a flood or erosion hazard area or cannot demonstrate safe access under the Regulatory flood event.

3. Cabins

- a. As per the definition of Cabin, Cabins are to be used as casual sleeping quarters that are accessory to the residential use and are therefore not permitted to be used as a residence.
- b. A Cabin is not permitted to be used as a short-term accommodation unit.
- c. A Cabin shall not be considered as an accessory apartment.
- d. One (1) Cabin is permitted per lot in the Rural (RU), Agricultural (A1), and Restricted Agriculture (A2) zones provided a main dwelling also exists on the lot. A Cabin shall be treated as an accessory use regarding height, setback, and lot coverage requirements.
- e. One (1) Cabin is permitted per lot in the Residential Shoreline (RS) zone provided:
 - A main dwelling also exists on the lot.
 - No accessory apartment exists on the lot.
 - The lot meets the minimum lot size requirement for the Residential Shoreline zone.
- f. A Cabin shall be treated as an accessory use regarding height, setback, and lot coverage requirements.



NOTICE OF PUBLIC MEETING

Application for Zoning By-law Amendment

**Monday, February 22, 2021
at 6:00pm
Virtual Meeting**

Please register to attend here:
www.greyhighlands.ca/publicplanningfeb

View the meeting live here:
<https://youtu.be/LusDTuc0xi8>

Your online registration will give you the ability to attend either online or by telephone. If you need assistance with the registration process or cannot access the registration link, please call 519-986-1216 ext. 193.

What is being proposed? The Municipality is seeking input on a municipal-wide amendment to the zoning by-law that will permit and regulate accessory apartments.

The purpose and effect of Zoning By-law Amendment Z09.2021: To amend the Municipality's Zoning By-law 2004-50 to update regulations pertaining to accessory apartments in all zones where they are permitted.

The 2017 Grey Highlands Official Plan permits accessory apartments in a single detached dwelling or an accessory (detached) structure. Currently, accessory apartments are permitted in zones within Grey Highlands where residential uses are permitted (By-law 2013-17).

Grey Highlands is undertaking a housekeeping amendment to update the zoning by-law to permit and regulate accessory apartments in a single detached dwelling or an accessory structure.

No key map is included as this amendment affects all of the Municipality of Grey Highlands.

A copy of the draft by-law can be found on the municipal website www.greyhighlands.ca

Where do I submit my comments?

Please submit written comments to
Director of Planning and Building, Michael Benner

By mail:
206 Toronto St. South, Unit 1
PO Box 409
Markdale, ON N0C 1H0

Fax: 519-986-3643
Email: planning@greyhighlands.ca
Phone: 519-986-1216 x193

Written comments are requested by February 19, 2021 so that they may be read at the public meeting for the benefit of everyone in attendance.

Why? This meeting is an opportunity to learn about the proposed Zoning By-law amendments and provide feedback.

What can I expect at the Public Meeting?

The public meeting is an opportunity for members of the public to learn more about the proposal. Attendees can hear a brief presentation about the proposal, ask questions, and/or make verbal or written statements either in favour of, or in opposition to the proposed Zoning By-law Amendment. At the meeting members of the public will also hear a summary of any comments received about the proposed development prior to the public meeting.

When will a decision be made?

A decision on this proposal has NOT been made at this point and will NOT be made at the Public Meeting. After reviewing the application and any comments received, staff will bring a recommendation on this proposal to a future council meeting.

Want to be notified of a decision?

You must make a request in writing if you wish to receive a notice of any decision of Council on this proposal.

Your rights to appeal a decision:

If a person or public body does not make oral submissions at the Public Meeting or make written submissions to the Municipality of Grey Highlands before the proposed Zoning By-law is adopted, the Local Planning Appeal Tribunal may dismiss the appeal.

If a person or public body does not make oral submissions at a Public Meeting or make written submissions to the Municipality of Grey Highlands before the proposed Zoning By-law is adopted, 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.

A Note about information you may submit to the Municipality:

Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and may be made available through the Council agenda process.

This document can be made available in other accessible formats as soon as practicable upon request.

Questions? Want more information? Ask the Planning Department.

Phone: 519-986-1216 x193 **Email:** planning@greyhighlands.ca **Website:** www.greyhighlands.ca

**The Corporation of the
Municipality of Grey Highlands
Comprehensive Zoning By-law Amendment XYZ**

Accessory Apartment Provisions

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- c. Notwithstanding any provision in the By-law, accessory apartments shall not be subject to minimum parking requirements.
- d. The accessory apartment is located in accordance with the yard setbacks applicable to a main dwelling in the applicable zone.
- e. The accessory apartment and dwelling in combination are compliant with the lot coverage requirements of the zone.
- f. An accessory apartment is not permitted on a lot that is non-conforming with respect to lot frontage or lot area unless the lot has a frontage of at least 50 metres and an area of at least 0.8 hectares.
- g. If located at or above grade, the accessory apartment shall have less floor area than the principal dwelling unit. If located in a basement, it may occupy the whole of the basement.
- h. Accessory apartments must be connected to public services where such services are available.
- i. Accessory apartments must be connected to adequate private services where public services are not available. Section 5.21 of the Zoning By-law provides guidance on the minimum servicing requirements.
- j. In the case of an accessory apartment, home occupations are permitted where already a permitted use in the zone, although a home-based daycare is not permitted. The provisions regulating Home Occupations shall treat the main dwelling and the accessory apartment as separate and independent units regarding the maximum number of employees and the maximum amount of gross floor area that can be dedicated to the use. There shall be no additional parking requirements for a Home Occupation in an accessory apartment.
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- c. The accessory apartment utilizes the same driveway entrance as the principal detached dwelling.
- d. Notwithstanding any provision in the By-law, accessory apartments shall not be subject to minimum parking requirements.
- e. The accessory apartment is located in accordance with the yard setbacks applicable to a main dwelling in the zone.
- f. Notwithstanding any other provision in this by-law, in Rural Residential (RUR), Residential Shoreline (RS), Rural, Agricultural (A1), and Restricted Agriculture (A2) zones, the accessory apartment and the related structure may be located nearer to the front lot line than the main dwelling.
- g. The addition of the accessory apartment does not result in the maximum lot coverage for accessory uses being exceeded.

- h. The accessory apartment is designed to be a permanent, year-round dwelling as per the Ontario Building Code.
- i. Notwithstanding the prohibited uses specified in section 5.18 or any other provision of the zoning By-law, provided the unit meets the requirements of a year-round dwelling under the Ontario Building Code, park-model homes are permitted for use as accessory apartments.
- j. Notwithstanding any other provision of the Zoning By-law, on lots that are not located within a Settlement Area identified in the Official Plan, the accessory apartment must comply with Provincial Minimum Distance Separation requirements.
- k. The accessory apartment and dwelling in combination are compliant with the lot coverage requirements of the zone.
- l. Where an accessory apartment only occupies a single floor immediately above the ground floor of the accessory structure, the accessory apartment may occupy the whole of the floor. All other forms of accessory structures that are used as accessory apartments shall have a maximum building footprint of 121 square metres and a maximum floor area of 168 square metres.
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- q. Accessory Apartments within an accessory structure shall not be permitted where the accessory dwelling is located within a flood or erosion hazard area or cannot demonstrate safe access under the Regulatory flood event.

3. Cabins

- a. As per the definition of Cabin, Cabins are to be used as casual sleeping quarters that are accessory to the residential use and are therefore not permitted to be used as a residence.
- b. A Cabin is not permitted to be used as a short-term accommodation unit.
- c. A Cabin shall not be considered as an accessory apartment.
- d. One (1) Cabin is permitted per lot in the Rural (RU), Agricultural (A1), and Restricted Agriculture (A2) zones provided a main dwelling also exists on the lot. A Cabin shall be treated as an accessory use regarding height, setback, and lot coverage requirements.
- e. One (1) Cabin is permitted per lot in the Residential Shoreline (RS) zone provided:
 - A main dwelling also exists on the lot.
 - No accessory apartment exists on the lot.
 - The lot meets the minimum lot size requirement for the Residential Shoreline zone.
- f. A Cabin shall be treated as an accessory use regarding height, setback, and lot coverage requirements.

Planning Report

TO: Council
FROM: Matt Rapke
DATE: Council - 06 Jan 2021
REPORT: PL-2020-35
SUBJECT: PL.20.133 - Proposal to Update Accessory Apartment Zoning By-law

RECOMMENDATION:

That Council receive staff report PL.20.133 - Proposal to Update Accessory Apartment Zoning By-law; and that Council direct staff to bring the proposed housekeeping amendment forward at the February Public Planning Meeting.

Location:

Amendment applies to the entirety of the Municipality of Grey Highlands.

Proposal:

Over the past several months, Grey Highlands has received numerous inquiries from individuals who want to develop accessory apartments within accessory (i.e detached) structures. The following are some examples of what residents desire to develop:

- A garage/shop with an apartment above the parking space
- A garage/shop that is converted entirely to a dwelling unit
- A dwelling-unit addition to an existing garage/shop
- A second dwelling unit (i.e. a second house)

In all circumstances a principal dwelling already exists on the lot.

The Grey Highlands Official Plan permits these uses, however, the policies of the Official Plan do not take effect until they are implemented in the Zoning By-law. Staff in the Planning and Building Department have had several discussions over the past few months to align our understanding of what the Zoning By-law currently permits regarding accessory apartments. At this point, there is consensus in the Planning and Building Department that the Zoning By-law does **not** currently permit accessory apartments in accessory structures, however, it is understood that the prevailing opinion and understanding up to this point by both staff and Council was that accessory apartments are permitted in accessory structures. Staff therefore felt it was necessary to

bring this proposal to Council to align the By-law with what was understood to already be permitted. Furthermore, Section 16 (3) of the Planning Act states the following:

Additional residential unit policies

(3) An official plan shall contain policies that authorize the use of additional residential units by authorizing,

- (a) the use of two residential units in a detached house, semi-detached house or rowhouse; and*
- (b) the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse. 2019, c. 9, Sched. 12, s. 2 (1).*

The Grey Highlands Official Plan already complies with this requirement, but the Zoning By-law needs to be updated to bring the Official Plan policies into effect and into conformity with the Planning Act.

The purpose of this report is to provide an overview of the existing Official Plan and Zoning By-law policies that apply to accessory apartments. Draft wording for an updated accessory apartment zoning by-law is also provided. Planning staff are requesting that Council direct staff to bring the proposed Zoning By-law amendment to a public planning meeting to begin the process of aligning the accessory apartment provisions of the Zoning By-law with the Official Plan.

Provincial Policy Statement (2014):

The Provincial Policy Statement explicitly directs planning authorities to pursue *residential intensification* throughout the policy document. The PPS includes the following as a subdefinition of *residential intensification*:

the conversion or expansion of existing residential buildings to create new residential units or accommodation, including accessory apartments, additional residential units, rooming houses, and other housing options.

In addition to the PPS the Planning Act provides explicit direction to permit "*the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse*".

There is clear provincial direction to permit accessory apartments in accessory structures.

County of Grey Official Plan:

The following is the entirety of Section 4.25 (Second Units) of the Grey County Official Plan:

4.25 Second Units

Second units are also known as secondary suites, basement apartments, and accessory apartments. They are self-contained residential units with private kitchen, bathroom, and sleeping facilities within a main residence or structures additional to a dwelling (e.g., above garages).

Second units increase the supply and range of affordable rental accommodation while offering homeowners additional incomes. Further they provide alternative housing options for the elderly, young adults, and populations looking for smaller living quarters; increase the efficiency of the housing stock and offer affordable housing options.

The Planning Act requires that official plans and zoning by-laws permit second units:

- In detached, semi-detached and row houses if an accessory building or structure does not contain a second unit;*
- In a building or structure accessory to those housing types, provided that the primary dwelling does not contain a second unit.*

Municipalities shall develop local policies and zoning regulations that establish appropriate standards, which protect neighbourhood character, public health and safety, and enjoyment of abutting properties without unduly restricting the creation of such dwelling units. The County is generally permissive of second units provided development meets zoning provisions outlined by the local municipalities. In settlement areas or the countryside without full municipal services, well water records or designated appropriate authority for sewage systems may be necessary prior to granting a building permit. In the countryside secondary suites shall be within the farm cluster. Second units shall not be permitted in the Hazard Lands land use type, and may be allowed in the flood fringe overlay subject to conservation authority review.

Grey Highlands Official Plan:

The following is the entirety of Section 3.10 (Accessory Apartments) of the Grey Highlands Official Plan:

3.10 Accessory Apartments

(a) General Policies

- 1. This Plan recognizes two types of accessory apartments. Accessory apartments that are within the principal dwelling unit and those units that are located in an accessory structure. The policies of this section provide guidance for the development of accessory apartments within the Municipality.*
- 2. Accessory Apartments (Secondary Units)' are defined as being a self contained set of rooms located in a building or structure; is used and or intended for use as a residential premises; is of a secondary nature to the principal dwelling and, contains kitchen and bathroom facilities that are intended for the use of the unit only.*
- 3. One Accessory Apartment may be permitted per lot in the following designations, Settlement Areas where residential uses are permitted, Agricultural, Rural, Recreation Area and Inland Lakes and Shoreline designations identified on Schedule A of this Plan, subject to meeting the requirements of the Comprehensive Zoning By-law. Notwithstanding Accessory Units shall only be permitted in areas where it can be demonstrated that safe access can be maintained to and from the Accessory Unit under the Regulatory flood event.*
- 4. Accessory Apartments in the Niagara Escarpment Plan Area must conform to the policies of the Niagara Escarpment Plan.*

5. *In the case of an accessory apartment, home occupations are permitted if already a permitted use in the zone, although no home-based day care is permitted.*

(b) Accessory Apartments in the Principal Dwelling Unit

1. *An accessory apartment is permitted within a detached dwelling, semi-detached dwelling, a duplex or a row house dwelling unit, and subject to the policies of this section.*
2. *The Zoning by-law shall establish performance standards to regulate, minimum lot area, unit size, location and parking requirements, building alterations and size of driveways in order to ensure that the character of the residential area is maintained.*
3. *The Zoning by-law may also provide performance standards that include:*
 - o *Required lot area, lot frontage, unit size, location, and setbacks, landscaping requirements, parking and servicing requirements.*
 - o *Authorize only those lots that are legally conforming with respect to use, and legally complying with respect to lot width, area, yard setbacks and lot coverage for accessory apartment units to be developed.*
 - o *Ensure the building age and condition are capable of supporting the intensification and that the Building Code and Fire Code requirements are met.*
 - o *Accessory Apartments within principal dwelling units shall not be permitted where the principal dwelling unit is located within a flood or erosion hazard area or cannot demonstrate safe access under the Regulatory flood event.*

(c) Accessory Apartments in Accessory Structures

1. *Accessory Apartments in accessory structures shall be permitted in Settlement Areas where residential uses are permitted, Agricultural, Rural, Recreation Area and Inland Lakes and Shoreline designation in accordance with the same criteria in 3.10(a)*
2. *Accessory Apartments in the Niagara Escarpment Plan Area must conform to the policies of the Niagara Escarpment Plan.*
3. *Where a permanent accessory apartment is existing, a temporary garden suite shall not be permitted.*
4. *Accessory Apartments within an accessory structure shall not be permitted where the accessory dwellings is located within a flood or erosion hazard area or cannot demonstrate safe access under the Regulatory flood event.*

(d) Garden Suites

1. *A garden suite means a one-unit detached residential structure containing bathroom and kitchen facilities that is ancillary to an existing residential structure and that is designed either to be portable, or the habitable space is easily removed or altered to a use permitted by the By-law, after expiry of the use. Mobile homes are not permitted as garden suites.*
2. *Garden suites shall be permitted in a Settlement Area where residential uses are permitted, Agricultural, Rural, Recreation Area and Inland Lakes and Shoreline*

designations in accordance with the temporary use provisions of Section 39.1 of the Planning Act, RSO, 1990.

3. *A garden suite in the form of a separate detached building may be permitted through a Temporary Use By-law. When considering an application for a temporary garden suite Council shall consider the following:*
 - *The appropriateness of the garden suite as a means of ensuring supervision and/or care for the occupant.*
 - *The size, appearance and location of the building as it relates to the character of the area.*
 - *The compatibility of the accessory unit with the primary dwelling and surrounding land uses and encourage the garden suite to be located within the farm cluster, where feasible.*
 - *The appropriateness of the existing or proposed services.*
 - *The ability of the garden suite to meet all zone requirements. (iv) As a condition of approval of a garden suite, the Municipality shall require an agreement between the Municipality and the property owner including such matters as:*
 - *The installation, maintenance and removal of the garden suite structure.*
 - *The period of occupancy of the suite.*
 - *The form of security the municipality may require for potential costs related to the removal of the suite.*
 - *Confirmation that the principal dwelling will be occupied by the owner.*
 - *Confirmation that the garden suite shall not be used as a rental dwelling unit for profit.*
 - *Confirmation that the garden suite meets all health, safety, servicing, fire and building code standards.*
4. *The Temporary Use By-law shall be considered based on the same criteria as other secondary units as outlined in Section 3.10.*
5. *A by-law authorizing the temporary use of a garden suite shall define the area to which it applies and specify the period of time for which the authorization shall be in effect, which shall not exceed 20 years from the day of the passing of the by-law. The Council may by by-law grant further periods of not more than three years each during which the use is authorized. The Council may by by-law grant one further period of not more than three years during which the use is authorized.*

Grey Highlands Comprehensive Zoning By-law:

By-law 2013-17 amended the Comprehensive Zoning By-law to permit and regulate Accessory Apartments. By-law 2013-17 is a stand alone document whose wording has not yet been incorporated into the body of the Comprehensive Zoning By-law document.

By-law 2013-17 currently regulates accessory apartments, and its regulatory provisions are as follows:

1. *Section 3 of By-law 2004-50 is hereby amended by adding the following new definitions:*

Accessory Apartment (Secondary Units)

Shall mean a self contained set of rooms located in a building or structure; is used and or intended for use as a residential premises; is of a secondary nature

to the principal dwelling and, contains kitchen and bathroom facilities that are intended for the use of the unit only and is also referred to as a secondary unit.

2. Section 5.28 is hereby added as the following Section:

5.28 Accessory Apartments

Despite any other provision in this By-law to the contrary, an accessory apartment is permitted in accordance with the following:

1. *One accessory apartment (secondary unit) is permitted in any detached dwelling, semi-detached dwelling, duplex building, rowhouse, or accessory structure thereto, in the following zones: Residential (R), Multiple Residential (RM), Rural (RU), Rural Residential (RUR), Residential Shoreline (RS), Recreation (R) and Agricultural (A1) provided:*
 - o *The unit does not change the streetscape character along the road on which it is located; and*
 - o *It not be a stand-alone, principal unit, capable of being severed, and*
 - o *It only exists along with, **and within** the same building as, its principal dwelling unit.*
2. *An accessory apartment is not permitted on a lot that is legally non-conforming with respect to lot width or lot area.*
3. *A maximum of one accessory apartment (secondary unit) is permitted per lot.*
4. *If located at or above grade, the accessory apartment shall be less or equal to the area of the principal dwelling unit. If located in a basement, it may occupy the whole of the basement.*
5. *Where an attached garage is converted to create the accessory apartment, such attached garage is counted as gross floor area of the dwelling.*
6. *The accessory apartment must have a separate access and is limited to the ground floor unless Building or Fire Codes dictate otherwise.*
7. *Accessory apartments (secondary units) must be connected to public services where such services are available.*
8. *Despite subsection (7) above, where only private services are available, new accessory apartments (secondary units) may be connected to private services subject to approval by the Municipality of Grey Highlands, to provide opportunity to review water quality and servicing.*
9. *One (1) additional parking space is required for an accessory apartment any may be tandem within the driveway.*
10. *The creation of the accessory apartment (secondary unit) must not eliminate a required parking space for the principal dwelling unit.*
11. *In the case of an accessory apartment, home occupations are permitted where already a permitted use in the zone, although not a home-based daycare is permitted.*

Analysis

Section 5.21.1 (c) eliminates any possibility that an accessory apartment can be permitted in a detached structure, as the provision requires that an accessory apartment “only exists along with, **and within** the same building as, its principal dwelling unit”. An accessory structure, by definition, can not exist within a principal dwelling. The Zoning By-law is subsequently inconsistent with the Official Plan, as the Official Plan permits accessory apartments in accessory structures within all land use designations that permit residential uses.

The following is a draft of what planning staff are proposing the Zoning By-law be amended to. Reasoning behind select regulations is provided in-line in alternative font.

Alternative Regulatory By-law Wording

Definitions:

Accessory Apartment

Shall mean a self contained set of rooms located in a building or structure; is used or capable of being used as a residential premises; is of a secondary nature to the principal dwelling, and contains kitchen and bathroom facilities.

Bunkie

Shall mean an accessory structure used for or intended for use as a casual sleeping quarters, but not as a residential premises; has a floor area of no more than 28 square metres; shall have no plumbing, bathroom, or kitchen facilities; and shall not be considered a dwelling.

Regulations:

1. One accessory apartment is permitted within or attached to any detached dwelling, semi-detached dwelling, duplex building, rowhouse in the Downtown Commercial (C1), Residential (R), Multiple Residential (RM), Rural (RU), Rural Residential (RUR), Residential Shoreline (RS), Agricultural (A1), and Restricted Agriculture (A2) zones subject to the following conditions (every zone that permits a residential use has been included in the permitted zone list):
 - a. There is a maximum of one (1) accessory apartment per lot.
 - Required by the Official Plan.
 - b. The accessory apartment shall be situated entirely within or attached to the principal dwelling;
 - c. A minimum of one extra parking space shall be provided in accordance with Section 5.14 in addition to the parking requirements associated with the principal detached dwelling.
 - A basic requirement that ensures parking on the property.
 - d. The accessory apartment is located in accordance with the yard setbacks applicable to a main dwelling in the applicable zone.
 - e. The accessory apartment and dwelling in combination are compliant with the lot coverage requirements of the zone.

- f. An accessory apartment (secondary unit) is not permitted on a lot that is legally non-conforming with respect to lot frontage or lot area unless the lot has a frontage of at least 50 metres and an area of at least 0.8 hectares.
- This requirement ensures that undersized lots are not overbuilt. This is particularly important on lots with private services in dense settlement areas (e.g. Eugenia) as the capabilities of on-site sewage and water can become overwhelmed. The exception for lots of at least 0.8 hectares provides as-of-right permission to build accessory apartments on lots where private servicing constraints are likely a non-issue.
- a. If located at or above grade, the accessory apartment shall have less floor area than the principal dwelling unit. If located in a basement, it may occupy the whole of the basement.
- This ensures the accessory apartment remains "accessory" or "subordinate" to the principal dwelling as it is intended to be.
- b. The accessory apartment must have its own designated access that is separate from the access to the main dwelling.
- c. Accessory apartments (secondary units) must be connected to public services where such services are available.
- d. Where only private services are available, new accessory apartments (secondary units) may be connected to private services provided it is demonstrated the private services can support the addition of the use.
- This is a requirement in the existing by-law but it is worth discussing. The proposed wording of the entire by-law will restrict these uses to lots that meet minimum lot size requirements. This restriction addresses most private servicing concerns; however, Residential lots with private services only need to be 0.4 hectares. An additional house and septic on a 0.4 hectare lot is functionally two individual 0.2 hectare lots. In isolation that may not be a problem, but at the scale of a settlement such as Eugenia there may be a cumulative negative impact on groundwater. Staff will draft several options that expand upon this provision prior to the public planning meeting.
- e. In the case of an accessory apartment, home occupations are permitted where already a permitted use in the zone, although a home-based daycare is not permitted. The provisions regulating Home Occupations shall treat the main dwelling and the accessory apartment as separate and independent units in regards to the maximum number of employees and the maximum amount of gross floor area that can be dedicated to the use. Where a Home Occupation exists within a principal dwelling and an accessory apartment on the same lot, the lot in aggregate must meet the parking requirements.
- This policy seeks to clarify that a Home Occupation can exist in both the principal dwelling and the accessory apartment. It ensures that the Home Occupation does not exceed the permitted size in either of the units, and it ensures parking requirements are met at the scale of the lot.

- f. Accessory Apartments within principal dwelling units shall not be permitted where the principal dwelling unit is located within a flood or erosion hazard area or cannot demonstrate safe access under the Regulatory flood event.
 - **Required by the Official Plan.**
- 1. One accessory apartment is permitted in an accessory structure in the Residential (R), Multiple Residential (RM), Rural (RU), Rural Residential (RUR), Residential Shoreline (RS), Agricultural (A1), and Restricted Agriculture (A2) zones subject to the following conditions (the Downtown Commercial (C1) zone has been excluded from this list. The C1 zone is meant to be a dense, built-up area, and perpetuating detached structures in that zone is not in line with the form of a Downtown zone. Accessory apartments in detached structures have therefore not been included as a permitted use in the C1 zone by default. This should be discussed as it is a relatively subjective planning position):
 - a. There is a maximum of one (1) accessory apartment per lot.
 - b. The accessory apartment (secondary unit) is located within 50 metres of the principal detached dwelling.
 - The County Official Plan requires these uses be located within the "farm cluster" in the Countryside. A farm cluster is an undefined and subjective entity, and a 50m distance has been used as the baseline for as-of-right development. Anything beyond this distance would require a variance and be subject to site specific planning review. Chatsworth uses a 50 metre standard in their accessory apartment provisions.
 - c. The accessory apartment utilizes the same driveway entrance as the principal detached dwelling.
 - Grey Highlands entrance permit policies only permit one residential entrance per lot except in exceptional circumstances. Furthermore, permitting a separate entrance for these uses moves them further outside the scope of what is considered "accessory" as the accessory apartment will be able to function as it's own property.
 - d. The accessory apartment (secondary unit) is located in accordance with the yard setbacks applicable to a main dwelling in the zone.
 - This subjects detached accessory apartments to the dwelling setbacks rather than the accessory structure setbacks. This imposes more limiting rear and side yard setbacks. Accessory structures are generally prohibited in the front yard of most zones. There should be discussion on whether these uses should be permitted as-of-right nearer to the front lot line than the principal dwelling. This prohibition is frequently granted relief in the Rural and Agriculture zones, however, it has some merit in Residential areas where permitting accessory structures in the front yard can lead to unsightly development on smaller lots.
 - e. The addition of the accessory apartment (secondary unit) does not result in the maximum lot coverage for accessory uses being exceeded.
 - This requirement places a limit on the size of these uses through lot coverage. It also means that these uses contribute to accessory use lot coverage which then reduces the available coverage for uses like sheds, barns, etc. when accessory apartments are present on a lot.

- f. The accessory apartment (secondary unit) is designed to be a permanent structure that is regulated under the Ontario Building Code.
- g. Notwithstanding any other provision of this By-law, the accessory apartment (secondary unit) complies with Provincial Minimum Distance Separation requirements.
 - Accessory apartments in detached structures effectively introduce a new residential use. These uses need to be appropriately separated from proximal livestock operations. The provision as it is written requires that MDS be applied to all accessory apartments in detached structures regardless of when the lot was created.
- h. There are two additional parking spaces available.
 - This requirement follows the standards for a Detached Dwelling in the Zoning By-law.
- i. The accessory apartment and dwelling in combination are compliant with the lot coverage requirements of the zone.
- j. Where an accessory apartment only occupies a single floor immediately above the ground floor of the accessory structure, the accessory apartment may occupy the whole of the floor. All other forms of accessory structures that are used as accessory apartments shall have a maximum building footprint of 84 square metres and a maximum floor area of 168 square metres.
 - Where an accessory apartment is located above a shed or garage, the size/footprint of the apartment is limited only by lot coverage. On a large rural/agricultural lot an accessory apartment can then theoretically be 200,000+ square feet if the lot is 40 hectares/100 acres and a single shop constitutes the entire 5% lot coverage that is available for accessory apartments. Economically it is unlikely that a such a structure would be constructed, but the current wording provides as-of-right permission to create one. It may be prudent to impose a maximum area limit on these uses even when they are located on the upper floor of an accessory structure.
 - Where an accessory apartment constitutes an adjacent addition to an accessory structure, a ground-floor conversion of an accessory structure, or is simply a second, smaller house, then the footprint of the use is limited to an area of 84 square metres (900 square feet) and a floor area (*the total habitable floor area within a building as measured between the exterior faces of the exterior walls or from the centre line of a common party wall, but excluding any private garage, breezeway, porch, veranda, balcony, sunroom, attic, basement or cellar*) of 168 square metres (1,800 square feet). These limits achieve the following:
 - The size of a second-home-like structure is limited in absolute terms to a structure with a 30'x30' footprint, or 22.5'x40' footprint, etc..
 - This maximum building footprint could also be two stories.
- k. An accessory apartment (secondary unit) is not permitted on a lot that is legally non-conforming with respect to lot frontage or lot area unless the lot has a frontage of at least 50 metres and an area of at least 0.8 hectares.

- I. Accessory apartments (secondary units) must be connected to public services where such services are available.
 - m. Where only private services are available, new accessory apartments (secondary units) may be connected to private services provided it is demonstrated the private services can support the addition of the use.
 - n. In the case of an accessory apartment, home occupations are permitted where already a permitted use in the zone, although a home-based daycare is not permitted. The provisions regulating Home Occupations shall treat the main dwelling and the accessory apartment as separate and independent units in regards to the maximum number of employees and the maximum amount of gross floor area that can be dedicated to the use. Where a Home Occupation exists within a principal dwelling and an accessory apartment on the same lot, the lot in aggregate must meet the parking requirements.
 - o. Accessory Apartments within an accessory structure shall not be permitted where the accessory dwelling is located within a flood or erosion hazard area or cannot demonstrate safe access under the Regulatory flood event.
2. One (1) Bunkie is permitted per lot in the Rural (RU), Rural Residential (RUR), Agricultural (A1), and Restricted Agriculture (A2) zones provided a main dwelling also exists on the lot. A Bunkie shall be treated as an accessory use regarding height, setback, and lot coverage requirements.
3. One (1) Bunkie is permitted per lot in the Residential Shoreline (RS) zone provided:
 - a. A main dwelling also exists on the lot.
 - b. No accessory apartment exists on the lot.
 - This ensures RS lots are not overbuilt with sleeping accommodations. Permitting an accessory apartment *and* a Bunkie on an RS lot has the potential to introduce servicing issues and land use conflicts through short-term accommodations, as the amount of people that can spend a night on a lot will be substantial.
 - c. The lot meets the minimum lot size requirement for the Residential Shoreline zone.
 - This requirement should be discussed. Planning staff have concerns with permitting Bunkies on undersized lots. Bunkies allow more people to spend a night on a lot, which brings the potential for large party groups to frequent small lakefront lots. This can cause a nuisance to neighbouring lots. Furthermore, Bunkies are not connect to on-site water and waste services, but the individuals sleeping in Bunkies still use those services. The burden on a septic system on a lot with a Bunkie can therefore be much higher than what the septic was designed to handle based on the size of the dwelling. This prohibition as it is written does not allow Bunkies on undersized lots, but the inclusion of built-in exceptions to this prohibition should be discussed. Planning staff will draft some options for the public planning meeting.
 - d. A Bunkie shall be treated as an accessory use regarding height, setback, and lot coverage requirements.

Conclusion:

This report has presented the existing policy framework regarding accessory apartments in Grey Highlands. The report also presents a draft of a proposed amendment that will permit accessory apartments in accessory structures as-of-right. Staff have included notes for aspects of the policy that Council and the public should consider when providing comments on the proposed changes. Staff request that Council provide direction to bring the amendment forward to a public meeting where the draft can be discussed and additional feedback can be collected.

Approved By**Status**

Michael Benner, Director of Planning

Approved - 22 Dec 2020

Karen Govan (Mills), Chief Administrative Officer

Approved - 29 Dec 2020

**THE CORPORATION OF THE
MUNICIPALITY OF GREY HIGHLANDS
COMPREHENSIVE ZONING BY-LAW AMENDMENT 2013-17**

ACCESSORY APARTMENT (SECONDARY UNIT) PROVISIONS

BEING a By-law to amend the Municipality of Grey Highlands Comprehensive Zoning By-law No. 2004-50;

WHEREAS the Municipality of Grey Highlands and the County of Grey have adopted Official Plan Amendment No. 22 which established new policies relating to the permissions of accessory apartments (secondary units).

AND WHEREAS the Council of the Corporation of the Municipality of Grey Highlands deems it in the public interest to pass a By-law to amend By-law No. 2004-50 to establish zoning provisions for accessory apartments (secondary units).

AND WHEREAS pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, By-laws may be amended by Councils of Municipalities;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF GREY HIGHLANDS ENACTS AS FOLLOWS:

1. Section 3 of By-law 2004-50 is hereby amended by adding the following new definitions:

Accessory Apartment (Secondary Units)

Shall mean a self contained set of rooms located in a building or structure; is used and or intended for use as a residential premises; is of a secondary nature to the principal dwelling and, contains kitchen and bathroom facilities that are intended for the use of the unit only and is also referred to as a secondary unit.

2. Section 5.28 is hereby added as the following Section:

5.28 Accessory Apartments

Despite any other provision in this By-law to the contrary, an accessory apartment is permitted in accordance with the following:

(1) One accessory apartment (secondary unit) is permitted in any detached dwelling, semi-detached dwelling, duplex building, rowhouse or accessory structure thereto, in the following zones Residential (R), Multiple Residential (RM), Rural (R), Rural Residential (RUR), Residential Shoreline (RS), Recreation (R) and Agricultural (A1) provided:

- a. The unit does not change the streetscape character along the road on which it is located; and
- b. it not be a stand-alone, principal unit, capable of being severed; and
- c. it only exists along with, and within the same building as, its principal dwelling unit.

(2) An accessory apartment is not permitted on a lot that is legally non-conforming with respect to lot width or lot area.

(3) A maximum of one accessory apartment (secondary unit) is permitted per lot.

(4) If located at or above grade, the accessory apartment shall be less or equal to the area of the principal dwelling unit. If located in a basement, it may occupy the whole of the basement.

(5) Where an attached garage is converted to create the accessory apartment, such attached garage is counted as gross floor area of the dwelling.

(6) The accessory apartment must have a separate access and is limited to the ground floor unless Building or Fire Codes dictate otherwise.

(7) Accessory apartments (secondary units) must be connected to public services where such services are available.

(8) Despite subsection (7) above, where only private services are available, new accessory apartments (secondary units) units may be connected to private services subject to approval by the Municipality of Grey Highlands, to provide opportunity to review water quality and servicing.

(9) One (1) additional parking space is required for an accessory apartment and maybe tandem within the driveway.

(10) The creation of the accessory apartment (secondary unit) must not eliminate a required parking space for the principal dwelling unit.

(11) In the case of an accessory apartment, home occupations are permitted where already a permitted use in the zone, although not a home-based daycare is permitted.

3. This By-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act, R.S.O. 1990, as amended.

Read a first and second time this 11th day of March 2013.

Read a third time and finally passed this 7th day of October 2013.

The Corporation of the
Municipality of Grey Highlands


Wayne Fitzgerald - Mayor


Debbie Robertson - Municipal Clerk

Denise Holmes

From: Planning Account <planning@shelburne.ca>
Sent: Friday, May 7, 2021 4:54 PM
To: Planning Account
Subject: Town of Shelburne Planning Application Circulation: Z21/02 - 242 Main Street E
Attachments: Z21 02 - Application.pdf; Z21 02 - Drawings.pdf; Z21 02 - Circulation Response Form.pdf; Z21 02 - Circulation Letter.pdf; Z21 02 - Public Meeting Notice - Mailing.pdf

Good Afternoon,

The Town of Shelburne has received an application for a Zoning By-law Amendment for property municipally known as 242 Main Street E.

A copy of the information submitted by the applicant is attached for your review.

We would appreciate receiving any comments, concerns or conditions you may have by Thursday, May 27th, 2021.

Thank you,

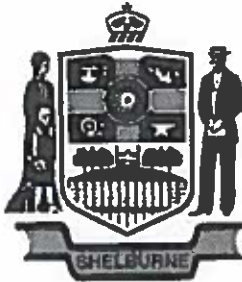
Steve Wever, MCIP, RPP

Town Planner

RECEIVED

MAY 10 2021

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 #: Z21/02
Date Received: April 22, 2021
Date Accepted: April 27, 2021
Application Fees:
\$3,750

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

Date Received: 19 Apr 2021

1. APPLICATION INFORMATION

Name of Applicant: JASON HIGGINS

Mailing Address: 242 Main St E

Telephone Number (Home)

Telephone Number (Business)

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: RBC

Mailing Address: 130 Wellington St W Toronto ON M5J 0C2

Name: Alpine Credits

Mailing Address: 10524 King George Blvd Surrey BC V3T 2T2

4. SUBJECT LANDS

Lot: 8 Concession: _____
Reference Plan: 6A Part/Block/Lot: Block 10 lot 8 part lot 7
Street Name and Number: 242 main st E.
(if corner lot please include both street names)
Area of subject lands: 675 sq m Frontage: 15 m
Depth: 45m
What is the current use of the subject land? ~~C2~~ - Residential Downtown Mixed Use
What is the proposed use of the subject lands? C2 - Residential
When were the subject lands acquired by the current owner? Nov 2012
How long have the existing uses continued on the subject lands? Since 1912.

5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation of the subject lands? Downtown Mixed Use (Downtown Core)
What is the present zoning? C2

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

1. To allow for an accessory building to be used for human habitation whereas Section 3.2.1 (ii) does not permit this except as specifically permitted by the By-law;
2. To allow for one additional dwelling unit in/above a detached private garage / within an accessory building whereas Section 3.4.1(i) does not permit a dwelling unit in a private garage, and Section 3.4.3 only permits one dwelling unit on any lot except where otherwise specifically permitted;
3. To recognize the existing 11.2% lot coverage whereas the maximum coverage is 10% (Section 3.2.5.ii));
4. To recognize the existing 76 metre square garage footprint, whereas the maximum area is 75 square metres (Section 3.2.5.iv));
5. To recognize the existing 0.6m setback from the existing detached garage to the lane, whereas 1.2m is required (Section 3.2.5.vi)).

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):

Converting 1000 sq ft of existing second storey
of Garage to become Residential for in-laws suite.
Water/sewer to tap into existing home line.

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"/> Storm Sewer	<input type="checkbox"/> Ditch	<input type="checkbox"/> Swale
<input type="checkbox"/> 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)? _____

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.

14 Apr 2021
Date



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

19 Apr 2021
Date

her(s)

13. AFFIDAVIT

I, Jason Huggins of the 242 Main St E in the Town of Shelburne solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME AT _____
in the _____ of the _____
this _____ day of _____

Witness

Sig

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.

19 Apr 2021
Date

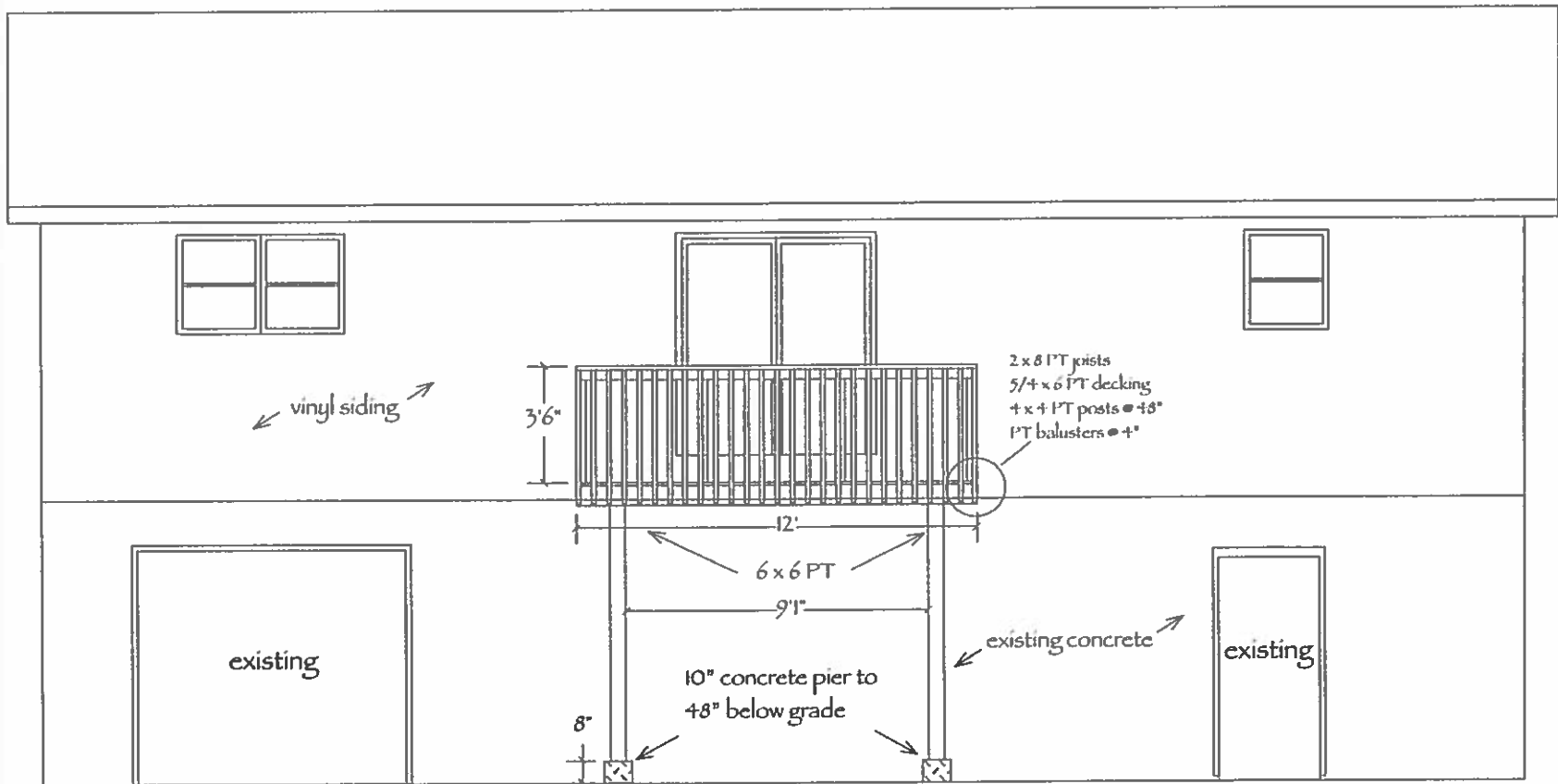
) or Agent

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 be d



North Elevation

242 Main Street E Shelburne	
Elevations	Scale: 1/4" = 1 ft

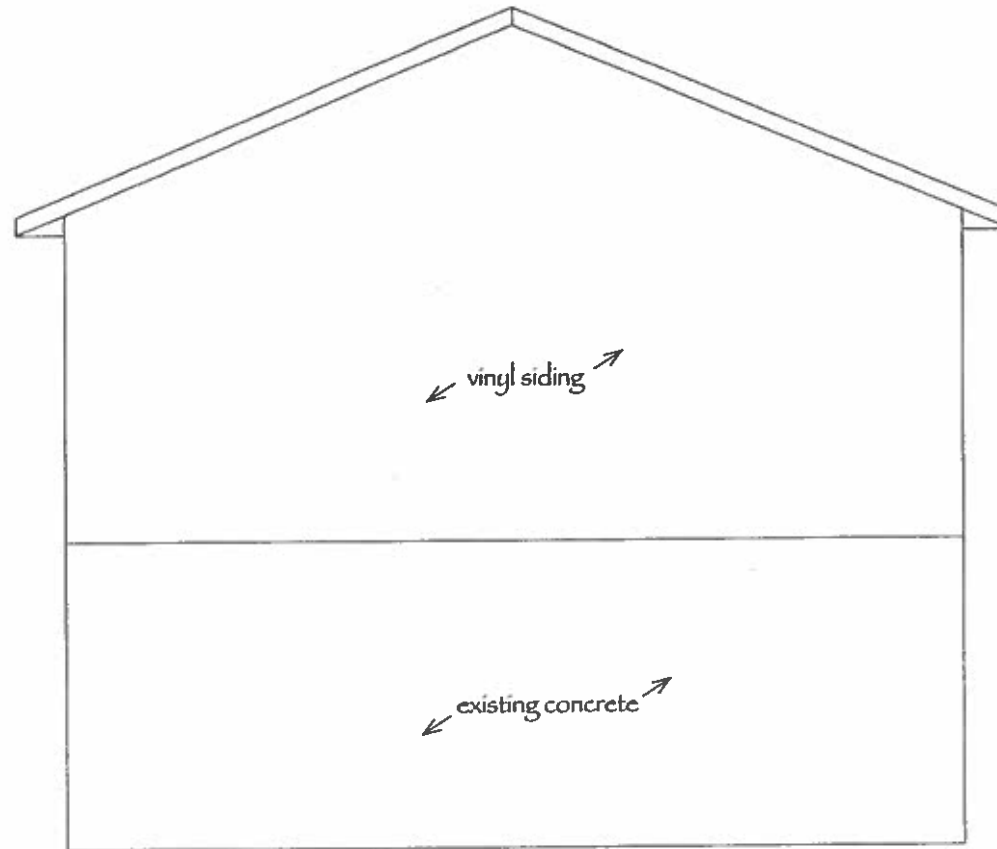


South Elevation

242 Main Street E Shelburne

Elevations

Scale: 1/4" = 1 ft

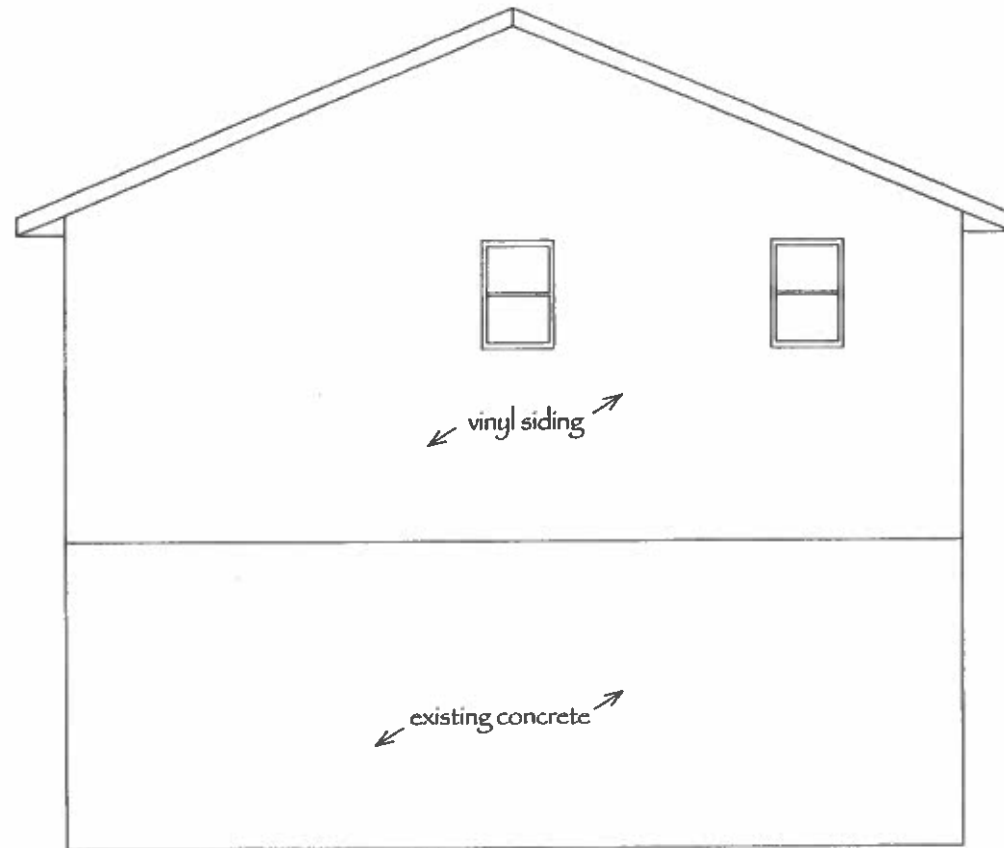


East Elevation

242 Main Street E Shelburne

Elevations

Scale: 1/4" = 1 ft

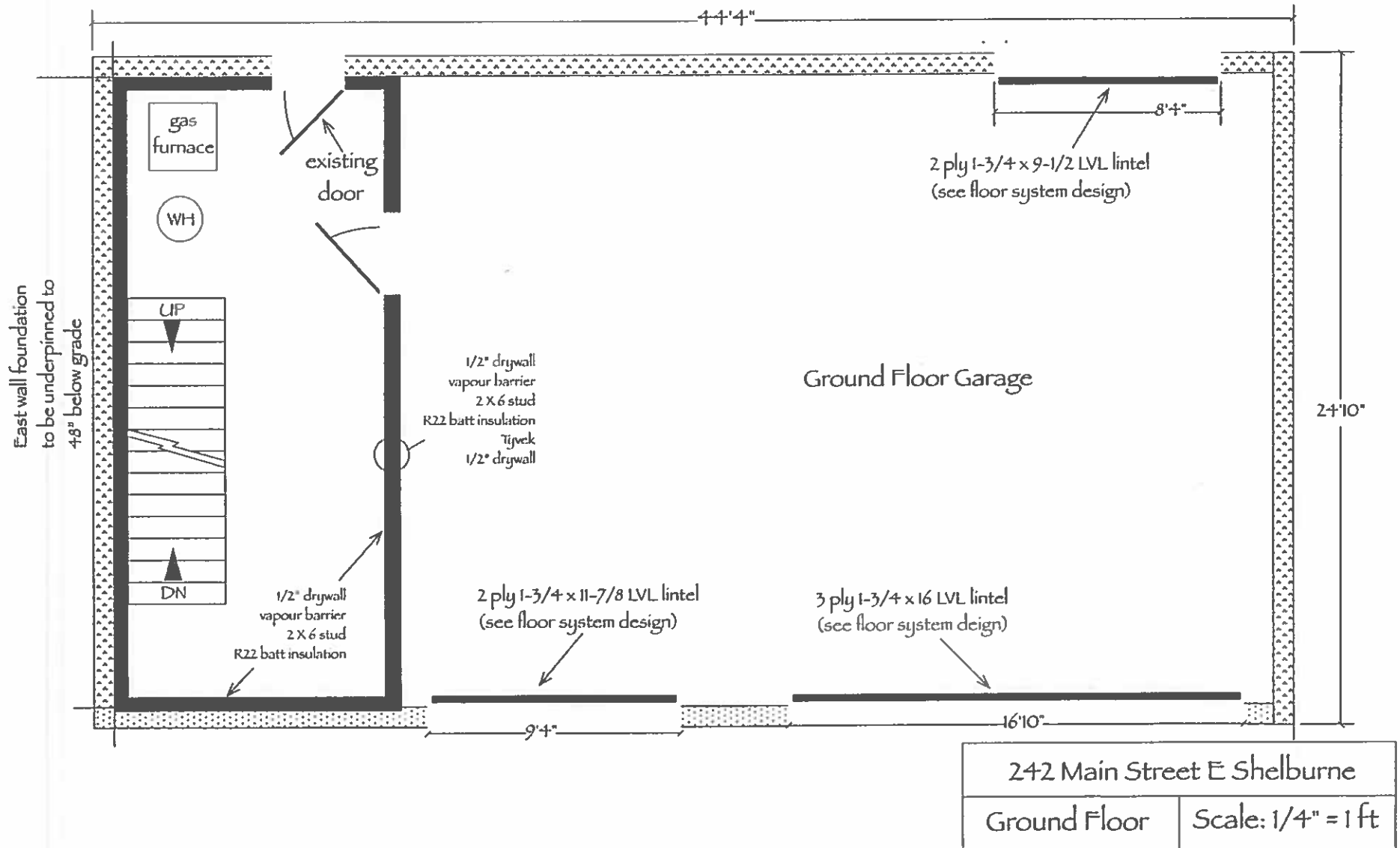


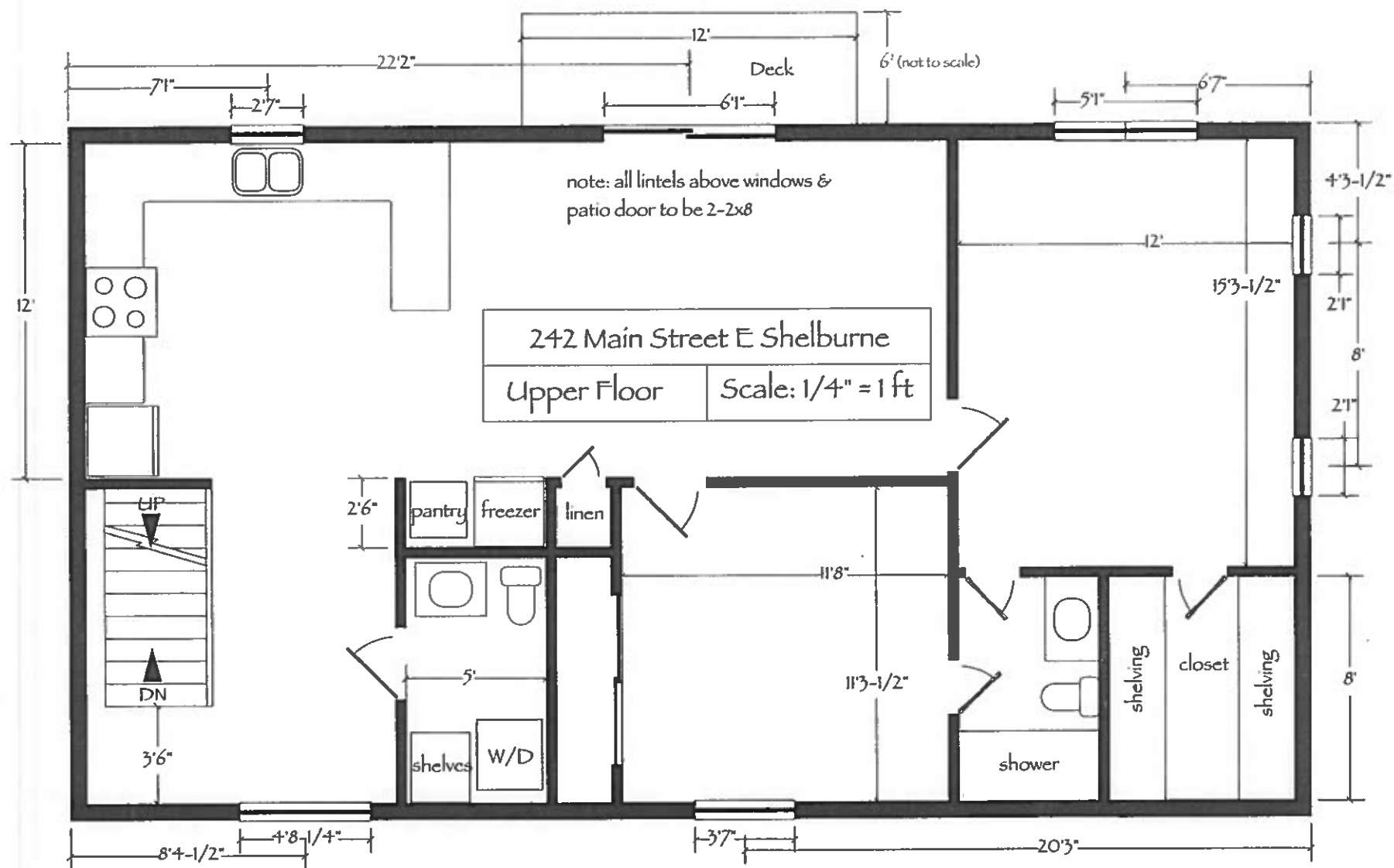
West Elevation

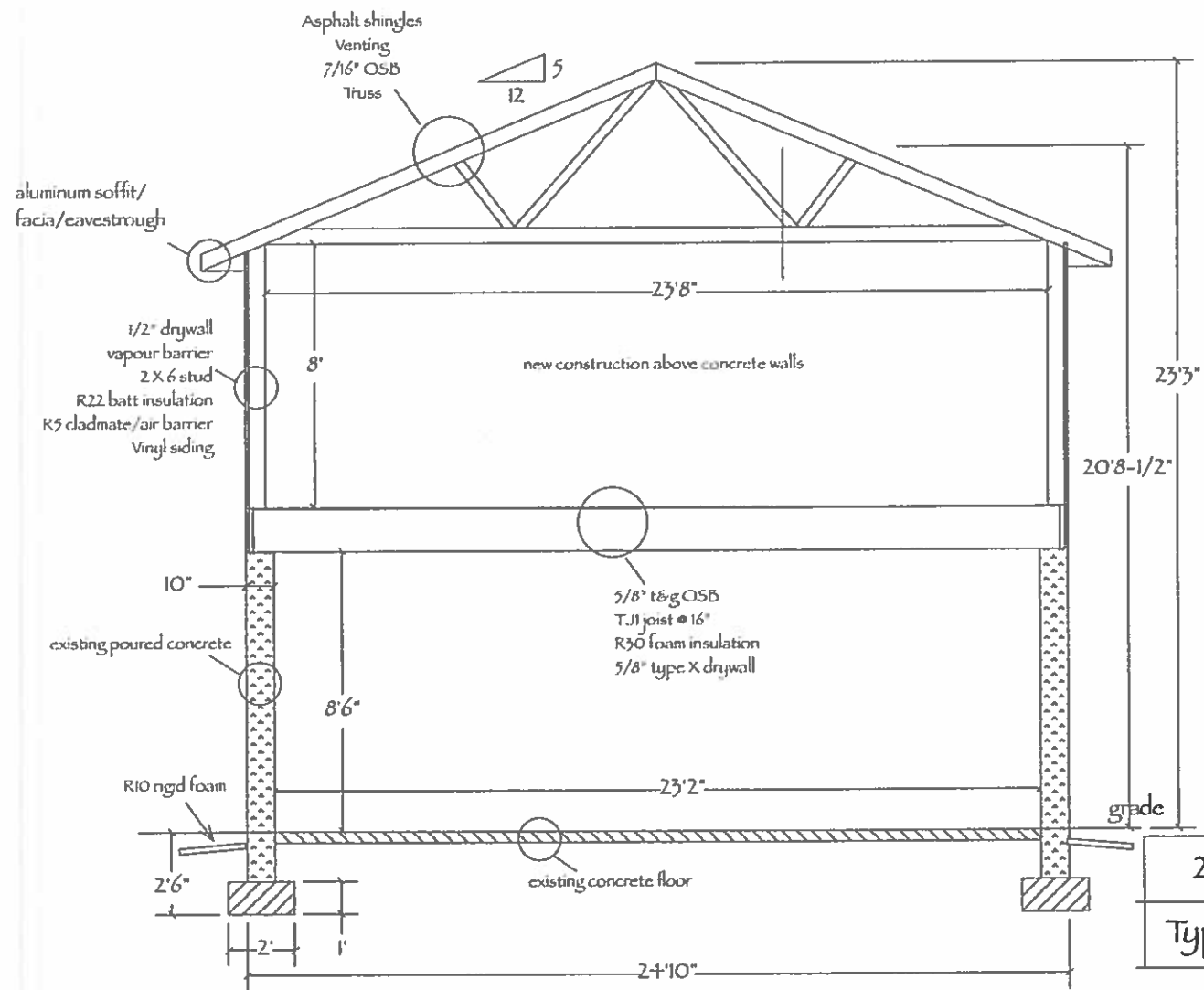
242 Main Street E. Shelburne

Elevations

Scale: 1/4" = 1 ft







242 Main Street E. Shelburne

Typical Section

Scale: 1/4" = 1 ft

PLATES (Water N/A in km)			
YPT	PLATES	W	LEN Y X
2	TWYW-m	M720	3.5 7C 250 275
1	TWYW-m	M720	1.5 4D
4	TWYW-m	M720	4.0 6D
4	TWYW-m	M720	1.5 4C
8	TWYW-m	M720	5.0 7D 250 275
8	BWYW-m	M720	3.0 4C 175 150
8	BS-m	M720	3.0 5C
10	BWYW-m	M720	3.0 4C 175 150

BUILDING DESIGNER
INC. 1984-85

LIVE ANTIMONY REACTIONS							
1ST LEASE		MILKMAN CONVENTION REACTION					
ST	COMBINED	SHOW	LIVE	PERM LIVE	WIND	DEAD	BC
2	425	116610	0/0	0/0	0/0	250/0	2
8	125	116610	0/0	0/0	0/0	250/0	2

BE AFR MC MATERIAL TO BE SPF NO 2 OR BETTER AT JOINTS 2.6

DISCUSSION

TOP CHORD TO BE SHEATHED OR MAX. PURCH SPACING = 2.93 FT.
MAX. UNBRACED BOTTOM CHORD LENGTH = 15.00 FT. OR RIGID CEILING DIRECTLY
APPLIED.

ALL BUTCH BRACKS AND PERIMETER CORNER JOINTS MUST BE LATERALLY
RESTRAINED

LEADS-3

TOTAL LOAD CASES (4)

WORDS				WEBB			
MEMO	MAX FACTORED	FACTORED	FROM	TO	MEMO	MAX FACTORED	FACTORED
	FORCE	LOC. C.	LOC. C.	LOC. C.		FORCE	LOC. C.
PRIO	(BS)	PLFI	MAX	LEIGHAC		(BS)	CSILC
1-2	0713	-139-4	139-4	3 08 11	1200	3-10	04512 C
2-2	095520 C	-139-4	139-4	0 67 11	3 12	15-4	071089 C
3-4	3674 0	-129-4	129-4	0 75 11	2 03	4	071088 C
12-4	3147 0	-129-4	129-4	0 79 11	3 06	8-8	071053 C
13-4	3148 0	-139-4	139-4	0 79 11	3 06	11-12	07236 C
5-14	3674 0	-139-4	139-4	0 75 11	2 03	13-14	07236 C
14-0	095520 C	-139-4	139-4	0 67 11	3 12		
6-7	0713	139-4	139-4	0 08 11	1200		
2-11	0 3423	-182	182	16 2 67 11	1000		
11-12	0 3403	-182	182	0 67 11	1000		
0-9	0 2133	-182	182	0 67 11	1000		
8-9	0 2253	-182	182	0 67 11	1000		
13-9	0 3423	-182	182	0 67 11	1000		
13-9	0 3403	-182	182	0 67 11	1000		

DESCOLGEMENTA

6857-5101 CARD

SPEC FOLD CAPS				
TOP CH	LL	=	440	PSF
	CL	=	30	PSF
BOT CH	LL	=	00	PSF
	CL	=	73	PSF
TOTAL - 240		=	543	PSF

SPACING = 24.0 IN./C

THIS TRUSS IS DESIGNED FOR RESIDENTIAL
OR SMALL BUILDING REQUIREMENTS OF
PART 5, NBC 2015

THIS DESIGN COMPLIES WITH
PART 9 OF SCS C 2010, ARC 2019
CSA 300-14
T-10 2014

(55% OF 640 PSF G.S.L.P. US 64 PSF
74% LOAD) EQUALS 640 PSF SPECIFIED
ROOF LIVE LOAD

AVAILABLE DEF. (IN) 1.050 (0.67)
 CALCULATED VERT. DEF. (IN) 1.049 (0.23)
 AVAILABLE DEF. (IN) 1.050 (0.67)
 CALCULATED VERT. DEF. (IN) 1.073 (0.38)

CSI: $\tau_C = 0.74$ (0.4–1.1), $\rho_C = 0.67$ (0.4–1.1),
 $\rho_S = 0.24$ (0.1–0.5),
 $SS = 0.36$ (0.1–0.5)

COMPACTION LIVE LOAD FACTOR = 1.00

TRUSS PLATE MANUFACTURER IS NOT RESPONSIBLE FOR QUALITY CONTROL IN THE TRUSS MANUFACTURING PLANT

NAI VALUES

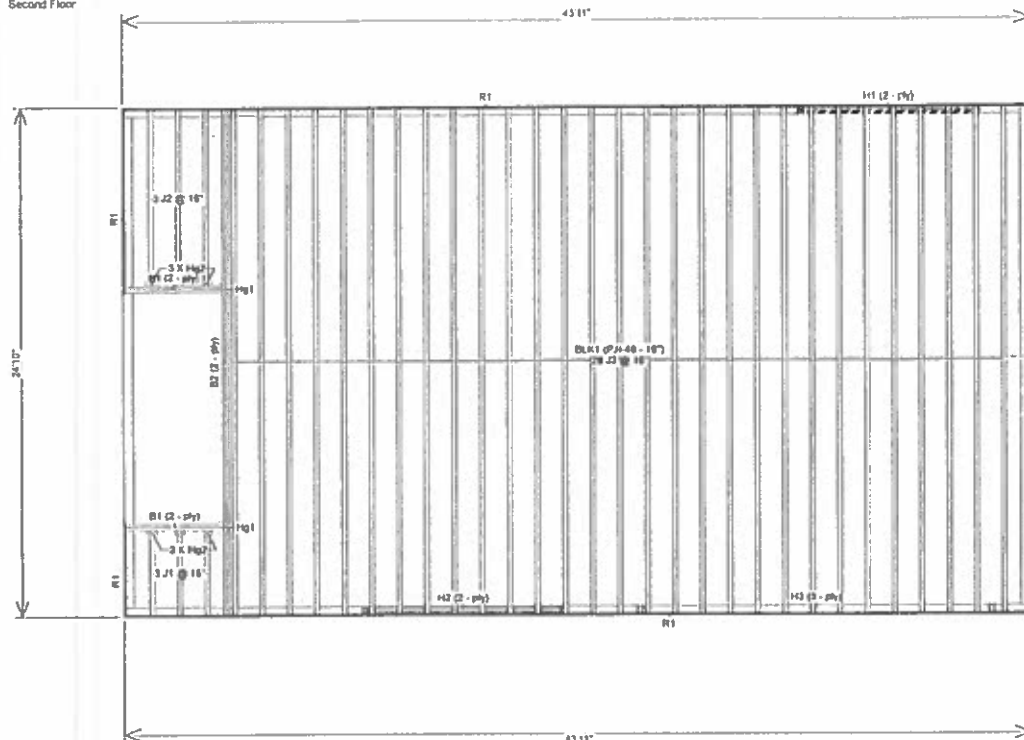
	PLATE GRIP DRY, SHEAR PSI (PL)	SECTION (PL)
MAX STR	MAX STR	MAX TEN
MT20	830 27	1747 7B8 1087 157

PLATE PLACEMENT TOL. = ± 0.250 INCHES

PLATE ROTATION TO $\theta = 50^\circ$

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JS: GRP= 350 (TO: INPUT + C SC)
JS: METAL= 3.72 (E) INPUT = 1 DO 1
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Second Floor

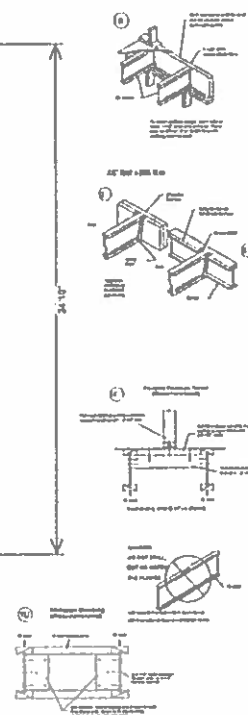


Second Floor							
Label	Description	Width	Depth	Qty	Part	Pcs	Length
J0	J0-0	3.5	16			29	26.0
J0	J0-0	3.5	16			3	16.0
J1	J1-0	3.5	16			3	6.0

Roofing							
Label	Description	Width	Depth	Qty	Part	Pcs	Length
BLK1	J0-0	3.5	16	1 of 1		Various	53.0

Hanger							
Label	Pcs	Description	Value	Slope			
Hg1	2	AT218					
		AT218					

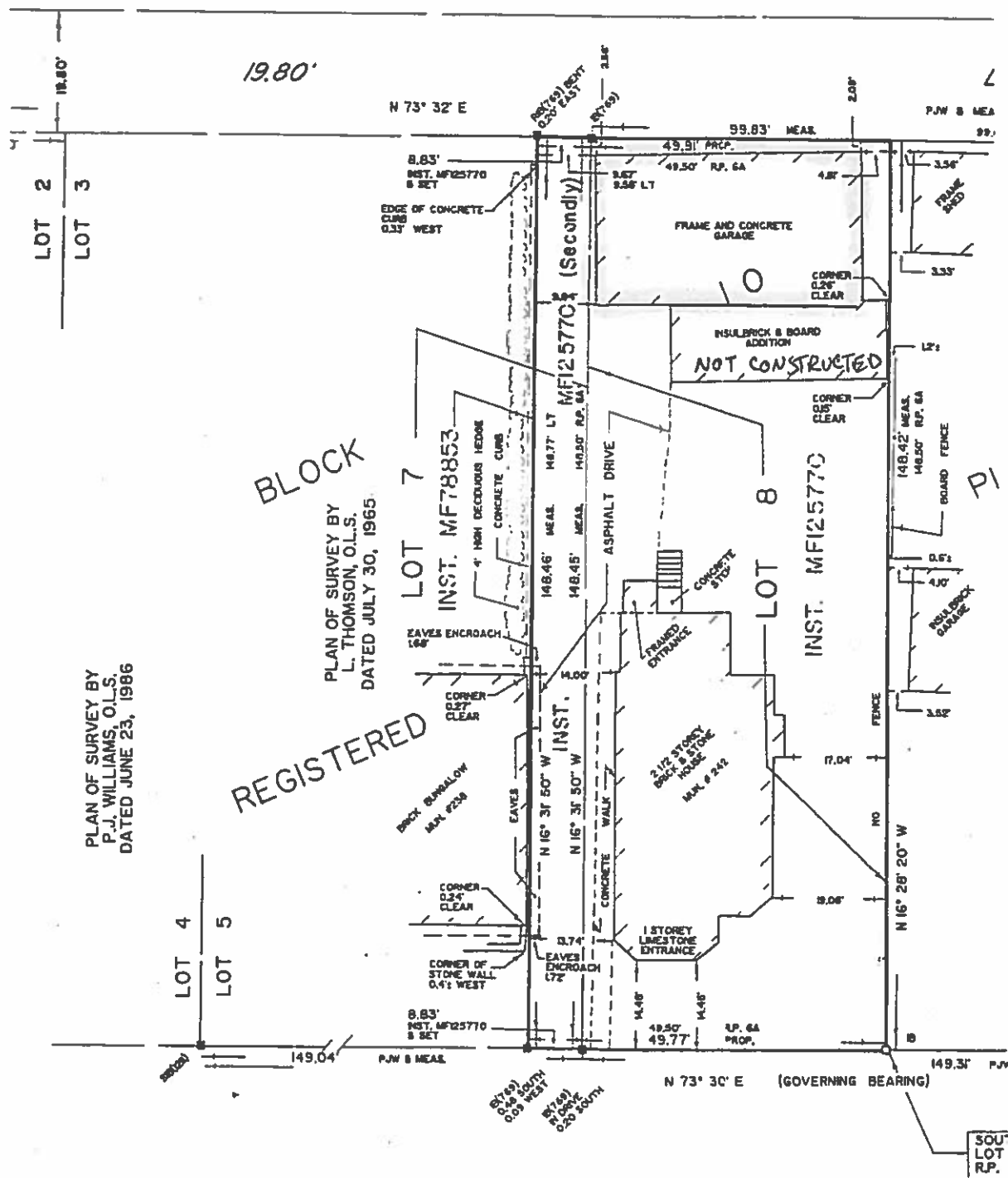
Section 1: Node							
VAFB							
Latent	Description	Width	Depth	Qty	Prior	Prior Length	
H1	Water @ center 2 @ 1.5V	1.75	0.5	1	2	3	6-6
H2	Water @ center 2 @ 1.5V	1.75	11.075	1	2	3	10-6
H3	Water @ center 2 @ 1.5V	1.75	16	1	2	3	10-6
H4	Water @ center 2 @ 1.5V	1.75	18	2	2	4	10-6
H5	Water @ center 2 @ 1.5V	1.75	18	2	2	4	10-6
Param Board							
Latent	Description	Width	Depth	Qty	Prior	Prior Length	
P1	Param Board 1 1.25	1.125	16	1	1	1	12-4



ROOF TRUSSES & COMPONENTS LTD.
 81-122-2nd Ave. S.E., VANCOUVER, B.C. V6P 4G2

Layout Name
6161 BURGESS CIRCLE-100646
Design Method
LSQ
Description
Created
July 22, 2013
Builder
CAGASCH VANCE
Sales Rep
Designer
ALEX HARRITT
Shipping
WILL BURGESS
Revised
January 27, 2021
**ROOF TRUSSES &
COMPONENTS LTD**
4115 HIGHWAY 2, RR 000
ROCKWORTH, ON
CANADA
M0L2N0
5198084629

[illegible][illegible]





TOWN OF SHELburne

PLANNING & DEVELOPMENT

Zoning By-law Amendment

Circulation Response Form

Files: Z21/02

Project: Application for Zoning By-law Amendment
 242 Main Street East
 All of Lot 8, Part of Lot 7, Block 10, Plan 6A in the 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 **May 27, 2021**.

Email: 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 Department

May 7th, 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
- Council
- Public Works

APPLICATION FOR ZONING BY-LAW AMENDMENT

FILE NO: Z21/02
PROJECT: 242 MAIN STREET EAST

Please take notice that the Town of Shelburne received an application for a Zoning By-law Amendment for land known municipally as 242 Main Street East, and legally described as All of Lot 8, Part of Lot 7, Block 10, Plan 6A in the Town of Shelburne, County of Dufferin. The application is seeking site-specific zoning provisions for the proposed renovation of an existing detached garage building to permit a dwelling unit on the second floor of the building. A copy of the completed Zoning By-law Amendment application form, sketch, public meeting notice and response form are attached. 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, May 27, 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. Should you have any questions or require any additional information, please contact me.

Sincerely,

Steve Wever, MCIP, RPP
Town Planner

Attachment(s)



THE CORPORATION OF THE TOWN OF SHELburne
NOTICE OF COMPLETE 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. Z21/02) and will hold a public meeting on:

MONDAY, MAY 31ST, 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 242 Main Street East. The property is designated as Downtown Mixed Use in the Official Plan and zoned Mixed Use Commercial (C2) 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 Mixed Use Commercial (C2) Zone to a new site-specific Mixed Use Commercial Exception (C2-#) Zone. The application is proposing site-specific provisions to recognize the existing accessory building lot coverage (11.2%), the existing garage footprint (76 square metres), the existing setback from the detached garage to the rear lane (0.6m) and to allow for an accessory building to be used for human habitation whereas the Zoning By-law prohibits this use, to allow for one (1) dwelling unit within an accessory building whereas the Zoning By-law does not permit a dwelling unit in a private garage, and to allow for two (2) dwelling units on one lot.

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 to register in order to have access to the public meeting, no later than Thursday May 27th, 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-MwF8CXrqPbe2EVxh-w>.

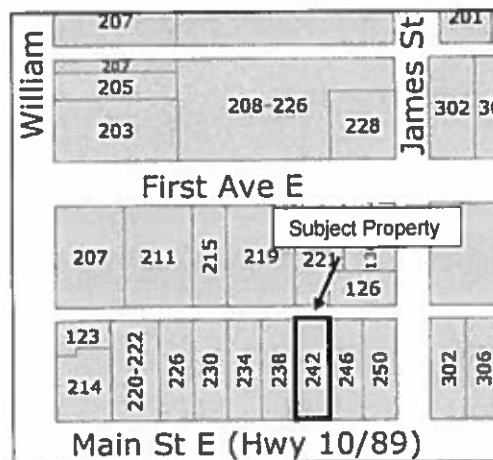
At the meeting you will be given the opportunity to ask questions and indicate whether you support or oppose the Zoning By-law Amendment. Written submissions will be accepted by the Clerk up to 4pm on the day of the Public Meeting. Questions and comments may be submitted in writing to the Clerk, up to 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 May 31st, 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 or visit the Town's website at 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 7th day of May, 2021.

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





STAFF REPORT

TO: Council
FROM: Mathew Waterfield, Fire Chief
DATE: May 18, 2021
SUBJECT: Township Open Air Burn By-Law

PURPOSE

To provide information regarding Mulmur and Melancthon's Open Air Burn By-laws.

BACKGROUND & DISCUSSION

At the Joint Council meeting held February 17, 2021. The following motion was passed at the meeting:

THAT the Fire Chief be directed to work with Melancthon and Mulmur staff to prepare a strategy for consideration in both municipalities. CARRIED.

Upon review of both Mulmur and Melancthon Township by-laws there is not a significantly different except for the permit requirement in Melancthon vs. no permit requirement in Mulmur.

Consolidating these two by-laws would not create any benefit to the Fire Department in carrying out firefighting operations. Any changes to the by-laws may affect the operations of the other fire departments servicing the respective Townships.

Any by-law updates required to either by-law may be done at the Township level as needed.

RECOMMENDATION

It is not recommended that any changes be made to the Township's current Open Air Burn By-Laws at this time.

Mathew Waterfield

Mathew Waterfield
Fire Chief
Mulmur-Melancthon Fire Department

ACT # 1
MAY 20 2021



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

**PROCLAMATION
MELANCTHON SUSTAINABILITY DAY/
WORLD ENVIRONMENT DAY
JUNE 5, 2021**

Now Therefore the Township of Melancthon by virtue of the authorities vested in the Mayor and Members of Council, do hereby proclaim June 5, 2021 Melancthon Sustainability Day in tandem with World Environment Day.

*Act # 2
MAY 20 2021*

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. -2021

A BY-LAW TO AUTHORIZE THE USE OF ALTERNATIVE VOTING METHODS
(TELEPHONE AND INTERNET) FOR THE 2022 SCHOOL BOARD AND MUNICIPAL
ELECTION

WHEREAS, *the Municipal Elections Act*, 1996, S.O. 1996, c.32, s. 42 provides that a municipal council may pass by-laws authorizing the use of voting and vote counting equipment and electors to use an alternative voting method that does not require electors to attend at a voting place in order to vote; and

AND WHEREAS, the Township of Melancthon deems it appropriate to use telephone and internet voting to conduct the 2022 school board and municipal election; and

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

1. That the use of electronic voting by telephone and internet as alternative voting methods is hereby authorized by Council to conduct the 2022 school board and municipal election.
2. That the counting of ballots by electronic methods, in keeping with the voting method, is hereby authorized.
3. In this by-law, words shall have the same meaning as defined or set out in *the Municipal Elections Act*, 1996, S.O 1996, c.32, as amended.
4. No proxy voting provisions are applicable at the municipal elections conducted in accordance with this by-law.
5. Any person, Corporation or trade union guilty of corrupt practice or contravention of the provisions of *the Municipal Elections Act*, 1996, S.O. 1996, c.32, as amended may be prosecuted pursuant to the provisions of the said Act.
6. Any other previous by-laws authorizing alternative voting methods or containing contrary provisions of this by-law are hereby repealed.
7. That this by-law shall come into force and effect on the date of final passing thereof.

By-Law read a first, second and a third time and finally passed this day of May, 2021.

.....
MAYOR

.....
CLERK

GB# 15.1.1
MAY 20 2021

**Building Condition Assessment
Horning's Mills Community Hall**

Township of Melancthon



**R.J. Burnside & Associates Limited
128 Wellington St. W.
Barrie ON L4N 8J6**

**May 4, 2021
300052696.0000**

Distribution List

No. of Hard Copies	PDF	Email	Organization Name
0	Yes	Yes	Township of Melancthon

Record of Revisions

Revision	Date	Description
1	May 4, 2021	Final Submission to the Township of Melancthon
0	April 30, 2021	Initial Submission to the Township of Melancthon

R.J. Burnside & Associates Limited

Report Prepared By:



Ben Williams, B.A.Sc.
Building Science EIT



Dan Beaudoin, C.E.T.
Mechanical Design Technologist

Report Reviewed By:



Peter Mensinga, M.A.Sc., P.Eng.
Building Science Engineer



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Appendix B Photographs

Disclaimer

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 permission 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.

1.0 Background

1.1 Scope of Work

This report outlines the results of the Building Condition Assessment (BCA) conducted by R.J. Burnside & Associates Limited (Burnside) at the Horning's Mills Community Hall located at 14 Mill Street, in the Township of Melancthon. The work was authorized by Denise Holmes on behalf the Township of Melancthon. The purpose of the BCA was to visually assess the condition of the structural, mechanical, electrical, and building envelope components during a walk-through survey, and report any obvious physical material deficiencies, along with our opinion of cost to address it.

The BCA was conducted in general accordance with the ASTM Standard E 2018-15: Standard Guide for Property Condition Assessments. Accessible areas were reviewed during the walk-through survey. No destructive testing or physical sampling was completed. Deficient conditions were documented and photographed as described herein. Photographs referenced in the report are enclosed within **Appendix B**.

As per ASTM E 2018-15 the reporting threshold is \$3,000 for individual items or \$10,000 for similar items in the aggregate. We have provided our opinion of cost for items that are expected to require repair or replacement within 10 years found in **Appendix A**. Items that are cosmetic enhancements to the property, or part of normal preventative maintenance were excluded from our report. Our opinion of costs is based on our experience with contractors specializing in these fields, historical cost data from similar projects, and/or current construction cost data published by the R.S. Means Company. These cost estimates should be used as a guide only, as costs may vary according to the time of year, quality of materials used, volume of work, actual site conditions, etc.

Reviewed Components

Building Structure:	Cast-in-place concrete and concrete masonry unit walls foundation walls, concrete slab-on-grade, and conventionally framed wood walls and roof
Envelope:	Windows, doors, slope roof, and stucco and concrete clad exterior walls.
Mechanical:	Building HVAC system, plumbing system, and life safety system
Electrical:	Main electrical power, security system, and interior and exterior lighting systems

1.2 Property Description

The Horning's Mills Community Hall consists of a 2-storey building with a building footprint of 131 m² (1,415ft²) constructed in 1935 with renovations completed in 1985 and 2013.

Where visible at grade the building substructure appears to be composed of cast-in-place concrete foundation walls. The super structure is composed of cast-in-place concrete walls at the first storey; second storey walls and roof structure are constructed of conventional wood framing.

Cast-in-place concrete walls are parged that was tooled to resemble mortar lines for concrete block, second storey walls are clad in stucco. The addition installed in 2013 to house the accessible entrance and lift is clad in vinyl siding. The addition at the south east building corner used for storage is clad in metal siding. The building is protected by a sloped, metal roof of varying ages. Windows were replaced in 2007 and consist of double glaze, insulated glazing units (IGUs) in double hung configuration. Doors at the front entrances are aluminum frame with IGUs; service doors are insulated metal.

The building is heated by a natural gas fired furnace and electrical baseboard and wall heaters. Air-conditioning provided through a DX cooling coil with an outdoor condenser connected to the furnace. Exhaust fans provide ventilation from washrooms. Plumbing systems include domestic water service and piping, sanitary, hot water storage tank, and fixtures.

The electrical distribution system includes panels and wiring and is backed up with a natural gas fired generator. The electrical distribution system provides power to lighting, receptacles and life safety systems.

Site works consist of a gravel parking area, and soft landscaping including grass and trees.

1.3 Site Visit

On April 7, 2021 the property was visited by the following personnel from Burnside:

- Ben Williams, B.A.Sc., E.I.T. – structure, and building envelope
- Dan Beaudoin, C.E.T. – mechanical and electrical

The assessment was conducted during clear weather and outdoor temperatures of approximately 9°C. Burnside was provided access to the building interior. Exterior elements and the building envelope were reviewed from grade.

2.0 Report Limitations

This report is intended solely for the Client(s) named in the report. The material in it reflects our best judgment in light of the information reviewed by R.J. Burnside & Associates Limited at the time of preparation. Unless otherwise agreed in writing by Burnside, it shall not be used to express or imply warranty as to the fitness of the property for a particular purpose. This report is not a certification of compliance with past or present regulations. No portion of this report may be used as a separate entity; it is written to be read in its entirety. No other party shall be entitled to rely on this report without the written consent of the consultant. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties.

This assessment does not wholly eliminate uncertainty regarding the potential for existing or future costs, hazards or losses in connection with a property. No physical or destructive testing and no design calculations have been performed unless specifically recorded. Conditions existing but not recorded were not apparent given the level of study undertaken. We can perform further investigation on items of concern if so required.

Only the specific information identified has been reviewed. The Consultant is not obligated to identify mistakes or insufficiencies in the information obtained from the various sources or to verify the accuracy of the information. The Consultant may use such specific information obtained in performing its services and is entitled to rely upon the accuracy and completeness thereof.

Responsibility for detection of or advice about pollutants, contaminants or hazardous materials is not included in our mandate. In the event the Consultant or any other party encounters any hazardous or toxic materials, or should it become known to the Consultant that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the Consultant's services, the Consultant may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate consultants to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

Budget figures are our opinion of a probable current dollar value of the work and are provided for approximate budget purposes only. Accurate figures can only be obtained by establishing a scope of work and receiving quotes from suitable contractors.

Any time frame given for undertaking work represents an educated guess based on apparent conditions existing at the time of our report. Failure of the item, or the optimum repair/replacement process, may vary from our estimate.

We accept no responsibility for any decisions made or actions taken as a result of this report unless we are specifically advised of and participate in such action, in which case our responsibility will be as agreed to at that time. Any user of this report specifically denies any right to claims against the Consultant, Sub-Consultants, their Officers, Agents and Employees in excess of the fee paid for professional services.

3.0 Building Components

3.1 Structure

Structural elements consist of the following:

- To the extent it is visible the below grade structure consists of cast-in-place concrete foundation walls (Photo 1) which we expect are supported on cast-in-place concrete footings.
- The ground floor is a cast-in-place concrete slab-on-grade (Photo 2).
- The superstructure consists of cast-in-place concrete walls and conventionally wood framed walls, floor joists, and roof structure (Photo 3).

Structural components are expected to have a service life equal to that of the building, and where checked appeared to be in serviceable condition. However, the wood framed, exterior stair structure at the east elevations is in poor condition (Photo 4). Exterior wood stairs were installed in 1997 and are nearing the end of their 25-year expected service life. Wood members are deteriorating, and fasteners in joist hangers are corroding (Photos 5 & 6). Additionally, type of fasteners used to secure joist hangers to supporting members are not intended for use in joist hangers and could be prone to shear failure. In our opinion, while major repairs to the building structure will not be required within the next 10 years; the exterior stair structure should be replaced.

Recommendations:

- We recommend replacing the wood framed stair structure including concrete piers at the east elevation in our opinion the cost associated with this is \$4,200.

3.2 Building Envelope

3.2.1 Concrete Parging

Concrete exterior walls at the building's first storey are coated in parging. The parging has been tooled to mimic mortar joints giving it the appearance of concrete block construction (Photo 7). In general, parging is in serviceable condition; however, cracking, scaling and chipped concrete back-up wall was noted in a few locations (Photos 8 to 10). We do not anticipate full replacement of parging will be required within the 10-year timeframe of this report; however, it should be repaired on an as needed basis. We have combined the parging repair allowance with the masonry repair allowance in Section 3.2.2 below.

3.2.2 Brick Masonry

The chimney at the south elevation is clad in brick masonry veneer (Photo 11). Brick is in serviceable condition. However, mortar joints appear to be deteriorating near the top of the chimney.

Recommendations:

- We recommend carrying a repair allowance of \$3,000 every 10 years starting in 2022 to repair mortar joints and parging (Section 3.2.1).

3.2.3 Cladding – Stucco

Second storey exterior walls are finished with stucco (Photo 12). In general, stucco coated exterior walls are in fair condition; however, cracking was noted above the front entrance door (Photo 13). We anticipate stucco will require recoating within the 10-year time frame of this report.

Recommendations:

- We recommend recoating stucco walls. In our opinion the cost associated with this is \$18,800.

3.2.4 Roofing – Sloped Metal Roofing

The building is protected by a sloped, metal roof (Photo 14). We expect metal roofing at the original structure and over the addition at the south-east building corner was installed as part of renovations in 1985. Metal roofing at the north-east addition is original to its construction in 2013 (Photo 15). Metal roofing has a typical service life of 50 years or more. Although there is some minor corrosion on the lower roof at the southeast building corner (Photos 16 & 18), it is not impacting the roof's serviceability. Metal roofing at the north-east addition is in good condition. In our opinion, replacement of any of the metal roofing will not be required within the 10-year timeframe of this report.

We reviewed attics of the main roof and north-east addition. Roof framing generally appeared to be sound condition (Photos 61 & 62) however, we noted that several exhaust fans are discharging into the attic space (Photo 63) which could result in condensation and moisture related deterioration if left unaddressed. Attics are insulated with blown in cellulose insulation which should be topped-up to R-50 to meet current OBC insulation requirements. Furthermore, attics are not ventilated at roof eaves or the peak. Ventilation should be introduced when next replacing the metal roof.

Recommendations

- Extend exhaust fan ducts to the roof level; this can form part of the annual HVAC allowance in Section 3.3.1.
- Increase attic insulation to meet current OBC requirements. In our opinion a reasonable allowance for this is \$4,200.

3.2.5 Doors

Exterior doors consist of the following:

- Main entrance doors: double-glazed aluminum doors with side and top lites (Photo 17)
- Service doors: insulated metal (Photo 18)

Main entrance doors appear to have been installed with the accessibility renovation in 2013 and are in good condition. Aluminum doors have a typical service life of 25 years; we do not anticipate their replacement will be required within the 10-year timeframe of this report.

There are 3 service doors total, located at east elevation: two at the ground floor one at the second floor. In general service doors are in poor condition, with corrosion noted on doors and hardware, and are nearing end of their service life (Photos 19 & 20).

Recommendations

- Replace exterior service doors. In our opinion the cost associated with this is \$3,000.

3.2.6 Windows

Windows consist of double glazed, insulated glazing units (IGUs) in vinyl frames in double hung configuration (Photo 21). Based on information provided by the Township windows were installed in 2007. Windows have a typical service life of 25 years and are in good condition. There is one single glazed window at the north-west building corner that has been framed over at the interior and is in poor condition (Photo 22). We do not anticipate replacement of windows will be required within the 10-year timeframe of this report. However, the single glazed window at the north-west building corner should be removed, framed over at the exterior, and parged to match the adjacent surface.

Wood trim at windows and doors is in very poor condition and should be replaced (Photos 23 & 24). Sealants at window and door perimeters should be replaced at the approximate mid-point of window service life.

Recommendations

- Replace sealants at window and door perimeters. In our opinion the cost associated with this is \$3,000.
- Replace window and door trim. In our opinion the cost associated with this is \$4,800.

3.3 Mechanical Systems

The building mechanical systems were visually examined, where accessible, during the walk-through review. The system components were randomly reviewed to assess their overall condition. This assessment was based on visual observation of accessible equipment only, no measurements or testing was completed. Information concerning adequacy, efficiency, and condition of the mechanical systems, where possible, was obtained from the review. The review was not intended as a code compliance review. Where obvious infractions were visible, if any, they have been noted in the report below.

3.3.1 HVAC Systems

The building's heating, ventilation and air conditioning (HVAC) system is comprised of various systems that assist in temperature control. There is one furnace installed on the main floor which serves as the main heating and cooling source for the building. Additional electrical baseboard and wall heaters provide supplemental heating for the building.

The men's and ladies' washrooms and the main hall upstairs as well as the washroom on the main floor each have an exhaust fan.

Ceiling fans are installed throughout the main area upstairs.

The review of the interior of the furnace, heaters and other equipment was beyond the scope of work.

For the purpose of this report major replacement of a unit will be considered at its approximate end of life. Actual replacement could vary based on amount of use in conjunction with proper maintenance and the availability of replacement parts.

3.3.1.1 Furnace

The furnace installed in the main area of the basement (Photo 25), is a York Model #: YP9C120D20MP12CA and serial #: W1G1210753, with a heating input capacity of 120,000 BTU/h and was manufactured in 2011.

The condenser unit is located at the back of the building (Photo 26) and is a Heat Controller Inc. model # RSD1036-1 and a serial # MR295724362X, a cooling capacity and year of manufacturer was not able to be determined. This unit utilizes R22 refrigerant.

The furnace is controlled through a simple wall thermostat. (Photo 27)

Typically, a furnace unit will last 15-20 years if maintained appropriately. A detailed review of each unit should be completed annually by a certified technician with a report provided to the Owner stating any deficiencies. We recommend cleaning the furnace filter at least every three (3) months or as per manufacturer recommendations as part of regular building maintenance. Additional cleaning may be required depending on the interior/exterior environment (dust, etc.). This cost will be included through the HVAC allowance.

Recommendations

- Given the condition of the unit, we don't anticipate major replacement until 2030. Major replacement should be considered once maintenance/service frequency increases, replacement parts are not available or once any other major issue arises. A digital programmable thermostat with temperature setbacks, can provide energy efficiency of the furnace, to minimize operating time during periods of high energy costs.
- With respect to the outdoor condenser, based on its appearance and that it utilizes R-22 refrigerant, it is likely past its expected average service life and should be considered for replacement. It will likely need replacing as soon as there is a cooling system malfunction, as R-22 refrigerant is not readily available, or should be considered to be replaced once any other larger system arises.
- In our opinion the cost associated with the furnace is \$7,500. The cost associated with the outdoor condenser falls beneath the ASMT E 2018-15 reporting threshold of \$3,000.

3.3.1.2 Electrical Baseboard and Wall Heaters

There are various baseboard and wall heaters installed throughout the building (Photos 28 to 32). They all appear to be in good working order. The wall heater in the main entrance lobby appears to be the oldest. We have included general maintenance as part of the HVAC allowance.

Recommendations

- They each appear to be in serviceable condition; however, the wall heater in the lobby (Photo 28) appears to be old and should be considered for replacement once

maintenance/service frequency increases. The cost to replace these heaters falls beneath the ASTM E 2018-15 reporting threshold of \$3,000.

3.3.1.3 Exhaust Fans

There are single bathroom exhaust fans serving the washroom on the main floor (Photo 33), the ladies' washroom (Photo 34) and the men's washroom (Photo 35) upstairs.

These exhaust fans were working at the time of the site visit, albeit they were very noisy. They were each controlled via a wall switch. While no model or serial # could be ascertained during the visit it is likely these fans are at or past their expected service life.

The exhaust fan from the ladies' washroom upstairs appears to be venting in the attic and does not appear to be ducted through the roof (Photo 36).

There are two exhaust fans drawing air from the main hall into the attic. It was not confirmed at the time of the visit, whether these two fans were working. If they continue to operate, they should be ducted directly outdoors.

The typical service life of exhaust fans is approximately 10-15 years. The age of the current fans is unknown. Cleaning and inspecting the exhaust fan and ductwork should be completed to ensure it is free of debris and directly connected to the outdoors via insulated ductwork. In our opinion the cost to replace and clean the exhaust fans in the washrooms falls beneath the ASTM E 2018-15 reporting threshold of \$3,000. The cost of maintaining and cleaning these fans could be included as part of the HVAC allowance.

Recommendations

- We recommend the exhaust fans while operating be ducted directly outdoors.
- We recommend cleaning and inspecting the exhaust ductwork to ensure it is free of debris and directly connected to the outdoors via insulated ductwork. In our opinion the cost associated with this is \$3,000.

3.3.1.4 Ceiling Fans

There are ceiling fans installed throughout the main area of the building. (Photo 37). A model # or serial # was not able to be determined, neither was a date of manufacture. However, given their appearance each appeared to be in serviceable condition.

A typical ceiling fan average life expectancy can be expected to last 10-15 years with regular maintenance. Major replacement should be considered once maintenance/service frequency increases or when replacement parts are no longer available. In our opinion the cost to replace the ceiling fans fall beneath the ASTM E 2018-15 reporting threshold of \$3,000.

3.3.2 Plumbing Systems

3.3.2.1 Plumbing

The plumbing systems in the building include the incoming domestic water services, which are connected to the municipal water supply, cold and hot water piping systems and the sanitary piping. The sanitary system is connected to the septic system. The eavestroughs appear to be directly connected to the foundation storm drainage below grade.

Exposed hot and cold-water piping was observed to be copper, while sanitary drainage was ABS DWV pipe where visible (Photo 38). Domestic hot water piping installed throughout the building where visible was uninsulated which is not energy efficient.

Given the age of the building and plumbing, inspection of the sanitary lines using video scoping should be considered every 5 to 8 years to determine the condition of the lines and any potential problems such as collapsed piping or tree roots. Scoping of the lines is considered as an operating expenditure.

The typical service life of the piping systems is approximately 30-40 years; however, in our experience piping, provided it is properly maintained, can last much longer.

Recommendations

- We have included an annual allowance of \$3,000 for minor repair / replacement of sanitary piping and domestic water piping, including insulation repairs and minor equipment updates.
- We recommend insulating domestic hot water piping throughout the building. In our opinion the cost to insulate domestic hot water piping in the building falls beneath the ASTM E 2188-15 reporting threshold of \$3,000.

3.3.2.2 Plumbing Fixtures

In the washroom on the main floor there is a toilet, urinal and sink. In the ladies washroom upstairs, there are 2 toilets and a sink, and in the men's washroom upstairs there are 2 urinals, a toilet and a sink (Photos 39 to 43). In each kitchen (main floor and upstairs) there are also two sinks (Photo 44 & 45). The other kitchen appliances, being removable, are not considered building components and have been excluded from the scope of this report.

In general, the plumbing fixtures appear dated but in serviceable condition. The typical service life of plumbing fixtures are approximately 30-35 years. However, in our experience fixtures generally do not require major repair or replacement unless subject

to damage by external forces. Their replacement is usually governed by the need for updated aesthetics.

Recommendations

- We have included \$3,000 allowance every 5 years to replace broken or damaged fixtures as required. Updating plumbing fixtures for aesthetic purposes is cosmetic in nature and is therefore excluded from the scope of this report.

3.3.2.3 Electrical Hot Water Storage Tank

The fixtures throughout the building are supplied with hot water from the electrical hot water storage tank (HWT-1) installed on the main floor (Photo 46). The HWT is a Rheem Model #: TE60 with a serial #: 0687J16905 with a capacity of 60 imp. Gal. at 4500 W and appears to have been manufactured in 1987.

An electrical hot water storage tank would generally have an average life expectancy of 20 years.

Recommendations

- Major replacement should be considered once maintenance/service frequency increases, replacement parts are no longer available or once any other major issues arise.
- In our opinion the cost associated with the replacement of HWT-1 is \$3,000.

3.3.2.4 UV Water Filter System

A Trojan UV Max Water filter system has been installed on the main floor (Photo 47). A year of manufacture, model # or serial # could not be determined. It appeared to be operating at the time of our review and seemed to be in serviceable condition. We have included this maintenance as part of the plumbing allowance.

Recommendations

- This system is not expected to require major replacement during the scope of this report. However, the system does require regular maintenance and filter changes. The water quality, filter changes and UV light bulb(s) should be monitored as per the manufacturer's recommendations.
- The general piping and equipment should be protected from impact. Some of the fittings were noticeable rusty and should be considered for replacement. Future

fittings and piping should be insulated to help protect the piping from accidental damage.

3.3.3 Elevator

This building includes a barrier free lift (Photo 48). Access to the lift and the lift's machine room were not available at the time of the visit. Given documents received from the Township, the lift appears was installed in 2012 and is a Carelift model Type C Vertical Platform lift. The expected service life for the lift is approximately 30 years.

Recommendations

- We do not anticipate major replacement during the scope of the report. The elevating device should have an inspection carried out by a certified technician who would then provide a report. The report will note any deficiencies required and should be completed.

3.4 Electrical System

Electrical power to the building is supplied from a pole, owned by Hydro One, that distributes overhead service (Photo 49) to the hydro meter installed on the front of the building. The outdoor meter reads the power consumption for the 240V/1Ø/3W, 200A service that supplies the various panel boards with circuit breakers that feed power to the building as necessary (Photos 50 to 52).

Typically, the life expectancy for various electrical supply equipment is approximately between 30 to 40 years, however in our experience well maintained equipment can remain in service for much longer. Two of the three panel boards appear to be original to the building renovation in 1987 and are nearing their expected service life. Given its age it is likely that the main electrical service equipment will require replacement within the 10-year timeframe of this report.

We understand electrical wiring throughout the building is copper. Copper wiring typically has as service life equal to the building; however, if the wire sheathing has been damaged or is in contact with moisture, it may reduce the life expectancy of the wiring.

It should be noted that unsafe conditions (risk of electrocution) were spotted where a few receptacle and light switch covers were missing. A light bulb hanging from its wires and exposed wiring from light fixtures that were replaced in the basement were also noticed. Visual inspection should be completed by facility staff on an on-going basis. Costs associated with regular maintenance are not a capital expenditure and therefore are not within in the scope of this study.

Recommendations

- We recommend including a periodic electrical repair allowance of \$3,000 every 5 years for unanticipated expenditures related to electrical wiring.
- We recommend completing thermal imaging on the electrical panels throughout the building to determine if there are any concerns. In our opinion the cost associated with this is \$3,000.

3.4.1 Lighting

Indoor lighting is provided by surface mounted fixtures in most locations (Photo 53) and ceiling mounted pendant fixtures (Photos 54 & 55). It appears that light fixtures in the basement have been upgraded to LED. The fixtures on the main floor appear to be a mix of fluorescent and incandescent. Lighting is controlled by wall mounted switches.

Exterior lighting is provided by wall mounted light packs (Photo 56).

Based on the varying condition and styles of light fixtures and bulbs, we expect lighting has been replaced on an as-needed basis throughout the building's service life. Wall mounted exterior lights appear to be in serviceable condition but nearing the end of their service life.

Recommendations

- Replace ceiling and wall mounted light fixtures on an as-needed basis. In our opinion replacement of light fixtures as needed falls below the ASTM E 2018-15 reporting threshold of \$3,000.
- Ongoing maintenance and bulb replacement to be completed as required. Visual inspection and operation by staff should be completed on an on-going basis. Costs associated with regular maintenance including bulb replacement are not considered a capital expenditure and therefore is not included in this study. We recommend replacing fixtures with more energy efficient fixtures such as LED when fixtures are replaced.

3.4.1.1 Natural Gas Generator

The natural gas generator is a 22kW, 100A outdoor generator manufactured by Generac, model number G0065521 and serial number 3000634487. We understand the generator was installed in July 2016 (Photo 57 & 58).

A stand-by natural gas outdoor generator has an expected service life of 25 years if maintained regularly.

Recommendations

- Regular annual maintenance and testing or as per the manufacturer's recommendations should be performed to keep the generator in peak operating condition and extend its life span. We do not anticipate major replacement during the scope of the report.

3.5 Life Safety Systems

3.5.1 Emergency Lights and Exit Signs

Battery powered emergency lighting and illuminated exit signs are present. Signs are the typical red and white exit signs (Photo 59). We understand exit signs include 4.8V battery packs and were installed in July 2014. The typical service life of this system is approximately 25 years.

Recommendations

- We recommend replacing emergency exit lighting and exit signs on an as needed basis. In our opinion the cost of replacing the emergency exit signs to the new green running man signs falls beneath the ASTM E 2018-15 reporting threshold of \$3,000. Back up batteries for emergency exit lighting should be replaced every 5 years as part of regular building maintenance.

3.5.2 Fire Protection

Fire extinguishers are located throughout the building (Photo 60). According to the tags attached to the fire extinguishers, they were replaced in 2020. Fire extinguishers should be replaced every 12 years. All fire extinguishers will not require replacement within the timeframe of this report. The fire extinguishers are to be inspected by a certified technician on a scheduled maintenance period. During these routine inspections, replacements will be noted and should be completed. In our opinion the cost to replace the fire extinguishers falls beneath the ASTM E 2018-15 reporting threshold of \$3,000.

3.6 Site Works

Site works consist of a gravel parking area and soft landscaping including grass and trees. We do not anticipate expenditures exceeding the ASTM E 2018-15 reporting threshold of \$3,000 will be required within the 10-year timeframe of this report.



BURNSIDE

[THE DIFFERENCE IS OUR PEOPLE]

Appendix A

10-Year Capital Funding Plan



BURNSIDE

[THE DIFFERENCE IS OUR PEOPLE]

Appendix B

Photographs

Appendix B



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11

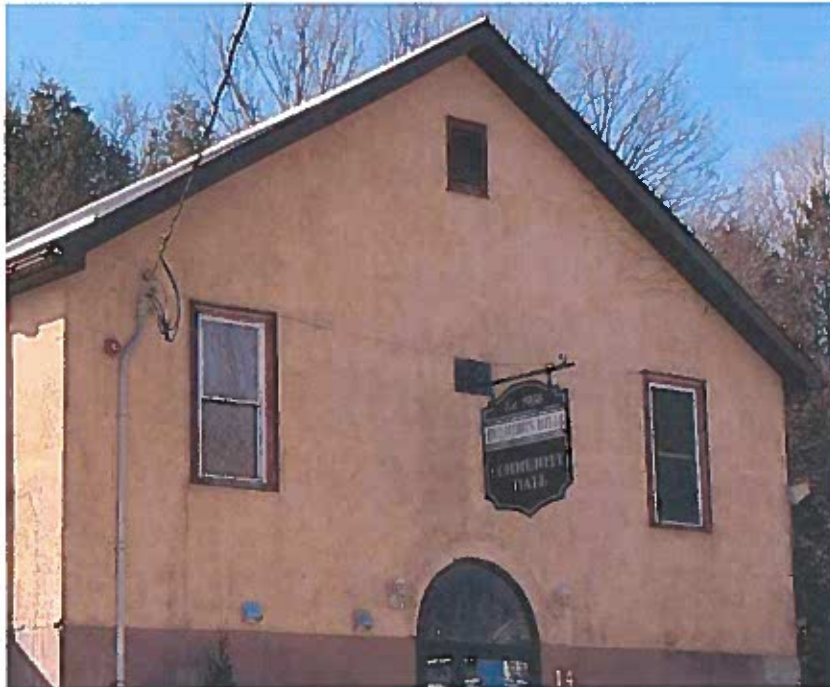


Photo 12



Photo 13



Photo 14



Photo 15



Photo 16



Photo 17

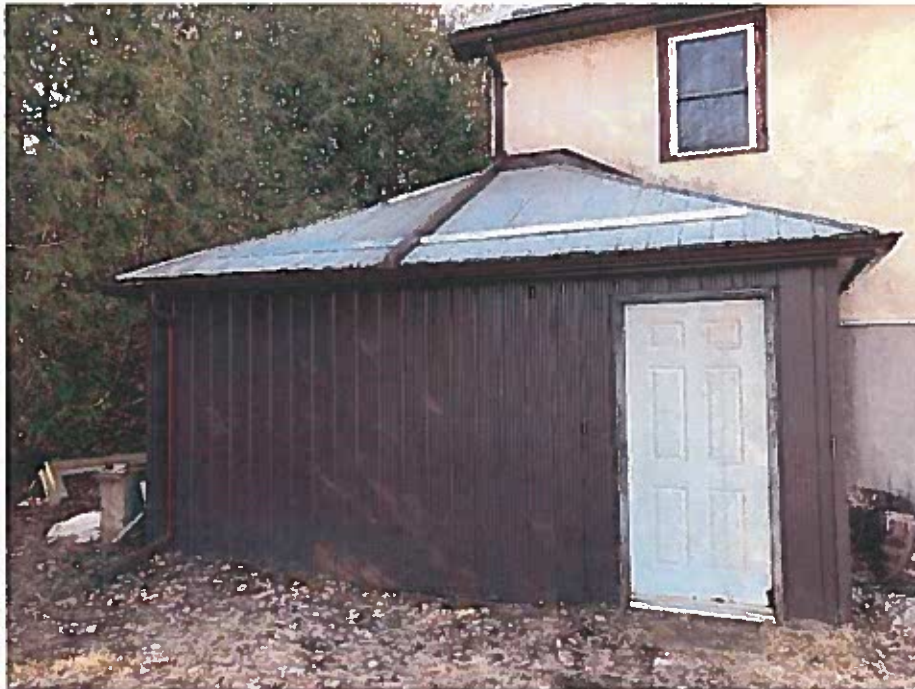


Photo 18



Photo 19



Photo 20



Photo 21



Photo 22



Photo 23



Photo 24



Photo 25



Photo 26



Photo 27



Photo 28



Photo 29



Photo 30



Photo 31

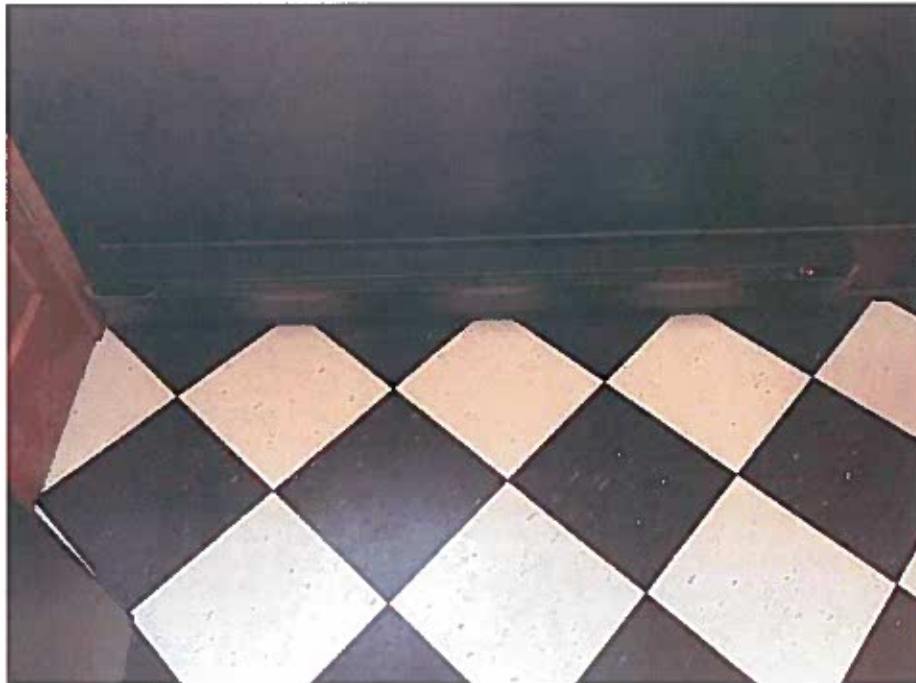


Photo 32



Photo 33



Photo 34

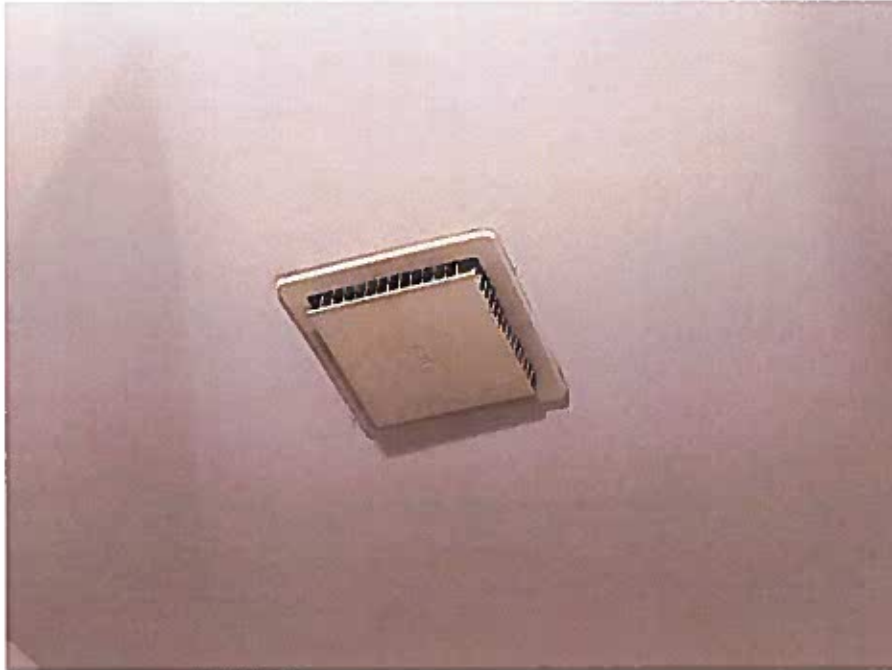


Photo 35



Photo 36



Photo 37



Photo 38



Photo 39



Photo 40



Photo 41



Photo 42

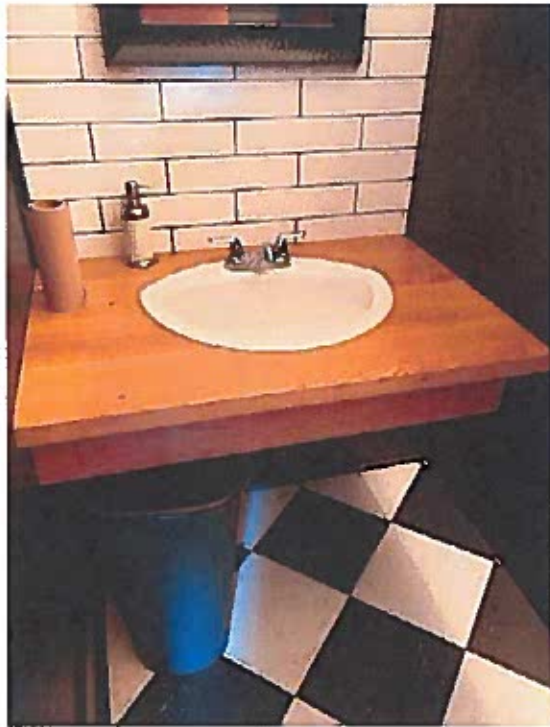


Photo 43



Photo 44



Photo 45



Photo 46



Photo 47



Photo 48



Photo 49



Photo 50

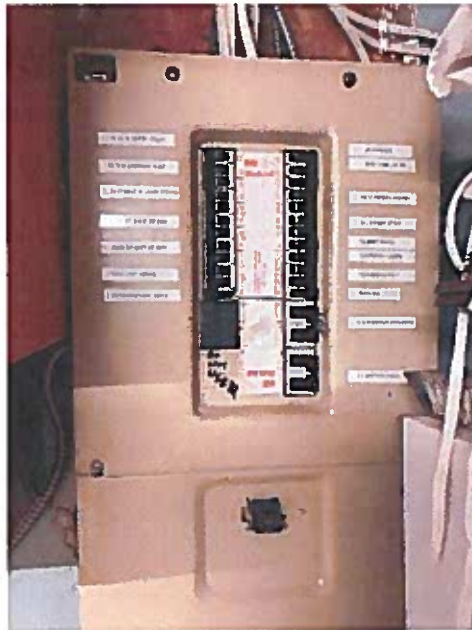


Photo 51



Photo 52



Photo 53



Photo 54



Photo 55



Photo 56



Photo 57

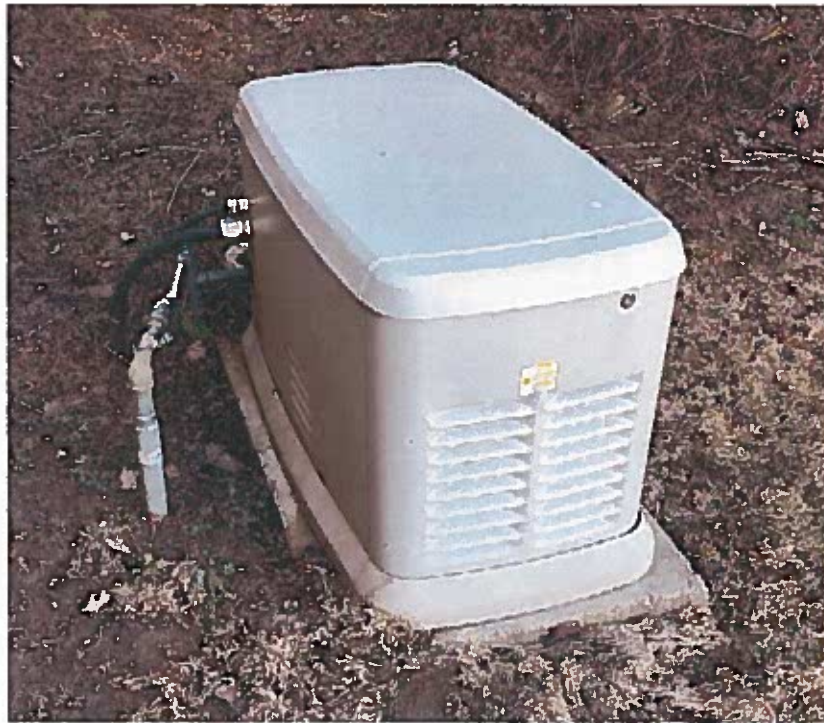


Photo 58



Photo 59



Photo 60



Photo 61



Photo 62



Photo 63

Horning's Mills Community Centre - Building Condition Assessment

Category/ Report Section No.	Item Description	Condition Rating	Year of Acquisition	Typical Service Life (Years)	Adjustment for Condition Rating (Years)	Remaining Service Life (Years)	Priority	Estimated Repair or Replacement Cost	Annual Opinion of Costs										Total Cost	
									2021	2022	2023	2024	2025	2026	2027	2028	2029	2030		
									Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10		
3.1 BUILDING STRUCTURE																				
3.1	Exterior stair structure - Replace	4 - Poor	1997	25		1	1 - Immediate (Year 1)	\$4,500	\$4,500											\$4,500
3.2 BUILDING ENVELOPE																				
3.2.2	Masonry and parging - Repair allowance	3 - Fair	N/A	10		2	2 - High (Years 2 or 3)	\$3,000		\$3,000										\$3,000
3.2.3	Stucco - Recoating	4 - Poor	1985	30	10	4	3 - Medium (Years 4 to 6)	\$18,800				\$18,800								\$18,800
3.2.4	Attic - Insulation Improvement	4 - Poor	1985	-		N/A	1 - Immediate (Year 1)	\$4,200	\$4,200											\$4,200
3.2.5	Service doors - Replacement	4 - Poor	1985	30	6	0	2 - High (Years 2 or 3)	\$3,000		\$3,000										\$3,000
3.2.6	Sealant - Replacement	4 - Poor	2007	15		1	2 - High (Years 2 or 3)	\$3,400		\$3,400										\$3,400
3.2.6	Window and door wood trim - Replacement	4 - Poor	1985	30	6	0	2 - High (Years 2 or 3)	\$4,800	\$4,800											\$4,800
3.3 MECHANICAL																				
3.3.1 HVAC Systems																				
3.3.1.1	Furnace	3 - Fair	2011	15	4	9	4 - Low (Beyond Year 6)	\$7,500										\$7,500		\$7,500
3.3.1.3	Exhaust Fans	4 - Poor	1985	20	0	-16	2 - High (Years 2 or 3)	\$3,000	\$3,000											\$3,000
3.3.1	HVAC Allowance	N/A	N/A	N/A	N/A	N/A	5 - Desirable	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$20,000
3.3.2 Plumbing Systems																				
3.3.2.1	Plumbing Allowance (domestic, sanitary, storm, minor equipment)	N/A	N/A	N/A	N/A	N/A	5 - Desirable	\$3,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$20,000
3.3.2.2	Plumbing Fixtures	3 - Fair	1985	35	0	-1	3 - Medium (Years 4 to 6)	\$9,000	\$3,000				\$3,000					\$3,000		\$9,000
3.3.2.3	Electrical Hot Water Storage Tank	3 - Fair	Unknown	10		5	3 - Medium (Years 4 to 6)	\$3,000					\$3,000							\$3,000
3.4 ELECTRICAL																				
3.4	Electrical System - Allowance provided for repair/replacement throughout the scope of the study	4 - Poor	1985	35	0	-1	5 - Desirable	\$3,000	\$3,000					\$3,000					\$3,000	\$9,000
3.4	Electrical System - Thermal Imaging assessment	N/A	N/A	N/A	N/A	N/A	5 - Desirable	\$3,000	\$3,000											\$3,000
3.5 LIFE SAFETY																				
3.5.1	General Life Safety - Allowance provided for repair/replacement throughout the scope of the study	N/A	N/A	N/A	N/A	N/A	5 - Desirable	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$10,000

TOTALS (2021 Dollars)		\$26,000	\$14,400	\$5,000	\$23,800	\$14,000	\$5,000	\$5,000	\$5,000	\$5,000	\$18,500	\$121,700
Inflation Factor	Annual Rate 2.0%	1.00	1.020	1.040	1.061	1.082	1.104	1.126	1.149	1.172	1.195	n/a
TOTALS (factored)		\$26,000	\$14,688	\$5,202	\$25,257	\$15,154	\$5,520	\$5,631	\$5,743	\$5,858	\$22,109	\$131,163

Denise Holmes

From: Darren White
Sent: Thursday, March 4, 2021 9:47 PM
To: Denise Holmes
Subject: Fwd: Deadline March 9: Canada Healthy Communities Initiative

While the March 9 deadline is not workable we should look at something for the May 2021 deadline.

Sent from my iPhone

Darren White

Warden
County of Dufferin
Mayor
Township of Melancthon

519 278 8234 cell
519 925 5525 office
dwhite@melancthontownship.ca

* Note - The application portal reopens on May 14, 2021 for Round 2 and applications must be submitted by June 25, 2021.*

Begin forwarded message:

From: "Seeback, Kyle - M.P." <Kyle.Seeback@parl.gc.ca>
Date: March 4, 2021 at 6:50:07 PM EST
To: "Seeback, Kyle - M.P." <Kyle.Seeback@parl.gc.ca>
Subject: Deadline March 9: Canada Healthy Communities Initiative

Good Afternoon,

Please see below the email that MP Kyle Seeback received yesterday evening. It describes the **Canada Healthy Communities Initiative** that will fund projects between \$5,000 and \$250,000 that can support Canadians through COVID-19 and beyond that fall under three main themes: creating safe and vibrant public spaces, improving mobility options, and digital solutions.

More information on the types of eligible projects and application instructions may be found below and on the Canada Healthy Communities Initiative's website at www.healthycommunitiesinitiative.ca.

Please feel free to contact us regarding any questions you may have.

Sincerely,



Office of Kyle Seeback
Member of Parliament for Dufferin-Caledon
Hill Office Tel.: 613-995-7813
Constituency Office Tel.: 519-941-1832
E-mail: kyle.seeback@parl.gc.ca
Website: www.kyleseeback.ca

From: McKenna, Catherine
Sent: Wednesday, March 3, 2021 8:54 PM
Subject: Deadline March 9: Canada Healthy Communities Initiative

Dear Colleagues,

I wanted to make you aware of a great opportunity for your community associations and local organizations.

The Government of Canada has launched the Canada Healthy Communities Initiative to fund projects between \$5,000 and \$250,000 that can support Canadians through COVID-19 and beyond that fall under three main themes: creating safe and vibrant public spaces, improving mobility options, and digital solutions.

Projects could include community gardens, pop-up cycling and walking paths, cross country ski trails, widening sidewalks and adding signage to support physical distancing, expanding farmers' markets to increase access to healthy, local food, or developing apps or other digital tools to allow residents to safely access services remotely. It is really up to local communities to identify opportunities that make sense for their residents. I have seen so many innovative local solutions that are making a real difference in their communities.

Local governments and a variety of community-led organizations are eligible to apply, including charities, Indigenous communities, and registered non-profit organizations. Organizations interested in submitting an application are encouraged to visit healthycommunitiesinitiative.ca to learn more about the program, eligibility criteria and how to apply. Organizations can also register to attend information sessions on the program.

The goal is to get eligible projects approved quickly with March 9 as the deadline for the first round of funding.

I really encourage you to spread the word.

Best,
Catherine

Chers collègues,

Je voulais vous faire part d'une grande opportunité pour vos associations communautaires et vos organisations locales.

Le gouvernement du Canada a lancé l'Initiative canadienne sur les communautés en santé pour financer des projets de 5 000 à 250 000 dollars qui peuvent aider les Canadiens à travers la COVID-19 et au-delà. Ces projets s'inscrivent dans trois grands thèmes : la création d'espaces publics sûrs et dynamiques, l'amélioration des options de mobilité et les solutions numériques.

Les projets peuvent inclure des jardins communautaires, des pistes cyclables et des sentiers pédestres, des pistes de ski de fond, l'élargissement des trottoirs et l'ajout de panneaux de signalisation pour favoriser l'éloignement physique, l'expansion des marchés de producteurs pour accroître l'accès à des aliments locaux sains, ou le développement d'applications ou d'autres outils numériques pour permettre aux résidents d'accéder à distance aux services en toute sécurité. C'est vraiment aux communautés locales d'identifier les opportunités qui ont un sens pour leurs résidents. J'ai vu tant de solutions locales innovantes qui font une réelle différence dans leurs communautés.

Les gouvernements locaux et diverses organisations communautaires peuvent présenter une demande, notamment les organisations caritatives, les communautés autochtones et les organisations à but non lucratif enregistrées. Les organismes intéressés à présenter une demande sont invités à visiter le site Web www.initiativepourdescollectivitesensante.ca pour en savoir plus sur le programme, les critères d'admissibilité et la façon de présenter une demande. Les organisations peuvent également s'inscrire pour assister à des séances d'information sur le programme.

L'objectif est de faire approuver rapidement les projets admissibles, la date limite pour le premier cycle de financement est le 9 mars.

Je vous encourage fortement à faire passer le mot.

Cordialement,
Catherine

Denise Holmes

From: Steven Murphy <smurphy@dufferincounty.ca>
Sent: Wednesday, April 21, 2021 12:00 PM
To: Andrea McKinney; Denise Holmes; Denyse Morrissey; Doug Jones; Ed Brennan (ebrennan@orangeville.ca); hrooyakkers@townofgrandvalley.ca; janet@whitfieldfarms.com; Kevin McNeilly; Mark Early; Meghan Townsend; Mike Dunmore; Nicole Martin; Ralph Snyder; Ray Osmond; rmorden@orangeville.ca; Roads; ssoloman@townofgrandvalley.ca; suestone@eastgarafraxa.ca; Tracey Atkinson; Aimee Raves; Anna McGregor; Brenda Wagner; Cheri French; Greg MacNaughtan; Michelle Dunne; Peter Routledge; Scott Burns; Sonya Pritchard; Steven Murphy
Subject: ERP 2021 - DRAFT
Attachments: ERP 2021 - DRAFT.docx

Attached you will find the DRAFT ERP. This version includes the revisions from our last EMPC meeting (2020-03-03) as well as a few adjustments required by OFMEM and an enhanced human health component.

Please review this document over the next few weeks and provide your comments to me no later than May 19th, 2021. I will compile all of the recommendations and revise the draft version for further discussion and presentation to each council.

Thanks in advance,

Steve

DISCLAIMER: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the sender. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the County of Dufferin. Finally, the recipient should check this email and any attachments for the presence of viruses. The County of Dufferin accepts no liability for any damage caused by any virus transmitted by this email. The Corporation of the County of Dufferin, 55 Zina Street, Orangeville, Ontario. www.dufferincounty.ca

The background of the cover is a photograph of a modern emergency operations center. In the foreground, there are several computer workstations with multiple monitors displaying maps and data. In the background, two people are visible standing near a large wall display. The room has a drop ceiling with recessed lighting.

2021

EMERGENCY RESPONSE PLAN

County of Dufferin

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ATTENTION!

If you have been notified of an emergency situation but have not read this plan:

Follow the immediate actions below:

If you were alerted and placed on **STAND-BY**, your services may be required soon. Ensure that you have everything you will need to function in your role and ensure that you are well rested and fit for duty.

If you were **ACTIVATED** you should immediately make your way to the location that you were given when notified. Ensure that you have the required items to meet the demands of your position.

If you are ***not able to respond***, please notify the caller or the Community Emergency Management Coordinator so that an alternate can be arranged.

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1 INTRODUCTION

The ***Emergency Management and Civil Protection Act, RSO 1990*** (EMCPA) defines an emergency as:

"a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or health risk, an accident or an act whether intentional or otherwise."

1.1 Community Risk Profile

The community risk profile¹ details community vulnerabilities and capacities as determined through a Hazard Identification and Risk Assessment process.

1.1.1 Identified Risks for the County of Dufferin and Member Municipalities

The Hazard Identification and Risk Assessment (HIRA) process identified the following situations as the potential risks to all or part of Dufferin County.

- Dam Failures
- Drought
- Explosions and Fires
- Extreme Cold
- Extreme Heat Events
- Flooding
- Forest Fires
- Hazardous Materials Spills
- High Winds
- Ice Storms
- Pandemics
- Power Outages
- Severe Summer Storms
- Severe Winter Storm
- Tornadoes
- Transportation Accidents

2 PURPOSE

- The County of Dufferin and each of the Member Municipalities herein referred to as the 'Municipality', have developed this emergency response plan (ERP) in accordance with the *EMCPA, RSO 1990, Ontario Regulation 380/04 and local by-laws*.

¹ In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. *EMCPA R.S.O. 1990, c.3, s.5.1(2)*

- This emergency response plan has been prepared to facilitate a controlled and coordinated response to any type of emergency occurring within or affecting the Municipality.
- This ERP is an important component of an integrated emergency management program, which works within the parameters outlined by the Emergency Management Doctrine for Ontario.
- The aim of this plan is to provide key officials, agencies and the municipal departments with an overview of their collective and individual responsibilities in an emergency.
- This plan also makes provisions for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the inhabitants of the Municipality.
- In order to protect residents, businesses, visitors and the economic well-being of the Municipality a coordinated emergency response by a number of agencies under the direction of the Emergency Control Group (ECG) may be required.
- The arrangements and procedures in this emergency response plan are distinct from the normal, day-to-day operations carried out by emergency services.
- This ERP does not provide direction for site specific health and safety issues such as fire alarms, workplace violence, etc.
- The annexes to this ERP contain essential and supporting information, which is confidential, and they shall be maintained separate from this document.

2.1 Authority

The ***Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, Ontario Regulation 380/04*** and local by-laws provide the legal authority for this emergency response plan².

² Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. 2002, c. 14, s 5(1).

The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans under subsection (1). R.S.O. 1990, c. E.9, s. 3 (3).

The ***Municipal Act, 2001, S.O. 2001, c. 25*** details the authorities of municipalities that may be invoked during an emergency.

2.1.1 Action Prior to a Declaration of Emergency

When a situation or an impending situation that constitutes a danger of major proportions exists but has not yet been declared to exist, employees of the Municipality may take such action(s) under this emergency response plan as may be required to protect the health, safety, welfare of people, as well as any property and the environment within the Municipality. The subordinate plans, attached as annexes to this document, may also be implemented, in whole, or in part in the absence of a formal declaration of emergency.

Details for activating the ECG and declaring an emergency can be found in Section 3 of this plan.

2.2 Application and Scope

This ERP applies to the County of Dufferin and each of the eight (8) member municipalities located therein.

This plan supersedes and replaces all previous plans for emergency response enacted by the County of Dufferin, the Township of Amaranth, Township of East Garafraxa, Town of Grand Valley, Township of Melancthon, Town of Mono, Township of Mulmur, Town of Orangeville and the Town of Shelburne.

2.3 Coordination of Program by the County of Dufferin

The County of Dufferin will coordinate the emergency management program for each of the member municipalities through a shared services agreement.

The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and

No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty. 2006, c.13, s.1(6); 2006, c.35,

Sched.C, s.32 (6).are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s.4 (1).

2.4 Community Emergency Management Coordinator (CEMC)

The Community Emergency Management Coordinator for the County of Dufferin may be appointed as the primary CEMC for each member municipality³. In the absence of the primary CEMC the municipality shall appoint an alternate CEMC to assume all responsibilities outlined in this plan ⁴.

The CEMC will monitor potential and impending threats that may impact the health, safety or economic stability of Dufferin County.

The Community Emergency Management Coordinator acts as an advisor to the Senior Municipal Official, municipalities, departments, groups and agencies on matters of emergency response and recovery by:

- ❑ Providing expertise regarding the implementation of the emergency response plan.
- ❑ Fulfilling any Incident Management System role within the EOC as needed.
- ❑ Providing guidance, direction and/or assistance to any emergency or support personnel at the Emergency Operations Centre, and/or alternate locations.
- ❑ Assisting the Incident Commander as needed.
- ❑ Coordinating post-emergency debriefings.

2.5 County of Dufferin 24/7 On-Call

Given the unpredictable nature of emergencies and the likelihood of an 'after-hours' request for assistance the County of Dufferin has established an 24/7 On-Call protocol.

The On-Call protocol can be activated by contacting the 24/7 telephone number listed in Annex #004 – Emergency Contact List.

2.6 Notification of Senior Municipal Official

In the event of a real or potential emergency requiring the notification of an ECG, any member of the affected ECG or the Incident Commander may initiate the activation procedure by notifying the appropriate Senior Municipal Official (see Annex #004 – Emergency Contact List).

In the event of an imminent or occurring emergency the Senior Municipal Official shall be notified if the incident commander determines that one of the following criteria is present;

³ In accordance with County of Dufferin By-Law 2004-60.

⁴ Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator. O. Reg. 380/04, s. 10 (1).

The emergency management program coordinator shall complete the training that is required by the Chief, Office of the Fire Marshal and Emergency Management. O. Reg. 380/04, s. 10 (2).

- ❑ Any incident requiring evacuation of, or excluding access to residential or institutional facilities.
- ❑ Any incident that is extraordinary or distinct from normal, day-to-day operations carried out by emergency services.

2.7 Plan Testing, Maintenance and Review

2.7.1 Annual testing

This ERP will be tested for effectiveness through emergency exercises on an annual basis.

2.7.2 Annual Review

This plan will be reviewed annually for accuracy by the Emergency Management Program Committee and will be revised as required.

2.8 Additional Emergency Response Plans and Procedures

Each municipality, service, agency, department and division involved or identified in this ERP is encouraged to develop their own emergency operating plans and/or procedures. Such plans and/or procedures must not conflict with this ERP.

The training of staff in these additional plans and procedures is the responsibility of the municipality, service, agency, department or division.

2.9 Approval of Amendments by Council

Amendments to the plan require formal Council approval from all member municipalities and the Council for the County of Dufferin.

Formal Council approval is not required for the following:

- ❑ Changes, additions or revisions to the annexes
- ❑ Editorial changes (i.e. editorial changes to text, section numbering, references, or changes to references to provincial statutes)
- ❑ Additions or deletions of contact information.

2.10 Flexibility

The safety and well-being of the community are the priority during any emergency response, therefore deviations from the emergency response plan and annexes may be necessary to address specific threats. During the course of the implementation of this plan the members of the ECG(s) may exercise flexibility.

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3 EMERGENCY CONTROL GROUP (ECG)

The Emergency Control Group⁵ is responsible for initiating, coordinating and implementing the emergency response plan through the use of the Incident Management System. The Emergency Control Group, at both the lower and upper tier, is responsible for the following:

- ❑ Coordinate municipal operations prior to, during and after the emergency;
- ❑ Prioritize municipal operations;
- ❑ Support the response to the incident(s).

3.1 Activating the Municipality's Emergency Control Group (MECG)

The MECG will be activated under the following conditions:

- ❑ Head of Council or a member of the ECG requests activation;
- ❑ When an emergency is confined to a single municipality;
- ❑ When municipal facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on municipal resources, or;
- ❑ When an emergency situation is anticipated to impact or is occurring within the municipality.

3.2 Activating the County's Emergency Control Group (CECG)

The CECG will be activated under the following conditions:

- ❑ Warden or a member of the ECG requests activation;
- ❑ When an emergency cannot be defined as a local emergency (more than one member municipality or a contiguous municipality is affected);
- ❑ When County facilities and/or critical infrastructure are threatened or an extraordinary demand is placed on County resources, or;
- ❑ When an emergency situation is anticipated to impact, or is impacting two or more municipalities or one municipality and a contiguous upper tier municipality.

3.3 Activation Procedure

In the event of an imminent or occurring emergency requiring the activation of an ECG, any member of the affected ECG or the Incident Commander may initiate the activation procedure by notifying the Senior Municipal Official or designated alternate.

⁵ 12. (1) Every municipality shall have a municipal emergency control group. O. Reg. 380/04, s. 12 (1).

When activation is required:

- Incident Commander will immediately contact the SENIOR MUNICIPAL OFFICIAL of the affected municipality.
- The SENIOR MUNICIPAL OFFICIAL will contact the Community Emergency Management Coordinator to initiate the emergency notification procedures.

Note: When two or more municipalities are affected, the County of Dufferin's ECG will be activated and will include the Senior Municipal Official, or designate, for the affected municipalities.

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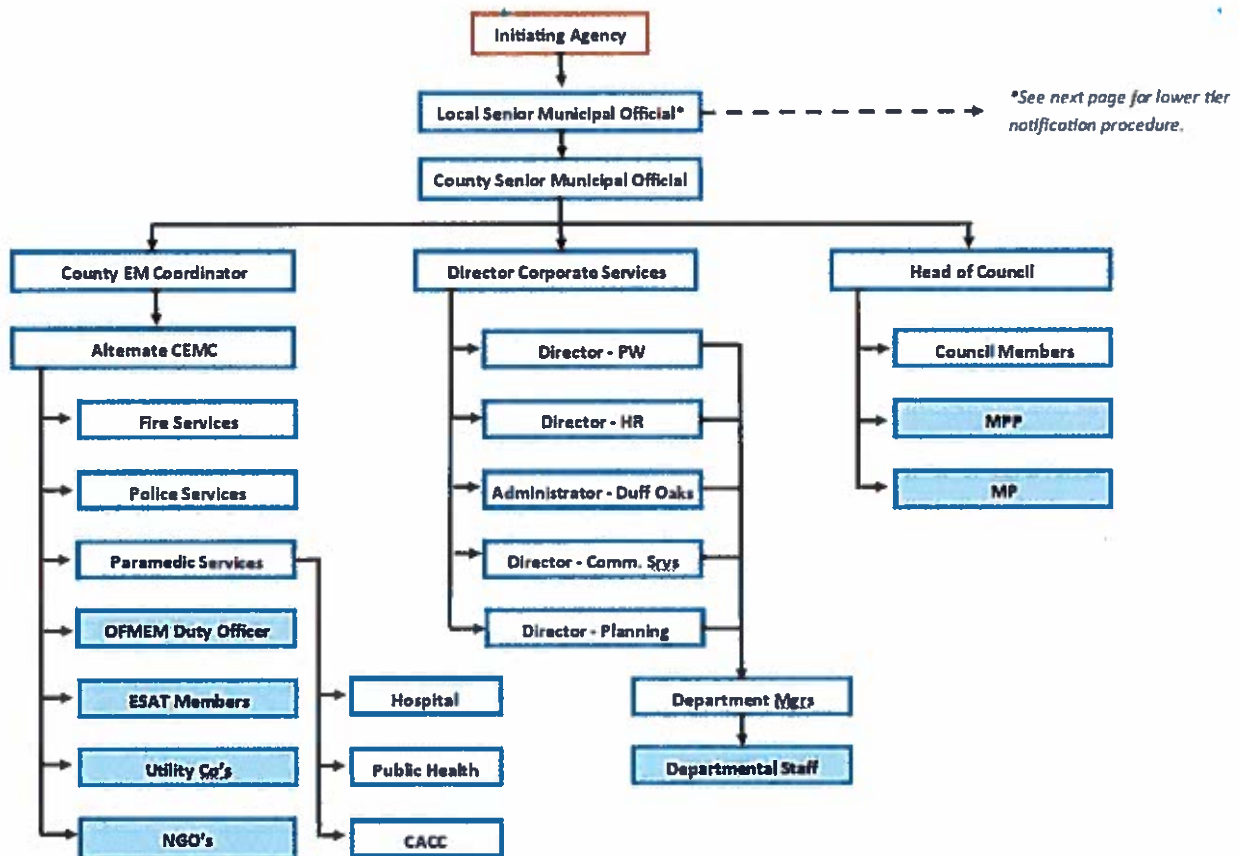
3.4 Emergency Control Group Notification

When activating the Emergency Control Group it is important to ensure all members are contacted even if they are not required to attend the EOC.

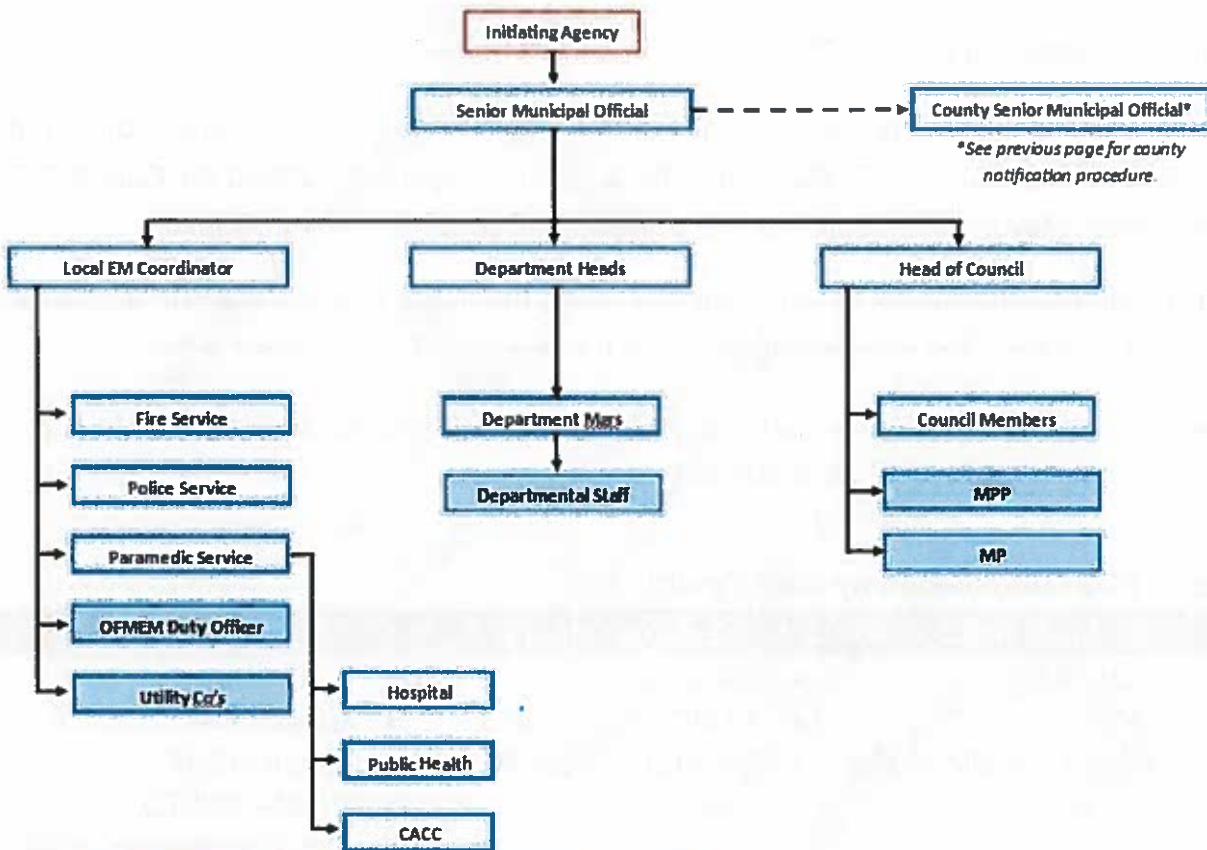
All emergency contact information is located in Annex #004, Emergency Contact List.

1. Make every effort to contact the primary contact person before contacting the alternate(s)
2. Do not allow the notification process to cease if a person cannot be contacted, make their notifications in their absence.
3. Confirm that those members you contact know whom they must contact
4. Shaded contacts are only notified if the situation warrants it.

EMERGENCY NOTIFICATION PROCEDURE - DUFFERIN COUNTY



EMERGENCY NOTIFICATION PROCEDURE - MEMBER MUNICIPALITIES



3.5 Emergency Control Group (ECG) Authority

In the event of an emergency or impending emergency, whether declared or not, the ECG is authorized to:

- ❑ Initiate, coordinate, direct and otherwise bring about the implementation of this emergency response plan and undertake such other activities as they consider necessary to address the emergency
- ❑ Expend funds for the purpose of responding to and recovering from the emergency, including obtaining and distributing emergency materials, equipment and supplies, notwithstanding the requirements of any by-law governing the commitment of funds and the payment of accounts.
- ❑ Obtain volunteer support from public agencies and other persons as considered necessary and to indemnify such agencies, their personnel and other persons engaged in response efforts which have been authorized and are consistent with

the emergency response plan, from liability for any acts or omissions resulting from any actions taken pursuant to this emergency response plan.

3.6 Emergency Control Group (ECG) Membership

The composition of each ECG⁶ is detailed in a table below.

In the Municipality where the Head of Council is also serving as the Warden or Deputy Warden for the County of Dufferin, and the Warden is required to attend the County EOC, the Deputy Mayor will assume the role of Head of Council for the municipality.

Any other officials, experts or representatives from the public or private sector⁷ as deemed necessary by the ECG may be appointed to the group on an as needed basis.

The ECG may not require the participation of everyone listed however all members shall be notified and advised of developments and progress.

3.6.1 ECG Composition by Municipality

Amaranth	East Garafraxa	Grand Valley
<ul style="list-style-type: none"> • CAO/Clerk • CEMC • Director - Public Works 	<ul style="list-style-type: none"> • CAO/Clerk • CEMC • Director - Public Works 	<ul style="list-style-type: none"> • CAO/Clerk • CEMC • Deputy Clerk • Chief – GVDFD • Det. Commander - OPP
Melancthon	Mono	Mulmur
<ul style="list-style-type: none"> • CAO/Clerk • CEMC • Director - Public Works 	<ul style="list-style-type: none"> • CAO/Clerk • CEMC • Director - Public Works 	<ul style="list-style-type: none"> • CAO/Clerk • CEMC • Director - Public Works • Chief – MMFD • Chief – SDFD • Chief - RDFD • Det. Commander - OPP

⁶ (2) The emergency control group shall be composed of,
(a) such officials or employees of the municipality as may be appointed by the council; and
(b) such members of council as may be appointed by the council. O. Reg. 380/04, s. 12 (2).

⁷ (8) The group may at any time seek the advice and assistance of the following:

1. Officials or employees of any level of government who are involved in emergency management.
2. Representatives of organizations outside government who are involved in emergency management.
3. Persons representing industries that may be involved in emergency management. O. Reg. 380/04, s. 12 (8).

Orangeville	Shelburne	Dufferin
<ul style="list-style-type: none"> • CAO/Clerk • CEMC • Director - Public Works 	<ul style="list-style-type: none"> • CAO/Clerk • CEMC • Director - Public Works 	<ul style="list-style-type: none"> • CAO • CEMC • Chief – Paramedic Svcs • Director – Community Svcs • Director – Corporate Svcs • Director – Human Resources • Director – Ec.Dev, Planning • Director - Public Works

3.6.2 ECG Alternates

Each member of the ECG shall have one or more designated alternates who will be trained and authorized to fulfill the primary member's role.

3.7 Delegation of Authority

3.7.1 Head of Council – County of Dufferin

In the absence of the Head of Council the Chair of the General Government Services Committee will assume the responsibilities of the Head of Council under this plan.

Should both the Head of Council for the County of Dufferin and their designated alternate be absent or unavailable during an emergency the most recent past Head of Council, who is still serving on council, will assume the responsibilities of the Head of Council until such time as the current Head of Council or alternate can assume the role.

3.7.2 Head of Council – Member Municipality

In the absence of the Head of Council, the Deputy Mayor or designated alternate will assume the responsibilities of the Head of Council under this plan.

Should both the Mayor and the designated alternate of a municipality be absent or unavailable the council will appoint an interim Head of Council until such time as the current Head of Council or alternate can assume the role.

3.8 Declaration of an Emergency

An emergency declaration is not required to protect the lives, health, safety, and property of the inhabitants of the Municipality.

The Head of Council, or designate, of the Municipality has the legislative authority⁸ to declare an emergency to exist in all or any part of the municipality. The declaration of an emergency permits for the taking of such action and making of such orders as is necessary to implement the emergency response plan and to protect the health, safety, welfare and property of inhabitants in the emergency area. Such actions and orders shall not be contrary to law.

The ***Municipal Act, 2001, S.O. 2001, c. 25*** provides the legislative authority and spheres of jurisdiction for municipal actions and orders⁹.

The Head of Council may consider several factors whether an emergency declaration is warranted including but not limited to:

General and Continuity of Government

- ☐ Is it an extraordinary event requiring extraordinary measures?
- ☐ Does it pose a danger of major proportions to life or property?
- ☐ Does it pose a threat to the provision of essential services (e.g. energy, potable water, and sewage treatment/containment or medical care)?
- ☐ Does it threaten social order and the ability to govern?
- ☐ Is it attracting significant media and/or public interest?
- ☐ Has there been a declaration of emergency by another level of government?

Legal

- ☐ Could legal action be taken against municipal employees or councillors related to their actions during the current crisis?
- ☐ Are volunteers assisting?

⁸ *The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1).*

⁹ *11 (1) A lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4). 2006, c. 32, Sched. A, s. 8.*

Operational

- ☐ Does it require a response that exceeds, or threatens to exceed the capabilities of the municipality?
- ☐ Does it strain the municipal response capability, thereby further endangering life and property outside areas directly affected by the current crisis?
- ☐ Are additional personnel and resources required to maintain the continuity of operations?
- ☐ Could it require assistance from the provincial or federal government (e.g. military equipment)?
- ☐ Does it involve a structural collapse?
- ☐ Is it a complex chemical, biological, radiological, or nuclear (CBRN) incident?
- ☐ Could it require the evacuation and/or sheltering of people or animals?
- ☐ Could you receive evacuees from another community?

Economic and Financial

- ☐ Does it pose a disruption to routine transportation, rerouting large numbers of people and vehicles?
- ☐ Could it have a long term impact on the economic viability/sustainability resulting in unemployment, or lack of restorative measures necessary to re-establish commercial activity?
- ☐ Is it possible that a specific person, corporation, or other party has caused the situation?

A positive response to one or more of these factors may warrant a declaration of emergency.

Upon declaration of an emergency, the ECG will complete the appropriate form found in ERP Annex #006 - Declaration and Termination of an Emergency, and ensure that the following are notified:

- ☐ The public
- ☐ All members of Council
- ☐ All Heads of Council within Dufferin County
- ☐ Provincial Emergency Operations Centre
- ☐ All contiguous municipalities
- ☐ Local Member of the Provincial Parliament (MPP)
- ☐ Local Member of Parliament (MP)

3.9 Delegation of Authority to the Head of Council

During a declared emergency the Council of the municipality shall be deemed to have delegated its authority to the Head of Council.

The authority delegated to the Head of Council shall be utilized in accordance with the following criteria;

- Facilitates a rapid respond to the situation
- Alleviate harm or damage
- Exercising the delegated authority is a reasonable alternative to other measures that might be implemented
- The delegated authority only applies to the necessary areas/functions of the municipality
- The delegated authority is only in effect for the duration of declared emergency

Within 60 days of the declaration of an emergency, the Head of Council shall present a staff report to the municipal council providing:

- The justification for having exercised the delegated authority
- An outline of the actions taken
- Recommendations of lessons learned arising from the emergency

3.10 Role of Elected Council Members

Members of Council who do not have a mandated role under the *EMCPA* may be utilized as liaisons between the general public and the Head of Council.

Such elected representatives will not be present in the EOC but will be expected to liaise with their constituents and relay any concerns to the Head of Council. The Head of Council will relay information to the ECG.

With the exception of the Head of Council, the Members of Council will not be included in MCEG meetings.

3.11 Termination of an Emergency

A municipal emergency may be terminated at any time.¹⁰

When terminating an emergency, the Head of Council will complete the appropriate form located in ERP Annex #006 - Termination of Declared Emergency, and will ensure the following are notified:

- ☐ The public
- ☐ All members of Council
- ☐ All Heads of Council within Dufferin County
- ☐ Provincial Emergency Operations Centre
- ☐ All contiguous municipalities
- ☐ Local Member of the Provincial Parliament (MPP)
- ☐ Local Member of Parliament (MP)

3.12 Public Health Emergencies

The local public health authority is the lead agency during a public health emergency in Dufferin County. The primary responsibilities of the Medical Officer of Health and the health authority are:

- ☐ Immediately notify the Senior Municipal Official or the Community Emergency Management Coordinator of any public health emergencies
- ☐ Act as Incident Commander or as part of a Unified Command structure, in response to a human health emergency
- ☐ Activate the Public Health Response Plan as required
- ☐ Work with the Emergency Information Officer to prepare information/instructions for dissemination to the media pertaining to public health risk reduction.
- ☐ Consult on the safe disposal of biohazardous and/or other dangerous material that may affect public health
- ☐ Coordinate vaccine management and implement mass immunization plan, as required
- ☐ Advise the ECG on potability of water supplies and sanitation facilities, as required
- ☐ Liaise with the Ministry of Health and Long-Term Care - Public Health Division
- ☐ Consult with the coroner on temporary morgue facilities as required

¹⁰ The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

- ❑ Coordinate local community medical resources (family health teams, hospitals, etc.) in response to the emergency
- ❑ Fulfill legislative mandate of the Medical Officer of Health as outlined in provincial legislation
- ❑ Provide direction on any matters which may adversely affect public health
- ❑ Coordinate with the Emergency Social Services Lead on preventing human health risks in evacuation centres including areas of food preparation, infection prevention and control, water quality, and sanitation
- ❑ Maintain records of all actions taken
- ❑ Participate in post-emergency debriefings

3.12.1 Municipal Support to Public Health

At the request of the Medical Officer of Health or an authorized representative the municipality will provide all reasonable resources in support of a response to a public health risk.

3.12.2 Public Health Emergency Declaration

The legislated authority to declare any type of emergency in a municipality belongs to the Head of Council. In the event of a public health related emergency the Medical Officer of Health may request that Head of Council declare an emergency to exist.

3.12.3 Public Health Orders

The *Health Protection and Prevention Act* grants the Medical Officer of Health or a public health inspector the authority to issue written orders¹¹ to decrease or eliminate hazards to the public's health.

An order issued under this section by the Medical Officer of Health or a public health inspector may include¹², but is not limited to,

¹¹ 13 (1) A medical officer of health or a public health inspector, in the circumstances mentioned in subsection (2), by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a health hazard. R.S.O. 1990, c. H.7, s. 13 (1).

(2) A medical officer of health or a public health inspector may make an order under this section where he or she is of the opinion, upon reasonable and probable grounds,

(a) that a health hazard exists in the health unit served by him or her; and

(b) that the requirements specified in the order are necessary in order to decrease the effect of or to eliminate the health hazard. R.S.O. 1990, c. H.7, s. 13 (2).

¹² R.S.O. 1990, c. H.7, s. 13 (4).

- requiring the vacating of premises;
- requiring the closure of premises or a specific part of the premises;
- requiring the placarding of premises;
- requiring the correction of conditions, on or about premises specified in the order;
- requiring the removal of anything that the order states is a health hazard;
- requiring the cleaning and/or disinfecting, of the premises or the thing;
- requiring the destruction of a thing;
- prohibiting or regulating the manufacturing, processing, preparation, storage, handling, display, transportation, sale, offering for sale or distribution of any food or thing;
- prohibiting or regulating the use of any premises or thing.

3.12.4 Communicable Disease Order

A medical officer of health has the authority¹³ under the *Health Protection and Promotion Act* to require a person, or a class of persons, to take or to refrain from taking actions when a communicable disease exists, may exist or when there is an immediate risk of an outbreak of a communicable disease outbreak within their jurisdiction. An order under this section may include, but is not limited to,

- Closure of a premises or a specific part of the premises;
- placarding of premises to give notice of an order;
- requiring any person that may have a communicable disease to isolate and remain in isolation from other persons;
- requiring the cleaning and/or disinfecting of a premises or thing;
- requiring the destruction of a thing;
- requiring a person, or persons, to submit to an examination by a physician;
- requiring a person, or persons, to place themselves under the care of a physician;
- requiring a person, or persons, to conduct themselves in such a manner as not to expose another person to infection.

3.12.5 No Requirement for Emergency Declaration

The authority of the Medical Officer of Health is not contingent to a municipal declaration of emergency.

¹³ 22 (1) A medical officer of health, in the circumstances mentioned in subsection (2), by a written order may require a person to take or to refrain from taking any action that is specified in the order in respect of a communicable disease. R.S.O. 1990, c. H.7, s. 22 (1).

4 EMERGENCY ALERTING



ALERT READY
EMERGENCY ALERT SYSTEM

The Alert Ready emergency alerting system is used by authorized officials when there is, an imminent threat to life;

- ❑ a serious threat to public health,
- ❑ a serious threat to community safety or security;
- ❑ or substantial damage to property.

Emergency alert messages will contain the following information;

- ❑ A description of the threat
- ❑ Alert area boundaries
- ❑ Actions the public should take to protect themselves
- ❑ Expiry date and time;
- ❑ Details on how recipients can receive additional information.

4.1 Actions Upon Receiving an Emergency Alert

When an emergency alert is received it is important to act immediately.

- ❑ Stop what you are doing, when it is safe to do so, and read the emergency alert.

The alert will include the information you need and guidance for the general public to take. This could include but is not limited to: limiting unnecessary travel, evacuating a specified area, seeking shelter, etc.

4.1.1 Emergency Alerts While Driving

It is important to act safely, especially if the emergency alert is received while operating a vehicle. If you are driving, it is important to remain calm and pull over at your earliest opportunity to view the emergency alert.

4.1.2 Emergency Alerts and Municipal Officials

When an emergency alert is received municipal officials should,

- ❑ ensure their safety and the well-being of their family;

- assess the impact of the emergency and determine if they are able to respond if asked to do so;
- notify their immediate supervisor and manager by SMS or email of their situation, availability and any required supports.

Supervisors and managers will,

- compile a list of staff that are available to report for work;
- determine what support staff may require to assist them in reporting for work;
- prepare to adjust regular scheduling to accommodate the community response effort;
- provide an update to the department head on the status of their division.

Additionally, members of the Emergency Control Group will;

- report their situation, availability and any required supports to the senior municipal official.

If the communications network has been impacted and it is not possible to communicate please refer to the 'communications outage' annex of this plan.

5 EVACUATION & SHELTER-IN-PLACE DIRECTIVES

5.1 Evacuation Directive

Evacuations may take place prior to, during, or after an incident has occurred. An evacuation may encompass any part of the municipality issuing the evacuation directive.

It may be necessary to carry out an evacuation while a threat is impacting the community. With an evacuation of this type any delay may have a significant impact on public safety.

5.2 Shelter-in-Place Directive

In certain circumstances and when the present location affords adequate protection against the threat, emergency officials may direct people to shelter-in-place.

While the primary goal of any response action is to save lives, the ability to evacuate people quickly and efficiently should be weighed against the risks of remaining in place. There are certain instances when 'Shelter-in-place' is the most appropriate strategy; such as,

- ☐ risk to health is low;
- ☐ situation is dissipating;
- ☐ situation can be controlled before an evacuation would be completed;
- ☐ evacuation would expose people to more risk;
- ☐ transportation infrastructure is compromised;
- ☐ toxic or radiological contaminants are present;
- ☐ weather conditions pose a risk;
- ☐ secondary fires and/or explosions.

5.3 Notifying the Public of Directive

When it is necessary to direct an evacuation or a shelter-in-place the senior emergency services official will determine the most appropriate manner of notifying those affected. Such notification may include, but is not necessarily limited to the following,

- ☐ door-to-door visit by uniformed personnel;
- ☐ telephone notifications;
- ☐ issuance of an Alert Ready emergency alert.

6 PARTNERS AND RESOURCES

6.1 Federal Resources

All federal resources, military equipment, aircraft, services, and activation of emergency plans and procedures must be requested via the Provincial Emergency Operations Centre.

6.2 Provincial Resources

Communities requiring assistance can contact the Provincial Emergency Operations Centre (PEOC) at any time for advice related to managing emergencies.

Requests to the Province of Ontario can be made at any time without any loss of control or authority. Any request for assistance can be initiated through the Provincial Emergency Operations Centre (PEOC).

6.3 Ministry of Solicitor General

6.3.1 Provincial Emergency Operations Centre (PEOC)

If an emergency is declared, OFMEM will routinely deploy a Field Officer to the local Emergency Operations Centre to assist the community. The Field Officer will be the link between the municipality and the province for both provincial, and if necessary, federal resources.

6.3.2 Specialized OFMEM Resources

On behalf of the Province, the Office of the Fire Marshal and Emergency Management (OFMEM) oversees, administers and supports OFMEM Memorandums of Understanding (MOUs) with nine municipal fire services. These MOUs enable trained responders to be deployed throughout Ontario as needed in support of local responders dealing with large scale natural or man-made emergencies that exceed local capacity, when an emergency is declared.

6.3.2.1 Chemical, Biological, Radiological, Nuclear, Explosives (CBRNE)

The OFMEMs CBRNE resources include the following;

- Three specialized expert (technician) Level 3 Chemical / Biological / Radiological / Nuclear/Explosive (CBRNE) Response Teams (established in Toronto, Windsor and Ottawa)
- Six operational support Level 2 teams (Peterborough, Cornwall, Sault Ste. Marie, Thunder Bay, North Bay, and Cambridge/Waterloo/Kitchener)

6.3.2.2 Heavy Urban Search and Rescue (HUSAR)

The OFMEMs HUSAR resources are based in Toronto and can be deployed anywhere in Ontario.

Activation of Provincial CBRN or HUSAR Resources

The municipality requiring the assistance of a CBRNE or HUSAR team **DOES NOT** have to, or be in the process of, declaring an emergency pursuant to the Emergency Management Act, R.S.O. 1990, c. E-9.

All requests for assistance from a CBRNE or HUSAR team will be received and coordinated through the Provincial Emergency Operations Centre (PEOC).

- ❑ Should an emergency occur, that in the opinion of the county fire coordinator or his/her designate, cannot be addressed through the resources of the local fire department, the mutual aid system or contracted service providers, he/she may contact the PEOC to request the response of a CBRNE or HUSAR team.
- ❑ The decision to activate one or more of the teams as part of the provincial response to an emergency will be approved by the appropriate Ministry of Community Safety and Correctional Services representative through the PEOC.
- ❑ The PEOC, in conjunction with the Office of the Fire Marshal will be responsible for overall coordination and direction of the response, and the PEOC will be responsible for coordinating any necessary funding to support the activation of a CBRNE or HUSAR team.
- ❑ Local personnel will be in overall command of the emergency situation and will be responsible for coordination of local resources and those of the responding fire department(s).
- ❑ The individual activities of a CBRNE or HUSAR team will be under the command of the officer-in-charge of the CBRNE or HUSAR team.
- ❑ The CBRNE response teams are not intended to fight fires involving hazardous materials. When fire departments respond to hazardous material fires, the normal method of activating mutual aid is to be followed for additional fire suppression assistance.
- ❑ The CBRNE or HUSAR team will not respond outside its home municipality as part of the memorandum of understanding unless deployed by the PEOC.

6.4 Ministry of Health

6.4.1 Emergency Medical Assistance Team (EMAT)

The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access within 24 hours. The EMAT can set-up a 56 bed unit that provides a staging and triage base, and has the capability to treat 20 acute care patients and 36 intermediate care patients. In addition, the EMAT can provide :

- Patient isolation in the case of an infectious diseases outbreak;
- Medical support and decontamination in the case of a chemical, biological or radiological incident;
- Case management and triage of patients in a mass casualty situation.

6.4.1.1 Conditions for EMAT Deployment

All of the following elements must be present prior to EMAT deployment

- Emergency is focused on a severe respiratory illness or, mass casualty incident or requires medical care for victims of chemical/biological/radiological/nuclear/Explosive (CBRNE)
- Code Orange invoked by hospital
- Community disaster plan implemented
- Efforts to transfer patients out of hospital/region have been, or will rapidly become, inadequate
- Resolution of emergency is predicted to be greater than six hours plus EMAT response and travel time.

6.4.1.2 Activation of Emergency Medical Assistance Team

Activation of EMAT can be arranged through:

- Headwaters Health Care Centre's Emergency Operations Centre;
- Community Emergency Management Coordinator or his/her designate.

6.5 Ministry of the Environment, Conservation and Parks

6.5.1 Spills Action Centre (SAC)

The Ministry of the Environment (MOE) serves primarily as a regulatory agency. The Spills Action Centre, staffed on a 24-hour basis, receives and records province-wide reports of spills and coordinates appropriate responses.

Spills are defined as releases of pollutants into the natural environment originating from a structure, vehicle, or other container, and that are abnormal in light of all circumstances.

Spills must be reported immediately to the Ministry of the Environment and to the municipality when they cause or are likely to cause any of the following:

- Impairment to the quality of the natural environment – air, water, or land
- Injury or damage to property or animal life
- Adverse health effects
- Risk to safety
- Making property, plant, or animal life unfit for use
- Loss of enjoyment of normal use of property
- Interference with the normal conduct of business

The Spills Action Centre has access to extensive chemical database systems and often provides clean up advice over the phone. Depending on the nature and impact of an incident, the Spills Action Centre can activate various levels of ministry response. If there is a spill or other environmental emergency

6.6 Ministry of Municipal Affairs and Housing

6.6.1 Disaster Recovery Assistance for Ontarians

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property.

The Minister of Municipal Affairs and Housing may activate the program for areas affected by natural disasters. Applicants within an area for which the program has been activated can apply to be reimbursed for basic, necessary costs related to the disaster.

6.6.2 Municipal Disaster Recovery Assistance

The Municipal Disaster Recovery Assistance program helps municipalities that have incurred extraordinary costs because of a natural disaster.

Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

Program activation and delivery

The Minister of Municipal Affairs and Housing makes the decision to activate the

program based on evidence demonstrating that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance. The minister considers both the cause and extent of damage, along with the initial claim and supporting documentation provided by the municipality.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

Eligibility Requirements

In order to be eligible for the program, a municipality must have:

Experienced a sudden, unexpected and extraordinary natural disaster.

Incurred costs over and above regular budgets that can be demonstrably linked to the disaster. These costs must equal at least three per cent of the municipality's Own Purpose Taxation levy.

Passed a resolution of council and submitted an initial Municipal Disaster Recovery Assistance claim (with supporting documentation) within 120 calendar days of the date of the onset of the disaster.

6.7 Conservation Authorities

The ***Conservation Authorities Act, R.S.O. 1990, c. 27*** assigns local conservation authorities the responsibility of coordinating flood control¹⁴ within their area of jurisdiction and providing warnings to municipalities and the public.

The following Conservation Authorities have jurisdiction for a portion of Dufferin County and each has a current flood plan:

- Credit Valley Conservation
- Grand River Conservation Authority
- Saugeen Valley Conservation Authority
- Nottawasaga Valley Conservation Authority
- Toronto Region Conservation Authority

¹⁴ 21 (1) For the purposes of accomplishing its objects, an authority has power,
(j) to control the flow of surface waters in order to prevent floods or pollution or to reduce the adverse effects thereof; R.S.O. 1990, c. C.27

6.8 Public and Separate School Boards

The school boards within the County of Dufferin are responsible for the care of the school population, all school buildings and facilities, and school buses in accordance with their own emergency response plans.

6.9 Partners Engaged in Emergency Response (PEERs)

6.9.1 Salvation Army

The Salvation Army, under the direction of the Senior Official – Community Services, will be responsible for the provision of qualified personnel to assist Community Services staff in their mandate to deliver clothing, food and personal services.

The Salvation Army also manages a transitional housing unit on behalf of the County of Dufferin which may be utilized for emergency housing.

6.9.2 Canadian Red Cross

Should an emergency shelter need to be set up to receive and shelter evacuees it will operate under the authority of the Senior Official – Community Services and staffed by the Canadian Red Cross.

The Canadian Red Cross will be responsible for:

- Registering evacuees
- Handling inquiries about evacuees
- Personal needs
- Food and Beverage services
- Clothing services
- Temporary lodging

6.9.3 Area Lions Emergency Response Team (ALERT)

All five Lions Clubs in Dufferin County have joined together to form the Dufferin Area Lions Emergency Response Team (**Dufferin ALERT**). The Team is prepared to provide proactive and reactive services on a voluntary basis to the County of Dufferin.

Upon receipt of a request for assistance from the Community Emergency Management Coordinator, the Dufferin ALERT Team is prepared to provide support and assistance in

the event of an emergency within the County, in accordance with the Dufferin ALERT Team Emergency Management Plan and subject to the availability of members to respond.

6.9.4 Ontario Society for the Prevention of Cruelty to Animals (OSPCA)

The OSPCA, with the assistance of the Municipal Animal Control Officers, will be responsible for the following:

- Assist with the operation of temporary animal shelters
- Be prepared to evacuate and relocate animals under the care of the Humane Society should their facilities be located within the area to be evacuated

6.9.5 Mennonite Disaster Services (MDS)

MDS is the organized response to the needs of "neighbors" in time of disaster. We endeavor to give time, talents, and energies to help relieve suffering caused by disasters.

MDS focuses on helping the most vulnerable: the elderly, the handicapped, single parents, the unemployed, the uninsured and the underinsured.

6.9.6 Dufferin Emergency Search and Rescue (DESAR)

DESAR is a group of certified volunteer ground search and rescue specialists based in Dufferin County. All searchers are certified by the Ontario Search and Rescue Volunteer Association and the Ontario Provincial Police.

7 LIST OF ANNEXES

The annexes to this plan contain specific details about response procedures and may be strictly confidential.

1. Record of Amendment and Testing

This record is used to record all amendments and tests of the Emergency Response Plan

2. Distribution List

This annex is used to record the name and position of every person who is a holder of the Emergency Response Plan

3. Incident Logs

Each member of the MCEG is required to log their individual details and any actions taken or decisions made. This log was developed to provide a consistent method for recording such information.

4. Notification Procedure and Contact Lists

This annex contains the contact information for each member of the MCEG as well as support agencies and personnel

5. Emergency Operations Centres

This annex contains the locations, set-up procedures and contact information for each Emergency Operations Centre

6. Declaration and Termination of Emergencies

This annex contains the information and paperwork required for the Head of Council to declare and/or terminate an emergency

7. Emergency Shelter Information

The details, including capacity and facility resources as well as contact information for each designated emergency shelter can be found in this annex

8. Resource Directory

This annex lists a multitude of resources that may be required during an emergency including resources owned and operated by the private sector. Any private enterprise that would like to be added to this directory can contact the COMMUNITY EMERGENCY MANAGEMENT COORDINATOR

9. Critical Infrastructure

This annex identifies the known critical infrastructure located in or around Dufferin County whether it is privately operated or a municipal resource.

10. Emergency Information Plan

This annex will guide the MCEG and the EIO in providing timely and accurate updates to the public prior to and during emergencies.

11. Emergency Social Services Plan

This annex details how the County of Dufferin will meet the basic needs of people who are affected by disaster.

12. Severe Weather Plan

This annex details the actions that will be taken during and after severe weather incidents

13. Foreign Animal Disease Plan

This annex details the actions that will be taken during and after an outbreak of a disease which threatens the agricultural industry in Dufferin County

14. Flood Contingency Plan

This annex details the action that will be taken to assist conservation authorities in mitigating against, responding to and recovering from flood emergencies

15. Debris Management Plan

This annex details how the debris that results from an emergency situation will be managed in the interest of human health and environmental safety.

16. Volunteer Management Plan

Under certain circumstances it may be necessary to issue appeals to the public for volunteers with certain skills to assist in responding to or recovering from an emergency. These volunteers are referred to as "spontaneous volunteers" and they are people not attached or associated with a formal organizations identified as a PEER in Section 5.9.

17. Emergency Fuel Plan

This annex includes details on the management of fuels during a shortage

18. Community Risk Profile

Details of the Hazard Identification and Risk Assessment and those risks that are a threat.

19. Mutual Assistance

Details of the agreement in place to provide assistance with Dufferin and some non-Dufferin municipalities.

20. Incident Management System

Comprised of specific position description for each IMS role as well as commonly used forms and instructions for their use.

21. Communications Outage Plan

Provides an overview of strategies to employ and resources to utilize when standard communications networks have been damaged.

DRAFT

Members of the public may access and copy this document at any municipal office located within the County of Dufferin

Accessible format available on request

Questions or comments pertaining to this Emergency Response Plan or the County of Dufferin and Member Municipalities Emergency Management Program should be directed to;

Steve Murphy
COMMUNITY EMERGENCY MANAGEMENT COORDINATOR
Email: emergency.management@dufferincounty.ca
Phone: 519-941-6991 Ext #2400

**NOTICE OF A PUBLIC MEETING
TO INFORM THE PUBLIC OF A PROPOSED
ZONING BY-LAW AMENDMENT**

RECEIPT OF COMPLETE APPLICATION

TAKE NOTICE that Township of Melancthon has received a complete application to amend Municipal Zoning By-law 12-79. The purpose of the rezoning is to amend the Township's Comprehensive Zoning By-law to modify the Open Space Conservation (OS2) Zone located in East Part of Lot 11, Concession 4 O.S., for lands located at 585087 County Road 17.

AND PURSUANT to Section 34 (10) of the Planning Act, the application file is available for review at the Municipal Office. Please contact the Municipal Clerk to arrange to review this file.

NOTICE OF PUBLIC MEETING WITH COUNCIL

TAKE NOTICE that the Council for The Corporation of the Township of Melancthon will be holding a public meeting (described below) under Section 34 of the Planning Act, R.S.O. 1990, c.P. 13 as amended, to allow the public to comment on the proposed Zoning By-law Amendment.

DATE AND LOCATION OF PUBLIC MEETING

Date and Time: Thursday, May 20th, 2021 at 5:20 pm
Location: Virtual Meeting – please see below.

NOTE: This will be a virtual meeting. If you wish to attend the virtual meeting, please call or email the Township office prior to the day of the public meeting so you can be provided with a link to the meeting. If you do not have the capability to attend a virtual meeting, please provide written comments and a phone number where you can be reached to the Township Clerk prior to the public meeting.

DETAILS OF THE ZONING BY-LAW AMENDMENT

The application affects lands located in East Part of Lot 11, Concession 4 O.S., in the Township of Melancthon. A key map has been appended to this Notice which identifies the lands that are subject to the proposed amendment.

The purpose of the proposed by-law is to amend the Restricted Area (Zoning) By-Law No. 12-79 to modify the Open Space Conservation (OS2) Zone on the applicant's lands. The applicant's existing dwelling is located in the OS2 Zone and the rezoning is required to allow the applicant to obtain a building permit to construct an addition onto their home.

FURTHER INFORMATION AND MAP OF LAND SUBJECT TO THE APPLICATION

A key map has been appended that identifies the lands that are subject to this amendment. The applicant has also submitted an environmental impact study (EIS) which is also available for review by contacting the Township office.

The purpose of this meeting is to ensure that sufficient information is made available to enable the public to generally understand the proposed Zoning By-law Amendment. Any person who attends the meeting shall be afforded an opportunity to make representations in respect of the proposed amendment.

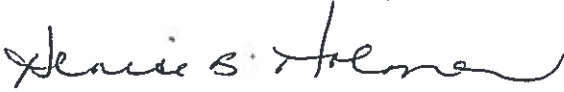
If you wish to be notified of the decision of the Council for the Corporation of the Township of Melancthon in respect to the proposed Zoning By-law Amendment, you must submit a written

request (with forwarding addresses) to the Clerk of the Township of Melancthon at 157101 Highway 10, Melancthon, Ontario, L9V 2E6 fax (519) 925-1110.

If a person or public body files an appeal of a decision of the Council for the Corporation of the Township of Melancthon, as the approval authority in respect of the proposed Zoning By-law Amendment, but does not make oral submissions at a public meeting or make written submissions to Council before the proposed amendment is approved or refused, the Local Planning Appeal Tribunal may dismiss all or part of the appeal.

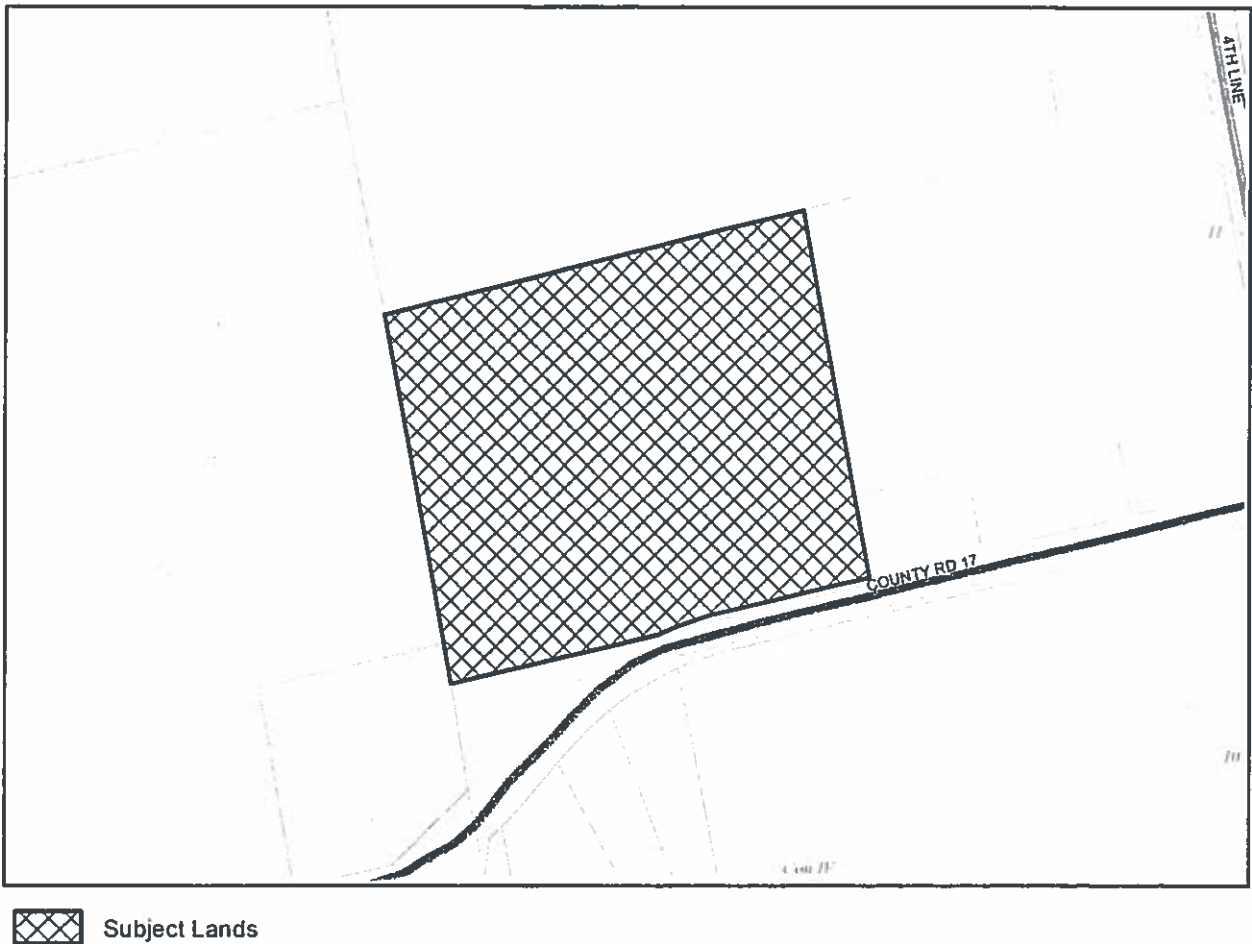
Further information regarding the proposed amendment is available to the public for inspection at the Township of Melancthon Municipal Office on Monday to Friday, between the hours of 8:30 a.m. and 4:30 p.m.

Mailing Date of this Notice: April 28, 2021



Denise Holmes, CAO
Township of Melancthon

**LANDS SUBJECT TO APPLICATION FOR
ZONING BY-LAW AMENDMENT**



MEMORANDUM

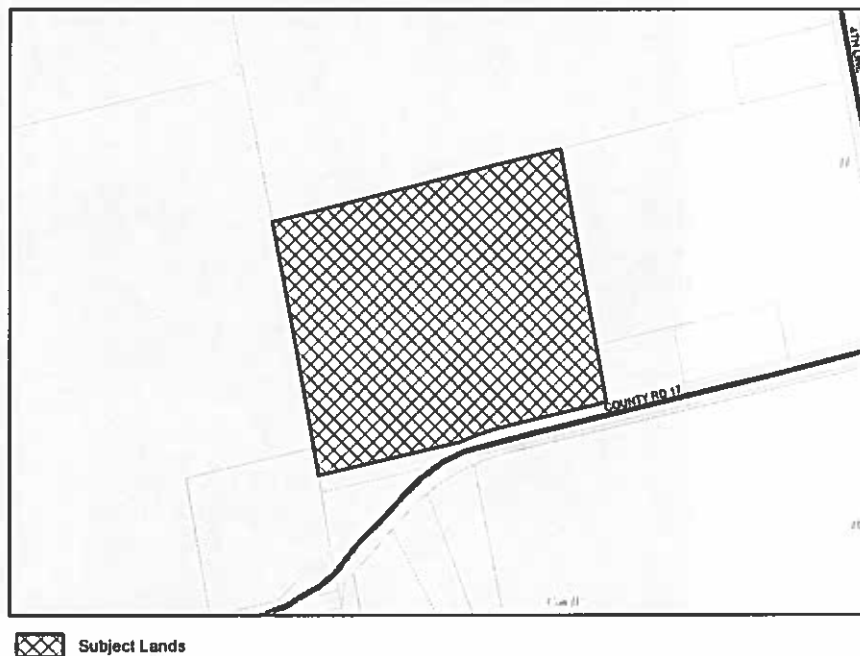
To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO
From: Chris Jones MCIP, RPP
Date: May 14, 2021
Re: Application for Zoning By-law Amendment (Gubco)

BACKGROUND

The Township is in receipt of an application for zoning by-law amendment for lands located in Part of Lot 11, Concession 4 O.S. located at 585087 County Road 17.

The applicant's lot is zoned General Agricultural (A1) and Open Space Conservation (OS2) and the existing dwelling is located in the OS2 Zone and is therefore a legal non-conforming land use. The applicant is seeking to add an addition to the existing dwelling and is therefore requesting adjustments to the OS2 Zone to accommodate the addition and create more accurate and current zone boundaries on their property. The location of the subject lands is shown in Figure 1.

Figure 1 – Subject Lands



OFFICIAL PLAN

The subject lands are designated Agricultural and are also subject to the Environmental Conservation Overlay designation. Section 5.5.1 permits uses in the EC Overlay designation that are otherwise permitted by the underlying designation provided the proposed uses have no negative impact on the natural heritage features which are the basis for the EC Overlay.

ZONING BY-LAW

The subject lands are located partially within the Open Space Conservation (OS2) Zone and partially within the General Agricultural (A1) Zone. The existing dwelling (and proposed addition) are located in the OS2 Zone and therefore the applicant retained an environmental consultant to prepare an EIS to provide technical insight and justification for the amendment to the zone boundaries.

ENVIRONMENTAL IMPACT STUDY (EIS)

The EIS was prepared by Roots Environmental. On the basis for this assessment the consultant has recommended that the zone boundaries on the lot be revised in the manner illustrated in Figure 2, with the area in green staying or being rezoning to OS2 and the lands not coloured staying or being rezoned to A1.

Figure 2 – Zone Change Recommended By EIS



RECOMMENDATION

The proposed zoning amendment fulfills the technical requirements of the Official Plan to support the proposed amendment to the current zone A1 and OS2 boundaries of the subject lands. The application proposed no new land use nor will it result in extensive site alteration. The application also will help to remedy an existing legal non-conforming use. On this basis the application is considered to conform with the Township's Official Plan and it is recommended that it be approved.

Respectfully submitted,



Chris Jones MCIP, RPP

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. _____

(Gubco)

Being a By-law to amend By-law No. 12-79, as amended, the Zoning By-law for the Township of Melancthon for lands located in the East Part of Lot 11, Concession 4 O.S. in the Township of Melancthon, County of Dufferin.

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

AND WHEREAS the owner of the subject lands has requested a zoning by-law amendment to remedy a legal non conforming use;

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

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

1. Schedule A to Zoning By-law No. 12-79 as amended, is further amended by rezoning lands located in the East Part Lot 11, Concession 4, O.S from the General Agricultural (A1) Zone to the Open Space Conservation (OS2) Zone and also from the Open Space Conservation (OS2) Zone to the General Agricultural (A1) Zone, all of which is shown on Schedule A-1 attached hereto and forming part of this By-law.
2. In all other respects, the provisions of By-law 12-79, as amended shall apply.

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

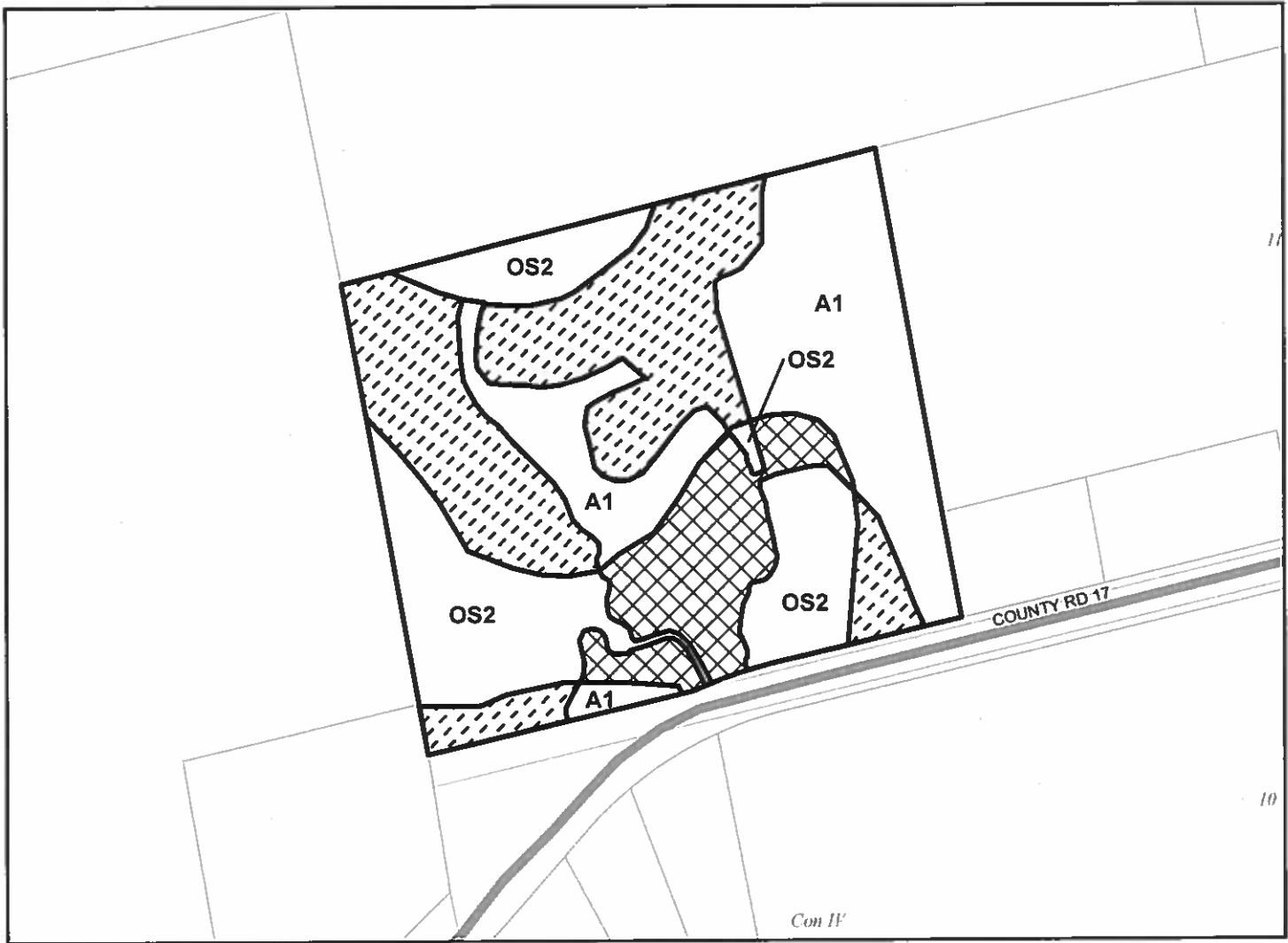
READ A FIRST AND SECOND TIME on the 20th day of May 2021.

READ A THIRD TIME and finally passed this 20th day of May 2021.

Mayor

Clerk

Schedule 'A-1'
By-law 2021-_____
East Part of Lot 11, Concession 4 OS
Township of Melancthon



Lands to be rezoned from the Open Space Two (OS2) Zone
to the General Agricultural (A1) Zone



Lands to be rezoned from the General Agricultural (A1) Zone
to the Open Space Two (OS2) Zone

This is Schedule 'A-1' to By-law _____

Passed this _____ day of _____, 2021.

Mayor

Clerk

**NOTICE OF A PUBLIC MEETING
TO INFORM THE PUBLIC OF A PROPOSED
ZONING BY-LAW AMENDMENT**

RECEIPT OF COMPLETE APPLICATION

TAKE NOTICE that Township of Melancthon has received a complete application to amend Municipal Zoning By-law 12-79. The purpose of the rezoning is to amend the Township's Comprehensive Zoning By-law to zone lands located in West Part of Lot 9, Concession 2 O.S., located on the 3rd Line to permit an accessory dwelling unit.

AND PURSUANT to Section 34 (10) of the Planning Act, the application file is available for review at the Municipal Office. Please contact the Municipal Clerk to arrange to review this file.

NOTICE OF PUBLIC MEETING WITH COUNCIL

TAKE NOTICE that the Council for The Corporation of the Township of Melancthon will be holding a public meeting (described below) under Section 34 of the Planning Act, R.S.O. 1990, c.P. 13 as amended, to allow the public to comment on the proposed Zoning By-law Amendment.

DATE AND LOCATION OF PUBLIC MEETING

Date and Time: Thursday, May 20th, 2021 at 5:30 pm
Location: Virtual Meeting - please see below.

NOTE: This will be a virtual meeting. If you wish to attend the virtual meeting, please call or email the Township office prior to the day of the public meeting so you can be provided with a link to the meeting. If you do not have the capability to attend a virtual meeting, please provide written comments and a phone number where you can be reached to the Township Clerk prior to the public meeting.

DETAILS OF THE ZONING BY-LAW AMENDMENT

The application affects lands located in the West Part of Lot 9, Concession 2 O.S., in the Township of Melancthon. A key map has been appended to this Notice which identifies the lands that are subject to the proposed amendment.

The purpose of the proposed by-law is to amend the Restricted Area (Zoning) By-Law No. 12-79 to rezone the subject lands from the existing Rural Residential (RR-170) Zone to a modified RR-170 Zone for the purpose of allowing the owner to construct a detached dwelling that includes an accessory dwelling unit.

FURTHER INFORMATION AND MAP OF LAND SUBJECT TO THE APPLICATION

A key map has been appended that identifies the lands that are subject to this amendment. The applicant's building plan is also available for review by contacting the Township office.

The purpose of this meeting is to ensure that sufficient information is made available to enable the public to generally understand the proposed Zoning By-law Amendment. Any person who attends the meeting shall be afforded an opportunity to make representations in respect of the proposed amendment.

If you wish to be notified of the decision of the Council for the Corporation of the Township of Melancthon in respect to the proposed Zoning By-law Amendment, you must submit a written request (with forwarding addresses) to the Clerk of the Township of Melancthon at 157101 Highway 10, Melancthon, Ontario, L9V 2E6 fax (519) 925-1110.

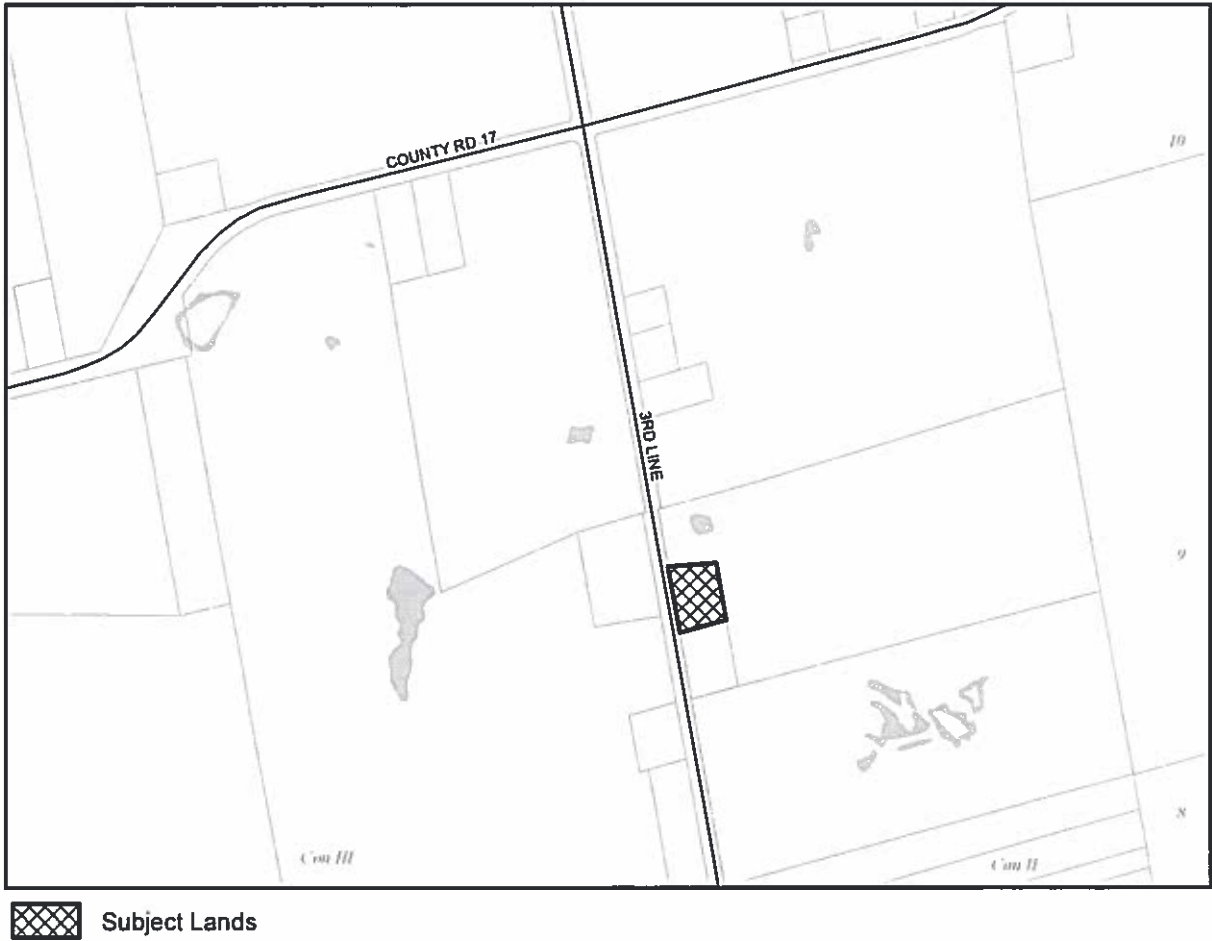
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Further information regarding the proposed amendment is available to the public for inspection at the Township of Melancthon Municipal Office on Monday to Friday, between the hours of 8:30 a.m. and 4:30 p.m.

Mailing Date of this Notice: April 28, 2021

Denise Holmes, CAO
Township of Melancthon

**LANDS SUBJECT TO APPLICATION FOR
ZONING BY-LAW AMENDMENT**



MEMORANDUM

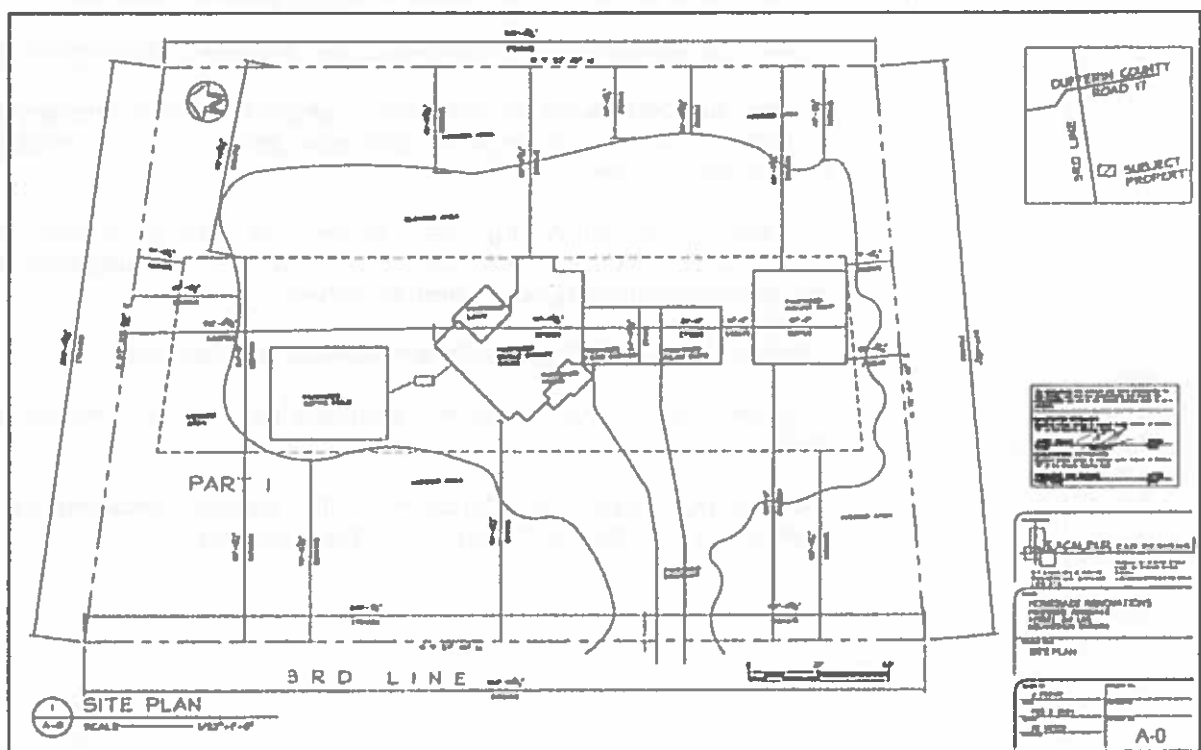
To: Mayor White and Members of Council
Copy: Ms. Denise Holmes, CAO
From: Chris Jones MCIP, RPP
Date: May 14, 2021
Re: Application for Zoning By-law Amendment (Carvalho)

BACKGROUND

The Township is in receipt of an application for zoning by-law amendment for lands located in the West Part of Lot 9, Concession 2 O.S.

The applicant's lot is currently vacant and they have requested zoning approval to construct an accessory dwelling unit in conjunction with their proposed new dwelling. A site plan of the proposed new dwelling and accessory dwelling unit is provided in Figure 1.

Figure 1 – Site Plan of Proposed Dwelling and Accessory Dwelling



OFFICIAL PLAN

Section 3.12 of the new Official Plan for the Township of Melancthon establishes the following guiding policies for secondary suites:

- (a) *A second dwelling unit is permitted in specific types of residential uses through either:*
 - i *the use of two dwelling units in a detached dwelling or semi-detached dwelling if no building or structure accessory to the detached dwelling or semi-detached dwelling contains a dwelling unit; or*
 - ii *the use of a dwelling unit in a building or structure ancillary to a detached dwelling or semi-detached dwelling if the detached dwelling or semi-detached dwelling contains a single dwelling unit.*
- (b) *The development of second dwelling units shall comply with the applicable policies of this section including the criteria of subsection (c) immediately below, all other relevant policies of this Plan, including those relating to servicing, hazardous lands and floodplains, and the provisions of the implementing Zoning By-law.*
- (c) *All second dwelling units shall meet the following criteria:*
 - i *there is compliance with all applicable Zoning By-law provisions;*
 - ii *there is compliance with all Building Code and Fire Code provisions;*
 - iii *there is sufficient room on the subject property for any required services including individual on-site water and sewage services and all associated approvals have been obtained;*
 - iv *the site is not within any area subject to natural hazards such as floodplains or erosion hazards and any permits required from a conservation authority have been obtained;*
 - v *sufficient on-site parking and amenity areas are provided;*
 - vi *no new vehicular access facility is required from the abutting public road; and,*
 - vii *there is no substantial alteration to the exterior appearance of the building as a detached or semi-detached dwelling.*

RECOMMENDATION

The proposed zoning amendment conforms with the Township's Official Plan and it is recommended that it be approved.

Respectfully submitted,



Chris Jones MCIP, RPP

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. _____

(Carvalo)

Being a By-law to amend By-law No. 12-79, as amended, the Zoning By-law for the Township of Melancthon for lands legally described as Part 1, Plan 7R-6635, located in the West Half of Lot 9, Concession 2 O.S. in the Township of Melancthon, County of Dufferin.

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

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

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

1. Zoning By-law No. 12-79 as amended, is further amended by deleting sub-section 8.4 nnnnn) and replacing it with the following new sub-section:

nnnnn) Notwithstanding subs-section 8.3 a) on lands described legally as Part 1, Plan 7R-6635, located in the West Half of Lot 9, Concession 2, O.S. and located in the RR-170 Zone, the Minimum Lot Area shall be 0.769 ha. Furthermore lands in the RR-170 Zone shall, in addition to the permitted uses of sub-section 8.2, shall also permit one accessory dwelling unit within or attached to the principle single-detached dwelling unit.

For the purpose of the RR-170 Zone, an accessory dwelling unit shall be located in a detached dwelling or shall be attached to a detached dwelling or an attached garage by a common load-bearing wall. Furthermore, the accessory dwelling unit shall be an independent, secondary dwelling unit designed in a manner that both the detached dwelling and the accessory dwelling unit shall have separate means of exterior entry. The dwelling units shall be constructed in accordance with the Ontario Building Code for matters including but not limited to fire regulation and ratings.

Also for the purpose of the RR-170 Zone, the following additional regulation shall apply:

- a) Maximum total floor area of accessory dwelling unit: 65 sq. metres (700 sq. ft)*

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

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

READ A FIRST AND SECOND TIME on the 20th day of May 2021.

READ A THIRD TIME and finally passed this 20th day of May 2021.

Mayor

Clerk

UTRCA

ESA MANAGEMENT

ESA Management Overview

- Contract with City of London Parks Planning, since 2001
- 5 year agreement
- Began with 6 ESA's, now at 12 ESA's
 - 815 Ha
 - ~ 60km trail
- 5 Main mandate areas within the contract:
 - Monitoring and enhancing the natural resource
 - Enforcement and Encroachment
 - Risk Management and Tree Risk Assessment
 - Maintaining Trail Systems
 - Education Initiatives (within all activities)
- Capital/lifecycle upgrade projects
- 4.2 full time staff – Arborists, Ass. Forester, Fish and Wildlife Tech's, Forest Tech's, GIS specialists
- 1-3 seasonal (pre-COVID)



MONITORING AND ENHANCING THE NATURAL RESOURCE

Wildlife Management

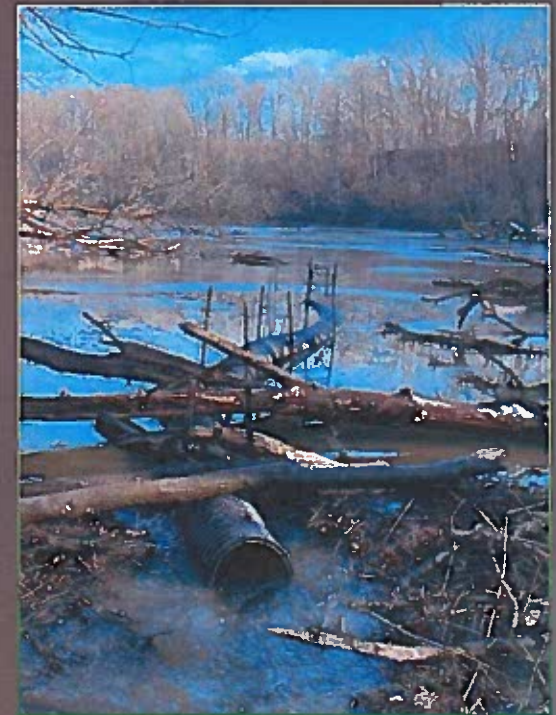
Assist UTRCA SAR biologist (Scott Gillingwater) with turtle nest identification, egg collection and hatchling release



Wildlife trees and Bird nesting boxes



Beaver activity management



Other Wildlife: Raccoon, deer, coyote, rabbit

- Disposal of dead animals, usually found on or near trails/access points
- Dozens of inquiries annually re: animal sightings, information requests, media interviews, etc.

Ecological Restoration

- ◉ Invasive species management
- ◉ Native tree and shrub planting
- ◉ Prairie/savannah establishment and maintenance
 - Develop planting plans
 - Species selection
 - Site preparation
 - Planting
 - Maintenance/re-planting/seeding
 - Invasive/weed control
 - Survival assessments



ENCROACHMENT & ENFORCEMENT

Encroachment

- ◉ **Minor** – canoe storage/composter, fence gate, grass cutting
- ◉ **Moderate** – yard waste dumping, trails, multiple minor issues
- ◉ **Severe/Complex** – sheds, stairs, pools, etc.
- ◉ **Meet with landowner to discuss encroachment and educate first**
- ◉ **Work with City Bylaw enforcement**
- ◉ **Issue written notice with compliance date**
- ◉ **Follow-up visit, discuss options with landowner, issue fine as a last resort**



Enforcement – educate first

Graffiti/vandalism



Forts/encampments



Enforcement – educate first!

Bike trails/jumps, rogue trails



ATV's

- Dogs must be leashed at all times, remove dog excrement
- Please stay on trails marked with yellow trail markers
- Use the pack-it in, pack-it out mentality
- Bikes welcome on paved and crushed gravel trails
- Fire pits/party pits not permitted
- Vandalism/graffiti is very costly
- Bike jumps/ramps
- Please ensure you are not on private property: read the signs, when in doubt check it out...first!



TREE RISK ASSESSMENT & HAZARD TREE REMOVAL

Tree Risk Assessment

- **Annual Assessments**
- City of London Tree Risk Assessment Policy and Procedure for ESA's, since 2014
- TRA's annually on ESA structures, access points and level 2 & 3 trails
- Each ESA is assessed every 5 years
- **Boundary Tree Assessments**
- Community driven, inquiry based system or staff observations
- If you are adjacent to an ESA and are concerned about a tree, please contact us
- **Reaction Trees**
- Based on staff or **community observations**, and post-storm inspections
- All trail types





RISK MANAGEMENT TRAILS

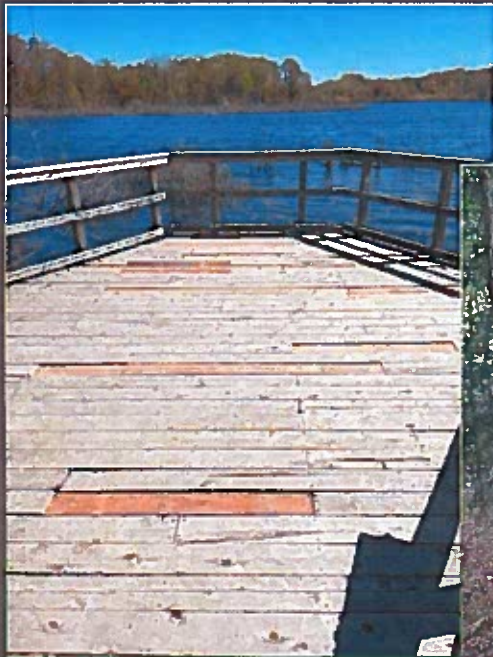
Trail Management

- Pruning: most trails pruned 3x throughout the growing season (some grassy sections 4x)
- Semi-annual structure inspections (informally all year)
- Trail markers, risk management and sign inspections
- Existing structure repairs
- Fall boardwalk clean-off
- Garbage and graffiti
- Trail design, build new trails, closing trails, Trails Advisory Group (TAG) site visits, new structures, etc.

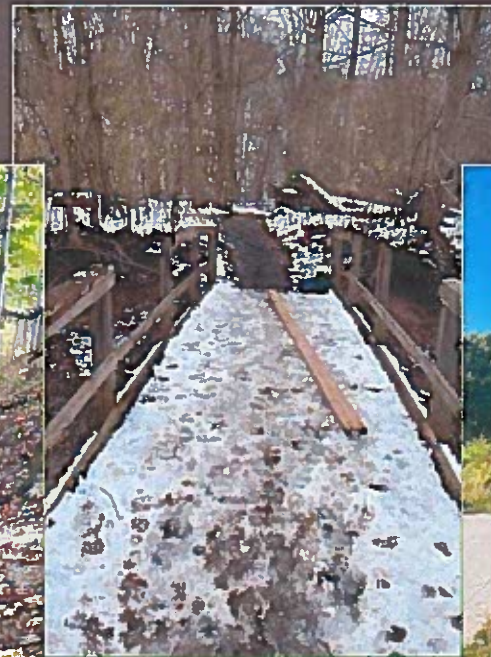


Structure/Sign Maintenance and Repairs

Saunder's Pond viewing platform



Metamora bridge railing repair



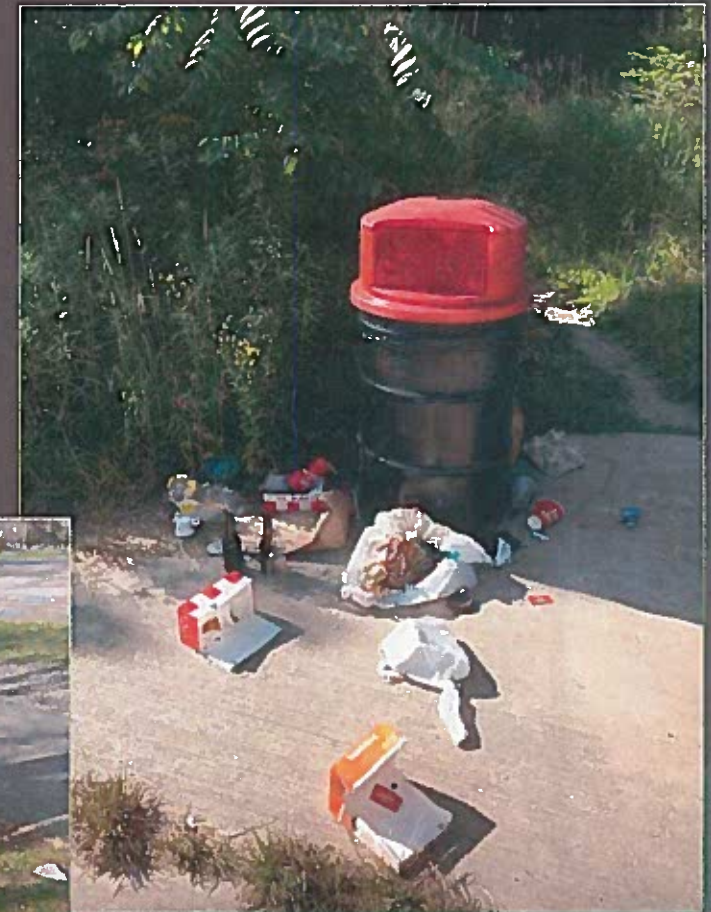
New railing in Kains



New info sign/kiosk in Medway north

Garbage Collection

- Weekly garbage collection at 21 access points – **take garbage home if you can** (no household/car garbage)
- Parking lots are **not** for dumping or household garbage
- **Ongoing concerns...** Car garbage, cat litter, condoms, clothing, medical waste, needles, construction materials, large items, etc.



CAPITAL PROJECTS

Invasive Species Management



Dog Strangling Vine



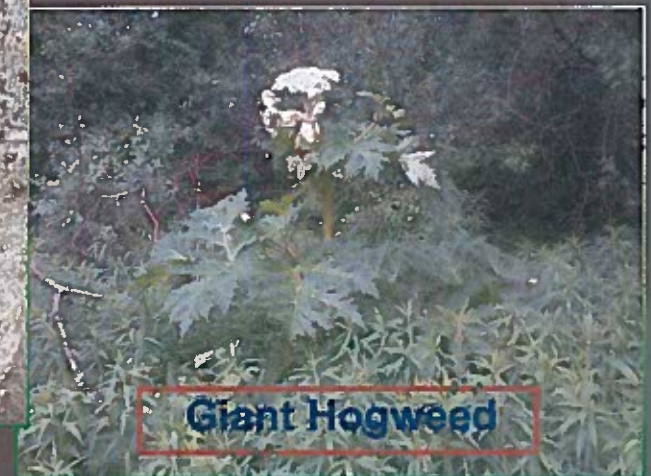
Buckthorn



Japanese Knotweed



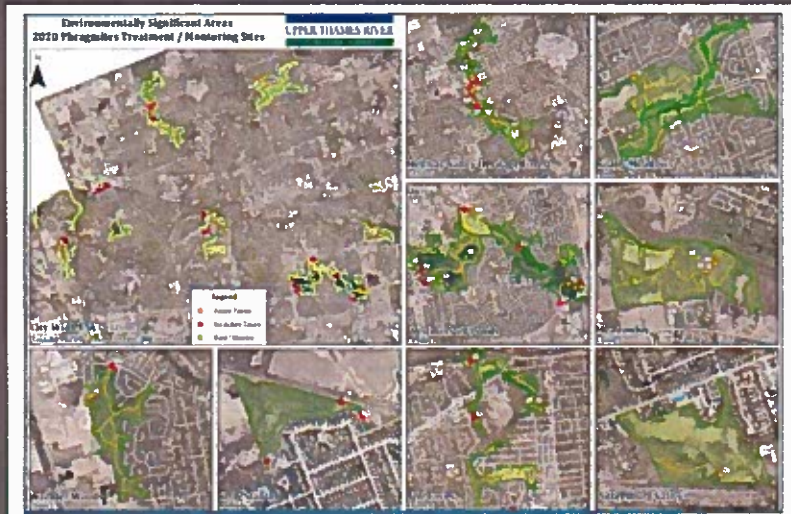
Gypsy moth



Giant Hogweed

Invasive species both operations and capital, depending on size and complexity of project

Invasive Species Management



- Buckthorn
- DSV
- Japanese Knotweed
- Phrag
- Giant Hogweed
- Honeysuckle
- Bittersweet
- Goutweed
- Periwinkle
- Norway Maple
- Yellow Iris
- Scots Pine
- Autumn Olive
- Ivy
- Aquatic vegetation
- Etc..... (~28 species)
- Forest Pests: EAB, Gypsy Moth, Hemlock Woolly Adelgid, Butternut canker, etc.

Species at risk
protection/monitoring
False Rue Anemone
(threatened)

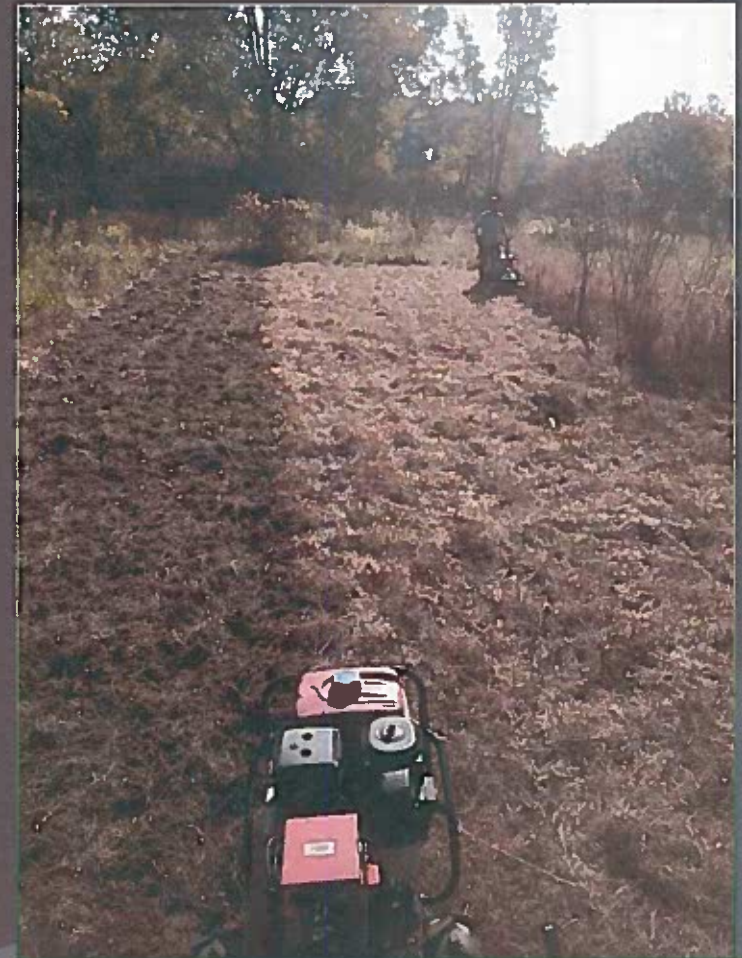
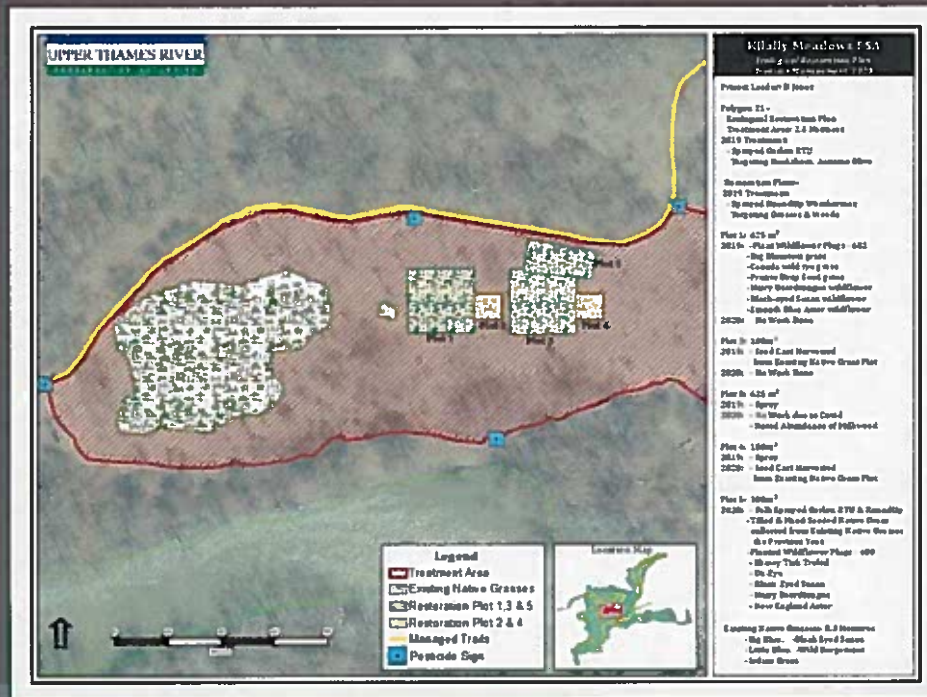


Butternut
Blue Ash
Am. Chestnut

Ecological Restoration – Kilally Meadows

Prairie Restoration

- ~3/4 acre established 2019 to augment existing prairie
- Planted 1100 wildflower/grass plugs
- Hand broadcast seed collected from adjacent prairie plants

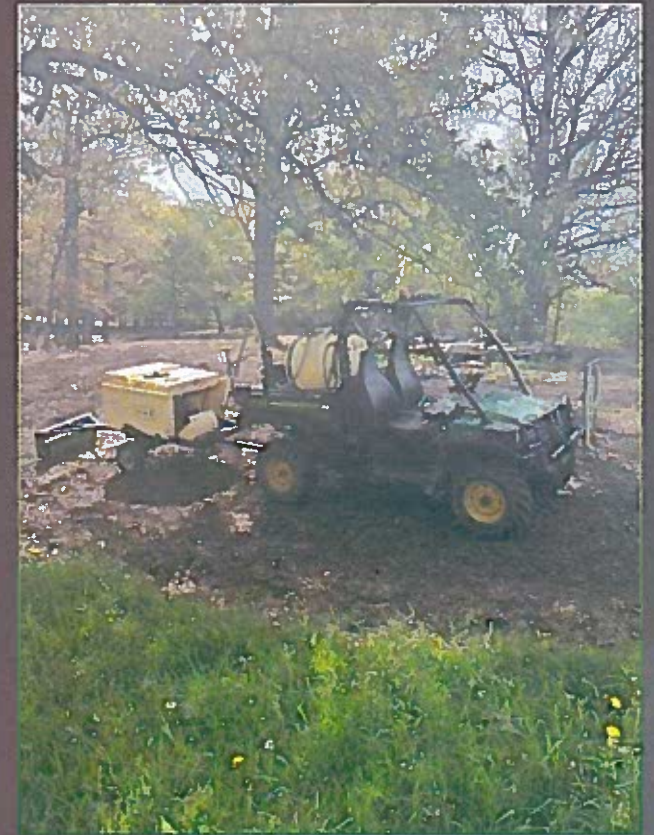


Pottersburg Oak Savannah Restoration

Site prep



Direct seeding



- Year 2 of multi-year project
- 4.6 ac.
- Wildflower/grass seeding
- Haz tree removal
- Invasive species management

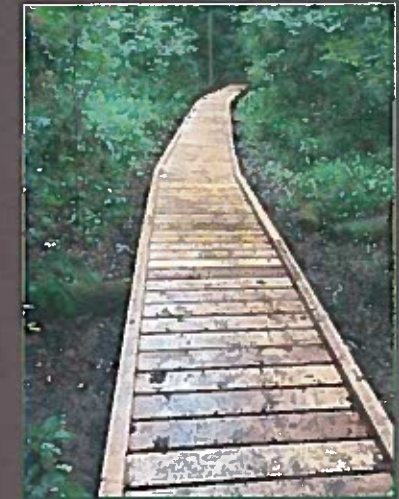
Structures – Capital

New BW in WMP

Meadowlily Bridge – 10 m



Wychwood BW – 85 m



Bridges
Boardwalks
Railings
Barricades
New trails
Signs
Stairs
Erosion control

New access barricade in Warbler



THANK YOU

Beaver Management

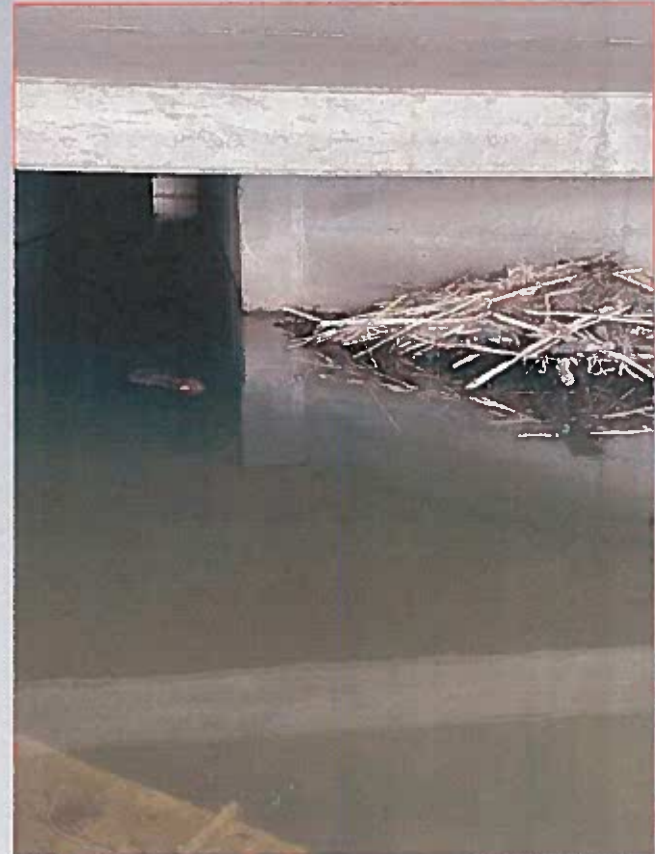
Upper Thames River Conservation Authority

Urban Beaver Management

- Background info on Beavers
- Why we manage beaver activity?
- Types of infrastructure
- Beaver solutions
 - Types of water flow management
 - Vegetation protection
 - Why is timing important

Beavers

- North American beaver (*Castor canadensis*)
- Inhabited North America for millions of years
- Hunted/trapped for generations for pelts and food
- Important ecosystem engineers creating mosaic of habitats or mixed habitats
- Considered a keystone species because the habitat they create provides habitat for many other wildlife species
 - Keystone species is one that is critical to an ecosystem
- Dams produce a ponding effect which creates diverse wildlife habitat; insects (invertebrates), waterfowl, fish, amphibians and reptiles, mammals, birds, etc.
- Removing trees can change vegetation resulting in increased biodiversity of plants and wildlife



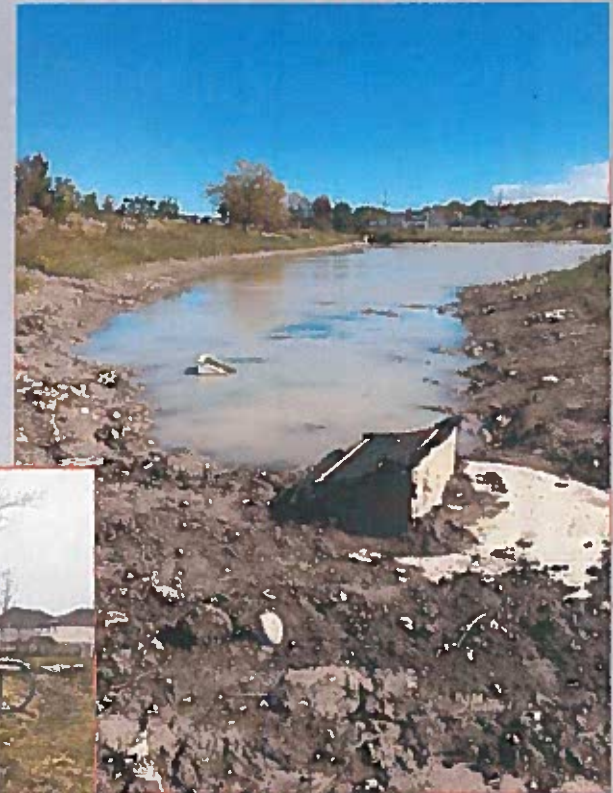
Why Manage Beaver Activity?

- **Flooding** – private property, residential homes, commercial/industrial businesses, roads, sewers/stormwater, agricultural, recreational, etc.
- **Hazard trees** – targets such as property, people and infrastructure
- **Ecological restoration sites** – new tree and shrub planting
- **Can be both rural and urban context**



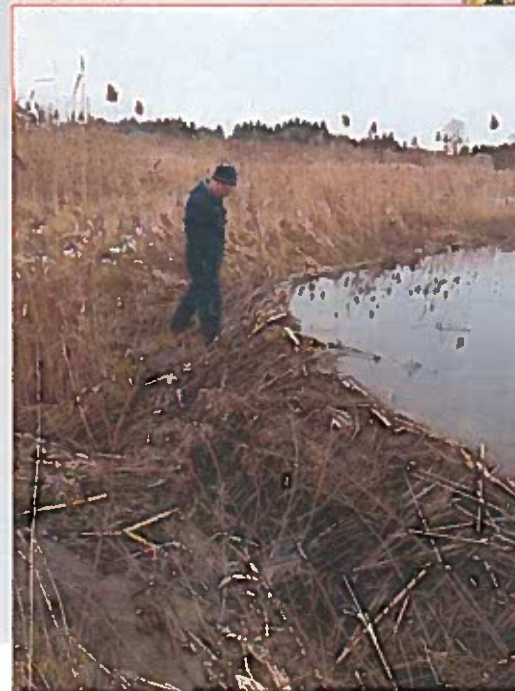
Flooding/Infrastructure

- Principles and techniques can be applied in most urban and rural settings
- Stormwater facilities – ponds, culverts, **drains**
- Natural waterbodies – creeks, rivers



Dams and Lodges

- Determine if lodges/dams active and maintained: lots of fresh cuttings, mud/rocks
- Locate the food cache in the fall



Confirm Beaver Activity

- Ensure blockages are beaver activity, look for fresh cuttings, tracks, food cache, dams, lodges, slides, etc.
- Breach the blockage and return 24-48 hours later to inspect for beaver activity



Solutions

- **Non-lethal**
- Install flow device, pond leveller, beaver deceiver, beaver baffle ???
- Dam removal and force the beaver to relocate
 - Create problems up/down stream
 - Must be done prior to Oct./Nov.
- Trap and transfer within 1km of trap site (MNRF) – not practical
- **Lethal** – trapping (last resort once other options have been exhausted, beavers are persistent and life and property will be damaged)
- **Depends on:**
- type of infrastructure and how it functions:
 - type of inlet/outlet
 - type of culverts
 - storm sewer
 - rock aprons, etc.
- public perception/community involvement
- municipality/property owner thresh holds



Flexible Pond Leveler

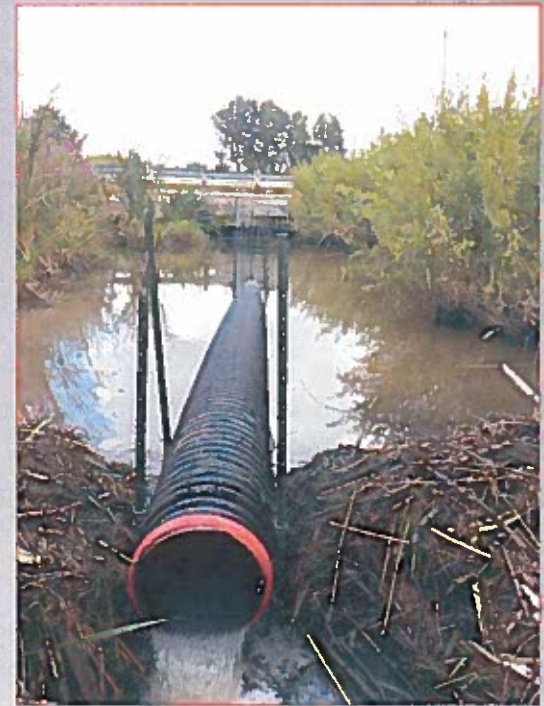
- Natural waterbodies, drains, stormwater facilities – Minimum water depth 2.5-3'
- Flexible pond leveler: beaver deceiver, beaver baffle
- 5-6' diameter, galvanized steel cage
- Approx. 40' double wall drain pipe: 10, 12, 15" diam.



- Design courtesy of Beaver Institute, Inc.

Dams

- Flexible pond leveler application



- Not applicable in all situations
- Need to have a min. water depth upstream of dam/blockage for pond leveler to work
- Allows beaver enough water to cover entrance to lodge, even under ice
- Approx. 3-4 of water depth min. **after** flow device is installed

Pond Leveler in Dam



Pincombe Drain at Warnclyffe April 15.MOV



Talbot Lg SWMF April 15.MOV



Pond Leveler in SWM Facilities

- SWMF are engineered facilities, not ponds
- Need to maintain the flood prevention function



- Remove debris around outlets
- Level off substrate, remove large rocks and debris
- Maintenance is key to long term success of any flow device
- Lessons learned in high sediment loading SWM facilities



Pond Leveler with Fence



- Surround entire double outlet with a cage to increase area the beaver has to block
- Maintenance still required, but manageable

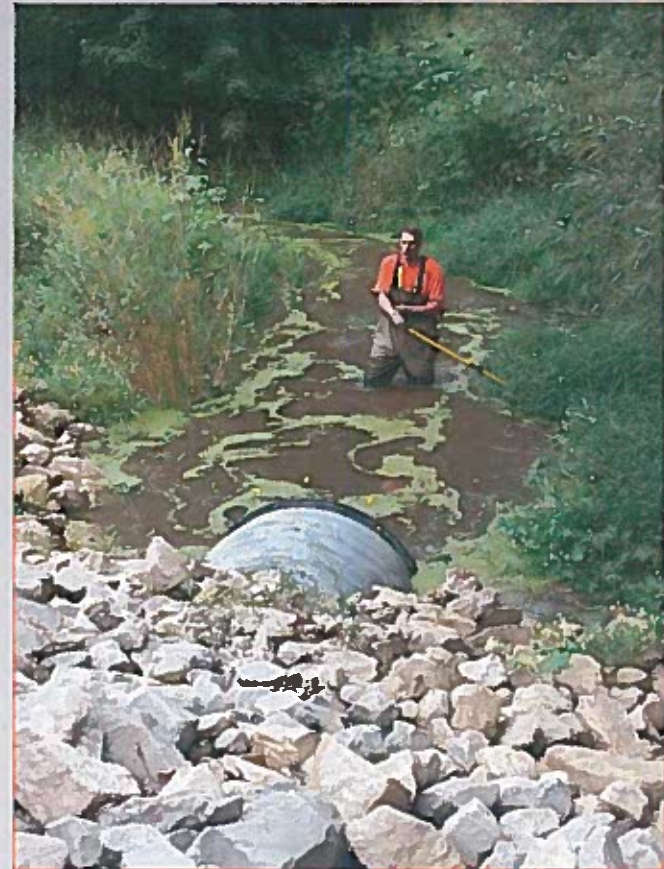
Culvert blockage

- Remove debris/blockage and wait for water level to lower



Pond leveler with Fence

- Culvert fence and pipe



- Inspect water flow on downstream side of culvert

Removing Dams and Debris



- Time consuming, labour intensive, very short term solution
- Repeated actions required



- Clearing debris/blockage in front of rock spillway

Tree Protection

- Caging newly planted trees and mature trees



Timing of Work

- Any in-water work must be completed in compliance with the Fisheries Act and/or CA regulations, permits may be required.
- • Restrictions from mid-March to mid-July for warm water tributaries
- Additional restrictions and specific concerns with cold water streams
- Administered jointly by DFO and MNRF
- CA regulations/permits
- Any activities to displace beaver need to occur before Mid Oct.-early November to allow for movement to new areas before winter

Thank you

- Questions?