



## **TOWNSHIP OF MELANCTHON ELECTRONIC MEETING THURSDAY, SEPTEMBER 16, 2021 - 5:00 P.M.**

Join Zoom Meeting

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Meeting ID: 889 5072 3545

Passcode: 553633

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Meeting ID: 889 5072 3545

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### **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 – September 2, 2021**
- 6. Business Arising from Minutes**
- 7. Point of Privilege or Personal Privilege**
- 8. Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
- 9. Public Works**
  1. Information from Councillor McLean regarding ped-zone signs as possible traffic calming option
  2. Email from Stephanie Miller regarding speeding in Horning's Mills
  3. Email from Kristine Pedicone regarding speeding in Horning's Mills
  4. Frank Cowan Insurance Comments regarding Speed Bumps
  5. Report from Kaitlin Chessell, Roads Sub-Committee Secretary – Recommendations from Roads Sub-Committee

6. Discussion on Speeding in Horning's Mills (Councillor Mercer)
7. Sand Quotes – Recommendation from Staff (to be provided later as the sand quotes close September 14, 2021 at 2:00 p.m.)
8. Other

**10. Planning**

1. Applications to Permit
2. Ministry of Municipal Affairs and Housing – Site Plan Control Guide
3. Land Use Compatibility Guideline Comments from Gravel Watch Ontario
4. Other

**11. Climate Change Initiatives**

**12. Police Services Board**

1. Update from the September 7, 2021 Meeting

**13. County Council Update**

**14. Correspondence**

**Board & Committee Minutes**

1. Shelburne & District Fire Board – June 1, 2021
2. NVCA August 2021 Board Meeting Highlights
3. NDCC Board of Management August 17, 2021
4. GRCA General Membership – August 27, 2021
5. ESC – June 11, 2021

**Items for Information Purposes**

1. Email from Prime Minister's Office to acknowledge receipt of Motion passed August 17, 2021

**Items for Council Action**

1. Report from Denise Holmes, CAO/Clerk – Return Deposit to Rachel Martin, Lot 18, Con 3 NE
2. Land Acknowledgement Statement

**Items for Dufferin Wind Power**

**15. General Business**

1. Notice of Intent to Pass By-law
  1. By-law to establish a Municipal Service Board to operate a Community Hall
  2. By-law to enter into a Consent Agreement between 2312439 Ontario Inc. and the Corporation of the Township of Melancthon
2. New/Other Business/Additions
  1. Building Condition Assessment Horning's Mills Community Hall – discussion regarding Trillium Funding
  2. Township of Melancthon Flag Raising/Half Staff Policy – discussion regarding the amendment "where deemed appropriate by other levels of Government"
3. Unfinished Business
  1. Tabled Motion from the August 12, 2021 meeting regarding the paving of the 4th Line NE and 5th Line OS (was referred to the Roads Sub-Committee)
  2. Tabled Motion from the September 2, 20221 meeting - Motion to repeal By-law No. 7-2019 passed on February 7, 2019, a By-law to appoint a Board of Management for the Corbetton Community Park
  3. Township Diversity Policy

**16. Delegations**

- 1. 5:20 p.m.** - Notice of Public Meeting Regarding a Zoning By-law Amendment on Part of Lots 17 & 18, Concession 7 SW and Part of Lot 18, Concession 8 SW, for the purpose of zoning the subject lands to recognize a new rural residential lot, as well as a retained farm holding which will be zoned exclusively for agricultural purposes.
- 2. 5:30 p.m.** - Notice of Public Meeting Regarding a Zoning By-law Amendment on Part of East Half of Lot 6, Concession 2 OS for the purpose of zoning the subject lands to recognize an existing home industry and to authorize an expansion to the building housing the home industry.
- 3. 5:45 p.m.** – Kim Delahunt, President & CEO Headwaters Health Care Centre – Provide an update on Headwaters Health Care Centre’s activities and needs within our Hospital Foundation’s priority campaigns.

**17. Closed Session**

1. Approval of Draft Minutes – September 2, 2021
2. Business Arising from Minutes
3. Personal matters about an identifiable individual, including municipal or local board employees – Update on Property Standards Complaint in Horning’s Mills (Councillor Mercer)
4. Rise With or Without 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 October 7, 2021 – 5:00 p.m.**

**22. On Sites**

**23. Correspondence on File at the Clerk’s Office**

Hello,

After the Roads Meeting, I had a conversation with Damian Jamroz, a Traffic Supervisor at the Peel Region Roads Department. He shared the following information on the Ped-Zone signs that are located in Terra Cotta, Bolton and a number of other places. I'm sharing this for information as we consider traffic calming options. Please include in Council package for discussion.

### **Ped-Zone signs**

- Each "set" is comprised of 3 Ped-Zone signs – two signs located on each side of the road and one sign located in the middle of the road. Peel Region found the ideal distance between the middle sign and the signs on the side of the road to be 3 meters but it varies by need.
- One set of signs is usually not enough. Peel found that a minimum of 3 sets of signs, staggered a few metres apart, is helpful for slowing down vehicles in a given section of road.
- Peel paints a warning to drivers on the road right before the signs (see picture, below)
- They have found that speed has decreased quite substantially since they were installed earlier this year
- Residents have said that they like them because they don't create the noise pollution that you get from speed humps. The Roads Dept hasn't received any complaints from citizens living in the area.
- Peel Region purchased the products from Develotech, a Quebec-based company – this company was selected because their product includes a strong rubber base which is resistant to impact.
  - The Ped-Zone signs are relatively easy to install. The Develotech sends out a technician to train installers and comes to the installation site to make sure they are put in properly.
  - Peel is able to reinstall the signs each spring using the same drilled holes in the pavement year after year.
  - The sign can withstand higher speed impacts (he thought 70-80 km/h but the company can confirm)
  - The signs themselves can post whatever information is needed (e.g., the speed limit, hazard signs, children crossing signs, etc.)

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- Farmers were initially weary of the signs before they were installed but have been able to navigate their tractors through them. Pell hasn't received any concerns or complaints from local farmers.
- The cost is **\$400** per sign set (see picture, below).
- Additional considerations are included in the Transportation Association of Canada (TAC) Manual.

Staff are welcome to reach out to the Peel contact; he said he'd be happy to answer any questions we may have. His contact information is below.

**Damian A. Jamroz**  
Supervisor, Traffic Operations  
Traffic Engineering  
Region of Peel  
10 Peel Centre Drive Suite B, 4<sup>th</sup> Floor  
Brampton, ON L6T 4B9  
Office No.: 905-791-7800 ext. 7856  
[damian.jamroz@peelregion.ca](mailto:damian.jamroz@peelregion.ca)

I'd be happy to answer any questions Councillors or staff may have during Council.

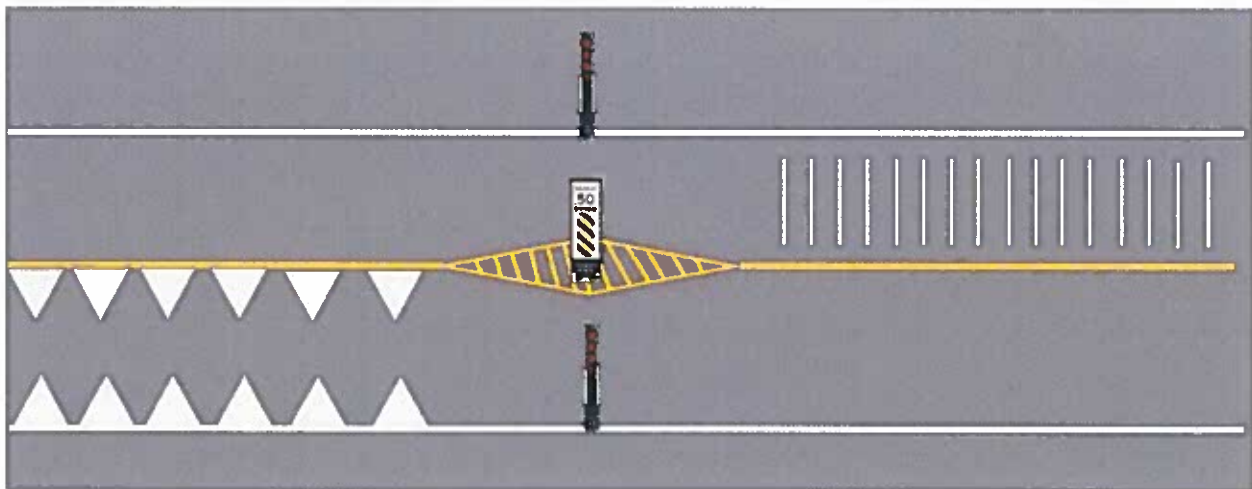
Thanks,

James McLean

### Set up and cost



### Painting markers used in Peel Region



## Denise Holmes

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**From:** Sarah Culshaw  
**Sent:** Wednesday, September 8, 2021 10:11 AM  
**To:** Denise Holmes; Donna Funston; Kaitlin Chessell  
**Subject:** FW: Speeding in Hornings Mills

And this one too.

-----Original Message-----

**From:** Stephanie Miller [REDACTED]  
**Sent:** Monday, September 6, 2021 10:37 PM  
**To:** Sarah Culshaw <sculshaw@melancthontownship.ca>; Darren White <dwhite@melancthontownship.ca>; David Besley <dbesley@melancthontownship.ca>; Wayne Hannon <whannon@melancthontownship.ca>; Margaret Mercer <mmercerc@melancthontownship.ca>; James McLean <jmclean@melancthontownship.ca>  
**Subject:** Speeding in Hornings Mills

Good evening councillors,

I am writing as a concerned resident of Hornings Mills. The traffic through the village is frequently in excess of the posted speed limits. I live just across from the park and walk my dog through the village daily. Main St is used as a thoroughfare for sports cars, motorcycles, etc. as a connection from River Road to County Road 124. Weekends are especially busy. Given the safety risk to our residents, especially children and pets, I would like to propose speed bumps as used in the village of Alton in Caledon. They would need to be positioned in various areas, including Main St North if the stop signs at 15th Sideroad. I have been made aware of concerns with snow removal and permanent speed bumps. Allow me to suggest temporary (seasonal) speed bumps or better yet, speed cameras as used in Caledon Village.

I sincerely hope council will heed these concerns before something terrible occurs.

Regards,

Stephanie Miller  
[REDACTED]

Sent from my iPhone

## Denise Holmes

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**From:** Kaitlin Chessell  
**Sent:** Tuesday, September 7, 2021 10:47 AM  
**To:** Denise Holmes  
**Subject:** FW: Speeding



Kaitlin Chessell | Administration and Finance Assistant | Township of Melancthon |  
[kchessell@melancthontownship.ca](mailto:kchessell@melancthontownship.ca) | PH: 519-925-5525 ext 104 | FX: 519-925-1110 |  
[www.melancthontownship.ca](http://www.melancthontownship.ca) |

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**From:** James McLean <jmclean@melancthontownship.ca>  
**Sent:** Monday, September 6, 2021 2:24 PM  
**To:** Kaitlin Chessell <kchessell@melancthontownship.ca>  
**Cc:** David Besley <dbesley@melancthontownship.ca>  
**Subject:** Fwd: Speeding

I know we have a full agenda on Wednesday, but could we add this as well?

Get [Outlook for Android](#)

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**From:** Kristine Pedicone [REDACTED]  
**Sent:** Monday, September 6, 2021, 2:07 p.m.  
**To:** Sarah Culshaw; David Besley; Wayne Hannon; James McLean; Margaret Mercer; Darren White  
**Subject:** Speeding

I recently shared a post on facebook (MulmurMelancthon page) about a vehicle that I had observed speeding and not stopping at a stop sign in the village of Horning's Mills. Several residents commented and appear to be very frustrated that nothing is being done to control this. We see OPP maybe twice a week as they do a drive through. Saturdays and Sundays in the spring and summer can be like the Indy 500 with all the motorcycles and car rallies. Through the week around 4:30 to 5:30 people fly by our house on their way home from work.

It is time for our council to take some action to try to curb this. We have many small children living in the village and many walk daily to the park and back, kids on bikes, The road is not safe.

Speed bumps could be an option for the spring/summer and fall. I know they are not an option for the winter. More OPP presence would be nice, perhaps a speed trap for a few days or weeks on different days would help people slow down. Move the speed sign to different areas of the village as well.

Please look into whatever options might be available to try to have this problem resolved.

Thank you for your time in addressing this matter.

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\*Kristine Pedicone

## Denise Holmes

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**From:** Denise Holmes  
**Sent:** Wednesday, September 8, 2021 3:54 PM  
**To:** Denise Holmes  
**Subject:** Removable Speed Bumps

**From:** Heather Hill <HHill@nobleins.on.ca>  
**Sent:** Monday, July 13, 2020 3:08 PM  
**To:** Denise Holmes <dholmes@melancthontownship.ca>  
**Subject:** RE: Removable Speed Bumps

Hello Denise,

Here is general feedback from Frank Cowan Risk Management.

Comments on this from our risk management department;

Without knowing the area I can only provide general comments.

1. Speed humps are one of the traffic calming tools that are being used in Ontario.
2. Public consultation and approval should be sought before street humps are installed.
3. Speed humps are usually installed on local residential streets where the speed limit is 50km/h or less.
4. Speed humps should be installed on streets with no more than two (2) travel lanes.
5. An engineering review should be conducted at each location that considers: horizontal and vertical alignment of the street i.e. that the speed hump is continuously visible to drivers on the approach to the speed hump; location of intersections and driveways in relation to the location of a speed hump; use of the street by cyclists and the safety of cyclist using the speed hump; location of pedestrian crossings; traffic volume; traffic mix i.e. heavy trucks; average operating speed of traffic; will the placement of speed humps on one street divert traffic to other streets and create problems on those streets; the number of speed humps required and the spacing between speed humps. The review should also confirm whether there is a real or perceived (anecdotal) need for traffic calming.
6. If speed humps are placed, Wa-74 Speed Hump signs should be placed at each location directly adjacent to the speed hump.
7. If speed humps are installed the municipality should review the effectiveness of the installation to ensure that desired result has been achieved. For example, some drivers may race for speed hump to speed hump to make up for lost time.

As for the issue of the removable speed hump being stolen, I personally have not heard of that happening, but there could always be a first.

**Brian Anderson, Road Specialist**

Hope this helps!

All the best!

**NEW:** Due to the Covid 19 pandemic , our offices will remain closed to public.  
Please note that our business remains open from 9:00 – 4:00pm during this time.

*Heather Hill, BA FCIP CRM CAIB AIPC*

## **nobleinsurance**

Farm and Commercial Insurance Specialist

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Fax: 705 737 2652

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

### **MEMORANDUM**

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

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

**SUBJECT: RECOMMENDATIONS FROM ROADS SUB-COMMITTEE MEETING  
SEPTEMBER 8, 2021**

**DATE: SEPTEMBER 10, 2021**

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#### **7. General Business; Emails and Letters from Residents of Melancthon regarding speeding**

The Roads Sub-Committee discussed that speeding is a very big issue in Melancthon and we need to do whatever we can to reduce it. The Committee discussed different traffic calming measures ie. speed bumps, traffic cameras, and cautionary flags. Direction was given to staff to look into the traffic calming measures and bring back information to the next Roads Sub-Committee meeting. It was then discussed that we could lower the speed limit of the entire township as a starting point to curb speeding.

#### **Recommendation:**

The Roads Sub-Committee recommends to Council that we lower the speed limit on Melancthon roads to 70km/hr unless otherwise posted.

#### **7.14.3 General Business; Unfinished Business; Unnamed Land in Horning's Mills**

Denise Holmes, CAO/Clerk advised the Roads Sub-Committee that after reaching out to the Township Solicitor and he could not determine ownership of the lane based on the

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sketch as it does not set out legal boundaries and a survey would be necessary to know for sure.

**Recommendation:**

The Roads Sub-Committee recommends to Council that we proceed with a survey to determine ownership of the unnamed lane in Horning's Mills.

**APPLICATIONS TO PERMIT FOR APPROVAL**  
**Sept 16, 2021 COUNCIL MEETING**

<b>PROPERTY OWNER</b>	<b>PROPERTY DESCRIPTION</b>	<b>SIZE OF BUILDING</b>	<b>TYPE OF STRUCTURE</b>	<b>USE OF BUILDING</b>	<b>DOLLAR VALUE</b>	<b>D.C.'s</b>	<b>COMMENTS/APPROVED OR NOT APPROVED</b>
Norman Martin - Cedarside Enterprises Applicant: Simon Martin - Mar Bros Const	Lot 38, Con 3 NE 199261 2nd Line NE	4000 sq ft	agricultural shed	storage shed	\$150,000	NO	
Isreal Martin Applicant: Aaron Bauman	Pt Lot 285 & 286, Con 3 SW 117104 2nd Line SW	741.25 sq m	Barn Renovation	Beef Barn	\$125,000	NO	

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2021-4132

September 9, 2021

Dear Head of Council:

Our government believes everyone deserves a safe and affordable place to call home. Inadequate supply and high housing costs have made housing unattainable for too many people in Ontario. We want to reduce red tape and streamline development approvals so that we can help to put affordable home ownership in reach of more Ontario families, and provide more people with the opportunity to live closer to where they work.

That is why I am pleased to provide you with this [Site Plan Control Guide](#). This guide provides an overview of site plan control and shares best practices from some communities across Ontario which municipalities may consider implementing to make the site plan process more efficient.

The Site Plan Control Guide also works to support The Provincial Policy Statement, 2020 and other recent changes to the land use planning system – including changes to the *Planning Act* through Bill 108, the *More Homes, More Choice Act, 2019* and to A Place to Grow: Growth Plan for the Greater Golden Horseshoe. Collectively, these changes support key government priorities of increasing housing supply, supporting job creation and reducing red tape – while continuing to protect Ontarians' health and safety and the environment, including the Greenbelt.

If you have any questions about the Site Plan Control Guide, please email the Ministry at [provincialplanning@ontario.ca](mailto:provincialplanning@ontario.ca).

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark  
Minister

c: Chief Administrative Officer

Plan# 10.2  
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Ontario is now in Step Three of the [Roadmap to Reopen \(/page/reopening-ontario\)](#). Follow the [restrictions and public health measures \(https://covid-19.ontario.ca/public-health-measures\)](#).



## Site plan control guide

Site plan control is a planning tool municipalities use to manage community development. Learn about the site plan review process and how it can be improved.

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### Introduction

Site plan control is a planning tool that a municipality uses to evaluate certain site elements, such as walkways, parking areas, landscaping or exterior design on a parcel of land where development is proposed.

Read this guide to learn more about the role of site plan control in land use planning, including how it works in conjunction with documents such as provincial plans and policy statements, [official plans \(/document/citizens-guide-land-use-planning/official-plans\)](#), [zoning by-laws \(/document/citizens-guide-land-use-planning/zoning-bylaws\)](#), [community planning permit systems \(/page/community-planning-permit-system\)](#) and [building permits \(/document/citizens-guide-land-use-planning/building-permits\)](#). This guide is for information only and offers a summary of legislation and policies that are subject to change. It is **not** a substitute for specialized legal or other professional advice. The user is solely responsible for any use or application of this guide.

The purpose of this guide is to provide an overview of site plan control and to provide guidance on how to make the site plan process more efficient.



## About site plan control

Site plan control enables a municipality to exercise site-specific controls over development.

It is an optional tool under section 41 of the *Planning Act* (/laws/statute/90p13) (and section 114 of *City of Toronto Act, 2006* (/laws/statute/06c11)) that allows the council of a local municipality to control certain matters on and around a site proposed for development, such as:

- access for pedestrians and vehicles
- walkways
- lighting
- waste facilities
- landscaping
- drainage
- exterior design

Council may delegate decisions on site plan applications to staff.

This control over detailed site-specific matters ensures that a development proposal is well designed, fits in with the surrounding uses and minimizes any negative impacts.



## Site plan control process

### Official plan

To use this tool, a proposed site plan control area must be shown or described in an official plan (</document/citizens-guide-land-use-planning/official-plans>). The municipality must also pass a site plan control by-law designating all or any part of the area shown in the official plan as a site plan control area.

### Applications

Within a site plan control area, most development or redevelopment projects require site plan approval by the municipality.

Through the site plan process, applicants are required to submit plans and drawings displaying matters, such as:

- the location of buildings
- landscaping
- waste and recycling containers
- traffic and pedestrian access
- interior walkways (if the public has access to them)
- exterior design matters (if identified in the official plan)

## Conditions

Municipal council can also apply conditions to site plan approval. This could include widenings of roads that border the subject land, how to access the property, and off-street parking and loading facilities (for example, supplies, waste management).

## Agreements

The municipality may also require the owner to enter into one or more agreements to provide and maintain certain facilities such as off-street parking and loading facilities. Such an agreement may be registered against the land to which it applies, and the municipality may enforce the agreement against present and future owners.

## Decisions on site plan applications

Municipalities must ensure that all planning decisions, including decisions on site plan applications, are consistent with the Provincial Policy Statement (/page/provincial-policy-statement-2020) and conform or do not conflict with provincial plans.

If a municipality fails to approve a site plan application within 30 days, the applicant may appeal to the [Ontario Land Tribunal \(/document/citizens-guide-land-use-planning/ontario-land-tribunal\)](#) or a local appeal body that has been established and empowered to hear site plan matters.

As only the applicant may appeal, either regarding the failure to approve an application within 30 days or conditions attached to an approval, Ontario Land Tribunal hearings of these matters are more focused than many other types of hearings.

Decisions on site plan applications are often delegated by municipal council to staff.

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## Matters not covered by site plan control

Site plan control cannot be used to regulate matters that are covered by zoning by-laws such as minimum or maximum parking requirements, minimum lot area, or height and density, nor can it be used to regulate interior design.

Site plan control also cannot be used to regulate the standards or manner of construction of a building. Ontario's [Building Code Act \(/laws/statute/92b23\)](#) and [Building Code \(/page/ontarios-building-code\)](#) establish the requirements for construction of buildings, including the physical materials that can be used. Since questions sometimes arise about how the design elements of municipal site plan control interact with provincial building regulation, it is important to understand how these things relate to each other.

## Site plan control and the regulation of building materials

Provisions in the [Planning Act \(/laws/statute/90p13\)](#) and the [Building Code Act \(/laws/statute/92b23\)](#) address the interaction between site plan control and the regulation of building materials. The [Planning Act \(/laws/statute/90p13\)](#) restricts a municipality's site plan approval power to "exterior design" of a building, which



can include “character, scale, appearance and design features of buildings”. This control is intended for aesthetic purposes only. In other words, site plan control can be used to regulate the look and character of a building. It cannot, however, be used to establish requirements for the physical construction of a building, building standards, or the building materials that can be used. Regulations governing the type of materials used in the construction of buildings (for example, the manner of construction and standards for construction) are set out in the [\*Building Code Act \(/laws/statute/92b23\)\*](#) and [\*Building Code \(/page/ontarios-building-code\)\*](#).

As an example, to maintain the exterior architectural character of an area (either a Heritage Conservation District designated under the [\*Ontario Heritage Act \(/laws/statute/90o18\)\*](#) or an area with urban design guidelines established by the municipality), a municipality may, through site plan control, require the colours of a new building in this area to be consistent with the brickwork in the area and/or to have exterior cladding that looks like the historic bricks of the surrounding neighbourhood, as set out in the district plan or urban design guidelines. Site plan control could not be used to require that the building be, in fact, constructed of bricks or specify that it be constructed to a standard that exceeds the requirements provided in the [\*Building Code \(/page/ontarios-building-code\)\*](#).

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## Approaches to improve the site plan control process

At times, a site plan application may proceed on its own and at other times it may be associated with another planning matter, like an application for a rezoning.

Delays in the approval of site plan applications can result from several factors and can have negative impacts on applicants and a community, including increased costs of development. Administrative improvements to the site plan process may go a long way in minimizing these delays.

## Early consultation

To help expedite the processing of development applications, the applicant and municipality can discuss, at the earliest opportunity, the details of development as envisioned by both parties. This provides municipalities the opportunity to share information with applicants on their requirements as well as an opportunity for applicants to discuss the elements of their proposal to ensure the application submitted to the municipality is complete. Early discussions and negotiations with the objective of resolving differences can help avoid extra costs and delays during the approval process.

Recognizing the value of early consultation, the *Planning Act* ([//laws/statute/90p13](#)) requires a municipality to have pre-application consultations with any applicant that wishes to do so. The *Planning Act* ([//laws/statute/90p13](#)) also provides municipalities with the authority to establish a mandatory early consultation process for site plans similar to other planning applications like official plan and zoning by-law amendments.

Given that an early consultation meeting should identify all the issues that need to be addressed by the site plan application, all the relevant municipal departments should be invited to provide input. It is critical to provide applicants with a project-specific list of requirements in writing, which will be reviewed when the application is submitted. This way, the applicant will be aware of all the requirements up front and can ensure they are addressed when the formal application is submitted to the municipality.

Consultation can also help to identify potential problems early in the process. For example, sometimes a requirement of one municipal department may impact a requirement of a different department.

Municipalities should identify these issues at the beginning of the process instead of when the application has been submitted. Issues identified towards the end of a process can cause delays and unnecessary expenses.

In establishing effective early consultation, a municipality is encouraged to create a “concierge” service, in appropriate circumstances, where one staff member is the applicant’s single point of contact and coordinates the entire site plan process.

## Pre-consultation package

The City of Timmins has prepared a [pre-consultation package \(PDF \(Portable Document Format\)\)](https://www.timmins.ca/UserFiles/Servers/Server_11976345/File/Our%20Services/Building%20and%20Planning/Planning/Planning-other/Preconsultation-Guide-and-Form.pdf) ([https://www.timmins.ca/UserFiles/Servers/Server\\_11976345/File/Our Services/Building and Planning/Planning/Planning-other/Preconsultation-Guide-and-Form.pdf](https://www.timmins.ca/UserFiles/Servers/Server_11976345/File/Our Services/Building and Planning/Planning/Planning-other/Preconsultation-Guide-and-Form.pdf)), guide and form for planning applications including site plans, official plan amendments and plans of subdivision. This aids applicants during the pre-consultation process and provides information on what constitutes a complete application.

## Guidance material

To assist applicants when submitting a site plan application, municipalities are encouraged to prepare guidelines that set out municipal site plan requirements, or standards, for various types of development, such as standards for fire routes and waste disposal facilities. This may include flow charts to explain the municipal approval process, sample site plan agreements, or information on how to apply urban design guidelines.

Municipal guidelines may also outline development concepts to demonstrate how the lands are envisioned to be developed, such as how parking areas should be configured, or areas to be landscaped.

## Supplementary guidance

The City of Thunder Bay has developed a [guidance document \(PDF \(Portable Document Format\)\)](https://www.thunderbay.ca/en/business/resources/Documents/Building-and-Planning/Urban-design-Guidelines/Sample-Landscape-Strips---JUNE-2019---Digital.pdf) (<https://www.thunderbay.ca/en/business/resources/Documents/Building-and-Planning/Urban-design-Guidelines/Sample-Landscape-Strips---JUNE-2019---Digital.pdf>) to promote a better understanding of how applicants can meet the City's requirements for landscape design. This supports the implementation of the City's Urban Design Guidelines and helps to streamline the site plan approval process.

Clear expectations and standards help the applicant, the municipality and the broader community.

## Complete submissions

Municipalities are encouraged to develop a checklist of requirements that accompany different types of proposed developments. This may help applicants better prepare the application.

### Site plan checklist

The City of Quinte West provides a [site plan checklist \(PDF \(Portable Document Format\)\)](https://quintewest.ca/wp-content/uploads/2021/06/SitePlanControlfillableapplication2020.pdf) (<https://quintewest.ca/wp-content/uploads/2021/06/SitePlanControlfillableapplication2020.pdf>) to assist applicants. This helps to ensure that all the required components of the site plan application are addressed when submitting an application.

In addition, a municipality can offer pre-populated application templates online that may be used for simpler, more straightforward applications.

## Delegation of authority

Reviewing and approving a site plan application can be very technical with information and considerations specific to the proposed development site, including building design, landscaping or other detailed features. The information required is often prepared by professionals such as architects, engineers or landscape architects and may include landscape plans, barrier-free access features, and servicing plans.

The *Planning Act* ([/laws/statute/90p13](#)) provides council with the authority to delegate site plan approvals to municipal staff. Municipal staff are most often involved in reviewing site plan applications, and, in light of the technical nature of the material, approval of site plan applications may be better suited to municipal staff, at least for some classes of applications. Delegating the approval of some or all site plan applications to staff can save time that would assist both the municipality and the applicant.

## Electronic submissions or e-permitting

Technology can be an asset in streamlining the submission process and reviewing planning applications. The scoped nature of a site plan lends itself to an application that may be more readily automated than other types of permits, especially when no other planning approvals are needed.

Developing an online platform to submit site plan applications can:

- provide transparency on the requirements needed as part of the application
- ensure the proper information is submitted
- confirm and track submissions electronically
- facilitate concurrent review by multiple municipal departments

The automation of the site plan process, also called e-permitting, could also be developed to provide the applicant with real-time updates on the progress of their proposal. The e-permitting software could be set up to identify any

municipal questions for the applicant or deficiencies in the original application, such that there is an opportunity to provide the necessary information in a timelier manner.

## Online application portal

The City of Barrie has established an online application portal called APLI (Applications, Permits, Licences, Inspections) (<https://eservices.barrie.ca/apli/Default.aspx>) which applicants can use to apply and pay for building permits, schedule inspections and track application status. Applicants may submit applications for matters such as site plan control, exemption from full site plan approval (for example, minor site alterations), consent, minor variance and pre-consultation and conformity review.

## Municipal process improvements

In processing site plan applications, there may also be opportunities to re-engineer how a municipality conducts the internal review of the application.

Municipalities may want to consider categorizing or streaming applications based on criteria. This may enable some applications to be reviewed and approved quickly.

Another approach a municipality can consider is to have targeted staff meetings to approve or advance the site plan applications by the end of the meeting. These meetings would include all the departments that would be otherwise circulated on the application. The departments' technical advice and recommendations would be recorded, issues identified with suggested site plan conditions and approval granted where appropriate. If an approval cannot be granted, the next steps for an applicant (such as provide more information or adjust the design) to obtain an approval could be identified.

This type of meeting could be used to review site plans that are deemed to be straightforward, where several files could be approved as a result of one meeting. This type of meeting may also be appropriate for applications that are more complex, where a wider departmental representation is necessary to identify and/or resolve outstanding issues.

## Site plan application streams

The City of Brampton categorizes site plan applications into four streams:

1. Excluded from site plan review
2. Limited site plan review
3. Basic site plan review
4. Full site plan review

These streams are designed to provide different levels of review that are appropriate to the scale, scope and complexity of a proposed development activity. To complement this process, the City has developed a [detailed user guide \(PDF \(Portable Document Format\)\)](https://www.brampton.ca/EN/Business/planning-development/Documents/e-Forms/DevServ/SP-User-Guide.pdf) (<https://www.brampton.ca/EN/Business/planning-development/Documents/e-Forms/DevServ/SP-User-Guide.pdf>) to assist applicants in navigating the site plan approval process.

LEAN/Six Sigma (<https://asq.org/quality-resources/six-sigma>), like similar system improvement processes or streamlining methodologies, is a process improvement methodology designed to eliminate problems, remove inefficiency and improve working conditions to provide a better response to customer needs. Municipalities can consider how the principles of LEAN/Six Sigma could be applied to streamline the site plan application process. This may include determining where problems exist and how to mitigate those problems, and whether steps in the review process could be eliminated or shortened.

# Effective alternative process to site plan control

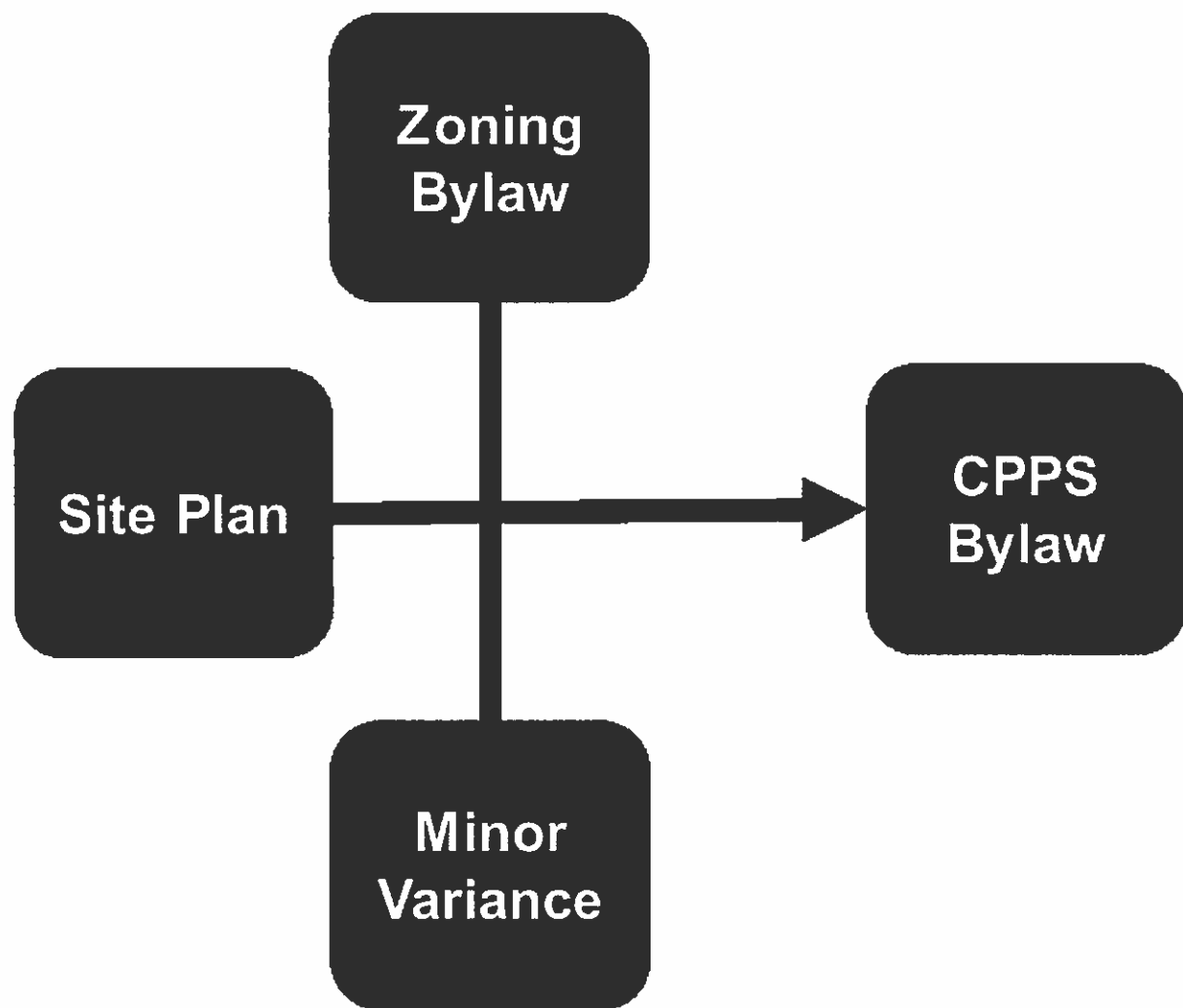
## Community planning permit system

The Community Planning Permit System (</page/community-planning-permit-system>) (CPPS) is a land use planning tool that local municipalities can use when planning for the future of their communities. Once implemented, it can result in an approval process that is significantly faster, more efficient, and more responsive to local needs.

The CPPS (Community Planning Permit System) combines zoning (</document/citizens-guide-land-use-planning/zoning-bylaws>), site plan (</document/citizens-guide-land-use-planning/zoning-bylaws#section-11>) and minor variance processes (</document/citizens-guide-land-use-planning/zoning-bylaws#section-9>) into one application process with shorter approval timelines (45 days). If a municipality does not make a decision after 45 days, the applicant has the right to appeal.

Image: Planning approval types combined in the CPPS (Community Planning Permit System)





## Flexible system

Municipalities can use the CPPS (Community Planning Permit System) to build flexibility into development standards outlined in the official plan and community planning permit by-law.

This gives municipalities and developers the ability to address site-specific issues that fall within the specified range set out in the by-law without having to go through a minor variance process in order to expedite approvals.

### Did you know?

The community planning permit system can help realize the overall community vision without requiring changes to the official plan or CPPS (Community Planning Permit System) by-law. It does this while also allowing for flexibility to address specific circumstances.

The Town of Gananoque put in place a comprehensive CPPS (Community Planning Permit System) for the whole town. The main goal of the CPPS (Community Planning Permit System) is to guide development opportunities while making sure the small-town cultural heritage character is maintained and enhanced as new development occurs. Design criteria for new development involve incorporating appropriate exterior architectural elements such as window and door detailing. In doing so, the CPPS (Community Planning Permit System) promotes commercial, residential and institutional uses resulting in a mixed-use, vibrant, liveable community.

## Streamlined permitting process

The combination of three application types into one application and approval process makes the CPPS (Community Planning Permit System) more streamlined in comparison to the decision-making timelines for individual applications for a re-zoning (90 days), site plan approval (30 days), and a minor variance (30 days).

Once the CPPS (Community Planning Permit System) is in place, the official plan policies and community planning permit by-law provisions outline the requirements for any future development in that area. When an application is made, the planning review will determine whether the proposal fits within the already established parameters of the by-law. If the proposal fits the by-law, a community planning permit can be issued by staff without the need for a council decision.

## Delegation of decisions

Similar to conventional site plan approvals, the CPPS (Community Planning Permit System) provides municipalities with the authority to set up their own internal review process and delegate the authority to make decisions on community planning permit applications to a committee or municipal staff.

For example, a municipality could establish a system where council issues the permit for more complex applications and a municipal official or committee issues the permit for more straightforward applications. This would allow for decisions on simpler permitting applications to be made without delays due to a busy council schedule.

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## How you can find out more

For more information about the site plan control process in your community, contact your [municipality \(/page/list-ontario-municipalities\)](/page/list-ontario-municipalities).

This guide was produced by the Ministry of Municipal Affairs and Housing, Provincial Planning Policy Branch, and Building and Development Branch. Contact us at [provincialplanning@ontario.ca](mailto:provincialplanning@ontario.ca) (<mailto:provincialplanning@ontario.ca>).

Updated: September 07, 2021

Published: August 20, 2021

### Related

[Land use planning \(/page/land-use-planning\)](/page/land-use-planning)

[Citizen's guide to land use planning \(/document/citizens-guide-land-use-planning\)](/document/citizens-guide-land-use-planning)

[Community planning permit system \(/page/community-planning-permit-system\)](/page/community-planning-permit-system)

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## Denise Holmes

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**From:** Bryasmit@oxford.net  
**Sent:** Sunday, August 22, 2021 2:08 PM  
**To:** Bryasmit@oxford.net  
**Subject:** Land Use Compatibility Guideline  
**Attachments:** GWO Response to ERO 019-2785.pdf; LUG Report - Updated Mark Dorfman.pdf

Dear Mayor and Council,

Land Use Compatibility is a significant concern for municipalities engaged in the planning of their communities. When the Ministry of the Environment, Conservation and Parks posted a consultation, ERO 019 – 2785 in May, there was an early July date for responses, later extended to early August.

Gravel Watch Ontario is sharing our response to the document for your information. We are also attaching the commentary by professional planner Mark Dorfman, with his permission.

Gravel Watch Ontario's view is that the guideline, as it currently stands, instead of simplifying the work of municipalities will instead have potential to

- increase confusion, and conflict over land use planning in particular between 'sensitive receptors' and 'major facilities'
- add to the burden of municipalities in managing those conflicting parties, recording and responding to 'spills' into the environment
- increase costs for municipalities in providing the required reports around land use compatibility.

While aware that the consultation is now closed, Gravel Watch knows that municipalities can continue to engage in dialogue with both staff and elected officials at the provincial level. Your reading of our response as relates to aggregate, as well as of those by AMO and other municipalities, by provincial and Canada-wide organizations may have already led you to similar conclusions.

Gravel Watch Ontario's mandate is to be vigilant, to education and to advocate. We know you do this in your own community and hope the documents will assist you.

Sincerely,

Bryan Smith, President

**Gravel Watch Ontario**  
[www.gravelwatch.org](http://www.gravelwatch.org)  
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August 4, 2021

Sanjay Coelho  
Ministry of the Environment, Conservation and Parks - Environmental Policy Branch  
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Toronto, ON M4V1M2  
[mecp.landpolicy@ontario.ca](mailto:mecp.landpolicy@ontario.ca)

**RE: ERO 019-2785**

Dear Mr. Coelho

The following is the submission from Gravel Watch Ontario (GWO; [gravelwatch.org](http://gravelwatch.org)) in response to the request for comments on the Proposed Land Use Compatibility Guideline, Ministry of Environment, Conservation and Parks (March 2021) ERO 019-2785.

**About Gravel Watch Ontario**

Gravel Watch Ontario is a province-wide coalition of citizen groups and individuals that acts in the interests of residents and communities to protect the health, safety, quality of life of Ontarians and the natural environment in matters that relate to aggregate resources.

GWO recognizes the obligation to protect agricultural lands, water resources and the natural environment, all of which are essential for building a climate-resilient Ontario for future generations. GWO works with and on behalf of our members and communities throughout the province to advocate that policies regulating aggregate extraction not result in permanent loss of farmland or rural landscape amenities and do not damage the integrity of the water resources supplied by the rural landscape. Gravel Watch Ontario has commented on government planning and aggregate policies for over 15 years.

We understand that ERO notice 019-2785 links to four separate compliance initiatives. GWO's submission focuses on aggregate resources as it pertains to these draft Land Use Compatibility Guidelines. In general, GWO found the information regarding aggregate to be scattered throughout various sections of the document, often unclear or contradictory, making it particularly onerous on the reviewer to sift through and sort out the intent and nature of land use compatibility as it relates to aggregate operations. The ensuing discussion has *italicized and indented* the instructions identified in the Guideline with GWO's comments following thereafter for ease of reference.

## 1. INTRODUCTION & CONTEXT

### 1.1 Overview

**GWO Concern/Issue – Preferential Treatment of Aggregate Class 3 Major Facilities over Sensitive Land Uses**

*The objective of the current EPA D-6 Guideline is to “prevent or minimize the encroachment of sensitive land use upon industrial land and vice versa, as these two types of land uses are normally incompatible due to possible adverse effects on sensitive land use created by industrial operations.”*

*The overview of the Land Use Compatibility Guideline states that “the Guideline is to be applied to achieve and maintain land use compatibility between major facilities and sensitive land uses when a planning approval under the Planning Act is needed in the following circumstances:*

- A new or expanding sensitive land use is proposed near an existing or planned major facility, or*
- A new or expanding major facility is proposed near an existing or planned sensitive land use.”*

Although the Compatibility Guideline requires equal application by both a major facility and a sensitive land use, they are not treated equally throughout the document. For example, Section 2.8 of the Guideline, demonstration of need is to be carried out by proponents of sensitive land uses only. In Appendix D, the Area of Influence (AOI) and the Minimum Distance Separation (MDS) for are not applicable to land use decisions for new or expanding aggregate operations.

The Guideline also identifies aggregates as a sector which has had a history of ongoing and frequent complaints. Situating aggregate operations near sensitive land uses under exempted and exclusive rules does not achieve compatibility.

#### **GWO Recommendation #1**

- Apply the Guideline in the same manner for new or expanding aggregate operations as for sensitive land uses.

### 1.2 General Approach to Planning for Land Use Compatibility

**GWO Concern/Issue -- Co-existence and Compatibility Not Conceptually Related**

*“Land Use compatibility is achieved when major facilities and sensitive land uses can co-exist and thrive for the long-term within a community through planning that recognizes the locational needs of both.”*

The terms compatibility and co-existence are not conceptually the same. Compatibility denotes relations that are well-suited, friendly and harmonious. Co-existence, on the other hand, denotes tolerance and forbearance. Inferring these terms are correlated sets the stage for further conflict, lengthy appeals and increased costs for all parties.



In Section 3.8, the concept of co-existence as meaning tolerance is confirmed.

*".....after a major facility has obtained its necessary planning approvals to be located in an area that may be close to a sensitive land use (e.g. a residential development), or vice versa..... the tools available to the Ministry (MECP) to deal with contaminants from the facility as well as technical solutions may be limited..... which may result in a situation where the sensitive land use has to co-exist with 'minor impacts' from the major facility over the long term.... and subsequent complaints about adverse affects (noise, dust and odour) may be directed to the municipality".*

Minor impacts are not defined but the sensitive land use is expected to tolerate the resulting adverse effects for the long term. Long term consequences can result in societal costs associated with health and safety or environmental degradation. It's an unfair practice to expect the public to tolerate long term consequences.

Use of the term co-existence does not align with federal international agreements regarding sustainable development and climate change which strive for a balance between the various sectors of society. This balance is also reflected in Ontario's environment, climate change and planning frameworks.

#### **GWO Recommendation #2:**

- Maintain the conceptual distinction between compatibility and co-existence.
- Distinguish between minor and major impacts.
- Ensure the MECP Guideline aligns with national and international agreements as well as the provinces' social, environmental and climate change responsibilities.

### **1.3 Guiding Hierarchy for Land Use Compatibility Planning**

**GWO Concerns/Issues – The PPS not being read in its' entirety.**

*"Separation of incompatible land uses is the preferred approach to avoiding land use compatibility issues. The Guideline state that this approach is consistent with PPS 1.1.5.6"*

The PPS speaks to the incompatibility of sensitive residential land use with existing aggregate operations. GWO believes that the reverse is also true as per Case Law - Capital Paving v Wellington (County) 2010 Carswell Ont. Paragraph 6....

*"it is fair to say the PPS speaks to incompatibility of sensitive residential use with earlier operations, and the reverse is also true, that a proposed pit may be incompatible with prior residential use".*

Although the Guideline in Section 1.7.1 generally supports fulfillment of provincial interests identified in the PPS, missing throughout the document is identification to the pertinent PPS clauses which direct consideration for development to (1) consider social and environmental impacts, and (2) only permit development once potential impacts have been addressed.

### **GWO Recommendation #3:**

- Apply the same requirement for new or expanding major facilities near established and planned sensitive land uses as for sensitive land uses being proposed near major facilities.
- Consistently apply all relevant PPS clauses.

### **GWO Concern/Issue – Ambiguous Terminology and Lack of Meaningful Public Involvement**

*“When avoidance (i.e. separation) alone is not possible, minimizing and mitigating potential impacts may provide a basis for a proposal. If minimization is not viable, the proposed incompatible land use should not be enabled, and related planning or development applications should not be approved”*

GWO supports this Guideline. The term ‘should’, however, is indefinite and subject to interpretation and ambiguity.

### **GWO Recommendation #4:**

- Change the word ‘should’ to ‘shall’ to provide clear direction to ensure incompatible uses are not enabled nor approved.

*“Planning authorities, proponents and the surrounding communities ‘should work together’ to achieve land use compatibility”.*

Working together is a viable approach to achieving compatibility. ‘Should work together’ implies relationship building, collaboration and compromise. Appendix C, however, outlines best practices for relationship building as merely communicating with members of the public. Communication relates to the informing stage of planning engagement conventions as depicted on Step 3 of the Arnstein’s Ladder of Public Participation (<https://www.citizenshandbook.org/arnsteinsladder.html>.) ‘Informing’ is generally a one-way communication strategy that rarely results in even minor adjustments. Informing does not denote, nor reflect the concept of ‘working together’. Society’s legal and institutional framework that sanctions planning decisions has increasingly recognized the benefit of various engagement measures for practical deliberations that include various perspectives and encourages dialogue to promote understanding among stakeholders’ values and interests. The role of the public to bring forth community values is critical. It is also critical to consider the concept of ‘working together’ as relationship building and collaboration in regards to the Duty to Consult with Indigenous Peoples.

### **GWO Recommendation #5:**

- Change ‘should work together’ to ‘shall work together’.
- Enable collaboration to achieve the desired outcome of compatibility.
- Clearly identify the government’s responsibility for the Duty to Consult with Indigenous Peoples and ensure it is implemented at the outset of development when changes in land use are being considered.

## **1.6 Roles and Responsibilities**

### **1.6.1 Planning Authorities**

*Planning authorities must not approve development proposals where there are irreconcilable incompatibilities (i.e. adverse effects with no feasible required mitigation measures). Land use planning decisions that result in incompatibility may create ongoing issues for all parties, including municipalities to address noise and odour complaints and other impacts.*

**GWO supports the above guideline.**

**GWO Concern/Issue – Increased responsibility on the planning authorities**

*Planning authorities also undertake planning exercises which must address land use compatibility, such as comprehensive reviews of OPs, development of secondary plans and reviews of zoning by-laws. To address land use compatibility, OP policies and land use designations....must be up-to-date and in accordance with this Guideline.*

Updating OPs and zoning by-laws is a daunting task which puts pressure on planning authorities' capacity requirements and ultimately for increasing property taxes. Although mandated under the same Planning Act as municipalities, Local Planning Authorities in rural and unorganized territories do not have the corresponding human and financial resources to carry out basic planning functions, let alone up-dates to OPs and zoning by-laws in regards to this Guideline.

#### **GWO Recommendation #6:**

- Do not overburden planning authorities' capacity and planning budgets.
- Review the viability and effectiveness of Local Planning Boards to carry out high level planning functions.

## **2. TOOLS TO ASSESS LAND USE COMPATIBILITY**

### **2.1.1-3 Areas of Influence and Minimum Set Back Distances**

**GWO Concern/Issue –**

**Preferential Treatment Given to Aggregate Operations**

An influence area approach to minimize land use conflicts for aggregate resource extraction has long been recognized. The 1986 Guideline on Implementation of the Mineral Aggregate Resources Policy Statement (Ministry of Natural Resources) states that:

*"An influence area is the area surrounding a pit or quarry where the impacts of the operation may be felt on the environment, nearby residents and land uses. The influence area concept is intended to protect existing or designated sensitive land uses from proposed pits or quarries and existing or designated pits or quarries from encroachment by sensitive uses ..."*

Guideline Section 1.2 recognizes that sensitive land uses located too close to a major facility could experience environmental impacts as well as risks to public health and safety. Similarly, Section 2.1.3 states that:

*"proposals should not result in sensitive land uses being located in MSDs as adverse effects are highly likely to occur."*

While a planning authority may determine that an Area of Influence may be smaller (based on supporting studies), it must never be smaller than the MSD in the Guideline. However, while recognizing that some above-ground equipment such as crushers, ready-mix concrete plants and asphalt plants may require ECA's, the Guideline states:

*The AOI and MSD in the Guideline are not applicable to land use decisions for new or expanding aggregate operations proposed near sensitive land use.*

And, Section 2.2 states:

*Aggregate Operations (Aggregate extraction, Resource Extraction, Other mineral quarries) identified as Class 3 (AOI 1,000 m/MSD 500 m) AOI and MSD only applies to new or expanding sensitive land use proposals near major facility aggregate operations.*

In addition, the Aggregate Resources Ontario Provincial Standards (AROPS) refers to measurement of separation as the distances to sensitive receptors, not to the property boundary of a sensitive land use as recommended in Section 2.4 and in relation to Section 3.3 "At-receptor mitigation is not recognized by the Ministry to mitigate odour and dust impacts" and in Appendix B.1 "the Ministry-developed AOIs in this Guideline should address both noise and vibration...separation distances for noise are larger than vibration so covering noise impacts will cover vibration impacts" which fails to account for any future expansions of the aggregate operation or changes to the site plan.

Although Guideline Section 4 recommends planning mechanisms to assist in the implementation of land use compatibility, Section 66 of the ARA is highly restrictive of municipal authority such as municipal site plan controls and development permits. Both the PPS (Section 2.5.2.4) as well as the ARA (Section 12.1 (1.1) prohibit municipalities from issuing zoning by-laws to restrict the depth of extraction while Guideline Section 4.1 recommends adverse impacts on sensitive land uses to be considered at the Official Plan (OP) and zoning stage. Section 13 of the ARA, however, allows the Minister, at any time, to rescind or vary a condition of a licence, amend a licence or require a licensee to amend the site plan. A licensee may also make the same requests of the Minister at any time. These unknown operational impacts cannot be adequately assessed or determined at the planning/approval stage. The question then becomes...how can a planning authority be responsible for approvals of an industrial extractive zoning when site plans can be changed at the licensing stage and throughout the life of the license for which the planning authority has no control?

#### **GWO Recommendation #7:**

- For new or expanding aggregate operations:
  - Apply the prescribed AOI and MSD required for Class 3 Major Industrial Facilities proposed near Sensitive Land Uses,
  - Measure separation distances (AOI and MSD) from the property boundary of the proposed aggregate operation (Class 3 Major facility) and from the property boundary of the existing sensitive land use to accommodate future expansions of the major facility,

- Adhere to the Guideline for a Class 3 Major Facility (as identified in Section 2.2 Table 1) with the understanding that some aggregate operations may cause adverse effects beyond the MSD of 500 M and in some cases, beyond the AOI of 1000 M
- Be subject to the steps in Section 2.5 for a proposed or expanding major facility that is within the AOI or MSD of an existing or planned sensitive land use.
- Recognize Section 2.9 of the Decision Tree for Land Use Compatibility that may result in a proposed Major Facility not going ahead if expected adverse effects cannot be minimized and/or mitigated to the level of no adverse effects.

## 2.8 Demonstration of Need

### GWO Concern/Issue – Preferential Treatment Given to Aggregate Producers – no balance

*The demonstration of need.....is only required by proponents of sensitive land uses.*

*When considering new sensitive land uses near mineral aggregate areas, planning authorities must consider active aggregate operations, zoning which permits future aggregate operations and, where provincial information is available, deposits of mineral aggregate resources.*

The concern in this Section is the nature and regional distribution of aggregate since there are areas throughout the province where distribution of aggregate is ubiquitous. “Freezing” land has the potential to restrict settlement to narrow confines. This situation does not take into consideration future generations, which is antithetical to the United Nations concepts and definitions pertaining to ‘development that meets the needs of the present without compromising the needs of future generations’<sup>1</sup>. Freezing land also creates the risk for mega-quarry development that can lead to long term and irreversible impacts. There is little data available regarding aggregate reserves yet the focus is to open up new lands closer to market as a means to reduce transportation costs for the producer. Lands nearest to market are also lands nearest or adjacent to residential or farm lands which places the risk of long term and irreversible impacts onto the sensitive land use.

An unbalanced approach to demonstration of need will perpetuate conflict, constrained relations, and more appeals, thereby increasing costs for government, the proponent and the general public which is contradictory to the stated purpose of this Guideline.

### GWO Recommendation #8

- Apply the same requirement for Demonstration of Need in the same manner to new or expanding major facilities as for sensitive land uses being proposed near major facilities.
- Ensure compatibility is a two way process.

The Guideline further states:

*Compatibility studies should be prepared by the proponent.....the planning authority is responsible to review compatibility....If in house expertise is not available, the planning authority should consider having a peer review of studies at the expense of the proponent.*

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<sup>1</sup> World Commission on Environment and Development. Our Common Future. Oxford, UK. Oxford. University Press. 1987.

#### **GWO Recommendation #9**

- Should a planning authority conduct a review of a proponent's compatibility study with in-house expertise, the expense should be borne by the proponent.

### **3. COMPLIANCE**

**GWO Concern/Issue – The public is expected to tolerate impacts for the long term  
Increased municipal responsibility to deal with complaints**

*"Per its compliance framework, the Ministry may refer incidents related to compatibility issues that stem from planning decision to a more appropriate level of government or agency (e.g. municipality).....after a major facility has obtained its necessary planning approvals to be located in an area that may be close to a sensitive land use (e.g. a residential development), or vice versa..... the tools available to the Ministry (MECP) to deal with contaminants from the facility as well as technical solutions may be limited..... may result in a situation where the sensitive land use has to co-exist with 'minor impacts' from the major facility over the long term..... and subsequent complaints about adverse affects (noise, dust and odour) may be directed to the municipality".*

Conceptual alignment regarding co-existence as being compatible is applicable here. Refer to Section 1 regarding terminology. Co-existence and compatibility are not conceptually the same and compatibility is a two-way process.

Refer to page 3 regarding the discussion pertaining to Section 1.2 and the lack of distinction between minor and major impacts. Shifting EPA compliance to the planning authority puts pressure on municipal capacity requirements which ultimately puts pressure on increasing municipal property taxes thereby shifting the financial responsibility to the public. In areas outside municipal boundaries, the role of Local Planning Boards is not mentioned and the public in these areas have no avenue available to have their concerns or complaints dealt with appropriately given the capacity limitations of Planning Boards. Similar to Section 2, how can planning authorities be responsible for compliance issues when site plans can be changed at the licensing stage and throughout the life of the aggregate operations which is outside the planning authorities' jurisdiction?

#### **GWO Recommendation #10**

- Ensure compatibility goes both ways.
- Do not overburden planning authorities with EPA compliance issues.
- Review the viability and effectiveness of Local Planning Boards to deal with EPA complaints and compliance issues.

## **4.0 IMPLEMENTATION AND PLANNING TOOLS**

### **4.3.1 Municipal By-laws**

#### **GWO Concern/Issue**

- Increased workload for planning authorities and risk of increasing property tax burden
- Lack of reference to fly rock as a contaminant

*Onus is on the municipality to enforce by-laws that would prevent and respond to land use compatibility issues.*

Development and enforcement of by-laws regarding EPA compatibility issues puts further pressure on planning authorities' capacity requirements and risk of increase to local property taxes. As stated above, once the license has been approved, the planning authorities' oversight is limited by the PPS and the ARA. In addition, Local Planning Boards do not have the capacity for by-law enforcement. The public in these areas must rely on the good will of the self-reporting aggregate producers to comply with compatibility issues.

#### **GWO Recommendation #11:**

- Do not overburden planning authorities' capacity and planning budgets.
- The province needs to review the viability and effectiveness of Local Planning Boards to not only develop by-laws but to carry out their enforcement.

#### **GWO Recommendation #12:**

- MECP to take responsibility for monitoring and compliance regarding their mandate for the environment as it relates to major facilities.

## **APPENDIX - D – SECTOR SPECIFIC RELATED TO AGGREGATES**

#### **GWO Concern/Issue**

- Preferential Treatment of Aggregate Industry
- PPS not being referred to in its entirety
- Recognition of the differences between planning and licensing stages

Overall, aggregate operations are depicted as having priority over sensitive land uses. This imbalance includes the following:

- AOIs and MSDs are not applicable to land use decisions for new or expanding aggregate operations proposed near sensitive land uses,
- Not requiring demonstration of need,
- PPS clauses are not being applied consistently, and
- Grey areas exist between the planning and licensing functions.

The PPS favours a balanced approach regarding the potential for social and environmental impacts. Pertinent PPS clauses that consider the EPA state that development is to only be permitted when public health & safety, air quality and climate change have been addressed. Incompatibility in terms of noise, air, contaminants and vibration relate to public health and safety or environmental degradation and

although they are potential impacts of aggregate operations, they are not fully addressed by this Guideline.

Within this section, the planning authority is to consider compatibility as per the PPS and the ARA.

*Planning authorities....should also take into consideration that through the licensing process under the Aggregate Resource Act (ARA), MNRF also has requirements to assess potential impacts on existing nearby land uses and whether it is feasible to mitigate potential impacts through that process.*

The ARA is not a feasible mechanism to address compatibility because it is proponent driven. Although addressing public concerns regarding potential impacts from operations are the proponent's responsibility under the ARA, the purposes of the ARA are to manage, control and regulate aggregate resources and operations to "minimize" the adverse impact on the environment. Compatibility between land uses is a government planning function and a responsibility that relates to public interest and community well-being. As a business, the proponent's corporate responsibility is to their shareholders and business profitability. The ARA and accompanying AROPS are not planning but operational documents and focus on the merits of the proposed pit's operations.

#### **GWO Recommendation #13**

- Be explicit regarding all compatibility requirements.
- Clearly identify that the PPS is to be read in its' entirety.
- Aggregate operations should not take precedence over municipal planning.
- Recognize the difference between the planning and licensing functions.

#### **GWO Concern/Issue – Preferential Treatment of Aggregate Operations**

*"Planning authorities must consider the potential for adverse effects from aggregate operations (including existing, planned and potential future operation), such as traffic to and from the facilities, and noise and dust from blasting, crushing or other operations, for proposals that require a planning approval."*

The Guideline also requires planning authorities to consider impacts for future aggregate operations where zoning is approved, deposits of mineral aggregate resources where provincial information is available, as well as dormant, licenced pits and quarries and un-rehabilitated "legacy" sites. Although the surficial geology maps identify location and extent of aggregates, quality is not always well defined, only the range and nature of the deposit. Determining quality requires further testing through bore holes and analysis of the material. Under this Guideline aggregate operations can freeze land for potential (not predicted) development even though the operation may not be permitted or even feasible given the quality or quantity of the material in particular locations. Freezing land would be detrimental to a cohesive society, compatible relations and future generations.

#### **GWO Recommendation #14:**

- Consider equity and the balance of land uses and opportunities for future generations.

Appendix D does not consider other potential adverse effects from aggregate operations such as the potential for groundwater and surface water contamination. Since these adverse effects on sensitive



land uses are not specified in the Guidelines, there may be confusion for planning authorities when considering approvals for rezoning of aggregate operations.

**GWO Recommendation #15:**

- Clearly indicate that MECP Guidelines relate to noise, dust, odour and vibrations only.
- Clearly indicate that planning authorities need to consider all adverse effects when considering planning proposals.

## **WHAT'S MISSING IN THE GUIDELINES**

### **1. Fly Rock**

The Guideline does not include fly rock as a discharge from quarry blasting and the adverse effect on sensitive land uses. Ontario Regulation 244/97 under the ARA which pertains to fly rock was approved on November 2020 and should be addressed in the Guideline.

### **2. Cumulative Effects**

Aggregate extraction is often described as a temporary or interim use even though aggregate licenses are granted with no end date (in perpetuity) and gravel pits and quarries can lie dormant for decades. It is the local property owners, residents and communities which are in the location for the long term and will have to live with the consequences. MNRF's siloed approach to assessing aggregate operations and pit licenses is maladaptive to deal with the long term consequences that can result from the expansion of aggregate operations. A project specific lens is not adequate to determine the incremental effects from past, present and future human actions. It is misleading to not consider the full potential of social and environmental impacts from all development occurring in a region, not merely from one operation but how that operation relates within the locational context.

**GWO Recommendation #16:**

- Include land use compatibility provisions to protect sensitive land uses and the environment from the adverse impacts of fly rock.
- Consider the cumulative effects of past, current and future developments before there are unsightly and irreversible effects.

## **CONCLUSION**

The long standing recognition of the inherent incompatibility between sensitive land uses and industrial lands goes back in history to when land use activities that generated noise, smell, unsanitary or hazardous conditions were walled off from civic activities and living spaces as a means to regulate compatibility. Whether a sensitive land use proposes to expand near an existing aggregate operation, or whether an aggregate operation proposes to expand near an existing sensitive land use, the effects will be the same. Planning was and is the mechanism to provide guidance to reduce the risk for social and environmental impacts and/or conflicts associated with land use decisions.

Compatibility is a two-way process and must be reflected throughout the document. Aggregate extraction, by its very nature, is not a renewable resource and therefore cannot be considered a

sustainable resource. The Guideline should align with global concepts of sustainable development and the underlying tenants of corporate social responsibility and adherence to good planning. The Guideline should be applied by the municipality when considering planning applications for new and expanding pits and quarries near sensitive land uses where the effects on and of climate change and the health and safety of communities and future generations can be considered. The ARA proponent-driven, site-specific studies of the aggregate licencing process should not be substituted for good planning. Unless the Guideline is applied to aggregate operations as Class III industrial facilities without exemption, and planning authorities are given the tools and human and financial resources to carry out the expectations in this Guideline, land use compatibility and the potential for conflict with nearby sensitive land uses cannot be resolved.

## **SUMMARY OF RECOMMENDATIONS**

### **GWO Recommendation #1**

- Apply the Guideline in the same manner for new or expanding aggregate operations as for sensitive land uses.

### **GWO Recommendation #2:**

- Maintain the conceptual distinction between compatibility and co-existence.
- Distinguish between minor and major impacts.
- Ensure the MECP Guideline aligns with national and international agreements as well as the provinces' social, environmental and climate change responsibilities.

### **GWO Recommendation #3:**

- Apply the same requirement for new or expanding major facilities near established and planned sensitive land uses as for sensitive land uses being proposed near major facilities.
- Consistently apply all relevant PPS clauses.

### **GWO Recommendation #4:**

- Change the word 'should' to 'shall' to provide clear direction to ensure incompatible uses are not enabled nor approved.

### **GWO Recommendation #5:**

- Change 'should work together' to 'shall work together'.
- Enable collaboration to achieve the desired outcome of compatibility.
- Clearly identify the government's responsibility for the Duty to Consult with Indigenous Peoples and ensure it is implemented at the outset of development when changes in land use are being considered.

### **GWO Recommendation #6:**

- Do not overburden planning authorities' capacity and planning budgets.
- Review the viability and effectiveness of Local Planning Boards to carry out high level planning functions.

**GWO Recommendation #7**

- That new or expanding aggregate operations:
  - Apply the prescribed AOI and MSD required for Class 3 Major Industrial Facilities proposed near Sensitive Land Uses,
  - Measure separation distances (AOI and MSD) from the property boundary of the proposed aggregate operation (Class 3 Major facility) and from the property boundary of the existing sensitive land use to accommodate future expansions of the major facility,
  - Adhere to the Guideline for a Class 3 Major Facility (as identified in Section 2.2 Table 1) with the understanding that some aggregate operations may cause adverse effects beyond the MSD of 500 M and in some cases, beyond the AOI of 1000 M
  - Be subject to the steps in Section 2.5 for a proposed or expanding major facility that is within the AOI or MSD of an existing or planned sensitive land use.
  - Recognize Section 2.9 of the Decision Tree for Land Use Compatibility that may result in a proposed Major Facility not going ahead if expected adverse effects cannot be minimized and/or mitigated to the level of no adverse effects.

**GWO Recommendation #8**

- Apply the same requirement for Demonstration of Need in the same manner to new or expanding major facilities as for sensitive land uses being proposed near major facilities.
- Ensure compatibility is a two way process.

**GWO Recommendation #9**

- Should a planning authority conduct a review of a proponent's compatibility study with in-house expertise, the expense should be borne by the proponent.

**GWO Recommendation #10**

- Ensure compatibility goes both ways.
- Do not overburden planning authorities with EPA compliance issues.
- Review the viability and effectiveness of Local Planning Boards to deal with EPA complaints and compliance issues.

**GWO Recommendation #11:**

- Do not overburdening planning authorities' capacity and planning budgets.
- Review the viability and effectiveness of Local Planning Boards to not only develop by-laws but to carry out their enforcement.

**GWO Recommendation #12:**

- MECP to take responsibility for monitoring and compliance regarding their mandate for the environment as it relates to major facilities.

**GWO Recommendation #13**

- Be explicit regarding all compatibility requirements.
- Clearly identify that the PPS is to be read in its' entirety.
- Aggregate operations should not take precedence over municipal planning.
- Recognize the difference between the planning and licensing functions.

**GWO Recommendation #14:**

- Consider equity and the balance of land uses as well as opportunities for future generations.

**GWO Recommendation #15:**

- Clearly indicate that MECP Guidelines relate to noise, dust, odour and vibrations only.
- Clearly indicate that planning authorities need to consider all adverse effects when considering planning proposals.

**GWO Recommendation #16:**

- Include land use compatibility provisions to protect sensitive land uses and the environment from the adverse impacts of fly rock.
- Consider the cumulative effects of past, current and future developments before there are unsightly and irreversible effects.

**REFERENCES:**

Arnstein's Ladder of Public Participation, found at:  
(<https://www.citizenshandbook.org/arnsteinsladder.html>.)

**EPA D-Series Guidelines**

- D-1 Land Use and Compatibility
- D-1-1 Land Use Compatibility: Procedure for Implementation
- D-1-2 Land Use Compatibility: Specific Applications
- D-1-3 Land Use Compatibility: Definitions
- D-6 Compatibility between Industrial Facilities
- D-6-1 Industrial Categorization Criteria
- D-6-3 Separation Distances

**Government Documents:**

Aggregate Resources Act Regulations, Amendments 2020  
Aggregate Resources of Ontario Provincial Standards, Amendments 2020  
Provincial Policy Statement 2020  
Ontario Planning Act  
Mineral Aggregate Resources Policy Statement and Guideline on Implementation  
Ontario Environmental Protection Act (EPA)

World Commission on Environment and Development. Our Common Future, Oxford, UK. Oxford University Press. 1987.

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## **Mark L. Dorfman, Planner Inc.**

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**June 21, 2021**

**Report to:** Township of Ramara Committee of the Whole  
**Subject:** Proposed Land Use Compatibility Guideline  
Ministry of Environment, Conservation and Parks (MECP)

### **Recommendations**

1. That the Committee of the Whole receive the Report, 'Proposed Land Use Compatibility Guideline', dated June 21, 2021, as presented by Mark Dorfman; and
2. The Township of Ramara shall submit this Report and Recommendations to the Ontario Ministry of the Environment, Conservation and Parks under Environmental Registry of Ontario Number 019-2785, prior to July 3, 2021, to [meccp.landpolicy@ontario.ca](mailto:meccp.landpolicy@ontario.ca)

At its meeting held on June 7, 2021, the Committee of the Whole passed a motion requesting "A report regarding the Aggregate sections of the proposed Land Use Compatibility Guidelines".

On May 4, 2021, MECP published the proposed Guidelines for public consultation. This is one of four initiatives that were issued at the same time. These initiatives are intended "to strengthen compliance tools that hold polluters accountable and create consistent guidelines to prevent and address noise and odour issues."

Submissions to MECP are to be made on or before July 3, 2021.

### **EXISTING D-SERIES GUIDELINES**

The MECP intends to update and replace the D-Series Guidelines related to land use compatibility that has existed since July 1995. The existing Guideline D-6, "Compatibility Between Industrial Facilities and Sensitive land uses" applies to the land use planning process "to prevent or minimize future land use problems due to the encroachment of sensitive land uses and industrial land uses on one another".

The D-6 Guideline does not apply to pits and quarries if there are site specific studies related to an aggregate application. Otherwise, as I understand, when an official plan/ amendment and zoning bylaw/amendment are considered for new sensitive land uses encroaching on an existing pit or quarry, the D-6 Guideline should be used by the municipality. Although not clearly enunciated in the D-6 Guideline, I believe that the D-6 Guideline should be used when the municipality is considering planning applications for new and expanding pits and quarries.



## **THE PROPOSED LAND USE COMPATIBILITY GUIDELINE**

### **Overview**

The proposed Guideline focuses on official plan and zoning bylaw updates; applications to amend the official plan, the zoning bylaw, site plan applications, and plan of subdivision applications. It is clearly stated that the municipality should use the Guideline where a new or expanding sensitive land use is proposed near an existing or planned major facility and where a new or expanding major facility is proposed near and existing or planned sensitive land use.

A **Major Facility** includes Resource Extraction Activities. A **Sensitive Land Use** is a building, amenity area or outdoor space, such as dwellings, day care centres, health and education facilities, public parks, harbours.

The Guideline is used to enable certain land uses to coexist in the long-term. Compatibility is two ways: it means that adverse effects such as noise, dust, odour and vibration from Major Facilities on Sensitive Land uses can be achieved, and that complaints from nearby Sensitive Land Uses do not add costs to Major Facilities for mitigation after the fact.

### **COMPATIBILITY METHODOLOGY**

- (a) Municipalities are guided to determine **Areas of Influence ("AOIs")** and **Minimum Separation Distances ("MSDs")** surrounding existing or planned Major Facilities that are established by the Province. The AOI for Aggregate Operations is 1,000 metres. The MSD for Aggregate Operations is 500 metres. **The AOI and the MSD only apply to new or expanding Sensitive Land Use proposals near a Major Facility aggregate operation.** (See Table 1, pages 23 to 25).
- (b) The Municipality is directed to undertake a **Compatibility Study** if a development proposal is in an AOI of 1,000 metres. The Compatibility Study assesses where potential noise, dust, odour and vibration adverse effects are very likely to occur and incompatible development should not normally take place in the minimum 500 metre MSD.
- (c) A **Demonstration of Need Study** is required by the municipality to determine whether there is an identified need for the proposed Sensitive Land Use in the proposed location in the AOI, and if alternative locations outside the AOI have been evaluated and there are no reasonable alternative locations. Mitigation Measures would be needed to ensure no adverse effects or potential impacts and no Sensitive Land Use in the MSD.

#### **The Township of Ramara recommends:**

1. **that the Land Use Compatibility Guideline should apply to new or expanding Aggregate Operations that are near existing and planned Sensitive Land Uses, as well as new or expanding Sensitive Land Uses.**



2. that the Minimum AOIs and the Minimum MSD should apply where there are new or expanding Aggregate Operations near existing or planned Sensitive Land Uses, as well as new or expanding Sensitive Land Uses.
3. that if the Municipality is required to undertake a Compatibility Study, the Municipality should not be required to pay for the total cost of a Compatibility Study where there are planning applications for new or expanding Aggregate Operations and new or expanding Sensitive Land Uses.
4. that if the Municipality is required to undertake a Demonstration of Need Study, the Municipality should not be required to pay for the total cost of a Demonstration of Need Study for proposed Sensitive Land Uses in the AOI and MSD of the existing Aggregate Operations.
5. that if the Municipality is required to pay for the required Compatibility and Need Studies, it is appropriate that the Municipality may deny the acceptability of planning applications.
6. that the Land Use Compatibility Guideline shall be used by the Municipality to assess the appropriateness of licence and planning applications under the *Aggregate Resources Act* and the *Planning Act* and approve or deny according to good planning, conformity and consistency.

#### **AGGREGATE SECTOR CONSIDERATIONS (APPENDIX D)**

In the existing Ramara Official Plan, Schedule "D" identifies in the order of 12,560 hectares of land as "High Potential Mineral Aggregate Resource Areas" (HPMARAS). This represents 30% of the Ramara's total land area. The total HPMARA consists of predominately bedrock resources. The HPMARA excludes designated Settlement Areas. The boundary of the HPMARA is located a minimum of 1,000 metres from existing and planned Sensitive Land Uses such as designated Settlement Areas, designated Shoreline Residential Areas, First Nation Reserve lands, and Provincially Significant Wetlands. The HPMARA is consistent with the spirit of the D-6 Guideline.

There are 14 licenced Quarries and 8 licenced Pits in Ramara that annually produce in the order of 3 million tonnes of aggregate on 1,660 hectares. Ramara is one of the top 10 producers in the provincial Growth Plan Area.

In Ramara, 13 of the 14 licenced quarries are located within the identified HPMARAs, thereby achieving the objective of land use compatibility with designated residential sensitive land use areas. The only quarry that is not within an HPMARA is currently proposing to expand its aggregate operation within the 1,000 metre AOI and the 500 metre MSD. This matter is scheduled to be heard by the Ontario Land Tribunal.



Following from the above recommendations, the following issues arising from Appendix D - Aggregate Sector Considerations raise several issues and recommendations for improvements to the proposed Land Use Compatibility Guideline.

**Issues Regarding Noise, Dust and Odour Emissions and Other Adverse Effects**

- (a) On page 77, it is suggested that municipalities "will also need to consider other potential *adverse effects*, such as the potential for groundwater and surface water contamination, which are not discussed specifically in this section". This statement is very general and applies to all Major Facilities proposed in a municipality. Ramara understands that there are other adverse effects or impacts on Sensitive Land Uses and that these are not included as considerations in these proposed Guidelines. This raises confusion when considering Major Facilities in general and Aggregate Operations specifically.

**7. The Township of Ramara recommends that the second paragraph on page 77 should be deleted.**

- (b) On page 79, there is a caution addressed to municipalities when considering Aggregate Operations:

It is important to plan land uses surrounding aggregate resources in a way that both prevents adverse impacts to *sensitive land uses* and ensures the long-term protection of aggregate resources.

The Township of Ramara Official Plan policies implement this approach by keeping Aggregate Operations away from settlement areas, shoreline residential areas and First Nation Reserves and provides opportunities within the identified HPMARAs for continued Aggregate Operations in the long-term.

**8. The Township of Ramara agrees with this caution and recommends that the proposed Guideline include the Ramara Official Plan case as one successful example for achieving this land use objective.**

- (c) On page 79, the second sentence in the first paragraph, as stated, raises a major concern for the Township of Ramara:

*Planning authorities* must consider the potential for *adverse effects* from aggregate operations (including existing, planned and potential future operations), such as traffic to and from the facilities, and noise and dust from blasting, crushing or other operations, for properties that require a planning approval.

I interpret this to mean that the Municipality is directed when assessing a planning application for Sensitive Land Uses, such as residential, that the Municipality is responsible for determining adverse effects as defined in the *Environmental Protection Act*. It is evident from this statement that the province expects that existing, planned and potential Aggregate Operations should have priority over Sensitive Land Uses. The





direction to the Municipality is onerous since it implies that an environmental impact assessment is required for any planning approval including a consent, minor variance or even one dwelling.

- 9. The Township of Ramara disagrees that the Aggregate Operations should take precedence in municipal planning. Since the Aggregate Operation is the potential source of adverse effects, the adverse effect assessment must be undertaken by the aggregate proponent whether an Aggregate Operation is new or it is expanding near Sensitive Land Uses.**

- (d) On page 79, the second paragraph reiterates the provincial interest in Provincial Policy Statement 2020. In particular, policy 1.2.6.1 in PPS2020 sets out the provincial interest to balance the planning and development of Major Facilities and Sensitive Land Uses in order to avoid, minimize or mitigate adverse effects of Major Facilities. The effects are broader and include contaminants other than odour and noise and also the policy is to minimize risk to public health and safety, and to always ensure economic viability of Major Facilities.

Policies 2.5.2.4 and 2.5.2.5 in PPS2020 direct Municipalities to protect *mineral aggregate operations* and under certain "requirements" allow development and activities within identified mineral aggregate resource areas. These provincial policies are well understood. The paragraph continues with the caution that "these requirements are in addition to what is recommended in this Guideline."

This is interpreted to always mean that Aggregate Operations and Aggregate Resource protection take precedence over development of sensitive uses.

- 10. The Township of Ramara reiterates that Aggregate Operations should not take precedence in municipal planning. Ramara has realized the balance between land uses and provides 12,560 hectares for protected Mineral Aggregate Resources.**

- (e) On page 79, paragraph 3 confirms that the onus is on the Municipality to demonstrate that new or expanding Sensitive Land Uses conform with the provincial AOIs and MSDs for existing or planned Aggregate Operations. This implies that if the Municipality has identified protected provincial Mineral Aggregate Resources required for planned Aggregate Operations, these areas essentially are unavailable for other development such as residential.

In many Municipal Official Plans, Mineral Aggregate Resources are identified as an overlay of existing designated settlement areas and built-up areas. This Guideline should be clear that to avoid potential adverse effects, the Ramara Official Plan model should be encouraged in all Municipalities



- 11. The Township of Ramara recommends that paragraph 3 on page 79 should be modified to add an option that municipalities should identify protected Mineral Aggregate Resources in appropriate areas beyond designated settlement areas and residential clusters in order to avoid potential adverse effects and land use incompatibility.**

- (f) On pages 79 and 80, the first sentence in paragraph 4 clearly enunciates the provincial objective:

The AOI and MSD in the Guideline are not applicable to land use decisions for new or expanding aggregate operations proposed near *sensitive land uses*. *Planning authorities* are required to address land use compatibility with respect to new or expanding operations, as required by the PPS.

This means that when a Municipality receives a planning application to amend the Official Plan and/or the Zoning Bylaw for an Aggregate site, the Municipality cannot use the AOIs and MSDs to separate the new or expanding aggregate operation from existing residential areas. Simply stated, the new or expanding aggregate operation can locate within 1,000 metres or even 500 metres, or less from an existing stable residential area.

In Ramara's experience, this direction is not acceptable and this municipality has already made the planning decision when identifying Mineral Aggregate Resource Areas, that aggregate operations are not appropriate within 1,000 metres of existing and planned residential areas.

- 12. The Township of Ramara strongly disagrees with the provincial direction that existing and expanding aggregate operations are not required to consider land use compatibility and may locate within 1,000 metres of existing and planned residential areas that are sensitive land uses.**

- (g) On page 80, reference is made to the role of the MNR "to assess potential impacts on existing nearby land uses and whether it is feasible to mitigate potential impacts through that process". Under the *Aggregate Resources Act* and the aggregate regulation and standards, the proponent for a licence is only required to consider an area of 120 metres surrounding the proposed licenced area for most impacts.

- 13. The Township of Ramara disagrees that there should never be a distinction between land use compatibility addressed in the *Aggregate Resources Act* and under the *Planning Act*. The AOIs and MSDs should be applied in both directions.**



- (h) The proposed Land Use Compatibility Guideline does not include an important contaminant emanating from Aggregate Quarries. The contaminant is fly rock. On January 1, 2022, Rule 22 of subsection 0.13 in Ontario Regulation 244/97 under the *Aggregate Resources Act*, comes into effect. It stipulates that an aggregate licensee shall ensure that the quarry is in compliance with the Rule as follows:

a licensee shall take all reasonable measures to prevent fly rock from leaving the site during blasting if a sensitive receptor is located within 500 metres of the boundary of the site.

Fly Rock discharge from a quarry blasting is a contaminant and it is likely to cause an adverse effect under the *Environmental Protection Act*. The Act requires that the licensee must report forthwith to the MECP if the contaminant may likely cause an adverse effect. The Ministry may issue an order for remediation and preventative measures. Currently, there is no provincial policy, regulation or guideline that protects the environment, people, property and natural heritage features on land and in the air and water from the discharge of fly rock from a quarry.

14. The Township of Ramara recommends that the MECP should modify the proposed Guideline to include land use compatibility provisions to adequately protect the environment beyond quarry sites from the possible adverse impacts of fly rock during blasting operations.

Respectfully submitted,



Mark L. Dorfman, F.C.I.P., R.P.P.





## **SHELburne & DISTRICT FIRE BOARD**

June 1, 2021

The Shelburne & District Fire Department **Board of Management** meeting was held electronically (Zoom ID 849 3208 3679) on the above mentioned date at 7:00 P.M.

### **Present**

As per attendance record.

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

1.1 Chair, Walter Benotto, called meeting to order at 7:01 pm.

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

None.

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

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

Moved by F. Nix – Seconded by J. Horner

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as presented.

**Carried**

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

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

Moved by S. Hall – Seconded by W. Hannon

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of May 4, 2021 as circulated.

**Carried**

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No public present.

7. **Delegations / Deputations**

7.1 None.

8. **Unfinished Business**

8.1 Update – Captain Position Recruitment

The Chief advised the Board of the process used for the Captain and Acting Captain positions.

**Resolution # 3**

Moved by J. Horner – Seconded by S. Martin

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board of Management promote the following firefighter to the role of Captain effective June 1, 2021:

- 1) Steve Monds

The Shelburne & District Fire Board of Management promote the following firefighter to the role of Acting Captain effective June 1, 2021:

- 1) Kevin Rideout

**Carried**

9. **New Business**

9.1 **Auditor's RFP**

**Resolution # 4**

Moved by J. Horner – Seconded by G. Little

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board of Management direct the Secretary-Treasurer to begin the process of procuring an Auditor for the Year Ends of 2021 to 2023 following the process laid out in the Shelburne & District Fire Board's Purchasing Policy and Procedure.

AND THAT five firms be contacted.

**Carried**

9.2 **Mulmur-Melancthon Fire Department Sub-Committee**

The Board Chairs and Fire Chiefs from Shelburne, Mulmur-Melancthon and Rosemont met to see if there are any efficiencies that can be made between the departments.

10. **Chief's Report**

10.1 **Monthly Reports (April 2021)**

There was a total of 15 incidents for the month of May.

10.2 **Update from the Fire Chief**

The Chief advised that there are currently 5 inspections in progress. Firefighters participated in 19 training sessions, which includes the recruits attending Forcible Entry in Orangeville. The department participated in fire extinguisher training at Dufferin Oaks.

The Chief has enrolled in Fire Services Management Certificate program through Humber College. The Chief applied for and received a free shipment of N95's from Ministry of Government and Consumer Services.

11. **Future Business:**

11.1 **Fire Chief's Performance Appraisal.**

12. **Accounts & Payroll – February & March 2021**

12.1 **Resolution # 5**

Moved by H. Foster – Seconded by S. Hall

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$26,053.20 for the period of April 29, 2021 to May 27, 2021 as presented and attached be approved for payment.

**Carried**

13. **Confirming and Adjournment**

13.1 **Resolution # 6**

Moved by F. Nix – Seconded by E. Hawkins

**BE IT RESOLVED THAT:**

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

**Carried**

13.2 **Resolution # 7**

Moved by E. Hawkins – Seconded by S. Martin

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 7:40 pm to meet again on at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

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Nicole Hill  
Secretary-Treasurer

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Walter Benotto  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

### Meeting Attendance Record Under Date of June 1, 2021

<b>Municipality / Member</b>	<b>Present</b>	<b>Absent</b>
<b>Township of Amaranth</b>		
Heather Foster	X	
Gail Little	X	
<b>Town of Mono</b>		
Sharon Martin	X	
Fred Nix	X	
<b>Township of Melancthon</b>		
Wayne Hannon	X	
Margaret Mercer		X
<b>Town of Shelburne</b>		
Walter Benotto	X	
Shane Hall	X	
<b>Township of Mulmur</b>		
Earl Hawkins	X	
Janet Horner	X	
<b>Staff</b>		
Ralph Snyder – Fire Chief	X	
Jeff Clayton – Deputy Chief		X
Nicole Hill – Sec/Treas.	X	





## NVCA August 2021 Board Meeting Highlights

**Next Meeting: September 24, 2021, held virtually.**

*For the full meeting agenda including documents and reports, visit [NVCA's website](#).*

### **LID Stormwater Management Planning and Design Guide and Erosion and Sediment Control Guide for Urban Construction**

The NVCA Board of Directors approved the use of two technical guidelines: the Low Impact Development Stormwater Management Planning and Design Guide and the Erosion and Sediment Control Guide for Urban Construction as technical references.

These guidelines compliment the current NVCA Stormwater Technical Guide which are used in the review and approval process related to stormwater management and land development.

#### **Low Impact Development (LID)**

LID, also known as green infrastructure, is a method of managing stormwater as close to the source as possible by mimicking the natural water cycle. The focus of LIDs is on capturing and storing rain where it falls, filtering it through the soil, and/or recharging groundwater. As lands continue to be developed and become more urbanized, more hard surfaces are created that increase the volume of runoff to local watercourses. This increase in runoff volume is exacerbated by the more intense and frequent weather events attributed to climate change.

LID techniques may include, but are not limited to, the following:

- green roofs
- bioretention swales
- soak-away pits
- filter strips
- permeable pavement
- grass channel
- dry swales

### **Erosion and Sediment Control (ESC)**

Many changes to the landscape occur during the land development process including the removal of vegetation, stripping of topsoil and alterations to topography and drainage patterns. Without careful planning and oversight focused on minimizing these changes and mitigating their impacts, construction projects can have adverse impacts on adjacent and downstream watercourses and wetlands.

As many previously rural municipalities in Ontario undergo rapid urbanization and growth, the adoption of effective and innovative approaches to ESC is of paramount importance.

### **NVCA Asset Management Plan**

The Board approved NVCA's 2021 Asset Management Plan.

The development of an asset management plan was an essential part of NVCA's ongoing liability and fiscal responsibility framework, as it guides the purchase, use, maintenance, and disposal of every asset NVCA needs in order to conduct business and reduce the NVCA's liability.

### **Preliminary Budget Guidance**

The NVCA Board of Directors approved the preliminary budget guidelines to increase municipal levy by \$90,000.

This number was developed after considering factors like the COVID-19 pandemic, provincial transfer payment from the Ministry of Natural Resources and Forestry, insurance rates, staff retention and the board direction to replenish reserves to 25% - 30% of the operational budget.

Based on this approval, staff will prepare a draft budget for Board consideration for the

September Board Meeting. The draft budget will be circulated to member municipalities after the September meeting for a 60-day review and consultation process. Staff will present to Municipal councils if requested during this time.

The final budget will be presented to the Board of Directors at the December meeting for approval.

### **Pretty River Dyke Maintenance – Project Update**

The Pretty River Dyke is a flood conveyance structure through the Town of Collingwood approximately 2.1 kilometres in length. It was built in the 1970's in response to historic flooding that occurred in the surrounding urban areas.

The floodway provides flood risk reduction to surrounding areas and is primarily owned by NVCA. It is currently generally in good visual condition but is generally lined with dense shrubs and trees.

A recent draft hydraulic update work completed for the Town of Collingwood identified that major vegetation removal works are needed within the floodway to reducing potential spills on the floodway the Timmins Storm.

The project will start in the Fall of 2021 and continue to 2022. After that, maintenance work is an activity that should occur on a regular basis.

NVCA and the Town of Collingwood are currently working on a plan to engage the public and key stakeholders about the maintenance project.



**NORTH DUFFERIN COMMUNITY CENTRE  
BOARD OF MANAGEMENT  
MINUTES  
WEDNESDAY, AUGUST 17, 2021 – 7:00 P.M.  
ELECTRONIC MEETING - ZOOM**



The North Dufferin Community Centre Board of Management known as "The Board" held its meeting on the 17<sup>th</sup> day of August, 2021 at 7:00 p.m., as an electronic meeting through ZOOM.

**Those present:**

Chester Tupling, Chair, Mulmur  
Clayton Rowbotham, Melancthon  
Dave Besley, Deputy Mayor, Melancthon  
Patricia Clark, Councillor, Mulmur  
Debbie Fawcett, Melancthon  
Emma Holmes, Melancthon  
Keith Lowry, Mulmur  
Nancy Noble, Mulmur  
Janet Horner, Mayor, Mulmur  
Darren White, Mayor, Melancthon  
Heather Boston, NDCC Treasurer, Mulmur  
Donna Funston, NDCC Secretary, Melancthon  
James Woods, Arena Manager

**Regrets:**

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:08 p.m.

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

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

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

None.

**#4 Approval of Draft Minutes**

-Moved by Besley, Seconded by Clark, that the minutes of the North Dufferin Community Centre Board of Management held on June 9, 2021 be approved as circulated. Carried.

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

1. Unfinished Business
  1. Brine Pump

James Woods discussed quotes for replacing the Brine Pump, he notes Carmichael currently does start up and closing for the Facility. Quotes were attached to the June agenda.

-Moved by Lowry, Seconded by Besley, that the Board of Management authorize Carmichael to replace the brine pump and repair the rooftop condenser unit for the quoted prices of \$12,000 plus \$6,670. Further; this is subject to confirming Carmichael's quote to be less than the competitor quote with a discount for doing both jobs. Carried.

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

Discussion around relocating the monument, it was suggested when the Board could do in person meetings a walk out to the monument to see where and how it could be relocated for historical purposes would be beneficial.

Discussion around Veterans names being placed on the wall and possibly including the surviving Veterans as well. Shelburne Memorials could quote on adding these names. Discussion on the leaky roof and a request for James to remove some ceiling tiles and inspect for water issues. James reports he is working 2 days a week cutting all the grass and does building maintenance when he is at the Arena. James will get quotes from contractors to repair the roof and bring to the September meeting for consideration. Discussion regarding cameras being placed around the Arena, in June the Board directed James to purchase 4 cameras to be placed on each corner of the Facility at a maximum cost of \$1,000, but since the cameras have not yet been purchased the Board has decided against this expense for now. The purchase of a leaf blower will also be put on hold and revisited in the spring. James reports he has purchased an air compressor and it was under \$500. The COVID-19 Vaccine Clinic was very successful with the turnout being higher than expected. On September 8, 2021 from 5:30 – 8:30 p.m. they will run a second clinic at the NDCC and everything is still setup from the first clinic.

## **#7 General Business**

1. Financial
  1. Accounts Payable

-Moved by Clark, Seconded by Fawcett the accounts in the amount of \$23,220.39 be received as presented. Carried.

2. A/R update

Discussion on outstanding amounts and that no ice will be rented to these individuals until the amounts are paid in full.

3. YTD vs. Budget comparison
2. Ball Diamond Rental Inquiries

-Moved by Clark, Seconded by Besley that the Board of Management approved the rates of \$11 for adults and \$8 for kids baseball to rent the Honeywood Baseball Diamond. Carried.

Discussed renting a porta potty and the Board decided to wait and see if the diamond is going to be rented before ordering the porta potty.

3. Report from Roseann Knechtel regarding Support for the Installation of Cycling Station Infrastructure at the Honeywood Park

This is a great addition to the Arena and Chair Tupling and James will determine the best location for the station which will need to be far enough away from the ball diamond to avoid injuries.

-Moved by Lowry, Seconded by Holmes THAT the NDCC Board of Management approve the installation of a cycling station at the location to be determined by the Board of Management.

AND THAT; the NDCC Board of Management authorize the EDC to purchase and install a cycling station through the Dufferin County Economic Development Implementation Fund. Carried.

4. KPMG Auditors Letter regarding NDCC Board of Management

Mayor Horner read the report that relates to the NDCC, she explains that "risk" needs to be looked at. Vulnerability and liability are a politicians responsibility. It's noted that good things have happened since the Board was created. Inventory control and other issues are specific and can be addressed. Processes need to be in place to remove risk and each issue can be addressed instead of lumping together. No agreements have been reached yet with the two Township lawyers, as updates happen the Board will know. Discussion regarding Board of Management or an Advisory Committee and that both still have say and able to make decisions. An Advisory Committee makes recommendations to council and includes community members so the voice of the public is still heard. The hope is to align Mulmur and Melancthon recreation as a whole. Some members of the current Board of Management prefer to stay as such and not be changed to an Advisory Committee. The two Townships are trying to do something new that doesn't currently exist in other Municipalities which is the reason for the agreement taking extra time to complete. The goal is to keep everyone wanting to participate, reduce risk and move forward with Township collaboration by making it

bigger and more powerful by working together. Access to recreation in both Municipalities is important. A suggestion was given to add community member(s) to the joint recreation sub-committee to allow for more discussion.

5. Report from Denyse Morrissey, CAO, Town of Shelburne regarding Service Delivery Review – Recommendations specific to indoor recreation

Shelburne's decision to dissolve board of managements has no bearing on the NDCC, activities and funding are very different for Shelburne and the NDCC. County does not recommend on recreation that is up to each Municipality. Mulmur and Melancthon support the community and the Board by contributing levies to run each Facility. Both Townships are committed to recreation and supporting the community with funding being part of the Budget each year.

6. Other

## **#8 Information**

## **#9 Notice of Motion**

-None

## **#10 Confirmation Motion**

-Moved by Clark, Seconded by Fawcett that all actions of the Members and Officers of the North Dufferin Community Centre Board of Management with respect to every matter addressed and or adopted by the Board on the above date are hereby adopted, ratified and confirmed; and each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed. Carried.

## **#11 Adjournment**

-Moved by Clark, Seconded by Besley, we adjourn the North Dufferin Community Centre Board of Management meeting at 8:32 p.m. to meet again on Wednesday September 8, 2021 at 7:00 p.m. or at the call of the Chair. Carried.

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**CHAIR**

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**SECRETARY**

**Denise Holmes**

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**From:** Eowyn Spencer <espencer@grandriver.ca>  
**Sent:** Friday, August 27, 2021 2:08 PM  
**To:** Eowyn Spencer  
**Subject:** Summary of the General Membership Meeting –August 27, 2021



Grand River Conservation Authority  
*Summary of the General Membership Meeting –August 27, 2021*

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

### Action Items

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

- GM-08-21-60 - Financial Summary
- GM-08-21-59 - Exception Request for Chair and Vice-Chair Term Limits
- GM-08-21-62 - New Guelph Lake Nature Centre and Environmental Education Update
- GM-08-21-53 - Provincial Offences Act Officer Appointments
- GM-08-21-54 - Development, Interference with Wetlands and Alterations to Shorelines Regulation
- GM-08-21-55 - GRCA Hearing Guidelines Section 28
- GM-08-21-56 - Speed River Weir Rehabilitation Contract Award – Bronte Construction
- GM-08-21-57 – Bridgeport Dike Rehabilitation and Capacity EA Contract Award – KGS Group
- GM-08-21-C09 - National Day for Truth and Reconciliation (closed agenda)

### Information Items

*The Board received the following reports as information:*

- GM-08-21-58 - Cash and Investment Status
- GM-08-21-61 - Current Watershed Conditions

### Correspondence

*The Board received the following correspondence:*

- Township of Melancthon - Support for Town of Mono regarding the Phase 1 Regulatory Proposals under the Conservation Authorities Act
- Halton Region - 2022 Budget Direction
- Pauline Richards - Land Back Camp
- Kel Currah - fees for the Elora Quarry

### Delegations

*There were no delegations*

### Source Protection Authority

*The General Membership of the GRCA also acts as the Source Protection Authority Board*

### Action Items

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

- SPA-08-21-01 - Source Protection Committee Representative Appointment
- SPA-08-21-02 - Source Protection Committee Representative Appointment

For full information, please refer to the August 27, 2021 Agenda Package. Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on September 24, 2021.

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

**Eowyn Spencer**

Executive Assistant | Grand River Conservation Authority  
400 Clyde Road, P.O. Box 729, Cambridge ON N1R 5W6  
519-621-2763, ext. 2200  
[www.grandriver.ca](http://www.grandriver.ca)



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

The Township of Melancthon Environmental Sustainability Committee held a meeting on June 11, 2021 at 10:30 a.m. electronically through ZOOM. The following members were present: Chair; Margaret Mercer, Wayne Hannon (10:33) and Darren White. Also present were: Donna Funston, Environmental Sustainability Committee Secretary.

### **1. Chair Mercer called the meeting to order at 10:31 a.m**

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

- Moved by White, Seconded by Mercer, that the Agenda be approved as circulated. Carried.

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

None.

### **4. Approval of Draft Minutes – May 14, 2021**

- Moved by White, Seconded by Mercer, the minutes of the Environmental Sustainability Committee held on May 14, 2021 be approved as amended. Carried.

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

Discussion on roads department identifying Phragmites in the roadside ditches and mapping out areas within the Township that are affected. It was suggested that if the roads department will be identifying areas they will need resources to be able to properly identify. Member Hannon will add this item to the next Roads Sub-Committee Agenda for discussion.

### **6. General Business**

#### **1. Melancthon Climate Action Plan Discussion and Responses**

The Committee filled in the responses and referred back to Council meeting on June 17, 2021.

#### **2. Other/Addition(s)**

Chair Mercer reported on Sustainability Day and is hoping next year to be able to do it in person. Chair Mercer is working on putting together a Sustainability Plan which will include some timelines, setting out short term and long term goals. Discussion around grants and looking at the terms to see if able to qualify.

## **7. Delegations**

1. 10:30 a.m.- Dr. Christine Winder Regarding Pollinator Gardens

Powerpoint presentation attached to these minutes.

## **8. Confirmation of Meeting**

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

## **9. Adjournment and Date of Next Meeting**

- Moved by Hannon, Seconded by White, that we adjourn the Environmental Sustainability Committee at 11:22 a.m. to meet again at the call of the Chair. Carried.

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CHAIR

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SECRETARY

## Denise Holmes

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**From:** Prime Minister | Premier Ministre <PM@pm.gc.ca>  
**Sent:** Thursday, August 19, 2021 7:28 PM  
**To:** Denise Holmes  
**Subject:** Office of the Prime Minister / Cabinet du Premier ministre  
**Attachments:** Prostate\_Blood\_Testing\_included\_in\_Health\_Care.pdf; 6  
\_PSA\_Test\_for\_Men\_Covered\_in\_the\_National\_Health\_System.pdf

Dear Mayor White:

On behalf of Prime Minister Justin Trudeau, I would like to acknowledge receipt of your correspondence of August 17, 2021, in support of resolutions passed by the Town of Cochrane and the Town of Plympton-Wyoming in relation to Prostate Specific Antigen Testing.

Thank you for writing to the Prime Minister. Please be assured that your comments, offered on behalf of the Township of Melancthon, have been carefully reviewed.

Primary responsibility for matters relating to the administration and delivery of health care services rests with the provinces and territories. I note that you have also sent a copy of your correspondence to the Honourable Doug Ford, Premier of Ontario.

Once again, thank you for taking the time to write.

K. Bentsen

Executive Correspondence Officer / Agente de correspondance Executive Correspondence Services / Services de la correspondance de la haute direction

>>> From : Denise Holmes dholmes@melancthontownship.ca Received : 17 Aug 2021  
09:21:32 AM >>>

>>> Subject : Prostate Blood Testing to be included in Health Care System >>>>

Good morning,

At the meeting of Council held on August 12, 2021, the following motion was introduced and passed:

Moved by Hannon, Seconded by Mercer

Be it resolved that: "Council supports Motion No. 572 from the Township of Huron-Kinloss supporting the Town of Cochrane and the Town of Plympton-Wyoming in their request for Federal and Provincial Governments to have the prostate blood test (PSA Test) be included in the national health care system." Carried.

Thank you.

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



*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

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

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: [www.melancthontownship.ca](http://www.melancthontownship.ca)

Email: [info@melancthontownship.ca](mailto:info@melancthontownship.ca)

**REPORT TO COUNCIL**

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

**FROM: DENISE HOLMES, CAO/CLERK**

**DATE: SEPTEMBER 10, 2021**

**SUBJECT: RETURN OF DEPOSIT TO RACHEL MARTIN - LOT 18, CONCESSION 3 NE**

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**RECOMMENDATION**

Be it resolved that: The security deposit of \$5,000.00 be returned to Rachel Martin, as the existing house on Lot 18, Concession 3 NE - 198071 2<sup>nd</sup> Line NE has been demolished.

**PURPOSE**

The purpose of this Report is to provide information to Council on why the deposit of \$5,000.00 is being returned to Rachel Martin.

**BACKGROUND AND DISCUSSION**

On July 3, 2020, Rachel Martin entered into an Agreement with the Township of Melancthon to retain the existing dwelling on Lot 18, Concession 3 NE to live in while constructing a new dwelling. A \$5,000.00 deposit was left as security that the existing house would be demolished when the new home was built. On September 9, 2021, Ms. Martin informed the Township via fax that the existing house had been demolished.

**FINANCIAL**

N/A

Respectfully submitted,

Denise B. Holmes, AMCT, CAO/CLERK

Act # 1  
SEP 16 2021

Sept 8, 2021

Hi, it is Rachel Martin from 19807  
2nd Line NE Melancthon. We would like  
to get our depositer of 5,000.00 back since  
the loghouse is wrecked down and  
now only one house on the property  
Could you please close the demolition  
permit.

Thanks 



*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

*157101 Highway 10, Melancthon, Ontario, L9V 2E6*

### **Land Acknowledgement**

*We will begin the meeting by sharing the Land Acknowledgement Statement:*

We would like to begin by acknowledging that Melancthon Township recognizes the ancestral lands and treaty territories of the Tionontati (Petun/Wyandot(te)), Haudenosaunee (Six Nations), and Anishinaabe Peoples. The Township of Melancthon resides within the lands named under the Haldimand Deed of 1784 and the Lake Simcoe-Nottawasaga Treaty (Treaty 18).

These territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

**CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**HORNING'S MILLS COMMUNITY HALL**

**BY-LAW NO. -2021**

Being a Bylaw to establish a Municipal Service Board to operate a Community Hall, known as the Horning's Mill's Community Hall and to repeal By-law No. 16-2013

WHEREAS Section 196 of the *Municipal Act, 2001*, authorizes a municipality to establish a Municipal Service Board;

AND WHEREAS Section 198 of the *Municipal Act, 2001*, provides that a municipality may give a Municipal Service Board the control and management of such services and activities of the municipality consider as appropriate and shall do so by delegating the powers and duties of the municipality to the Board.

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

**Board Appointment**

1. The Members of the Board shall be appointed by the Council of the Corporation of the Township of Melancthon on an annual basis in accordance with Section 196(1) of the Act.
2. The Board shall be composed of a total of seven (7) members:
  - Two (2) members shall be an elected member of Council
  - One (1) member shall be from the Horning's Mills Women's Institute
  - Four (4) members shall be appointed by the Council of the Corporation of the Township of Melancthon

**Administration**

3. The said Board shall meet on a regular basis.
4. The said Board shall elect a Chairperson and Vice-Chairperson annually from among its members and such other officers as may be required.
5. The said Board shall submit to Council, an annual report of its activities and such other reports as may be required from time to time.

**Staff**

6. The Board may recommend to Council, the appointment of recreation works and shall be responsible for assigning the duties and responsibilities of such employees.

**Programs and Facilities & Functions (in accordance with Section 198(1) of the Act)**

7. The Board shall conduct or encourage and assist with programs of recreation which will meet the needs and interest of the residents of the Township of Melancthon in the Horning's Mills area.
8. The Board will be responsible for all activities and expenditures associated with the programmes associated with the Hall, including activities that the Board designs and delivers itself and activities for which the Hall is made available for use by others or for which others provide grants or other support.
9. The said Board shall assist in the co-ordination of community recreation services.

GB# 15.1.1

SEP 16 2021



**Finance**

- 10. Annually, by January 1<sup>st</sup>, the Board shall submit and interpret to Council, a budget for its approval and shall make to Council, a full and complete financial report of its previous year's operation.
- 11. The Board shall not have its own bank account. All deposits and payments will be made through the Treasurer as regulated by the Municipal Act.
- 12. The Board may solicit or receive on behalf of the Municipality any gifts or bequests of money or services or any donations to be applied, principal or income, for either the temporary or permanent use for facilities, equipment, program or other recreational purposes.
- 13. The said Board may incur expenditures, to the extent provided in the annual approved budget or as approved by Council.
- 14. The said Board may prescribe fees for participation in or admittance to any part of the community programme of recreation conducted in the Horning's Mills Community Hall.

**Closure**

- 15. This By-law goes into effect forthwith on the passing hereof and other By-laws conflicting with this By-law are hereby repealed and rescinded.
- 16. In carrying out the provisions of this By-law, the said Board shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-law, neither the Board nor any member thereof shall incur any liability by reason of anything done or left undone by the Board; provided however that nothing in this paragraph contained shall authorize or empower the Board to incur any debt, liability or obligation of which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Corporation of the Township of Melancthon.
- 17. By-law No. 8-2021 is hereby repealed.

By-law read a first and second time this                      day of September, 2021.

By-law read a third time and passed this                      day of September, 2021.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

## **Memorandum of Understanding made this 15<sup>th</sup> day of July, 2021**

### **Between:**

*The Horning's Mills Community Hall Board (the "Board")*

*and*

*The Township of Melancthon (the "Township")*

*(jointly referred to as the "Partners")*

### **Purpose and Scope**

*The purpose of this MOU is to identify clearly the roles and responsibilities of the Partners in connection with the Horning's Mills Community Hall (the "Hall").*

### **Goals of the Partners**

*The Partners aim to work together to make the Hall a vibrant hub of community life in the Township of Melancthon. They desire that through their joint efforts, the management and operation of the Hall should be effective, efficient and transparent.*

### **Responsibilities of the Partners**

*The Township will be responsible for all of the operational activities and expenditures associated with the ownership of the building (the "Township Activities"), including capital planning and expenditures, and all regular maintenance of the building and the surrounding land.*

*In accordance with an annual plan, the Board will be responsible for all activities and expenditures associated with the programmes associated with the Hall, including activities that the Board designs and delivers itself and activities for which the Hall is made available for use by others or for which others provide grants or other support (the "Hall Activities").*

### **Annual Plan**

*Each year, the Partners will work together to develop an annual plan for the Hall (the "Annual Plan"). The Annual Plan will be the primary planning tool for the orderly and transparent management of the Hall. The Board will submit a draft Annual Plan request setting out in brief its report on the previous year, its annual goals, revenue plan, special funding requirements, general funding requirements, any other requests in connection with Hall Activities for the upcoming year. The Township will review the draft Annual Plan and accept or modify. Once the Annual Plan has been approved by*

*the Township, the Board will be solely responsible for decisions in connection with Hall Activities provided that they are within the scope of the Annual Plan. The Partners may agree to utilize 3-5 year plans with annual updates.*

#### **Annual Goals for the Hall**

*It is understood and agreed that the Board should continue to support activities that have historically been central to the Hall, such as fundraisers, holiday events, serving as a polling station during elections, etc. The Annual Plan should also include any new goals the Board intends to pursue during the year. It is further understood and agreed that the Board will consult with the residents of Melancthon – virtually and/or in person – on the goals of the Hall prior to finalizing them in the Annual Plan.*

#### **Annual Funding for Hall Activities**

*It is understood that the Hall Activities will be managed in such a way as to achieve a reasonable level of cost recovery in accordance with comparable best practices and policies to be agreed and published by the Board. The Annual Plan will include a funding allocation from the Township to meet any anticipated shortfall between revenues and expenditures in connection with Hall Activities.*

#### **Special Fund for Hall Activities**

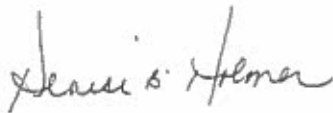
*It is understood that the monies currently held by the Township for the account of the Hall are intended to support Hall Activities and will not be used for Township Activities. In particular, the Special Activities Fund should be drawn on to fund new or innovative activities, as may be provided in the Annual Plan.*

#### **Mutual Support**

*The Township and the Board will at all times work together in good faith and use their best efforts to support each other in achieving the agreed upon goals for the Hall and in resolving amicably any differences that may arise between them.*

#### **Signatures**

For the Township of Melancthon



*Denise B. Holmes, CAO/Clerk*

For the Horning's Mills Community Hall Board



*James Webster, Chair*

# CORPORATION OF THE TOWNSHIP OF MELANCTHON

## HORNING'S MILLS COMMUNITY HALL

BY-LAW NO. 8 -2021

Being a Bylaw to establish a Municipal Service Board to operate a Community Hall, known as the Horning's Mill's Community Hall and to repeal By-law No. 16-2013

WHEREAS Section 196 of the *Municipal Act, 2001*, authorizes a municipality to establish a Municipal Service Board;

AND WHEREAS Section 198 of the *Municipal Act, 2001*, provides that a municipality may give a Municipal Service Board the control and management of such services and activities of the municipality consider as appropriate and shall do so by delegating the powers and duties of the municipality to the Board.

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

### Board Appointment

1. The Members of the Board shall be appointed by the Council of the Corporation of the Township of Melancthon on an annual basis in accordance with Section 196(1) of the Act.
2. The Board shall be composed of a total of seven (7) members:
  - Two (2) members shall be an elected member of Council
  - One (1) member shall be from the Horning's Mills Women's Institute
  - Four (4) members shall be appointed by the Council of the Corporation of the Township of Melancthon

### Administration

3. The said Board shall meet on a regular basis.
4. The said Board shall elect a Chairperson and Vice-Chairperson annually from among its members and such other officers as may be required.
5. The said Board shall submit to Council, an annual report of its activities and such other reports as may be required from time to time.

### Staff

6. The Board may recommend to Council, the appointment of recreation works and shall be responsible for assigning the duties and responsibilities of such employees.

### Programs and Facilities & Functions (in accordance with Section 198(1) of the Act)

7. The Board shall conduct or encourage and assist with programs of recreation which will meet the needs and interest of the residents of the Township of Melancthon in the Horning's Mills area.
8. The Board is responsible to operate, maintain and manage on behalf of the said Corporation, the Horning's Mills Community Hall in the Township of Melancthon, County of Dufferin pursuant to the Municipal Act, 2001, S.O. 2001, c.25 or the regulations made thereunder.
9. The said Board shall assist in the co-ordination of community recreation services.

\*  
amend

\*

### Finance

10. Annually, by January 1<sup>st</sup>, the Board shall submit and interpret to Council, a budget for its approval and shall make to Council, a full and complete financial report of its previous year's operation.
11. The Board shall not have its own bank account. All deposits and payments will be made through the Treasurer as regulated by the Municipal Act.
12. The Board may solicit or receive on behalf of the Municipality any gifts or bequests of money or services or any donations to be applied, principal or income, for either the temporary or permanent use for facilities, equipment, program or other recreational purposes.
13. The said Board may incur expenditures, to the extent provided in the annual approved budget or as approved by Council.
14. The said Board may prescribe fees for participation in or admittance to any part of the community programme of recreation conducted in the Horning's Mills Community Hall.

### Closure

15. This By-law goes into effect forthwith on the passing hereof and other By-laws conflicting with this By-law are hereby repealed and rescinded.
16. In carrying out the provisions of this By-law, the said Board shall at all times be the agent of the Municipal Corporation and while acting bona fide within the limits of the authority of this By-law, neither the Board nor any member thereof shall incur any liability by reason of anything done or left undone by the Board; provided however that nothing in this paragraph contained shall authorize or empower the Board to incur any debt, liability or obligation of which the Municipal Corporation shall become liable without having previously obtained the consent of the Council of the Corporation of the Township of Melancthon.
17. By-law read a first and second time this 4<sup>th</sup> day of February, 2021

By-law read a third time and passed this 18<sup>th</sup> day of February, 2021

MAYOR

CLERK

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

**Township of Melancthon**



**R.J. Burnside & Associates Limited  
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1	May 4, 2021	Final Submission to the Township of Melancthon
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## R.J. Burnside & Associates Limited

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### **Disclaimer**

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## 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 m<sup>2</sup> (1,415ft<sup>2</sup>) 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 2018-15 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**



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<b>Project Title</b>	Horning's Mills Community Hall - BCA
<b>Project No.</b>	300052696.0000
<b>Date</b>	May 4, 2021



**Photo 5**



**Photo 6**





**Photo 7**



**Photo 8**

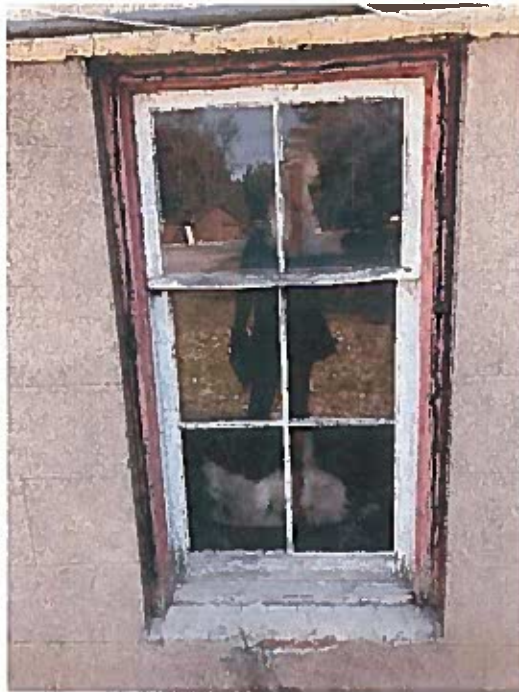


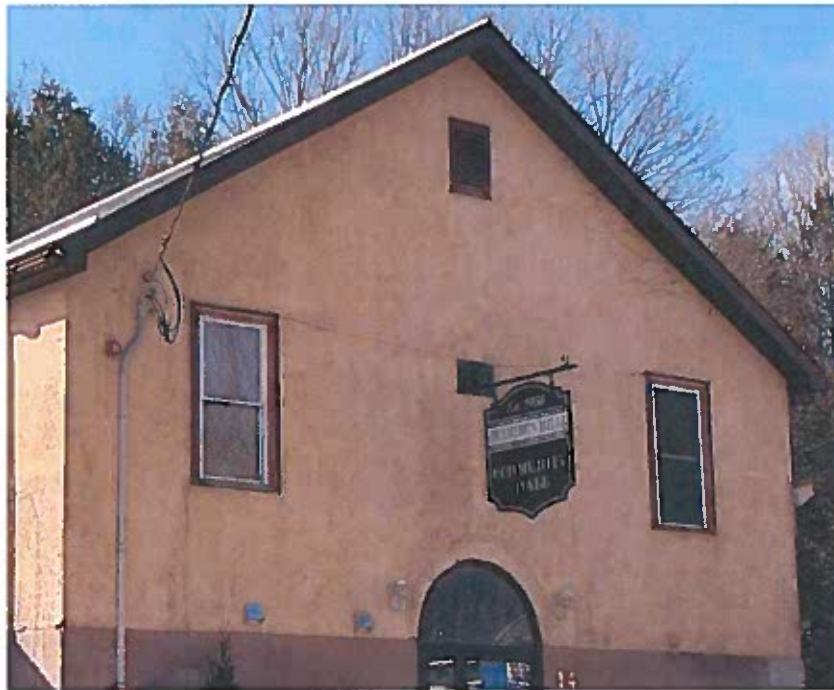
Photo 9



Photo 10



**Photo 11**



**Photo 12**





**Photo 13**



**Photo 14**



**Photo 15**

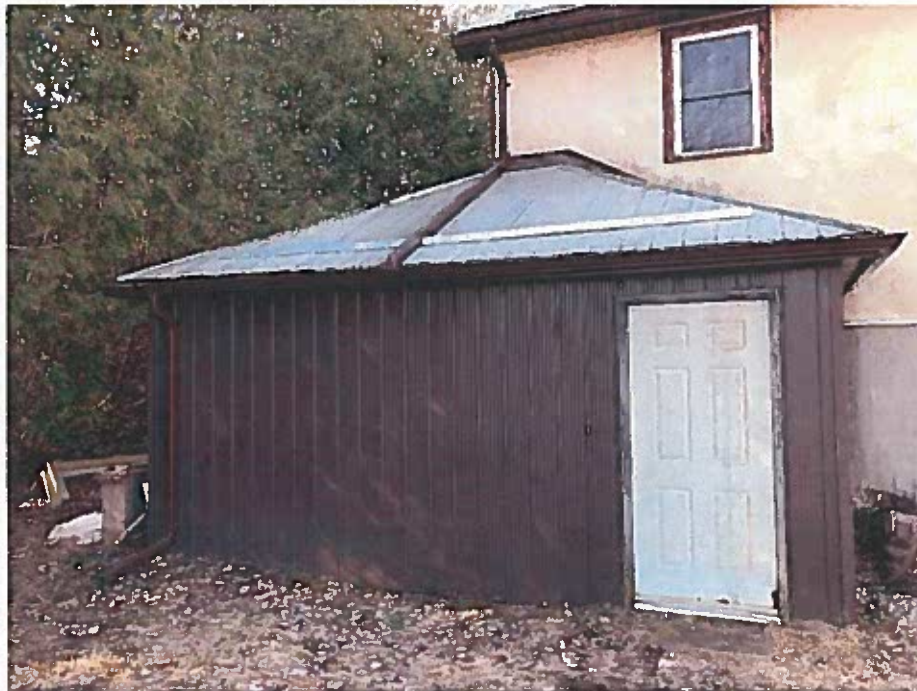


**Photo 16**





**Photo 17**



**Photo 18**



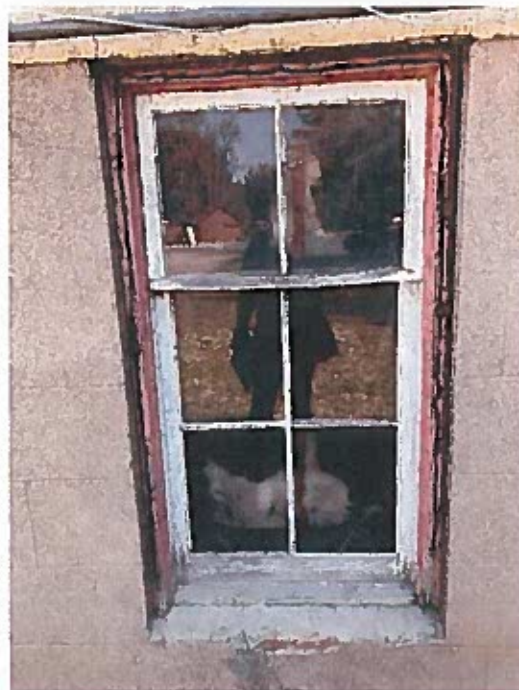
**Photo 19**



**Photo 20**



**Photo 21**



**Photo 22**





**Photo 23**



**Photo 24**



**Photo 25**



**Photo 26**



**Photo 27**



**Photo 28**





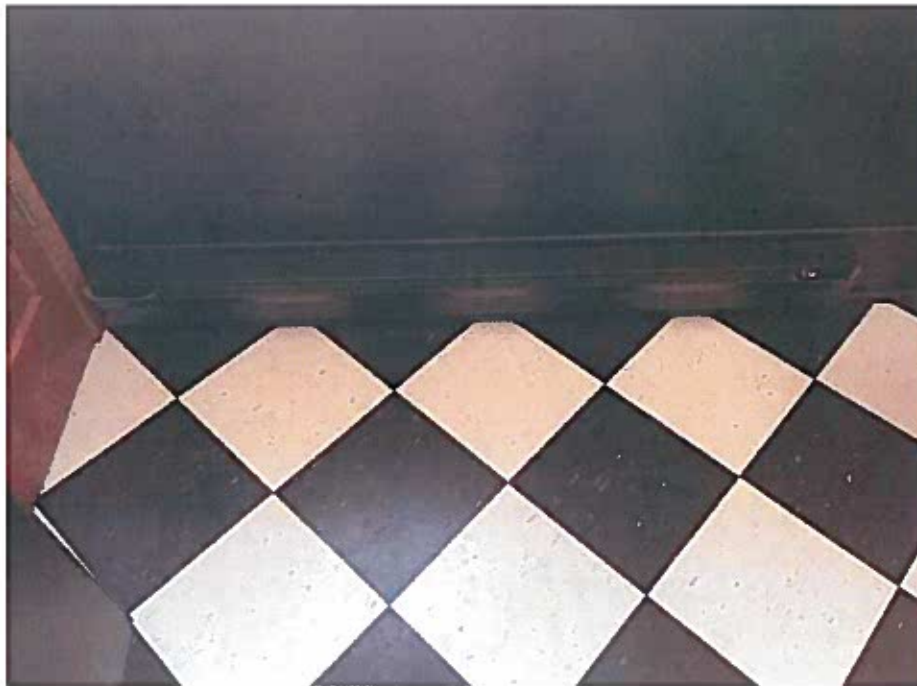
**Photo 29**



**Photo 30**



**Photo 31**



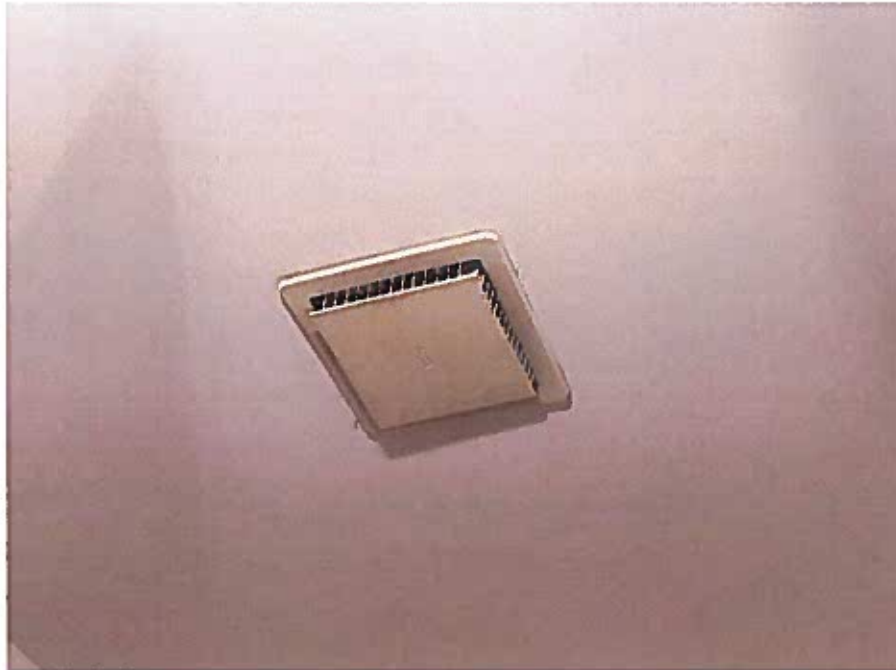
**Photo 32**



**Photo 33**



**Photo 34**



**Photo 35**

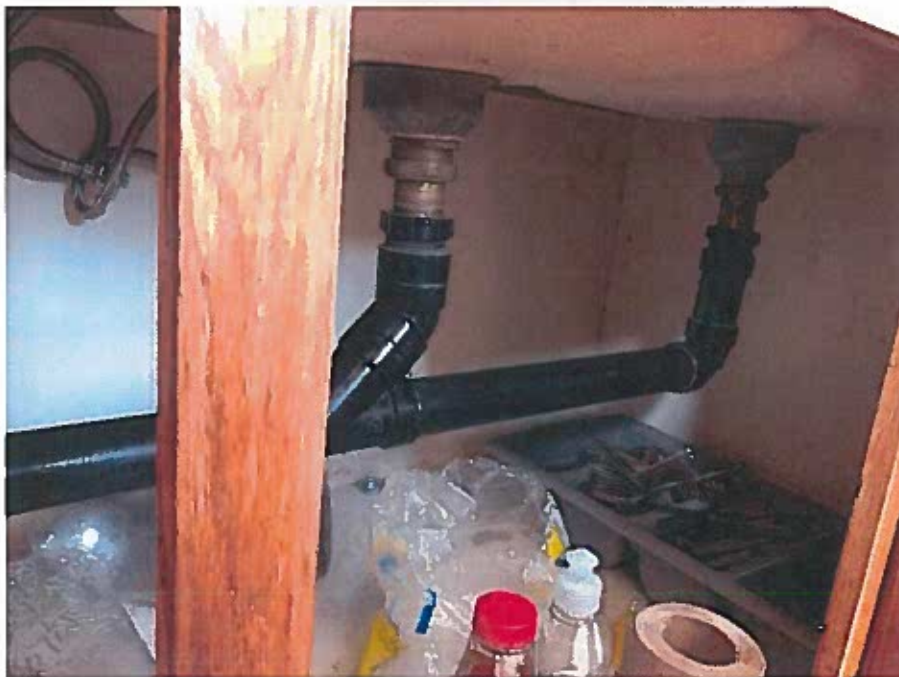


**Photo 36**





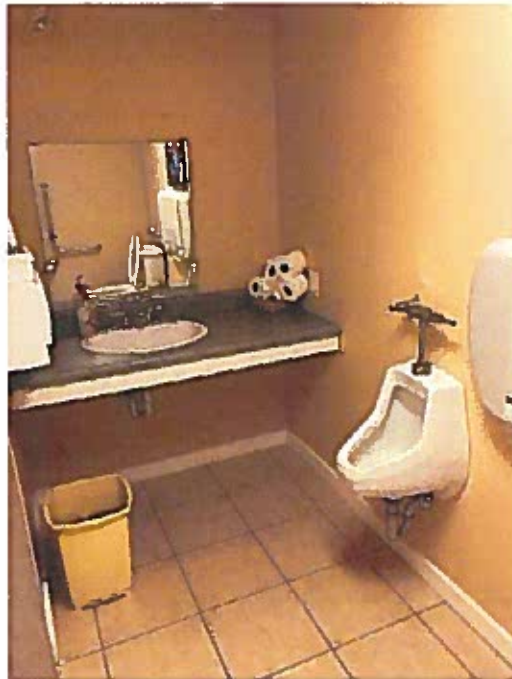
**Photo 37**



**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



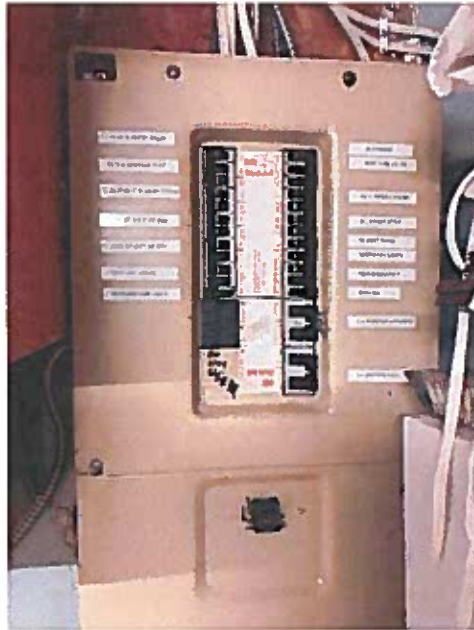


Photo 51



Photo 52



Photo 53



Photo 54



Project Title	Horning's Mills Community Hall - BCA
Project No.	300052696.0000
Date	May 4, 2021



**Photo 55**



**Photo 56**



Photo 57

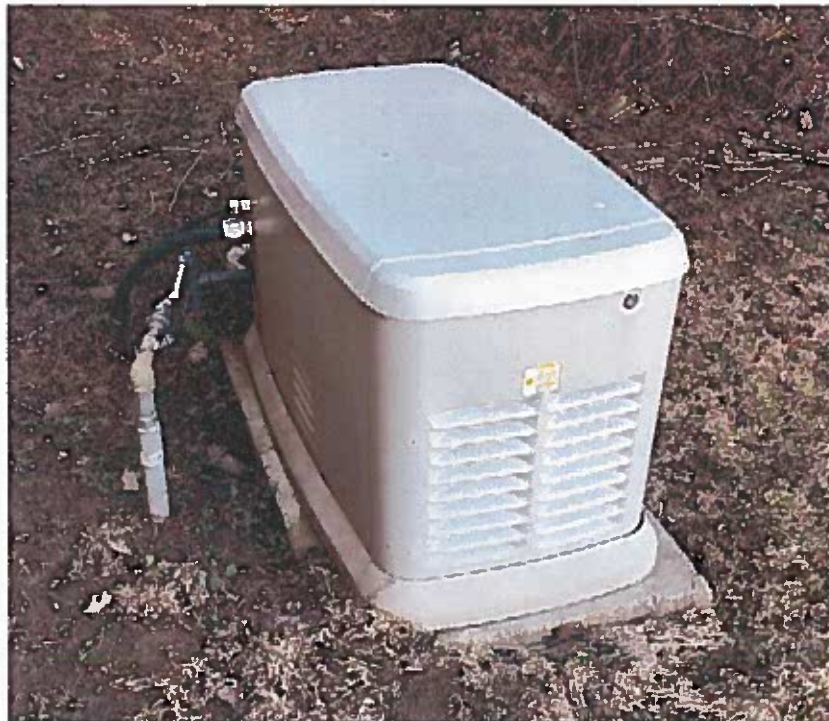


Photo 58





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	\$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	\$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	\$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	\$5,856	\$22,109	\$131,163

## **CORPORATION OF THE TOWNSHIP OF MELANCTHON FLAG RAISING/HALF STAFF POLICY**

### **POLICY**

The Council of the Corporation of the Township of Melancthon recognizes that raising, displaying and flags positioned at half-staff enhances public awareness, bestows honour and expresses a sign of respect, condolence and sorrow.

The Council of the Corporation of the Township of Melancthon wants to ensure that the display of flags is done in an appropriate and consistent manner.

### **PROCEDURE**

#### **Raising and Displaying Flags**

Requests for the raising of flags shall be submitted in writing to the Council of the Corporation of the Township of Melancthon at least one month before the date of the display and those requests will be dealt with on a first come, first served basis. Requests will not be approved for:

- Political Parties or Organizations
- Religious Organizations or in celebration of Religious Events
- Commercial entities
- If the intent is contrary to Township Policies or By-laws
- If the group requesting the raising supports hatred, violence or racism
- Groups that have already requested and been approved during the same calendar year

These flags will be raised and displayed for a period of one week and the Flag will be raised and lowered during regular business hours - Monday to Friday - 8:30 a.m. - 4:30 p.m.

The flags temporarily displayed must:

- be in good condition and free of rents, tears and tattered edges
- be supplied by and the responsibility of the applicant

The individual and/or group requesting the flag raising ceremony will be responsible for photographs.

### **Half-Staff Flags**

When recognizing the death of an individual, flags will be lowered to the half-staff position on the day the Township is notified of the death until after the funeral service, for the following:

- a current or former Member of Council
- a current Employee of the Township
- a current Lieutenant Governor of Ontario or the Premier of Ontario
- the current Governor General or the current Prime Minister
- the Sovereign or a member of the Royal Family related in the first degree to the Sovereign (spouse, son/daughter, mother/father, brother/sister)
- an officer, firefighter, paramedic or other person killed in the line of duty from the Dufferin County Ambulance Service, Dufferin OPP, Shelburne Fire Department, Mulmur Melancthon Fire Department, Southgate Fire Department
- \* - where deemed appropriate by other levels of Government \*
- the death of a person whom it is desired to honour at the discretion of the Mayor and CAO

The Public Works Department will be responsible for raising and lowering of flags for the above, as determined by the CAO.

Amended June 17, 2021

**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 Part of Lots 17 and 18, Concession 7 SW and Part of Lot 17, Concession 8 SW for the purpose of zoning the subject lands to recognize a new rural residential lot as well as a retained farm holding which will be zoned exclusively for agricultural purposes.

**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, September 16<sup>th</sup>, 2021 at 5:20 pm  
Location: Virtual Meeting – Please see note 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 Part of Lots 17 and 18, Concession 7 SW and Part of Lot 17, Concession 8 SW 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 subject lands were recently the subject of a consent approval to sever a surplus farm dwelling (File B2/21). The purpose of the proposed by-law is to amend the Restricted Area (Zoning) By-Law No. 12-79 to rezone the new rural residential lot from the existing General Agricultural (A1) Zone to a Rural Residential Exception (RR-174) Zone and to rezone the retained farm holding to a General Agricultural Exception (A1-144) Zone to restrict future land use to agricultural purposes and prohibit the construction of new dwelling.

**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 site plan is also available for review by contacting the Township office.

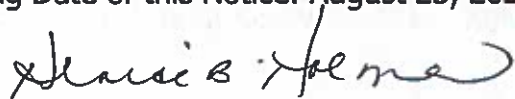
The purpose of this meeting is to ensure that sufficient information is made available to enable the public to generally understand the proposed Zoning By-law Amendment. Any person who attends the meeting shall be afforded an opportunity to make representations in respect of the proposed amendment.

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.

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 Ontario Land Tribunal may dismiss all or part of the appeal.

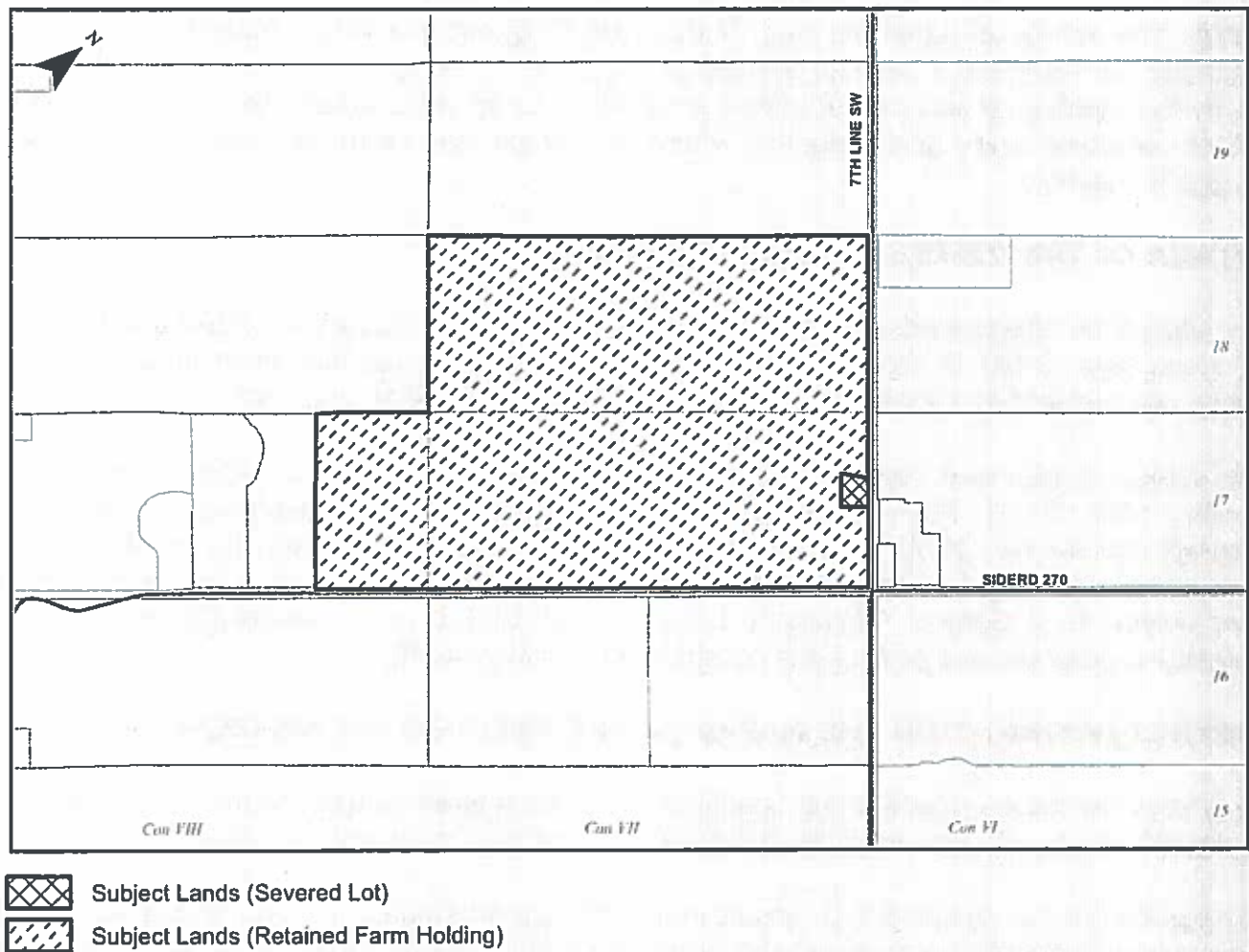
Further information regarding the proposed amendment is available to the public for inspection at the Township of Melancthon Municipal Office on Monday to Friday, between the hours of 8:30 a.m. and 4:30 p.m.

Mailing Date of this Notice: August 23, 2021



Denise Holmes, CAO  
Township of Melancthon

**LANDS SUBJECT TO APPLICATION FOR  
ZONING BY-LAW AMENDMENT**





## MEMORANDUM

**To:** Mayor White and Members of Committee  
**Copy:** Ms. Denise Holmes, CAO  
**From:** Chris Jones MCIP, RPP  
**Date:** September 13, 2021  
**Re:** Application for Zoning By-law Amendment (D. Martin)

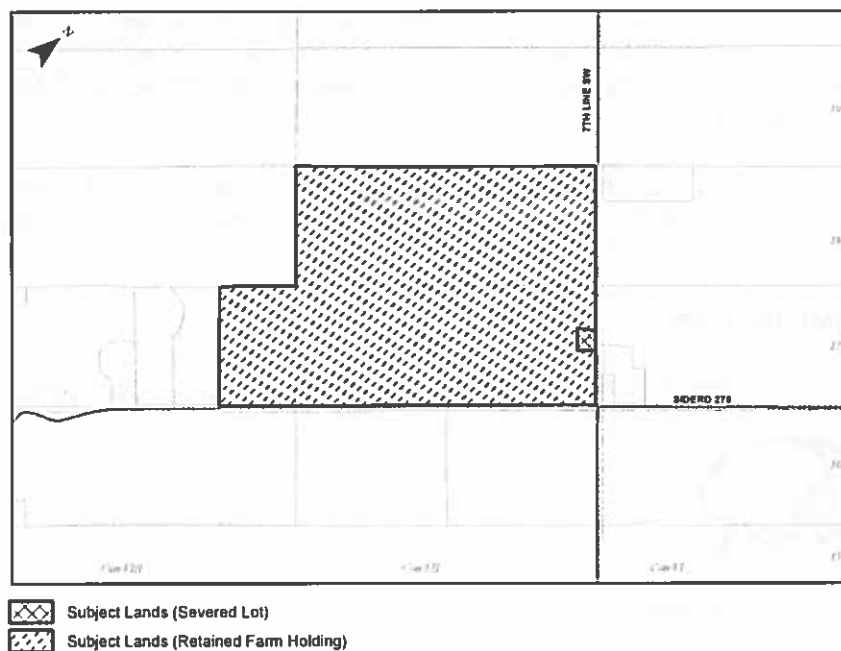
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## BACKGROUND

The Township is in receipt of an application for zoning by-law amendment for lands located in Part Lot 17, Concession 7 S.W.T.S.R and lands located in Part Lot 17 and 18, Concession 7 S.W.T.S.R and Part of Lot 17, Concession 8 S.W.T.S.R. The purpose of the application is to fulfill a condition of Provisional Consent for a lot that was recently the subject of a consent application to sever a surplus farm dwelling. (Consent File B2/21).

The consent approval severed lands having a lot area of approximately 0.44 ha (1.1 acres) as illustrated in Figure 1.

Figure 1 – Sketch of Severed/Retained Lands





## TOWNSHIP OFFICIAL PLAN

The lands subject to the proposed severance are currently designated Agricultural.

The salient Official Plan policy that addresses this application is found in Section 5.2.5 (b) iii):

*The only type of new residential lot permitted is a lot which accommodates a residence surplus to a farming operation as a result of farm consolidation provided there is compliance with the following policies:*

- *The new lot for the existing residence will be limited to the minimum size needed to accommodate the use and any required individual on-site water service and individual on-site sewage service.*
- *Such lots are permitted only if the approval authority ensures that a new residence is prohibited on any remnant parcel created by the land division through the application of appropriate zoning controls or other equivalent measures.*
- *Where these residential lots would be located in close proximity to agricultural buildings on the property that is the subject of the consent application, MDS formulae shall be met or those buildings shall be removed as a condition of the granting of the consent for the land severance.*

Section 9 (jj) of the Official Plan defines "Residence Surplus to a Farm Operation" as:

*An existing habitable farm residence that is rendered surplus as a result of a farm consolidation involving the acquisition of an additional farm parcel or parcels to be used as part of one farm operation which has its base of farm operations and principle farm buildings within the Township or within 1 kilometre of the Township.*

## ZONING BY-LAW

The severed lot is currently zoned General Agricultural (A1). The proposed zoning amendment is required to zone the new lot to a Rural Residential Exception Zone, the purpose of which is to allow the lot to be used for residential purposes and to authorize a non-compliant lot area.

The proposed zoning amendment will also zone the retained farm holding in such a manner as to prohibit future residential use and also to recognize one existing accessory building located on the lot.

## RECOMMENDATION

It is recommended that the zoning by-law amendment be approved.



Chris Jones MCIP, RPP

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• Municipal Planning Services Ltd. •

Barrie, Ontario  
(705) 725-8133

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. \_\_\_\_\_

(D. Martin – September 10, 2021)

Being a By-law to amend By-law No. 12-79, as amended, the Zoning By-law for the Township of Melancthon for lands described legally as Part 1, Plan 7R-6709, located in Part Lot 17, Concession 7 S.W.T.S.R and lands located in Part Lot 17 and 18, Concession 7 S.W.T.S.R and Part of Lot 17, Concession 8 S.W.T.S.R 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. Schedule 'A' to Zoning By-law No. 12-79 as amended, is further amended by zoning lands described legally as Part 1, Plan 7R-6709, located in Part Lot 17, Concession 7 S.W.T.S.R from the General Agricultural (A1) Zone to the Rural Residential Exception (RR-174) Zone and by zoning lands located in Part Lot 17 and Lot 18, Concession 7, S.W.T.S.R and Part Lot 17, Concession 8 S.W.T.S.R from the General Agricultural (A1) Zone to the General Agricultural Exception (A1-144) Zone as shown on Schedule A-1 attached hereto, which forms part of this By-law.

2. And Furthermore, Zoning By-law No. 12-79 as amended, is further amended by amending Section 8.4 by adding the following new subsection after sub-section qqqqq):

*rrrrr) Notwithstanding subsections 8.3 a) and b) to By-law 12-79 as amended, on lands described legally as Part 1, Plan 7R-6709 located in Part Lot 17, Concession 7 S.W.T.S.R and located in the RR-174 Zone, the Minimum Lot Frontage shall be 67 metres and the Minimum Lot Area shall be 0.44 hectares.*

3. And Furthermore, Zoning By-law No. 12-79 as amended, is further amended by amending Section 4.7 by adding the following new subsection after sub-section fffff):

*ggggg)Notwithstanding subsection 4.5 a) to By-law 12-79 as amended, on lands located in Part Lot 17 and 18, Concession 7 S.W.T.S.R and Part Lot 17, Concession 18 S.W.T.S.R and located in the A1-144 Zone, the Minimum Lot Area shall be 92 hectares. Furthermore, notwithstanding the permitted uses of the A1 Zone, a residential dwelling shall not be a permitted use and no building or structure shall be permitted with the exception of an existing storage building with a floor area of 335 sq. metres, which shall be used in an accessory manner to the agricultural use of the surrounding lands and shall not be used for the keeping of livestock or for any non-agricultural purpose.*

4. 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 16<sup>th</sup> day of September 2021.

READ A THIRD TIME and finally passed this 16<sup>th</sup> day of September 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

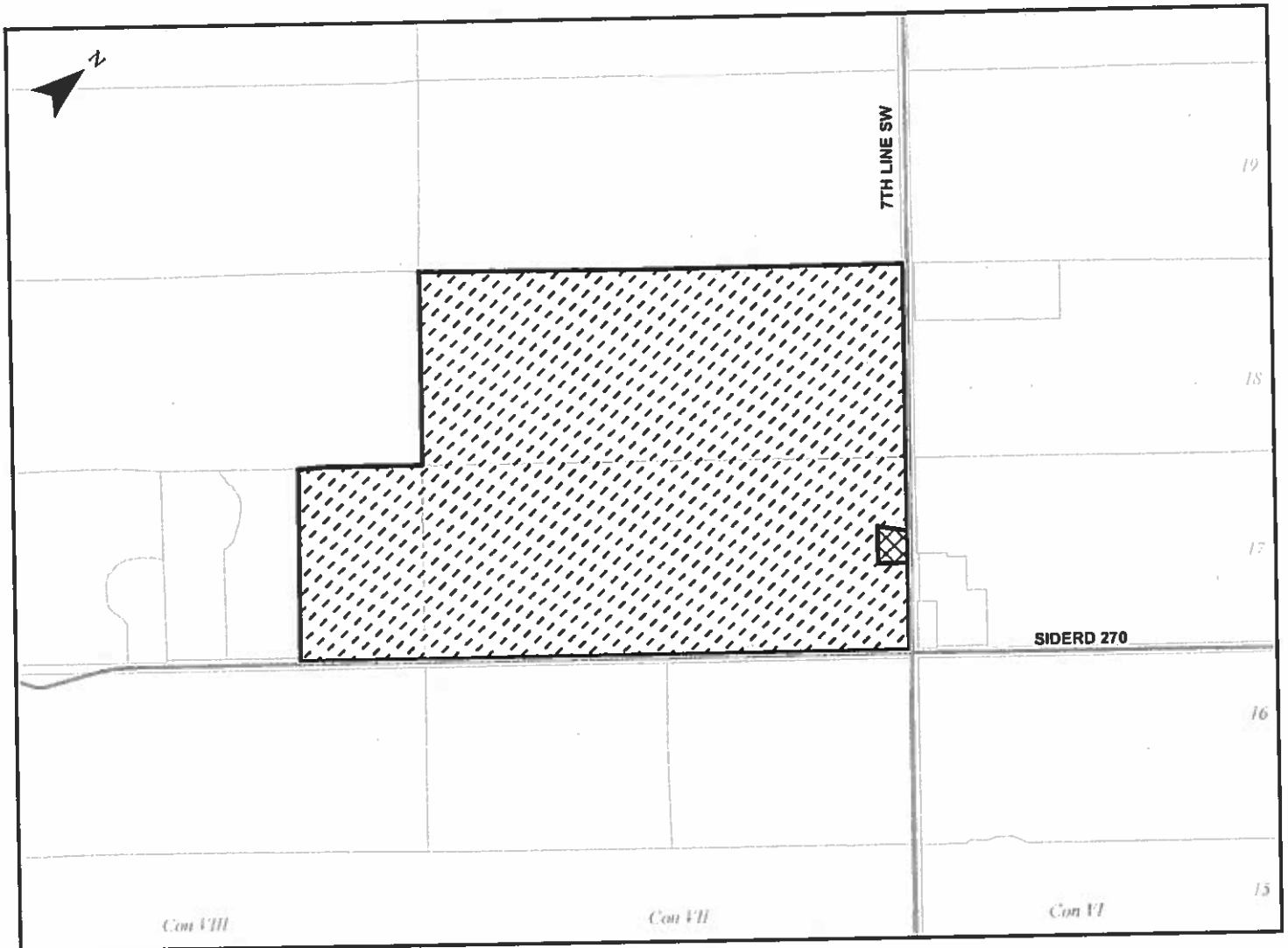
Del # 1


SEP 16 2021


Schedule 'A-1'

By-law 2021-\_\_\_\_\_

Part of Lot 17, Concession 8 SW; Lots 17 & 18, Concession 7 SW  
Township of Melancthon



 Lands to be rezoned from the General Agricultural (A1) Zone to the Rural Residential Exception (RR-174) Zone

 Lands to be rezoned from the General Agricultural (A1) Zone to the General Agricultural Exception (A1-144) 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 Part of East Half of Lot 6, Concession 2 O.S. for the purpose of zoning the subject lands to recognize an existing home industry and to authorize an expansion to the building housing the home industry.

**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, September 16<sup>th</sup>, 2021 at 5:30 pm  
Location: Virtual Meeting – Please See Note 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 Part of the East Half of Lot 6, 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 subject lands have been utilized, in conjunction with the owner's dwelling, for a home industry welding shop for many years. The owner would now like to expand the existing workshop from 1,800 ft<sup>2</sup> to 2,700 ft<sup>2</sup>. The proposed zoning by-law amendment would recognize the existing use and authorize the proposed expansion.

**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 site 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.

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 Ontario Land Tribunal may dismiss all or part of the appeal.

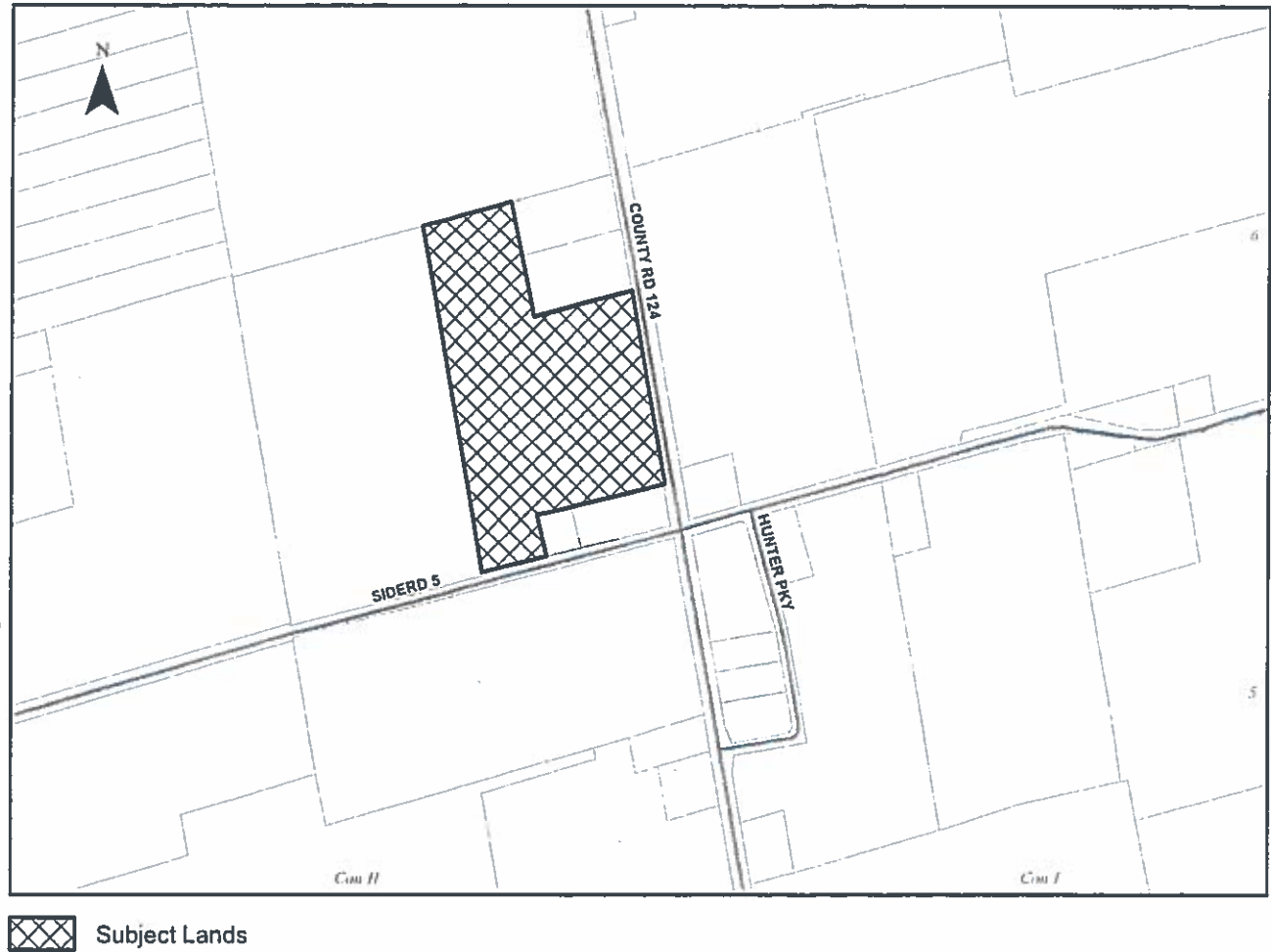
Further information regarding the proposed amendment is available to the public for inspection at the Township of Melancthon Municipal Office on Monday to Friday, between the hours of 8:30 a.m. and 4:30 p.m.

Mailing Date of this Notice: August 23, 2021



Denise Holmes, CAO  
Township of Melancthon

**LANDS SUBJECT TO APPLICATION FOR  
ZONING BY-LAW AMENDMENT**



**MEMORANDUM**

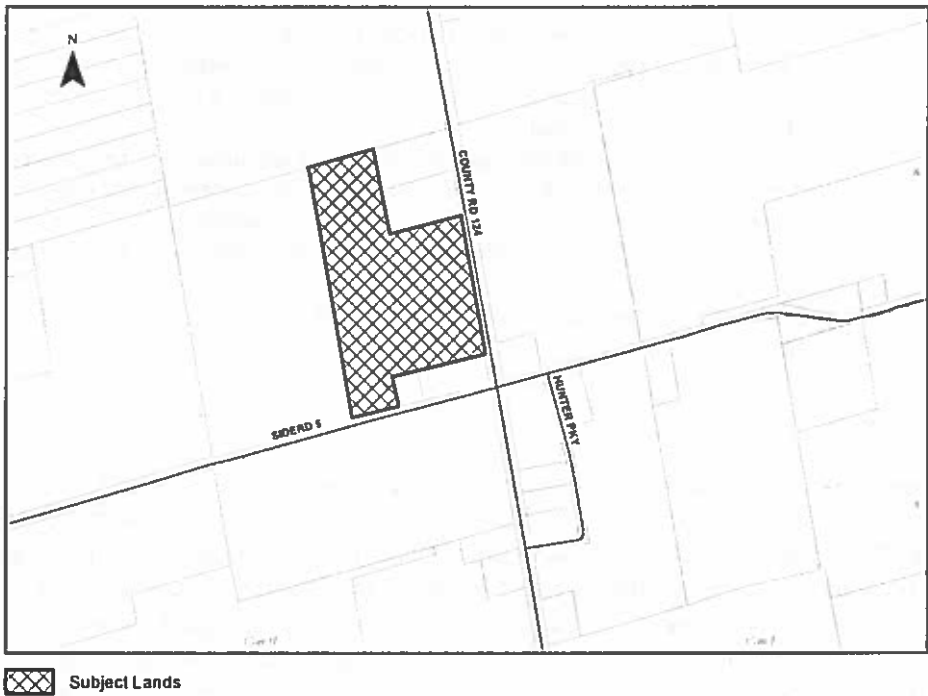
**To:** Mayor White and Members of Council  
**Copy:** Ms. Denise Holmes, CAO  
**From:** Chris D. Jones MCIP, RPP  
**Date:** September 9, 2021  
**Re:** Proposed ZBA for Part Lot 20, Concession 1 O.S (Haynes)

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**BACKGROUND**

The Township has received an application for zoning by-law amendment for a rural residential lot located in Part of the East Half of Lot 6, Concession 2 O.S. at 525389 5 Side Road. The applicant's lot has a frontage of 146.3 metres (480 feet) and a lot area of approximately 15.6 ha (38.5 acres). The location of the applicant's lot is illustrated in Figure 1.

**Figure 1 – Location of Subject Lands**



The applicant's objective is to construct an addition onto an existing accessory building. The existing building has a floor area of 167.2 m<sup>2</sup> (1,800 ft<sup>2</sup>), and the applicant

wishes to construct an addition to the rear of the building with a floor area of 83.6 m<sup>2</sup> (900 ft<sup>2</sup>).

It is noted that the owner, Mr. Haynes, has operated a welding business from the existing workshop for many years. On this basis, the primary intent of the zoning by-law amendment is to recognize/permit the existing welding business within the proposed larger building.

The applicant's lot is zoned Rural Residential (A1-62), which does not permit a home industry.

In summary the applicant is seeking the following through this application for a zoning by-law amendment:

- To permit a home industry to be conducted in a workshop having a floor area of 251 square metres (2,700 square feet);

### **OFFICIAL PLAN**

The subject lands are located in the Agricultural designation. Section 5.2.2 (j) of the Plan permits home occupations, subject to compliance with Section 3.9 of the Plan, which establishes a number of guiding policies for home occupations. These policies are summarized below:

- Home occupations permitted in both rural and community areas;
- Shall consist of small business operated from a residential or agricultural property;
- Owned and operated by residents of the dwelling and limited number of employees;
- Sufficient on-site parking;
- Shall not cause significant adverse impacts on adjacent land uses;
- Limited signage and character of residential or agricultural use should be evident;
- Home occupation is only permitted within a dwelling in a Community designation;
- Permitted in either a dwelling or accessory building in Rural and Agricultural areas; and,
- Access to Provincial highways will be subject to Provincial requirements and approval.

### **ANALYSIS**

I have not been able to see the applicant's lot at the time this report was prepared, however it is noted that it is a relatively large lot, but is proximate to other residential uses. The existing welding shop is understood to have been in operation for many years at this location and if there are concerns with respect to the historic operation of the shop, the neighbouring landowners will have an opportunity to raise any concerns through the consultation and public meeting required under the Planning Act. At the time this report was prepared, the Township was not in receipt of any concerns submitted by neighbouring landowners.

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Barrie, Ontario  
(705) 725-8133



It is noted that the addition to the shop is proposed to the rear of the existing structure and therefore existing separations from neighbouring dwellings will not be reduced by the proposed expansion. It is also noted that additional regulations can be added to the proposed zoning amendment in an effort to mitigate and control the industrial nature of the use.

#### **RECOMMENDATION**

In my opinion the proposed zoning amendment conforms with the Township's Official Plan and is recommended for approval.

Respectfully Submitted,



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Chris Jones MCIP, RPP

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• Municipal Planning Services Ltd. •

Barrie, Ontario  
(705) 725-8133

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. \_\_\_\_\_

(Haynes Welding – September 13, 2021)

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 part of the East Half of Lot 6, 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 Section 8.5 (iii) and replacing it with the following new subsection:

*iii) Notwithstanding the minimum lot area requirements of Section 8.3 a) or the home industry regulations of Section 3.13.2 e) on lands located in the RR-62 Zone and located in Part of the East Half of Lot 6, Concession 2 O.S. the following regulations shall apply:*

- |  |                          |
|--|--------------------------|
| <i>a) Minimum Lot Area:</i>  | <i>15.5 ha</i>           |
| <i>b) Maximum Floor Area of detached storage building housing home industry:</i> | <i>251 m<sup>2</sup></i> |
| <i>c) Minimum Front Yard Setback:</i>  | <i>90 m</i>              |
| <i>d) Maximum Height of building housing home industry:</i>                      | <i>1 storey</i>          |

*For the purpose of the RR-62 Zone, a home industry shall be limited to a shop providing welding and metal fabrication services. In the RR-62 Zone, there shall be no outdoor storage, no outdoor display, and no shipping containers utilized in conjunction with the home industry.*

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 16<sup>th</sup> day of September 2021.

READ A THIRD TIME and finally passed this 16<sup>th</sup> day of September 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

Del # 2

SEP 16 2021

Sept 16, 2021  
5:45pm



## TOWNSHIP OF MELANCTHON

### DELEGATION REQUEST FORM

Request for Delegation, any written submissions and background information for consideration by Council must be submitted to the Clerk's Office by 12:00 noon on the Thursday, prior to the requested meeting.

REQUEST DATE: JUNE 15 2021

NAME: Silvana Cordoba PHONE: 519-278-5085x2891

ADDRESS: 100 Rolling Hill Dr, Orangeville, ON L9W 4X9

EMAIL ADDRESS: scordoba@headwatershealth.ca

SIGNATURE: Silvana Cordoba

Purpose of Delegation Request (state position taken on issue, if applicable).

Speaker: Kim Delahunt - President & CEO

Provide an update on Headwaters Health Care Centre's activities and needs within our Hospital Foundation's priority campaigns.

### REMINDER - DELEGATIONS ARE ALLOWED 10 MINUTES TO SPEAK

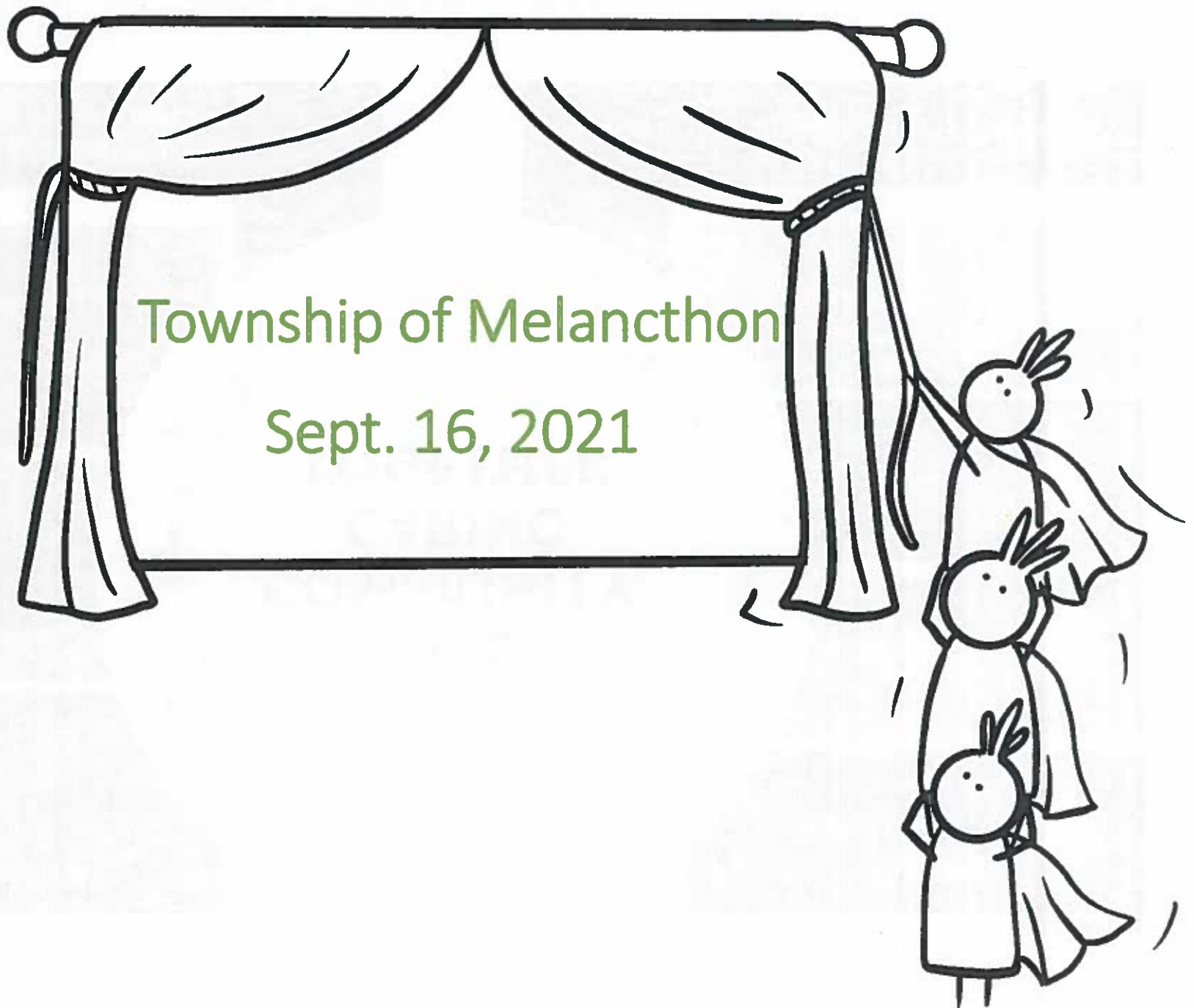
Personal information contained on this form is collected under the authority of *The Municipal Freedom of Information and Protection of Privacy Act*. This sheet and any additional information provided will be placed on the Council Agenda. The Agenda is a public document and forms part of the permanent public record. Questions about this collection should be directed to the Clerk at 519-925-5525.

TOWNSHIP OF MELANCTHON  
137101 HIGHWAY 10  
MELANCTHON, ONTARIO  
L9V 2E6  
519-925-5525 Fax - 519-925-1110 Email [info@melancthontownship.ca](mailto:info@melancthontownship.ca)

M:\MyFiles\Forms\Delegation Request Form.wpd

Del #3  
SEP 16 2021

Township of Melancthon  
Sept. 16, 2021



## STRATEGIC DIRECTIONS

### GETTING EVEN BETTER

- Relentlessly driving even higher levels of quality across our teams
- Investing in the continuous development and recognition of our people
- Continuously improving our facility and driving operational excellence

### NOTHING ABOUT YOU, WITHOUT YOU

- Partnering with patients and families on what's most important to them
- Empowering individuals and teams to have more control over their work and work life
- Continuing to build the future of our hospital with our community

### INTEGRATED CARE, CLOSE TO HOME

- Partnering to advance integrated systems of care in our community
- Improving the health of our community with our partners

## SUPPORTS

MAKING EVERY DOLLAR COUNT FOR OUR PATIENTS & COMMUNITY

INNOVATION, RESEARCH & TECHNOLOGY

## OUR VALUES

KINDNESS



PASSION



COURAGE



TEAMWORK



OUR PURPOSE

**ONE  
COMMUNITY,  
CARING  
TOGETHER**

# COVID-19 Operations

- Staffing and operating the COVID-19 Assessment Centre
- Extra cleaning and disinfecting
- Additional lab testing
- Patient transfers from other hospitals
- Staff redeployment
- Personal Protective Equipment sourcing and distribution





# COVID-19 Accomplishments

- Over 91,500 COVID-19 Assessment Centre Visits
- Over 5,000 internal COVID-19 tests
- Opened 20 additional beds + staffing resources to support pandemic-related needs
- Staff vaccination clinic with Public Health
- New screening protocols
- Ramp down/up x3
- 100% PPE during pandemic
- COVID financial tracker
- Assessment Centre + booking system
- Enhanced communication
- Hired 180 new staff in new roles





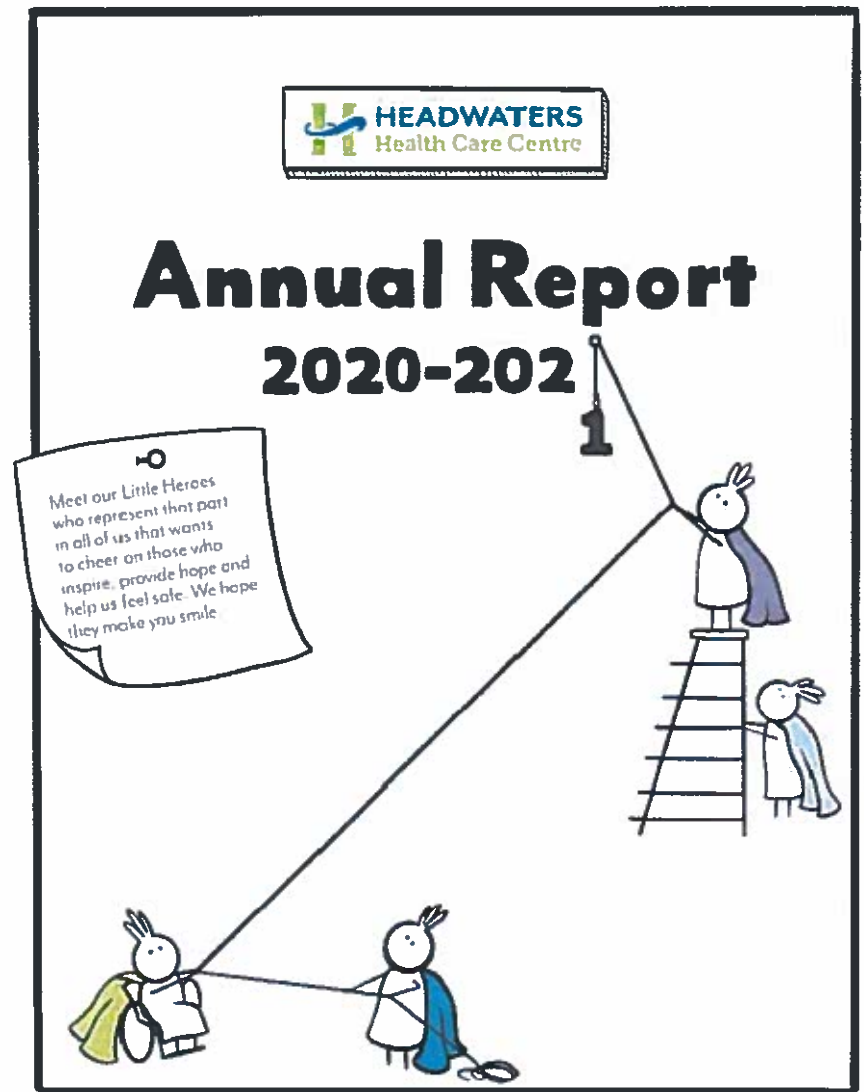
# Progress over the past year - Community Connections

- Enhanced engagement with partners
- Expansion of Community Paramedic Program
  - Palliative Care support
  - Vaccinations
  - GTA IMS patient transfers
- 24-hour support coverage for youth under 18
- Regional PPE hub
- Hills of Headwaters Collaborative Ontario Health Team
  - Community Wellness Council firmly established
  - Caregiver ID Program implemented



# Progress over the past year - Community Connections Continued

Annual Report created together with volunteer patient family advisors, volunteer graphic designer and printed courtesy of a local printer.



# Progress over the past year - Our People

- Successful transition to a virtual environment
- Recruitment
- Employee Screening App
- Standardized recruitment, scheduling and onboarding of new team members
- Began lunch and learn sessions on relevant topics
- Built on our recognition activities





# Hospital Foundation & Volunteers

- Record year for fundraising with the Foundation raising over \$5 Million
- TeleCheck
- Seconds Count Thrift Shop
- Friendship Gardens
- Patient Family Advisors
- Spiritual Care
- Board of Directors



## Progress over the past year - Quality

- Accreditation preparation with Accreditation Canada
- Patient lifts installed
- Maintenance order system
- Emergency Management System Trauma bypass and palliative care program implemented
- Just-in-Time supply cart
- **Meditech Expanse** – Health Information System implementation – one patient, one record



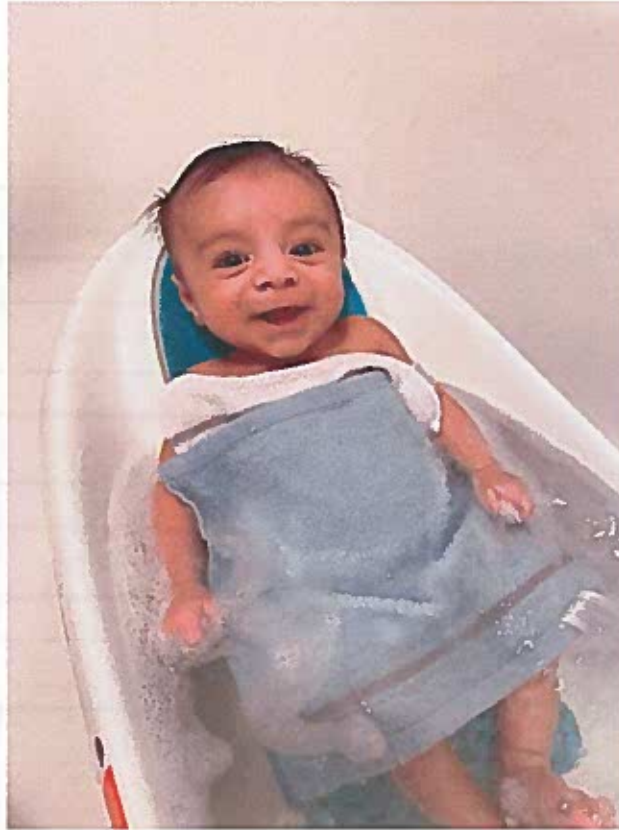
## Progress over the past year - Facility

- Building improvement plan
- Recognition signage
- Main Entrance redevelopment
- Ambulatory Care Hallway & Diagnostic Imaging Waiting Room
- Renovations due to spring flooding and aging infrastructure
- Roof repairs
- Emergency Dept. – behind the scenes renovations
- HEPA filters on nursing units
- New Intranet launched
- Wayfinding strategy developed





# Caring for our community





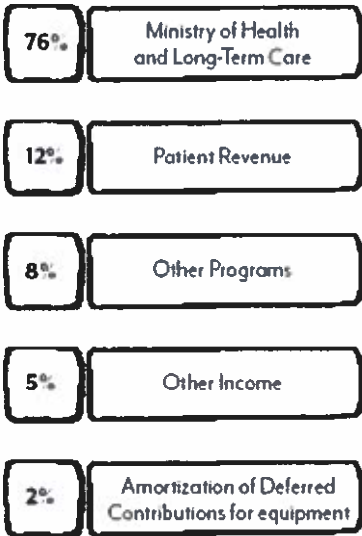
# Making every dollar count

We have developed an audited report on our financial activities and position over the past fiscal year as part of our commitment to being open, transparent and accountable to our community.

As of March 31, 2020, the hospital reported a deficit of (\$716,629). In March 2020, the hospital incurred \$700,000 of operating expenses in relation to our response to the pandemic, which resulted in the reported deficit. Due to the uncertainties at the time, the hospital was not able to recognize any Ministry funding to offset those costs. In the current fiscal year, the hospital was funded for the 2019/20 costs and recognized \$700,000 in additional revenues; the timing delay has resulted in the operating surplus for 2020/21.

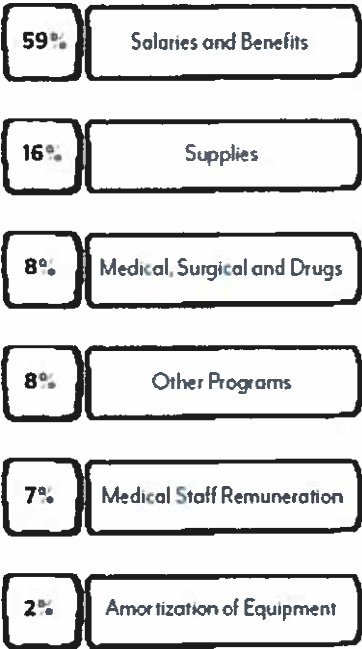
## Revenues \$84.4 Million

Revenues increased by \$7.5M or 9.7% from the year prior. Special one-time investments, rebates and other revenue contributed to the majority of the increase in Ministry of Health and Long-Term Care funding.



## Expenses \$83.7 Million

Total expenses increased by \$6.0M or 7.7%, relating mostly to annual inflation, increased drug costs and one-time investments.



# What's on the Horizon

- Post pandemic recovery plans
- Refocus and rebuild clinical programs under a new Vice President, Patient Experience, Health Integration & Chief Nursing and Health Disciplines Executive
- Build on our partnership with other hospitals – to provide a seamless integration of information



# What's on the Horizon – Continued

- Resume looking at Hospital Improvement Plan opportunities
- Revisit Emergency Department Renovations
- Accreditation preparation
- Recruiting for our team in all areas



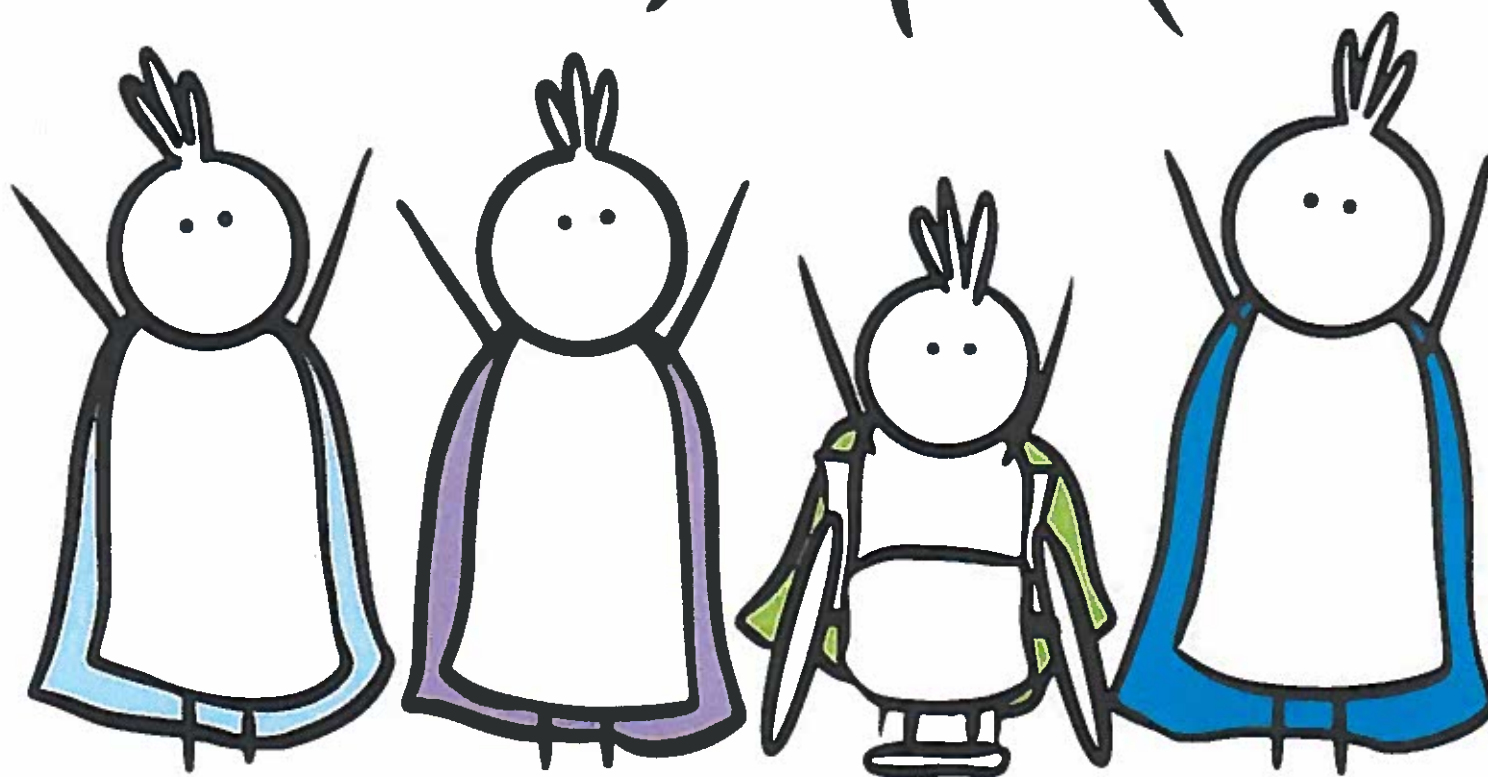


## Wellington-Dufferin-Guelph Public Health Dr. David Scott Award Winner



Our communities are full of heroes.

THANK YOU!



# Be part of health care in your community ...

- Join our team
- Join our Patient Family Advisory Partnership
- Volunteer with us at the hospital, in the Friendship Gardens or in the community
- Participate with us at community events
- Donate to Headwaters Health Care Foundation at **hhcfoundation.com**



## For more information:

Connect with us anytime by email at **info@headwatershealth.ca**, online at **headwatershealth.ca** or on social media at **@headwatershcc**

We are a partner in the Hills of Headwaters Collaborative, the Dufferin-Caledon Ontario Health Team. Learn more at **hillsofheadwaterscollaborative.ca**

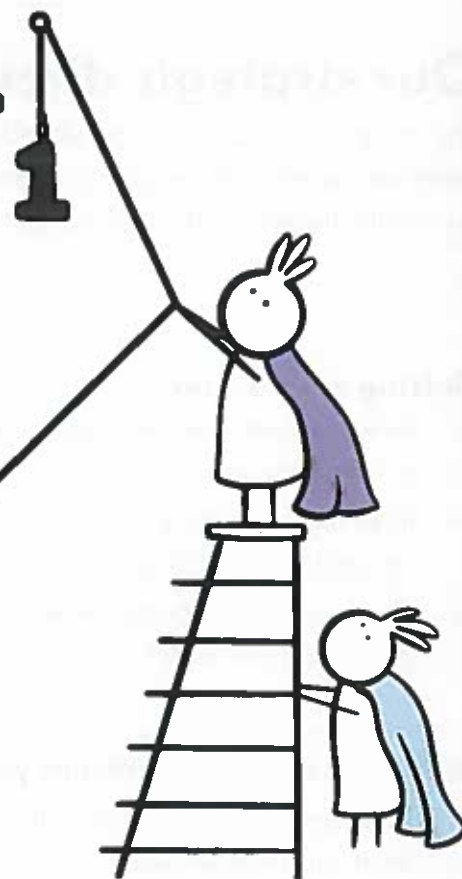
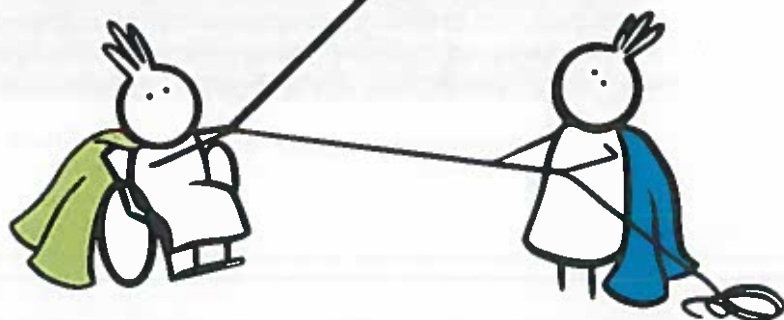




# Annual Report 2020-2021



Meet our Little Heroes who represent that part in all of us that wants to cheer on those who inspire, provide hope and help us feel safe. We hope they make you smile.





# Who We Are

## About us



### Our purpose

- 'One Community, Caring Together'

## Our strategic directions

The strategic directions were developed from our extensive planning and engagement process and provide the framework for all of our decision-making.

### Getting even better

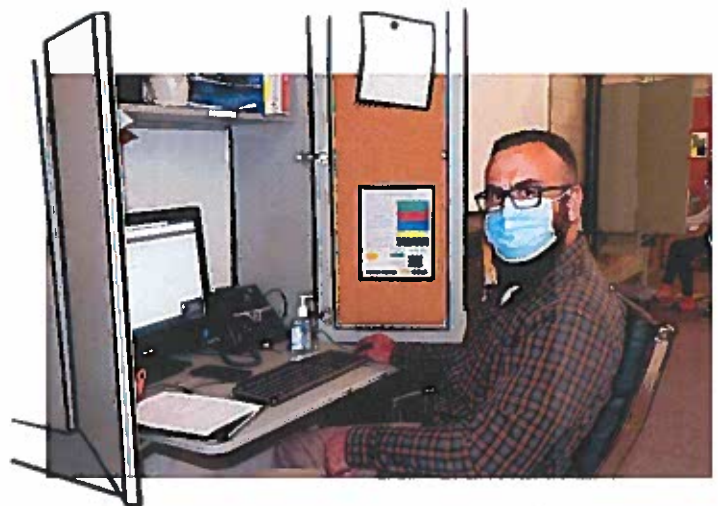
- Relentlessly driving even higher levels of quality across our teams
- Investing in the continuous development and recognition of our people
- Continuously improving our facility and driving operational excellence

### Nothing about you, without you

- Partnering with patients and families on what's most important to them
- Empowering individuals and teams to have more control over their work and work life
- Continuing to build the future of our hospital with our community



*Dufferin County Paramedic Service join the Wellington-Dufferin-Guelph COVID-19 vaccine rollout team.*



*Dufferin County helps answer phones at our offsite COVID-19 Call Centre.*



## Integrated care, close to home

- Partnering to advance integrated systems of care in our community
- Improving the health of our community with our partners

## Supports

These are what enable us to achieve our outcomes and ensure that our services will be there for the people who need us, now and in the future.

- Making every dollar count for our patients and community
- Innovation, research and technology

## Our values



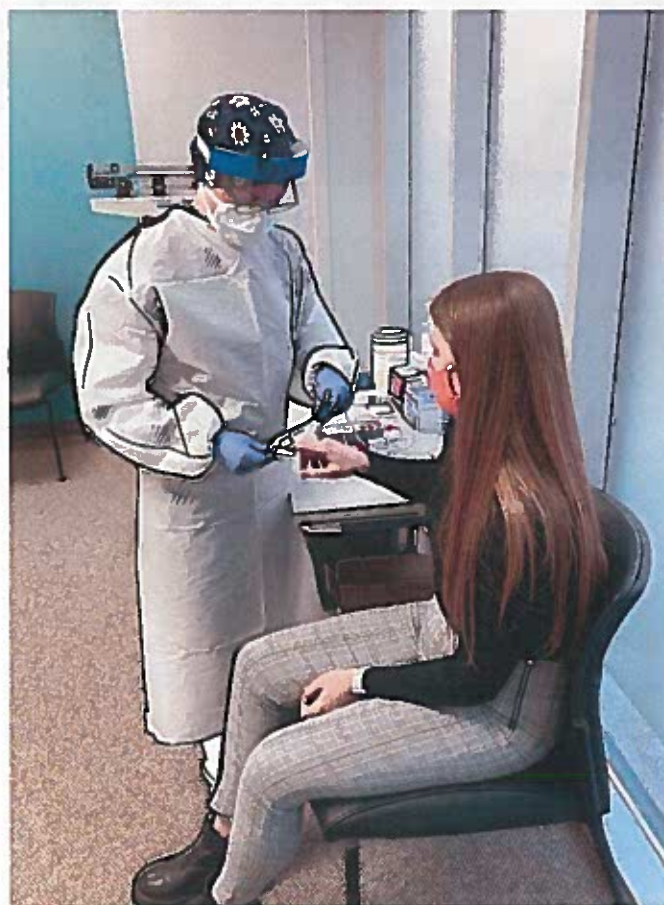
More than words, our values are what define and connect us. They determine how we work, how we behave, and how we relate to our partners, families and caregivers as well as each other.

- Teamwork
- Kindness
- Passion
- Courage

We would like to thank all our community partners who have supported our COVID-19 response – these images are of just a few. Thank you for helping our purpose of One Community, Caring Together come to life.



*Mayor of Orangeville, Sandy Brown, admiring signs with artwork from children in our community expressing their gratitude and support.*



*The Dufferin-Caledon COVID-19 Cold & Flu Clinic team care for patients.*

## A message from our Board Chair and President & CEO, Headwaters Health Care Centre



*(Left to right) Lori Ker, Board Chair; Kim Delahunt, President & CEO; Dr. Peter Cino, Chief of Staff & Vice President, Medical Affairs; Cathy van Leipsig, Vice President, Corporate Services & CFO; Anna-Marie Sutherland, Vice President, Patient Experience, Health Integration, Chief Nursing and Health Disciplines Executive.*

Over the past year, COVID-19 has been massively disruptive to our traditional Hospital activities, touching every part of our operational and financial footings. It has played a role in every decision, action, and response at Headwaters since early 2020 and continues to do so as we work to minimize disruption to non-COVID related hospital services. We have rapidly assembled a new branch of operations to manage pandemic services that includes staffing and operating a very busy COVID-19 Assessment Centre, ensuring extra cleaning and disinfecting processes are occurring, supporting additional lab testing that

is required, participating in the Greater Toronto Area Incident Management System supporting patient transfers from other hospitals, staff re-deployment to local long-term care facilities when needed, managing Personal Protective Equipment (PPE) sourcing and distribution for our community, adjusting to rapidly changing new guidelines to ensure patient and staff safety and increasing our communication efforts to disseminate vital information. We have done all of this while delivering on our strategic plan with digital health system upgrades, accreditation preparation, and Ontario Health Team implementation with our

community partners. Throughout the past year, we have had to make some exceedingly difficult choices and yet our staff has heroically risen to challenge after challenge and our community has bolstered us with its steadfast support.

Our shared purpose of One Community, Caring Together has never been more tested nor more realized than during this pandemic. Whether it was the team in the COVID-19 Assessment Centre seeing hundreds of people a day under the sweltering summer sun or quick acting staff rushing to the aid of a woman who gave birth in our parking lot, one thing is clear – Headwaters Health Care Centre is full of heroes: staff, nurses, physicians, health care workers, patients, and volunteers alike.

We are extremely grateful for the tremendous support from the community in these unprecedented times. When we put out a call for personal protective equipment and other resources, the outpouring of support was extraordinary. Whether it was in the form of masks and gowns or meals or vehicle parades and supportive messages and signs or artwork from local school children, and the very generous donations to the Headwaters Hospital Foundation, everything bolstered our work and sustained our spirits.

While we justifiably had to delay some planned facilities improvement projects, we were able to successfully complete construction in our main lobby and front entrance, and upgrade and repair our

ventilation system and roof. Ensuring our building is safe and well prepared, enables us to focus on our care of patients and provide a positive environment for our Headwaters team.

Throughout it all, we dearly missed our volunteers. The extraordinary value of their immense support was made abundantly clear in their absence. We are incredibly grateful for their dedication to our hospital and for finding new ways of offering support, including a limited resumption of spiritual care chaplain visits and with the assembly of this Annual Report. The Annual Report's Editorial Team is comprised of volunteers from our community and the graphic design and printing were also generously donated. Thank you very much for your contributions.

As we continue to navigate the lasting impacts of COVID-19, and begin the work of post-pandemic planning, Headwaters staff continue to be guided by our values of kindness, courage, passion, and teamwork. The following pages demonstrate the tremendous progress made this past year, grounded in our shared purpose of One Community, Caring Together. We are exceedingly proud to serve this amazing community and lead alongside the amazingly resilient and formidable team at Headwaters.



Lori Ker,  
Board Chair  
Headwaters Health Care Centre



Kim Delahunt,  
President & CEO  
Headwaters Health Care Centre



# A message from our Board Chair & CEO, Headwaters Health Care Foundation



*(Left to right) Tim Peters, Board Chair  
and Dora Boylen-Pabst, CEO.*

Spring is here! And with it comes the start of a new fiscal year for Headwaters Health Care Foundation. But, before we can start off our 2021/2022 activities, a reflection on the past year is important. 2020, while challenging, came with some great learnings, and allowed this community to come together in unprecedented ways; and to make an unprecedented difference.

Together we saw the arrival and surge of COVID-19, and this community stepped up to protect each other, and our frontline. The world is a different place courtesy of COVID-19, but what better place to be than here, in Dufferin County and Caledon, with the vistas of the Hills of Headwaters to enjoy each day, the fresh air, the community, and the benefit of excellent healthcare close to home at Headwaters Health Care Centre.

2020/2021 was a record year for fundraising at Headwaters and we at Headwaters Health Care

Foundation are thankful to you, our donors and volunteers, for your continued support of, and commitment to, ensuring health care is available here, when we, our colleagues or our loved ones need it the most.

The needs of our hospital have not dissipated however, and the slow return to "normal" requires an influx of new and replacement equipment, not to mention some significant infrastructure upgrades. We at the Foundation, with your continued support, are ready! In June, November and February we will host community-wide, online 50/50 draws. The Tour de Headwaters is taking place on September 18th, our annual golf tournament is sold out, and we have launched a Diagnostic Imaging Campaign to raise \$3.5M for state-of-the-art Diagnostic Imaging equipment to better serve our community. These efforts will include the purchase of 4 new Ultrasound machines, a completely upgraded X-Ray room and a Bone Density machine among other urgent needs.

As we head into this new fiscal year, one filled with so much hope and promise, we want to encourage you to continue to think about our hospital. We still need you now more than ever, and we thank you for your continued commitment to One Community, Caring Together.



Tim Peters,  
Board Chair  
Headwaters Health Care Foundation



Dora Boylen-Pabst,  
CEO  
Headwaters Health Care Foundation



# A message from our volunteers

At Headwaters, we are privileged to have several groups of volunteers who devote their time and talents to support the work of our hospital. In their words, we look back at the past year.

## Headwaters Health Care Auxiliary

What a difference a year makes! Our volunteers have been away from the hospital since March 2020 due to the pandemic. Like most people, we thought our absence would only be for a month or two. Little did we know it would be for much longer. We were unable to fundraise this year but there is a bright light through our Seconds Count Thrift Shop, who even after having to open and close multiple times, was able to raise \$246,500 for much needed hospital equipment. We are ready to come back stronger than ever to support the hospital and do what we do best – assist staff and patients.



*Mike Carter, Interim President,  
Headwaters Health Care Auxiliary.*

## Friendship Gardens



I think we can all agree that 2020 was a memorable year which affected all of us in different ways. For the Friendship Gardens team, it was a year of discovery; finding new ways to work safely together and ensure our Gardens were maintained. We continued work with Credit Valley Conservation to plant several hundred native pollinators and repaired damage from gypsy moths. We also launched a new app, created by the University of Waterloo, which includes a map of the entire Gardens with photos and videos. You can now enjoy the view anywhere and at any time. We loved the waves and virtual hugs we received through the windows and can't wait to see patients and staff outside again.



*(Left to Right) Tandy, Friendship Gardens volunteer with Lynn  
Sinclair-Smith, Coordinator.*

## Patient Family Advisory Partnership

As Patient Family Advisors, we are bringing our experience of going through the hospital health care system to others to help empower them and their families. We bring this experience to the hospital staff, so that we can help bring the patient perspective to all aspects of the hospital. During COVID-19 we have been able to share our insights on opening of entrances, screening, communications and much more. We felt part of the pandemic response at the hospital.



Annie Gordon, Co-Chair, Patient Family Advisory Partnership.

## TeleCheck

We are delighted to be the newest addition to the Headwaters family. It's a privilege for us to provide a service that offers scheduled, social and safety check-in calls to adults 55+ living independently in our community. We have a dedicated staff and 45+ loyal and caring volunteers that made over 70,000 calls last



Diane Cowen, Manager, TeleCheck.

year. Our service operates every day of the year and is free of charge. During COVID-19, our amazing team quickly adapted in many ways, taking on extra shifts and working remotely to ensure our members remained socially connected and had a quick link to resources, if required. We are grateful for the warm welcome and proud to make a difference in the lives of older adults who wish to remain living at home.

## Spiritual Care

Our spirit is integral to our well-being and our spirituality is rooted in the desire to find meaning, purpose and hope in our life. The Spiritual Care Chaplains compassionately address the spiritual and emotional needs of patients, caregivers, physicians, staff and volunteers. With 26 dedicated Spiritual Care Chaplains providing a supportive presence, as the Coordinator I feel blessed to have these special volunteers as part of our team; their absence, due to COVID-19 restrictions, was certainly felt. We had to pivot in order to respond to the pandemic and one way we did that was through the launch of an e-card program to support patients, allowing family and friends to connect through messages delivered by our Spiritual Care Team and Leadership. We also successfully piloted the return of our Chaplains on one of our inpatient units. I look forward to expanding this pilot and the new opportunities that will arise for our team in the coming months.



Diane Lawson, Spiritual Care Program Coordinator.

# Living our values

## Teamwork

Natalie, Operating Room Charge Nurse, was completing paperwork when she heard an overhead page that propelled her into action.

After calling the Obstetrics Unit, Natalie discovered that a patient with a prolapsed umbilical cord was being rushed up to the Operating Room with her care team – she was already en route in the elevator.

A cord prolapse is when an unborn baby's umbilical cord slips through the cervix after a mother's water breaks and before the baby descends into the birth canal. During delivery, the prolapsed cord can become compressed by the baby's body cutting off the lifeline from the mother.

Dr. Umeh, obstetrician, had identified the problem right away and mobilized the team.

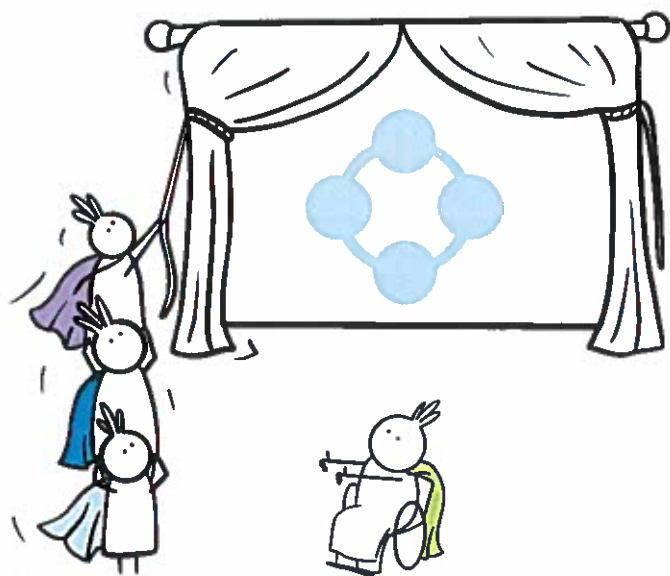
"This is something that happens maybe once a year – if that. In my two years at Headwaters, it was my first one," recalled Natalie.

Natalie rounded up the available operating room nurses and the anesthetist, who began setting up for an emergency C-Section.

As the patient came into the operating room, the obstetrical nurse was holding the baby's head off the umbilical cord, so it did not cut off the blood supply to the baby.

It was a matter of minutes from the time Natalie called the Obstetrics Unit to when the patient was in the Operating Room, asleep and ready for surgery.

It was a very high-pressure situation for everyone. The team had six minutes from the moment the patient was put to sleep to get the baby out before causing





potential risk to the baby from the general anesthetic.

"I just remember the patient clinging to my arm, scared and worried. All I could do was reassure her that it would all be ok," recalled Natalie.

Once the patient was asleep Dr. Umeh performed the C-Section and successfully delivered the baby with great care.

"We all know each other and work really well together. We are so in tune with one another that each team member knew exactly what to do. This whole experience has been a really good reminder to always be ready for anything. You just never know what's going to come through those doors," said Natalie.

Our team works seamlessly to support the whole person, across every area of care; ensuring all needs

are met. Thanks to the swift action and collaboration of our Obstetrical and Operating Room departments, mom and baby recovered safely in hospital and were then discharged home.



*"I was recently a patient in Day Surgery, and I could not be more impressed with the staff. Every single nurse I was in contact with did everything to make me feel comfortable and safe. I went to sleep with a nurse right beside me reassuring me and woke up to a nurse doing the same. What an incredible group of people!"*

*- Community Member*



*Members of our Operating Room and Obstetrical teams who had only a matter of minutes to save a mother and unborn baby in distress.*

# Kindness



When Coreen, along with her family, knew her father James was failing and that his end of life was near, they felt it would be better if he died peacefully at home.

This was during the early days of the COVID-19 pandemic where much remained unknown about the virus and no one would be able to enter the home. Coreen and her family felt abandoned and very alone.

"I kept my father as comfortable as possible at home, but he started to refuse to swallow his medication and show signs of stress," recalled Coreen.

The family made the difficult decision to call the ambulance and have James brought to Headwaters, knowing that they might not be allowed to see him and be with him as he passed.

Coreen and her daughter were surprised and overwhelmed by the support they were met with at the hospital. They were screened for COVID-19 at the entrance and brought to her father's bedside.

"It was clear that my father was passing away and that the only thing to do at this point was keep him comfortable," recalled Coreen.

The physician made arrangements for James to be admitted to an inpatient unit so he could be away from all the noise and other people who came in for care.

*"We were so thankful and felt so blessed by the treatment we received by the emergency room staff that day."*

"We stayed overnight on an inpatient unit and every nurse on call did their utmost to make our stay as pleasant as possible under the circumstance. They looked after my father with grace," recalled Coreen.

Even though this was all happening during a pandemic, Coreen and her daughter felt safe and protected because of all the infection prevention



protocols in place.

"Being exhausted and in a deep grief we couldn't help but remark to each other on our way home about just how incredible we had been treated," recalled Coreen.

James passed away peacefully, with his family at his side, thanks to the kindness and compassion of each hero working at the hospital during his stay.

*Members of our Emergency Department team who provide compassionate care to palliative patients and their families.*

*Coreen's favourite photo of her father, James, while being baptized in the Grand River.*







*Darlene working at the COVID-19 Assessment  
Centre before we transitioned indoors.  
- The Art of Storytelling/Photography*

# Passion

While working in the drive through COVID-19 Assessment Centre in the summer of 2020, Darlene, Emergency Department charge nurse, met four-year-old Nixie who came in for testing. Along for the journey was her toy doll named Baby Abby.

This was during the busiest days in our COVID-19 Assessment Centre, before a booking system was in place and when patients waited for hours in their vehicles as our teams worked as hard as they could to provide the best possible care.

"The little girl was quite friendly but seemed a little scared," recalled Darlene.

The girl was clinging tightly to the doll and asked if Darlene would test her too. Darlene wanting to provide comfort to the patient, told her not to worry, she would absolutely test her doll.

Darlene then proceeded with swabbing the little girl who took it in stride; Nixie laughed and said the test tickled.

Then, Darlene got an extra swab and tested Baby Abby.

"During an extremely busy and challenging time, it could have been easy for the nurse to overlook Nixie, but she didn't, and we are grateful," said Nixie's mom.

It is small gestures like these, that often provide the greatest impact for those we serve and demonstrate the true passion within each member of our team to care without hesitation.



# Courage

Delivering your second child during a pandemic is overwhelming enough, but as Rabia was in active labor on the Obstetrics Unit at Headwaters Health Care Centre, another challenge presented itself.

Niru, Rabia's husband heard a large dropping sound and water began pouring into the room.

"I thought it was the shower in our room or a machine outside," said Niru. "When I walked to the door, the whole ceiling in the hallway was coming down with water. It was everywhere."

Within moments, registered nurses, Tanya and Sherry, were in the room cleaning up the water that had begun to enter underneath the door, ensuring Rabia was safe and explaining that there was a flood on the unit.

Rabia was engrossed in her labour, "I had no idea what was happening. I was just focused on having the baby," said Rabia.

The main pipe in the back hallway to the Obstetrics Unit broke causing water to come into the space from the ceiling.

Environmental Services and Facilities staff moved quickly to clear the water on the unit and fix the pipe while Obstetrics staff cleared the space and ensured that no patients or birth partners were injured.

"Staff handled the situation flawlessly," said Niru.

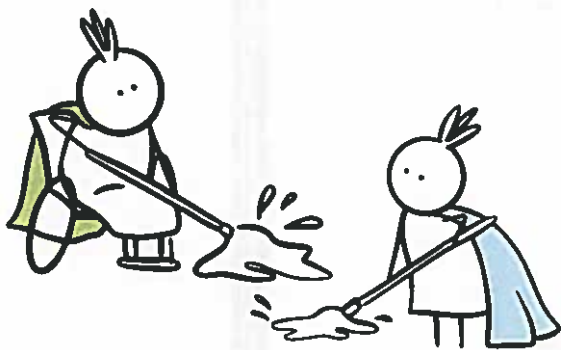
It takes courage to remain calm and act swiftly in the face of a flood, not to mention while in the midst of a pandemic. Rabia delivered a healthy baby boy thanks to the courage of our Headwaters Heroes who continue to rise to every challenge no matter what comes their way.



*Rabia and Niru with their new bundle of joy who was born during a flood on our Obstetrics Unit.*







*Mike, a member of our Facilities team who assisted in the flood.*

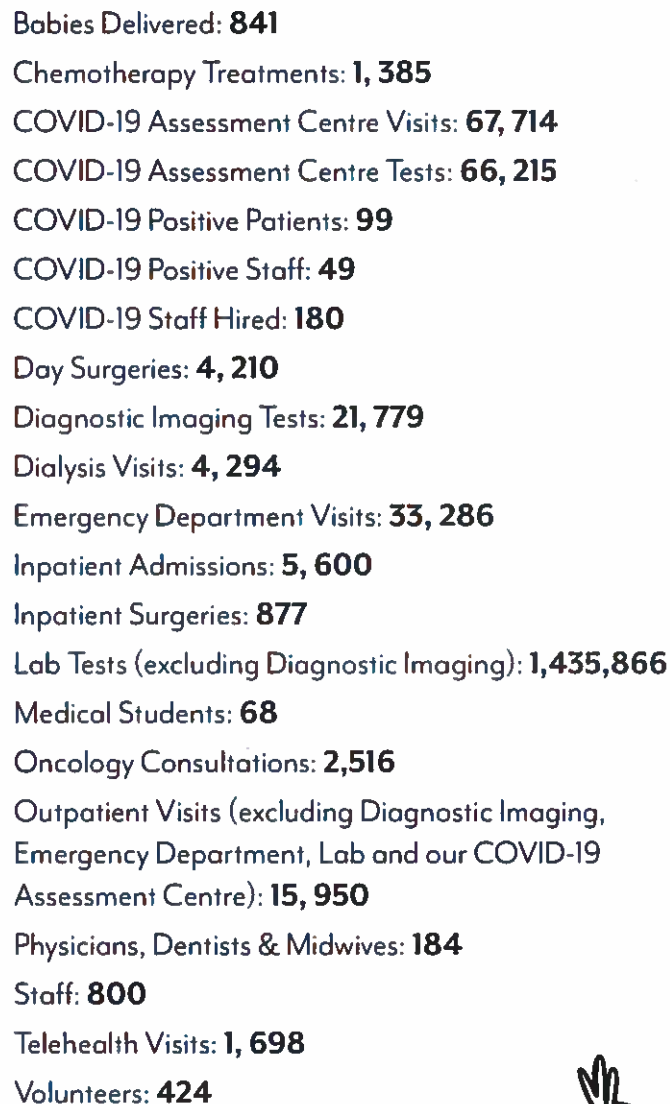


*"Staff handled the situation flawlessly."*

*Our Environmental Services and Obstetrical teams who acted swiftly to ensure no patients or birth partners were injured during the flood.*

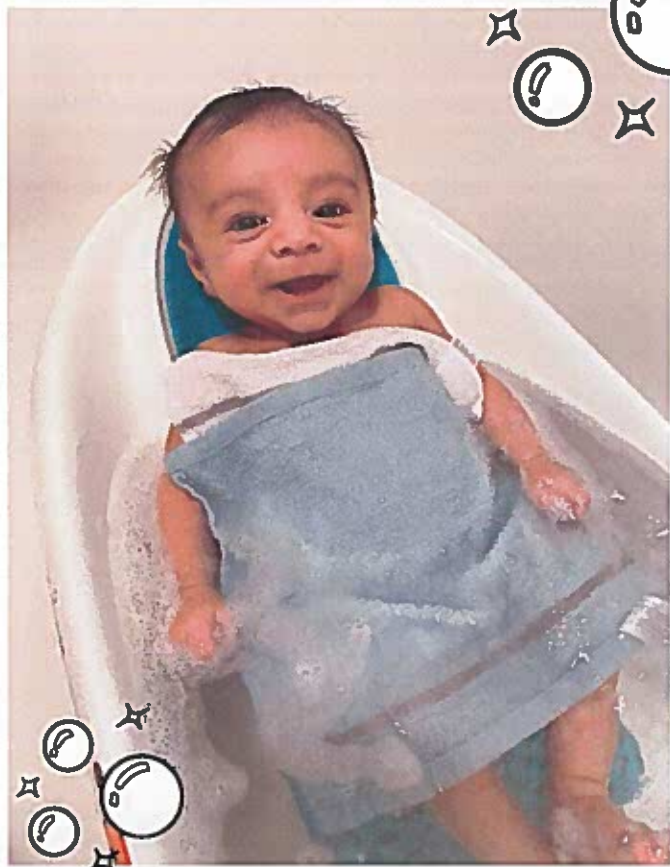
# By the numbers

**Here is statistical information about Headwaters for the year ending March 31, 2021.**



Babies Delivered: **841**  
Chemotherapy Treatments: **1, 385**  
COVID-19 Assessment Centre Visits: **67, 714**  
COVID-19 Assessment Centre Tests: **66, 215**  
COVID-19 Positive Patients: **99**  
COVID-19 Positive Staff: **49**  
COVID-19 Staff Hired: **180**  
Day Surgeries: **4, 210**  
Diagnostic Imaging Tests: **21, 779**  
Dialysis Visits: **4, 294**  
Emergency Department Visits: **33, 286**  
Inpatient Admissions: **5, 600**  
Inpatient Surgeries: **877**  
Lab Tests (excluding Diagnostic Imaging): **1,435,866**  
Medical Students: **68**  
Oncology Consultations: **2,516**  
Outpatient Visits (excluding Diagnostic Imaging, Emergency Department, Lab and our COVID-19 Assessment Centre): **15, 950**  
Physicians, Dentists & Midwives: **184**  
Staff: **800**  
Telehealth Visits: **1, 698**  
Volunteers: **424**





Benjamin, enjoying bath time at home, fully recovered from surgery to help with his breathing.



*"I am so thankful to the most wonderful staff in the Obstetrics Department. Thank you so much for being so amazing. You guys are our heroes. In these challenging times, wearing masks all day as you attend to and care for birthing moms, you are still so kind, gentle and supportive. Never for a moment did you look tired or frustrated. Always on your feet, always there."*

- Community Member

## Baby Benjamin's outpatient visit

One of 15,950 outpatients we saw this year was baby Benjamin whose standard check-up took him and his family from our local community to downtown Toronto for surgery at SickKids.

At Benjamin's first newborn visit, our new pediatrician, Dr. Rebecca Woolnough, noticed an irregularity with his breathing. She explained that the x-ray she requested came back normal but didn't answer her concerns. Rather than dismiss it as something Benjamin would eventually grow out of, Dr. Woolnough insisted that he be seen by the team at SickKids for further testing.

The pediatrician immediately made the referral while Benjamin's parents brought him to Toronto and checked into a hotel along with their three-year-old daughter. The pandemic restrictions forced the couple to manage the care separately and relay notes to one another at their daily swap outside of the hospital.

The entire team at SickKids were incredible from start to finish in their care. Benjamin received surgery to help with his breathing and was ultimately diagnosed with a condition called Laryngomalacia.

Benjamin is back home with his family thanks Dr. Woolnough's persistence and collaborative approach to care.





# Our strategic plan in action

## Getting even better

An unprecedented pandemic brings with it a host of equally unprecedented challenges. For Violeta, a patient in desperate need of dialysis treatment, space at our regional treatment centre in Peel Region had become limited. The prospect of not being able to receive timely Dialysis treatment became a growing concern for Violeta.

Headwaters works in collaboration with our regional treatment center to ensure patients in our area receive the care they need. When Violeta's kidney was failing after receiving a transplant, we needed to act fast to support her as well as relieve the pressure on our regional centre. We developed a plan that would ensure Violeta received her Dialysis treatment.

"With the pandemic, my kids are home with me which is hard because my immune system is low, and I can't take them out. The staff at the hospital found an evening spot for me to come for treatment so I could be home with my kids until my husband got home," recalled Violeta.



*Violeta, a patient who started dialysis treatment with us during the pandemic.*



*Several members of our Dialysis team who used their skills and knowledge to ensure Violeta received timely care.*

Everyone came together with a common goal; to provide the best possible care for Violeta. The treatment was successful, and Violeta is now a regular Dialysis patient at Headwaters; coming for treatment three times a week.

Since Dialysis requires ongoing care, staff and patients see each other routinely and grow closer with each visit. "It always feels like family at the hospital. It's the simple things like covering the seat with bedsheets or offering a warm blanket that make the differences. Other facilities don't think about the little details," said Violeta.

The challenges our patients and staff have faced during the pandemic are vast; each day, we learn, grow, and adapt together. Patients like Violeta give us the opportunity to get even better at what we do, and we are grateful to be a part of their care journey.



*"The challenges our patients and staff have faced during the pandemic are vast; each day, we learn, grow, and adapt together."*

# Nothing about you, without you

Activation Therapist, Amy, began working with 83-year-old Joan early in the pandemic and had no idea the impact she would have on Joan's care.

Joan had fainted from the hot summer heat and sustained an injury to her head. She was rushed by ambulance to Headwaters Health Care Centre after having a seizure from the injury.

"It wasn't until weeks later that I realized I couldn't just get in my car and drive home. I had no recollection of the ambulance. I truly thought my car was in the parking lot of the hospital waiting for me," said Joan.

Joan was admitted to an inpatient unit to help with her recovery. There she met fellow patients and staff who she enjoyed chatting with, including, Ajay, Registered Practical Nurse, of whom Joan was particularly fond.

"I knew I needed to keep active, so I began pacing around the unit. The staff were fantastic. I would walk around them all the time, often in their way and they didn't grumble," recalled Joan.

It took a while for Joan to accept her fate of having to stay in hospital for some time. Joan has a strong personality and struggled with the feeling of being incapable.

"It wasn't until I met Amy that I started to feel useful again," recalled Joan.

Amy asked if she would help paint some wooden flags that had been donated by the family of a staff member at the hospital.

Some patients need more than just the offered physiotherapy and occupational therapy programs. To keep these patients busy, Amy offers craft programs to assist with dexterity and socialization among many other things.

Joan immediately started to feel better; getting stronger and stronger with each painting. She would look forward to her sessions with Amy and would check on the paintings in between those visits to see which ones were dry enough for a second coat.

"Once Amy asked me to try painting, I started to feel more like myself than I had throughout all of it. Amy is a hero, believe me," said Joan.

Since being discharged from the hospital, Joan has moved into the Lord Dufferin Centre, her long-term memory is coming back and she is able to recall things that she hasn't thought of in years.

Joan played a critical role in her own care; she knew she needed to keep busy to heal and just needed some additional support to make that happen. There was nothing about Joan's care without Joan.







*"Joan immediately started to feel better; getting stronger and stronger with each painting."*

*Amy, Activation Therapist, holding up flags painted by patients as part of their recovery.*



*Joan, a patient who rediscovered her sense of purpose through activation therapy.*

# Integrated care close to home

Vulnerable. Palliative. High-needs.

To many, these words read like medical jargon; words that are difficult to apply.

For one of our patients, these words became commonplace in terms of their care. Grappling with late-stage cancer and complications with their oncology, they were due for a new care strategy.

This patient required chemotherapy and inpatient care; simultaneously.

Caring for an inpatient with high-care needs would present a unique set of obstacles for our chemotherapy team. Normally, treatment is provided on an outpatient basis.

After speaking to the patient's family, we learned of the excellent care that had been provided at home before the patient was admitted to hospital. We also learned they were both emotionally and physically exhausted. The family needed to remain close to home in Dufferin-Caledon and we needed a plan to support them.

The primary care physician, our inpatient team, and oncology team came together to develop a strategy. This super-team determined that supporting this patient would take an integrated approach to care. The teams had to stay in constant communication to meet both the inpatient and chemotherapy needs at the same time.

On the day of the chemotherapy treatment, the patient was escorted to the oncology suite. There, they were met by two nurses who would remain by their side for the duration of the treatment. One nurse tended to the inpatient needs while another administered the chemotherapy treatment.

As the treatment was carried out, both nurses and their respective teams monitored the patient closely. When the treatment had ended, the Oncology Nurse provided information to the Charge Nurse on the unit regarding follow-up care.

Collaboration. Comfort. Support.

These are the words we hope to associate with this patient's care going forward and so many of our patients with complicated needs. Through cases like this, we see first-hand that dedicated team collaboration leads to an increase in comfort and support for patients and their families.



*"This super-team determined that supporting this patient would take an integrated approach to care."*



*Several members of our Inpatient and Chemotherapy teams who worked together to support a patient with complex care needs.*



# Our Supports

Innovation, research,  
and technology



*Cara, a Community Paramedic who is part of our new Remote Patient Monitoring Program.*

When Cara, Community Paramedic, received a call from Dr. Priya Akula to discuss a patient with a complex medical history, she was eager to help.

The patient, Rosalia, had a history of congestive heart failure and Dr. Akula was worried about her respiratory status. Cara was asked to complete a home visit with a full assessment.

When Cara arrived at the patient's home, Rosalia was visibly short of breath and had significant swelling in her lower legs.

"I knew immediately that Rosalia was having a flair up of her congestive heart failure," recalled Cara.

Cara contacted the primary care physician and talked to her over the phone about next steps. A care plan was put in motion and Rosalia became part of the Remote Patient Monitoring Program where Cara provided daily follow-up appointments. Rosalia was able to avoid a trip to the Emergency Department or a possible lengthy hospital admission.

The Hills of Headwaters Collaborative Ontario Health Team, a local partnership of doctors, health, social and municipal agencies launched the Remote Patient



*"Dealing with Community Paramedics has been wonderful."*

Monitoring Program. The goal is to connect patients with healthcare resources and ensure that patient have their needs met in the comfort of their own home.

"Dealing with Community Paramedics has been wonderful. They are all welcome in my home anytime. I am part of their Remote Patient Monitoring Program as well and it allows me not to worry, that they are keeping an eye on me and my health. Having them come into my home has been very important to me and made it easier in the last year to help deal with my health problems," remarked Rosalia.

The use of innovation, research and technology helped Rosalia get better. Cara continues to keep a close eye on her to this day.

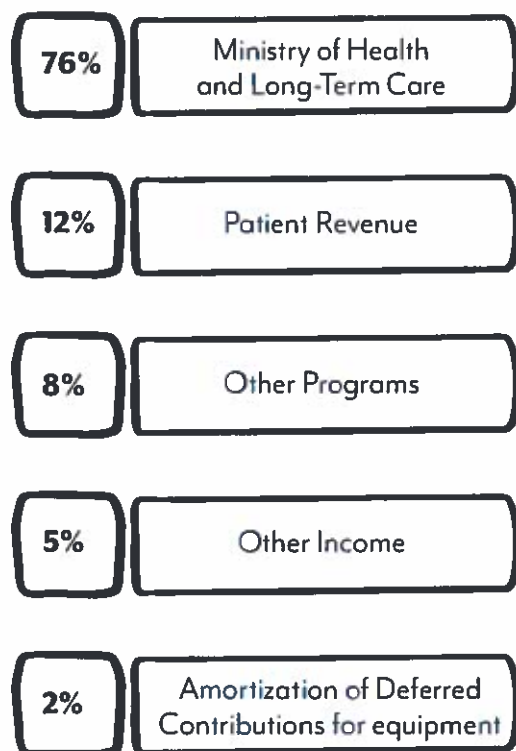
# Making every dollar count

We have developed an audited report on our financial activities and position over the past fiscal year as part of our commitment to being open, transparent and accountable to our community.

As of March 31, 2020, the hospital reported a deficit of (\$716,629). In March 2020, the hospital incurred \$700,000 of operating expenses in relation to our response to the pandemic, which resulted in the reported deficit. Due to the uncertainties at the time, the hospital was not able to recognize any Ministry funding to offset those costs. In the current fiscal year, the hospital was funded for the 2019/20 costs and recognized \$700,000 in additional revenues; the timing delay has resulted in the operating surplus for 2020/21.

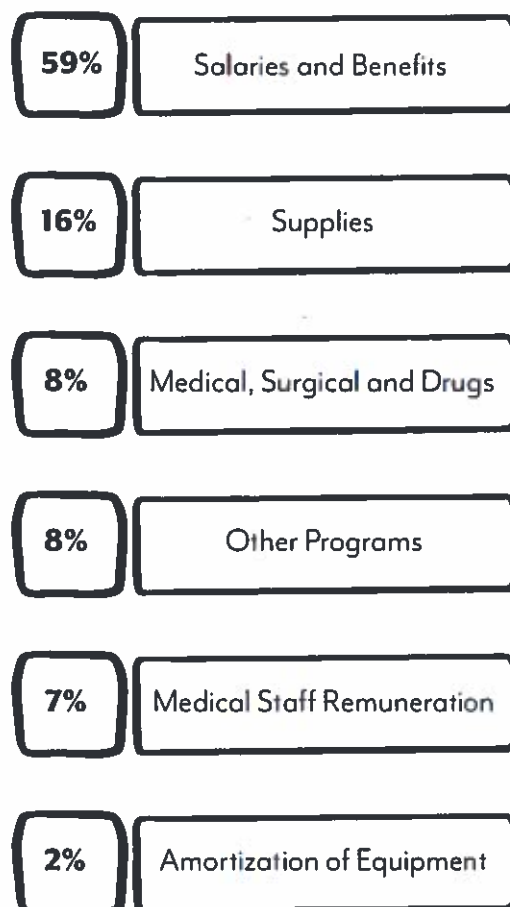
## Revenues \$84.4 Million

Revenues increased by \$7.5M or 9.7% from the year prior. Special one-time investments, rebates and other revenue contributed to the majority of the increase in Ministry of Health and Long-Term Care funding.



## Expenses \$83.7 Million

Total expenses increased by \$6.0M or 7.7%, relating mostly to annual inflation, increased drug costs and one-time investments.



## Financial Statements Online

To view our audited financial statements, please visit our website at [headwatershealth.ca](http://headwatershealth.ca)

# Putting your health care dollars to work

One of the ways we put your donations to work was in critical equipment purchases, which helped patients like Jamie.

When Jamie was working out at Headwaters Racquet Club she noticed an ache in her right breast. She did a self-breast exam and found a small lump.

"I remember thinking to myself; this can't be possible. I am a 38-year-old; I have a healthy lifestyle and I have no family history of breast cancer," recalled Jamie.

Jamie was sent for an ultrasound and mammogram and was scheduled for a biopsy. Two weeks later, she was diagnosed with Stage 1 breast cancer.

"I didn't really know what to think, I was scared and overwhelmed. I knew that I needed to fight this," recalled Jamie.



*(Above) Jamie, a breast cancer survivor who received lifesaving care right here at our community hospital.*

*(Right) Members of our Diagnostic Imaging team who are eagerly awaiting the arrival of our new mammography machine.*

When Dr. Grace Wang, performed a lumpectomy to remove the lump in Jamie's breast, she discovered nine other cancerous spots, making the total tumor size much larger and bumping her into Stage 2 breast cancer.

A treatment plan was set in place for Jamie which included four rounds of chemotherapy.

This year, with the support of generous donors in our community, our Headwaters Health Care Foundation purchased a new mammography machine which includes a specialized 3D breast screening tool that provides early diagnosis. This piece of equipment allows for better screening for dense breasts and reduces false positive rates.

Jamie's breast cancer was detected within the early stages which made it possible for her to get the treatment she needed when she needed it, right here at our community hospital. Jamie is cancer free today.

Our new mammography machine is en route to our hospital and thanks to your generosity other patients, like Jamie, will be able to share the same success story.





# What makes us proud

## Our COVID-19 response

The Hills of Headwaters Collaborative Ontario Health Team was part of a regional pandemic response. Together with our care partners, we launched a new program to support caregivers in our community, supplied personal protective equipment, developed a Remote Patient Monitoring Program, managed an outpatient Cold and Flu Clinic and supported outbreaks in Long-Term Care.



*Kat, a local caregiver supported by our new program, with her son Atlas and his assistant dog, Harris.*



*"A big thank you to all those who cared for me during my visit to the hospital. Even with COVID-19 and the added stress it has caused I was treated with such care and regard from the moment I entered the hospital to my discharge. Everyone, and I mean everyone, was amazing!"*

*- Community Member*

## New Outpatient Pediatric Clinic

We opened our doors to a new outpatient pediatric clinic led by Dr. Rebecca Woolnough, offering rapid access to the full breadth of pediatric medicine for newborns and children; a first for the Dufferin-Caledon community.



*Dr. Rebecca Woolnough, our new pediatrician.*

## Upgrading our aging infrastructure

Thanks to the generous support from donors, upgrades have been completed on the main entrance of the hospital to support wayfinding and access. We have also completed critical repairs to our hospital roof, ventilation system and flooring.



*Our main entrance, renovated and open to patients, visitors and staff.*

## Enhanced vital sign monitors

We introduced 43 new vital sign monitors featuring touchscreen technology which enable our teams to complete monitoring and documentation directly at the patient's bedside.



Members of our Nutrition Services team.

## Improved dietary program

Our team launched a new online dietary program to plan and deliver individualized meals that meet each patient's dietary needs. This program helps us provide more thorough meal plans, as well as improve how our diet orders are entered.

## Delivering time sensitive drug information

Our Pharmacy team has rolled out a new electronic resources database that delivers time sensitive drug information; supporting each member of the care team in their decision making.



Sarah, Pharmacy Manager, who has spearheaded the implementation of our new database.



*"I would like to thank Headwaters Health Care Centre for their continued sponsoring of the COVID-19 Assessment Centre in Orangeville. It is staffed by an efficient and very friendly team. We as a community are very fortunate."*

*- Community Member*

## Virtual tours of our Gardens

The Friendship Gardens, working with University of Waterloo, has launched a new App that allows users to see an overall map of the entire grounds and all 20 gardens including photos and videos. Our community can enjoy the work of our dedicated volunteers from anywhere at any time. The app can be found at [www.friendshipgardens.ca](http://www.friendshipgardens.ca).



## Award winning physicians

Two of our Family Practice physicians, Dr. Stephen Milone and Dr. Stephanie Milone, were honored by the College of Physicians and Surgeons of Ontario as this year's Community Family Practice Recipients; celebrated for their contributions to the field and investment in mentoring others.

## Recognized by Ontario Health (Cancer Care Ontario)

This is the third consecutive year our Oncology team was recognized by Ontario Health (Cancer Care Ontario) for their commitment to ensuring outstanding access to local care, especially during these unprecedented times.



# What we are looking forward to

As we plan for the future we know we need to remain flexible to the changing needs of our community, support a continued culture of collaboration and pursue excellence in everything we do.

## Completing Accreditation with flying colors

Our Accreditation efforts were postponed due to COVID-19 and we look forward to maintaining our Exemplary standing, the highest level possible from Accreditation Canada.

## Replacement of our Health Information System

Our partnership with Collingwood General and Marine Hospital, Georgian Bay General Hospital and Royal Victoria Regional Health Centre to provide a seamless integration of information between hospitals was put on pause while our teams managed the pandemic. This pause provided the opportunity to add a patient portal to the system which will enable our patients to be more involved with their own care when the system launches later this year.



*Headwaters Heroes from across various areas of care who are working on our Health Information System replacement.*

## Creating a framework for ongoing success

The Hills of Headwaters Collaborative Ontario Health Team introduced a Transformation Lead who is building an organizational framework for Dufferin-Caledon's Ontario Health Team. This framework will support improved models of care that are patient-centered, efficient and simplified for patients and providers in the region.



## Building for the future

As part of our commitment to continue to meet the care needs and improve the experience of those who work and receive care here, we are renovating our hospital. Working with our Patient Family Advisors we are planning for future hospital renovations, upgrades to our parking and ongoing critical roof repairs.

## Making every dollar count

We are establishing a Hospital Improvement Plan that will assess opportunities for savings and efficiencies across our hospital; ensuring every dollar we receive is spent in a way that delivers value for our community. We will focus on making smart decisions that safeguard our services for those who need us, now and into the future

## Long-term planning with our community

We are creating a Clinical Priorities Plan as a roadmap for the next five-years; outlining how we want our hospital to be based on the needs of our community, patients, families and caregivers.



*Our Diabetes Education team - some of whom were redeployed during the pandemic to support the greatest needs of the hospital.*

### **Ongoing emergency planning**

Working with our care partners, we are planning for the future and the lasting impacts of this pandemic. We are part of emergency response preparations locally and across our communities. We are also active participants in provincial efforts to support and redirect hospital resources so pressure on the system can be relieved where it is most felt. Our team remains unwavering in its commitment to keep us all safe no matter what comes next.



*Diane, Spiritual Care Program coordinator with Alex, Infection Prevention and Control, practitioner and a few of our lay chaplains, who were provided with infection prevention and control training.*

### **Redefining Spiritual Care**

We are refreshing our Spiritual Care Program to build on the inclusivity that exists at our hospital and to ensure that is it reflective of everyone who works and receives care here.

### **Investing in our greatest resource**

In alignment with our strategic plan and values, we are developing a People Strategy. This strategy expresses our commitment to creating supports and tools that enable our teams to thrive.



*Our indoor COVID-19 Assessment Centre - The Art of Storytelling/Photography.*

# Meet the team

## Editorial

This Annual Report was made in collaboration with a team of dedicated volunteers. These are members of our community who have been personally impacted by our hospital and want to pay tribute to the difference it has made in their lives.

## Governance

Our Board of Directors provide oversight in making strategic decisions, ensuring we provide quality care, safeguarding our financial well-being and staying abreast of health care best practices. We also have several committees which consist of senior leaders, directors and community members. They are a group of dedicated and dynamic people who help support Dufferin-Caledon.

## Editorial

Adrianna Delfino  
Patient Family Advisor

Dini Dimakos  
Community Wellness Council, Hills of  
Headwaters Collaborative Ontario  
Health Team

Annie Gordon  
Co-Chair, Patient Family Advisory  
Partnership

Rick Mulligan  
Patient Family Advisor

Miranda & James O'Connor  
The Art of Storytelling

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Chief of Diagnostic Imaging

Dr. Mark Murphy  
Chief of Anaesthesia

Dr. Paul Scotton  
Chief of Emergency Medicine

Dr. Grace Wang  
Chief of Surgery

Kim Delahunt  
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Anna-Marie Sutherland, Vice  
President, Patient Experience,  
Health Integration, Chief Nursing  
and Health Disciplines Executive



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**Be part of health care in your community:**

Join our team

Join our Patient Family Advisory Partnership

Volunteer with us at the hospital, in the gardens  
([friendshipgardens.ca](http://friendshipgardens.ca)) or in the community

Donate to Headwaters Health Care Foundation at  
[hhcfoundation.com](http://hhcfoundation.com)

For more information:

Connect with us any time by email at  
[info@headwatershealth.ca](mailto:info@headwatershealth.ca)

Or visit us online at  
[www.headwatershealth.ca](http://www.headwatershealth.ca)

We are partners in the Hills of Headwaters Collaborative,  
the Dufferin-Caledon Ontario Health Team

Learn more at:  
[www.hillsofheadwaterscollaborative.ca](http://www.hillsofheadwaterscollaborative.ca)



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