



**ROADS SUB-COMMITTEE ELECTRONIC MEETING  
WEDNESDAY, OCTOBER 6<sup>TH</sup>, 2021 AT 1:30 P.M.  
AGENDA**

Join Zoom Meeting

<https://us02web.zoom.us/j/89392056241?pwd=OE10UFJaeHM0c1k0QWREQmJHTHc1QT09>

Meeting ID: 893 9205 6241

Passcode: 502042

One tap mobile

+17789072071,,89392056241#,,,,\*502042# Canada

+12042727920,,89392056241#,,,,\*502042# Canada

Dial by your location

+1 778 907 2071 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

Meeting ID: 893 9205 6241

Passcode: 502042

1. Call to Order

2. Land Acknowledgement

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).

3. Additions/Deletions/Approval of Agenda

Be it resolved that the agenda be approved as \_\_\_\_\_.

4. Declaration of Pecuniary Interest or Conflict of Interest

5. Approval of Draft Minutes – September 8<sup>th</sup>, 2021

Be it resolved that the minutes of the Roads Sub-Committee meeting held on September 8<sup>th</sup>, 2021 be approved as circulated.

6. Business Arising from Minutes

7. Correspondence Items

8. General Business

1. Update from Public Works Superintendent
2. Memo from Public Works Superintendent regarding 4<sup>th</sup> Line NE & 5<sup>th</sup> Line OS
3. Memo from Denise Holmes - Construction Schedule for County Road 21
4. Email from Tom Pridham, RJ Burnside and Associates – Drain Road Crossings
5. Email Response from Richard Maylin - speeding
6. Email Response from Angie Stephens - speeding
7. Traffic Calming Measures- ped-zone signs and speed humps
8. Discussion regarding Grey County Shouldering Work (Mr.Lyon's comments made at September 16, 2021 Council Meeting)
9. Road Occupancy Permit
10. Placement of the Children Playing Signs
11. Process and Timeline for Replacing Street Signs (Councillor McLean)
12. Other/Additions
13. Unfinished Business
  - 1) Development of Poulton Place (Unopened road allowance in Corbetton – North Side of Main Street)
  - 2) Motion referred from Council regarding 4<sup>th</sup> Line NE & 5<sup>th</sup> Line OS paving
  - 3) Unnamed Lane in Horning's Mills – Update
  - 4) Riverview Development

9. Delegations

10. Recommendations to Council

11. Public Question Period

12. Confirmation Motion

Be it resolved that all actions of the Members and Officers of the Roads Sub-Committee with respect to every matter addressed and/or adopted by the Board on the above date be 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.

### 13. Adjournment and Date of Next Meeting

Be it resolved that we adjourn this Roads Sub-Committee meeting to meet again on \_\_\_\_\_ at \_\_\_\_\_ or at the Call of the Chair.



*The Corporation of*  
**THE TOWNSHIP OF MELANCTHON**  
157101 Hwy. 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

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

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

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

### **MEMORANDUM**

**TO: CHAIR BESLEY AND MEMBERS OF THE ROADS SUB-COMMITTEE**

**FROM: CRAIG MICKS, PUBLIC WORKS SUPERINTENDENT**

**SUBJECT: 4<sup>TH</sup> LINE NE AND 5<sup>TH</sup> LINE OS PAVING PROJECT**

**DATE: SEPTEMBER 30, 2021**

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#### **Scope of Work:**

The 4<sup>th</sup> Line NE project will involve: one culvert replacement, pulverizing of the remaining asphalt, A gravel installation, 60mm asphalt installation and shouldering.

The 5<sup>th</sup> Line OS project involves: multiple culvert replacements, brushing and ditching, A gravel installation, 60mm asphalt installation and shouldering.

#### **Estimated Costing:**

##### **4<sup>th</sup> Line NE:**

DESCRIPTION	COSTING (approximately)
Graham Bro's Quote for paving 4.1KM of road currently gravel (7m asphalt and 1.5m shoulders)	\$589,863.90
Graham Bro's Quote for paving 1.7KM of road currently paved (7m asphalt and 1.5km shoulders)	\$261,990.00
1 Culvert to Replace – 30 inches by 60 feet	\$3,913.00
Excavator Costing to Install above Culvert \$135.00 an hour at approx. 8 hours	\$1,080.00
<b>Total</b>	<b>\$856,846.90</b>

5<sup>th</sup> Line OS:

DESCRIPTION	COSTING (approximately)
Graham Bro's Quote for paving 7.5KM of road currently gravel (7m asphalt and 1.5m shoulders)	\$1,047,242.50
Culvert replacements 24 inches by 560 feet	\$23,898.00
Culvert replacements 30 inches by 120 feet	\$7,869.00
Culvert replacements 32 inches by 60 feet	\$3,934.50
Excavator Costing to Install Culverts \$135.00 an hour at approx. 80 Hours	\$10,800.00
Brushing \$190.00 an hour at approx. 50 hours	\$9,500.00
Ditching \$135 an hour at approx. 80 hours	\$10,800.00
<b>Total</b>	<b>\$1,114,004.00</b>

# BUDGET ONLY FOR 2022



## Graham Bros. Construction Limited

297 Rutherford Road South

Brampton, Ontario L6W 3J8

Contact: Chi Chan, P.Eng.

Phone: 905-453-1200

Email: cchan@grahambros.com

Quote to:

Craig Micks  
Melancthon Township

Quote Date:

Sept 28, 2021

Quote No.

21184-1

Job Name:

Budget Price-HL4 and Gran A

Location:

Melancthon - 4th Line NE from CR21 to CR9

Phone:

519-925-5225

Email:

roads@melancthontownship.ca

Drawings:

Consultant:

No. of Pages:

1

We are pleased to submit the following quotation:

This quotation is for budget purpose only.

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<b>4.1 KM Gran. A Road (7m Asphalt, 1.5m Shoulder)</b>				
1	Top Up Road 50mm Gran A	3,900.00	T	30.84	120,276.00
2	HL-4 60mm	4,310.00	T	102.09	440,007.90
3	Gran A Shouldering	850.00	T	34.80	29,580.00
	<b>Subtotal 4.1 KM Gran. A Road</b>				<b>589,863.90</b>
	<b>1.7 KM Paved Road (7m Asphalt, 1.5m Shoulder)</b>				
	<b>Option 1: Pad &amp; Pave</b>				
4a	S&P 50mm HL-4 + 20% Padding	1,800.00	T	106.28	191,304.00
4b	Gran A Shouldering	350.00	T	34.80	12,180.00
	<b>Subtotal Option 1: Pad &amp; Pave</b>				<b>203,484.00</b>
	<b>Option 2: Pulverize, Gran. A and Pave</b>				
5a	Pulverize Ex. Asphalt	12,000.00	M2	1.25	15,000.00
5b	Top Up Road 50mm Gran. A	1,650.00	T	30.84	50,886.00
5c	HL-4 60mm	1,800.00	T	102.18	183,924.00
5d	Gran. A Shouldering	350.00	T	34.80	12,180.00
	<b>Subtotal: Pulverize, Gran. A and Pave</b>				<b>261,990.00</b>

### NOTES:

- HST extra.
- Based on one mobilization.
- Prices do not include any Bondings.
- Compaction of existing road granular A included prior to placement Gran. A.
- Quotation based on current MTO Asphalt Cement Price Index at \$891/tonne and subject to change.
- Material prices have been very volatile this year especially on the AC. This budget price is based on a 3% increase only and can be changed quite significantly next year.
- Work to be completed in 2022 construction season (May 6 to October 29, 2022).
- Final payment based on quoted unit prices and measured quantity.

- This offer expires in 30 days.
- This quotation is subject to the attached "Terms and Conditions".

OFFER BY: \_\_\_\_\_ Chi Chan, P. Eng

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

## BUDGET ONLY FOR 2022



### Graham Bros. Construction Limited

297 Rutherford Road South

Brampton, Ontario L6W 3J8

Contact: Chi Chan, P.Eng.

Phone: 905-453-1200

Email: cchan@grahambros.com

Quote to: Craig Micks  
Melancthon Township

Quote Date: Sept 24, 2021  
Quote No: 21184  
Job Name: Budget Price-HL4 and Gran A  
Location: Melancthon - 5th Line from CR17 to CR21  
Drawings:  
Consultant:

Phone: 519-925-5225  
Email: roads@melancthontownship.ca  
No. of Pages: 1

We are pleased to submit the following quotation:  
This quotation is for budget purpose only.

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Top Up Road 50mm Gran A	7,125.00	T	29.06	207,052.50
2	HL-4 60mm	7,875.00	T	100.31	789,941.25
3	Gran A Shouldering	1,525.00	T	32.95	50,248.75
GRAND TOTAL					1,047,242.50

#### NOTES:

- HST extra.
- Based on one mobilization.
- Prices do not include any Bondings.
- Compaction of existing road granular A included prior to placement Gran. A.
- Quotation based on current MTO Asphalt Cement Price Index at \$891/tonne and subject to change.
- Material prices have been very volatile this year especially on the AC. This budget price is based on a 3% increase only and can be changed quite significantly next year.
- Work to be completed in 2022 construction season (May 6 to October 29, 2022).
- Final payment based on quoted unit prices and measured quantity.
- This offer expires in 30 days.
- This quotation is subject to the attached "Terms and Conditions".

OFFER BY: \_\_\_\_\_ Chi Chan, P.Eng

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_





*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

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

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**MEMORANDUM**

**TO: CHAIR BESLEY AND MEMBERS OF THE ROADS SUB-COMMITTEE**

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

**SUBJECT: CONSTRUCTION SCHEDULE FOR COUNTY ROAD 21**

**DATE: SEPTEMBER 21, 2021**

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I contacted Mike Hooper at the County of Dufferin requesting information on the construction scheduled for County Road 21 and he advises that the County's plans are to complete the road excavation and reconstruction work next year. Following that the road will sit for a one-year period prior to paving. During that time, the County will be completing the replacement of a concrete bridge structure within the project limits. He anticipates all of the work being wrapped up by September 2024.

He has previously mentioned that the County will work with the Township to schedule the work as to not impact the Township's work on the 5<sup>th</sup> Line. Alternatively, he says they could explore the option of lumping the Township paving work into the County's contract in 2024.

## Kaitlin Chessell

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**From:** Roads  
**Sent:** Thursday, September 30, 2021 2:24 PM  
**To:** Kaitlin Chessell  
**Subject:** Fwd: Municipal Drain Crossings 5th Line / 270 Sideroad

Sent from my iPhone

Begin forwarded message:

**From:** Tom Pridham <Tom.Pridham@rjburnside.com>  
**Date:** September 30, 2021 at 2:09:14 PM EDT  
**To:** Roads <roads@melancthontownship.ca>  
**Subject:** Municipal Drain Crossings 5th Line / 270 Sideroad

Hi Craig ,

Further to our site meeting last Thursday we have reviewed the materials required for drain crossings on the 5<sup>th</sup> Line (Bonfield /Wallace Drain and Fluney Drain )

I have a phone call into a pipe supplier to get a price for the HDPE material required

This is an ideal time to complete this work as the crossings will be much more expensive when the road is repaved

I don't think the CSP culvert on the Stinson Drain needs to be replaced at this time  
A new culvert was installed in 1993 and it appears to remain in reasonable condition

The old concrete bridge on the Gray Drain at the 270 Sideroad is in poor shape and subject to heavy loads

This crossing should be replaced with a new CSP as soon as possible  
I will also get a price for this material as well

Thanks,Tom



**BURNSIDE**  
Tom Pridham  
Drainage Engineer

R.J. Burnside & Associates Limited  
15 Townline, Orangeville, Ontario L9W 3R4  
Office: +1 800-265-9662 Direct Line: +1 519-938-3077  
[www.rjburnside.com](http://www.rjburnside.com)



COVID 19: We remain open for business

## Kaitlin Chessell

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**From:** RICHARD MAYLIN [REDACTED]  
**Sent:** Friday, September 17, 2021 6:29 PM  
**To:** Kaitlin Chessell  
**Subject:** Re: Township of Melancthon - Response from the Roads Sub-Committee

Hi Kaitlin,

Thank you so much for taking the time to write back, it is much appreciated.  
While I completely understand what the objective of reducing the Melancthon speed limit to 70kms that is irrelevant in Hornings Mills as the posted speed limit is 40kms and not being obeyed or enforced.  
There is still a very long way to go and I still stand by the use of "speed bumps".

Best Regards

Richard.

Sent from my iPhone

On Sep 15, 2021, at 3:22 PM, Kaitlin Chessell <kchessell@melancthontownship.ca> wrote:

Good Afternoon Richard,

Please see the attached letter in regards to your email to the Roads Sub-Committee.

Thank you.

Kaitlin Chessell

<image001.jpg>

**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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<Township of Melancthon - Letter to Richard Maylin.pdf>

## Kaitlin Chessell

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**From:** angie stephens [REDACTED]  
**Sent:** Wednesday, September 15, 2021 5:23 PM  
**To:** Kaitlin Chessell  
**Subject:** Re: Township of Melancthon - Response from the Roads Sub-Committee  
**Attachments:** image001.jpg

Thank you for your attention in this matter. If we could request that the speed limit be reduced to 50/kmh to reduce the stones that travel such a distance off the road. Especially for the safety of the pedestrian traffic we have on our roads that are pelted and hurt by vehicles of all sizes passing 65kmh or over. If you need signatures for this request please advise me as I have most of the residents in favor of this asap.

Thank you again for addressing our concerns.

Regards

Angie Stephens  
[REDACTED]

On Wed, Sep 15, 2021, 3:59 PM Kaitlin Chessell, <[kchessell@melancthontownship.ca](mailto:kchessell@melancthontownship.ca)> wrote:

Good Afternoon Angie,

Please see the attached letter in regards to your email to the Roads Sub-Committee.

Thank you.

Kaitlin Chessell



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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## Kaitlin Chessell

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**From:** Denise Holmes  
**Sent:** Thursday, September 9, 2021 8:42 AM  
**To:** Kaitlin Chessell; Sarah Culshaw  
**Subject:** FW: Ped-Zone signs  
**Attachments:** INVOICE.pdf; original-931e6c35-6047-48e4-9076-be66cc03358e.jpeg

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

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**From:** James McLean <jmclean@melancthontownship.ca>  
**Sent:** Thursday, September 9, 2021 8:38 AM  
**To:** Darren White <dwhite@melancthontownship.ca>; David Besley <dbesley@melancthontownship.ca>; Margaret Mercer <mmercer@melancthontownship.ca>; Wayne Hannon <whannon@melancthontownship.ca>; Denise Holmes <dholmes@melancthontownship.ca>; Roads <roads@melancthontownship.ca>  
**Subject:** Ped-Zone signs

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.

### **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.
- 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 a 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 Quebec-based company 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.)
- Farmers were initially weary of the signs before they were installed but have been able to navigate their tractors through them. Peel hasn't received any concerns or complaints from local farmers.
- The cost is \$230 per sign set
- Additional considerations are included in the Transportation Association of Canada (TAC) Manual.

Peel shared the attached invoice, in confidence, to assist with our decision-making.

As staff look at options, the Peel contact 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



## 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

Phone: 705 737 0136 x5160

Direct line: 705 737 5160

Fax: 705 737 2652

[www.nobleins.on.ca](http://www.nobleins.on.ca)

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Proud member of: BNI Business Matters, Barrie Huronia Rotary Club, Barrie Chamber of Commerce



## THE CORPORATION OF THE TOWNSHIP OF MELANCTHON PERMIT FOR ROAD OCCUPANCY

### CONSTRUCTION

Date \_\_\_\_\_

Applicant \_\_\_\_\_  
(Name – Please print)

Hereby make application to occupy.

Road \_\_\_\_\_ Between \_\_\_\_\_

And \_\_\_\_\_

**Purpose:** \_\_\_\_\_

It is requested that the road as aforesaid be occupied on the

Start: \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

End: \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_ Times: \_\_\_\_\_

If closure, traffic will be detoured via \_\_\_\_\_

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### **CONSTRUCTION:**

Upon obtaining such permit and before commencing the work, the applicant shall provide, and during the course of the work shall maintain the following:

- (a) All staff ALWAYS wear safety equipment including hard hats, reflective vests, and safety boots while on the municipal road allowance.
- (b) The Township of Melancthon does not permit full closure of any municipal road without approval from the Public Works Superintendent.
- (c) All damage disruption or removal of existing works such as curb, sidewalk etc. related to the work activity shall be reinstated by the applicant current to the

satisfaction of the Municipality. All road repairs will be the financial responsibility of the Applicant.

- (d) No asphalt surfaces shall be cut. Crossings being bored must be augured. The use of a pneumatic torpedo is not permitted.
- (e) Traffic plan must be executed in accordance with Book 7 of the Ontario Traffic Manual.
- (f) Disturbed areas shall be graded to direct drainage away from municipal road. The ditches, shoulders and travelled road surface, must be restored to its original condition.
- (g) The Township of Melancthon requires all equipment and staff to be off the Municipal Road allowance by 4 p.m. on weekdays prior to a weekend or long weekend.

The undersigned assumes full responsibility for public and employee safety at and around the site and will keep in effect liability insurance to a minimum value of \$5,000,000.00 against loss or damage resulting from an act or omission on the part of the applicant. The undersigned will also comply with all Acts, Regulations, and By-laws which may apply to any work done on the site and obtain all necessary approvals for the above noted works which may include: Local utilities, Ministry of Natural Resources, local Conservation Authorities, and/or any applicable legislation. **Proof of insurance must accompany this application.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PHONE

\_\_\_\_\_  
E-MAIL

\_\_\_\_\_  
FAX

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
POSTAL CODE

\_\_\_\_\_  
SIGNATURE OF PUBLIC WORKS SUPERINTENDENT      DATE

### **EXTENSIONS**

Where time extension is required, the holder of this permit shall apply for such extension at least 24 hours in advance of stated date or re-opening. Time extensions must be authorized by the Public Works Superintendent or his authorized representative before taking effect. Failure to comply will render this permit void.

**PERMIT FEE \$500.00      PAYMENT BY: CHEQUE [ ] CASH [ ] DEBIT [ ]**



## THE CORPORATION OF THE TOWNSHIP OF MELANCTHON PERMIT FOR ROAD OCCUPANCY

### COMMERCIAL/ EVENT

#### **COMMERCIAL / EVENT:**

Upon obtaining such permit and before the event, the applicant shall provide, and during the event shall maintain the following:

- (a) The Township of Melancthon does not permit full closure of any municipal road without approval from the Public Works Superintendent.
- (b) All damage caused by any event activity shall be reinstated by the applicant current to the satisfaction of the Municipality. All road repairs will be the financial responsibility of the Applicant.
- (c) Traffic plan (traffic control persons) must be executed in accordance with Book 7 of the Ontario Traffic Manual.
- (d) The Township of Melancthon requires schedule of times and events for duration of the road occupation.

The undersigned assumes full responsibility for public and employee safety at and around the site and will keep in effect liability insurance to a minimum value of \$5,000,000.00 against loss or damage resulting from an act or omission on the part of the applicant. The undersigned will also comply with all Acts, Regulations, and By-laws which may apply to any work done on the site and obtain all necessary approvals for the above noted works which may include: Local utilities, Ministry of Natural Resources, local Conservation Authorities, and/or any applicable legislation. **Proof of insurance must accompany this application.**

---

SIGNATURE OF APPLICANT

---

PHONE

---

E-MAIL

---

FAX

---

ADDRESS

---

POSTAL CODE

---

SIGNATURE OF PUBLIC WORKS SUPERINTENDENT

---

DATE

**EXTENSIONS**

Where time extension is required, the holder of this permit shall apply for such extension at least 24 hours in advance of stated date or re-opening. Time extensions must be authorized by the Public Works Superintendent or his authorized representative before taking effect. Failure to comply will render this permit void.

**PERMIT FEE \$500.00    PAYMENT BY: CHEQUE [ ] CASH [ ] DEBIT [ ]**





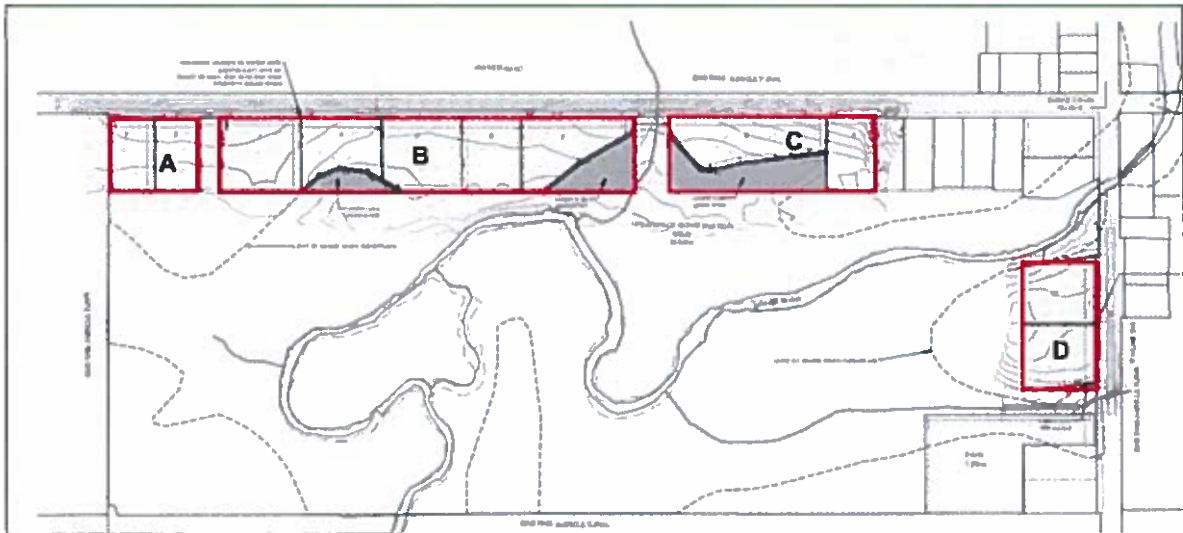
# • Municipal Planning Services Ltd. •

## MEMORANDUM

**To:** Township of Melancthon Roads Sub-Committee  
**Copy:** Ms. Denise Holmes, CAO  
**From:** Chris Jones MCIP, RPP  
**Date:** September 29, 2021  
**Re:** Pre-consultation for Land Division – Part Lot 21, Concession 7 S.W. (Belford)

The Township is in receipt of a pre-consultation for the creation of 11 new residential lots in the settlement of Riverview. The lot creation proposal is shown in Figure 1.

**Figure 1 – Proposed Lot Creation Concept**



Nine of the proposed lot have frontage on Sideroad 260. Discussions with the Township Roads Manager indicate that Sideroad 260 is a gravel road which experiences drainage issues during the spring, half-load season.

Attached as Appendix 1 is a Schedule C to the Official Plan which identifies the settlement boundary of Riverview. Generally speaking, the lands designated for new development in Riverview is limited.

Attached at Appendix 2 is a pre-consultation memo summarizing several technical requirements for consideration by the applicant in preparing the consent applications.

The subject lands are primarily comprised of lands which were formerly approved for a 34 lot residential plan of subdivision in 1990. However in 2017 the subdivision was deemed by by-law to no longer be a plan of subdivision given that provisions of the

subdivision agreement had not been fulfilled by the developer.

On the issue of roads the original subdivision agreement required the developer to complete certain upgrades and restorations to the Township roads upon which new development was proposed.

Attached at Appendix 3 are the road reconstruction plans and profile drawings which accompanied the 1990 subdivision agreement.

Roads Sub-Committee is requested to discuss the condition of and/or need for upgrades to Sideroad 260 in order to provide Township direction on the proposed development of 9 new lots on Sideroad 260. If members are able to conduct a site visit of Sideroad 260 in Riverview prior to the meeting it may be helpful to the discussion.



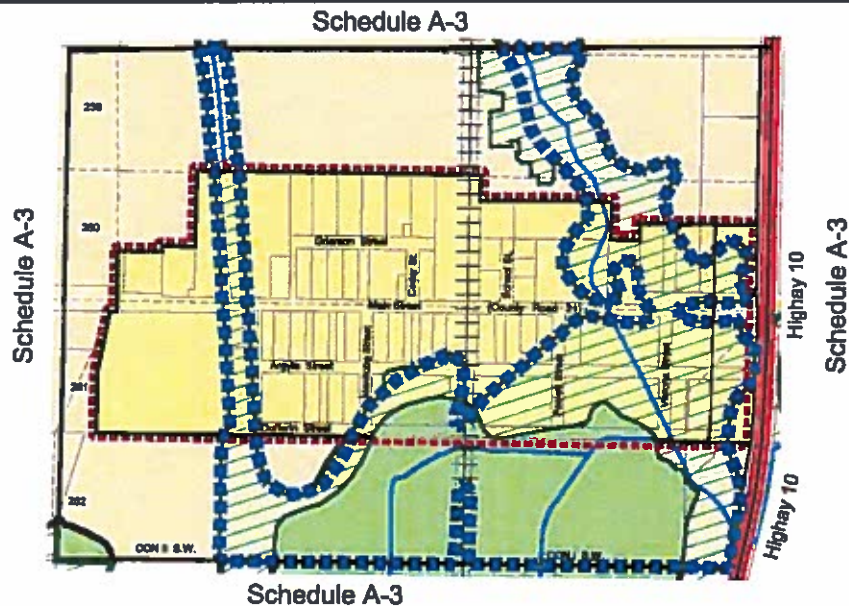
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Chris Jones MCIP, RPP



# •Appendix 1•

## SCHEDULE C-1 (Corbetton)



- FLOODPLAIN BOUNDARY  
(See Sections 3.5 & 5.5.3)
- SETTLEMENT AREA BOUNDARY



## SCHEDULE C LAND USE & ROADS PLAN

OFFICIAL PLAN  
FOR  
TOWNSHIP OF MELANCTHON  
(Corbetton & Riverview)



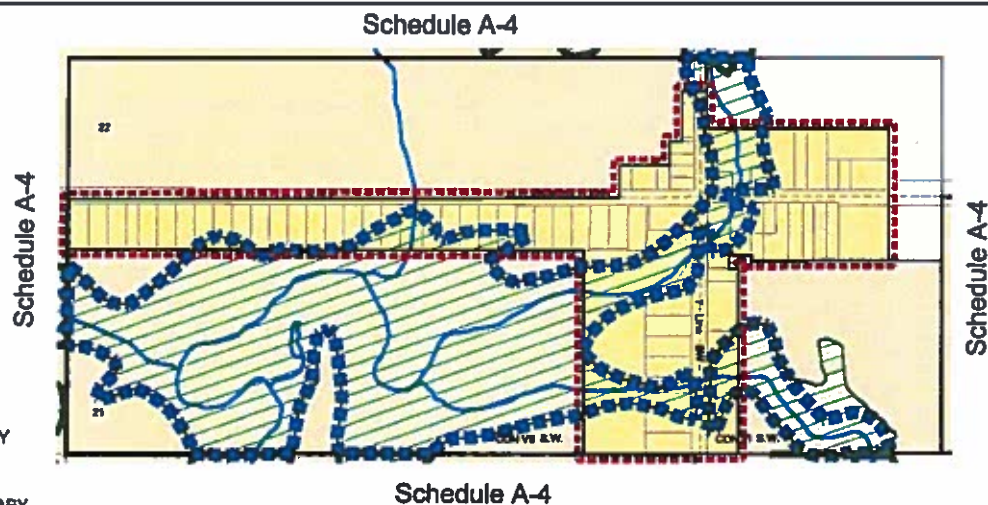
- AGRICULTURAL
- RURAL
- ENVIRONMENTAL PROTECTION
- ENVIRONMENTAL CONSERVATION  
(Also see Section 5.5.3 (f))
- COMMUNITY
- LIGHT INDUSTRIAL
- NIAGARA ESCARPMENT DEVELOPMENT CONTROL AREA
- PROVINCIAL HIGHWAY
- ARTERIAL ROAD
- LOCAL ROAD
- EXISTING MINERAL AGGREGATE HAUL ROUTE
- RAIL LINE RIGHT-OF-WAY

This schedule must be read in conjunction with the Official Plan's policies and Schedules D to H.



AUGUST, 2014

## SCHEDULE C-2 (Riverview)



- FLOODPLAIN BOUNDARY  
(See Sections 3.5 & 5.5.3)
- SETTLEMENT AREA BOUNDARY

## •Appendix 2•

# • Municipal Planning Services Ltd. •

## MEMORANDUM

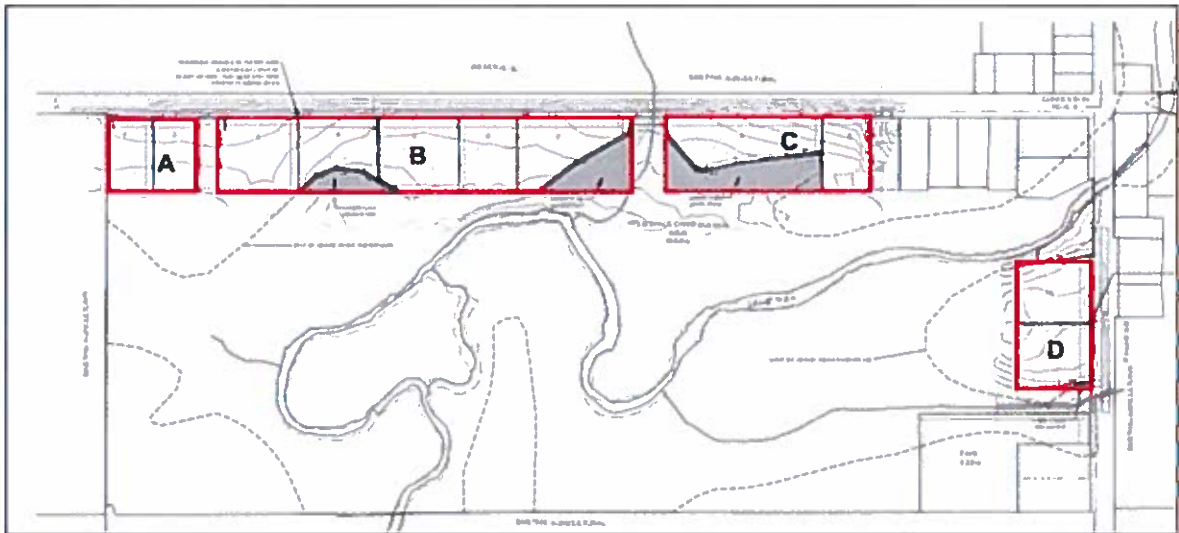
**To:** Gagnon Walker Domes Ltd  
**Copy:** Ms. Denise Holmes, CAO  
**From:** Chris Jones MCIP, RPP  
**Date:** August 31, 2021  
**Re:** Pre-consultation for Land Division – Part Lot 21, Concession 7 S.W. (Belford)

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## BACKGROUND

Further to my pre-consultation memo of October 21, 2020, the Township has been provided with a revised lot creation proposal prepared by Capes Engineering dated June 22, 2021 and shown in Figure 1. For the purpose of providing comments with respect to this revised development proposal the four separate development parcels have been labeled in Figure 1 as Blocks A, B, C, and D.

**Figure 1 – Proposed Lot Creation Concept**



This principle difference from the earlier proposal is that it reduces the number of residential building lots from 18 to 11.

The earlier pre-consultation memo suggested the applicant prepare a flood plain analysis as well as a natural heritage site evaluation as per Sections 3.5, 5.5.2 and 5.5.3 of the Official Plan.

## REVISED SUBMISSION

The following is a summary of the proposed building lots proposed as per the revised submission:

**Parcel A:** 2 lots with lot areas of 0.34 ha and frontages of 46 m.

**Parcel B:** 5 lots with lot areas ranging from 0.45 ha to 0.60 ha and frontages of 62 m to 114 m.

**Parcel C:** 2 lots with lot areas of 0.57 ha and 0.69 ha and frontages of 114 m and 159 m.

**Parcel D:** 2 lots with lot areas of 0.48 ha and frontages of 60 m to 68 m.

It is noted that the revised plan identifies 3 lots that are located in the GRCA's regulated area and it is understood the regulated area has been excluded from the above-referenced lot areas. Direct consultation with the GRCA will be need to be undertaken by the application to address any technical requirements or approvals of the GRCA.

## COMPLETE APPLICATION REQUIREMENTS

The applicant has indicated a preference to use the consent application process rather than the subdivision process for the purpose of lot creation.

It is noted that Section 7.2 a) of the Melancthon Official Plan indicates that the creation of more than 5 lots shall "generally" take place by plan of subdivision. Given that the lands proposed for development currently exist as 5 separate parcels of land and the 11 lot scenario conceivably represents the full build-out of the available development land in the south-west area of the settlement, we have reviewed the submission criteria of Section 7.2 and other relevant official plan policies to prepare a complete application checklist and we believe the consent process would be workable in this circumstance.

In order to prepare complete applications to move forward with consent applications to create 11 building lots for detached dwellings, the following technical reports would be required to be submitted to justify/address development on the basis of the intended 11 lot "build-out".

### **Site Plan/Lot Grading Plan**

- Illustrating the location of a building envelope, entrance location and Class 4 septic system and recommended lot grading/stormwater management plan for each lot as well as an overall site plan/lot grading plan for all lots;
- This item will address Section 7.2 a) ii) and will be formalized by a consent

agreement together with the lot-specific site plan/grading plan as a condition of Provisional consent.

#### ***Hydrogeological Study***

- Provides the technical basis to support the creation of the lots on private services by confirming presence of sufficient water supply for the complete build-out of 11 new residential lots and demonstrates no adverse impacts on existing, adjacent private wells;
- Addresses Section 7.2 a) ii) of the Official Plan.

#### ***Flood Line Study***

- Required by Section 7 a) xiii) and methodology/clearance to be provided by the Grand River Conservation Authority in collaboration with the Township.
- Please consult directly with the GRCA to determine their technical requirements.

#### ***Environmental Impact Study***

- Blocks B, C and D all appear to be proximate to the adjacent lands of fish habitat (Grand River and drainage course between Blocks B and C);
- A scoped EIS is required to address Sections 5.5.2 g) and ee) of the Official Plan.

#### ***Planning Justification Report***

- A planning justification report is recommended to provide context for the policy and technical justification for the 11 lot full build-out.

#### **OTHER ISSUES/SUGGESTIONS**

The following items are also noted for pre-consultation purposes:

- Direct consultation is recommended with the GRCA to confirm their technical requirements to address the regulatory flood line and to address Section 3.5 and 5.5.3 of the Official Plan;
- It is understood the applicant has previously been provided with historic engineering drawings prepared by Burnside and Associates;
- Additional historic file information relating to cut and fill has also been provided with this memo. The GRCA will need to confirm if this historic information has applicability in addressing current technical requirements;
- Peer reviews may be undertaken of the above-mentioned studies at the applicant's expense;
- Archeological assessments may be required as a condition of provisional consent;
- Zoning by-law amendments may be required as a condition of provisional

consent for the severed or retained lands to implement requirements or recommendations of technical studies;

- Consent agreements may be required as a condition of provisional consent for the severed or retained lands to implement requirements or recommendations of technical studies including but not limited to entrances, securities, site plan and lot grading requirements;
- Discussions with the Township Roads Manager indicate that Sideroad 260 is a gravel road which experiences drainage issues during the spring, half-load season. The condition and/or need for upgrades to Sideroad 260 may be discussed/explored in more detail by the Township's Roads Sub-Committee at the time that applications are submitted;
- There is a municipal culvert under Sideroad 260 that outflows between Blocks B and C, the Township may require additional assessment or greater development setbacks from this outflow;
- Entrances are required to be installed as a condition of provisional consent;
- The Township's engineer has commented that the determination as to whether the Township will or will not require secondary/reserve filter beds will depend upon a review of the proposed site plans/lot grading plans. If the lots appear to work reasonably well with adequate lot area, building envelopes, driveways and amenity areas, the plans may be approved without the need for reserve beds. However if the plans appear congested, the proposed lots may require additional reserve beds;
- A Reasonable Use Assessment is not a complete application requirement for the proposed 11 lot build-out.

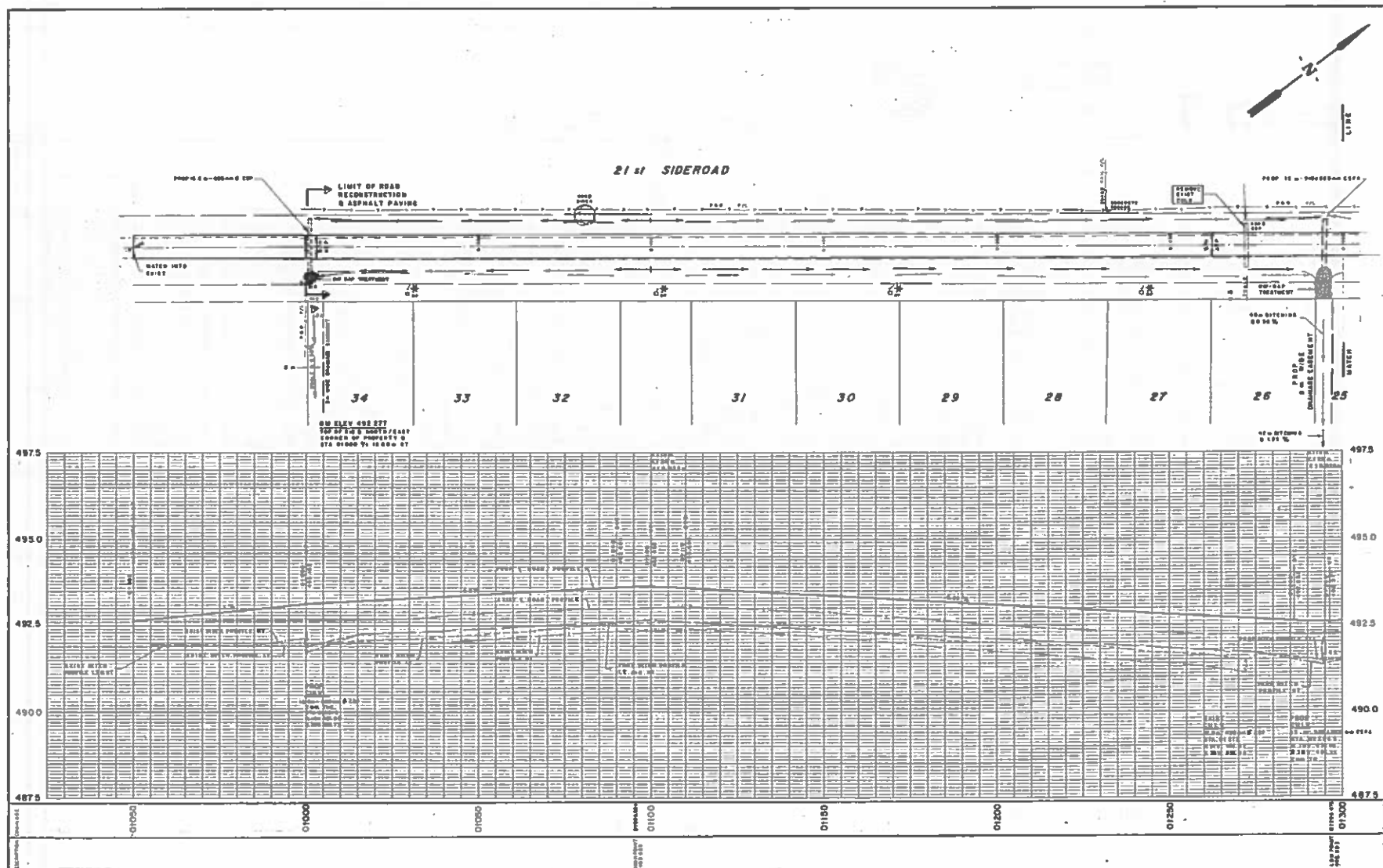


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Chris Jones MCIP, RPP

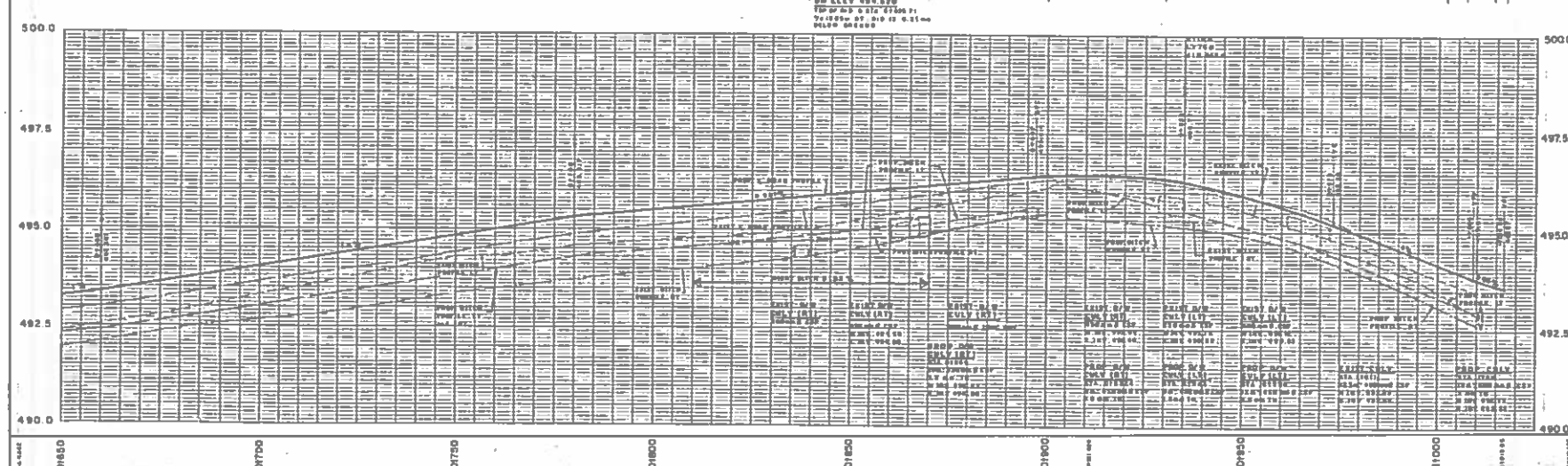
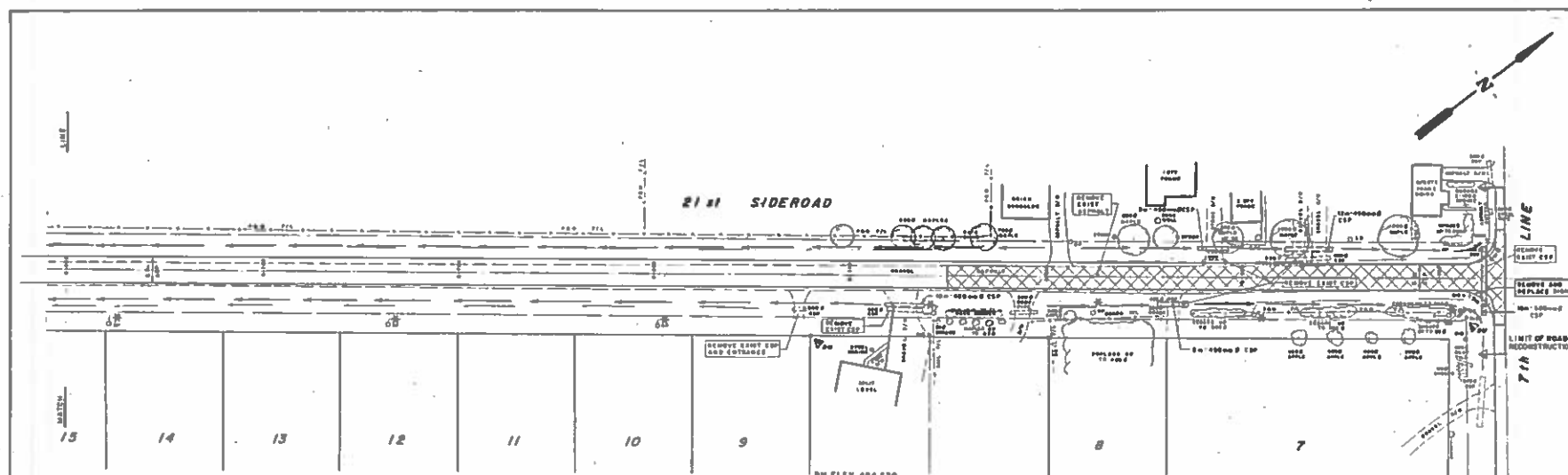
•Appendix 3•





NOTES	01 1. PLANS UPDATED TO 00V 10/91	DATE 00V 91	APPR S.D.L.		CLIENT <b>PIETER VAN DELFT</b>		R.J. BURNSIDE & ASSOCIATES LTD. CONSULTING MUNICIPAL ENGINEERS & PLANNERS 15 TORBARRIE DRIVE, CHATHAM, ONTARIO L4N 1M4
	02 2. PLANS UPDATED TO 00V 10/91	DATE 00V 91	APPR S.D.L.				
TITLE <b>PLAN &amp; PROFILE          21st SIDEROAD</b>				DRAWN BY S.C. MONTGOMERY			
SCALE HORIZONTAL 1"=50' VERTICAL 1"=5'				CHECKED BY A.D. REID			
DATE JUNE 1999				ISSUED BY S-303-S/P3			





<b>NOTES</b> 1. PLANS UPDATED TO NOV 10/81		<b>REVISIONS</b> DATE: 10/81 BY: H. J. GURNSIDE		<b>CLIENT</b> PIETER VAN DELFT		<b>R.J. GURNSIDE &amp; ASSOCIATES LTD.</b> CONSULTING MUNICIPAL ENGINEERS & PLANNERS 14 TORONTO, ONTARIO, CANADA	
<b>PROJECT</b> 21st SIDEROAD		<b>DATE</b> 10/81		<b>BY</b> H. J. GURNSIDE		<b>SCALE</b> 3" = 30' - 7" / 1" = 100'	
<b>DATE</b> JUNE 1980		<b>ISSUED</b> 10/81		<b>REVISIONS</b> A. G. REID		<b>DATE</b> JUNE 1980	