



## **TOWNSHIP OF MELANCTHON ELECTRONIC MEETING THURSDAY, JUNE 16, 2022 - 5:00 P.M.**

Join Zoom Meeting

<https://us02web.zoom.us/j/81052392824?pwd=VUltejFRbjdQK1Y0RTcyYWUzTHVCdz09>

Meeting ID: 810 5239 2824

Passcode: 018492

One tap mobile

+16473744685,,81052392824#,,,,\*018492# Canada

+16475580588,,81052392824#,,,,\*018492# Canada

Dial by your location

+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 780 666 0144 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada

Meeting ID: 810 5239 2824

Passcode: 018492

### **AGENDA**

#### **1. Call to Order**

#### **2. Land Acknowledgement Statement**

*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.

#### **3. Announcements**

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

#### **5. Declaration of Pecuniary Interest and the General Nature Thereof**

#### **6. Approval of Draft Minutes – June 2, 2022**



**7. Business Arising from Minutes**

**8. Point of Privilege or Personal Privilege**

**9. Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)

**10. Public Works**

1. Report from Kaitlin Chessell, Secretary Roads Sub-Committee, Recommendations from June 7, 2022 Meeting
2. Motion to release Tender Security Deposit Cheques to Graham Bros. Construction Limited – Tender 01-2021 and 02-2021
3. Motion to release Tender Security Deposit Cheque to The Murray Group Limited – Tender 03-2021
4. Other

**11. Planning**

1. Applications to Permit
2. Other

**12. Climate Change Initiatives**

**13. Police Services Board**

**14. County Council Update**

**15. Correspondence**

**Board & Committee Minutes**

1. Shelburne & District Fire Board – April 5, 2022
2. NVCA May 2022 Board Meeting Highlights
3. Grand River Conservation Authority – May 27, 2022

**Items for Information Purposes**

1. Town of Shelburne Application for Consent and Minor Variance
2. Town of Aurora Resolution regarding Bill C-233 “Keira’s Law”
3. Integrity Commissioner Guy Giorno Inquiry Report, Wallace V. Mercer
4. Melancthon Day – June 25, 2022
5. Monitoring Plan for Melancthon Pit #2 and Future Bonnefield Property Pit Expansion
6. Town of Grand Valley Housekeeping ZBA regarding Sea Containers
7. Letter from Minister of Rural Economic Development and Rural Broadband Strategy regarding Federal Funding for Rural Communities
8. Town of Shelburne Notices of Decision for 246 Irwin Street and 250 Main Street East
9. Duivenvoorden Haulage Ltd., Site Plan Amendment Approval
10. Township of Mulmur Resolution regarding Ontario Climate Caucus
11. Shelburne & District Fire Board Resolution regarding Town of Shelburne’s Revised Land Acknowledgement
12. Shelburne & District Fire Board Resolution regarding Fire Chief’s 2021 Annual Report
13. Environmental Sustainability Day Climate Action In Dufferin Presentation (Councillor Mercer)
14. Ontario’s first Pollinator Highways Meeting – September 15, 2022



**16. General Business**

1. Notice of Intent to Pass By-law
  1. By-law to Authorize a Boundary Road Agreement between the Township of Southgate and the Township of Melancthon
2. New/Other Business/Additions
  1. NEC Update on 140 & 142 Mill Lane (Councillor Mercer)
  2. Additions
3. Unfinished Business
  1. Notice of Intent to Pass By-law
    1. By-law to Prescribe Lower Rates of Speed on 4<sup>th</sup> Line NE from 5<sup>th</sup> Line to Dufferin County Road 9 – Third Reading
    2. Email from Kristine Pedicone regarding Melancthon Road Speeds
  2. In Person Council meetings
  3. Township Diversity Policy
  4. Headwaters Farm Fresh Guide – 2022 Financial Contribution

**17. Delegations**

1. **5:20 p.m.** - Derek Richmond, CUPW, regarding support our delivering community power resolution to expand service at Canada Post in Rural Communities
2. **5:30 p.m.** – Murray Short, RLB, Auditor, regarding the Presentation of the Financial Statements for the year ended December 31, 2021
3. **6:00 p.m.** – Terry Ward, Inspector – Detachment Commander, Dufferin OPP (invited by Council) regarding the reduction in the speed limit on 4<sup>th</sup> Line NE and the challenges that may be presented as a result
4. **6:15 p.m.** – Notice of Public Meeting Regarding a Zoning By-law Amendment on Part of Lots 7 and 8, Concession 1 O.S to modify the Open Space Recreation (OS1) – Samuel E Young Golf 516423 County Road 124
5. **6:20 p.m.** – Notice of Public Meeting Regarding a Zoning By-law Amendment on Parts 1, 2, 3, 4 and 5, Plan 7R-6754 located in Part of Lots 7 and 8, Concession 2 O.S. together with other lands located in Part of Lots 7 and 8, Concession 2 O.S. 2577791 Ontario Inc – Ghotra

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

**19. Notice of Motion**

**20. Confirmation By-law**

**21. Adjournment and Date of Next Meeting – Thursday, July 14, 2022 – 5:00 p.m.**

**22. On Sites**

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





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

Telephone - (519) 925-5525  
Fax No. - (519) 925-1110  
Website: [www.melancthontownship.ca](http://www.melancthontownship.ca)  
Email: [info@melancthontownship.ca](mailto:info@melancthontownship.ca)

**CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**MEMORANDUM**

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

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

**SUBJECT: RECOMMENDATIONS FROM ROADS SUB-COMMITTEE MEETING  
JUNE 7, 2022**

**DATE: JUNE 9, 2022**

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**8.4 General Business; Sign to be installed on River Road with number of motorcycles accidents on the sign**

The Roads Sub-Committee had a discussion regarding the placement of the "Motorcycle Accident Sign" and "Speed Kills Signs" as we want to place them in strategic spots so that drivers will see them. The Committee decided that there are a couple different spots in Horning's Mills that the "Motorcycle Accident Sign" could be impactful and it would be helpful to have a second sign.

**Recommendation:**

The Roads Sub-Committee recommends to Council that we order a 2<sup>nd</sup> Motorcycle Accident Sign.

**8.4 General Business; Other/Addition**

**177 Main Street, Stair Renovations Email**

The Roads Sub-Committee discusses that the stairs appear to be on the road allowance, but they should be treated the same as a driveway culvert, the owner installs it and it is the responsibility of the land owner to maintain this. Staff advised that they have looked

PW# 10.1  
JUN 16 2022



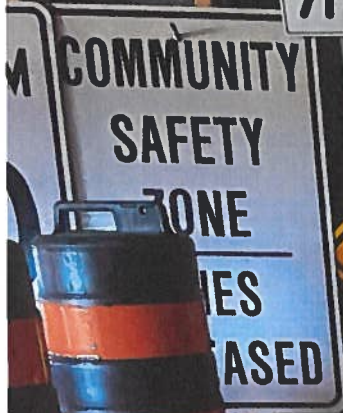
in the property file and no agreement between the Township and the Landowner for the installation of the stairs was in the file.

**Recommendation:**

The Roads Sub-Committee recommends to Council that we advise the property owner that we will not be taking responsibility for the stairs at 177 Main Street, Melancthon that are on the road allowance.



**MOTORCYCLE  
ACCIDENTS ON  
THIS ROAD  
THIS YEAR**









**APPLICATIONS TO PERMIT FOR APPROVAL**  
**June 16, 2022 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</b>
Amsey Bauman Applicant: Aaron Bauman	116116 2nd Line SW Part Lot 302, Con 3 SW	297 m2 ( 3197 sq ft)	Farm Shed	Agricultural Shed	\$90,000	NO	
Amsey Bauman Applicant: Tobias Martin	803137 220 Sideroad Part Lot 37, Con 4 NE	218 m2 (2347 sq ft)	Dwelling	Single Family Dwelling	\$400,000	NO	currently has house
James MacDonald	19 Oldfield Court Lot 10, Plan 134	15 m2 (161 sq ft)	Deck	Deck	\$4000- \$5000	NO	
Amsey Bauman Applicant: Aaron Bauman	116116 2nd Line SW Pt Lot 302, Con 3 SW	1538.66 m2 (16562 sq ft)	Horse-cattle barn	Barn	\$450,000	NO	
Amsey Bauman Applicant: Aaron Bauman	116116 2nd Line SW Pt Lot 302, Con 3 SW	10 m2 (108 sq ft)	feed bins	silos and feed bin	\$90,000	NO	
Windy Stream - Alvin Martin Applicant: Aaron Bauman	098311 4th Line SW Lot 245-246, Con 4 SW	44.59 m2 (480sq ft)	farm shed	agricultural storage	\$15,000	NO	
Dunburne - Josiah Bauman Applicant: Aaron Bauman	398247 County Road 21 W Pt Lot 24, Con 4 OS	23.61 m2 (254 sq ft)	accessory building	agricultural accessory building	\$15,000	NO	
Windy Stream Farm - Alvin Martin Applicant: Aaron Bauman	098311 4th Line SW Lot 245-246, Con 4 SW	457.23 m2 (4922 sq ft)	Barn repair and Addition	horse barn and feed storage	\$85,000	NO	
Greg McKibbin	556540 Mulmur Melancthon Townline Part Lot 10, Con 1 OS Part 6	80 m2 (861 sq ft)	storage garage	storage	\$40,000	NO	

*Plan #11.1*  
**JUN 16 2022**





## **SHELburne & DISTRICT FIRE BOARD**

April 5, 2022

The Shelburne & District Fire Department **Board of Management** meeting was held electronically (Zoom ID 838 5423 8403) 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 7:00 pm.

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

None.

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

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

Moved by J. Horner – Seconded by E. Hawkins

**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 G. Little

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of March 1, 2022 as circulated.

**Carried**

*Bel comm #1*

1111 1 6 2022



5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No questions.

7. **Delegations / Deputations**

7.1 Michelle Adams, CPA, CA, Senior Accountant, RLB

**Resolution # 3**

Moved by M. Mercer – Seconded by G. Little

BE IT RESOLVED THAT:

Leave be given to Michelle Adams, Senior Accountant, from RLB to address the Board.

**Carried**

Michelle Adams, Senior Accountant, RLB reviewed the draft Financial Statements with the Board.

8. **Unfinished Business**

8.1 None.

9. **New Business**

9.1 Draft Financial Statements, RLB

**Resolution # 4**

Moved by S. Hall – Seconded by J. Horner

BE IT RESOLVED THAT:

The Shelburne & District Fire Board accept and approve the Draft Consolidated Financial Statements for the year end of December 31, 2021 prepared and presented by RLB.

AND THAT the Secretary-Treasurer be authorized to sign the representation letter.

**Carried**



## 9.2 2021 Operating Budget Surplus

### **Resolution # 5**

Moved by J. Horner – Seconded by S. Hall

BE IT RESOLVED THAT:

The 2021 surplus of \$90,317.91, be transferred to the capital account and operating reserve account. The amount of \$35,000.00 to an operating reserve account and the balance of \$55,317.91 to the capital account.

**Carried**

## 10. **Chief's Report**

### 10.1 **Monthly Reports (March 2022)**

There was a total of 21 incidents for the month of March.

### 10.2 **Update from the Fire Chief**

The Chief advised that there were 10 inspections completed and 1 in progress.

The Chief participated in the Shelburne Public Library's "Community Reader" program. The Chief reviewed 2 site plans for the Town of Shelburne planning department and reviewed the Town of Mono's proposed fireworks by-law.

## 11. **Future Business:**

### 11.1 2021 Annual Report.

## 12. **Accounts & Payroll – February 2022**

### 12.1 **Resolution # 6**

Moved by E. Hawkins – Seconded by S. Hall

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$25,392.16 for the period of February 25, 2022 to March 30, 2022 as presented and attached be approved for payment.

**Carried**



14. **Confirming and Adjournment**

14.1 **Resolution # 7**

Moved by M. Mercer – Seconded by S. Hall

**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**

14.2 **Resolution # 8**

Moved by S. Hall – Seconded by J. Horner

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 7:43 pm to meet again on June 7, 2022 at 7:00 pm or 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 April 5, 2022

Municipality / Member	Present	Absent
<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>		
Vacant		
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 May 2022 Board Meeting Highlights

**Next Meeting: June 24, 2022, held virtually**

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

### Restoring the Nottawasaga Watershed – a documentary

Fred Dobbs, Manager, Stewardship Services shared a documentary showcasing the importance of sports fishing in our watershed municipalities, and how NVCA and its partners are working to restore the Nottawasaga River to maintain and enhance these unique recreational opportunities.

[View the documentary here](#)

### Change in service provider for conservation area remote parking payment

NVCA will be moving to HotSpot as the new remote parking payment system starting on June 8, 2022. Staff were recently notified by the current service provider that remote payment services will no longer be offered.

Staff will be waiving parking fees during Customer Appreciation Week (June 1 – 7, 2022) to thank NVCA patrons for their continued support.

### Update on Phase 2 Changes to the Conservation Authorities Act

The Ministry of Environment, Conservation and Parks (MECP) is moving forward with Phase 2 of the changes to the Conservation Authorities Act (CAA) to improve the governance, oversight, transparency and accountability of CA operations.

The regulations and policy build on current CA budgetary practices with updates to align the levy apportionment methods and budget processes with the new funding framework and categories of programs and services established

by recent amendments to the CAA and first phase of regulations. The changes will ensure a smooth transition by January 1, 2024 of CAs to the new funding framework and three categories of programs and services.

### Potential Appointment of Agricultural Representative

Changes to the CAA enabled the Minister of MECP to appoint a member from the agricultural sector to each conservation authority Board of Directors.

On February 8, 2022 conservation authorities were notified that the Ministry had posted job advertisements on the Public Appointments Secretariat website for an agricultural sector position for each conservation authority.

NVCA's Administrative By-law will be updated to reflect the Minister's ability to appoint an agricultural sector representative. The new member will be subject to NVCA's Administrative Bylaw including the Code of Conduct and Conflict of Interest policies.

### Planning Services Review

As noted in a March 2022 staff report, between 2018 and 2021, NVCA's Planning Services team has seen a 75% increase in workload, placing tremendous pressure on staff to meet provincial and municipal review timelines and has resulted in reduced efficiency in recognizing user fee revenues.

In addition, the NVCA Board of Directors approved housekeeping changes to planning and permit review fees in December 2021. It was anticipated that a more in depth review of fees would occur in 2022/23.

NVCA will examine current fees and opportunities to expand the level of service



meet the needs and expectations of our partners, as well as be more consistent with other conservation authorities. This increased level of service is expected to potentially include the addition of new technical staff

An RFP has been issued to retain consulting services to review NVCA's Planning Services department program rates and fees.

## **Natural Heritage Program Strategy**

NVCA staff released the Natural Heritage Program Strategy. The document outlines the program's historical work completed and outlines the recommended directions in support of the NVCA's Integrated Watershed Management Plan, Strategic Plan and Business Plan.

Building on the strength of the program accomplishments to date while recognizing the value of current natural heritage monitoring and planning approaches and support the integrated watershed management framework, the core program areas include: development of a watershed-wide natural heritage system, wetland evaluation and mapping, monitoring, natural heritage inventories, and program communications.

These program components provide supports to the NVCA's vision of "a sustainable watershed that is resilient to the effects of climate change, urban growth and other stressors and provides for safe, healthy and prosperous people and communities."





## **Grand River Conservation Authority**

*Summary of the General Membership **General Meeting** – May 27, 2022*

*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-05-22-46 - Human Resources Policies Update
- GM-05-22-50 - Financial Summary
- GM-05-22-43 - Provincial Offences Act Officer Designation - Section 29 Conservation Areas

### **Information Items**

*The Board received the following reports as information:*

- GM-05-22-44 - Conservation Authorities Act Amendments - Overview of Phase 2 Regulations
- GM-05-22-44 - Return to In-Person Board Meetings – Options
- GM-05-22-42 - Cash and Investment Status
- GM-05-22-47 - Pheasant Hunt Program - Third Party Agreement
- GM-05-22-49 - Natural Heritage Program Update
- GM-05-22-48 - Current Watershed Conditions

### **Correspondence**

*The Board received the following correspondence:*

- Lauren Tonelli, on behalf of the Ontario Federation of Anglers and Hunters and the North American Versatile Hunting Dogs Association – Ontario Grand River Chapter re: Pheasant Hunting Program

### **Source Protection Authority**

*The General Membership of the GRCA also acts as the Source Protection Authority Board. No meeting of the Source Protection Authority was held.*

*For full information, please refer to the [May 27 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 June 24, 2022.*

*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'.*

*Balcomm#3*

**JUN 16 2022**





## TOWN OF SHELburne

### Planning & Development Department

May 27<sup>th</sup>, 2022

CIRCULATED BY E-MAIL TO:

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

#### APPLICATIONS FOR CONSENT & MINOR VARIANCE

**FILE NOS: B22/02 & A22/06**  
**PROJECTS: 307 VICTORIA STREET & 105 MORDEN DRIVE**

- 1) **Application for Consent B22/02** – Anthony Matthew and Kristy Savausky have submitted an application for consent for a property located at 307 Victoria Street. The subject property is legally described as Part of Lot 1, Plan 8A, Block 18, Parts 1 & 2 on Plan 7R-1141. The property has an existing total area of approximately 832 square metres with approximately 16 metres of frontage on Victoria Street and 45 metres of flankage on Centre Street. The purpose and effect of the application is to sever a portion of the property to have a land area of 392 square metres to create a new residential lot for a single detached dwelling on the subject land. The retained land will have an area of 440 square metres and is to be used for an existing single detached dwelling. The applicant has also submitted an application for Zoning By-law Amendment (Z22/02) concurrent with this application.
- 1) **Application for Minor Variance A22/06** - Orville Findley on behalf of the owner of the property located at 105 Morden Drive, has submitted an application for a Minor Variance to request relief from Sections 3.4.1(ii) and 5.68 of Zoning By-law 38-2007 in order to construct a converted dwelling with a second dwelling unit in the cellar of the existing single detached dwelling. The application is seeking relief from the regulation which states that a dwelling unit shall not be located in the cellar of a dwelling.

A copy of the completed application forms and sketches are attached for your review. The Notice of Public Meeting is also attached for your consideration. Please contact me should you require additional information to complete your review.

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

**Wednesday, June 15<sup>th</sup>, 2022.**





## **TOWN OF SHELburne**

### **Planning & Development Department**

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

Sincerely,

Steve Wever, MCIP, RPP  
Town Planner

Attachment(s)





## TOWN OF SHELburne

### PLANNING & DEVELOPMENT

#### Minor Variance Application

#### Circulation Response Form

**File:**        **A22/06**

**Project:**   **Application for Minor Variance**  
              **105 Morden Drive**

If you have no comments or objection to the approval of the above noted application please complete this form and email it to the **Town Planner** at the Town of Shelburne by **June 15<sup>th</sup>, 2022**.

**Email:**        **planning@shelburne.ca**

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

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**Agency Name**  
*(Please Print)*

---

**Representative Name**  
*(Please Print)*

---

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

---

**Signature**

---

**Date**





## THE CORPORATION OF THE TOWN OF SHELburnE

### NOTICE OF PUBLIC MEETING

#### UNDER SECTIONS 53 & 45 OF THE PLANNING ACT

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

**MONDAY, JUNE 27<sup>TH</sup>, 2022**

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

#### COMMITTEE OF ADJUSTMENT

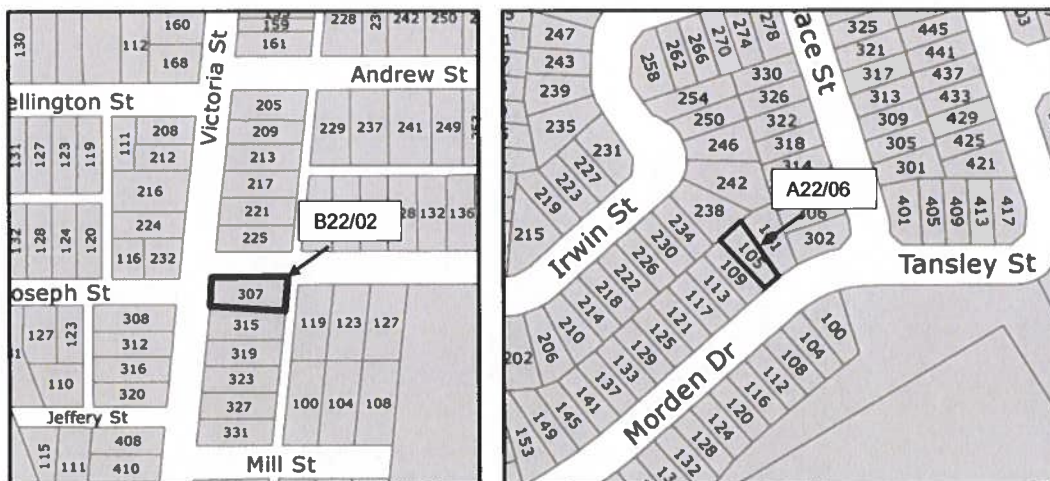
- 1) **Application for Consent B22/02** – Anthony Matthew and Kristy Savausky have submitted an application for consent for a property located at 307 Victoria Street. The subject property is legally described as Part of Lot 1, Plan 8A, Block 18, Parts 1 & 2 on Plan 7R-1141. The property has an existing total area of approximately 832 square metres with approximately 16 metres of frontage on Victoria Street and 45 metres of flankage on Centre Street. The purpose and effect of the application is to sever a portion of the property to have a land area of 392 square metres to create a new residential lot for a single detached dwelling on the subject land. The retained land will have an area of 440 square metres and is to be used for an existing single detached dwelling. The applicant has also submitted an application for Zoning By-law Amendment (Z22/02) concurrent with this application.
- 2) **Application for Minor Variance A22/06** – Orville Findley on behalf of the owner of the property located at 105 Morden Drive, has submitted an application for a Minor Variance to request relief from Sections 3.4.1(ii) and 5.68 of Zoning By-law 38-2007 in order to construct a converted dwelling with a second dwelling unit in the cellar of the existing single detached dwelling. The application is seeking relief from the regulation which states that a dwelling unit shall not be located in the cellar of a dwelling.

Maps showing the locations of the subject properties are provided below.

Further to the COVID-19 Pandemic and the Provincial Orders that limit public gatherings, the Committee of Adjustment meeting will be held electronically through Zoom video conferencing and will be livestreamed. To participate in the meeting electronically through Zoom video conferencing, please contact the Secretary-Treasurer at [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca) to register in order to have access to the public meeting, no later than Thursday June 23<sup>rd</sup>, 2022. Should you wish to view the proceedings, you will have the opportunity to view a live stream of the meeting on the Town of Shelburne's YouTube channel:

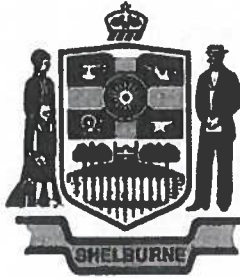
<https://www.youtube.com/channel/UCsar-MwF8CXrgPbe2EVxh-w>.

For more information about this matter, including information about appeal rights, email [planning@shelburne.ca](mailto:planning@shelburne.ca) or visit the Town's website at [www.shelburne.ca](http://www.shelburne.ca).





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



**For Office Use Only**

File #: A22/06  
Date Received: May 5 2022  
Date Accepted: May 11 2022  
Application Fees:  
\$2,500.00

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

**1. APPLICATION INFORMATION**

Name of Applicant: ORVILLE FINDLEY  
Mailing Address: 22 NORTHEAST CRESCENT, BRAMPTON, ON L6R 2Y2  
Telephone Number (Home): [REDACTED] Fax Number: \_\_\_\_\_  
Telephone Number (Business): \_\_\_\_\_ Email Address: \_\_\_\_\_

**2. OWNER**

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

Name: MOHAMED BACCHUS  
Mailing Address: 358 HIGHGLEN AVE, MARKHAM, ON L3S 3M2  
Telephone Number: [REDACTED] Fax Number: \_\_\_\_\_  
Correspondence to be sent to: ☐ Owner ☐ Agent ☒ Both

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

Name: [REDACTED]  
Mailing Address: [REDACTED]  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_



#### 4. SUBJECT LANDS

Street Name and Number: 105 Morden dr  
(if corner lot please include both street names)

Lot: 6-40 Concession:

Reference Plan: Part/Block/Lot:

Area of subject lands: Frontage: 12.32 M

Depth: 33.50 M

What is the current use of the subject land? RESIDENTIAL (SFD)

What is the proposed use of the subject lands? RESIDENTIAL (TUD)

When were the subject lands acquired by the current owner? Feb 10, 2022 PURCHASE DATE

How long have the existing uses continued on the subject lands? SINCE INCEPTION

---

#### 5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation of the subject lands? Residential (Low Density)

What is the present zoning? Residential Type Three Exception One (R3-1) Zone

Please describe the nature and extent of the requested minor variance: CHANGE OF USE FROM  
SINGLE FAMILY DWELLING TO TWO UNIT DWELLING. BASEMENT AS PER CURRENT BY-LAW  
CONSIDERED AS A CELLAR. USE OF THIS SPACE TO CREATE A SECOND DWELLING, WITH A  
BELOW GRADE ENTRANCE AT THE REAR

---

#### 6. ACCESS

Is the subject land accessible by:

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



## 7. BUILDINGS AND STRUCTURES

Are there any **existing** buildings or structures on the subject lands?

☒ yes

☐ no

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

	Building One	Building Two
Type of Building:	RESIDENCE	
Setback from Front Lot Line:	5.82 M	
Setback from Rear Lot Line:	8.05 M	
Setback from Side Lot Line (interior):	1.25 M	
Setback from Side Lot Line (exterior):	0.65 M	
Height (metres):	6.17 M	
Dimensions:		
Floor Area:	112.44 SQM	
Date of Construction:	2015	

Are any buildings or structures being **proposed** to be built on the subject lands?

☐ yes

☒ no

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

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

---

## 8. SERVICING

Water Supply  
Sewage Disposal  
Frontage on Road

Municipal

☒  
☒  
☒

Private

☐  
☐  
☐

Other

☐  
☐  
☐

Is storm drainage provided by:

☒ Storm Sewer

☐ Ditch

☐ Swale

☐ Other, describe \_\_\_\_\_



## 9. STATUS OF OTHER APPLICATIONS

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

☐ yes

☒ no

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

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

---

## 10. DRAWINGS

Please include a drawing showing the following:

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

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

---

## 11. PAYMENT OF FEES

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

MAY 10, 2022  
Date

  
Signature of Owner/Applicant

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



## 12. AUTHORIZATION

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

May 10, 2022  
Date

  
Signature of Registered Owner(s)

## 13. AFFIDAVIT

I, MOHAMED BACCHUS of the CITY OF MARKHAM in the \_\_\_\_\_ solemnly declare that all of the above statements contained herein and in all exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of "The Canada Evidence Act".

DECLARED BEFORE ME AT THE TOWN OF SHELburne  
in the COUNTY of the DUFFERIN  
this 10th day of MAY, 2022

  
Witness

  
Signature of Registered Owner (s) or Agent

## 14. PERMISSION TO ENTER

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

May 10, 2022  
Date

  
Signature of Registered Owner (s) or Agent

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







**renaisance**  
nouveau  
design inc.

578 byrne drive (unit D) barrie, ont. L4N 9Y6  
TEL. (705) 733-8181  
FAX. (705) 733-0227  
WATTS 1-800-847-1807

**MAY 15, 2015**

**Legend**

- BELL PEDESTAL
- CABLE TV
- CATCH BASIN
- HYDRANT
- HYDRO SERVICE LATERAL
- RAILROAD
- STREET LIGHT
- STORM & SANITARY CONNECTION
- SINGLE STM & SAN CONNECTION
- TRANSFORMER
- VALVE
- WATER SERVICE
- REVERSE PLAN
- DRAIN SPOUT TO SPLASH PAD
- EXTENSION DOOR LOCATION
- SIDE WALKWAY LOCATION
- SWALE DIRECTION
- FURNISHED FLOOR ELEVATION
- TOP OF FOUNDATION WALL
- TOP OF BASEMENT SLAB
- UNDERSIDE FOOTING
- UNDERSIDE FOOTING @ REAR
- UNDERSIDE FOOTING @ FRONT
- UNDERSIDE FOOTING @ GARAGE
- NUMBER OF RISERS
- WALKOUT DECK
- WALK UP BASEMENT
- WALK DOWN BASEMENT
- SUMP PUMP REQUIRED
- CHAINLINK FENCE
- PRIVACY FENCE
- SOUND BARRIER
- SUBURBAN

**north arrow**

**GENERAL NOTES:**

- builder to verify all existing grades prior to construction, including road & lot line grades.
- sanitary sewer service connection must be installed before basement excavation to ensure servicing at basement level.
- contractor shall check & verify all given grade elevations & drainage prior to start of construction.
- builder to verify u/s of footing elevation prior to construction, footings to bear on native, undisturbed soil or rock and be a min. of 1.5m (4'-11") below the grade.
- builder to verify location of all hydroline, street lights, transformers and other services. If min. dimensions are not maintained, then builder is to relocate at their own expense.

**COMMENTS:**

- Date of not a plan of survey and shall not be used for transaction or mortgage purposes.

**client:**

**project:** GREENBROOK VILLAGE  
SHELBOURNE, ON  
DUFFERIN COUNTY

**date:**  
**MAY 02, 2015**

**these drawings are not to be scaled**

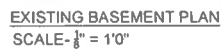
revisions:	description:	date:	by:
1	Iss. for client review	02/05/15	nd
2	Iss. for preliminary review	04/05/15	nd
3	re-iss. for client review (regalia)	03/05/15	nd
4	re-iss. for prelim. review (regalia)	06/05/15	nd
5	rev. per city comments & re-iss. for record	15/05/15	nd

**sheet title:**  
**SITING AND GRADING**

proj # C123	drawn by: ND	checked by: JY
street name: MORDEN DRIVE	scale: 1:200	
registered plan no. 7M-62	dwg. / lot #	
file name: 1123-Lot 6-40.dwg		

**6-40**





ALL COM ARE IN FEET UNLESS NOTED OTHERWISE

The contractor shall check and verify all dimensions and report all errors and variations to the consultant. All drawings, specific details and related documents are the copyrighted property of the SACM FREL LTD, and may not be reproduced without their permission. Do not scale drawings. This drawing shall not be used for construction purposes unless signed by the contractor and approved by the SACM FREL LTD.

			Q2
DATE	REV.	DESCRIPTION	BY
REVISIONS:			

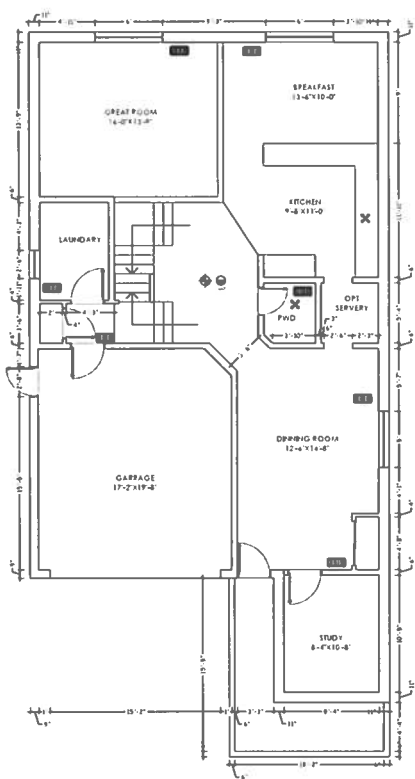
11



DE 142/1 A 4	PC 141 AS 1401 E D	LERNUNG, NO  <b>A1</b>
ORA 141 A 5	PA 11 MAR 1402	
LA 141 A 9	PROJE 141 CH 1402-141	

A1





- VAPID INTERCONNECTED SMOKE ALARM WITH VISUAL SMOKE ALARM COMPONENT (STROBE)
- PROVIDE DUCT TYPE SMOKE DETECTOR WHICH UPON ACTIVATION WILL TURN OFF FUEL SUPPLY AND ELECTRICAL TO THE HEATING SYSTEM
- C.L.G. MTD. EXHAUST FAN POWERED BY ELECT. LIGHT SWITCH CONT. TO ONS DAMPENED VENT
- HEATING OUTLET
- ELECTRIC OUTLET
- SPRINKLER
- CARBON MONOXIDE DETECTOR

**GENERAL NOTES**

1. ALL WORK SHALL CONFORM TO THE ONTARIO BUILDING CODE (O.B.C. 2012) AS AMENDED BY S. PART 7.

**ELECTRICAL NOTES**

1. ALL THE ELECTRICAL INSTALLATIONS MUST BE INSPECTED BY THE ELECTRICAL SAFETY AUTHORITY.
2. ALL SMOKE ALARMS ARE LOCATED WITH CONFORMANCE OF O.B.C. DIV. B 9.10.10.3.

**EXISTING MAIN FLOOR PLAN**  
SCALE -  $\frac{1}{8}" = 1'0"$

**GENERAL NOTE**  
The owner is to check and verify all dimensions and report all errors or omissions to the consultant. All drawings, specifications and related documents are the property of the consultant and may not be reproduced or used for any other project without the consultant's written consent. This drawing shall not be used for construction purposes without the consultant's written consent. The drawing shall not be used for construction purposes without the consultant's written consent. The drawing shall not be used for construction purposes without the consultant's written consent.

DATE	REV.	DESCRIPTION	BY

**PROJECT**  
105 MORDEN DR  
THE BAYVIEW

**deSign**  
Fine Ltd.

**CONSULTING ENGINEERS**

11120 HWY 104, SUITE 100  
SCARBOROUGH, ONT. M1V 4Y7  
TEL: (416) 291-1111  
WWW.DESIGNFINE.COM

DATE	SCALE	DRAWING NO.
DATE	SCALE	DRAWING NO.
DATE	SCALE	DRAWING NO.
DATE	SCALE	DRAWING NO.
DATE	SCALE	DRAWING NO.
DATE	SCALE	DRAWING NO.
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DATE	SCALE	DRAWING NO.

**A2**

ALL CONTENTS ARE THE PROPERTY OF THE CONSULTANT





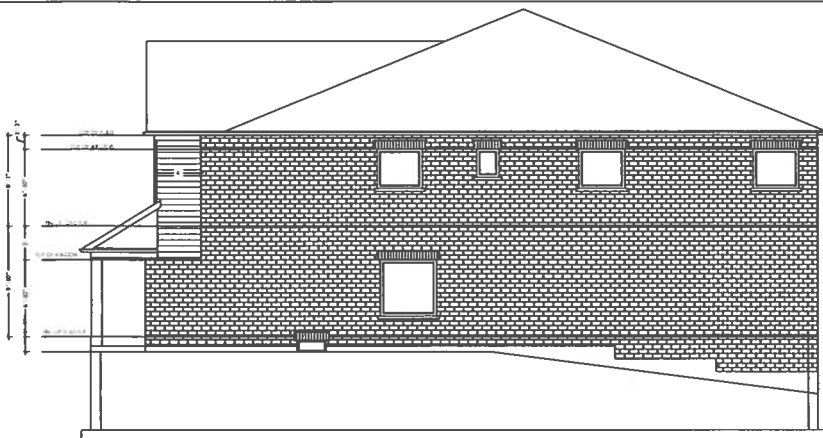


ALL COPS ARE MEET HERE SUNDAY 10:00 AM

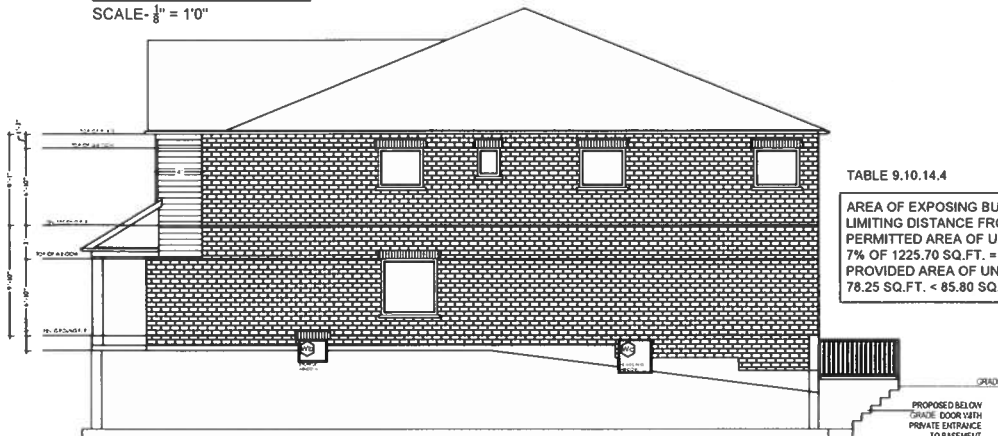








EXISTING RIGHT ELEVATION  
SCALE- $\frac{1}{8}$ " = 1'0"



PROPOSED RIGHT ELEVATION  
SCALE- $\frac{1}{8}$ " = 1'0"

TABLE 9.10.14.4

AREA OF EXPOSING BUILDING FACE = 1225.70 SQ.FT.  
LIMITING DISTANCE FROM LOT LINE = 4 FT  
PERMITTED AREA OF UNPROTECTED OPENING =  
7% OF 1225.70 SQ.FT. = 85.80 SQ.FT.  
PROVIDED AREA OF UNPROTECTED OPENINGS =  
78.25 SQ.FT. < 85.80 SQ.FT.

**GENERAL NOTE**  
This drawing is to show the location and nature of all structures and improvements to be constructed. All dimensions, specifications and materials are to be in accordance with the approved plans of the local authority. The drawing shall not be used for construction of any structure or improvement without the approval of the local authority.

DATE	NO.	DESCRIPTION	BY

REVISIONS

PROJECT  
105 MORDEN DR  
WILLOW

105 MORDEN DR  
WILLOW

**deSign**  
Fine Ltd.  
CONSULTING ENGINEERS  
105 MORDEN DR  
WILLOW  
PH: 01223 812121  
www.designfine.co.uk

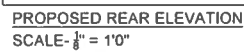
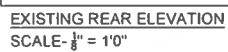
DRAWING TITLE  
RIGHT ELEVATIONS

DATE	SCALE	DRAWING NO.
DATE	SCALE	DRAWING NO.
DATE	SCALE	DRAWING NO.
DATE	SCALE	DRAWING NO.

A6

ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE STATED

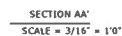
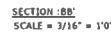




DATE A5	NAME A5 NOTED	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> A7 </div>
DATE A5	NAME MAR 2 1982	
DATE A5	PROJECT NO 06-2027-011	



- WHERE THE GLASS AREA EXCEEDS 0.5 SQ M AND EXTENDS TO LESS THAN 900MM FROM THE BOTTOM OF THE DOOR AS PER OBC 202 B.9.6.1.2 (2)

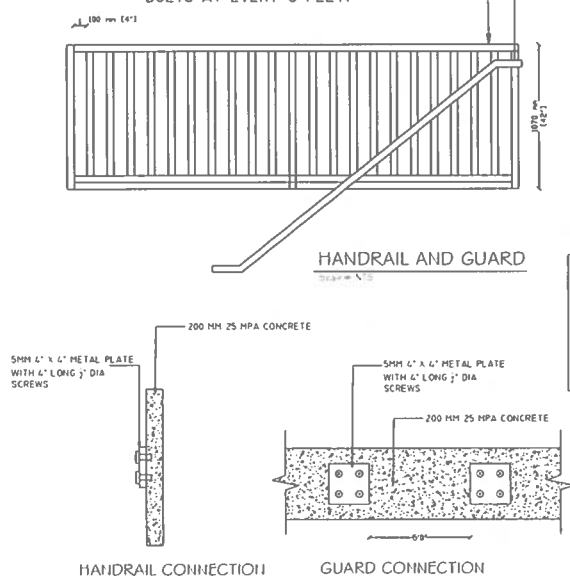


ALL COPS ARE IN FIELD UNLESS NOTED OTHERWISE

DE WJH A8	NACE AS NOED D	DRIKING MO
DRA WH A8	EATE MARL HOF	
LJE FWE D A8	PWUE L E MO EFL J-027-011	A8



HANDRAIL W/50MM CLEARANCE  
FROM THE WALL AS PER OBC  
3.4.6.4. LOADING REQUIREMENT



1. HEIGHT OF HANDRAILS TO COMPLY OBC 2012 B.9.8.7.4.
2. THE CONSTRUCTION OF A GUARDS SHALL CONFORM TO THE LOADING CRITERIA OBC 2012 B.4.1.5.14.

**THE COPY RIGHT**

The code is for small checks and covers all dimensions and report all errors and omissions to the manufacturer. All drawings, specifications and related documents are the copyright property of IRE SIGNATURE LTD. and are not to be reproduced without their permission. Do not be deceived. This drawing should not be used to construct a beam pump unless it is used for cars to be used and signed by IRE SIGNATURE LTD.

[illegible]

## REVISIONS

PROJECT  
105 MORDEN DR  
10-11-1968

const



CONSULTING ENGINEERS

94 KILN RD • BLOOMSBURY  
BLOOMSBURY, CT 06033  
Ph: 860-452-4200 Fax: 860-452-4271  
www.bloombury.com

FORMING FILE

## HANDRAIL DETAILS

U.S. AIR A-1	NO. 101 A-1000000	A9
U.S. AIR A-1	NO. 101 A-1000000	
U.S. AIR A-1	NO. 101 A-1000000	

A9

ALL OTHERS WILL BE SUBJECT TO THE USUAL OTHER RATES





# TOWN OF SHELburne

## PLANNING & DEVELOPMENT

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

**Files:** Z22/02 & B22/02

**Project:** Applications for Zoning By-law Amendment & Consent  
307 Victoria Street  
Part of Lot 1, Plan 8A, Block 18, Parts 1 & 2 on Plan 7R-1141, Town of  
Shelburne

If you have no comments or objection to the approval of the above noted applications please complete this form and email it to the **Town Planner** at the Town of Shelburne by **June 15<sup>th</sup>, 2022**.

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

---

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

---

Agency Name  
(Please Print)

---

Representative Name  
(Please Print)

---

Representative Title  
(Please Print)

---

Signature

---

Date



\$4330 application fee  
\$ 865 contingency depo:

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



**For Office Use Only**

File #: B22/02  
Date Received: April 28 2022  
Date Accepted: \_\_\_\_\_  
Application Fees: \_\_\_\_\_  
\$5,195.00

**TOWN OF SHELburne  
APPLICATION FORM FOR CONSENT**

**1. APPLICATION INFORMATION**

Name of Applicant: Anthony Matthew Saravsky & Kristy Saravsky

Mailing Address: 307 Victoria St. Shelburne, ON L9V 2Y4

Tele: \_\_\_\_\_

Telephone Number (Business): \_\_\_\_\_ Email Address: \_\_\_\_\_

**2. OWNER**

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

Name: Same as above.

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

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

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

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

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

04/04/2013



#### 4. APPLICATION

What is the type and purpose of the application?

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

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

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

Street Name and Number: 307 Victoria St

Lot: Lot 1, Block 18 Concession: \_\_\_\_\_

Reference Plan: 7R-1141 Part/Block/Lot: Lot 1, Block 18

Area of subject lands: 832<sup>sq</sup>m / 8955<sup>sq</sup>ft Frontage: 16.764m / 55 ft

Depth: 45.1m / 148 ft

What is the current use of the subject lands? residential

What is the proposed use of the subject lands? residential

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

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

When were the subject lands acquired by the current owner? 27 May 2011

How long have the existing uses continued on the subject lands? Approx 1928 - present.

(#1 lot is slightly  
pie shaped. 55 ft @ front?  
65 ft @ back,

#### 6. LANDS TO BE SEVERED

Area of severed lands: 392sqm / 4225sqft Frontage: 19.812m / 65 ft

Depth: 19.812m / 65 ft

What is the current use of the lands to be severed? vacant residential backyard.

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

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

Existing: 1 8x8 garden shed (removable).

Proposed: 1 residential house.

04/04/2013



Are the lands to be severed accessible by?

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

#### SERVICING

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

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

#### ZONING AND OFFICIAL PLAN INFORMATION

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

What is the present Official Plan designation on the lands to be severed? Residential (medium density)

#### 7. LANDS TO BE RETAINED

Area of retained lands: 439.74 m / 4733.38 ft. Frontage: 16.764 m / 55 ft  
Depth: 25.298 m / 83 ft.

\* lot is slightly  
pie shaped.  
narrower at  
front, wider @  
back.

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

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

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

Existing: 1 house + 1 garage. Proposed: Same

Are the lands to be retained accessible by:

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

#### SERVICING

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

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

04/04/2013



## ZONING AND OFFICIAL PLAN INFORMATION

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

What is the present Official Plan designation on the lands to be retained? Residential (medium density)

## 8. OTHER APPLICATIONS

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

☐ yes

☒ no (although applying for B2A at this time)

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

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

## 9. DRAWINGS

Please include a sketch or survey showing the following:

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

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

## 10. PAYMENT OF FEES

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

Apr. 28<sup>th</sup>, 2022  
Date

\*  
S

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



## 11. AUTHORIZATION

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

\_\_\_\_\_  
Date

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

## 12. AFFIDAVIT

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

DECLARED BEFORE ME AT The town of Shelburne  
in the County of Dufferin - of \_\_\_\_\_  
this 28th day of April

## 13. PERMISSION TO ENTER

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

April 28th, 2022  
Date

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

04/04/2013

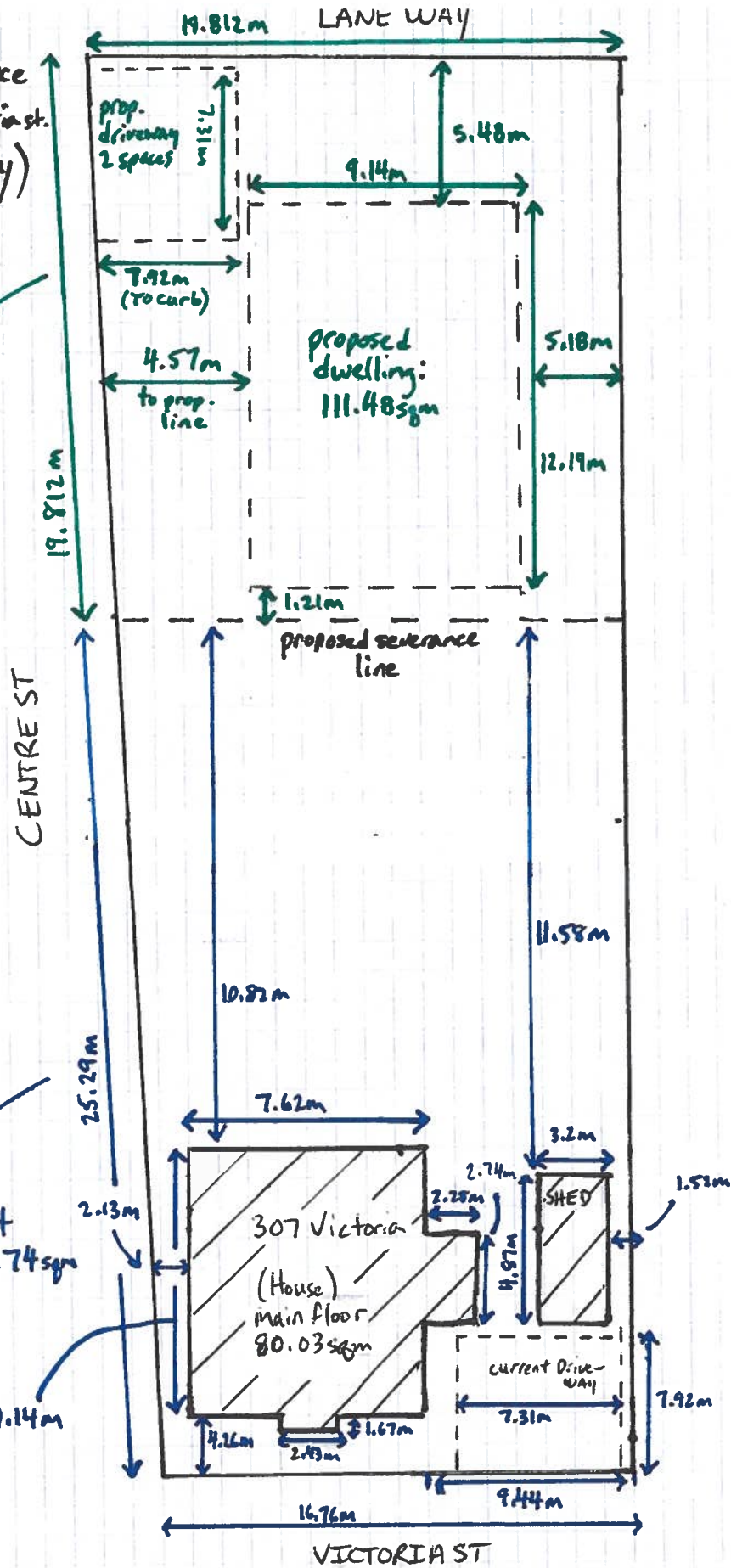


Proposed Lot Severance  
Sketch - 307 Victoria St.  
(Matt + Kristy Sarauksy)

Severed lot  
area: 392.5sqm

Proposed new  
lot shown in  
Green. Retained  
lot in Blue.

Retained lot  
Area: 439.74sqm







## TOWN OF SHELburne

### Planning & Development Department

May 27<sup>th</sup>, 2022

CIRCULATED BY E-MAIL TO:

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

### APPLICATION FOR ZONING BY-LAW AMENDMENT

**FILE NO: Z22/02**  
**PROJECT: 307 VICTORIA STREET**

Please take notice that the Town of Shelburne received an application for a Zoning By-law Amendment for land known municipally as 307 Victoria Street, and legally described as Part of Lot 1, Plan 8A, Block 18, Parts 1 & 2 on Plan 7R-1141, in the Town of Shelburne, County of Dufferin. A copy of the completed Zoning By-law Amendment application form, sketch, and response form are attached. The Town has also received a related application for Consent to sever the subject land (B22/02) which has been circulated with this application. Please contact me should you require additional information to complete your review.

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

**Wednesday, June 15<sup>th</sup>, 2022.**

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

Sincerely,

Steve Wever, MCIP, RPP  
Town Planner

Attachment(s)



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

**Take notice** that the Council of the Corporation of the Town of Shelburne has received a complete application for a Zoning By-law Amendment (File No. Z22/02) and will hold a public meeting on:

**MONDAY, JUNE 27, 2022**

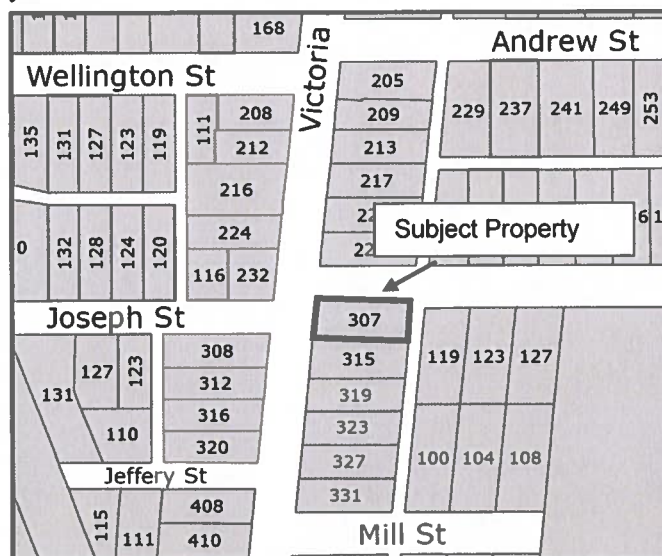
The public meeting is scheduled to start at 6:30 p.m., or as shortly thereafter as possible, and will be held in an online virtual meeting format, as outlined below.

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

The property subject to the proposed Amendment is municipally known as 307 Victoria Street. The property is designated as Medium Density Residential in the Official Plan and zoned Residential Type Two (R2) in the Zoning By-law. The accompanying map illustrates the location of the land subject to the proposed zoning amendment.

The purpose and effect of the Amendment is to rezone the property from Residential Type Two (R2) Zone to a new site-specific Residential Type Two Exception (R2-#) Zone. The applicant has also submitted a Consent application (B22/02) for the purpose of creating a new residential lot to be severed from the existing property. The proposed Amendment applies to both the severed and retained land. The application is proposing site-specific provisions for the retained lot to recognize the existing front yard (2.59 metres), exterior side yard (2.13 metres), lot frontage (16.76 metres), reduced lot area (439.74 square metres) and to permit the provision of required parking within a driveway in the required front yard. Site-specific provisions requested for the proposed severed lot include a reduced front yard of 4.57 metres whereas 6.0 metres is required, a reduced rear yard of 5.18 metres whereas 7.5 metres is required, a reduced lot area of 392 square metres whereas 464.0 square metres is required and to permit the provision of required parking within a driveway in the required front yard.

Further to the COVID-19 Pandemic and the Provincial Orders that limit public gatherings, the public meeting will be held electronically through Zoom video conferencing and will be livestreamed. To participate in the meeting electronically through Zoom video conferencing, please contact the Clerk at [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca) to register in order to have access to the public meeting, no later than Thursday June 23<sup>rd</sup>, 2022. Should you wish to view the proceedings, you will have the opportunity to view a live stream of the meeting on the Town of Shelburne's YouTube channel <https://www.youtube.com/channel/UCsar-MwF8CXrgPbe2EVxh-w>.



For more information about this matter, including information about appeal rights, email [planning@shelburne.ca](mailto:planning@shelburne.ca) or visit the Town's website at [www.shelburne.ca](http://www.shelburne.ca).



42200 application fee  
\$1170 contingency deposit

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



**For Office Use Only**

File #: Z22/02  
Date Received: April 28 2022  
Date Accepted: \_\_\_\_\_  
Application Fees: \_\_\_\_\_  
\$3,835.00

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

Date Received: April 28, 2022

**1. APPLICATION INFORMATION**

Name of Applicant: Anthony Matthew Saravsky & Kristy Saravsky

Mailing Address: 307 Victoria St. Shelburne ON L9V 2Y4

Telephone Number (Business): \_\_\_\_\_ Email Address: \_\_\_\_\_

**2. OWNER**

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

Name: Same as above.

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

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

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

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

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



#### 4. SUBJECT LANDS

Lot: Lot 1, Block 18 Concession: \_\_\_\_\_

Reference Plan: 7R-1141 Part/Block/Lot: Lot 1, Block 18

Street Name and Number: 367 Victoria St. Corner lot of Victoria St. & Centre St.  
(if corner lot please include both street names)

Area of subject lands: 232 sq m / 855 sq ft Frontage: 16.74 m / 55 ft (Victoria St.) (# lot is slightly pie shaped 55 ft @ front 65 ft @ back)  
Depth: 45.11 m / 148 ft.

What is the current use of the subject land? residential

What is the proposed use of the subject lands? residential

When were the subject lands acquired by the current owner? 27 May 2011

How long have the existing uses continued on the subject lands? Approx 1928-present.

---

#### 5. ZONING AND OFFICIAL PLAN INFORMATION

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

What is the present zoning? R2.

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

To sever the above lot into two lots.  
Land to be retained = 439.74 sq m / 4733 sq ft. - containing residential house.  
Land to be severed = 392 sq m / 4225 sq ft. - vacant.

---

#### 6. PROPOSED DEVELOPMENT

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

No proposed development at this time.



## 7. ACCESS

Is the subject land accessible by:

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

## 8. SERVICING

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

Is storm drainage provided by:

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

## 9. STATUS OF OTHER APPLICATION

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

- ☒ Yes      ☐ No      ☐ Unknown

If yes, describe the application(s)? Consent process

## 10. DRAWINGS

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

## 11. PAYMENT OF FEES

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

April 28th, 2022  
Date

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

04/04/2013



**12. AUTHORIZATION**

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

Date \_\_\_\_\_

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

**13. AFFIDAVIT**

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

DECLARED BEFORE ME AT Town of Shelburne  
in the County of Dufferin of the Dufferin  
this 28th day of April 2022

**14. PERMISSION TO ENTER**

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

April 28th, 2022  
Date

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









Legislative Services  
Michael de Rond  
905-726-4771  
clerks@aurora.ca

Town of Aurora  
100 John West Way, Box 1000  
Aurora, ON L4G 6J1

May 31, 2022

Delivered by email  
justin.trudeau@parl.gc.ca  
karina.gould@parl.gc.ca

The Right Honourable Justin Trudeau, P.C., M.P.  
Prime Minister of Canada  
80 Wellington Street  
Ottawa, ON K1A 0A2

The Honourable Karina Gould, P.C., M.P.  
Minister of Families, Children and Social Development  
House of Commons  
Ottawa, ON K1A 0A6

Dear Prime Minister Trudeau and Minister Gould:

**Re: Town of Aurora Council Resolution of May 24, 2022**  
**Motion 10.1 - Councillor Humfries; Re: Private Member's Bill C-233 "Keira's Law"**

Please be advised that this matter was considered by Council at its meeting held on May 24, 2022, and in this regard, Council adopted the following resolution:

**Whereas violence against women is a Canadian public health crisis that demands urgent action; and**

**Whereas one in four women experience domestic violence in their lifetime. One woman or girl is killed every other day, on average, somewhere in our country; and**

**Whereas the most dangerous time for a victim of abuse is when she separates from her partner. According to research from the U.S. Centre for Disease Control and Prevention, when there is a history of coercive control, violence and a recent separation, a woman's risk of domestic homicide goes up 900 times; and**

**Whereas the current Canadian court system is not equipped to protect women. According to the National Judicial Institute, there is no mandatory education for Judges on domestic violence. Judges need education on what constitutes domestic violence or coercive control. A formal education program would ensure**

Info #2  
JUN 16 2022



**another line of defense for victims, as well as preventing violence and abuse before it happens; and**

**Whereas the COVID-19 pandemic has only exacerbated the domestic violence crisis. Women's shelters and crisis centres have reported a marked increase in requests for services this year. The concerns for children are significant.**

**According to recent research from The Children's Hospital of Eastern Ontario, doctors have seen more than double the number of babies with serious injuries as this time last year. These include head injuries, broken bones or in some cases death. Institutions across the country are reporting a similar trend; and**

**Whereas, according to Article 19 of the UN Convention on the Rights of the Child, children must be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has care of the child." Our current family justice system often fails our children in this regard; and**

**Whereas, in worst case scenarios, children are killed by a violent parent. As reported by the Canadian Domestic Homicide Prevention Initiative, recent separation and domestic violence are the two biggest risk factors for domestic violence related child homicides; and**

**Whereas custody disputes are an additional risk factor. Each year in Canada, about 30 children are killed by a parent. Mothers are responsible about 40 per cent of the time, often due to postpartum depression or mental illness. In the 60 per cent of cases where fathers are the murderers, anger, jealousy or post-separation retaliatory revenge are the usual motivations; and**

**Whereas Keira's Law is named after four-year-old Keira Kagan, who was killed while in the custody of her father, in 2020; and**

**Whereas many cases of domestic violence are inappropriately labelled as "high conflict" in the family court system. According to research by Rachel Birnbaum, a Social Work Professor at the University of Western Ontario who specializes in child custody, approximately one third of cases called "high conflict" by the court had substantiated evidence of valid concerns about domestic violence. These cases must be recognized and treated differently by judges; and**

**Whereas voting in favour of "Keira's Law", contained in Private Member's Bill C-233, will not only protect victims of violence and children, it will save lives by**



**amending the *Judges Act* to establish seminars for judges on intimate partner violence and coercive control;**

- 1. Now Therefore Be It Hereby Resolved That Aurora Town Council calls upon the House of Commons to support Member of Parliament Anju Dhillon's Private Member's Bill C-233, that will raise the level of education on domestic violence and coercive control for federally appointed Judges; and**
- 2. Be It Further Resolved That a copy of this resolution be sent to: The Right Honourable Justin Trudeau, Prime Minister of Canada; The Honourable Karina Gould, MP, Minister of Families, Children and Social Development; The Honourable Candice Bergen, Interim Leader of the Conservative Party of Canada; Yves-Francois Blanchet, MP, Leader of the Bloc Quebecois; Jagmeet Singh, MP, Leader of the New Democratic Party; MP Tony Van Bynen; and MP Leah Taylor Roy; and**
- 3. Be It Further Resolved That a copy of this resolution be circulated to all Ontario municipalities and the Federation of Canadian Municipalities (FCM).**

The above is for your consideration and any attention deemed necessary.

Yours sincerely,



Michael de Rond  
Town Clerk  
The Corporation of the Town of Aurora

MdR/lb

Copy: Hon. Candice Bergen, M.P., Interim Leader of the Conservative Party of Canada  
Yves-François Blanchet, M.P., Leader of the Bloc Québécois  
Jagmeet Singh, M.P., Leader of the New Democratic Party of Canada  
Tony Van Bynen, M.P. Newmarket—Aurora  
Leah Taylor Roy, M.P. Aurora—Oak Ridges—Richmond Hill  
Federation of Canadian Municipalities (FCM)  
All Ontario municipalities



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TOWNSHIP OF MELANCTHON INTEGRITY COMMISSIONER,  
GUY GIORNO

**Citation:** Wallace v. Mercer, 2022 ONMIC 11

**Date:** May 31, 2022

## INQUIRY REPORT

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# TABLE OF CONTENTS

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The Complaint.....	3
Summary.....	3
Background.....	4
Process Followed.....	6
Positions of the Parties.....	9
Complainant's Position.....	9
Respondent's Position .....	10
Findings of Fact.....	13
Issues and Analysis.....	15
Issue A: Did Councillor Mercer attempt to interfere with police independence?....	16
Issue B: Does an Integrity Commissioner otherwise have jurisdiction over a Council Member's complaint to the police?.....	17
Issue C: Given the disposition of Issue B, what are the limits of the comments and findings in this report? .....	19
Issue D: Did Councillor Mercer misuse the influence of her office, contrary to section 1.3 of the Code? .....	20
Issue E: Did Councillor Mercer harass the Complainant, contrary to section 1.15 of the Code? .....	21
Conclusion and Recommendation .....	23
Content.....	23
Appendix: Excerpts from Code of Conduct for Members of Council and Members of Local Boards .....	25



## THE COMPLAINT

1. Ms Karren Wallace (Complainant) alleges that Councillor Margaret Mercer (Respondent) contravened the Code of Conduct for Members of Council and Members of Local Boards, By-law Number 11-2019, by contacting the Ontario Provincial Police about a communication she had received from the Respondent.

## SUMMARY

2. Ms Wallace is a resident of the Township who communicates with Council Members concerning local issues. After receiving emails from Ms Wallace, January 27, Councillor Mercer complained to the OPP, and an OPP constable visited Ms Wallace at home.

3. Ms Wallace alleges that Councillor Mercer was acting in the capacity of Council Member when she contacted the OPP. She alleges that Councillor Mercer asked the OPP to visit Ms Wallace in an attempt to intimidate Ms Wallace and to discourage Ms Wallace's further political discouragement.

4. I find that Councillor Mercer's purpose in calling the police was to silence further criticism from Ms Wallace. Nonetheless, this finding does not mean that Councillor Mercer contravened the Code.

5. People who believe that they need the assistance of law enforcement have a right to contact the police. So long as they respect police independence, and do not misuse the influence of office, elected officials possess the same rights as anyone else to request police assistance.

6. Despite my finding that the Respondent was attempting to silence further criticism from a resident, the Code of Conduct and the *Municipal Act* do not prohibit a Council Member from seeking police assistance and do not authorize an Integrity Commissioner to supervise police calls made by Council Members.

7. Councillor Mercer did not disrespect the principle of police independence. She is not a police services board member and has no authority or responsibility for policing. Councillor Mercer also did not engage in political interference with policing. In contacting the OPP she did not use the influence of her office as a Council Member. Calling the police was not harassment of Ms Wallace as defined by the Code.

8. I am reporting to Council that the Code was not contravened.



## BACKGROUND

9. At 8:12 p.m., January 27, Ms Wallace, from her personal email account, sent the following email to all Members of Township Council, at their Township email addresses:<sup>1</sup>

Subject: Concerned citizen

I am emailing to express my concerns about the dysfunction and dynamics on display among members of Melancthon Council.

Recently, within days of Facebook posts made by the Mayor on his personal page expressing his concerns about possible damage to municipal infrastructure, a majority of Council called a special meeting to discuss the issue.

As expressed at that January 18, 2022, meeting, four members of Council felt the reputation of the municipality had been called into question and it was important enough to call a special meeting.

Six days later, a meeting scheduled weeks in advance, held legislatively under the *Planning Act* to discuss a by-law regarding diversified on farm uses, was called to order. Immediately, a majority of Council voted to adjourn the meeting, without hearing from any of the ratepayers who took time to attend the meeting to provide input and comments, as was their legislated right.

Margaret Mercer stated her reason for requesting adjournment was the Planner did not follow the instructions of Council in drafting the by-law. The support of three other members of Council in adjourning the meeting clearly called the Planner's integrity and professional credibility into question.

This, despite Council discussing the draft by-law and providing direction to the Planner on at least at two opportunities at Committee of the Whole meetings in the fall of 2021.

The outcome of the cancellation of that meeting was the immediate resignation of the Planner, thereby halting all development in the municipality.

And yet our Council is silent on the reputation of the municipality on this major issue and to date has not called a special meeting to discuss this troubling development.

The ratepayers in Melancthon deserve better.

They deserve a Council that works cohesively on major issues that do not sink to a level of pettiness. An example of this is when Margaret Mercer expressed on a Zoom Council meeting she was upset the Mayor did not greet her at a function in the manner in which she felt she was accorded. Another particularly offensive comment was when, with Mr. Harvey Lyon on the Zoom meeting, Mercer stated everyone would be better off if he were dead.

Melancthon residents expect their elected officials will be received at a Provincial level on matters of concern with respect, not with the knowledge of the dysfunction and dynamics at play, as reported in the print and social media.

---

<sup>1</sup> My standard practice in these reports is to edit direct quotations to correct spelling, grammar and names, and to achieve uniformity in punctuation and capitalization.



This Council, as many others, are facing unprecedented challenges regarding COVID, infrastructure deficient, funding issues, increasing taxes, aging infrastructure, crime, a potential impact to local water, and many others. And yet they focus on Facebook posts to try to score political capital.

You were put in your position to represent the best interests of your constituents. Please rise to the occasion.

Karren Wallace

10. At 9:29 p.m., Ms Wallace forwarded the above email to the personal email address of Councillor Mercer, and provided this explanation:

As you advised at the special meeting of Council on January 18, I know you aren't on social media, so I wanted to be fair and let you know this has been shared on Facebook.

Feel free to call anytime to discuss 519-925-3845.

Karren

11. That same evening, Ms Wallace posted the text of her email to Council on Facebook's Mulmur Melancthon Community Group page. Her Facebook post began as follows:

Here is the email I just sent to Council (and YES Mercer did state on a Zoom meeting everyone would be better off if Mr. Harvey Lyon were dead and YES he was on the Zoom meeting: I am emailing to express my concerns about the dysfunction and dynamics on display among members of Melancthon Council.

[then followed the entire text of the email that Ms Wallace had sent to Council]

12. Immediately below her post of the email to Council, Ms Wallace then posted the following:

I fully expect to receive a cease and desist order from Margaret and when I do, I will be glad to post it here!

13. Upon receiving Ms Wallace's email to her personal email address, Councillor Mercer contacted the OPP. A constable from the Dufferin County detachment was assigned to the matter. He spoke to Councillor Mercer by telephone and then visited Ms Wallace at her home.

14. Later the same night, Ms Wallace emailed all of Council, and posted on Facebook, to inform people of the police visit and to express her displeasure at what had occurred. She stated:

In response to my email to Melancthon elected officials earlier this evening (see thread below), in the municipality where I own a residence, Margaret Mercer, contacted the OPP to complain about my email. She requested the OPP to come to my home to tell me that she did not wish to receive any of my emails.



I have copied the Officer in question so a copy of this email thread can be placed in the file so there is clarity that at no time were threats exchanged or anything but factual information provided.

Calling the OPP on a ratepayer who is exercising their democratic right to engage with their municipal representative, directed to their publicly paid email address, is an absolute waste of taxpayer money, and more importantly, police resources and time.

A component of her complaint was that she was also receiving emails to her personal email address. That is true, but those emails were concerning the Strada quarry proposal, which as a Councillor she was forwarded as a matter of courtesy so she could be informed. At one point, she emailed to demand that she wasn't kept fully informed about the issue. Her complaint has been duly noted and she will no longer receive any information about this important issue.

Additionally, everyone on that Strada email, list months ago, were requested to advise by return email if they did not wish to receive further emails. At no time did Margaret Mercer reply that she did not wish to receive emails to her personal email about the issue.

In my exchange with the investigating Officer, it was confirmed that my continuing to engage with my municipal Councillor(s) at their public municipal email address is not illegal, provided it is based on fact and not threatening.

15. On February 7, Ms Wallace submitted the Complaint that became the subject of my inquiry.

## PROCESS FOLLOWED

16. In operating under the Code, I follow a process that ensures fairness to both the individual bringing a Complaint (the Complainant) and the Council Member responding to the Complaint (the Respondent). This process is based on the Complaint Protocol that was adopted by Council.

17. This fair and balanced process begins with me issuing a Notice of Inquiry that sets out the issues in the inquiry. The Complaint, including any complaint materials, is attached to the Notice. The Respondent is given the opportunity to respond, and then the Complainant receives the opportunity to reply to the Response. The Respondent is made aware of the Complainant's name. I do, however, redact personal information such as personal phone numbers and email addresses.

18. I received the Complaint on February 7 and issued a Notice of Inquiry, February 10.

19. The Complaint had cited sections 1.15 and 1.16 of the Code. I exercised my discretion to determine that the inquiry would consider section 1.15 and section 1.3 but not section 1.16.



20. Section 1.15 covers harassment as defined in the *Human Rights Code*. The *Human Rights Code* defines harassment as, “engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.” This is similar to the language of section 1.15 of the Code of Conduct. In this case, the allegation of harassment is that Councillor Mercer contacted the OPP in an attempt to intimidate Ms Wallace and to discourage Ms Wallace’s political discourse.

21. While the Complaint did not expressly mention section 1.3, I determined that the last sentence of section 1.3 was applicable to the allegation that Councillor Mercer acted in her capacity as a Council Member when she contacted the OPP. That sentence reads: “No member shall use the influence of office for any purpose other than the exercise of their official duties.” I therefore exercised my discretion to reformulate the complaint to include the last sentence of section 1.3.

22. I exercised my *Municipal Act* discretion not to inquire whether Councillor Mercer contravened section 1.16 of the Code. Section 1.16 of the Code of Conduct states that bullying is “repeated” behaviour. The Complaint does not allege any behaviour that was repeated. Consequently, even if all the facts alleged in the Complaint were supported by the evidence, there would be no contravention of section 1.16.

23. Councillor Mercer provided a written response on February 18. Ms Wallace replied on February 27. Councillor Mercer submitted a supplementary response, March 9, to which Ms Wallace replied, March 20.

24. I conducted interviews of two individuals whom I believed might possess relevant information: the Mayor, and the resident who was allegedly the subject of a “better off ... dead” comment (see paragraph 11).

25. I issued a summons under subsection 33 (3) of the *Public Inquiries Act*, as well as a delegation under subsection 223.3 (3) of the *Municipal Act* to a lawyer who works with me, authorizing him to receive the evidence of an additional witness, an OPP constable. The evidence, on affirmation, was provided March 28.

26. I interviewed the Respondent in writing (at her request), between April 2 and April 27.

27. Under the process that I follow, the parties are entitled to see and address each other’s submissions, but interviews are conducted in private. During the interview, a party or witness is entitled to be accompanied by legal counsel. A party is not permitted to participate in or attend the interview of a witness or the other party.

28. On May 14, I shared with Councillor Mercer and her lawyer, Mr. Mark Donald, a draft of this report. I received comments from Mr. Donald on May 20. As I indicate at



various places below, I have taken the Respondent's feedback into account in finalizing the report.

29. During the inquiry, I also determined (and informed the parties on March 19) that I did not possess reasonable grounds for a referral to law enforcement under section 223.8 of the *Municipal Act*. Section 223.8 compels an Integrity Commissioner to suspend an inquiry once the Integrity Commissioner determines that there are reasonable grounds to believe that a law has been contravened. That section reads as follows:

If the Commissioner, when conducting an inquiry, determines that there are reasonable grounds to believe that there has been a contravention of any other Act, other than the *Municipal Conflict of Interest Act*, or of the *Criminal Code* (Canada), the Commissioner shall immediately refer the matter to the appropriate authorities and suspend the inquiry until any resulting police investigation and charge have been finally disposed of, and shall report the suspension to council.

30. At one point during the inquiry, the Respondent stated that the Complainant had made a death threat. The Respondent also stated that this was an ongoing police matter.

31. The fact that something is a police matter – the fact that police constables are involved – is not what triggers the application of section 223.8. Section 223.8 is triggered if the Integrity Commissioner “determines that there are reasonable grounds to believe that there has been a contravention” of either the *Criminal Code* or an Ontario statute other than the *Municipal Act* and the MCIA.

32. I carefully considered all the social media points provided to me by both parties, as well as their submissions. I also considered potentially relevant legislation, including the *Criminal Code* which, in section 264, deals with criminal harassment.<sup>2</sup> My March 19 determination, based on the information in front of me *at the time*, was that I did not have reasonable grounds to believe that there had been a contravention of any other Ontario Act<sup>3</sup> or the *Criminal Code*. Consequently, I informed the parties that the inquiry would continue.

33. The obligation to consider section 223.8 is a continuing obligation. If at any point in the inquiry I had determined that there were reasonable grounds to believe that there had been a contravention of any other Ontario Act or the *Criminal Code*, then I would have been required to suspend the inquiry. At no time during the inquiry did I determine that reasonable grounds existed.

34. This report identifies all witnesses who were interviewed in the course of the inquiry. I accept a portion of the Respondent's submission about fairness and identifying witnesses. In my view, identifying the witnesses *contributes* to fairness and to the

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<sup>2</sup> The first two subsections of s. 264 are reproduced at paragraph 98 of this report.

<sup>3</sup> That is, other than the *Municipal Act* and the *Municipal Conflict of Interest Act*.



transparency of the process, but it is neither mandatory nor always *essential* to fairness: *Di Biase v. Vaughan (City)*, 2016 ONSC 5620 (CanLII), at paras. 148-149. Indeed, the *Municipal Act*, subsection 223.5 (1), requires that an Integrity Commissioner “preserve secrecy with respect to all matters that come to his or her knowledge in the course of his or her duties.” Subsection 223.6 (2) makes an exception for disclosure in an inquiry report of such matters as in the Integrity Commissioner’s opinion are necessary for the purposes of the report. In this case, I am of the opinion that identifying the witnesses is necessary for the report’s purposes.

## POSITIONS OF THE PARTIES

### *Complainant’s Position*

35. Ms Wallace notes that she was exercising her democratic right to engage with her municipal representative. She states that her communications were factual and non-threatening.

36. She alleges that Councillor Mercer asked the police to visit her at home and to tell her that Councillor Mercer did not want to receive her emails.

37. Ms Wallace alleges that the Councillor’s conduct was “a blatant attempt to intimidate, harass and bully me” and that the Councillor contacted the OPP in her capacity as an elected official.

38. On the specific question of why Ms Wallace used the Councillor’s personal email address (in addition to several emails that she sent to the Councillor’s Township address, Ms Wallace explains as follows:

A component of [Councillor Mercer’s] complaint was that she was also receiving emails to her personal email address. That is true, but those emails were concerning the Strada quarry proposal, which as a Councillor she was forwarded as a matter of courtesy so she could be informed. At one point, she emailed to demand that she wasn’t kept fully informed about the issue. Her complaint has been duly noted and she will no longer receive any information about this important issue.

Additionally, everyone on that Strada email, list months ago, were requested to advise by return email if they did not wish to receive further emails. At no time did Margaret Mercer reply that she did not wish to receive emails to her personal email about the issue.

39. On the issue of what the OPP constable told her, Ms Wallace states that she was informed that it is legal to email elected officials and to post on social media content that is factual and not threatening.

40. Ms Wallace denies that the OPP told her not to contact Councillor Mercer again.



### *Respondent's Position*

41. Councillor Mercer's initial response to me was that, "I contacted the OPP as a resident of Melancthon after the Complainant made a death threat which she sent to me by email and then posted on Facebook."

42. According to the initial response, Councillor Mercer contacted the OPP for personal safety reasons, and did so after consultation with family.

43. The Councillor states that she contacted the OPP in a personal capacity and not as a Council Member. She notes that if she had intended to act in an official capacity then she would have communicated through the Township's CAO.

44. Councillor Mercer's supplementary response maintained the position that she had received a death threat from the Complainant. Excerpts from her supplementary response appear below:

Let me reiterate that I take this death threat very seriously, as does my family. This is my home and this is a personal policing matter.

...

Her persistent actions show disrespect for the police, and for my rights to personal safety.

It must be stated: she instigated all contact with me from the outset; contact was initiated by her. It is not welcome nor is it reciprocated.

When someone does not wish to respond, or engage, or has called the police, surely that would be a signal to a reasonable person to back off, cease, desist, and just stop.

...

She has a right to communicate with Council and the Township. She does not have the right to harass individual council members and demand that they answer her in a fashion that would suit her – particularly when uttering a death threat.

...

The death threat was a final straw indicating she had crossed the line and police needed to be notified.

Clearly, I have reason to be concerned because even after police intervention she continued to contact me. Police intervention had little to no effect on her.

She has not respected my personal boundaries. This is an attack.

...

At no time does the complainant's right to online political discourse trump my right for safety in my personal home. I have a right to feel safe here as a resident and to call the police anytime I do not.



It is her responsibility to conduct herself accordingly and respect police authority, amongst other civic responsibilities.

I am concerned, as is my family, for my personal safety because in addition to this death threat, online posts were also calling for residents to show up at my door. This kind of rhetoric is alarming.

It is tantamount to civic unrest.

I have good reason to believe that she is a risk to my personal safety based on her actions to date which indicate she wishes me harm. Death threats are a serious matter particularly coming from someone who has a repeated pattern of using intimidation to control others.

45. During the written interview, I probed Councillor Mercer's assertion that she had been threatened with death. The only mention of death in Ms Wallace's communications was the following (and statements like it):

Here is the email I just sent to Council and YES Mercer did state on a Zoom meeting everyone would be better off if Mr. Harvey Lyon were dead and YES he was on the Zoom meeting.

46. It seems clear that Ms Wallace was alleging that Councillor Mercer had wished someone dead, not threatened Councillor Mercer with death. In the interview, Councillor Mercer addressed the death threat issue as follows:

I called the police because Ms. Wallace sent a threatening email which I perceived as a death threat against a member of our community. As the Integrity Councillor is aware, Ms. Wallace stated in her email to me:

"... and YES Mercer did state on a Zoom meeting everyone would be better off if Mr. Harvey Lyon were dead and YES he was on the Zoom meeting ..."

I had made no such comment, and I was concerned that Ms. Wallace would use this falsehood to do harm to Mr. Harvey Lyon under the guise that I was responsible. I felt it was inappropriate to simply ignore the statement under these circumstances.

...

It was not a threat against me personally, but rather, a threat against another individual (Mr. Harvey Lyon) that I believed she may act upon.

47. During the interview, Councillor Mercer clarified that in order to explain the nature of the email that she perceived as threatening, it was necessary to inform the OPP constable that she was a municipal councillor. She explained, however, that she first called the OPP she did not identify herself as a councillor.

48. In her initial<sup>4</sup> and supplementary responses, Councillor Mercer asserted that the OPP asked Ms Wallace to cease communication with Councillor Mercer.

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<sup>4</sup> According to the initial response (February 18): "After the OPP went to her home and asked her to cease communication with me, she emailed me again."



49. Councillor Mercer emphasized that, by continuing to send emails, Ms Wallace had “defied” a police instruction:

The one constable phoned me after he attended her home. He said he specifically told her not to contact me again.

She did contact me again by email and then posted it on Facebook which defies the police request.

Clearly, I have reason to be concerned when an individual does not respect me, my need for safety, and the request of a police officer to comply.

50. Councillor Mercer’s supplementary response suggests that getting Ms Wallace to stop emailing was a purpose of contacting the OPP:

Clearly, I have reason to be concerned because even after police intervention she continued to contact me. Police intervention had little to no effect on her.

...

It is her responsibility to conduct herself accordingly and respect police authority, amongst other civic responsibilities.

51. During the interview, however, Councillor Mercer maintained that she had not asked the OPP to stop Ms Wallace from communicating:

Q. The police constable who responded to the call has stated that the purpose of your call to the police was to have Ms Wallace stop contacting you. Did you ask the police to stop Ms Wallace from contacting you?

A. The constable’s recollection as to the purpose of my call is incorrect. I called the OPP on the evening of January 27 to report a frightening email that I’d received when I was in my home later in the evening (around 9 PM). I was frightened by the content of the email as it threatened the death of a community member. I discussed the email with friends and family members who directed me to immediately call the police. I called the OPP so they would be aware of the content of the email to create a police report of what had happened and to investigate. The threat was not “council business.”

I do not recall asking the police to stop Ms. Wallace from contacting me. The purpose of the call was to deal with the threat described above ... I asked the officer how to deal with Ms. Wallace and what my legal rights were in light of this threatening email.

52. According to Councillor Mercer, she did not ask the police constable to visit Ms Wallace. The constable did so in his own discretion.

53. Councillor Mercer agrees that Ms Wallace is entitled to contact a Council Member about “relevant issues.” She states that Ms Wallace “is not entitled to threaten and harass Council Members under the guise of public discourse.”

54. Through counsel, the Respondent argues that – except as required by the *Municipal Act*, section 223.8 (see paragraphs 31 to 33, above) – an Integrity



Commissioner lacks jurisdiction to consider whether the *Criminal Code* was contravened and should not comment in a report on *Criminal Code* contraventions. The Respondent also argues that I have no jurisdiction to comment on the Respondent's purpose in contacting the police. I address these submissions under the Issue C heading, at paragraphs 96 to 101.

55. Through counsel, the Respondent submits that, as a matter of fairness, the inquiry report must name all witnesses. I address this submission in paragraph 34, above.

## FINDINGS OF FACT

56. Findings of fact appear in the Background section of this report, and below. Findings are based on the evidence, according to the standard of the balance of probabilities. Where accounts differ, I have made findings that are in harmony with the preponderance of the probabilities based on all of the evidence.

57. I find that Councillor Mercer telephoned the OPP on January 27 and spoke to an operator based in Orillia. The operator recorded the subject of the complaint as "harassment."

58. Police Constable Andrew Fines of the Dufferin County detachment was dispatched. P.C. Fines spoke to Councillor Mercer by telephone, then visited Ms Wallace at home, and then (according to usual procedure) phoned Councillor Mercer again to follow up.

59. Councillor Mercer is not a member of the Township of Melancthon Police Services Board and has no responsibility for, or authority related to, policing. Before speaking to her on January 27, P.C. Fines did not know who Councillor Mercer was and he had never heard her name. I find as a fact that Councillor Mercer had no influence over the police constable, and that nobody would reasonably perceive that she has influence over the OPP generally.

60. Councillor Mercer did tell P.C. Fines that she was a Township of Melancthon Council Member, but I find that she did not seek preferential treatment. I accept the evidence of P.C. Fines that Councillor Mercer's complaint was handled no differently than anyone's similar complaint would have been addressed.

61. I also find that, in asking the OPP for a remedy (that is, asking that the communications be stopped: see paragraph 66), Councillor Mercer was acting in the capacity of someone who alleged she was being harassed and not relying on her position as a Council Member.



62. I find that Councillor Mercer did not tell P.C. Fines that Ms Wallace had made a death threat. I note the constable's evidence that if a death threat had been mentioned then he would have remembered it and would have recorded it in his notes.

63. The parties disagree on whether the police constable told Ms Wallace not to contact Councillor Mercer again. (I note that Councillor Mercer did not witness what P.C. Fines said to Ms Wallace; she only heard from the constable after the fact.) Where the recollections of the parties differ, I rely primarily on the evidence of P.C. Fines and the police occurrence report. I find that P.C. Fines began the conversation by conveying Councillor Mercer's desire that Ms Wallace not email the Councillor again, but readily accepted Ms Wallace's explanation that residents have the right to email their elected officials. He did, however, ask Ms Wallace no longer to use the Councillor's personal email address.

64. The discussion between Ms Wallace and the constable ended with Ms Wallace agreeing not to use the Councillor's personal email address again, but confirming that she would continue to email the Councillor at her Township email account. This finding is consistent with the evidence of P.C. Fines, the statement of Ms Wallace, and the OPP occurrence report.

65. P.C. Fines cautioned Ms Wallace not to spread false information. (Ms Wallace told the constable, and maintains, that she did not communicate false information.)

66. On the question of whether Councillor Mercer asked the OPP to stop Ms Wallace from communicating with her, I find, on balance of probabilities, that Councillor Mercer did ask P.C. Fines to visit Ms Wallace to ask her to stop sending emails. I accept the evidence of P.C. Fines, a disinterested witness, who testified that he went "to Ms Wallace's house as per the request of Ms Mercer."

67. According to the police constable, once at the home:

The conversation was pretty straightforward. I advised her the reason I was there, and that "Ms Mercer would not like to receive communication from you anymore."

68. As context for Councillor Mercer's request to him, P.C. Fines explained that it is standard procedure to ask someone who has called for police assistance why the call was made and what resolution was sought:

So, I always ask people I deal with: "What's going to satisfy you tonight? What is the purpose of you calling me tonight?"

Her purpose was to have Ms Wallace stop contacting her. So, I went over to her house and asked her to stop contacting.

69. Additional factors support the finding that Councillor Mercer had asked the OPP to stop Ms Wallace from communicating with her. First, the OPP had logged Councillor Mercer's call as a harassment complaint, and it is likely that someone who alleged



harassment would have asked for the harassment to stop. Second, during the first month of this inquiry, Councillor Mercer expressed concern that Ms Wallace had failed to comply with an (alleged) police request to stop contacting the Councillor. Her comments about a police request to cease contact are consistent with my finding that she had asked the police to convey that message.

70. In fairness to Councillor Mercer,<sup>5</sup> I gave her an opportunity to address the constable's evidence that the purpose of her call to the police was to have Ms Wallace stop contacting her. (My question and the Councillor's answer are reproduced at paragraph 51, above.) Councillor Mercer maintained that the recollection of P.C. Fines is incorrect. Yet she also stated, "I do not recall asking the police to stop Ms. Wallace from contacting me." [emphasis added]

71. My finding that Councillor Mercer did ask P.C. Fines to visit Ms Wallace to tell her to stop sending emails takes into account the Councillor's evidence as well as the evidence of the constable, the police report, and other relevant evidence.

72. I find as a fact that Councillor Mercer did not tell the OPP that Ms Wallace had made a death threat. Councillor Mercer's interview evidence supports this finding.

73. While I find that Councillor Mercer's purpose in calling the police was to silence further criticism from Ms Wallace, for the reasons explained in the next section, this finding does not mean that Councillor Mercer contravened the Code.

74. Finally, I find as a fact that the OPP, in the person of P.C. Fines, took Councillor Mercer's call seriously, acted on it, and attempted to achieve a resolution. I find that the police did not treat Councillor Mercer's concern as frivolous, vexatious, or groundless.

## ISSUES AND ANALYSIS

75. I have considered the following issues:

- A. Did Councillor Mercer attempt to interfere with police independence?
- B. Does an Integrity Commissioner otherwise have jurisdiction over a Council Member's complaint to the police?
- C. Given the disposition of Issue B, what are the limits of the opinions and findings in this report?
- D. Did Councillor Mercer misuse the influence of office contrary to section 1.3 of the Code?
- E. Did Councillor Mercer harass the Complainant contrary to section 1.15 of the Code?

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<sup>5</sup> See *Browne v. Dunn*, 1893 CanLII 65 (FOREP), 6 R. 67 (H.L.), at 71, and *R. v. Lyttle*, 2004 SCC 5 (CanLII), [2004] 1 S.C.R. 193, at para. 65.



*Issue A: Did Councillor Mercer attempt to interfere with police independence?*

76. No.

77. Police independence underpins the rule of law.<sup>7</sup> A fundamental, Canadian legal principle is that the independence of law enforcement must be free from political interference. The police must not be subject to political direction.<sup>8</sup>

78. Interference or attempted interference with police independence would be contrary to the Code of Conduct, in particular, section 1.3, which prohibits the use of the influence of office for a purpose unrelated to official duties. See: *Gobin v. Nicholson*, 2020 ONMIC 13 (CanLII), at paras. 67-69; *Re Partner*, 2018 ONMIC 16 (CanLII), at paras. 136-141; *Greatrix v. Williams*, 2018 ONMIC 6 (CanLII), at paras. 46, 50.

79. In this case, there is no evidence that Councillor Mercer attempted to interfere in the independence of the OPP. I have found (paragraphs 59 to 6160) that she did not possess any influence over the OPP, including P.C. Fines, that no one would reasonably perceive that she had such influence, that she did not seek preferential treatment, and that in asking to stop future communications she acted in the capacity of someone who alleged she was being harassed and did not rely on her position as a Council Member.

80. Merely seeking police assistance does not mean that a politician is attempting to give political direction or to interfere with police independence. Elected officials have the same rights as other individuals to request help from the police. There is a difference between the improper act of attempting to give political direction and the perfectly legitimate act of complaining to the police when one feels victimized.

81. Support for this analysis is found in *Re Grimes*, 2022 ONMIC 9 (CanLII), at paras. 52-53. In that case, City of Toronto Integrity Commissioner Jonathan Batty found that the Council Member complied with the Code of Conduct when he followed proper channels to inform law enforcement officials of alleged unlawful activity, without attempting to them about what they needed to do. I agree with Integrity Commissioner Batty that reporting a concern to the police through proper channels, without giving direction, does not constitute political interference with police independence.

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<sup>7</sup> *R. v. Campbell*, 1999 CanLII 676 (SCC), [1999] 1 S.C.R. 565, at para. 29.

<sup>8</sup> *R. v. Campbell*, at para. 33; *Smith v. Ontario (Attorney General)*, 2019 ONCA 651 (CanLII), at paras. 62-63.



*Issue B: Does an Integrity Commissioner otherwise have jurisdiction over a Council Member's complaint to the police?*

82. No. While the attempt to give political direction to the police or to interfere with the independence of law enforcement would be subject to the applicable code of conduct, an Integrity Commissioner does not otherwise have jurisdiction to oversee and second-guess a Council Member's request for police assistance.

83. As explained above (paragraphs 29 to 33), under section 223.8 of the *Municipal Act*, an Integrity Commissioner must consider whether the facts in an inquiry give reasonable grounds to believe that there has been a contravention of an Ontario Act (other than the *Municipal Act* and the *Municipal Conflict of Interest Act*) or of the *Criminal Code*. Where such reasonable grounds exist, the Integrity Commissioner must immediately refer the matter to the police and suspend the inquiry.

84. In my view, there were not, and there still are not, reasonable grounds to believe that legislation, including the *Criminal Code*, has been contravened. That is why I continued the inquiry and did not make a referral to the police.

85. My determination relates only to my obligations, as Integrity Commissioner, under section 223.8. Because I am aware of no reasonable grounds for belief that the Complainant's emails and posts breached the law (including the criminal harassment provision of the *Criminal Code*), I did not notify the police. My determination is not, however, a finding that *Councillor Mercer* was wrong to contact the police. Section 223.8 confers on me no jurisdiction to determine whether a Council Member properly or improperly sought police assistance. Indeed, section 223.8 reflects a clear legislative intent that Integrity Commissioners have no business interpreting and applying the criminal law.

86. My opinion, that there exist no reasonable grounds to believe that Ms Wallace's emails and posts breached the *Criminal Code*, is relevant only to my own obligation under section 223.8. My opinion is irrelevant to whether Councillor Mercer contravened the Code by contacting the OPP. A Council Member does not need Integrity Commissioner approval to request police assistance.

87. It cannot be the case that a Council Member may contact the police only if an Integrity Commissioner believes on reasonable grounds that the law was broken. Neither the *Municipal Act* nor the Code of Conduct provide this.

88. At paragraph 73, I have found that Councillor Mercer's purpose in calling the police was to silence further criticism from Ms Wallace. In my view, however, this finding does not establish a Code of Conduct contravention.



89. It is beyond the scope of Codes of Conduct and Integrity Commissioners to decide when and whether municipal councillors may request police assistance. Integrity Commissioners possess no special expertise in interpreting the *Criminal Code*. It is not in the public interest to discourage people, including elected officials, from seeking the assistance of law enforcement. This is particularly the case when an elected official or family member feels threatened. In that circumstance, whether an Integrity Commissioner believes that the threat is real is of secondary importance. To discourage people who feel threatened from requesting police assistance can obviously have potentially dangerous repercussions.

90. In the event that a complaint to the police is made without justification, then the criminal law and the police, not codes of conduct and Integrity Commissioners, are appropriately suited to address the situation.<sup>9</sup>

91. In this case, the police treated Councillor Mercer's concern seriously and attempted to resolve the matter. The OPP did not treat the Councillor's complaint as frivolous. There is no evidence that the OPP viewed Councillor Mercer's call as improper or an abuse of the law enforcement process. Indeed, the constable who responded attempted to resolve the issue, and advised Ms Wallace about appropriate communication. In this context, my opinion (in relation to section 223.8) – that nothing written by the Ms Wallace gave reasonable grounds to believe that she had broken a law – is irrelevant to the Code of Conduct issue. The OPP clearly viewed Councillor Mercer's call as worthy of a response and settlement efforts; it would be inappropriate for me to conclude that Councillor Mercer should not have contacted the OPP in the first place.

92. I am mindful of the fact that, in a democracy, people possess every right to communicate with their elected representatives. This includes the right to criticize.<sup>10</sup> Indeed, politicians must expect that they will be subject to searching criticism, even castigation by members of the public.<sup>11</sup> As the Chief Justice of Canada observed in 1938, criticism makes our democratic institutions strong:

There can be no controversy that such institutions derive their efficacy from the free public discussion of affairs, from criticism and answer and counter-criticism, from attack upon policy and administration and defence and counter-attack; from the freest and fullest analysis and examination from every point of view of political proposals.<sup>12</sup>

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<sup>9</sup> See, for example, *Criminal Code*, s. 140 (public mischief).

<sup>10</sup> *McLaughlin v. Maynard*, 2017 ONSC 6820 (CanLII), at para. 69; *Savard c. Émond*, 2002 CanLII 32769 (QC CA), at para. 31.

<sup>11</sup> *Martin v. The Manitoba Free Press Co.*, 1892 CanLII 196 (MB CA), 8 Man. R. 50 at 72; *Vander Zalm v. Times Publishers*, 1980 CanLII 389 (BC CA), at para. 5; *Vellacott v Saskatoon StarPhoenix Group Inc.*, 2012 SKQB 359 (CanLII), at para. 48; *Kent v Martin*, 2016 ABQB 314 (CanLII).

<sup>12</sup> *Reference re Alberta Statutes*, [1938] S.C.R. 100, at 133, cited with approval in *Reference re Remuneration of Judges of the Provincial Court of Prince Edward Island*; *Reference re Independence*



93. Nobody who expresses an opinion to a government official should be subject to reprisal, including a visit from the police. On the other hand, everyone's conduct must be lawful. All Canadians – government officials included – are entitled to contact the police when they feel threatened or subjected to unlawful behaviour.

94. The issue is whether an Integrity Commissioner may sit in judgement of an elected official's request for police assistance – whether an Integrity Commissioner can assess that a threat is real and a call to the police is reasonable. Subject to the obligation created by section 223.8 of the *Municipal Act*, making threat assessments is not the Integrity Commissioner's role, nor should it be. Integrity Commissioners possess neither the expertise nor the statutory authority to assess threats or to make findings about the reasonableness of contacting the police.

95. In summary, it is not my place to determine whether Councillor Mercer was justified in contacting the police. She had the right to do so. As I have noted, regardless of my determination under section 223.8, the OPP took Councillor Mercer's concern seriously, communicated with both parties, and attempted to resolve the matter.

*Issue C: Given the disposition of Issue B, what are the limits of the comments and findings in this report?*

96. In response to the draft, Mr. Donald, counsel for the Respondent, argues that, having found an Integrity Commissioner lacks jurisdiction to decide when and whether a Council Member may request police assistance, I must not state an opinion on whether the Respondent was actually threatened and I must not make any finding about the Respondent's purpose in contacting the OPP. For the reasons that follow, I accept the first part of the argument, and not the second part.

97. Except as required by section 223.8 of the *Municipal Act*, an Integrity Commissioner lacks jurisdiction to consider whether the *Criminal Code* was contravened. As explained above, section 223.8 provides for a referral to the police, not for making findings in an inquiry report. No section of the *Municipal Act* confers authority to include criminal findings in a report such as this one.

98. The criminal harassment provision of the *Criminal Code*, section 264, reads, in part, as follows:

(1) No person shall, without lawful authority and knowing that another person is harassed or recklessly as to whether the other person is harassed, engage in conduct referred to in subsection (2) that causes that other person reasonably, in all the circumstances, to fear for their safety or the safety of anyone known to them.

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and *Impartiality of Judges of the Provincial Court of Prince Edward Island*, [1997] 3 S.C.R. 3, at 74.  
See also: G. Giorno, Judicial Activism and the Constitution, *Canada Watch* 8:1 (October 2000) 13, 15.



- (2) The conduct mentioned in subsection (1) consists of
  - (a) repeatedly following from place to place the other person or anyone known to them;
  - (b) repeatedly communicating with, either directly or indirectly, the other person or anyone known to them;
  - (c) besetting or watching the dwelling-house, or place where the other person, or anyone known to them, resides, works, carries on business or happens to be; or
  - (d) engaging in threatening conduct directed at the other person or any member of their family.

99. I accept the Respondent's submission that this report must not state any opinion about whether conduct described in section 264 of the *Criminal Code* occurred. It must not state an opinion on whether the Respondent was actually threatened.

100. An Integrity Commissioner may only make findings related to whether the Code of Conduct was breached: see *Baker v. Ryan*, 2019 ONMIC 4 (CanLII), at para. 47. An Integrity Commissioner must not make findings about criminality, and should not opine about criminality. Consequently, I refrain from stating an opinion on whether Councillor Mercer was actually threatened.

101. Counsel also argues that I may not make any finding about Councillor Mercer's purpose in contacting the OPP. In my view, the purpose of her call to the police is relevant to compliance with the Code of Conduct, including section 1.3, which incorporates the requirement of non-interference with police independence. Consequently, the finding about the purpose of the call to the police (which was included in the draft on which the Respondent commented) remains in this report.

### *Issue D: Did Councillor Mercer misuse the influence of her office, contrary to section 1.3 of the Code?*

102. No. Given the disposition of Issues A and B, I conclude that Councillor Mercer did not misuse the influence of her office. She did not interfere with police independence. She was exercising her right to report a perceived threat to the police. Regardless of my opinion of the threat level, it is not my place to second-guess her exercise of that right.

103. Further, in the circumstances of this case, I have found that, when she communicated with the OPP on January 27, Councillor Mercer was not making use of the influence of her office as a Township Council Member. Since she was not using the influence of her office, she cannot be said to have used the influence in a manner contrary to section 1.3 of the Code.



*Issue E: Did Councillor Mercer harass the Complainant, contrary to section 1.15 of the Code?*

104. No.

105. The Code of Conduct adopts the *Human Rights Code* definition:

"harassment" means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome [emphasis added]

106. Neither the Township's Code of Conduct nor the *Human Rights Code* defines "course" or "vexatious," but the meanings of these words have been considered numerous times by the Supreme Court of Canada, Ontario courts, boards of inquiry, and the Human Rights Tribunal. An Integrity Commissioner cannot invent new definitions for legal terminology, but instead should apply the accepted meanings found in the Ontario jurisprudence.

107. A course of conduct or course of comment is an essential ingredient of harassment. The word "course" generally refers to a pattern of activity.<sup>13</sup> As the Supreme Court of Canada observed, "It is certainly difficult to see a course of conduct in a single incident."<sup>14</sup> Unless the conduct is egregious or a comment is particularly virulent,<sup>15</sup> a single incident does not amount to a course of conduct and therefore is not harassment.<sup>16</sup> The allegation in this inquiry relates to a single incident (Councillor Mercer's January 27 call to the police) and, on that basis alone, the conduct is not harassment.

108. Section 1.15 of the Code of Conduct and section 10 of the *Human Rights Code* (to which the Code of Conduct refers) also use the term "vexatious." For the reasons that follow, it is impossible to conclude that Councillor Mercer's call to the OPP was vexatious.

109. According to the case law, "vexatious" has two different meanings, depending on the context in which it is used.

110. In the human rights context, when applied to comments and conduct:

The term "vexatious" clearly imports a subjective element into the definition of harassment. The comment or conduct must be annoying, distressing or agitating to the person complaining: see *Wall v. University of Waterloo* (1995), 1995 CanLII 18161 (ON HRT), 27 C.H.R.R. D/44 (Ont. Bd. Inq.). It has also been said that conduct is vexatious where the complainant finds the comments and conduct

<sup>13</sup> *Rodgers v. Hydro One Networks*, 2011 HRTO 877 (CanLII), at para. 65.

<sup>14</sup> *Honda Canada Inc. v. Keays*, 2008 SCC 39 (CanLII), [2008] 2 SCR 362, at para. 73.

<sup>15</sup> *Grigorakis v. Essex County Soccer Association*, 2012 HRTO 906 (CanLII) at para. 22; *B.C. v. London Police Services Board*, 2011 HRTO 1644 (CanLII), at paras. 46-48.

<sup>16</sup> *Alli v. Region of Waterloo Public Health Department*, 2019 HRTO 1564 (CanLII), at para. 16; *Morrison v. King (Township)*, 2016 HRTO 667 (CanLII), at para. 12; *Szabo v. Niagara (Regional Municipality)*, 2010 HRTO 1083 (CanLII), at para. 54.



worrisome, discomfiting and demeaning; see *Saunders v. Morsal Developments Ltd.* (August 23, 1995), No. 718 (Ont. Bd. Inq.).<sup>17</sup>

111. On the other hand, when used to describe lawsuits, legal proceedings, and formal complaints (including human rights complaints), “vexatious” has a different meaning. Often it is interpreted to refer to a proceeding that cannot succeed,<sup>18</sup> that is commenced maliciously without good cause,<sup>19</sup> or initiated without sufficient<sup>20</sup> or reasonable grounds.<sup>21</sup> According to *Black’s Law Dictionary*, an action is vexatious “when the party bringing it is not acting *bona fide*, and merely wishes to annoy or embarrass his opponent, or when it is not calculated to lead to any practical result”<sup>22</sup> Other judicial applications of the word “vexatious” have been summarized as follows:<sup>23</sup>

- (a) the bringing of one or more actions to determine an issue which has already been determined by a court of competent jurisdiction constitutes a vexatious proceeding;
- (b) where it is obvious that an action cannot succeed, or if the action would lead to no possible good, or if no reasonable person can reasonably expect to obtain relief, the action is vexatious;
- (c) vexatious actions include those brought for an improper purpose, including the harassment and oppression of other parties by multifarious proceedings brought for purposes other than the assertion of legitimate rights;
- (d) it is a general characteristic of vexatious proceedings that grounds and issues raised tend to be rolled forward into subsequent actions and repeated and supplemented, often with actions brought against the lawyers who have acted for or against the litigant in earlier proceedings;
- (e) in determining whether proceedings are vexatious, the court must look at the whole history of the matter and not just whether there was originally a good cause of action;
- (f) the failure of the person instituting the proceedings to pay the costs of unsuccessful proceedings is one factor to be considered in determining whether proceedings are vexatious;
- (g) the respondent’s conduct in persistently taking unsuccessful appeals from judicial decisions can be considered vexatious conduct of legal proceedings.

<sup>17</sup> *Streeter v. HR Technologies*, 2009 HRT0 841 at para. 33.

<sup>18</sup> *Mascan Corp. v. French*, 1988 CanLII 5747 (Ont. C.A.), at para. 17.

<sup>19</sup> *John v. Samuel*, 2018 ONSC 5651 (CanLII), at para. 24.

<sup>20</sup> *Law Society of Upper Canada v. Chavali*, 1998 CarswellOnt 1581 at para. 20; *aff’d* 1998 CanLII 5043 (Ont. C.A.).

<sup>21</sup> *Vatamanu v. Baird*, 2009 CarswellOnt 8045 (S.C.), at para. 36; *Elguindy v. Koren* (2008), [2009] O.J. No. 764 (S.C.), at para. 46.

<sup>22</sup> *Carby-Samuels v. Carby-Samuels II*, 2017 ONSC 6834 (CanLII), at para. 2, citing *Black’s Law Dictionary*, in *The Law Dictionary* (online).

<sup>23</sup> *Re Lang Michener and Fabian*, 1987 CanLII 172, 59 O.R. (2d) 353 (H.C.J.), at para. 20.



112. The most significant difference between the two meanings of “vexatious” is found in their subjective and objective elements. In the harassment context, “vexatious” is assessed entirely subjectively, from the perspective of the person affected by the conduct. In the context of proceedings and complaints, “vexatious” has an objective element (whether the proceeding lacks reasonable grounds and chance of success) and the subjective element, when applicable, is the intention of the person initiating the proceeding or complaint.<sup>24</sup>

113. Here, the conduct that is alleged to constitute harassment was a complaint to law enforcement. It is clear that Councillor Mercer’s call to the police and the constable’s subsequent visit to Ms Wallace’s home were unwelcome to Ms Wallace. Nonetheless, in light of the jurisprudence, because this case deals with a request for police assistance, the word “vexatious” cannot be determined subjectively by reference to Ms Wallace’s perception. If every call to the police were assessed subjectively based on the feelings of the person complained about, then almost every call to the police would be “vexatious” and constitute harassment. This cannot be the standard by which calls to the police are judged.

114. The OPP did not treat Councillor Mercer’s call as vexatious. The OPP did not treat her complaint as groundless, incapable of success, or made in bad faith and without good cause. In light of the OPP response, it is impossible to describe Councillor Mercer’s call to the police as “vexatious” conduct under section 1.15 of the Code. (Further, as I have already explained, an Integrity Commissioner is not in a position to assess the merits of an elected official’s request for police assistance.) Consequently, Councillor Mercer’s January 27 contact with the OPP did not constitute harassment of Ms Wallace.

## CONCLUSION AND RECOMMENDATION

115. This report finds no contravention of the Code of Conduct. I recommend that Council receive it for information.

## CONTENT

116. Subsection 223.6 (2) of the *Municipal Act* states that I may disclose in this report such matters as in my opinion are necessary for the purposes of the report. All the content of this report is, in my opinion, necessary.

---

<sup>24</sup> *Carby-Samuels v. Carby-Samuels II*, 2017 ONSC 6834 (CanLII), at footnotes 1-2.



Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Guy Giorno". The signature is fluid and cursive, with a prominent initial "G" and a long, sweeping underline.

Guy Giorno  
Integrity Commissioner  
Township of Melancthon

May 31, 2022



## APPENDIX: EXCERPTS FROM CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND MEMBERS OF LOCAL BOARDS

- 1.3 The Council of Melancthon Council and Local Boards Code of Conduct is a general standard that augments the provincial laws and municipal By-laws that govern conduct. It is not intended to replace personal ethics.

All Members shall serve their constituents in a conscientious and diligent manner. No member shall use the influence of office for any purpose other than the exercise of their official duties.

...

- 1.15 Harassment is defined in accordance with the Ontario *Human Rights Code* as vexatious comment or conduct that is unwelcome or ought reasonably to be known to be unwelcome.

Members of Council and Members of Local Boards acknowledge that every person who is a Councillor or employee has a right to freedom from harassment in the workplace.

Harassment of another Member, Staff or any Member of the Public is misconduct.

- 1.16 Workplace bullying is defined as "repeated" unreasonable behaviour directed towards an employee or a group of Staff, that creates a risk to health and safety. Unreasonable behaviour can be defined as behaviour that harms, intimidates, threatens, victimizes, undermines, offends, degrades or humiliates another Staff Member/s.

...

Bullying another Member of Council, Board Member, Staff or any Member of the Public is misconduct.



# FASKEN

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## MEMORANDUM

---

**To:** Township of Melancthon Council

**From:** Guy Giorno  
Integrity Commissioner

**Date:** June 1, 2022

**Re:** Transparency Report on Cost of Code of Conduct Inquiry: File 2022-02-CC

---

Total cost to Municipality of the Code of Conduct inquiry, not including HST, was as follows:

File 2022-02-CC  
Wallace v. Mercer  
2022 ONMIC 11

Feb.-Apr. 2022 (previously invoiced)	24.2 hrs. @ \$100	\$2420
May 2022 (to be invoiced)	20.0 hrs. @ \$100	\$2000
	<b>44.2 hours</b>	<b>\$4420</b>

Expense: Service of summons: \$290.75 (excluding HST)

Total: \$4710.75 (excluding HST)



For Immediate Release

June 1, 2022



## Melancthon Township Celebrates 169<sup>th</sup> Anniversary with Annual Park Party

MELANCTHON – Melancthon Township always celebrated its Anniversary with a party at the Horning's Mills Community Park every June. Community and beyond gathered for a fun late afternoon event that brought hundreds to the hamlet's recreation park. BBQ, musical performances, bouncy castles, kids' games and our very own first responders. The evening was finalized with a spectacular fireworks display.

Then came the pandemic.

On Saturday June 25<sup>th</sup>, we will gather again at the Park and celebrate our community. We start the day at the Horning's Mills Community Hall (Main St. and River Rd.) with a vendors' market that will run from 10:00 a.m. to 3:00 p.m.

Activities will then shift to the Horning's Mills Park (15<sup>th</sup> Sideroad & Main St), starting at 3:00 p.m. These activities will include a First Responder Challenge that will see firefighters, paramedics and others compete against each other in a tug-of-war and obstacle course.

A Bouncy Castle will entertain the kiddies, as well as an activity area, games, and the Park playground.

Then our firefighters will host a BBQ of yummy fare which includes hamburgers (meat and vegan), hotdogs, sausages and ice cream! All proceeds go to the Fire halls.

Our musical performance of the evening will be by community favourite, Gary Heaslip & band.

We recommend bringing chairs and blankets, so you can be comfortable watching a professional fireworks show around sunset.

Join us in celebrating our history, our present and our future as we gather together again.

For more information:

Nanci Malek

[bentertainment@rogers.com](mailto:bentertainment@rogers.com)

Info # 4

JUN 1 2022



## Denise Holmes

---

**From:** Kathryn Hoo <khoo@nrsi.on.ca>  
**Sent:** Wednesday, June 1, 2022 4:14 PM  
**To:** dfeatherstone@nvca.on.ca; Denise Holmes; suzanne.robinson@ontario.ca  
**Cc:** GHoran@Strada-Aggregates.com; Ryan Archer  
**Subject:** Melancthon Pit #2 and Bonnefield Property 2021 Amphibian Monitoring Report  
**Attachments:** NRSI\_764L\_Melancthon Pit and Bonnefield Property 2021 Amphibian Monitoring Report\_2022-06-01.pdf

Hello,

Please see attached for the Melancthon Pit #2 and Bonnefield Property 2021 Amphibian Monitoring Report.

Best regards,

Kathryn Hoo

--



Kathryn Hoo B.Sc.  
Terrestrial and Wetland Biologist  
**Natural Resource Solutions Inc.**  
415 Phillip Street, Unit C  
Waterloo, ON N2L 3X2  
(p) 519-725-2227 Ext. 406 (f) 519-725-2575  
(w) [www.nrsi.on.ca](http://www.nrsi.on.ca) (e) [khoo@nrsi.on.ca](mailto:khoo@nrsi.on.ca)  
@nrsinews  Natural Resource Solutions Inc.  
*Over 20 years of environmental consulting excellence*





# **Integrated Monitoring Plan for Melancthon Pit #2 and the Future Bonnefield Property Pit Expansion**

Summary of 2021 Biological Survey Results

Prepared for:

Strada Aggregates Inc.  
30 Floral Parkway  
Concord, Ontario L4K 4R1

Project No. 764L/1748E | June 2022



**NATURAL RESOURCE SOLUTIONS INC.**

Aquatic, Terrestrial and Wetland Biologists



**Integrated Monitoring Plan for Melancthon Pit #2 and the Future Bonnefield Property Pit Expansion**

**Summary of 2021 Biological Survey Results**

**Project Team**

<b>Staff</b>	<b>Role</b>
Ryan Archer	Project Advisor/Terrestrial and Wetland Biologist
Kathryn Hoo	Project Manager/Terrestrial and Wetland Biologist
Elizabeth Milne	Terrestrial and Wetland Biologist
Kayla Mimms	Terrestrial and Wetland Biologist
Lillian Knopf	Terrestrial and Wetland Biologist
Kaitlin Filippov	GIS Technician

Report submitted on June 1, 2022



---

Kathryn Hoo  
Project Manager  
Terrestrial and Wetland Biologist



## Table of Contents

<b>1.0</b>	<b>Introduction .....</b>	<b>1</b>
<b>2.0</b>	<b>Methods .....</b>	<b>3</b>
<b>2.1</b>	<b>Anuran Call Surveys .....</b>	<b>3</b>
<b>2.2</b>	<b>Hydrological, Hydrogeological and Water Quality Monitoring.....</b>	<b>3</b>
<b>3.0</b>	<b>Anuran Survey Results .....</b>	<b>5</b>
<b>3.1</b>	<b>Melancthon Pit #2.....</b>	<b>5</b>
<b>3.2</b>	<b>Bonnefield Property (ANR-009) .....</b>	<b>7</b>
<b>3.3</b>	<b>Melancthon Pit #2 – Preliminary Trends in Anuran Species Occurrence, Richness and Abundance Across Monitoring Years .....</b>	<b>7</b>
3.3.1	Species Occurrence.....	8
3.3.2	Species Richness .....	12
3.3.3	Species Abundance.....	13
<b>4.0</b>	<b>Hydrological, Hydrogeological and Water Quality Data .....</b>	<b>14</b>
<b>4.1</b>	<b>Surface Water Levels .....</b>	<b>14</b>
<b>4.2</b>	<b>Groundwater Levels .....</b>	<b>14</b>
<b>4.3</b>	<b>Pond Surface Water Quality .....</b>	<b>15</b>
<b>4.4</b>	<b>Hydrological/Hydrogeological and Water Quality Summary.....</b>	<b>15</b>
<b>5.0</b>	<b>Summary and Recommendations .....</b>	<b>16</b>
<b>6.0</b>	<b>References.....</b>	<b>19</b>

## List of Tables

Table 1: Summary of maximum calling codes and maximum abundance estimates by species during 2021 site visits for Melancthon Pit #2 and the Bonnefield property wetland (ANR-009)... 6

## List of Figures

Figure 1: Spring Peeper Occurrence Across Stations by Year .....	8
Figure 2: Gray Treefrog Occurrence Across Stations by Year .....	9
Figure 3: Wood Frog Occurrence Across Stations by Year .....	10
Figure 4: American Toad Occurrence Across Stations by Year .....	10
Figure 5: Green Frog Occurrence Across Stations by Year.....	11
Figure 6: Northern Leopard Frog Occurrence Across Stations by Year.....	12
Figure 7: Species Richness by Year for Each Station .....	12
Figure 8: Species Abundance by Year for Each Station .....	13



## **List of Appendices**

**Appendix I** Integrated Monitoring Plan

**Appendix II** 2021 Calling Amphibian Survey Results By Survey Visit

**Appendix III** Supplementary Data Collected During 2021 Survey Visits

## **Maps**

**Map 1** Melancthon Pit #2 and Bonnefield Property Study Area

**Map 2** Melancthon Pit #2 and Bonnefield Property Amphibian Monitoring Stations



## 1.0 Introduction

Natural Resource Solutions Inc. (NRSI) was retained in 2021 by Strada Aggregates to continue an annual anuran (frog and toad) monitoring program for Melancthon Pit #2 (also known as Shelburne South Pit), located on 4<sup>th</sup> Line in the Township of Melancthon, Dufferin County (Map 1). The annual monitoring program was recommended in the Level 1 and 2 Natural Environment Assessment (NEA) reports for the subject property as completed by NRSI and recommended by Michalski Nielson in their review of the NEA Level 2 report (NRSI 2010).

In accordance with the Integrated Monitoring Plan for biological and hydrogeological monitoring within the existing and future Strada Aggregates pit operations (Appendix I), NRSI expanded this monitoring program in 2018 to integrate additional anuran monitoring within the future Bonnefield property pit expansion (see Map 1). Annual monitoring at the wetland located on the Bonnefield property was recommended in NRSI's NEA report for the Prince and Bonnefield properties (NRSI 2017), which documented the presence of breeding amphibians within the wetland during 2016 surveys. Monitoring in 2018 to 2021 documented additional baseline data on breeding amphibian species presence and relative abundance prior to aggregate extraction. The future Bonnefield property pit expansion will be fully integrated with the existing aggregate operations at Melancthon Pits #1 and #2.

The monitoring program was designed to include the following:

1. Annual monitoring of the on-site wetlands to understand the presence and abundance of breeding amphibians (NRSI), and,
2. Annual surface and groundwater monitoring to assess water level fluctuations in the small on-site wetland pockets (Whitewater Hydrogeology).

Aggregate extraction operations at Melancthon Pit #2 commenced in 2014, including construction of facility structures (e.g., truck laneways, scale house installation). 2021 therefore represented the 8<sup>th</sup> year of facility operation on the property. Sediment and erosion control fencing was maintained as shown on the original Operational Plan prepared by MHBC (2010). Existing on-site wetland features have been maintained in accordance with the Operational Plan. 2021 also represented the 4<sup>th</sup> year of annual biological and hydrogeological monitoring at the Bonnefield property wetland following 2016 surveys completed as part of the natural environment and hydrogeological studies undertaken for the pit expansion license and municipal planning approval (NRSI 2017, Whitewater Hydrogeology 2017). See Map 1 for the Melancthon Pit #2 and Bonnefield property locations.

This report summarizes the results of anuran surveys completed in 2021 at both Melancthon Pit #2 and the Bonnefield property. The results of the Melancthon Pit surveys were compared to baseline (pre-extraction) data collected by NRSI in 2009 (as part of the NEA Level 2 study) and 2013. Operational-stage data (2014-2021) were also examined for any trends or notable variations in data among years within the operational stage of the pit. The Bonnefield property surveys documented additional baseline data on breeding amphibian species presence and relative abundance at this site prior to aggregate extraction.

The overall objective of this study is to monitor temporal breeding anuran species presence and relative abundance (i.e., calling codes; see Methods below) within and between the pre-extraction and operational phases of Melancthon Pit #2 and the Bonnefield property pit



expansion within an integrated study. Anuran survey results are also compared against annual surface water and groundwater monitoring data, collected by Whitewater Hydrogeology Ltd, to assess potential relationships with anuran breeding habitat conditions. If significant changes in biological and hydrological conditions are observed, it may suggest negative impacts caused by pit operations, and may trigger the need for additional recommendations to adequately address and mitigate those impacts.



## **2.0 Methods**

### **2.1 Anuran Call Surveys**

Anuran call surveys were completed at Melancthon Pit #2 and the Bonnefield property during three night-time survey visits on April 8, May 17 and June 24, 2021, following the Marsh Monitoring Program survey protocol (Bird Studies Canada 2009). All stations that were surveyed in 2020 were again surveyed in 2021 (Map 2).

Using standardized survey forms, NRSI biologists identified by sound all species that were calling within 50m, 50-100m, or greater than 100m from the station during a 3-minute passive listening period. For each documented species, a three-level calling code system was used as a qualitative measure of relative abundance. Calling code 1 was used when abundances were low enough that the number of calling individuals could be estimated and calls did not overlap; calling code 2 was used when the calls overlapped somewhat but the number of individuals could still be estimated; calling code 3 was used when the group was calling as a full chorus and it was not possible to estimate number of individuals. Each species recorded on the survey form was written with a corresponding calling code; for calling codes 1 or 2, the estimated number of individuals was also recorded. Wherever possible, water temperature and pH were recorded on the survey form in addition to other ambient condition data (e.g., air temperature, wind, precipitation). Surveys occurred between a half-hour after sunset and midnight, and the survey time was recorded on the forms during each visit. Surveys were completed during appropriate weather and temperature conditions as outlined in the survey protocol (Bird Studies Canada 2009).

### **2.2 Hydrological, Hydrogeological and Water Quality Monitoring**

2021 was the 8<sup>th</sup> year in which surface water level data was collected at two stations within Melancthon Pit #2, and the 3<sup>rd</sup> year in which surface water level data was collected at one station within the Bonnefield property, by Whitewater Hydrogeology as part of the compliance monitoring program required as a condition of the pit Site Plan. The water level monitoring points within Melancthon Pit #2 correspond to anuran survey stations ANR-001 (i.e., the “North Pond”) and ANR-005 (the “South Pond”) as shown on Map 1. The water level monitoring points within the Bonnefield property correspond to anuran survey station ANR-009 (i.e., the “Shallow Marsh Wetland”) and a small vernal pool located approximately 60m south of ANR-009 (i.e. the “Vernal Pool”), as shown on Map 1. Water level monitoring of the North and South Ponds was completed during mid-May to early November 2021, using water level loggers. Water level monitoring at the Shallow Marsh Wetland and Vernal Pool was limited in 2021 due to on-going vandalism. See the *2021 Groundwater and Surface Water Monitoring Report, Shelburne Pits 1-4* (Whitewater Hydrogeology 2022) for further details about water level survey methodology.

Groundwater level monitoring was also completed by Whitewater Hydrogeology within Melancthon Pit #2 and the Bonnefield property in 2021, as reported in the *2021 Groundwater and Surface Water Monitoring Report*. Within Melancthon Pit #2, groundwater level data was collected at two stations that corresponded to areas at or near amphibian monitoring stations. Specifically, these monitoring wells were placed adjacent to the North Pond (ANR-001) and between anuran stations ANR-006 and 007a (see Whitewater Hydrogeology 2022). Groundwater monitoring at ANR-001 consisted of a deep overburden (Tavistock Till) well (OW10A in Whitewater Hydrogeology (2022)), while groundwater monitoring near stations ANR-



006 and ANR-007a (OW6A) consisted of a shallow (sand and gravel) groundwater well. OW6A is also adjacent to the wash pond that was put into use beginning in 2017. For the purposes of this report, results from OW6A are presented, including an analysis of the possible localized effect of the wash pond on shallow groundwater. The shallow groundwater well at ANR-001 that was monitored in previous years was not monitored in 2018-2021. This shallow groundwater well was dry the majority of the year and the true overburden water table is therefore monitored by the deep overburden well (T. White, Whitewater Hydrogeology, pers. comm., January 2020).

Within the Bonnefield property, groundwater level data was collected at one location in 2021: wells OW18A/OW18B in the northeastern portion of the property. As described by Whitewater Hydrogeology (2022), monitors 'A' are shallow groundwater wells if the sand and gravel unit is saturated; otherwise, they are situated in the Tavistock Till. Monitors 'B' are constructed in the bedrock contact aquifer system.

Surface water quality was measured for the North and South Ponds, as reported by Whitewater Hydrogeology (2022). Measured parameters included pH, conductivity, dissolved oxygen, temperature and total dissolved solids, as well as an analysis of volatile organic compounds and petroleum hydrocarbons. Samples for surface water quality analysis were collected during the spring and fall, following the standard semi-annual sampling timeline.



### 3.0 Anuran Survey Results

#### 3.1 Melancthon Pit #2

A total of 5 anuran species were recorded within Melancthon Pit #2 across all 2021 site visits:

- American Toad (*Bufo americanus*),
- Northern Leopard Frog (*Lithobates pipiens*),
- Wood Frog (*Lithobates sylvatica*),
- Spring Peeper (*Pseudacris crucifer crucifer*), and
- Green Frog (*Rana clamitans melanota*).

Spring Peeper has been recorded at Melancthon Pit #2 every year since 2013, while Wood Frog and American Toad have been recorded every year since 2013, with the exception of one year, 2018 and 2019, respectively. Gray Treefrog was recorded every year from 2013 to 2020, but was not recorded in 2021. Green Frog has been recorded every year since 2013, with the exception of two years, 2016 and 2018, while 2021 represents the fifth year that Northern Leopard Frog was recorded (along with 2016-2018 and 2020). Western Chorus Frog (*Pseudacris triseriata*) (Great Lakes-St. Lawrence/Canadian Shield population), is designated as Threatened under the federal *Species at Risk Act* and is considered a Species of Conservation Concern (SCC) in Ontario. This species was recorded by NRSI biologists within the subject property during 2009 surveys, but has not been recorded during annual amphibian call surveys completed since 2013.

Table 1 presents a summary of anuran survey results across all 2021 site visits. See Appendix II for detailed survey results by site visit. Appendix III presents the results of weather and temperature conditions recorded during each survey.

Among species, Spring Peeper was observed to be most abundant across monitoring stations during the 2021 survey period, followed by Wood Frog. Spring Peeper was recorded at full chorus at 4 stations across all visits (ANR-001, 003, 004, and 005), and was also recorded at station ANR-007b with a maximum of 2 individuals. Wood Frog was recorded at full chorus at ANR-003 and 004 and was also recorded at stations ANR-001, 005 and 007b, with a maximum of 5, 3 and 4 individuals detected, respectively. These results for Wood Frog are similar to results in 2017, and an increase from 2018-2020 results

During the 2021 survey period, American Toad, Green Frog and Northern Leopard Frog were observed to occur in low abundances on the subject property, with each species detected at one, one and two stations, respectively, with a maximum of three, two and one individual(s) detected, respectively. For American Toad and Northern Leopard Frog, this is a slight increase from 2019 results when these species were not detected, and is similar to 2020 results. For Green Frog, this result is similar to results in both 2019 and 2020.

Gray Treefrog was not recorded during surveys in 2021, after having been recorded every year since 2013. These results therefore represent a decrease in abundance of Gray Treefrog compared to all previous years of monitoring since 2013.

The station with the highest species richness in 2021 was ANR-001, which had 4 anuran species heard across visits. This represents an increase from 3 species recorded at station ANR-001 in 2020. This station was followed by ANR-005, which had 3 anuran species across visits, and 3 stations (ANR-003, 004 and 007b) which each had 2 anuran species across visits. These results represent an increase from 2 species recorded at station ANR-005 and 1 species



**Table 1: Summary of maximum calling codes and maximum abundance estimates by species during 2021 site visits for Melancthon Pit #2 and the Bonnefield property wetland (ANR-009).**

SCIENTIFIC NAME	COMMON NAME	Species Detected by Monitoring Station																			
		ANR-001		ANR-002		ANR-003		ANR-004		ANR-005		ANR-006		ANR-007a		ANR-007b		ANR-008a		ANR-009	
		Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.
<i>Bufo americanus</i>	American Toad	2	3																		
<i>Lithobates pipiens</i>	Northern Leopard Frog	1	1							1	1										
<i>Lithobates sylvatica</i>	Wood Frog	2	5			3		3		1	3					2	4			3	
<i>Pseudacris crucifer crucifer</i>	Spring Peeper	3				3		3		3						1	2			3	
<i>Rana clamitans melanota</i>	Green Frog																				



recorded at stations ANR-003 and 007b in 2020, and a decrease from 3 species recorded at ANR-004 in 2020. Stations ANR-002, 006, 007a and 008a had the lowest species richness with no species heard across visits, which represents a decrease from 3 species recorded at station ANR-008a and 1 species recorded at stations ANR-002 and 007a in 2020, and represents no change for ANR-006.

Anuran abundances were highest at stations ANR-001, 003, 004, and 005, each having 1 or 2 occurrences of call code 3. This was followed by station ANR-007b, which had 2 species detected at calling code 1 and 2, with 2 to 4 individuals of each species, respectively. Stations ANR-002, 006, 007a and 008a had no individuals detected.

### **3.2 Bonnefield Property (ANR-009)**

A total of 2 anuran species were recorded within the Bonnefield property across all 2021 site visits:

- Wood Frog, and
- Spring Peeper.

Spring Peeper and Wood Frog have been detected in all 5 survey years since baseline monitoring began in 2016. In 2021, both species were detected at a call code of 3 (full chorus). Gray Treefrog was not detected in 2021, after having been detected in 2016 and 2020. The SCC Western Chorus Frog was also not detected in 2021 after having been detected in 2018 (2 individuals at ANR-009), but not in 2019 or 2020.

No anuran calling activity was incidentally recorded in 2021 within a small vernal pool that is located approximately 60m south of ANR-009 within the Bonnefield property woodland. This vernal pool had been surveyed for anuran calling activity as part of 2016 Natural Environment Assessment field surveys. However, due to lack of anuran breeding evidence within this feature, it was recommended that surveys cease at this location unless anuran calling activity is incidentally recorded within this feature in the future.

Field data collected in 2021 at the Bonnefield Property will be combined with field data collected there in 2016, and 2018-2020, to represent baseline (pre-extraction) conditions. The 2 anuran species detected in 2021 is similar to results from 2019 and represents a slight decrease from 3 species detected in 2018 and 2020 and from 5 species detected in 2016. Spring Peeper, Wood Frog, and Gray Treefrog have been the most abundant species across all years, with Spring Peeper and Wood Frog being detected at full chorus in 4 of 5 years, while Gray Treefrog was detected at full chorus in 2016. American Toad and Green Frog were detected in small numbers in 2016, but were not detected during surveys in 2018-2021. Two Western Chorus Frog individuals were detected during 2018 surveys; this species was not detected in 2016 or 2019-2021.

### **3.3 Melancthon Pit #2 – Trends in Anuran Species Occurrence, Richness and Abundance Across Monitoring Years**

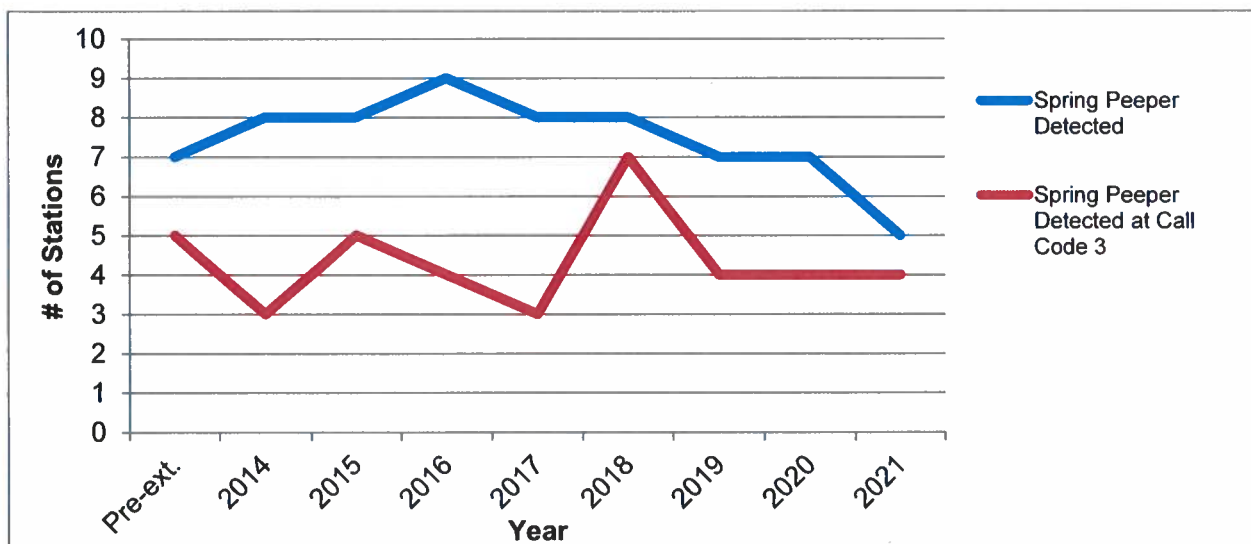
Field data collected during the 2009 and 2013 monitoring seasons were combined to represent baseline (pre-extraction) conditions against which to compare operational-phase anuran survey



results (2014-2021 data). The data collected to date was used to provide an assessment of trends in species occurrence, richness and abundance at the station level across years.

### 3.3.1 Species Occurrence

Figure 1 below presents a comparison of Spring Peeper occurrence across stations by year during the operational period, as compared to pre-extraction results. As shown, the number of stations where Spring Peeper was detected remained relatively consistent from year to year, ranging from 7 to 9 stations, with the exception of 2021 when this species was detected at only 5 stations. This decrease in 2021 is likely a result of the unseasonably dry conditions that occurred in the spring of 2021, which resulted in several of the ponds being dry during the monitoring period. The number of stations at which Spring Peeper was detected at a calling code of 3 (full chorus) was also relatively consistent across years, ranging from 3 to 5 stations, with the exception of 2018 when a full chorus was detected at 7 stations.

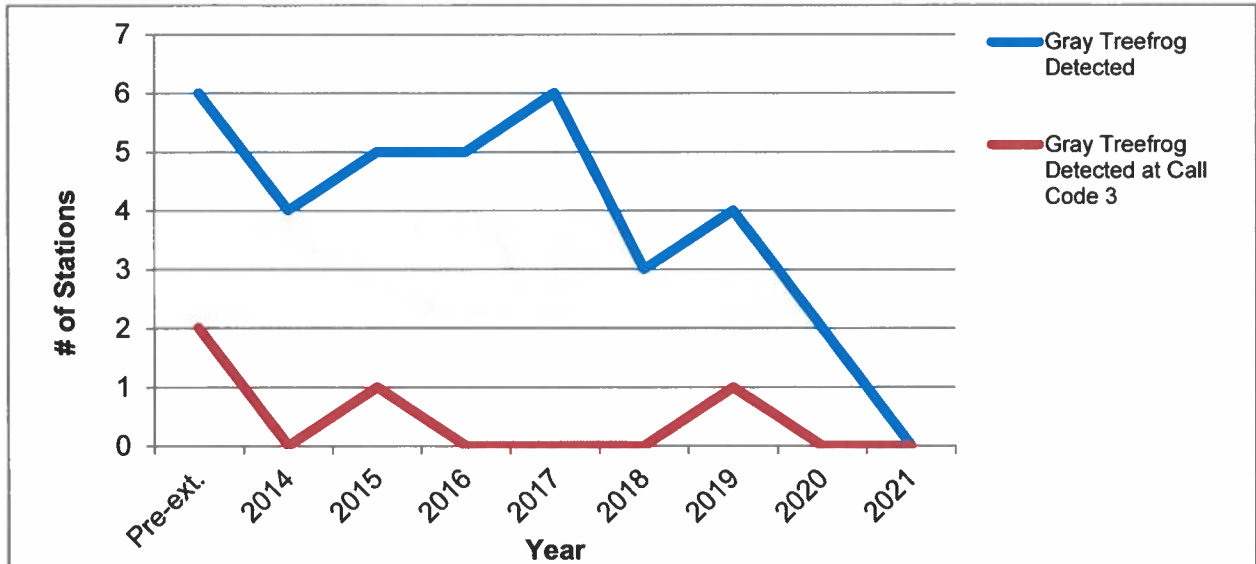


**Figure 1: Spring Peeper Occurrence Across Stations by Year**

Figure 2 below presents a comparison of Gray Treefrog occurrence across stations by year during the operational period, as compared to pre-extraction results. As shown, the number of stations at which Gray Treefrog was detected remained fairly consistent from year to year (ranging from 3 to 6 stations), with the exception of 2020 and 2021, when this species was recorded at only 2 stations and 0 stations, respectively. In 2020, although calling individuals were only detected at 2 stations (ANR-007b and 008a), tadpoles of this species were also incidentally noted at a third station (ANR-003). The decrease to 0 stations in 2021 is likely a result of unseasonably dry conditions that occurred in the spring of 2021, which resulted in 7 of the 9 ponds being dry by June (when Gray Treefrog is most likely to be detected). During the June site visits in 2020 and 2021, it was also noted that Gray Treefrog were detected calling from some of the temporary aggregate pit ponds on site that are located to the west of the monitoring stations (see Map 2). An overall decreasing trend in abundance can be seen across



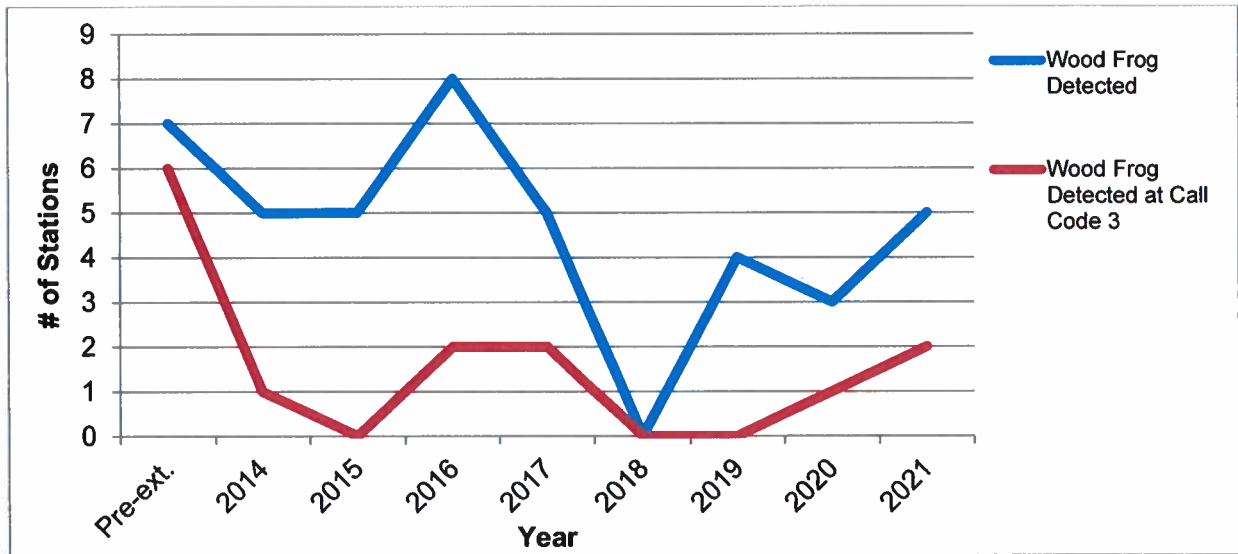
years when looking at the number of stations at which a full chorus was detected. It can also be seen, however, that abundance has remained fairly consistent during the operational period.



**Figure 2: Gray Treefrog Occurrence Across Stations by Year**

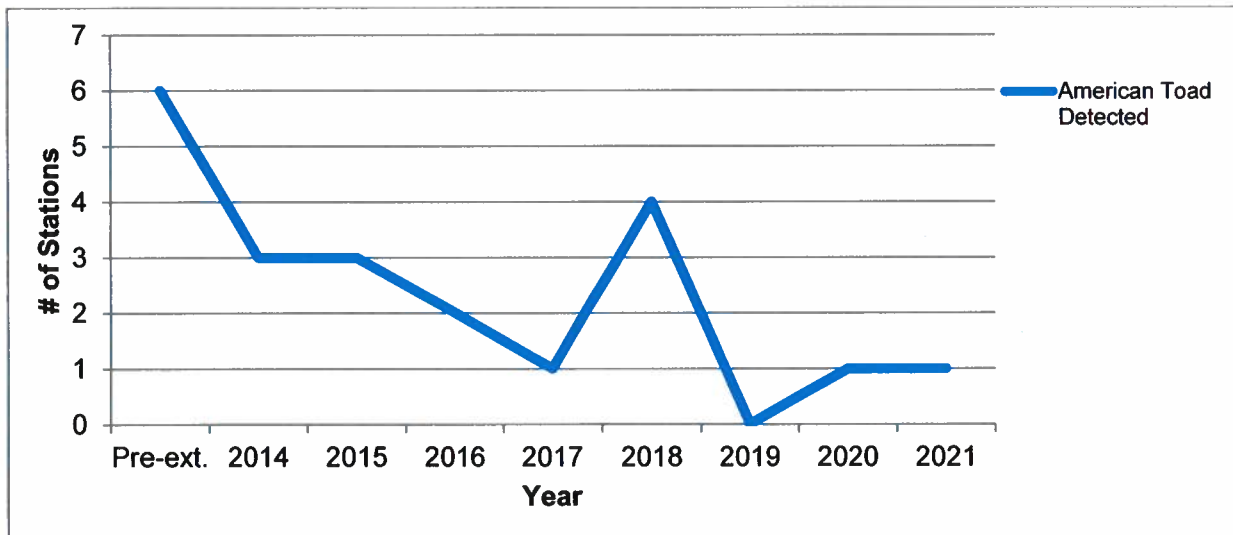
Figure 3 below presents a comparison of Wood Frog occurrence across stations by year during the operational period, as compared to pre-extraction results. As shown, the number of stations at which Wood Frog was detected remained fairly consistent from year to year (ranging from 4 to 8 stations), with the exception of 2018 and 2020. The lack of Wood Frog observations in 2018 was likely a result of a late spring that delayed Wood Frog breeding (resulting in calls not being heard during the April survey when they are usually detected). In 2020, although calling individuals were only detected at 3 stations (ANR-001, 004, and 008a), tadpoles of this species were also incidentally noted at a fourth station (ANR-003). An overall decreasing trend in abundance can be inferred across all years when looking at the number of stations at which a full chorus of Wood Frogs was detected, however a slight increasing trend can also be seen over the last 3 years.





**Figure 3: Wood Frog Occurrence Across Stations by Year**

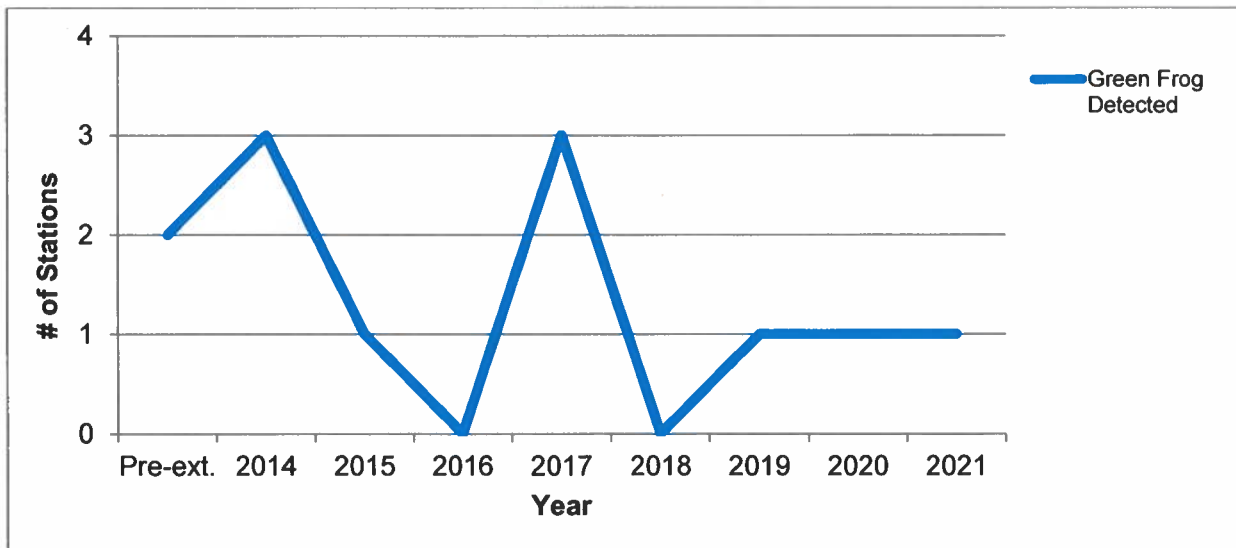
Figure 4 below presents a comparison of American Toad occurrence by year during the operational period, as compared to pre-extraction results. As shown, the number of stations at which American Toad was detected decreased consistently across years, from 6 stations during pre-extraction surveys to 0 stations in 2019 and 1 station in 2020 and 2021. An exception to this trend occurred in 2018, when individuals were detected at 4 stations. During both monitoring periods, most stations contained only 1-3 calling individuals.



**Figure 4: American Toad Occurrence Across Stations by Year**



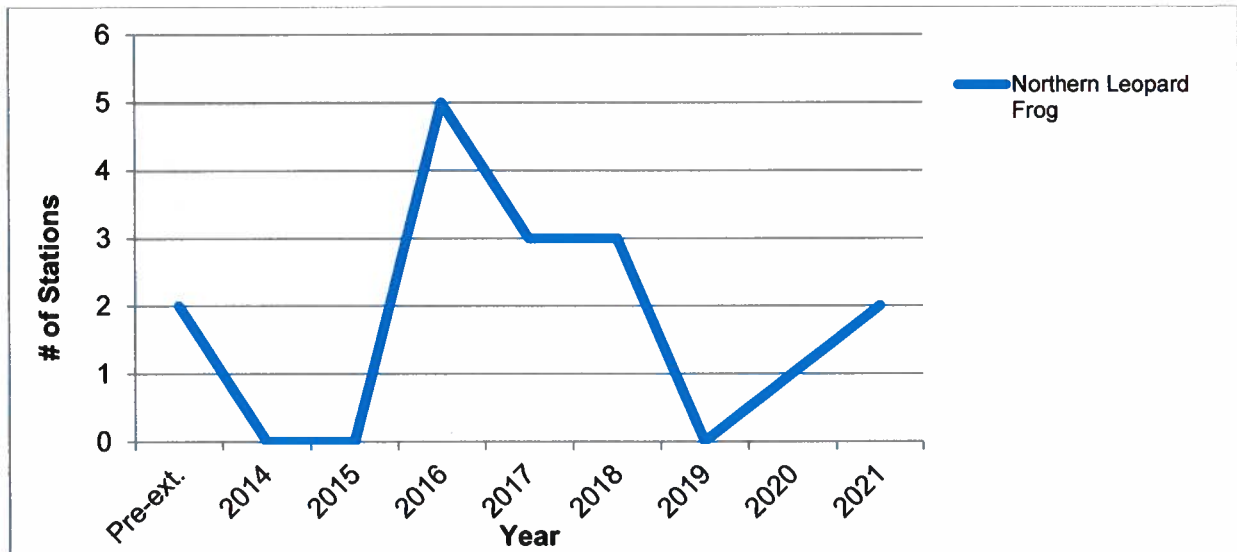
Figure 5 below presents a comparison of Green Frog occurrence by year during the operational period, as compared to pre-extraction results. As shown, the number of stations at which Green Frog was detected varied from year to year with no distinct trend, ranging from 0 to 3 stations. A maximum of 1-2 calling individuals was detected at these stations in a given year. The 2018 results may have been influenced by cooler-than-normal conditions during that period.



**Figure 5: Green Frog Occurrence Across Stations by Year**

Figure 6 below presents a comparison of Northern Leopard Frog occurrence by year during the operational period, as compared to pre-extraction results. As shown, the number of stations at which Northern Leopard Frog was detected varied from year to year with no distinct trend, ranging from 0 to 5 stations. A maximum of 1-2 calling individuals was detected at these stations in a given year.

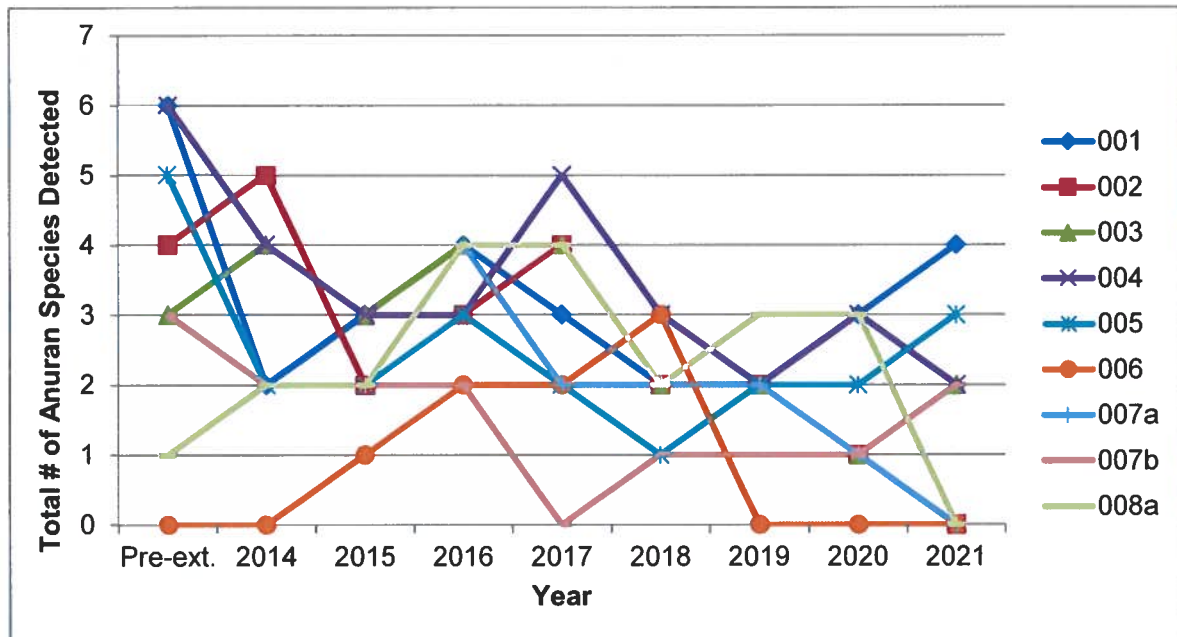




**Figure 6: Northern Leopard Frog Occurrence Across Stations by Year**

### 3.3.2 Species Richness

A comparison of species richness by year during the operational period (compared to pre-extraction results) can be seen in Figure 7 below for each monitoring station. A decreasing overall trend in species richness can be seen for stations ANR-002 and 007a. Stations ANR-001, 003, 004, 005, 006, 007b and 008a showed some variation in species richness from year to year, but with no apparent overall trend.



**Figure 7: Species Richness by Year for Each Station**



### 3.3.3 Species Abundance

A comparison of species abundance by year during the operational period (compared to pre-extraction results) can be seen in Figure 8 below for each monitoring station. An overall decreasing trend in species abundance can be seen for stations ANR-001, 002 and 007a, which is consistent with the overall decreasing trend in abundance for Wood Frog and Gray Treefrog (see Figures 2 and 3 above). Stations ANR-003, 004, 005, 006, 007b and 008a showed some variation in species abundance from year to year, but with no apparent overall trend.

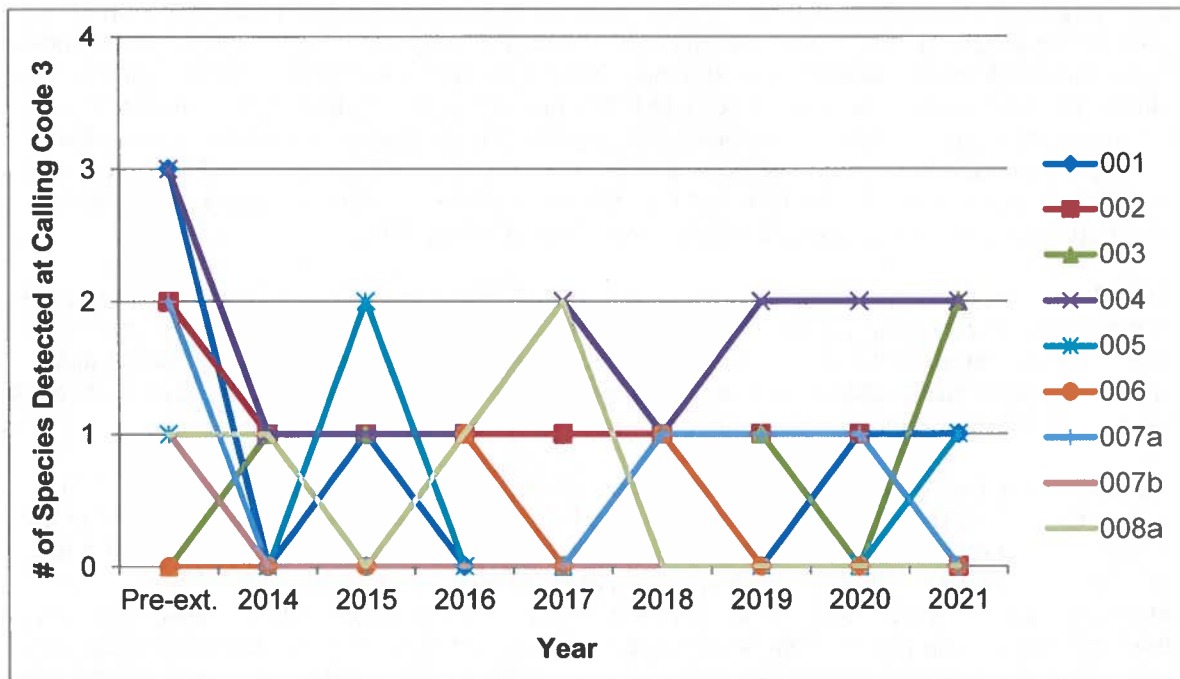


Figure 8: Species Abundance by Year for Each Station



## **4.0 Hydrological, Hydrogeological and Water Quality Data**

### **4.1 Surface Water Levels**

The results of the 2021 surface water monitoring program, as collected by Whitewater Hydrogeology, are illustrated in Figure 6 of the *2021 Surface and Groundwater Monitoring Report* (Whitewater Hydrogeology 2022). Surface water levels were consistently higher in the South Pond than the North Pond (by at least approximately 0.3m) throughout the 2021 hydrological monitoring period. This is consistent with water level observations collected in 2016 to 2020, but contrasts with 2015 observations, when surface water levels were similar in both ponds before declining more rapidly in the North Pond by early August. The rate of surface water level reduction was gradual and generally consistent in both ponds in 2021, which is similar to observations collected in 2017 to 2019, but differs slightly from 2020 observations when reductions in surface water levels were gradual but somewhat inconsistent during the monitoring period. Both ponds retained surface water throughout the entire 2021 season prior to freezing, which is consistent with 2017-2020 observations. Historically these ponds have dried up during periods of drought (Whitewater Hydrogeology 2022).

In 2021, the monitoring devices installed in the Vernal Pool and Shallow Marsh Wetland at the Bonfield property were vandalized, and surface water levels were therefore not collected. It has been recommended that the site be secured to prevent trespassing, and that alternative ways to install equipment and monitor these features be completed prior to the 2022 monitoring season (Whitewater Hydrogeology 2022).

Surface water level data was somewhat limited during the April-June amphibian monitoring period for the North and South ponds, during which water level data was only collected in the second half of May and June. Water levels declined slightly in the South Pond during the late May to June monitoring period, declining from approximately 494.0masl in mid-May to 493.7masl by the end of June. Water levels in the North Pond also gradually declined during the late May to June period, from approximately 493.7masl to 493.5masl. Both declines were part of the larger gradual decline seen in these ponds throughout most of the monitoring period. June surface water levels in the South Pond were generally consistent with 2019 and 2020 levels, but were notably lower than 2017 and 2018, when levels fluctuated around 494.5masl and 494masl, respectively. By contrast, surface water levels in the North Pond were slightly higher than 2019 and 2018 levels, which ranged between 492.6-493.0masl and 492.6-492.9masl, respectively, and were similar to 2017 and 2020 levels, which ranged between 492.8-493.2masl and 492.9-493.2masl, respectively. See the *2021 Surface and Groundwater Monitoring Report* (Whitewater Hydrogeology 2022) for further details of water level results.

Standing water was present at the majority of anuran monitoring stations during the early portion of the 2021 amphibian monitoring period, with only 3 of 9 stations having no standing water during each of April and May. By June, however, 7 of the 9 monitoring stations were completely dry. This is similar to the 2015 monitoring season when 5 of 9 stations were dry by June, and contrasts with observations in 2017-2022, when only 1 to 3 stations were observed to contain no water in each year.

### **4.2 Groundwater Levels**

The shallow groundwater level near ANR-006/ANR-007a and the wash pond (well OW6A) showed a less pronounced increase during the 2021 spring period (roughly March to June) as



compared to the five previous spring periods (2016–2020) and showed similar results to the 2015 spring period. In 2021, the shallow groundwater level at this well peaked at 492.31 on April 21, 2021, as compared to peak levels of 492.57 in 2015 and peak levels ranging from 493.03 to 493.58 during 2016 to 2020 spring monitoring (Whitewater Hydrogeology 2018, 2019, 2020, 2021, 2022). The timing of the 2021 spring-based groundwater elevation fluctuation at OW6A was similar to that at other monitored wells. During the 2021 amphibian monitoring period, overburden groundwater elevation was 492.23masl on April 10, but increased slightly to 492.31masl on April 21 before declining again to 491.51masl on June 24 (Whitewater Hydrogeology 2022). Groundwater elevation at well OW6A on April 10, 2021 was 0.10m lower than on April 10, 2015, and 0.70m lower than on April 10, 2020. Overall, the 2021 monitoring results suggest that operation of the wash pond, which commenced during fall 2017, had no observable effects on groundwater levels and fluctuation patterns compared to the previous years.

Shallow groundwater levels on the Bonnefield property, monitored at well OW18A, were relatively consistent between springs in 2017–2021. The timing of spring-based groundwater elevation fluctuations at this well was similar to that at other monitored wells.

#### **4.3 Pond Surface Water Quality**

As reported in the *2021 Groundwater and Surface Water Monitoring Report* (Whitewater Hydrogeology 2022), measured water quality parameters within the North and South Ponds were consistent with quality levels that are typical of fresh surface water, and did not yield evidence of contamination derived from the on-site activities.

#### **4.4 Hydrological/Hydrogeological and Water Quality Summary**

Based on these analyses, operation of the pit is not having any measurable impacts on surface or groundwater levels, or water quality within the pond features. The North and South ponds were observed to maintain water levels throughout the 2021 monitoring period, similar to 2016–2020 results (Whitewater Hydrogeology 2022). The presence of suitable water depth and the relatively stable surface and groundwater levels at the monitored locations suggest that the hydrological regime is sufficient to support the amphibian breeding function observed at the North and South Pond sites, and that water quantity and quality was not a limiting factor at these ponds during the breeding period. The hydrological regime observed at well OW6A (near the wash pond) is understood to be consistent with pre-extraction conditions at that location, which indicates that the wash pond is not having a localized effect on shallow groundwater. This result is also consistent with 2021 anuran monitoring data collected at stations ANR-006 and ANR-007a/b, which had species abundances that were generally consistent with previous years.



## 5.0 Summary and Recommendations

In 2021, NRSI biologists completed the 9<sup>th</sup> year of an annual program to monitor the ecological condition of subject property wetlands as a means of identifying any potential impacts caused by aggregate extraction activities at Melancthon Pit #2. As recommended in the Level 2 NEA report for the subject property (NRSI 2010), studies were initiated to track long-term wetland characteristics based on annual anuran breeding activity in conjunction with associated surface water and groundwater measurements within the subject property collected by Whitewater Hydrogeology Ltd. Regular surface water monitoring was initiated in 2014. The biological and hydrological/hydrogeological monitoring plan for Melancthon Pit #2 was incorporated into an Integrated Monitoring Plan (Appendix I) for Melancthon Pits #1, #2, and the future Bonnefield property pit expansion beginning with 2018 field survey activities.

Data collected in 2013 at Melancthon Pit #2 was compiled with NRSI data collected in 2009 to represent baseline (pre-extraction) conditions. Data collected from 2014 to 2021 represent the operational-phase monitoring period on the property, including facility construction and aggregate extraction.

The results of comparative analysis between and within pre-extraction and operational-stage monitoring periods at Melancthon Pit #2 should be interpreted with caution as natural population fluctuations, caused by potential confounding factors (e.g., precipitation levels and/or temperatures within a particular monitoring season), are to be expected in the monitoring results and can result in background “noise” in the data when looking at station-level and species-level data across years. Therefore, observed differences in species presence and relative abundance, within and among stations, from year to year, as compared to pre-extraction results may not be directly caused by facility operational effects within the property. The data collected to date provide an assessment of current trends in species occurrence, richness and abundance; the power of the monitoring program will be to continue to identify the consistent trends across years and to clarify long-term trends as more years of data are collected and analyzed and to further assess any potential impacts caused by the facility operations.

In total, 7 anuran species were recorded within the Melancthon Pit wetlands across all years, including the provincial SCC Western Chorus Frog. To date, Western Chorus Frog was only observed in 2009, at 1 station, within the Melancthon Pit #2 site. Spring Peeper was recorded as the most abundant and widespread species, and showed a relatively consistent trend in occurrence when data was compared on a year-by-year basis (see Figure 1). Gray Treefrog was also recorded at relatively high abundances across monitoring periods, but showed a decreasing trend in full chorus detection when operational data was compared to baseline data on a year-by-year basis (see Figure 2). It was also noted in 2020 and 2021 that Gray Treefrog was detected calling (full chorus in 2020 and 4 individuals in 2021) from some of the temporary aggregate pit ponds on site (west of the amphibian monitoring stations; see Map 2), which suggests that this species is still actively breeding in high numbers within the Melancthon Pit #2 site. Wood Frog occurrence was consistently widespread among monitored stations during both monitoring periods. A year-by-year comparison of operational data compared to pre-extraction data showed an overall decline in abundance for this species; however, a slight increasing trend in abundance is also apparent over the past 3 years (see Figure 3).

American Toad, Green Frog and Northern Leopard Frog occurred in relatively low abundances during both monitoring periods. American Toad showed a decreasing trend, while Green Frog and Northern Leopard Frog did not show any discernable trend when comparing operational data to baseline data on a year-to-year basis (see Figures 4, 5 and 6, respectively).



A comparison of species richness for each station by year during the operational period (compared to pre-extraction results) (Figure 7) showed an overall decreasing trend in species richness for stations ANR-002 and 007a. Stations ANR-001, 003, 004, 005, 006 007b and 008a showed some variation in species richness from year to year, but with no apparent overall trend.

A comparison of species abundance for each station by year during the operational period (compared to pre-extraction results) (Figure 8) showed an overall decreasing trend in species abundance for stations ANR-001, 002 and 007a, which is consistent with the overall decreasing trend in abundance for Wood Frog and Gray Treefrog (see Figures 2 and 3). Stations ANR-003, 004, 005, 006, 007b and 008a showed some variation in species abundance from year to year, but with no apparent overall trend.

Overall, these results suggest that the small, isolated wetlands located in the north end of the Melancthon Pit including the Reed Canary Grass swale (as surveyed by stations ANR-001 to 005) provide good quality habitat for the majority of the species that breed within the subject property. Wet pockets within the meadow marsh associated with the western edge of the large swamp feature were observed to also provide suitable breeding habitat for amphibians at stations ANR-007a and 008a, particularly for Spring Peepers. The White Cedar-Hardwood Mineral Mixed Swamp, where it occurs on or adjacent to the subject property, supports a healthy population of Spring Peepers in some years but does not represent important breeding habitat for other anuran species.

Overall, breeding anuran abundance at the Melancthon Pit was observed to be relatively consistent between the pre-extraction and operational periods to date, particularly among the wetland features located immediately adjacent to the active aggregate extraction areas. Species occurrence and abundance have remained consistent across periods with the exception of Wood Frogs and Gray Treefrogs, which have declined in abundance since the pre-extraction period. At this time there is no evidence to indicate the change in observed Wood Frog or Gray Treefrog abundance is not a natural fluctuation in the local population, or if not, whether it can be attributed to the on-site activities or is part of a broader species population trend. Additional years of operational-stage monitoring data will provide stronger evidence for whether on-site activities may be impacting anuran breeding activities and/or the health of wetland breeding habitats. However, based on surface water level and quality data, and groundwater level data collected by Whitewater Hydrogeology, operation of the pit is not observed to be causing any measurable impacts to the existing hydrological regime on the property. Additionally, no other visible signs of habitat disturbance or degradation caused by the aggregate pit activities was observed at these wetlands. The continued persistence of a healthy population of breeding anurans, relative to observed pre-extraction conditions, further suggests that the anuran habitat functions of the on-site wetlands are being maintained.

Annual monitoring at the Bonnefield Pit was recommended in NRSI's NEA report for the Prince and Bonnefield properties (NRSI 2017), which documented the presence of breeding amphibians within the Bonnefield property wetland during 2016 surveys. 2021 monitoring at the Bonnefield property documented additional baseline data on breeding amphibian species presence and relative abundance prior to aggregate extraction. The 2021 data collected at the Bonnefield property will be combined with 2016 and 2018-2020 data to represent baseline (pre-extraction) conditions against which to compare future operational-phase anuran survey results. A total of 6 anuran species were detected at the Bonnefield Pit between 2016 and 2021, including the provincial SCC Western Chorus Frog. The presence of Western Chorus Frog



within this wetland further reinforces the significance of this wetland as anuran breeding habitat, which was identified in the 2017 NEA report. Species occurrence at this wetland showed a slight decrease across pre-extraction years, while species abundance was relatively consistent across years.

It is recommended that the amphibian monitoring program continue at both Melancthon Pit #2 and at the Bonnefield property wetland, concurrent with ongoing hydrological/hydrogeological monitoring, to further investigate trends in amphibian breeding diversity and abundance against these abiotic factors in accordance with the NEA studies recommendations. Natural population-level fluctuations are to be expected in the amphibian monitoring results, and additional years of monitoring will continue to refine the presence of any long-term trends and provide further inference as to whether any potential impacts are occurring due to pit operation.



## 6.0 References

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- MHBC. 2010. Melancthon Pit Operational Plan. Prepared for Strada Aggregates Inc. March 15, 2010.
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- Whitewater Hydrogeology Ltd. 2020. 2019 Compliance Groundwater Monitoring Report, Shelburne Pits. Prepared for Strada Aggregates Inc. January 2020.
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- Whitewater Hydrogeology Ltd. 2022. 2021 Groundwater and Surface Water Monitoring Report, Shelburne Pits 1-4. Prepared for Strada Aggregates Inc. March 2022.



**Appendix I**  
**Integrated Monitoring Plan**

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# **Strada Aggregates Melancthon Pits – Integrated Monitoring Plan**

## **February 2018**

### **Background**

The Strada Melancthon Pits consist of:

- Pit #1 (Licence # 129167) located at West Half of Lot 13, Concession 3 O.S., licenced in 2004;
- Pit #2 (Licence # 625155) located at West Half of Part Lot 11 and 12, Concession 3 O.S., licenced in 2012; and
- The proposed Bonnefield and Prince extension lands located at Part of West Half of Lots 12 and 14, Concession 3 O.S.

The proposed Prince and Bonnefield extensions will be fully integrated with existing aggregate operations at Melancthon Pits #1 and #2. The existing operations require monitoring and annual reporting with respect to the water table, water quality and the natural environment. Hydrogeological and natural environment investigations for the proposed extension have recommended expansion of the monitoring programs to include the additional lands. The Ministry of Natural Resources and Forestry (MNR) has requested an Integrated Monitoring Plan to consolidate the existing and proposed monitoring requirements.

### **Natural Environment**

#### *Amphibian Monitoring*

Annual monitoring of the wetlands for the presence of breeding amphibians was originally recommended in the Level 2 Natural Environment Assessment (NEA) report for Melancthon Pit #2, as well as surface and groundwater monitoring to assess water level fluctuations (NRSI 2010). The implementation of an amphibian monitoring program was further requested by the Nottawasaga Valley Conservation Authority (NVCA) and Michalski Nielson in their review of the Level 2 NEA report.

NRSI has undertaken annual amphibian monitoring at the wetlands located adjacent to Melancthon Pit #2 since 2013. Initial amphibian call surveys were undertaken in 2009.

Of the two proposed pit areas, only the Bonnefield Pit property contains wetland habitat (outside the extraction area). Surveys completed in 2016 recorded the presence of breeding amphibians. To ensure that the proposed pit does not negatively impact the wetland and its amphibian breeding habitat function it was recommended that the existing amphibian monitoring program for Melancthon Pit #2 be expanded to include the Bonnefield Pit to maximize efficiencies, and achieve consistency in methodology and data comparability.

Annual amphibian call surveys that were initiated at Melancthon Pit #2 will continue for the duration of the lifespan of the pit, as was originally proposed. Beginning in 2018, NRSI will initiate annual monitoring of the Bonnefield property wetland which will also be undertaken for the lifespan of that pit. Annual monitoring of the Bonnefield Pit wetland will build on NRSI's 2016 amphibian call surveys on the property



to inform the NEA report. See **Map 1** for the location of the existing monitoring stations at Melancthon Pit #2 in addition to the single monitoring station at the Bonnefield Pit wetland. Since no amphibian calling activity was documented within the Bonnefield property vernal pool during 2016 surveys, despite the presence of standing water, additional long-term monitoring of the vernal pool is not included in this plan. However, if amphibian calling activity is heard within the vernal pool during future monitoring years, an additional monitoring station will be established at this location and will be monitored annually.

Proposed monitoring at the Bonnefield Pit wetland will document additional baseline data on breeding amphibian species presence and relative abundance prior to aggregate extraction, followed by multiple years of operational-stage monitoring. As has been completed for Melancthon Pit #2, long-term data will be collected to identify trends or other indicators that will be used to assess any negative occurrences to amphibian breeding activity that may be the result of pit activities. The amphibian survey data collected at the Bonnefield and Melancthon Pit #2 sites will also be compared to look for spatial trends, or any similarities or differences in survey results over time that may indicate presence of localized or widespread pit operation effects.

In accordance with survey methodology completed to date, the monitoring program will utilize the Marsh Monitoring Program methodology (BSC 2009), which records amphibian call activity during 3-minute call counts. Counts will be conducted once per month during each of April, May and June in conjunction with appropriate night time air temperatures and wind speeds. If the provincial Species of Conservation Concern Western Chorus Frog (*Pseudacris triseriata*) is detected during any monitoring event, additional monitoring events may be added to fully document the abundance and distribution of this species within the surveyed wetlands.

A brief summary report, combining the results collected from the Melancthon Pit #2 site with the Bonnefield Pit site, will be prepared each year which outlines the findings of the annual monitoring. This will include an assessment of the surface water and groundwater monitoring data to be collected by Whitewater Hydrogeology within both properties (Whitewater Hydrogeology 2017) as it relates to amphibian breeding conditions. Each annual report will be provided to Strada for their review, and then to the NVCA and the Township of Melancthon.

#### *Woodland Buffer*

The deciduous woodland communities within the Bonnefield and Prince extension lands will be retained outside the proposed limit of extraction. 10 metre woodland buffers have been recommended to protect these features and mitigate impacts from adjacent extraction activities. The woodland buffers will be allowed to re-naturalize and will be supplemented with targeted native species plantings.

The woodland buffers will be inspected during pit operations to ensure disturbances are not occurring. The health and survival of buffer planting will also be inspected.

#### **Hydrogeology**

Compliance groundwater and surface water monitoring has been occurring at both Melancthon Pit #1 and #2 since 2001 and 2007, respectively. In addition, baseline groundwater monitoring commenced in



2017 at the Bonnefield and Prince properties. In total, there are currently 28 groundwater well nests that monitor 52 discrete aquifer intervals in the overburden and bedrock aquifers. The Melancthon Pit #1 and #2 groundwater monitoring programs were developed to characterize the local groundwater conditions at each individual property and were based on two operating pits (two scale houses, two fuel storage areas, and multiple crushing and processing operations). The proposed licensing of the Bonnefield and Prince properties provides an opportunity to not only streamline operations by eliminating the need to operate as individual pits but to develop a revised groundwater monitoring program. The revision would remove redundancies in the monitoring network and reporting allowing for an opportunity to complete an accumulative impact assessment from the Strada properties.

The revised groundwater monitoring program is shown on **Map 2**. The revised program consists of 22 groundwater well nests that monitor 36 discrete aquifer intervals in the overburden and bedrock aquifers.

The proposed program focuses on the on going monitoring of background conditions (up gradient locations) in both the overburden and bedrock aquifers and the monitoring of potential influences from the aggregate operation on down gradient locations. The proposed groundwater monitoring program is provided in **Table 1**. Selected up gradient and down gradient wells will be sampled for water quality. The water quality parameters for the semi annual (spring and fall) and annual (spring) sampling programs are provided in **Table 2**.

Surface water elevation monitoring has been on-going at the North and South Ponds (Map 2), since 2007. Two additional surface water monitoring stations to monitor the hydro-period in the wetland and vernal pool (Map 2) will commence in 2018. This monitoring will consist of the collection of continuous water level data during non-frozen conditions. Data will be assessed in conjunction with the groundwater monitoring data as part of the annual reporting requirement.

*Table 1 – Proposed Groundwater Monitoring Network*

Well ID	Water Levels		Water Quality	
	Monthly	Manual Water	Semi-Annual	Annual
OW2-A	X		X	
OW2-B	X		X	
OW3-B	X		X	
OW4-A	X		X	
OW4-B	X		X	
OW5-A	X		X	X
OW5-B	X		X	
OW6-A	X		X	X
OW7-A	X		X	X
OW7-B	X		X	
OW8-A	X		X	X
OW9-A	X		X	X
OW10-A	X		X	X
OW11-A	X		X	X
OW11-B	X		X	
OW12-A	X		X	X

Well ID	Water Levels		Water Quality	
	Monthly	Manual Water	Semi-Annual	Annual
OW13-A	X		X	
OW13-B	X		X	
OW14-B	X		X	X
OW15-B	X			
OW16-B	X		X	X
OW17-A	X			
OW17-B	X			
OW18-A	X		X	X
OW18-B	X		X	
OW19-A	X			
OW19-B	X		X	
OW20-B	X		X	X
OW21-B	X		X	x
OW22-B	X		X	
OW23-B	X		X	

Note: the collection of continuous water levels at selected groundwater monitoring locations is recommended.



Table 2 – Proposed Water Quality Parameters

Semi-Annual Groundwater Quality Parameters	Annual Groundwater Quality Parameters
General Water Quality Parameters: pH, Conductivity, Alkalinity, Bicarbonate, Chloride, Calcium, Magnesium, Potassium, Sodium, Sulphate, Nitrate, Nitrite, Phosphorous, and Metals (dissolved).	Total Petroleum Hydrocarbons (F1-F4) BTEX, Total Oil and Grease

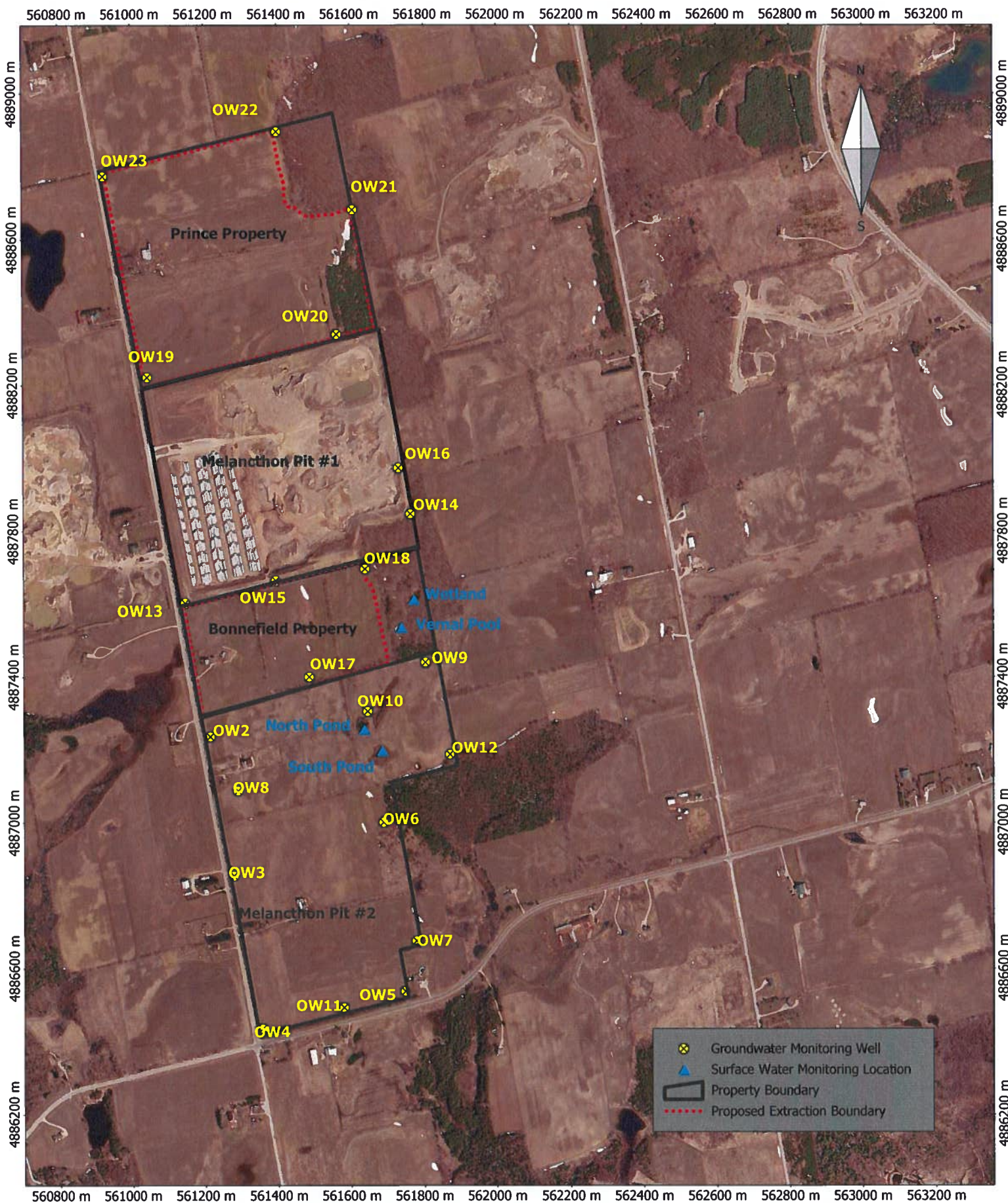
It is recommended that a single annual groundwater monitoring report for the Melancthon Pits #1 and 2, as well as the proposed Bonfield and Prince Pits be prepared and submitted to the MNRF, Township of Melancthon and NVCA prior to March 31<sup>st</sup> of each year and include the monitoring data for the 12 month period ending December 31<sup>st</sup> of the previous year. The report shall include, but not be limited to, the following:

1. Monitoring data collected as per Table 1 and Table 2;
2. Data in tabulated and graphical formats;
3. Interpretation of the collected data including discussions of any observed trends in groundwater levels and groundwater quality (analytical) results;
4. Recommendations on and justification for the need for make changes to monitoring locations, monitoring frequency, type of monitoring, pumping patterns and/or the need for mitigation, and
5. Summary and documentation of any water well complaint(s) and their resolution(s).











**Appendix II**  
**2021 Calling Amphibian Survey Results By Survey Visit**

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**2021 Calling Amphibian Survey Results**

Visit 1

8-Apr-21

SCIENTIFIC NAME	COMMON NAME	NRSI Species Detected by Monitoring Station (Maximum Calling Code, Total Number of Individuals)									
		ANR-001	ANR-002	ANR-003	ANR-004	ANR-005	ANR-006	ANR-007a	ANR-007b	ANR-008a	ANR-009
<i>Bufo americanus</i>	American Toad										
<i>Hyla versicolor</i>	Gray Treefrog										
<i>Lithobates pipiens</i>	Northern Leopard Frog	1,1									
<i>Lithobates sylvatica</i>	Wood Frog	2,5		3	3	1,3			2,4		3
<i>Pseudacris crucifer crucifer</i>	Spring Peeper	2,6		3	3	2,7			1,2		3
<i>Pseudacris triseriata</i>	Western Chorus Frog										
<i>Rana clamitans melanota</i>	Green Frog										

Visit 2

17-May-21

SCIENTIFIC NAME	COMMON NAME	NRSI Species Detected by Monitoring Station (Maximum Calling Code, Total Number of Individuals)								
		ANR-001	ANR-002	ANR-003	ANR-004	ANR-005	ANR-006	ANR-007a	ANR-007b	ANR-008a
<i>Bufo americanus</i>	American Toad	2,3								
<i>Hyla versicolor</i>	Gray Treefrog									
<i>Lithobates pipiens</i>	Northern Leopard Frog	1,1				1,1				
<i>Lithobates sylvatica</i>	Wood Frog									
<i>Pseudacris crucifer crucifer</i>	Spring Peeper	3			3	3				2,3
<i>Pseudacris triseriata</i>	Western Chorus Frog									
<i>Rana clamitans melanota</i>	Green Frog									

Visit 3

24-Jun-21

SCIENTIFIC NAME	COMMON NAME	NRSI Species Detected by Monitoring Station (Maximum Calling Code, Total Number of Individuals)									
		ANR-001	ANR-002	ANR-003	ANR-004	ANR-005	ANR-006	ANR-007a	ANR-007b	ANR-008a	ANR-009
<i>Bufo americanus</i>	American Toad										
<i>Hyla versicolor</i>	Gray Treefrog										
<i>Lithobates pipiens</i>	Northern Leopard Frog										
<i>Lithobates sylvatica</i>	Wood Frog										
<i>Pseudacris crucifer crucifer</i>	Spring Peeper										
<i>Pseudacris triseriata</i>	Western Chorus Frog										
<i>Rana clamitans melanota</i>	Green Frog					1,2					



**Appendix III**  
**Supplementary Data Collected During 2021 Survey Visits**

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# 2021 Calling Amphibian Weather Results

Visit 1 8-Apr-21

Station Name	Start time	Wind speed	% Cloud Cover	Air temp.	Water temp.	Water pH	Precipitation	Remarks
ANR-001	21:21	2	10	17	14.0	7.7	None	
ANR-002	21:20	1	50	16	-	-	None	No standing water
ANR-003	21:24	1	50	16	-	-	None	7 adult wood frogs and 6 adult spring peepers around pond
ANR-004	21:03	1	50	16	13.0	-	None	
ANR-005	21:03	2	10	17	15.1	7.8	None	
ANR-006	21:58	1	50	16	-	-	None	No standing water
ANR-007a	20:39	1	0	17	15.5	7.4	None	Very little standing water
ANR-007b	20:43	1	0	17	14.6	7.5	None	
ANR-008a	21:45	1	50	16	-	-	None	No standing water
ANR-009	22:15	1	50	16	15.8	8.2	None	

Visit 2 17-May-21

Station Name	Start time	Wind speed	% Cloud Cover	Air temp.	Water temp.	Water pH	Precipitation	Remarks
ANR-001	21:51	2	0	14	15.4	8.0	None	
ANR-002	21:57	2	0	14	-	-	None	No standing water
ANR-003	21:03	2	0	14	17.5	8.4	None	Wood Frog tadpoles in pond
ANR-004	21:45	1	0	14	12.9	8.2	None	Little standing water
ANR-005	21:38	2	0	14	16.1	8.4	None	
ANR-006	21:33	2	0	15	-	-	None	No standing water
ANR-007a	21:26	2	0	15	-	-	None	No standing water
ANR-007b	21:26	2	0	15	14.9	8.6	None	
ANR-008a	21:18	2	0	15	-	-	None	Very little standing water
ANR-009	22:12	2	0	14	13.8	8.0	None	

Visit 3 24-Jun-21

Station Name	Start time	Wind speed	% Cloud Cover	Air temp.	Water temp.	Water pH	Precipitation	Remarks
ANR-001	22:24	1	60	20	18.3	8.0	None	
ANR-002	22:32	2	60	20	-	-	None	No standing water
ANR-003	22:39	2	70	20	-	-	None	No standing water
ANR-004	22:18	1	80	21	-	-	None	No standing water
ANR-005	22:09	1	80	21	20.2	8.2	None	
ANR-006	22:00	1	80	21	-	-	None	No standing water
ANR-007a	21:49	3	80	21	-	-	None	No standing water
ANR-007b	21:49	3	80	21	-	-	None	No standing water
ANR-008a	21:37	3	100	21	-	-	None	No standing water
ANR-009	22:48	1	30	20	19	7.9	None	



## Maps













Town of Grand Valley  
5 Main Street North  
GRAND VALLEY ON L9W 5S6  
Tel: (519) 928-5652  
Fax: (519) 928-2275  
[www.townofgrandvalley.ca](http://www.townofgrandvalley.ca)

**NOTICE OF A STATUTORY PUBLIC MEETING  
FOR A PROPOSED HOUSEKEEPING ZONING BY-LAW AMENDMENT  
regarding SEA CONTAINERS**

The Municipal Council of the Town of Grand Valley will hold a meeting to consider the following application:

<b>Application Number:</b>	Z05-2022 (Zoning)
<b>Date of Meeting:</b>	Tuesday June 28, 2022
<b>Time:</b>	11:00 AM
<b>Meeting Location:</b>	<b>IN PERSON – COUNCIL CHAMBERS</b>  Town of Grand Valley Municipal Office 5 Main Street North GRAND VALLEY ON L9W 5S6
<b>Applicant:</b>	Town of Grand Valley Initiated Amendment
<b>Location:</b>	All properties within the Town of Grand Valley
<b>Purpose and Effect of the Amendment:</b>	A proposed Houskeeping Zoning By-law Amendment to permit SEA CONTAINERS in the Town of Grand Valley.
<b>A Location Map has not been included with this Notice as it pertains to all properties in the Town of Grand Valley.</b>	

Dated: June 2, 2022  
Meghan Townsend, Clerk – Treasurer  
TOWN OF GRAND VALLEY

Info # 6  
JUN 16 2022





Town of Grand Valley  
5 Main Street North  
GRAND VALLEY ON L9W 5S6  
Tel: (519) 928-5652  
Fax: (519) 928-2275  
[www.townofgrandvalley.ca](http://www.townofgrandvalley.ca)

**NOTES:**

1. You or your representative are entitled to attend this meeting to express your views on this application. If you do not attend and are not represented at this meeting, Council may proceed in your absence.
2. If a person or public body does not make oral submissions at a public meeting or make written submissions to The Council of the Corporation of the Town of Grand Valley before the by-law is passed or decision is rendered, the person or public body is not entitled to appeal the decision of The Council of the Corporation of the Town of Grand Valley to the Local Planning Appeal Tribunal.
3. If a person or public body does not make oral submissions at a public meeting or make written submissions to the Council of the Corporation of the Town of Grand Valley before the by-law is passed or decision is rendered, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Board, there are reasonable grounds to do so.
4. **Any written comments/objections submitted to the Town of Grand Valley regarding this application which are being processed under the *Planning Act 1990*, will form part of the public record, and will be made public as part of the application process.**
5. **No decision on this application will be made at the Public Meeting.**  
A further Recommendation Report on these matters will be forwarded to Town Council at a later date. If you wish to be notified of the meeting date you must indicate your request in writing or via e-mail to the Town Planner at [mkluge@townofgrandvalley.ca](mailto:mkluge@townofgrandvalley.ca), quoting **File Z05-2022 – Sea Container Housekeeping Zoning By-law**.
6. The Planning Report will be available after 4:30 PM on Friday June 24, 2022, on the Town's Website at: <https://calendar.townofgrandvalley.ca/Council>
7. For further information or to submit comments please contact the Town Planner, Mark Kluge via email at [mkluge@townofgrandvalley.ca](mailto:mkluge@townofgrandvalley.ca).

Dated: June 2, 2022  
Meghan Townsend, Clerk – Treasurer  
TOWN OF GRAND VALLEY





REC'D / RECEIVED

06-06-2022

MAYOR DARREN WHITE  
157101 HWY. 10, RR#6  
MELANCTHON ON L9V 2E6

Ottawa, June 2022

Dear MAYOR DARREN WHITE and Council,

The economic contributions from rural communities are integral to Canada's success. Rural areas are home to many key industries such as manufacturing, forestry, agriculture, and energy.

Yet, municipalities under 20,000 residents receive less support from the federal government in comparison to their much larger counterparts. Red tape duplications and certain application requirements disproportionately burden small rural communities with very few staff.

This is unfair, unjust, and needs to be addressed urgently. As such, Conservative Shadow Minister for Rural Economic Development and Rural Broadband Strategy, M.P. Shannon Stubbs, Deputy Shadow Ministers M.P. Damien Kurek and M.P. Jacques Gourde, are seeking to convene a townhall with you to address federal funding for rural communities.

Rural Canadians must band together for fairer and more robust funding for communities all over rural Canada.

It is integral to our economy that the federal government works for everyone no matter where they live. The voices of rural Canadians need to be heard. We kindly ask you to express the three most important issues impacting your economic development as a rural community. We will use this feedback to ensure our work for rural Canada is as productive as possible and will determine the agenda for our proposed townhall. This is an opportunity to network, share your priorities, and solutions to the challenges we face.

We value hearing from you and should you wish to attend our forum, please email M.P. Stubbs at [shannon.stubbs@parl.gc.ca](mailto:shannon.stubbs@parl.gc.ca), M.P. Kurek at [damien.kurek@parl.gc.ca](mailto:damien.kurek@parl.gc.ca), or M.P. Gourde at [jacques.gourde@parl.gc.ca](mailto:jacques.gourde@parl.gc.ca).

Thank you for your time.

Shannon Stubbs, M.P.  
Shadow Minister for Rural Economic Development  
and Rural Broadband Strategy  
Lakeland

Damien C. Kurek, M.P.  
Deputy Shadow Minister for Rural Economic  
Development and Rural Broadband Strategy  
Battle River—Crowfoot

Jacques Gourde, M.P.  
Deputy Shadow Minister for Rural Economic  
Development and Rural Broadband Strategy  
Lévis—Lotbinière

Info #7  
JUN 16 2022





MAYOR DARREN WHITE  
157101 HWY. 10, RR#6  
MELANCTHON ON L9V 2E6

Ottawa, Juin 2022

Madame. Monsieur, MAYOR DARREN WHITE et Conseil,

La contribution économique des collectivités rurales est indissociable de la réussite du Canada. Les régions rurales comptent de nombreuses industries clés comme la fabrication, la foresterie, l'agriculture et l'énergie.

Or, les municipalités comptant moins de 20 000 résidents reçoivent moins de soutien du gouvernement fédéral que les municipalités plus grandes. Les déboulements administratifs et certaines exigences en matière de présentation de demandes ont une incidence disproportionnée sur les petites collectivités, même si elles comptent peu d'employés.

C'est une situation injuste qu'il faut régler de toute urgence. Ainsi, la ministre conservatrice du Cabinet fantôme responsable du développement économique rural et de la stratégie sur la large bande rurale, la députée Shannon Stubbs, de même que deux autres ministres du Cabinet fantôme, les députés Damien Kurek et Jacques Gourde, souhaitent tenir une séance de discussion avec vous afin d'aborder la question du financement fédéral des collectivités rurales.

Les Canadiens des régions rurales doivent faire front commun, de sorte que l'ensemble des collectivités rurales du Canada bénéficient d'un financement plus juste et plus robuste.

Il est primordial, pour favoriser notre économie, que le gouvernement fédéral soit au service de tous, peu importe où ils vivent. Il faut faire entendre la voix des Canadiens des régions rurales. Nous vous prions de nous faire part des trois enjeux les plus importants ayant une incidence sur votre développement économique, en tant que collectivité rurale. Nous utiliserons ces commentaires pour veiller à ce que notre travail pour les régions rurales du Canada soit le plus efficace possible. Vos commentaires nous aideront également à établir l'ordre du jour de la séance de discussion que nous proposons. C'est une excellente occasion de faire du réseautage, de faire connaître vos priorités et de trouver des solutions aux défis que nous devons relever.

Nous attendons de vos nouvelles. Si vous souhaitez participer à notre forum, veuillez envoyer un courriel à la députée Shannon Stubbs à [shannon.stubbs@parl.gc.ca](mailto:shannon.stubbs@parl.gc.ca), au député Damien Kurek à [damien.kurek@pal.gc.ca](mailto:damien.kurek@pal.gc.ca) ou au député Jacques Gourde à [jacques.gourde@parl.gc.ca](mailto:jacques.gourde@parl.gc.ca).

Nous vous remercions de votre collaboration.

Sincères salutations,

Shannon Stubbs, députée de Lakeland Ministre du Cabinet fantôme responsable du développement économique rural et de la stratégie sur la large bande rurale

Damien C. Kurek, député de Battle River—Crowfoot

Jacques Gourde, député de Lévis—Lotbinière





## THE CORPORATION OF THE TOWN OF SHELBURNE

### NOTICE OF DECISION

Date of Decision: May 30, 2022  
Last Day for Appeals: June 20, 2022  
File No.: A22/05 – 246 Irwin Street, Town of Shelburne  
Applicant: Valiuddin Mohammed

Enclosed is a copy of the Resolution of the Committee of Adjustment for the Town of Shelburne in respect of the above-noted application.

No written or oral submissions were received from members of the public by the Committee of Adjustment prior to the decision.

Any person or agency may appeal to the Ontario Land Tribunal in respect of the decision or any condition imposed by filing with the Clerk of the Corporation of the Town of Shelburne, not later than the last day for appeals noted above, a notice of appeal setting out the reasons for the appeal accompanied by the prescribed fee required by the Ontario Land Tribunal in the amount of \$300 payable to the "Minister of Finance".

Only individuals, corporations, and public bodies may appeal decisions in respect of applications for minor variance to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

Dated at the Town of Shelburne this 3<sup>rd</sup> day of June, 2022.

Jennifer Willoughby  
Secretary-Treasurer  
Committee of Adjustment

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

Info # 8  
JUN 16 2022





**COMMITTEE OF ADJUSTMENT DECISION  
THE CORPORATION OF THE TOWN OF SHELburne**

**IN THE MATTER OF** Subsection 45(5) of the Planning Act, R.S.O. 1990, C.P.13, as amended; and

**IN THE MATTER OF** Zoning By-law 38-2007, as amended; and,

**IN THE MATTER OF** application for minor variance by Valiuddin Mohammed dated April 26, 2022.

Valiuddin Mohammed on behalf of the owners of the property located at 246 Irwin Street, has submitted an application for a Minor Variance to request relief from Sections 3.4.1(ii) and 5.68 of Zoning By-law 38-2007 in order to construct a converted dwelling with a second dwelling unit in the cellar of the existing single detached dwelling. The application is seeking relief from the regulation which states that a dwelling unit shall not be located in the cellar of a dwelling. All other minimum requirements for the Zoning By-law shall be met.

Moved by: Member Walter Benotto

Seconded by: Member Shane Hall

After considering the application the Committee is satisfied that the request is minor in nature, desirable for the appropriate and continued use of the subject property and maintains the general intent and purpose of the Zoning By-law and Official Plan.

Accordingly, the Committee resolves to grant the request. The minor variance is granted in accordance with the sketch plan provided to the Committee and attached hereto, only to allow the existing single detached dwelling at 246 Irwin Street to be used as a converted dwelling with a maximum of two (2) dwelling units no more than one (1) of which may be located within the lowest floor level of the existing dwelling in an appropriately designed and finished, habitable space that meets building, fire and electrical safety code requirements, and subject to the following two (2) conditions:

- 1) That the owner shall obtain confirmation of sufficient reserve servicing capacity by the Town Engineer for the Stage 1 area and allocation of servicing for the additional residential unit prior to Municipal Approval of a building permit; and,
- 2) That the owner shall obtain a building permit for the additional residential unit within one (1) year of satisfying condition 1, failing which the servicing allocation shall be revoked and this Minor Variance shall lapse unless the Committee grants an extension prior to expiry.

Application **APPROVED** on conditions as stated.

Dated at the Town of Shelburne on the 30th day of May, 2022.

THE DECISION IS SUBJECT TO APPEAL TO THE ONTARIO LAND TRIBUNAL BY FILING WITH THE SECRETARY-TREASURER OF THE COMMITTEE OF ADJUSTMENT A WRITTEN NOTIFICATION, GIVING REASONS FOR THE APPEAL, ACCOMPANIED WITH THE PRESCRIBED FEE ON OR BEFORE: **JUNE 20, 2022.**

*Wade Mills*

.....  
W. Mills, Chairman

*Steve Anderson*

.....  
S. Anderson, Vice-Chairman

*Walter Benotto*

.....  
W. Benotto, Member

*Lynda Buffett*

.....  
L. Buffett, Member

*Kyle Fegan*

.....  
K. Fegan, Member

*Shane Hall*

.....  
S. Hall, Member

*Lindsay Wegner*

.....  
L. Wegner, Member

I certify this to be a true copy of the Committee's decision given on May 30, 2022.

*Jennifer Willoughby*

.....  
J. Willoughby, Secretary-Treasurer

Date of mailing is June 3<sup>rd</sup>, 2022





## THE CORPORATION OF THE TOWN OF SHELburne

### NOTICE OF DECISION

Date of Decision: May 30, 2022  
Date of Mailing Decision: June 3, 2022  
Last Day for Appeals: June 23, 2022  
Condition Date: June 3, 2023  
File No.: B22/01 – 250 Main Street East  
Applicant/Owner: Owen Bennington and Sarah Thompson

Enclosed is a copy of the Resolution of the Committee of Adjustment for the Town of Shelburne in respect of the above-noted application.

A submission was received from a member of the public and read to the Committee of Adjustment prior to the decision. The objection was addressed via written response from the Town prior to the Committee of Adjustment meeting. The submission did not affect the Committee's decision.

Any person or agency may appeal to the Ontario Land Tribunal in respect of the decision or any condition imposed by filing with the Clerk of the Corporation of the Town of Shelburne, not later than the last day for appeals noted above, a notice of appeal setting out the reasons for the appeal accompanied by the prescribed fee required by the Ontario Land Tribunal in the amount of \$300 payable to the "Minister of Finance".

Only individuals, corporations, and public bodies may appeal decisions in respect of applications for consent to the Local Planning Appeal Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have made a written request to the Town Clerk to be notified of changes to the conditions of the provisional consent.

Dated at the Town of Shelburne this 3<sup>rd</sup> day of June 2022.

Jennifer Willoughby, Secretary Treasurer  
Committee of Adjustment

Town of Shelburne  
203 Main Street East  
Shelburne, Ontario, L9V 3K7  
Phone: 519-925-2600





**COMMITTEE OF ADJUSTMENT DECISION  
THE CORPORATION OF THE TOWN OF SHELBURNE**

**IN THE MATTER OF** Section 53 of the Planning Act, R.S.O. 1990, C.P.13, as amended; and  
**IN THE MATTER OF** an application for consent by Owen Bennington and Sarah Thompson dated April 28, 2022.  
 Owen Bennington and Sarah Thompson are the owners of land municipally known as 250 Main Street East and described as All of Lot 10, Block 10, Plan 6A, in the Town of Shelburne. The Owners have applied to create a new residential lot. The proposed severed parcel is 303.25 square metres in area and will have approximately 20.11 metres of frontage onto James Street North. The retained parcel will have a remaining land area of 379.26 square metres and will retain 15.08 metres of frontage onto Main Street East. The subject land currently contains a two-storey converted dwelling and attached garage.

Moved by: Member Kyle Fegan Seconded by: Member Shane Hall

After considering the application the Committee is satisfied with allowing this consent for the purpose of severing 303.25 square metres of land from the original 682 square metres of lot area. The Committee, having regard to those matters under subsection 51(24) of the Planning Act R.S.O. 1990, c.P.13., as amended, resolves to grant provisional consent subject to the following conditions being fulfilled:

1. That the Secretary-Treasurer's Certificate under subsection 53(42) of the Planning Act R.S.O. 1990, c.P.13, as amended, shall be issued and the Secretary-Treasurer's fee be paid;
2. The payment of cash-in-lieu of parkland at the rate of 5% of the value of the newly created lot;
3. That the Owner enter into an agreement with the Town addressing the following matters:
  - a) site servicing and drainage requirements and the details of all servicing connections, modifications and improvements to existing services including sanitary sewers, water supply, storm sewers, roads, sidewalks, hydrants, utilities, and any required easements deemed necessary by the Town in accordance with Town standards and to the satisfaction of the Town's Director of Development and Operations and the Town's Engineer;
  - b) the requirement to remove the existing attached garage and to construct a new driveway and required parking spaces on the retained lot and on the severed lot;
  - c) the requirement to provide drawings indicating the location and details of the driveway(s) including the requirement for replacement of any trees requiring removal, to the satisfaction of the Town;
  - d) design guidelines for the new dwelling to be constructed on the proposed severed lot with input from the Heritage Committee;
  - e) the dedication of an easement to the satisfaction of Bell Canada; and,
  - f) the payment of required fees;
4. That the Owner obtain approval of a Zoning By-law Amendment for the two (2) resultant lots to a zone that will accommodate the proposed lot areas, yards and setbacks;
5. That approval of the draft reference plan, as applicable, shall be obtained at the Committee of Adjustment office (Town of Shelburne) and the required number of prints (3) of the resultant deposited reference plan shall be received; and
6. That the conditions are to be fulfilled and the consent is to be finalized on or before two (2) years from the date of the issuance of the Committee's notice of decision.

Stipulated Consent – subject to Subsections 50(3) and (5) of the Planning Act. Yes ☐ or No ☒.

Application **APPROVED on conditions as stated.**

Dated at the Town of Shelburne on the 30th day of May, 2022.

THE DECISION IS SUBJECT TO APPEAL TO THE ONTARIO LAND TRIBUNAL BY FILING WITH THE SECRETARY-TREASURER OF THE COMMITTEE OF ADJUSTMENT A WRITTEN NOTIFICATION, GIVING REASONS FOR THE APPEAL, ACCOMPANIED WITH THE PRESCRIBED FEE ON OR BEFORE: **JUNE 23, 2022.**

*Wade Mills*

.....  
W. Mills, Chairman

*Walter Benotto*

.....  
W. Benotto, Member

*Shane Hall*

.....  
S. Hall, Member

*Steve Anderson*

.....  
S. Anderson, Vice-Chairman

*Lynda Buffett*

.....  
L. Buffett, Member

*Lindsay Wegener*

.....  
L. Wegener, Member

*Kyle Fegan*

.....  
K. Fegan, Member

I certify this to be a true copy of the Committee's decision given on May 30<sup>th</sup>, 2022.

*Jennifer Willoughby*

.....  
J. Willoughby, Secretary-Treasurer

Notes: The decision to give provisional consent shall be deemed to be refused if the conditions of provisional consent have not been fulfilled on or before one year from decision mailing.





**NOTICE OF PASSING OF BY-LAW 28-2021**  
**BY COUNCIL OF THE TOWN OF SHELburne**  
**UNDER SECTION 34 OF THE PLANNING ACT**

**TAKE NOTICE** that the Council of the Corporation of the Town of Shelburne passed By-Law 27-2022 on May 30<sup>th</sup>, 2022, under Section 34 of the Planning Act, R.S.O., 1990, C.P. 13, as amended.

The purpose and effect of By-law 27-2022 (File No. Z22/01) is to amend Zoning By-law 38-2007 by changing the zoning of the property described legally as All of Lot 10, Block 10, Registered Plan 6A, and known as 250 Main Street East, in the Town of Shelburne, County of Dufferin, from Mixed Use Commercial (C2) Zone to Mixed Use Commercial Exception Eight (C2-8) Zone and Mixed Use Commercial Exception Nine (C2-9) Zone.

The amendment relates to a consent application, file number B22/01, which severs the property into 2 residential lots from one existing residential lot containing an existing converted dwelling. The re-zoning of the land to C2-8 (retained land) and C2-9 (severed land) applies appropriate zone standards to recognize the existing dwelling on the retained land and for the proposed development of a single detached dwelling on the new lot to be severed.

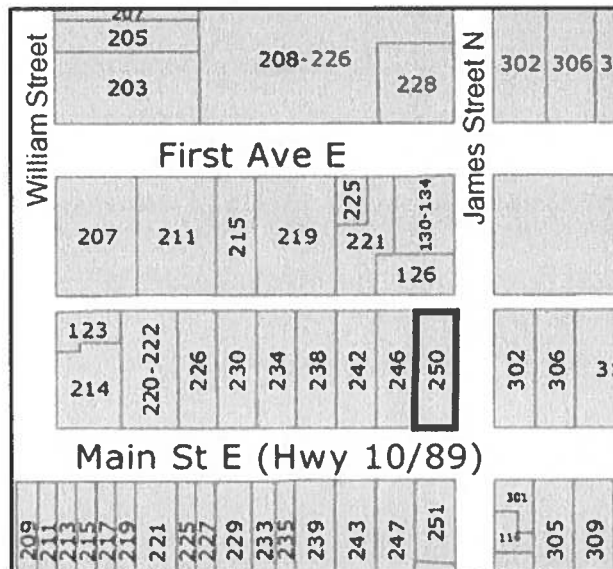
The accompanying map illustrates the location of the land subject to the Zoning By-law Amendment. The Zoning By-law amendment is in keeping with the Town of Shelburne Official Plan.

**AND TAKE NOTICE** that any person or agency may appeal to the Ontario Land Tribunal in respect of By-law 27-2022 by filing with the Clerk of the Corporation of the Town of Shelburne, not later than the 23<sup>rd</sup> day of June 2022 a notice of appeal setting out the objection to the By-law and the reasons in support of the objection accompanied by the prescribed fee required by the Ontario Land Tribunal in the amount of \$300.00, payable to the Minister of Finance. Only individuals, corporations and public bodies may appeal a by-law to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf. No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law is passed, the person or public body made oral submissions at a public meeting or written submissions to the Council or, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

A copy of the complete By-law 27-2022 is available to the public for inspection at the Municipal Offices during business hours, and on the Town of Shelburne website at [www.shelburne.ca](http://www.shelburne.ca)

Dated this 3<sup>rd</sup> day of June, 2022.

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





THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW NO. 27-2022

BEING A BY-LAW TO AMEND BY-LAW 38-2007, AS AMENDED.

**WHEREAS** an Official Plan has been approved for the Town of Shelburne.

**AND WHEREAS** authority is granted under Section 34 of the Planning Act, R.S.O. 1990, C.P.13 and amendments thereto, to enact this By-law.

**NOW THEREFORE** the Council of the Corporation of the Town of Shelburne enacts as follows:

1. That Schedule "A" of By-law 38-2007, as amended, be further amended by rezoning the land known municipally as 250 Main Street East and described legally as All of Lot 10, Block 10, Plan 6A, in the Town of Shelburne, County of Dufferin, from Mixed Use Commercial (C2) Zone to Mixed Use Commercial Exception Eight (C2-8) Zone and Mixed Use Commercial Exception Nine (C2-9) Zone as shown on Schedule "A1" to this By-law.
2. That subsection 4.7.3 of By-law 38-2007, as amended, be further amended by inserting two exception zones after subsection 4.7.3.7, as follows:

**4.7.3.8 Mixed Use Commercial Exception Eight (C2-8) Zone**

Notwithstanding the regulations in subsection 4.7.2 (and 4.6.2), on the lands zoned C2-8 the following special provisions shall apply for *Single Detached* and *Converted Dwellings*:

- i) Minimum Lot Area: 379m<sup>2</sup>
- ii) Minimum Lot Frontage: 15.0m for the existing corner lot
- iii) Minimum Front Yard: 5.0m for the existing dwelling
- iv) Minimum Exterior Side Yard: 3.2m for the existing dwelling
- v) Minimum Interior Side Yard: 0.9m (west side) for the existing dwelling
- vi) Minimum Rear Yard: 5.3m for the existing dwelling

**4.7.3.9 Mixed Use Commercial Exception Nine (C2-9) Zone**

Notwithstanding the regulations in subsection 4.7.2 (and 4.6.2), on the lands zoned C2-9 the following special provisions shall apply for *Single Detached* and *Converted Dwellings*:

- i) Minimum Lot Area: 300m<sup>2</sup>
- ii) Minimum Front Yard: 3.8m
- iii) Minimum Interior Side Yards: 1.5m (south) and 6m (north)
- iv) Minimum Rear Yard: 3.8m

3. That except as amended by this By-law, the subject lands as shown on Schedule "A1" to this By-law shall be subject to all other applicable regulations of By-law 38-2007, as amended.
4. Schedule "A1" attached hereto forms part of this By-law.
5. This By-law shall take effect from its date of passage by Council and shall come into force either upon approval by the Local Planning Appeal Tribunal or upon compliance with Section 34 of the Planning Act, R.S.O. 1990, C.P. 13.

**BY-LAW READ A FIRST AND SECOND TIME THIS 30TH DAY OF MAY, 2022.**

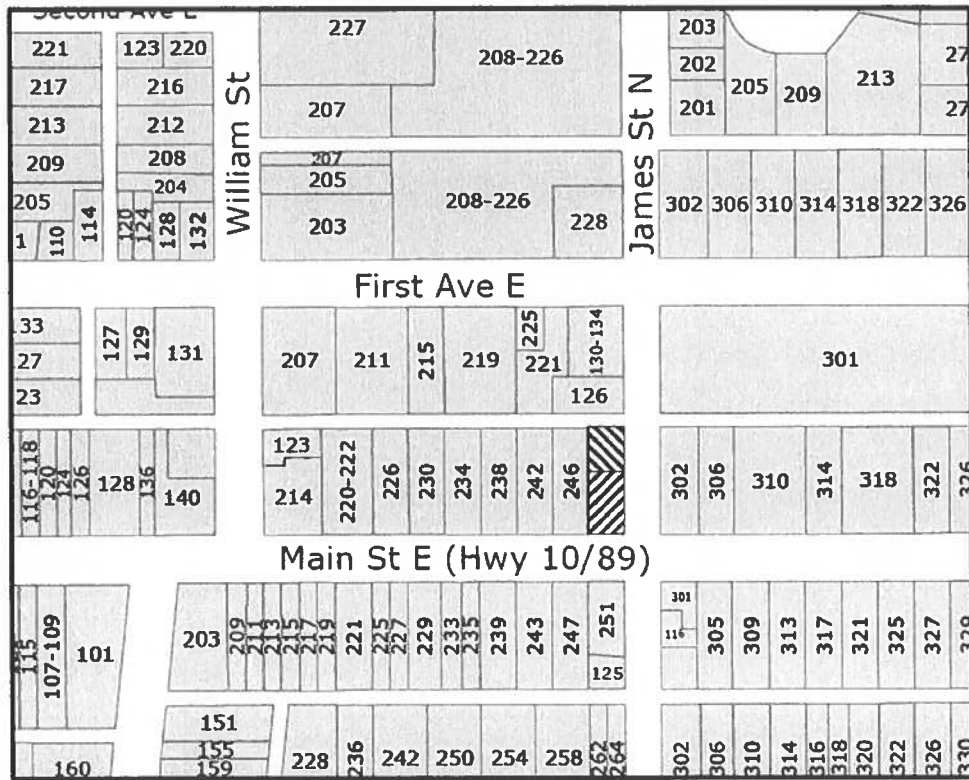
**BY-LAW READ A THIRD TIME AND ENACTED THIS 30TH DAY OF MAY, 2022.**

.....  
MAYOR

.....  
CLERK



SCHEDULE A1 TO BY-LAW NO. 27-2022





## **EXPLANATORY NOTE**

The purpose and effect of this amendment to Zoning By-law 38-2007 is to change the zoning of the property known municipally as 250 Main Street East and described legally as All of Lot 10, Block 10, Registered Plan 6A, in the Town of Shelburne, County of Dufferin, from Mixed Use Commercial (C2) Zone to Mixed Use Commercial Exception Eight (C2-8) and Mixed Use Commercial Exception Nine (C2-9) Zone as shown on Schedule "A1" to this By-law.

The amendment relates to a Consent application, File Number B22/01, which proposes to sever the property into 2 residential lots from one existing residential lot containing an existing dwelling. The re-zoning of the land to C2-8 (retained land) and C2-9 (severed land) applies appropriate zone standards to recognize the existing dwelling on the retained lot and for the proposed development of a single detached dwelling on the severed lot.



## Denise Holmes

---

**From:** Magee, Julie (NDMNRF) <julie.magee@ontario.ca>  
**Sent:** Monday, June 6, 2022 4:23 PM  
**To:** Tricia Cook  
**Cc:** Denise Holmes; clerk@dufferincounty.ca; Minor, Allison (NDMNRF)  
**Subject:** 3726 Site Plan Amendment Approval  
**Attachments:** 3726\_mSPA\_Letter\_Jun.3.22.pdf; 3726\_L\_3of4\_2022\_06\_03.pdf; 3726\_L\_4of4\_2022\_06\_03.pdf

Good Afternoon Tricia,

The site plan amendment to allow for excess soils to be brought on site for the purpose of rehabilitation for licence 3726, held by Duivenvoorden Haulage Ltd., has been approved. Attached is the approval letter as well as the revised site plan pages 3 of 4 and 4 of 4.

Please give me a call if you have any questions or concerns regarding the amendment process or revised site plan.

Thanks,

*Julie Magee*

Aggregate Specialist  
Integrated Aggregate Operations Section  
Ministry of Northern Development, Mines, Natural Resources and Forestry  
807-889-0832



June 3, 2022

Tricia Cook  
Delivery via Email – [tcook@dhlgravel.com](mailto:tcook@dhlgravel.com)

Dear Tricia Cook:

Subject: Licence #3726 under the *Aggregate Resources Act* - Site Plan  
Amendment  
E PT Lot 13, Concession 4 OS, 437137 4<sup>th</sup> Line, Geographic Township of  
Melancthon, Township of Melancthon, Dufferin County

---

Further to your site plan amendment request of January 31, 2022, please be advised that the Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNRNF) grants consent under Sec. 13 (3.1) of the *Aggregate Resources Act* to proceed with the following amendments to the site plan:

Allow for excess soil to be brought on site for the purpose of rehabilitation subject to the following conditions:

- 1) Excess soil, as defined in Ontario Regulation 406/19 under the Environmental Protection Act, may be imported to this site to facilitate the following rehabilitation:
  - I. Creation of 3:1 and 8:1 slopes
  - II. Top dressing to establish vegetation
- 2) The quality of excess soil imported to the site for final placement must not exceed the applicable excess soil quality standards in accordance with O. Reg 406/19 as amended from time to time and must be consistent with the site conditions and the end use identified in the approved rehabilitation plan.
- 3) Excess soil imported to facilitate rehabilitation as described shall be undertaken in accordance with the "Rules for Soil Management and Excess Soil Quality Standards" published by the Ministry of the Environment, Conservation and Parks under O.Reg. 406/19, as amended from time to time.
- 4) The maximum total amount of excess soil that may be imported to this site for rehabilitation purpose  
s is 316,963.87m<sup>3</sup>.



Attached is the revised site plan (pages 3 of 4 and 4 of 4) approved by the NDMNRF on June 3, 2022. The NDMNRF will forward a copy of this site plan to the agencies copied below. Please replace the previous version of the site plan with the attached.

Should you have any questions regarding this amendment please contact Julie Magee, Aggregate Specialist, at [julie.magee@ontario.ca](mailto:julie.magee@ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read 'Katie O'Connell', with a long horizontal flourish extending to the right.

Katie O'Connell  
Aggregate Resources Manager  
Integrated Aggregate Operations Section  
Ministry Northern Development, Mines, Natural Resources and Forestry

Attachment – Licence # 3726 site plan (3 of 4 and 4 of 4 pages)

c.

Township of Melancthon  
Dufferin County  
NDMNRF District - Midhurst



1) Excess soil, as defined in Ontario Regulation 406/19 under the Environmental Protection Act, may be imported to this site to facilitate the following rehabilitation:

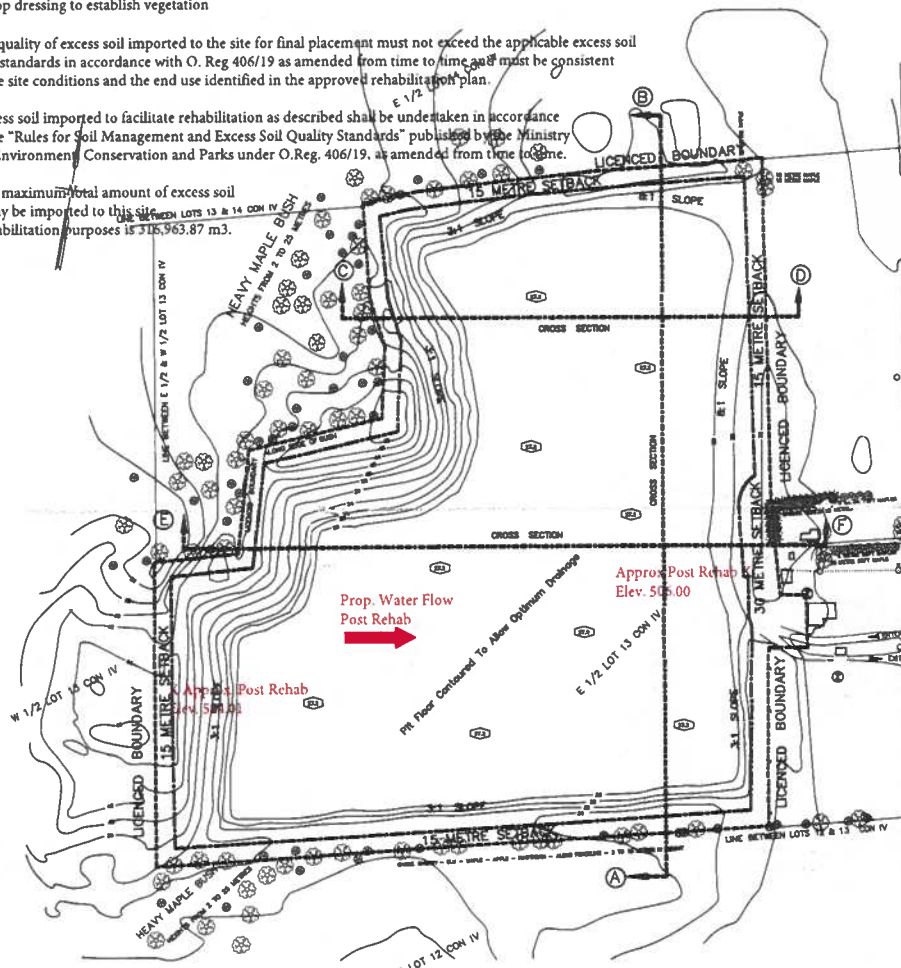
- I. Creation of 3:1 slopes and 8:1 slopes
- II. Top dressing to establish vegetation

2) The quality of excess soil imported to the site for final placement must not exceed the applicable excess soil quality standards in accordance with O. Reg. 406/19 as amended from time to time and must be consistent with the site conditions and the end use identified in the approved rehabilitation plan.

3) Excess soil imported to facilitate rehabilitation as described shall be undertaken in accordance with the "Rules for Soil Management and Excess Soil Quality Standards" published by the Ministry of the Environment, Conservation and Parks under O. Reg. 406/19, as amended from time to time.

4) The maximum total amount of excess soil that may be imported to this site for rehabilitation purposes is 315,963.87 m<sup>3</sup>.

CONTOUR INTERVAL 2 METRES



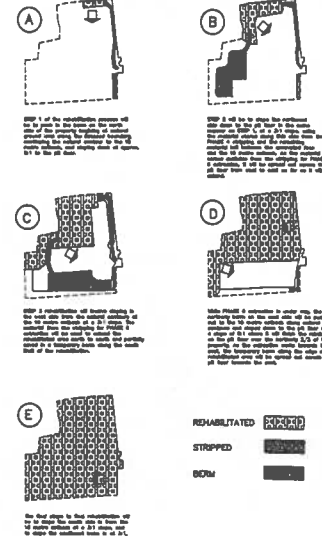
Ministry of Northern Development,  
Miner, Natural Resources and Forestry  
**APPROVED**  
Under the Aggregate Resources Act  
Date: June 3, 2022

SITE PLANS APPROVED BY

MINISTRY OF NATURAL RESOURCES

DATE

### Staging



### Notes

- 1) Mass mapping by Contract Survey Support completed June 24, 1982.
- 2) Slope gradients, recommended topsoil depths, ground preparation techniques, and cover plantings were extracted from Scot Publication titled "AGRICULTURE AND THE AGGREGATE INDUSTRY", written by E.E. MACHYNGOSI and E.J. MOZURATIS, April 1982.
- 3) There will be no off-site drainage since the entire site will be restricted to a level below the surrounding landscape. It is not anticipated that this will pose any problem since there is presently no indication of surface drainage and the depressed areas on the site show no indication of ponding. Drainage will be solely through percolation into the water table. Should additional drainage be necessary, the drains will be installed.
- 4) The rehabilitation will be done in several phases, following the order of operation as indicated on the staging diagrams. In all cases the following sequence will be observed:
  - a) Rough grading on the slopes will be done using the material left along the face between the excavation setback and the extent of the excavation.
  - b) Any rough ground on the pit floor (hard roads etc.) will be topped with a ripper.
  - c) Topsoil/overburden (see note 5) will be spread over the area to a depth of 0.15 metres (or more if sufficient quantities are available).
  - d) The area will be seeded with a good hay mixture of timothy, alfalfa, and red clover.
  - e) This crop will be ploughed under for two years, producing a healthy fibre content to the soil. After this, a good hay producing form should result.
- 5) There is no real topsoil/overburden layering on this site. All material will be removed in one cut and piled or raised as topsoil. Available quantities are not known since preliminary investigations indicate inconsistent depths of material. All topsoil currently on the site will be used for the purposes of rehabilitation.
- 6) As the operation of the pit proceeds, the amounts of topsoil available will become evident. The general plan is to leave enough material between the face and the excavation setback to balance cut/fill.
- 7) All berms will be seeded to avoid erosion and all plantings will be maintained and replanted if there is any die-off.

### Key Map



### Legend

LICENSED BOUNDARY	---
EXCAVATION SETBACK	---
FENCELINE	---
CONTOUR LINE	---
PROPOSED FINAL SPOT ELEVATION	12.1
UTILITY POLE	○
BELL PEDESTAL	○
CONIFEROUS TREE	✱
DECIDUOUS TREE	⊙
WATER WELL	⊙

### Site Plan Revisions

Date	Revision	Approved by

I ACKNOWLEDGE AND SHALL CARRY ON MY OPERATION IN ACCORDANCE WITH THE SITE PLAN UPON WHICH MY LICENSE IS BASED.

*M. E. Arnold*  
NELSON OR WILLIAM ARNOLD  
DATE

PART OF E 1/2 LOT 13, CON. 4  
TWP. OF MELANCTHON

NELSON & WILLIAM ARNOLD  
RR#2 SHELBOURNE, ONTARIO  
L0N 1S0

SCALE 1:2000  
0 25 50 75 100 150 200 250  
METRES

### Progressive And Final Rehabilitation Plans

REVISION No. 1  
PAGE 3 OF 4

PREPARED BY



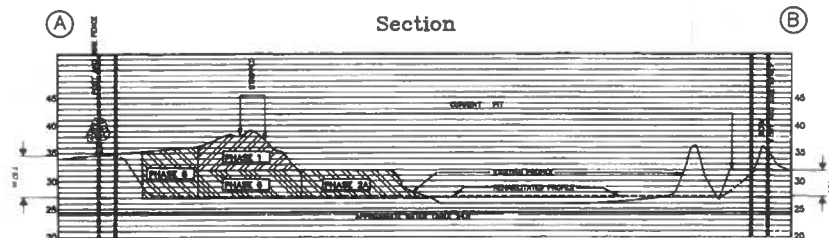
Contract  
Survey  
Support

DOUGLAS L. GRAPER & TIED  
REG. ACTION, ONT.  
17/24  
(905) 333-8870

*Douglas L. Graper*  
DOUGLAS L. GRAPER & TIED  
REF. 25-27768-001

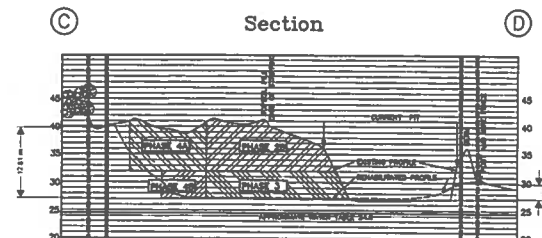
*[Signature]*  
DATE





(47.57m x 22.71m)<sup>1/2</sup>  
=85.95m<sup>2</sup>

(141.3m x 4.71m)<sup>1/2</sup>  
=31.24m<sup>2</sup>



(122.16m x 18.43m)<sup>1/2</sup>  
=246.16m<sup>2</sup>

(122.16m x 2.77m)<sup>1/2</sup>  
=30.89m<sup>2</sup>

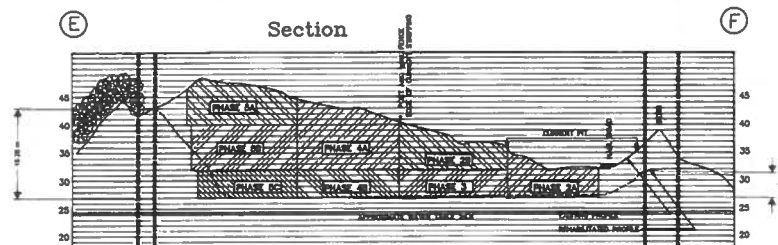
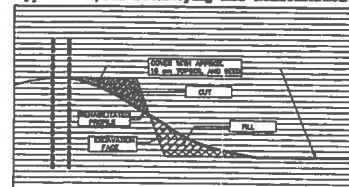
VERTICAL SCALE 1:400  
HORIZONTAL SCALE 1:2000

AVERAGE  
= (85.95 + 33.28 + 246.14 + 30.69 + 396.58 + 81) / 6  
= 145.61m<sup>2</sup>

Perimeter of pit is 2176.85m

2176.85m x 145.61m<sup>2</sup> = 316,963.87m<sup>3</sup>

Typical Cut/Fill Backsloping And Rehabilitation



(146.79m x 16.26m)<sup>1/2</sup>  
=396.58m<sup>2</sup>

(146.79m x 4.5m)<sup>1/2</sup>  
=81m<sup>2</sup>

Ministry of Northern Development,  
Mines, Natural Resources and Forestry

APPROVED

Under the Aggregate Resources Act

Date June 3, 2022

SITE PLANS APPROVED BY

MINISTRY OF NATURAL RESOURCES

DATE

PREPARED BY



Contract  
Survey  
Support

OSCAR L. GRANT & TECH.  
SUDAS ASTER, INC.  
L.S. #2  
OVRD-0079

DATE

Cross Sections

REVISION No. 1

PAGE 4 of 4

*W. E. Arnold*  
NELSON OR WILLIAM ARNOLD

*June 15, 22*  
DATE





758070 2<sup>nd</sup> Line E  
Mulmur, Ontario  
L9V 0G8

Local **(705) 466-3341**  
Toll Free from 519 only **(866) 472-0417**  
Fax **(705) 466-2922**

June 7, 2022

**RE: ONTARIO CLIMATE CAUCUS**

---

At the meeting held on June 1, 2022, Council of the Township of Mulmur passed the following resolution regarding the Ontario Climate Caucus.

**Moved by Boxem and Seconded by Clark**

WHEREAS Mulmur has officially joined the Ontario Climate Caucus to gain best practices and access to case studies;

AND WHEREAS Mulmur acknowledges that climate awareness is important to all citizens;

NOW THEREFORE BE IT MOVED that Mulmur encourage all municipalities in Dufferin to consider joining the Ontario Climate Caucus.

AND FURTHER THAT a copy of this resolution be forwarded to all municipalities in Dufferin County.

**CARRIED.**

Sincerely,

*Tracey Atkinson*

Tracey Atkinson, CAO/Clerk/Planner  
Township of Mulmur

*Info # 10*  
JUN 16 2022



## Denise Holmes

---

**From:** Nicole Hill <nhill@sdfd.ca>  
**Sent:** Wednesday, June 8, 2022 12:30 PM  
**To:** agordon@amaranth.ca; Alice Byl; Denise Holmes; fred.simpson@townofmono.com; jwilloughby@shelburne.ca; nmartin@amaranth.ca; Roseann Knechtel; Sarah Culshaw; tatkinson@mulmur.ca  
**Subject:** SDFB Resolution  
**Attachments:** 9.4 L2022-09 Revised Land Acknowledgement.pdf

Hello,

The following resolution was passed at the SDFB meeting on June 7<sup>th</sup>:

Moved by: S. Hall  
Seconded by: E. Hawkins

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Town of Shelburne's Revised Land Acknowledgement and forwards on to all Councils for direction.

**Carried**



**Nicole Hill**  
Secretary/Treasurer  
Tel: (519) 925-5111  
Shelburne & District Fire Board  
114 O'Flynn Street  
Shelburne, ON L9V 2W9 | [nhill@sdfd.ca](mailto:nhill@sdfd.ca)





*A People Place, A Change of Pace*  
**SHELBURNE**  
ONTARIO, CANADA

---

**Meeting Date:** Monday, May 30, 2022

**To:** Members of Council

**From:** Jennifer Willoughby, Director of Legislative Services/Clerk

**Report:** LS2022-09

**Subject:** **Revised Land Acknowledgement**

---

### Recommendation

BE IT RESOLVED THAT Council receives report #LS2022-09 from the Director of Legislative Services/Clerk for information;

AND THAT Council adopts the revised Land Acknowledgement;

AND requests that the revised Land Acknowledgement be forwarded to local boards – Police, Fire and CDRC for their consideration.

### Background

At the May 9, 2022, Council requested the Land Acknowledgement be amended.

### Analysis

Staff have worked closely with the Dufferin County Cultural Resource Circle to amend the Land Acknowledgement to try and capture the request of Council.



The following is being brought forward for consideration by Council:

We would like to begin by respectfully acknowledging that the Town of Shelburne resides within the traditional territory and ancestral lands of the Anishinaabe, including the Ojibway, Potawatomi, Chippewa and the People of the Three Fires Confederacy.

These traditional territories upon which we live, work, play 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.

We encourage residents to review the call-to-action information by visiting the following website to further research and educate oneself:

<https://www.dccrc.ca/educational-links/>

This will become the Land Acknowledgement statement to be read during Council and Committee meetings.

The Land Acknowledgement will also be read at all town sanctioned events, the new information will also be added to our website.

Staff are recommending that the Land Acknowledgement be forwarded to local Boards – Police, Fire and CDRC for their consideration.

#### Policies and Implications

Not applicable

#### Financial Impact

Not applicable

#### Consultation and Communications

Senior Management Team.

#### Council Strategic Priorities

Council's Strategic Priorities have three Goals - Sustainable, Engaged and Livable. There are a total of 12 targets with the three Goals.

This report aligns with the sustainable goals within the targets:

Target T6 – promote more open communication



Target T7 – promote partnerships and collaboration

**Supporting Documentation**

Not applicable

---

Respectfully Submitted and Prepared By:

Jennifer Willoughby, Director of Legislative Services/Clerk

Reviewed By:

Denyse Morrissey, CAO



## Denise Holmes

---

**From:** Nicole Hill <nhill@sdfd.ca>  
**Sent:** Wednesday, June 8, 2022 12:12 PM  
**To:** agordon@amaranth.ca; Alice Byl; Denise Holmes; fred.simpson@townofmono.com; jwilloughby@shelburne.ca; nmartin@amaranth.ca; Roseann Knechtel; Sarah Culshaw; tatkinson@mulmur.ca  
**Cc:** Ralph Snyder  
**Subject:** SDFB Resolution  
**Attachments:** 9.1 2021 Annual Report.pdf

Hello,

The SDFB passed the following motion at the meeting held June 7<sup>th</sup>:

Moved by: G. Little

Seconded by: H. Foster

BE IT RESOLVED THAT:

The Shelburne & District Fire Board of Management receives the Fire Chief's 2021 Annual Report;

AND THAT the Secretary-Treasurer send a copy of the report to the municipalities.

Carried

**\*Please note that the Chief would like to attend each of your Council meetings to present the report.\***



**Nicole Hill**

Secretary/Treasurer

Tel: (519) 925-5111

Shelburne & District Fire Board

114 O'Flynn Street

Shelburne, ON L9V 2W9 | [nhill@sdfd.ca](mailto:nhill@sdfd.ca)





# **Shelburne & District Fire Department**

## **2021 ANNUAL REPORT**

Fire Chief Ralph Snyder | June 7, 2022



# ***SHELBURNE & DISTRICT FIRE DEPARTMENT 2021***



## **Fire Chief**

Ralph Snyder

## **Deputy Chief**

Jeff Clayton

## **Captains**

Mike Morrell  
Os Fleming  
Mark Elderfield  
Steve Monds

## **Lieutenants**

Oluf Jensen  
Kevin Rideout

## **Training Officer**

Jason Duck

## **Firefighters**

Rob Sellar  
Jamie Dempster  
Duane Foulger  
Mike Glassford  
Tony Quesnelle  
Ian Wallace  
Aaron Ferguson  
Matt Giles  
Devon Suttell  
Randy Narine  
Symon Weatherall  
Eddie Lane  
Luke Downey  
Mark Cross  
Owen Bennington  
O'Brian Campbell  
Alex Foulger  
Julius Mensah  
Brandon Batchelor  
Chris Garrett

## **Administrative**

Nicole Hill



# ***SHELBURNE & DISTRICT FIRE DEPARTMENT***

## ***OFFICE OF THE FIRE CHIEF:***

**Ralph Snyder**  
114 O'Flynn Street  
Shelburne, Ontario. L9V 2W9  
Telephone: 519-925-5111  
Cell: 519-938-1609  
[rsnyder@sdfd.ca](mailto:rsnyder@sdfd.ca)



## ***OFFICE OF THE SEC/TREAS:***

**Nicole Hill**  
114 O'Flynn Street  
Shelburne, Ontario. L9V 2W9  
Telephone: 519-925-5111  
[nhill@sdfd.ca](mailto:nhill@sdfd.ca)

*"SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE"*

## **A MESSAGE FROM THE FIRE CHIEF**

*I am pleased to present our 2021 Annual Report.*

*2021 continued with a lowered demand for our services due to pandemic restrictions and we finished the year with 236 calls for service.*

*We spent 289 actual hours responding to those incidents for a total of 3063 individual staff hours and 2290 individual responses by our members to answer calls for service.*

*With a modified training schedule our firefighters attended 136 training sessions in 2021 for a time commitment of 2241.5 hours.*

*Firefighters were able to complete 6 Public Education opportunities with different groups. This included an invite to 4 elementary schools in our coverage area to participate in an escape plan contest. All but one participated.*

*Our members continue to show strong commitment to the community, and I am proud to lead this dedicated team.*

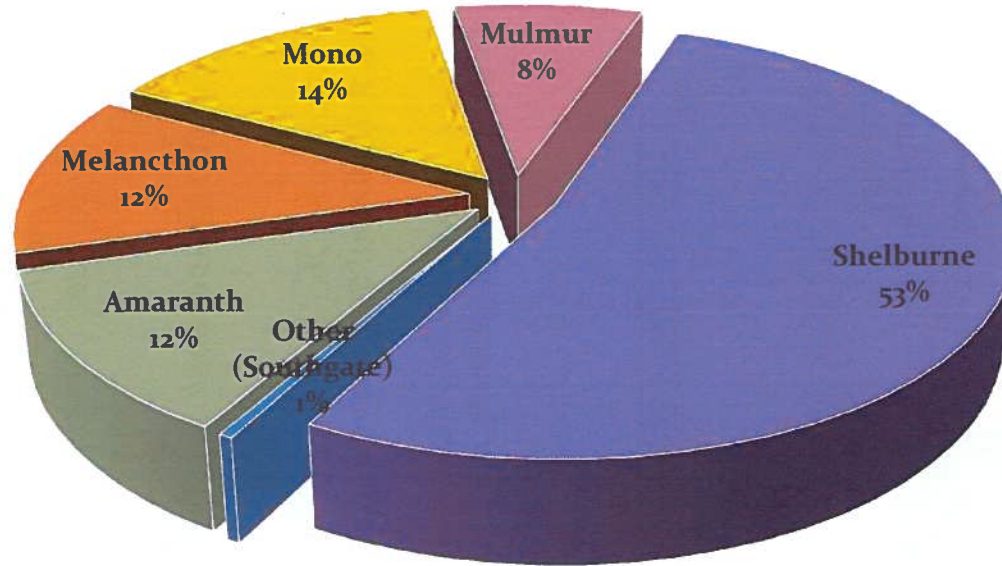
*Respectfully Submitted,*

*Chief Ralph Snyder*



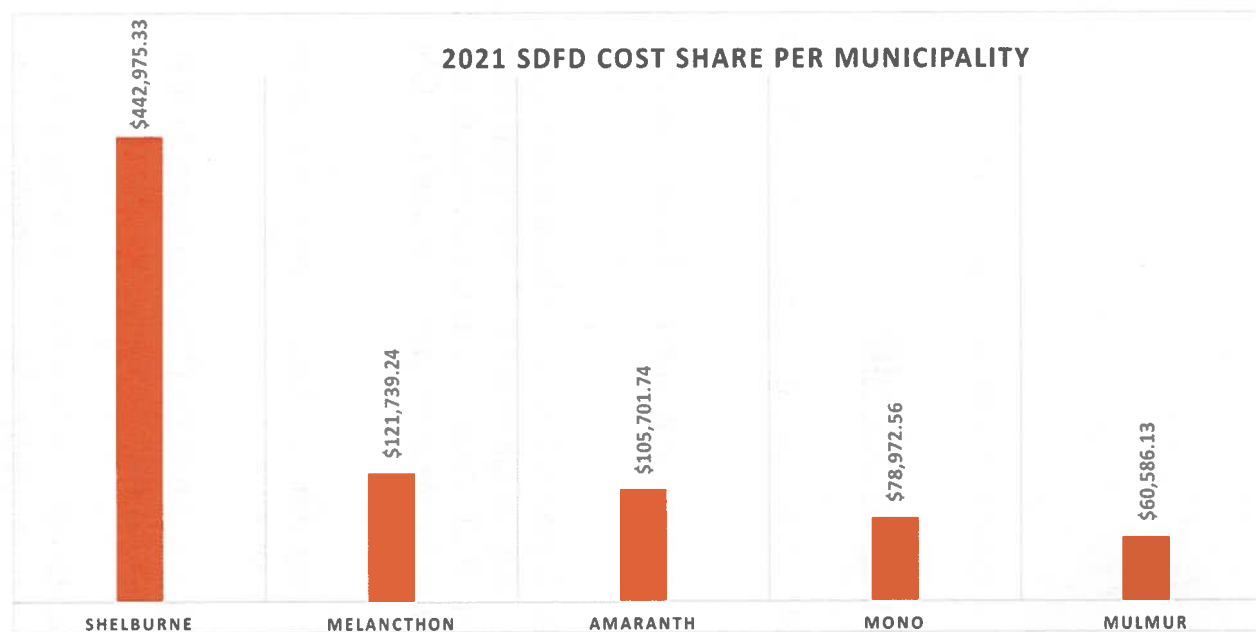
Municipality	# of Calls
Amaranth	29
Melancthon	29
Mono	34
Mulmur	19
Shelburne	124
Other (Southgate)	1
	236

2021 Calls for Service by Municipality





Municipality	% Levy	\$ Levy
Shelburne	54.69%	\$ 442,975.33
Melancthon	15.03%	\$ 121,739.24
Amaranth	13.05%	\$ 105,701.74
Mono	9.75%	\$ 78,972.56
Mulmur	7.48%	\$ 60,586.13
Total Levy		\$ 809,975.00





# ***SHELBURNE & DISTRICT FIRE DEPARTMENT***



*"SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE"*

## **2021 Firefighter Training**

Our dedicated Firefighters attended a total of 136 training sessions in 2021 for a total of 2241 man-hours.

In September we initiated monthly officer meetings at which we discuss training topics and lead instructors for each topic.

With the appointment of FF Jason Duck as Training Officer we have made some modifications to our training. We now generally divide into two training topics on a weekly basis and trainees switch topics each week. T.O. Duck ensures a schedule is set at least 1 month in advance and a written lesson plan is prepared and approved by Chief Officers.

With the return to our weekly in-house training, we managed to cover a wide range of disciplines, techniques, and personal safety topics.

Outside of the scheduled internal training we had external training opportunities, but these were limited by Covid restrictions.

The training library continues to be well utilized by the members. Materials including texts, videos, and workbooks were signed out regularly. We are progressing with a blended training program using Fire Learning Management System software, where firefighters can do theory training online, and complete practical skills at live training.

We have a good percentage of our firefighters certified to the NFPA Firefighter II standard or higher, with the remainder actively working to achieve certification.



Additionally, we have members NFPA certified as Fire Officer, Fire & Life Safety Educator, Fire Inspector, Fire Investigator, and Fire Instructor. We have 4 members involved in NFPA Fire Officer level 1 training. All training records continue to be maintained electronically on our FirePro2 software.





## Shelburne and District Fire Department

Fire Chief :Ralph Snyder

114 O'Flynn Street Shelburne ON

Shelburne ON L9V 2W9

PH : 519-925-5111

Page 1 of 1

Date  
Apr 25 22

### Inspections by Month From Jan 1 21 to Dec 31 21

JAN 2021	3
FEB 2021	7
MAR 2021	5
APR 2021	3
MAY 2021	1
JUN 2021	4
JUL 2021	1
AUG 2021	3
SEP 2021	6
OCT 2021	5
NOV 2021	1
DEC 2021	3
Total:	42



Your data was received and has been processed.

08-Apr-22

Please review the reports below, and contact OFM with any questions or revisions.

## Monthly Call Summary This data is currently under review, and subject to revision.

FDID: 2221 00 Shelburne&District Fire Department

	Total Calls	Injuries reported FF	Civilian	Estimated loss
<b>2021</b>	236	0	0	\$6,073,003
<b>January</b>	19	0	0	\$675,000
Fire	3	0	0	\$675,000
Outdoor, no loss fire	1	0		\$0
Non fire call	15	0		\$0
<b>February</b>	15	0		\$0
Non fire call	15	0		\$0
<b>March</b>	24	0	0	\$5,500
Fire	1	0	0	\$5,500
Outdoor, no loss fire	5	0		\$0
Non fire call	18	0		\$0
<b>April</b>	14	0		\$0
Outdoor, no loss fire	4	0		\$0
Non fire call	10	0		\$0
<b>May</b>	16	0	0	\$85,500
Fire	2	0	0	\$85,500
Outdoor, no loss fire	3	0		\$0
Non fire call	11	0		\$0
<b>June</b>	26	0	0	\$70,003
Fire	3	0	0	\$70,003
Non fire call	23	0		\$0
<b>July</b>	20	0		\$0
Outdoor, no loss fire	1	0		\$0
Non fire call	19	0		\$0
<b>August</b>	14	0	0	\$140,000
Fire	3	0	0	\$140,000
Outdoor, no loss fire	1	0		\$0
Non fire call	10	0		\$0
<b>September</b>	22	0		\$0



	Non fire call	22	0		\$0
<b>October</b>		25	0	0	\$5,060,000
	Fire	1	0	0	\$5,060,000
	Non fire call	24	0		\$0
<b>November</b>		15	0	0	\$32,000
	Fire	2	0	0	\$32,000
	Non fire call	13	0		\$0
<b>December</b>		26	0	0	\$5,000
	Fire	1	0	0	\$5,000
	Non fire call	25	0		\$0



# All Call Summary

This data is currently under review, and subject to revision.

FDID: 2221 00 Shelburne&District Fire Department

	Total Calls	Injuries reported FF Civilian	Estimated loss
<b>2021</b>	236	0 0	\$6,073,003
<b>Fire</b>	16	0 0	\$6,073,003
<b>Property fires/explosions</b>	16	0 0	\$6,073,003
Fire	16	0 0	\$6,073,003
<b>Outdoor, no loss fire</b>	15	0	\$0
<b>Property fires/explosions</b>	15	0	\$0
NO LOSS OUTDOOR fire (see exclusions)	15	0	\$0
<b>Non fire call</b>	205	0	\$0
<b>Burning (controlled)</b>	5	0	\$0
Open air burning/unauthorized controlled burning (no uncontrolled fire)	5	0	\$0
<b>CO False calls</b>	6	0	\$0
CO false alarm - equipment malfunction (no CO present)	4	0	\$0
CO false alarm - perceived emergency (no CO present)	2	0	\$0
<b>False fire calls</b>	49	0	\$0
Alarm System Equipment - Accidental activation (exc. code 35)	3	0	\$0
Alarm System Equipment - Malfunction	30	0	\$0
Human - Accidental (alarm accidentally activated by person)	5	0	\$0
Human - Malicious intent, prank	2	0	\$0
Human - Perceived Emergency	9	0	\$0
<b>Medical/resuscitator call</b>	19	0	\$0
Asphyxia, Respiratory Condition	1	0	\$0
CPR administered	7	0	\$0
Medical Aid Not Required on Arrival	1	0	\$0
Medical/resuscitator call no action required	2	0	\$0
Other Medical/Resuscitator Call	2	0	\$0
Oxygen administered	1	0	\$0
Seizure	1	0	\$0
Vital signs absent, DOA	4	0	\$0
<b>Other response</b>	35	0	\$0
Assistance not required by other agency	4	0	\$0



Assistance to Other Agencies (exc 921 and 922)	1	0	\$0
Assistance to Police (exc 921 and 922)	1	0	\$0
Assisting Other FD: Mutual Aid	9	0	\$0
Call cancelled on route	16	0	\$0
Incident not found	2	0	\$0
Other Public Service	2	0	\$0
<b>Pre fire conditions/no fire</b>	<b>8</b>	<b>0</b>	<b>\$0</b>
Other Cooking/toasting/smoke/steam (no fire)	4	0	\$0
Other pre fire conditions (no fire)	1	0	\$0
Overheat (no fire, e.g. engines, mechanical devices)	3	0	\$0
<b>Public Hazard</b>	<b>23</b>	<b>0</b>	<b>\$0</b>
CO incident, CO present (exc false alarms)	6	0	\$0
Gas Leak - Natural Gas	7	0	\$0
Gas Leak - Propane	1	0	\$0
Power Lines Down, Arcing	8	0	\$0
Public Hazard call false alarm	1	0	\$0
<b>Rescue</b>	<b>60</b>	<b>0</b>	<b>\$0</b>
Low angle rescue (non fire)	1	0	\$0
Other Rescue	6	0	\$0
Rescue no action required	1	0	\$0
Vehicle Collision	46	0	\$0
Vehicle Extrication	6	0	\$0



## Call Summary by Location/Municipality Attended

\*\*NEW report created May-2019: This data is currently under review, and subject to revision.

FDID: **2221 00** **Shelburne&District Fire Department**

	Total Calls Attended in Location
<b>2021</b>	236
Amaranth	29
Melancthon	29
Mono	34
Mulmur	19
Shelburne	124
Southgate	1



**Fire losses: Estimated losses of < \$4 or \$500,000+**

**Please confirm with a check or revise the estimate and email to [OFMstatistics@ontario.ca](mailto:OFMstatistics@ontario.ca).**

**Note: \$0 for fires is accepted, but a confirmation is required.**

FDID: **2221 00** FDName: Shelburne&District Fire Department

Fire dep incident #      Date:      Estimated loss, address, property type, possible cause reported      **Est loss confirmed**

21-190	25-Oct-21	<b>\$5,060,000</b>	TOWN OF MONO	<input type="checkbox"/>
		Large Truck (Excluding Truck Trailer)	Electrical Failure	



# THE UNIVERSITY OF CHICAGO



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# ***SHELBURNE & DISTRICT FIRE DEPARTMENT***



*"SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE"*

## **Chairman and Members of the Shelburne and District Fire Board of Management.**

I thank the fire board again for giving me the opportunity to lead this fire department.

2021 was another challenging year for the Shelburne & District Fire Department. Our firefighters continued to show their professionalism with commitment to supporting our communities through training and response.

The past year saw some significant changes in the fire service with the closing of the Ontario Fire College and a transition towards full NFPA certifications. Provincial legislation has been introduced and will likely be passed in July of 2022. All firefighters will be required to achieve NFPA certification for the roles they perform under our Establishing and Regulating bylaws under this new mandate.

The update to our apparatus fleet with the purchase of Pump 27 and a review of the long-term replacements has left us in a good position to evaluate options for maintaining a viable emergency response fleet. Unfortunately, we are seeing an increase of upwards of 30% in the cost of new fire apparatus in the last year. The firehall could benefit greatly from the installation of a SCBA cylinder filling station as we currently rely on neighbouring departments for our breathing air. We are investigating funding sources to help offset this capital purchase in 2023.

We are facing some major challenges with the training of our Firefighters and Officers. The closing of the Ontario Fire College (OFC) campus has forced us to investigate new ways to achieve training goals. We have discussed learning contracts with the OFC Academic Manager and will pursue this alternative to continue education and training at a relatively low cost. We have some very qualified personnel to lead in-house courses. Training on live fire, search, rescue, and firefighter survival in a realistic environment may be a more expensive endeavor at regional centers. The OFMEM has just introduced an online testing platform which should make it easier to get post-training testing completed.

Although SDFD call volume was down by approximately 11% over 2020's call volume, probably due to restrictions imposed by the pandemic, we anticipate the needs of residents in our catchment area to continue to result in higher call volumes. We should continually address potential growth of department resources and service delivery model changes to meet future challenges with the professional service that our residents have come to expect.

Ralph Snyder  
Fire Chief  
Shelburne & District Fire Department





# Climate Action in Dufferin

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Building a cooler future, together.



Info #13  
JUN 16 2022



# Acknowledging on whose land we sit

We would like to begin by respectfully acknowledging that Dufferin County resides within the traditional territory and ancestral lands of the Tionontati (Petun), Attawandaron (Neutral), Haudenosaunee (Six Nations), and Anishinaabe peoples.

## Land Acknowledgement Decoded

A primer on the history and the reconciliation goals behind the statements read out before municipal, arts and sports events.

<https://www.inthehills.ca/2022/03/land-acknowledgments-decoded/>

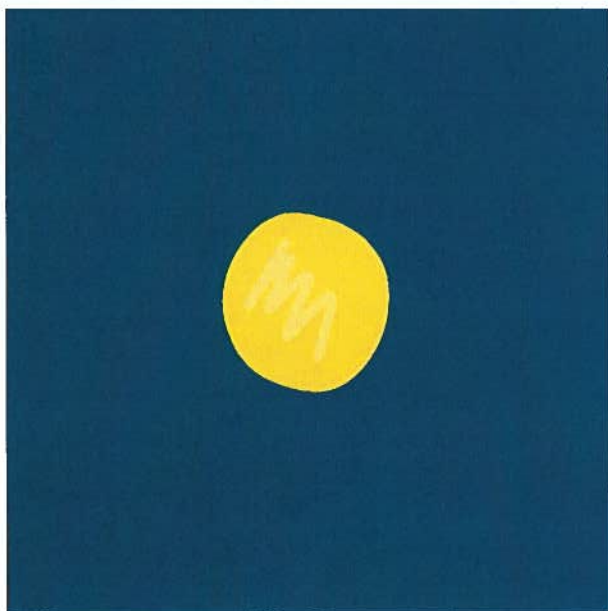




# Dufferin Climate Action Plan



# Dufferin is Getting...



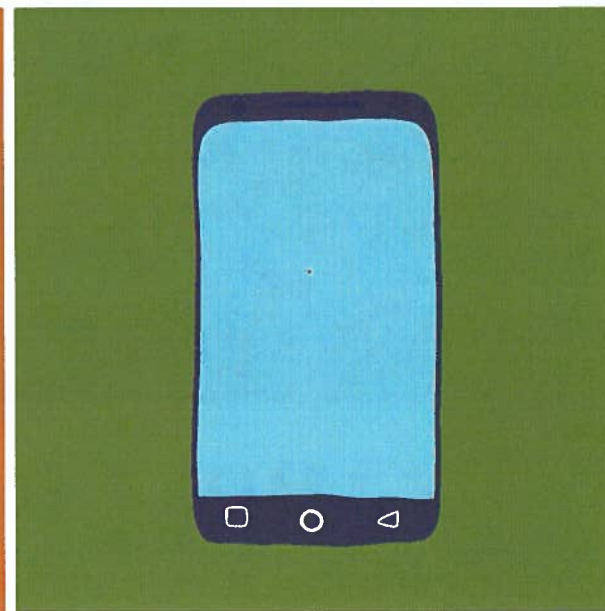
## **WARMER**

Warming across all seasons  
and more extreme heat days



## **WETTER**

Increasing annual  
precipitation, especially in  
winter, spring, and fall



## **WILDER**

Increasing severe weather  
events, especially freezing rain



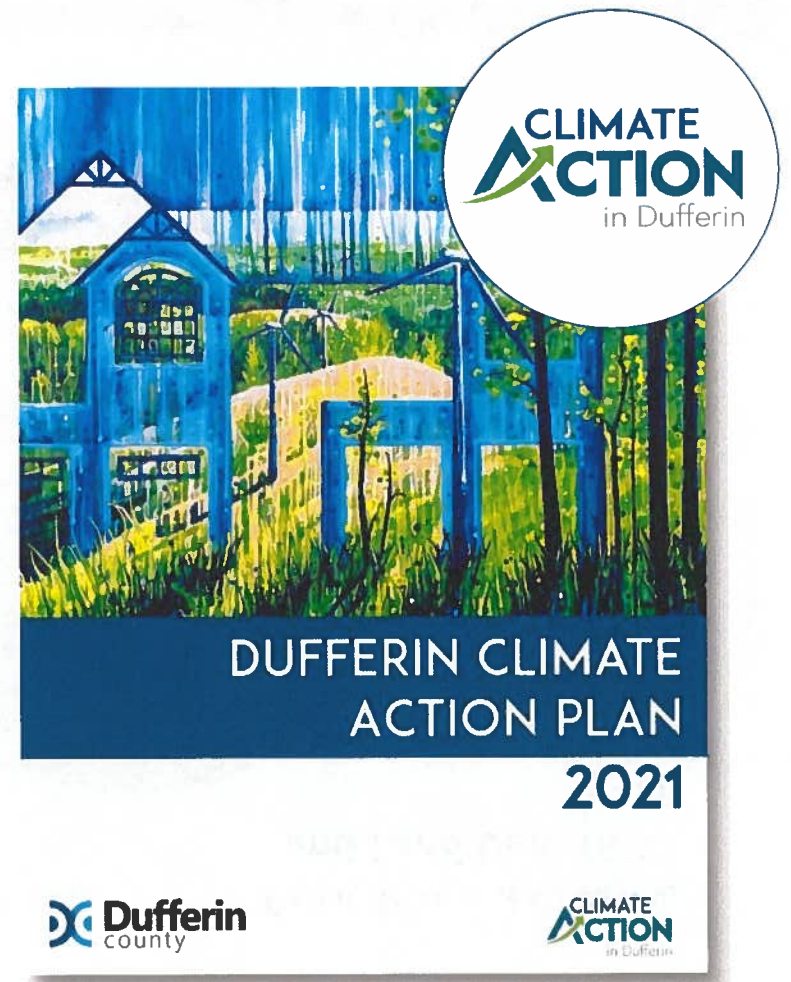
# Climate Action in Dufferin

## Who We Are

The County of Dufferin's official climate action initiative.

## Our Role

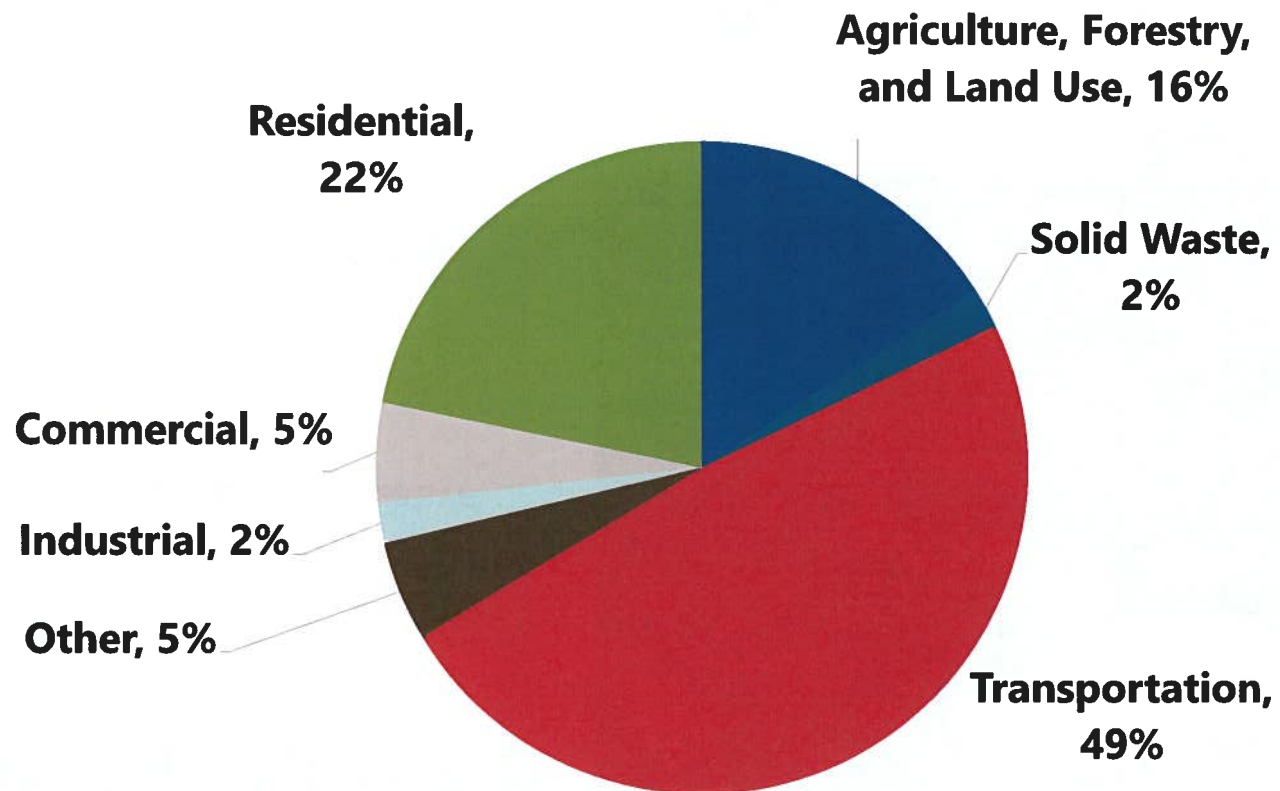
To carry out the actions in the *Dufferin Climate Action Plan*.





# Where We Are Now...

In 2016, 438,264 tonnes of CO<sub>2</sub>e were emitted in Dufferin County





# Where We're Going: Our Vision

TO CREATE A NET-ZERO AND RESILIENT  
COMMUNITY FOR CURRENT AND FUTURE  
GENERATIONS IN DUFFERIN COUNTY, WHILE:

ENHANCING THE  
HEALTH AND  
WELL-BEING OF  
COMMUNITY  
MEMBERS

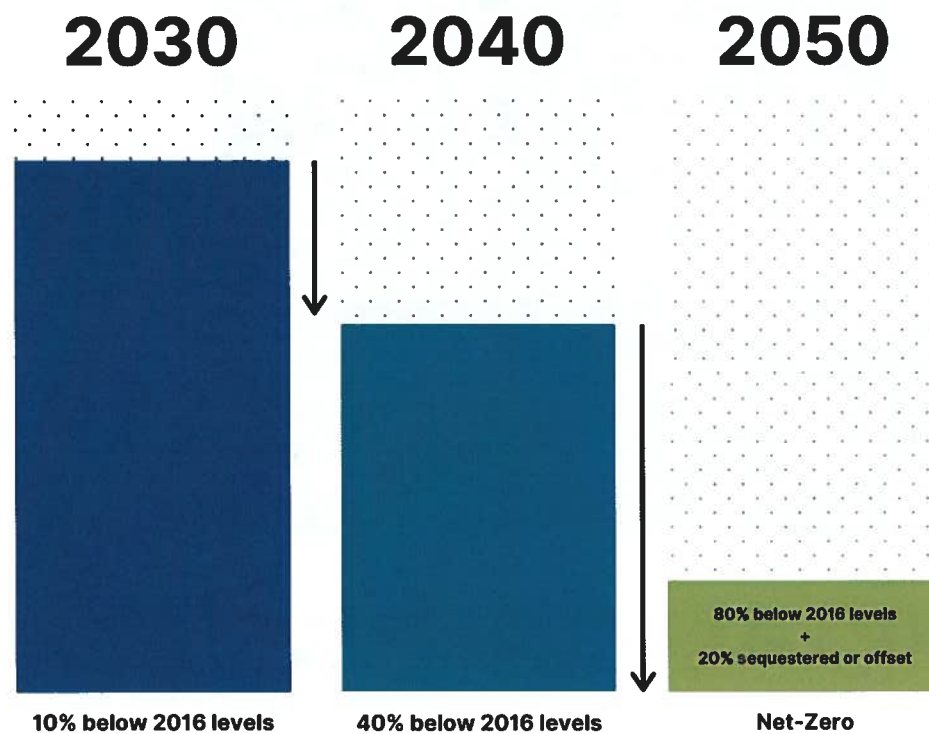
BUILDING  
EQUITABLE  
AND VIBRANT  
NEIGHBOURHOODS

PRESERVING AND  
ENHANCING LOCAL  
BIODIVERSITY AND  
NATURAL SYSTEMS

FOSTERING A  
PROSPEROUS AND  
INNOVATIVE LOCAL  
ECONOMY



# A Targeted Approach



It is expected that future technical advances will help to measure the ability of the soil to capture carbon locally.





# How We're Getting There

On the Move

1



In Our Buildings

2



For Our Land

3



Planning Our  
Community

4



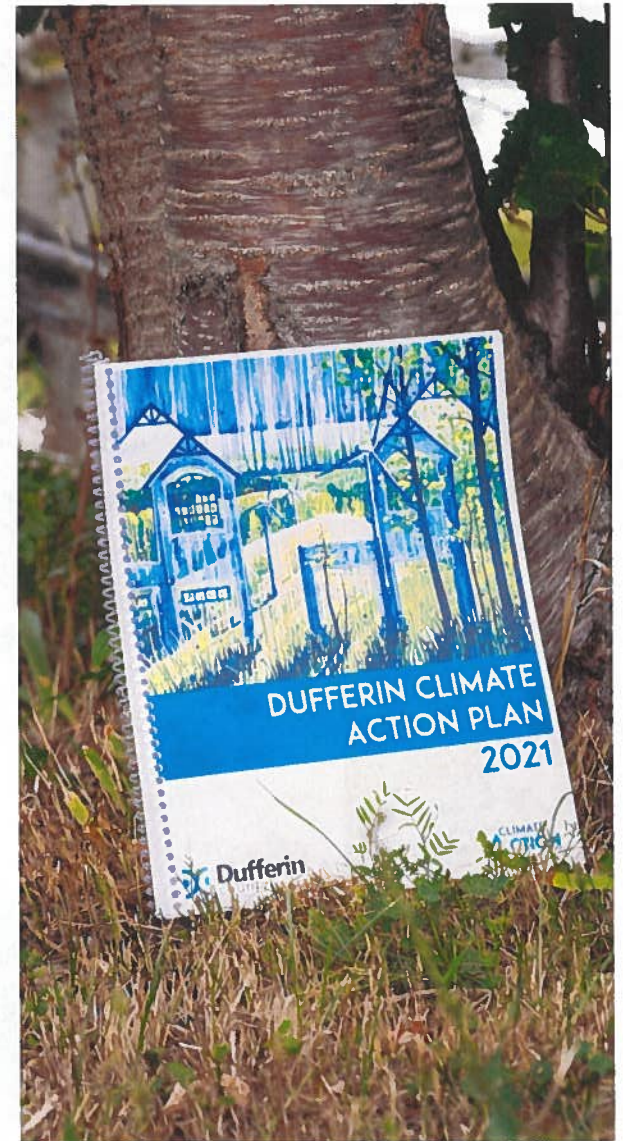
In Our Bins

5



Empowering Our  
Community

6





# Our Progress

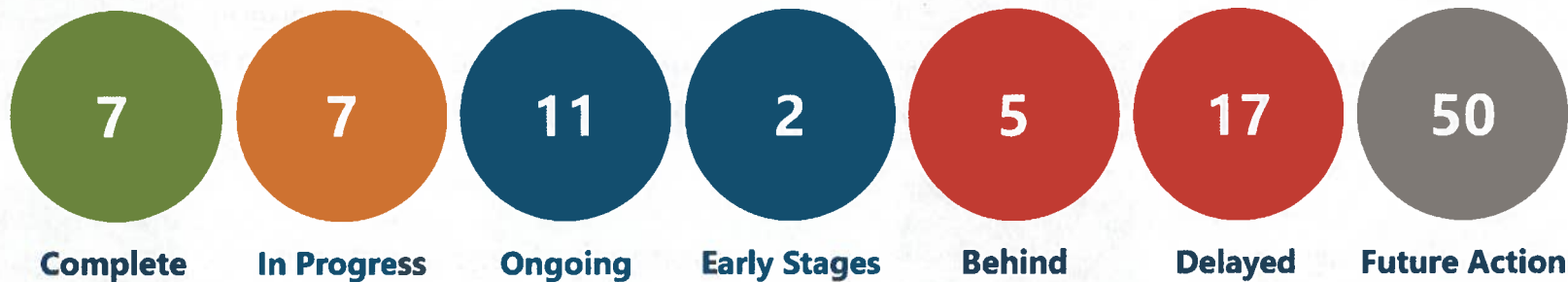
Climate Action Report Card





# The First Year of Progress

The Dufferin Climate Action Plan has 99 actions. The statuses of the actions are as follows:





# Our Progress



**Installed the Charge Up in Dufferin network** of 24 public electric vehicle charging stations.



**Completed a feasibility study** for a community deep energy retrofit financing program.



**Activated the Experimental Acres Farm pilot** in partnership with Wellington County.



**Composted 3,200 tonnes of organics** through Dufferin Waste's Green Bin program.



**Launched the Climate Hub** and Climate Stories of Dufferin project.

**Join the Climate Conversation!**

Visit [linktr.ee/climateactionindufferin](https://linktr.ee/climateactionindufferin) to connect with Climate Action in Dufferin.



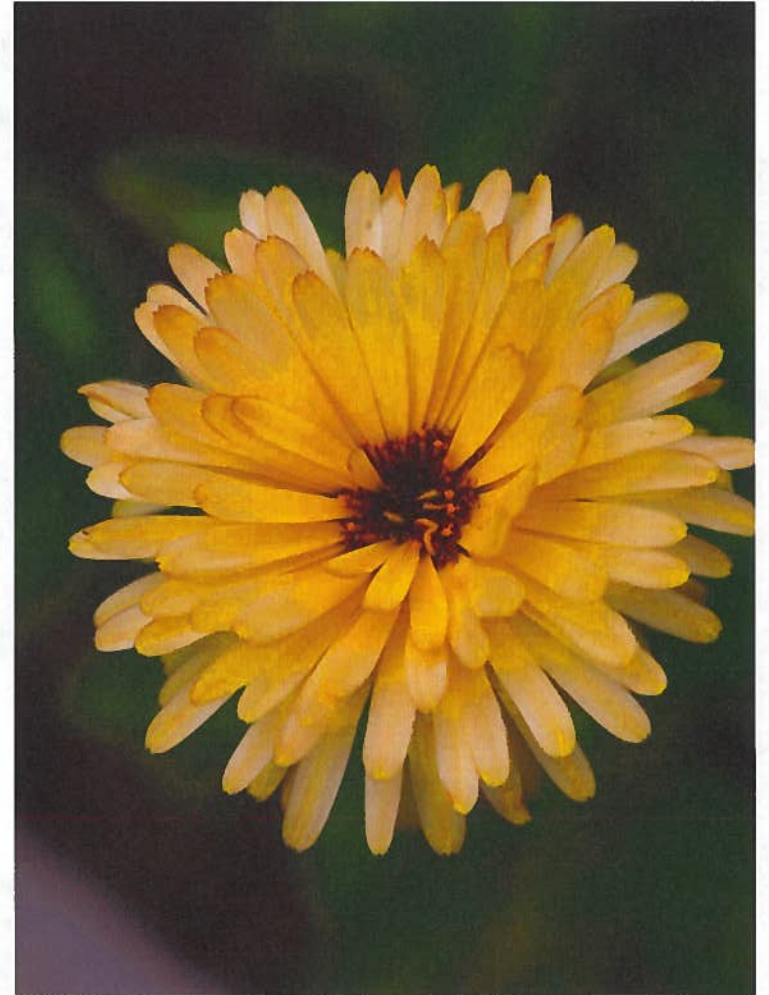
# Stay Connected With Us



@climateactionindufferin

[dufferincounty.ca/climatechange](https://dufferincounty.ca/climatechange)

[climate@dufferincounty.ca](mailto:climate@dufferincounty.ca)





# Thank You!

**Sara MacRae**

Manager of Climate & Energy  
[smacrae@dufferincounty.ca](mailto:smacrae@dufferincounty.ca)



Q&A



## Denise Holmes

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**From:** Franz Hartmann <franz@earthroots.org>  
**Sent:** Wednesday, June 8, 2022 10:34 AM  
**To:** Lori McLean; Peter Shuttleworth  
**Cc:** Rebecca Kolarich  
**Subject:** "Save the Date" for Ontario's first Pollinator Highways Meeting

Dear Friends,

Earthroots, in partnership with the Lake Simcoe Region Conservation Authority, want to invite you to the first-ever Pollinator Highways Meeting on **September 15, 2022**.

**What:** A meeting to discuss a new project to build 6 Pollinator Highways along iconic road routes in Southern Ontario (see concept [here](#)).

**Why you're invited:** Because one (or more) of the proposed Pollinator Highways goes through your jurisdiction. As an important stakeholder, we want your involvement from the outset.

**Who Else is Invited:** Stakeholders from government, conservation authorities, the private sector, and community groups who care about restoring pollinator habitat in southern Ontario and who live in town/cities/jurisdictions along the proposed Pollinator Highways.

**When:** Thursday, September 15th, all day.

[Pre-register here](#) and we'll send you more detailed information as it becomes available.

To learn more, please contact Rebecca Kolarich at [rebecca@earthroots.org](mailto:rebecca@earthroots.org).

All the best,

The Earthroots Team



**Lake Simcoe Region**  
conservation authority





**CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NO. \_\_\_\_\_-2022**

Being a By-law to authorize a boundary road agreement between the Corporation of the Township of Southgate and the Corporation of the Township of Melancthon

**WHEREAS** Section 8 of the Municipal Act 2001, R.S.O. 2001, as amended provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues; and

**WHEREAS** Section 5(3) of the Municipal Act 2001, R.S.O. 2001, as amended provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by By-law unless the municipality is specifically authorized to do otherwise; and

**WHEREAS** Section 27 of the Municipal Act 2001, R.S.O. 2001, as amended provides that a municipality may pass By-laws in respect of a highway only if it has jurisdiction over the highway; and

**WHEREAS** Section 728(1) of the Municipal Act 2001, R.S.O. 2001, as amended sets out the highways over which a municipality has jurisdiction; and

**WHEREAS** Section 29.1(1) of the Municipal Act 2001, R.S.O. 2001, as amended provides that municipalities having joint jurisdiction over a boundary line highway may enter into an agreement to keep any part of the highway in repair for its whole width and to indemnify the other municipality from any loss or damage arising from the lack of repair for that part; and

**WHEREAS** it is deemed necessary and desirable that the Council of the Corporation of the Township of Melancthon enact a By-law authorizing the Corporation to enter into a Boundary Road Agreement with the Corporation of the Township of Southgate,

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of Melancthon enacts as follows:

1. **THAT** the Agreement between the Corporation of the Township of Southgate and the Corporation of the Township of Melancthon attached hereto as Schedule A (the "Agreement"), is hereby ratified and confirmed; and
2. **THAT** the Mayor and Clerk are hereby authorized and directed to sign the Agreement, in substantially the same form as the Agreement attached hereto as Schedule "A", on behalf of the Corporation of the Township of Melancthon and all other documents as may be necessary to give effect thereto; and
3. **THAT** this By-law shall come into force and effect on the date of its passing.

By-law read a first and second time this 16<sup>th</sup> day of June, 2022.

By-law read a third time and finally passed this 16<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

GB# 16.1.1  
JUN 16 2022



## **The Corporation of the Township of Southgate**

### **By-law No. 2022-077**

being a by-law to authorize a boundary road agreement between The Corporation of the Township of Melancthon and The Corporation of the Township of Southgate

**Whereas** Section 8 of the Municipal Act 2001, R.S.O. 2001, as amended provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues; and

**Whereas** Section 5(3) of the Municipal Act 2001, R.S.O. 2001, as amended provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

**Whereas** Section 27 of the Municipal Act 2001, R.S.O. 2001, as amended provides that a municipality may pass by-laws in respect of a highway only if it has jurisdiction over the highway; and

**Whereas** Section 28(1) of the Municipal Act 2001, R.S.O. 2001, as amended sets out the highways over which a municipality has jurisdiction; and

**Whereas** Section 29.1(1) of the Municipal Act 2001, R.S.O. 2001, as amended provides that municipalities having joint jurisdiction over a boundary line highway may enter into an agreement to keep any part of the highway in repair for its whole width and to indemnify the other municipality from any loss or damage arising from the lack or repair for that part; and

**Whereas** it is deemed necessary and desirable that the Council of the Corporation of the Township of Southgate enact a by-law authorizing the Corporation to enter into a Boundary Road Agreement with the Corporation of the Township of Melancthon,

**Now therefore be it resolved that** the Council of the Corporation of the Township of Southgate hereby enacts as follows:

1. **That** the agreement between The Corporation of the Township of Melancthon and The Corporation of the Township of Southgate attached hereto as Schedule "A" (the "Agreement"), is hereby ratified and confirmed; and
2. **That** the Mayor and Clerk are hereby authorized and directed to sign the Agreement, in substantially the same form as the agreement attached hereto as Schedule "A", on behalf of the Corporation of the Township of Southgate and all other documents as may be necessary to give effect thereto; and
3. **That** this by-law shall come into force and effect on the date of its passing.

**Read a first, second and third time and finally passed this 1<sup>st</sup> day of June, 2022.**



John Woodbury - Mayor



Lindsey Green - Clerk



**Schedule "A" to By-law 2022-077**

**Boundary Road Agreement**

This agreement made in duplicate this 1 day of June, 2022.

Between:

**The Corporation of the Township of Melancthon**

Hereinafter referred to as "**Melancthon**"

And

**The Corporation of the Township of Southgate**

Hereinafter referred to as "**Southgate**"

**Whereas** Sections 20, 29, 29.1 and 52 of the Municipal Act, 2001 (The "Act") make provisions for agreements between adjoining municipalities for the maintenance and repair of any highway or bridge forming the boundary between such municipalities, including the bridges thereon (hereinafter a "Boundary Road"); and

**Whereas** Boundary Roads exist between the jurisdictions of the Township of Southgate and the Township of Melancthon as set out in Schedule 'A'; and

**Whereas** it is deemed expedient and necessary for each municipality to be responsible for the year-round oversight, maintenance and repair of particular portions of existing Boundary Roads;

**Now Therefore** in consideration of the mutual covenants set out below with other good and valuable consideration (the receipt of which is acknowledged), the parties hereto agree each with the other as follows:

**1. Definitions**

**Bridge:** means a public bridge forming part of a highway on, over or across which a highway passes.

**Capital Improvements:** All work to be performed that is above and beyond that work required by Routine Maintenance standards or Winter Maintenance standards, including but not limited to items such as road construction, hot mix asphalt, resurfacing and shoulder gravelling associated with this resurfacing, bridge repairs or replacements, and any bridge surface treatment.

**Highway:** means a common or public highway, any part of which is intended for or



used by the public for the passage of vehicles and pedestrians and includes the areas between the lateral property lines thereof.

**Level of Service:** means the level of service as adopted by the council of the municipality for repair of a highway, as reflected in Schedule B attached hereto, as it may be amended from time to time.

**Minimum Maintenance Standards:** Shall mean those standards stipulated by Ontario Regulation 239/02 for the maintenance standards of repair for highways under municipal jurisdiction, as they may be amended from time to time.

**No Winter Maintenance:** means Township roads which are not opened and therefore are not maintained or serviced during the time period of November 1<sup>st</sup> to April 30<sup>th</sup> by the Municipality. Any travel upon these roads during this time period is at the individual's own risk,

**Roadway:** means that part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder.

**Routine Maintenance:** means those activities completed in the ongoing maintenance and repair of a highway or bridge and as described as follows:

- *Hardtop surface maintenance* includes frost heave repair, base repair, utility cut repair, hot and cold mix patching, shoulder maintenance, surface maintenance including crack sealing, slurry sealing and spray patching, surface sweeping, surface flushing and routine patrolling.
- *Roadside maintenance* includes vegetation management including roadside mowing, weed control, tree planting and removal, tree trimming, sidewalk maintenance, debris collection including debris and leaves, curb and gutter, guiderail and fence maintenance.
- *Stormwater management maintenance* includes roadside ditching, entrance culvert maintenance, maintenance of storm sewers and catch basins and inspections.
- *Structures* includes washing and component repairs for concrete and steel culverts, bridges of all types and pedestrian bridges.
- *Traffic operations* include pavement markings, illumination, signals and signs and safety devices.

**Shoulder:** means the area adjacent to a roadway, where there is no curb that may be paved or unpaved.

**Winter Maintenance:** includes snowplowing, combination plowing/ice control, ice control, de-icing, sanding, winging back, snow fencing, snow removal, standby, winter patrol, spring clean-up, sidewalk plowing and de-icing.

**Winter Maintenance Season:** means the continuous period of time between the second Monday of November and the second Friday of April annually. Each Party agrees that it shall also attend to winter events that occur prior to November the second



Monday in November and after the second Friday in April until winter events have subsided at the end of each season. Both Parties acknowledge that the Level of Service stipulated by the parties to be provided during periods falling outside the Winter Maintenance Season will be a lower standard than that which is required by the parties during the Winter Maintenance Season, but that any Level of Service shall always meet the Common Law test of reasonableness.

**Non-Winter Maintenance Season:** means the continuous period of time between after the second Friday in April to the second Monday in November annually.

## **2. Term**

The parties agree to provide Winter Maintenance and Routine Maintenance services on those sections of the Boundary Road that they are individually responsible for, as set out in Schedule 'A' for a period of five (5) years commencing on the date this agreement is signed by both parties (the "Term").

The parties agree that this agreement shall automatically renew immediately prior to the expiration of the Term or any extension of the Term for a further one-year period on the same terms and conditions unless either Party provides 180 days' notice in writing of its intention to terminate the agreement at the expiration of the then current Term.

## **3. Insurance**

3.1 Each Party shall at its own expense, obtain and keep in force during the Term of this agreement, insurance satisfactory to the other Party including the following terms and minimum coverage, which limits may be achieved by way of primary and/or umbrella or excess policies, and underwritten by an insurer licensed to do business in the Province of Ontario. Such policies shall include, but not be limited to:

- a) **Municipal General Liability Insurance** on an occurrence basis for an amount of not less than Ten Million Dollars (\$10,000,000.00) including:
  - i) Shall include but not limited to bodily injury, property damage and contractual liability;
  - j) The other Party shall be added as an Additional Insured with respect to the operations of the named insured;
  - ii) Contain a Cross liability and severability of Interest clauses;
  - iii) Policies shall not be invalidated as respect to the interests of the Additional Insured by reason of any breach or violation on any warranties, representations, declarations or conditions;
  - iv) Non-owned automobile coverage with a limit of no less than Ten Million Dollars (\$10,000,000.00);
  - v) Products and completed operations coverage with a limit of not less



than Ten Million Dollars (\$10,000,000.00);

vi) A thirty-day written notice of cancellation or termination.

- b) **Standard OAP 1 Automobile Liability Insurance** for an amount not less than Ten Million Dollars (\$10,000,000.00) on forms meeting statutory requirements covering all licensed vehicles used in any manner in connection with the performance of the terms of this Agreement.
- c) **Environmental Liability Insurance** subject to limits of not less than Five Million (\$5,000,000) inclusive per claim and shall include coverage for but not limited to, bodily injury including death, property damage and remediation costs which are reasonable and necessary to investigate, neutralize, remove, remediate (including associated monitoring) or dispose of soil, surface water, groundwater or other contamination.

3.2 Prior to execution of this agreement and upon the placement, renewal, amendment, or extension of all or any part of the insurance, each party shall provide the other party with confirmation of the insurance coverage required by this agreement. Insurance shall apply to the sub-contractor in the same manner as it would to each party to this agreement. Further, it is each party's obligation to ensure that the sub-contractor is aware of these obligations. Each party shall provide to the other party confirmation of the sub-contractor's insurance.

3.3 Both parties agree to immediately notify the other Party of any occurrence, incident or event which may reasonably be expected to expose either Party to material liability of any kind in relation to the Boundary Roads.

3.4 Each Party agrees that if either fails to take out or keep in force any such insurance referred to in this section, or should any such insurance not be approved by either Party, and should either Party not commence and proceed to diligently rectify the situation within forty-eight (48) hours after written notice by either Party, either Party has the right without assuming any obligation in connection therewith, to affect such insurance at the sole cost of either Party. Either Party shall be reimbursed as set out under the terms of this Agreement.

#### **4. Indemnity**

Each Party agrees to defend, indemnify and save and hold harmless the other Party from all claims, lawsuits, losses, expenses and costs, or any other liability imposed by statute or common law in any way connected to or in any way arising out of any actual or alleged breach, default or neglect of duty in respect of the winter maintenance and routine maintenance of the road sections for which they are responsible for, as referred to in this agreement.

#### **5. Notice of Claim**

In the event that either party receives a Statement of Claim, notice of claim or other information regarding a pending or possible claim by a third party with respect to liability



for failure to keep the Road in repair or for damages or injuries sustained relating thereto such party shall immediately notify and provide to the other party such claim or notice of claim.

## **6. Maintenance and Repair of Highways – Scope of Work**

6.1 The Municipalities hereby covenant and agree one to the other, to:

- a) Undertake all Winter Maintenance activities during each Winter Maintenance Season throughout the Term of the Agreement.
- b) In addition to the requirements set out in section 6.1a), attend to winter events that occur prior to November 15<sup>th</sup> and After April 1<sup>st</sup> until winter events have subsided at the end of each season throughout the Term of the Agreement. Both parties acknowledge that the level of service provided outside of the Winter Maintenance Season may be at a lower level than during the Winter Maintenance Season, but that it shall meet the minimum maintenance standards set forth in regulations made by the Minister of Transportation as contemplated in Section 44(4) of the Act (the “Minimum Maintenance Standards for Municipal Highways”) where such standards apply and in the event there is no applicable Maintenance Standard, it shall meet the standard of what is reasonable in the circumstances.
- c) To maintain and keep in good repair, any required Routine Maintenance during winter operations those highways listed in Schedule ‘A’ by meeting or exceeding the “Minimum Maintenance Standards for Municipal Roads” for the whole width of those highways listed.
- d) To be responsible for all removal of snow beyond the width of the road and shoulders if required.
- e) To be responsible to provide snow blowing services requirement within the right of way, if deemed necessary by one of the parties.
- f) To be responsible for drainage maintenance, including the clearing of ditches, curbs and gutters, catch basins and storm drains.
- g) To be responsible for the surface maintenance, including the repair of potholes, cracks and depressions and shoulder gravelling.
- h) To be responsible for all routine patrolling and maintenance activities throughout the entire Term of this Agreement. Routine maintenance shall be provided at service levels compliant with the Minimum Maintenance Standards set forth in Ontario Regulation 239/02 of the Act.
- i) To be responsible for any and all traffic signal devices at the intersections.

6.2 Location and Work to be Completed by each Party – The map attached hereto as Schedule ‘A’ indicates the location of the Boundary Road. Both parties



acknowledge their road section responsibilities as per Schedule 'A'.

## **7. Capital Costs**

- 7.1 Subject to the further terms set out in this section, each municipality shall be responsible for one-half of any and all Capital Improvements on the Boundary Roads.
- 7.2 Prior to either Party completing any capital improvements each Party will identify the proposed Capital Improvement work to the other Party.
- 7.3 No new construction or major maintenance work (as distinguished from routine maintenance) of any kind on highways and bridges shall commence or be charged by one Party to this agreement to the other unless such construction or major maintenance work has first been approved by the Councils of both municipalities and included in their respective capital budgets for the year that the work is to commence.
- 7.4 If both parties agree that capital work is required, they will mutually agree upon how the work will be completed and the timing of such work to be completed.
- 7.5 Except in the case of emergencies, each Party shall notify the other Party at least two years in advance of any such capital improvement work proposed and the extent and cost of the capital improvement work shall be mutually agreed upon prior to proceeding with the work.
- 7.6 The Party who administers the work as determined in Section 7.4 shall invoice the other Party for one half of the capital cost no later than the 31<sup>st</sup> day of December in the year in which the work was completed. Payment of the invoice shall be made no later than thirty (30) days from receipt of the invoice.

## **8. Maintenance and Repair of Bridges**

Both Parties hereby mutually acknowledge and agree that at the time of this agreement that there are two (2) bridges on the Melancthon-Southgate Townline. Grey County has jurisdiction of the closed bridge commonly known as the "Red Bridge" between Highway 89 and Southgate Road 04. The Towline bridge between Melancthon Sideroad 270 and Southgate Road 04 has also been closed to public travel.

## **9. Annual Review and Planning**

Each year throughout the Term of the Agreement, after April 15<sup>th</sup> and not later than June 30<sup>th</sup>, the parties will meet to discuss any issues arising from this Agreement, including but not limited to the previous year's work and will identify and plan works for the upcoming year(s) as the case may be.



## **10. Payment**

- 10.1 Melancthon and Southgate shall share equally all capital expenses connected with any new construction or major maintenance work (as distinguished from routine maintenance) carried out for all highways listed in Schedule 'A'.
- 10.2 Each Party will invoice the other as necessary for its share of the expenditures related to new construction or major maintenance work carried out for all highways listed in Schedule 'A' and as determined in accordance with paragraph 3 below of this agreement and the Party being invoiced shall pay the amount invoiced within thirty (30) days of receipt of such invoice.

## **11. Entrance Permits**

Entrance Permits on Boundary Roads shall be processed by the municipality in which the land requiring the permit is located in consultation with the other municipality as to road safety conditions.

## **12. Notice**

Any notice to be given under this Agreement shall be sufficiently given if delivered or if sent by prepaid first-class mail and addressed to:

The Clerk's Office  
The Corporation of the Township of Southgate  
185667 Grey Road 9  
Dundalk, ON N0C 1B0

And to:

The Clerk's Office  
The Corporation of the Township of Melancthon  
157101 Highway 10  
Melancthon, ON L9V 2E6

Receipt of notice shall be deemed on the earlier of the date of deliver or five (5) days following the date of mailing of the notice.

## **13. Arbitration**

- 13.1 In the event of any dispute arising between the parties hereto relating to any matter which is the subject of this Agreement and cannot be settled within ninety (90) days, then the dispute will be submitted to arbitration by notice given by either Party to the other.
- 13.2 Upon such notice being given, the dispute shall be determined by the award of three arbitrators or a majority of them, one to be named by each Party within thirty (30) days of such giving notice and the third to be selected by these two arbitrators within seven (7) days after both have been nominated.



13.3 If either Party neglects or refused to name its arbitrator within the time specified or to proceed with the arbitration, the arbitrator named by the other Party shall proceed with the arbitration.

13.4 The arbitrators shall have all the powers given by the Arbitration Act of Ontario and may at any time proceed in such manner as they may see fit on such notice as them deem reasonable in the absence of either Party if such Party fails to attend.

13.5 Each Party shall pay its own costs and shall share equally in the costs of the arbitration.

13.6 The cost of the arbitrators is not limited to those set forth under the Arbitration Act of Ontario and the arbitrators shall be able to charge their usual professional charges.

#### **14. General**

Notwithstanding anything in this agreement, neither Party shall be in default with respect to the performance of any of the terms of this agreement if any non-performance is due to any force majeure, strike, lock-out, labour dispute, civil commotion, act of God, government regulations or controls, inability to obtain any material or service or any cause beyond the reasonable control of the Party.

The rights and liabilities of the parties shall enure to the benefit of and be binding upon the parties and their respective successors and approved assigns. If any provision, clause or part of this agreement or the application of this agreement under certain circumstances, is held by a court or tribunal of competent jurisdiction to be invalid, the remainder of the agreement, or the application of that provision, clause or part under other circumstances shall not be affected.



**In Witness Whereof** the Corporate Seals of each of the parties hereto have been affixed duly attested by the respective officers authorized in that behalf.

The Corporation of the Township of Southgate

Per \_\_\_\_\_  
Mayor

Per \_\_\_\_\_  
Clerk

The Corporation of the Township of Melancthon

Per \_\_\_\_\_  
Mayor

Per \_\_\_\_\_  
Clerk



Schedule 'A' to the Boundary Road Agreement

Part 'A' Southgate Responsibilities

The Township of Southgate agrees to operate, maintain, renew, insure and administer for routine and winter maintenance only:

Road Section	Maint. Class	Southgate Road ID	Melancthon Road ID
Southgate-Melancthon Townline from Southgate Road 12 to Melancthon 7 <sup>th</sup> Line Southwest for a distance of 0.8 kms	6	429	1257
Southgate-Melancthon Townline from Southgate Road 10 to Melancthon Sideroad 260 for a distance of 0.65 kms	4	522	1247
Southgate-Melancthon Townline from Melancthon 8 <sup>th</sup> Line southwest to Southgate Road 08 for a distance of 0.4 kms	4	524	1218

Covering a total distance of 1.85 kms.

The Township of Southgate agrees to operate, maintain, renew, insure and administer for summer maintenance only:

Road Section	Maint. Class	Southgate Road ID	Melancthon Road ID
Southgate-Melancthon Townline from Southgate Road 12 to Melancthon Sideroad 260 for a distance of 0.8 kms	6	429	1257; 1444
Southgate-Melancthon Townline from Southgate Road 10 to Melancthon 8 <sup>th</sup> Line southwest for a distance of 0.4 kms.	4	522	1247; 1420
Southgate-Melancthon Townline from Melancthon Sideroad 270 to Southgate Road 04 for a distance of 0.5 kms;	6	111	1271
Southgate-Melancthon Townline from Southgate Road 04 to Highway 89 for a distance of 2.4 kms.	6	112	1196

Covering a total distance of 4.1 kms.



No Winter Maintenance

Road Section	Maint. Class	Southgate Road ID	Melancthon Road ID
Southgate-Melancthon Townline from Melancthon Sideroad 270 to Southgate Road 04 for a distance of 0.5 kms;	6	111	1271
Southgate-Melancthon Townline from Southgate Road 04 to Highway 89 for a distance of 2.4 kms.	6	112	1196

Covering a total distance of 2.9 kms.

Part ‘B’ Melancthon Responsibilities

The Township of Melancthon agrees to operate, maintain, renew, insure and administer for **summer maintenance only**:

Road Section	Maint. Class	Southgate Road ID	Melancthon Road ID
Southgate-Melancthon Townline from Melancthon Sideroad 260 to Melancthon Sideroad 270 for a distance of 2.35 kms	4&6	523, 111	1420; 1218; 1197

The Township of Melancthon agrees to operate, maintain, renew, insure and administer for **winter maintenance only**:

Road Section	Maint. Class	Southgate Road ID	Melancthon Road ID
Southgate-Melancthon Townline from Melancthon Sideroad 260 to Melancthon 8 <sup>th</sup> Line southwest for a distance of 0.85 kms	6	524	1420

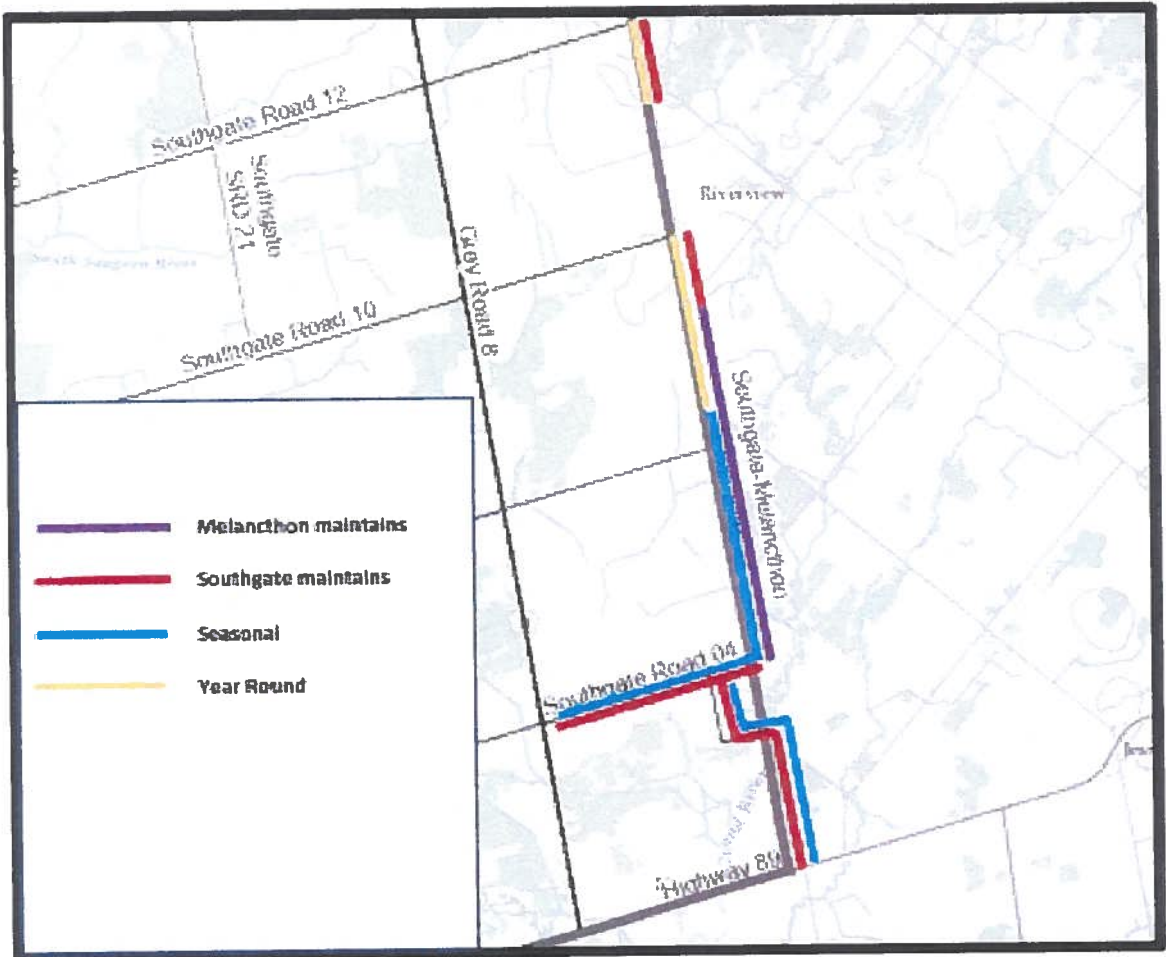
No Winter Maintenance

Road Section	Maint. Class	Southgate Road ID	Melancthon Road ID
Southgate-Melancthon Townline from Melancthon Sideroad 270 to Southgate Road 04 for a distance of 0.5 kms;	6	111	1271
Southgate-Melancthon Townline from Southgate Road 04 to Highway 89 for a distance of 2.4 kms.	6	112	1196

Covering a total distance of 2.9 kms.



Boundary Road Agreement Map





## **Schedule 'B' to the Boundary Road Agreement Winter Level of Service**

### **Part 'A' Township of Southgate**

#### **Winter Operations Planning Document for Township of Southgate**

This winter operations plan sets out a policy and procedural framework for ensuring that the "The Township of Southgate" continuously improves on the safe and sustainable delivery of winter maintenance services and the effective and efficient use of road salt in their winter maintenance operations. This plan supersedes all previous plans for the "The Township of Southgate".

The plan is meant to be dynamic, to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised.

This Winter Operations Plan for the "The Township of Southgate" was endorsed by "The Township of Southgate Council" on December 1, 2021.

#### **1. Level of Service**

The Township of Southgate provides the following level of service during the winter maintenance season, as set out in section 4.3 of the Winter Operations Planning Document for the Township of Southgate, in response to a winter event.

The minimum standard for clearing snow accumulation is:

##### **1.1. Snow Accumulation and Ice Formation Policy**

1.1.1. The standard for addressing snow accumulation is:

- a) After becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
  - i. to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
  - ii. on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4.

1.1.2. If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4



1.1.3. For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under subsection (1)(b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:

- a) Patrolling highways.
- b) Performing highway maintenance activities.
- c) Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4.

1.1.4. The depth of snow accumulation on a roadway and lane width may be determined by,

- a) performing an actual measurement;
- b) monitoring the weather; or
- c) performing a visual estimate. O. Reg. 47/13, s. 4.

1.1.5. For the purposes of this section, addressing snow accumulation on a roadway includes, but is not limited to,

- a) plowing the roadway;
- b) salting the roadway;
- i. the application of other chemical or organic agents to the roadway;
- c) applying abrasive materials to the roadway; or
- d) any combination of the methods described in clauses (a), (b), (b.1) and (c). O. Reg. 47/13, s. 4.

1.1.6. This section does not apply to that portion of the roadway designated for parking. O. Reg. 47/13, s. 4.

1.1.7. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any snow accumulation present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

## **1.2. Ice Formation:**

1.2.1. The standard for attempting the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:

- a) Monitor the weather in accordance with section 3.1.



- b) Patrol in accordance with section 3.
  - c) If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway to attempt to prevent ice formation within the time set out in the Table to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 47/13, s. 5.
- 1.2.2. If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the earlier of,
  - a) the time that the municipality becomes aware of the fact that the roadway is icy; or
  - b) the applicable time set out in the Table to this section for treating the roadway to prevent ice formation expires. O. Reg. 47/13, s. 5.
- 1.2.3. The standard for treating icy roadways after the municipality becomes aware of the fact that a roadway is icy is to treat the icy roadway within the time set out in the Table to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in the Table for treating the icy roadway expires. O. Reg. 47/13, s. 5.
- 1.2.4. For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 47/13, s. 5.
- 1.2.5. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any ice present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

**Table: Snow Accumulation**

Class of Highway	Depth	Time
1	2.5cm	4 Hours
2	5cm	6 Hours
3	8cm	12 Hours
4	8cm	16 Hours
5	10cm	24 Hours



**Table: Ice Formation prevention and Icy Roadways**

Class of Highway	Time
1	3 Hours
2	4 Hours
3	8 Hours
4	12 Hours
5	16 Hours

**4.5. Winter Patrol**

The Township of Southgate performs carries out winter patrols. Appendix 1 shows the route of representative roads to be patrolled in winter.

**4.6.10. Weather Monitoring**

In order to determine an effective winter event response and allocate the appropriate resources the Township of Southgate supplements their general observations with weather information from various sources which includes:

1 Infrared Thermometers

Observations from municipal staff, communication with staff of adjacent municipalities;

Customized weather forecasts which are updated 4 times/day from a Value-Added Meteorological Service the Winter Web App Team at Ontario Good Roads Association

**Part 'B' Township of Melancthon**  
**Minimum Maintenance Standards**

Township of Melancthon By-law Number 49-2002 outlines the Level of Service.

**Winter Operations Planning Document for Township of Melancthon**

This winter operations plan sets out a policy and procedural framework for ensuring that the Township of Melancthon continuously improves on the safe and sustainable delivery of winter maintenance services and the effective and efficient use of road salt in their winter maintenance operations. This plan supersedes all previous plans for the Township of Melancthon.

The plan is meant to be dynamic, to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance



activities must ensure that roadway safety is not compromised. This Winter Operations Plan for the Township of Melancthon was endorsed by "The Council of the Corporation of the Township of Melancthon" on the 3rd of February 2022.

## **1. Level of Service**

The Township of Melancthon provides the following level of service during the winter maintenance season, as set out in 4.3, in response to a winter event.

The minimum standard for clearing snow accumulation is:

### **1.1. Snow Accumulation and Ice Formation Policy**

1.1.1 The standard for addressing snow accumulation is:

- a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
  - i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
  - ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4.

1.1.2. If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

1.1.3. For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under subsection (1)(b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:

- a) Patrolling highways.
- b) Performing highway maintenance activities.
- c) Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4.

1.1.4. The depth of snow accumulation on a roadway and lane width may be determined by,



- a) performing an actual measurement.
- b) monitoring the weather; or
- c) performing a visual estimate. O. Reg. 47/13, s. 4.

1.1.5. For the purposes of this section, addressing snow accumulation on a roadway includes, but is not limited to,

- a) plowing the roadway.
- b) salting the roadway;
  - i) the application of other chemical or organic agents to the roadway;
- c) applying abrasive materials to the roadway; or
- d) any combination of the methods described in clauses (a), (b), (b.1) and (c). O. Reg. 47/13, s. 4.

1.1.6. This section does not apply to that portion of the roadway designated for parking. O. Reg. 47/13, s. 4.

1.1.7. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any snow accumulation present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

## **1.2 ICE FORMATION:**

1.2.1. The standard for attempting the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:

- a) Monitor the weather in accordance with section 3.1.
- b) Patrol in accordance with section 3.
- c) If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway to attempt to prevent ice formation within the time set out in the Table to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 47/13, s. 5.

1.2.2. If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the earlier of,

- a) the time that the municipality becomes aware of the fact that the roadway is



icy; or

b) the applicable time set out in the Table to this section for treating the roadway to prevent ice formation expires. O. Reg. 47/13, s. 5.

1.2.3. The standard for treating icy roadways after the municipality becomes aware of the fact that a roadway is icy is to treat the icy roadway within the time set out in the Table to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in the Table for treating the icy roadway expires. O. Reg. 47/13, s. 5.

1.2.4. For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 47/13, s. 5.

1.2.5. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any ice present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

**Table: Snow Accumulation**

Class of Highway	Depth	Time
1	2.5cm	4 Hours
2	5cm	6 Hours
3	8cm	12 Hours
4	8cm	16 Hours
5	10cm	24 Hours

**Table: Ice Formation prevention and Icy Roadways**

Class of Highway	Time
1	3 Hours
2	4 Hours
3	8 Hours
4	12 Hours
5	16 Hours

**4.5. Winter Patrol**

During the winter maintenance season, 4.3,the Township of Melancthon carries out a winter patrol on a route of representative roads twice daily, 7 days a week. Between winter events a patrol of representative roads will occur during daylight hours and a second night patrol will also be scheduled. The purpose of the patrol is to monitor and record weather and road conditions and mobilize winter maintenance operators and



equipment should a winter event be observed and a winter event response is required. On the approach of a winter event or during a winter event the route of representative roads may be modified, insofar as reasonably practicable, depending on the type and severity of winter event or the direction from which the storm approaches. The patrol person will be familiar with local conditions in their patrol area, and prepare a condition log of road and weather conditions as well as any actions taken during the shift. The winter patrol schedule parallels the designated winter season.

#### **4.6.10. Weather Monitoring**

In order to determine an effective winter event response and allocate the appropriate resources the Township of Melancthon supplements their general observations with weather information from various sources which includes:

- Meteorological Services: Weather Network - [www.theweathernetwork.com](http://www.theweathernetwork.com)
- Observations from municipal staff, communication with staff of adjacent municipalities;
- Customized weather forecasts which are updated 5 times/day from a Value-Added Meteorological Service Dufferin County - Wood Weather Net



## Denise Holmes

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**From:** Peters, Kim (NDMNRF) <Kim.Peters@ontario.ca>  
**Sent:** Tuesday, May 24, 2022 11:32 AM  
**To:** Denise Holmes  
**Cc:** 'janet@whitfieldfarms.com'; Dungavell, John (NDMNRF)  
**Subject:** RE: 140 and 142 Mill Lane

Hi Denise,

Debbie has retired, and John Dungavell (cc'ed) is the NEC's Acting Director. I have yet to brief him on the Mill Lane situation. However, I can provide you with an update.

- The NEC has not received any new complaints about Mill Lane.
- The landowner of 140 Mill Lane eventually upheld the restoration order. The NEC is taking no further action at this time.
- The landowner of 142 Mill Lane was asked to submit a development permit application in order that NEC staff could review the unauthorized development on that property. The NEC has not received a development permit application.
- Given that the unauthorized development at 142 Mill Lane also requires building permits, NEC staff had previously reached out to Greg McNaughton, CBO of County of Dufferin, to coordinate a response. Given that Greg is no longer with the County, I reached out to Becky Montyro (new CBO) and left her a voicemail on March 31, 2022. I have not heard back from her.

Sincerely,

**Kim Peters, MCIP, RPP (she/her)**  
*Manager*  
Niagara Escarpment Commission  
232 Guelph Street | Georgetown, ON | L7G 4B1  
**Tel: 647-539-8788 (NEW) | Website: [www.escarpment.org](http://www.escarpment.org)**

In order to ensure a safe and secure environment for staff and clients and in response to recommendations by health professionals, the NEC offices are closed to the public until further notice. The NEC is continuing to provide services via email and telephone. Updates can be found on our website: <https://www.escarpment.org/Commission/COVID19>

Please let me know if you require communication supports or alternate formats.

---

**From:** Denise Holmes <dholmes@melancthontownship.ca>  
**Sent:** May 24, 2022 10:57 AM  
**To:** Ramsay, Debbie (NDMNRF) <debbie.ramsay@ontario.ca>; Peters, Kim (NDMNRF) <Kim.Peters@ontario.ca>  
**Cc:** 'janet@whitfieldfarms.com' <janet@whitfieldfarms.com>  
**Subject:** RE: 140 and 142 Mill Lane



**CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.**

Hi Debbie and Kim,

At the meeting of Council held on May 19, 2022, Council directed that I contact you for an update on this matter as there have been more concerns raised by residents on Mill Lane.

Thank you.

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

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**From:** Denise Holmes  
**Sent:** Friday, March 4, 2022 3:56 PM  
**To:** Ramsay, Debbie (MNRF) <[debbie.ramsay@ontario.ca](mailto:debbie.ramsay@ontario.ca)>; Peters, Kim (MNRF) <[Kim.Peters@ontario.ca](mailto:Kim.Peters@ontario.ca)>  
**Cc:** [janet@whitfieldfarms.com](mailto:janet@whitfieldfarms.com)  
**Subject:** 140 and 142 Mill Lane

Good afternoon,

At the meeting of Council held on March 3, 2022, Council reviewed correspondence from Janet Horner regarding questions posed by Councillor Margaret Mercer at the meeting she attended on December 9, 2021.

Council is requesting Staff at NEC provide the Township with bi-monthly status updates pertaining to the above noted properties, so that Council can keep on top of what is happening there and if there are any questions from residents, Council can inform them of what we know. There were concerns raised, once again, that no one from Council or Staff knew anything about the NEC no longer pursuing the matter before the courts regarding 140 Mill Lane.

Should you have any questions, please don't hesitate to contact me.

Thank you.

Regards,  
Denise Holmes



**Denise B. Holmes, AMCT | Chief Administrative Officer/Clerk | Township of Melancthon |**  
**[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca) | PH: 519-925-5525 ext 101 | FX: 519-925-1110 |**  
**[www.melancthontownship.ca](http://www.melancthontownship.ca) |**

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THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. 31 - 2022

BEING A BY-LAW TO PRESCRIBE LOWER RATES OF SPEED

**WHEREAS** Section 128(2) of the *Highway Traffic Act*, R.S.O. 1990, Chapter H.8 provides that the Council of a Municipality may, for motor vehicles driven on a highway or portion of a highway under its jurisdiction, by by-law prescribe a rate of speed different from the rate set out in subsection 128(1) of the *Highway Traffic Act*, R.S.O. 1990, Chapter H.8.

**AND WHEREAS** it is deemed expedient that the speed of motor vehicles on certain highways in the Corporation of the Township of Melancthon be reduced;

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

1. When any highway or portion of highway set out below is marked in compliance with the regulation of the *Highway Traffic Act*, the maximum rate of speed thereon shall be the rate of speed set out opposite thereto in Column 2.

Column 1

Column 2

4<sup>th</sup> Line NE from 5<sup>th</sup> Line OS to Dufferin  
County Road 9

60 kilometres per hour

2. The penalties provided in the *Highway Traffic Act* shall apply to offences against this By-law.
3. That this By-law comes into force and takes effect upon the final passing thereof and upon the erection of appropriate signing in compliance with the regulations under the *Highway Traffic Act*.

BY-LAW READ A FIRST AND SECOND TIME THIS 2<sup>nd</sup> DAY OF June 2022.

BY-LAW READ A THIRD TIME AND PASSED THIS      DAY OF      2022.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

GB# 16.3.1.1

JUN 16 2022



## Denise Holmes

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**From:** Sarah Culshaw  
**Sent:** Friday, June 10, 2022 2:49 PM  
**To:** Denise Holmes  
**Subject:** FW: melancthon road speeds

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**From:** Kristine Pedicone [REDACTED]  
**Sent:** Friday, June 10, 2022 2:46 PM  
**To:** Sarah Culshaw <sculshaw@melancthontownship.ca>  
**Subject:** melancthon road speeds

Good morning Council,

I am confused after listening to the recording of the June 2nd meeting. I thought that after the community meeting input with regard to the speed on the 4/5th line in Melancthon that it had pretty well been decided that the speed would be reduced and that a bylaw would be passed at the next meeting. I am unsure as to why it went back for debate?

I understand that you feel that without some kind of enforcement that it is a waste of money. I totally disagree with this. I feel that you will definitely have some results and some are better than none. I travel the 3rd line in Melancthon regularly and I definitely see a reduction in how fast vehicles are travelling since the speed was reduced and I have seen the OPP on that road periodically.

Is there a reason that the opp cannot do some drives up the 4/5th line just to have their presence shown. It is in their territory and would definitely send a message.

I for one am definitely in favour of reducing it to 60 KM/hr.

On another note, I appreciate that the meetings are now being recorded as I had to log off the last one as my audio was not working and it was nice to be able to go back and listen.

Thank you,

Kristine Pedicone  
Resident



June 16 / 2022  
5:20 pm



## 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: MAY Council Meeting

NAME: Derek Richmond

PHONE: [REDACTED]

ADDRESS: 12-130 Dynamic Dr

EMAIL ADDRESS: [REDACTED]

SIGNATURE: [REDACTED]

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

Support our Delivering Community Power  
Resolution to expand service at Canada Post  
in Rural Communities

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

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

TOWNSHIP OF MELANCTHON  
157101 HIGHWAY 10  
MELANCTHON, ONTARIO  
L9V 2E6  
519-925-5525 Fax - 519-925-1110 Email [info@melancthontownship.ca](mailto:info@melancthontownship.ca)

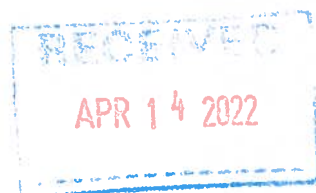
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Del #1  
JUN 16 2022





Reimagining  
Canada Post with  
services to support  
every community.



Dear municipal leaders,

For many months, nine dedicated postal workers, located across the country, have worked tirelessly as campaign coordinators for *Delivering Community Power* – our plan to fight climate change and deliver new services to all communities. We've built a community of supporters and allies who are calling on Canada Post to reimagine itself and become the post office of the future.

## Our Efforts are Paying off, but the Fight isn't Over

Despite COVID-19 restrictions, which have changed the way we lobby and talk to people, we've achieved much. We've met with federal deputies and elected officials at every level, municipalities who want the services we are advocating for, and new allies who join our cause every day. Now, we have new evidence that the public, too, believe Canada Post must reinvent itself.

## Public Onside

New data from Public Square polling finds that there is strong public support for greener public infrastructure and expanded services at Canada Post. The polling confirms what we knew all along: Nearly nine in ten respondents say they care or care strongly about corporations needing to adapt and reduce their carbon footprint, and about other important issues like elder care, affordable internet, affordable food/food delivery, and services that drive thriving local economies – and they're looking to the public sector to address these issues. See the full polling results [here](#).

.../2

**DeliveringCommunityPower.ca**

[facebook.com/DeCoPo.CollectivitesDurables](https://facebook.com/DeCoPo.CollectivitesDurables) [@DeliverComPower](https://twitter.com/DeliverComPower)

**cupw•sttp**  
Canadian Union of Postal Workers

cupw 8091171





Some progress has been made on many of the initiatives in the vision, but the situation – especially the climate crisis – becomes ever more urgent. We will push harder to make sure Canada Post meets or exceeds its mandate and adopts our vision for the future.

## Your Part to Play

Workers have provided the solution; the Corporation must now act. *Delivering Community Power* must continue the momentum built over the last year.

We ask you for the opportunity to present the campaign to an upcoming meeting/municipality council and table our resolution for expanded services from Canada Post. Please reply to this email to set up a time with one of our campaign coordinators.

We look forward to meeting you soon!

Your friends at *Delivering Community Power*

//dn cope 225 - KM/lg cope 225

# DeliveringCommunityPower.ca

 [facebook.com/DeCoPo.CollectivitesDurables](https://facebook.com/DeCoPo.CollectivitesDurables)  [@DeliverComPower](https://twitter.com/DeliverComPower)

**cupw•sttp**

Canadian Union of Postal Workers

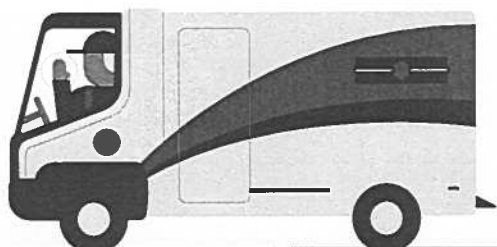




# POSTAL WORKERS CAN DELIVER EVEN MORE

*"What's beautiful about  
Delivering Community  
Power is how it  
takes on economic,  
environmental  
and social issues  
at the same time."*

NAOMI KLEIN



To make a reimagined Canada  
Post a reality, we need people  
across the country to let the  
government know it's time to act.

Here's what you can do:

1. Join us online and stay connected to the campaign
2. Visit [www.DeliveringCommunityPower.ca](http://www.DeliveringCommunityPower.ca) and sign up to keep up with the latest
3. Bring the campaign to your community
4. Write an Op-Ed in your local publication in favour of the Delivering Community Power plan
5. Collect petition signatures & show your MP that it's what voters want
6. Support your postal workers in their negotiations with Canada Post – they've put these proposals on the bargaining table!



Canadian Union of Postal Workers  
377 BANK STREET • OTTAWA, ON • K2P 1Y3  
613-236-7238

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



Reimagining Canada Post with  
services to support every community.

**cupwosttp**

Canadian Union of Postal Workers

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





While Amazon chases record profits, big banks abandon rural communities, and cell and internet companies charge sky-high fees, postal workers have a plan that leaves no one behind.

Imagine a climate-friendly postal service that helps elders live in their homes longer, delivers local food to your door, and brings high-speed internet to every corner of the country.

Imagine post offices with solar panels on the roofs, electric charging stations outside, and a union-made zero-emissions fleet on the roads.

A truly sustainable model that not only delivers green solutions but pays for itself by providing low-fee banking services to cities, towns and Indigenous communities, no matter how small or remote.

**It's win-win-win.**

**And postal workers have a plan to deliver it.**

## OUR PLAN

*New services to support every community*

We're reimagining Canada Post with expanded services for all, including:

- **Postal banking**
- **Elder check-ins**
- **High-speed internet**
- **Affordable food delivery**
- **Electric vehicle charging**
- **Community hubs**



## HOW WE'LL FIGHT CLIMATE CHANGE

- **Green the Canada Post fleet** with union-made electric vehicles, creating green jobs in Canada and significantly reducing our carbon output.
- **Retrofit Canada Post buildings** with solar panels for cost savings and to help fight climate change.
- **Expand the use of Canada Post as the consolidated last mile delivery** to ease congestion and pollution in our cities caused in part by too many delivery trucks that aren't full to capacity.

*As Canada's largest public infrastructure, Canada Post not only has a large footprint, but it can also have substantial influence and lead the way for other Canadian companies to become more sustainable.*

## Why Canada Post?

For over 150 years, you've trusted us to deliver a high-quality service through all kinds of weather.

Today we're stepping up with a plan that delivers a better quality of life for everyone, while also bringing solutions to our most complex and urgent needs as a society.

Canada Post isn't just a humble mail service, it's our country's largest logistics, transportation and retail network.

All around the world, postal services are successfully reinventing themselves to better meet the needs of their citizens in the 21st century. The UK, France, Brazil, Germany, Japan, Italy and many others have expanded services to better serve seniors, address social inequalities and provide low-fee financial services.

With an unparalleled presence in communities big and small, postal workers are already set up to serve every corner of the country.

*We can harness the vast network of people who serve you every day to deliver more. And why not expect that from our country's largest public institution?*

**6,300**  
POST OFFICES

**4,613**  
TIM HORTONS





## **SUPPORT DELIVERING COMMUNITY POWER**

**Whereas** there is an urgent need for banking services among the unbanked or underbanked, given that thousands of villages and rural municipalities do not have a bank branch and more than 900 municipalities have expressed their support for postal banking;

**Whereas** thousands of Canadians do not have access to affordable high-speed Internet, and the federal government has long promised to bridge the rural broadband gap;

**Whereas** urgent action is needed to establish a robust network of electric vehicle charging stations;

**Whereas** to achieve carbon-neutral targets by 2050, Canada Post must greatly accelerate the electrification of its fleet;

**Whereas** the extensive network of post offices in our communities can provide a wide range of services as community hubs;

**Whereas** Canada Post's letter carriers and RSMCs can check-in on vulnerable residents to help keep us in our homes longer as we age;

**Whereas** Canada Post must play its part for a more equitable post-pandemic recovery;

**Whereas** "The Way Forward for Canada Post," the report of the 2016 federal public review of the postal service, recommended that Canada Post expand services and adapt its services to the changing needs of the public;

**Whereas** the Canadian Union of Postal Workers has advanced *Delivering Community Power*, a vision of the post-carbon digital-age postal service that address the above needs and more;

**Be it resolved that** \_\_\_\_\_ endorse *Delivering Community Power*, and write to the Honourable Filomena Tassi, Minister for Public Services and Procurement, with its rationale and a copy of this resolution.



## **MAILING INFORMATION**

Please send your resolution to: Filomena Tassi, Minister of Public Services and Procurement, Rm 18A1, 11 Laurier Street Phase III, Place du Portage, Gatineau, QC, K1A 0S5

Please send copies of your resolution to:

Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

Your Member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website: <https://www.ourcommons.ca/Members/en>

***Please save this document using the name of your organization or municipality in the document's name.***



June 16, 2022

The Corporation of the Township of Melancthon  
157101 Highway 10  
Shelburne, Ontario  
L9V 2E6

Dear Council of The Corporation of the Township of Melancthon

We have completed our audit of the financial statements of the The Corporation of the Township of Melancthon for the year ended December 31, 2021. As part of our work, we reviewed the accounting procedures and systems of internal control in the principal areas of financial activity within the corporation. We report to you that, within the scope of our examinations, the systems of internal control are adequate to support the fairness of presentation and that we did not come across any material weaknesses.

However, we do stress that this observation is not the result of a specific examination of the corporation's system of internal control and, therefore, must be taken in the context that it is meant, namely review of internal control systems to allow us to voice our opinion on the financial statements in accordance with Canadian generally accepted accounting principles.

During the course of our audit of the corporation for the year ended December 31, 2021, we may have identified matters which might have been of interest to management but tended to be minor or more of a housekeeping nature. During the audit, we would have met with Sarah Culshaw (Treasurer/Deputy Clerk) and communicated these minor items, if applicable. The comments that follow are those that we believe should be addressed formally and brought to the attention of the council.

This communication is prepared solely for the information of management and is not intended for any other party and, as such, we accept no responsibility to a third party who uses this communication.

We would like to take this opportunity to thank you and your staff for the excellent co-operation and assistance we received throughout the course of our work and, in particular, the assistance and co-operation received from Sarah Culshaw.



We will certainly be pleased to discuss the matters set out in the accompanying memo with you further, at your convenience.

Yours truly,

M. D. P. Short, MBA, CPA, CA, C. Dir, is responsible for the engagement and its performance, and for the report that is issued on behalf of RLB LLP, and who, where required, has the appropriate authority, from a professional, legal or regulatory body.

DRAFT



1. **Bank reconciliations for general account**

**Observation:**

During our fieldwork, it was noted that the November and December 2021 bank reconciliations for the general account were not completed until March 2022, and required entries to be posted after the trial balance was received.

**Implication:**

If the financial information is not recorded and reconciled on a timely basis, Council is relying on inaccurate data to make decisions.

**Recommendation:**

Bank reconciliations should be prepared monthly, ideally within the first two weeks of the subsequent month. These bank reconciliations should be provided to the CAO after each month for review.

DRAFT



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

DRAFT



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**INDEX TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2021**

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	Page
INDEPENDENT AUDITOR'S REPORT	3 - 4
FINANCIAL STATEMENTS	
Consolidated Statement of Financial Position	5
Consolidated Statement of Operations	6
Consolidated Statement of Change in Net Financial Assets	7
Consolidated Statement of Cash Flows	8
Notes to the Consolidated Financial Statements	9 - 17
Consolidated Schedule of Segmented Disclosure	18
Consolidated Schedule of Tangible Capital Assets	19
Consolidated Schedule of Accumulated Surplus	20
Schedule of Horning's Mills Cemetery Board	21
Schedule of St. Paul's Cemetery Board	22
Schedule of Horning's Mills Community Park	23
Schedule of Horning's Mills Community Hall	24
<b>TRUST FUNDS</b>	
INDEPENDENT AUDITOR'S REPORT	25 - 26
FINANCIAL STATEMENTS	
Statements of Financial Position and Continuity	27
Notes to the Financial Statements	28



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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Township of Melancthon

### Opinion

We have audited the accompanying consolidated financial statements of The Corporation of the Township of Melancthon, which comprise the consolidated statement of financial position as at December 31, 2021 and the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the Township of Melancthon as at December 31, 2021 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of The Corporation of the Township of Melancthon in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the corporation's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the corporation's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.



As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario  
June 16, 2022

Chartered Professional Accountants  
Licensed Public Accountants



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2021**

	2021	2020
<b>FINANCIAL ASSETS</b>		
Cash and portfolio investments (note 2)	\$ 5,359,555	\$ 5,072,690
Taxes receivable	653,058	698,468
Accounts receivable	227,187	313,610
Long term receivables (note 3)	<u>61,165</u>	<u>98,671</u>
	<u>6,300,965</u>	<u>6,183,439</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	727,565	755,000
Landfill closure and post-closure liabilities (note 5)	268,855	256,663
Long term debt (note 6)	297,812	412,674
Deferred revenue - obligatory reserve funds (note 7)	1,065,857	1,011,484
Deferred revenue - other	<u>10,000</u>	<u>75,326</u>
	<u>2,370,089</u>	<u>2,511,147</u>
<b>NET FINANCIAL ASSETS</b>	<u>3,930,876</u>	<u>3,672,292</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (schedule 2)	11,602,259	11,023,490
Inventory	40,483	40,483
Prepaid expenses	<u>81,606</u>	<u>70,112</u>
	<u>11,724,348</u>	<u>11,134,085</u>
<b>ACCUMULATED SURPLUS</b> (schedule 3)	<u>\$ 15,655,224</u>	<u>\$ 14,806,377</u>



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

	<b>2021 Budget (note 8)</b>	<b>2021 Actual</b>	<b>2020 Actual</b>
<b>REVENUES</b>			
Taxation	\$ 2,776,502	\$ 2,833,485	\$ 2,780,602
User charges	32,670	125,482	143,404
Grants (note 10)	485,728	492,048	453,350
Other income (note 11)	749,295	796,743	790,416
Loss on disposal of tangible capital assets	0	(26,465)	0
Obligatory reserve fund revenue recognized (note 7)	<u>239,000</u>	<u>264,194</u>	<u>136,617</u>
	<u>4,283,195</u>	<u>4,485,487</u>	<u>4,304,389</u>
<b>EXPENSES</b> (schedule 1)			
General government	828,332	662,189	677,375
Protection to persons and property	794,647	692,179	630,874
Transportation services	2,185,120	1,824,671	1,876,848
Environmental services	34,240	31,795	37,250
Recreation and cultural services	207,207	320,160	260,469
Planning and development	<u>118,880</u>	<u>105,646</u>	<u>153,745</u>
	<u>4,168,426</u>	<u>3,636,640</u>	<u>3,636,561</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 114,769</u>	<u>\$ 848,847</u>	<u>\$ 667,828</u>
<b>ACCUMULATED SURPLUS at beginning of year</b>		\$14,806,377	\$14,138,549
Annual surplus		<u>848,847</u>	<u>667,828</u>
<b>ACCUMULATED SURPLUS at end of year</b>		<u>\$15,655,224</u>	<u>\$14,806,377</u>



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2021

	2021 Budget (note 8)	2021 Actual	2020 Actual
<b>ANNUAL SURPLUS</b>	\$ 114,769	\$ 848,847	\$ 667,828
Acquisition of tangible capital assets	(1,190,669)	(1,394,793)	(1,321,956)
Amortization of tangible capital assets	741,206	784,409	741,206
Loss on disposal of tangible capital assets	0	26,465	0
Proceeds on sale of tangible capital assets	0	0	37,681
Consolidated boards opening changes (schedule 2)	0	5,150	1,445
	<u>(449,463)</u>	<u>(578,769)</u>	<u>(541,624)</u>
Use of (additions to) inventories	0	0	4,317
Use of (additions to) prepaid expenses	0	(11,494)	(17,856)
	<u>0</u>	<u>(11,494)</u>	<u>(13,539)</u>
<b>CHANGE IN NET FINANCIAL ASSETS</b>	\$ <u>(334,694)</u>	258,584	112,665
<b>NET FINANCIAL ASSETS at beginning of year</b>		<u>3,672,292</u>	<u>3,559,627</u>
<b>NET FINANCIAL ASSETS at end of year</b>		<u>\$ 3,930,876</u>	<u>\$ 3,672,292</u>



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

	<b>2021</b>	<b>2020</b>
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Annual surplus	\$ <u>848,847</u>	\$ <u>667,828</u>
Items not requiring an outlay of cash		
Amortization	784,409	741,206
Loss on disposal of tangible capital assets	26,465	0
Change in landfill closure and post-closure liabilities	<u>12,192</u>	<u>11,639</u>
	<u>823,066</u>	<u>752,845</u>
Net changes in non-cash working capital		
Taxes receivable	45,410	(33,428)
Accounts receivable	86,423	(108,808)
Prepaid expenses	(11,494)	(17,856)
Accounts payable and accrued liabilities	(27,435)	176,627
Inventory	0	4,317
Deferred revenue	<u>(10,953)</u>	<u>178,869</u>
	<u>81,951</u>	<u>199,721</u>
	<u>1,753,864</u>	<u>1,620,394</u>
<b>CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(1,394,793)	(1,321,956)
Consolidated boards opening change in amortization (schedule 2)	5,150	1,445
Proceeds on disposal of tangible capital assets	<u>0</u>	<u>37,681</u>
	<u>(1,389,643)</u>	<u>(1,282,830)</u>
<b>CASH USED IN FINANCING ACTIVITIES</b>		
Net change in long term debt	<u>(114,862)</u>	<u>(85,045)</u>
<b>CASH PROVIDED BY INVESTING ACTIVITIES</b>		
Net change in long term receivables	<u>37,506</u>	<u>10,052</u>
<b>NET INCREASE IN CASH AND PORTFOLIO INVESTMENTS</b>	286,865	262,571
<b>CASH AND PORTFOLIO INVESTMENTS, beginning of year</b>	<u>5,072,690</u>	<u>4,810,119</u>
<b>CASH AND PORTFOLIO INVESTMENTS, end of year</b>	\$ <u>5,359,555</u>	\$ <u>5,072,690</u>



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The consolidated financial statements of The Corporation of the Township of Melancthon are the representation of management prepared in accordance with Canadian generally accepted accounting principles for governments as established by the Public Sector Accounting Board of CPA Canada. Significant accounting policies adopted by The Corporation of the Township of Melancthon are as follows:

**(a) ACKNOWLEDGEMENT OF RESPONSIBILITY**

The management of The Corporation of the Township of Melancthon acknowledges its responsibility for the creation and compilation of the consolidated financial statements and the following significant accounting policy decisions and related policy notes.

**(b) BASIS OF CONSOLIDATION**

These consolidated financial statements reflect the assets, liabilities, revenue and expenses of all municipal organizations, committees and boards which are owned or controlled by Council.

All interfund assets, liabilities, revenues and expenses have been eliminated on consolidation.

The following boards and municipal enterprises owned or controlled by Council have been consolidated:

Horning's Mills Cemetery Board  
St. Paul's Cemetery Board  
Horning's Mills Community Park  
Horning's Mills Community Hall

A government partnership exists where the municipality has shared control over the board or entity. The municipality's pro-rata share of the assets, liabilities, revenues and expenses are reflected in the financial statements using the proportionate consolidation method. The municipality's proportionate interest of the following government partnerships are reflected in the consolidated financial statements:

Shelburne and District Fire Department	15.03% (2020 - 14.71%)
Mulmur-Melancthon Volunteer Fire Department	24.38% operating, 50.00% capital (2020 - 22.09%, 50.00% capital)
North Dufferin Community Centre	50.00% operating (2020 - 50.00% operating)

**(c) BASIS OF ACCOUNTING**

(i) Sources of financing and expenditures are reported on the accrual basis of accounting. The interest charges are not accrued for the periods from the dates of the latest instalment payments to the end of the financial year.

(ii) The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(d) USE OF ESTIMATES**

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. By their nature, these estimates are subject to measurement uncertainty and actual results could differ from management's best estimates as additional information becomes available in the future. Significant areas requiring management's estimates include amortization of tangible capital assets and landfill closure and post-closure liabilities.

**(e) CREDIT RISK MANAGEMENT**

The municipality is exposed to credit risk on the taxes receivable from its ratepayers.

The municipality does not have a significant exposure to any individual customer or counterpart.

**(f) TRUST FUNDS**

Funds held in trust by the municipality, and their related operations, are not included in these financial statements. The financial activity and position of the trust funds are reported separately on the trust funds' statement of continuity and statement of financial position.

**(g) PORTFOLIO INVESTMENTS**

Portfolio investments are recorded at amortized cost unless there has been a decline in the market value, which is other than temporary in nature, in which case the investments are written down to market.

**(h) INVENTORY**

Inventory held for consumption is recorded at the lower of cost and replacement cost.

**(i) REVENUE RECOGNITION**

Revenues are recognized as follows:

Taxation revenue is recognized in the period in which the tax is levied.

User charges are recognized when the related service is provided.

Grants and obligatory reserve fund revenues are recognized based on the terms of the grant or in the year that the related expenses occur.

Other income is recognized when receivable and collection is reasonably assured.

**(j) COUNTY AND SCHOOL BOARDS**

The municipality collects taxation revenue on behalf of the school boards and the County of Dufferin. The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards and the County of Dufferin are not reflected in these financial statements. See note 9 for details.



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(k) NON-FINANCIAL ASSETS**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

**(i) Tangible capital assets**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributed to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset is amortized on a straight-line basis over their estimated useful life as follows:

Land improvements	10 to 50 years
Facilities	15 to 100 years
Vehicles	5 to 50 years
Equipment	5 to 75 years
Infrastructure - Environmental	3 to 75 years
Infrastructure - Transportation	3 to 75 years

Assets under construction are not amortized until the asset is available for productive use.

**(ii) Contributions of tangible capital assets**

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

**(iii) Leases**

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

**(l) FINANCIAL INSTRUMENTS**

The municipality classifies all of its financial instruments at amortized cost. The maximum exposure to credit risk is the carrying value of the financial instruments. These financial instruments include cash and portfolio investments, accounts receivable, long term receivables, accounts payable and accrued liabilities, and long term debt. They are initially recognized at cost and subsequently carried at amortized cost using the effective interest rate method, less any impairment losses on financial assets.

Transaction costs related to financial instruments in the amortized cost category are added to the carrying value of the instrument. Writedowns of financial assets in the amortized cost category are recognized when the amount of a loss is known with sufficient precision, and there is no realistic prospect of recovery. Financial assets are then written down to net realizable value with the writedown being recognized in the consolidated statement of operations.



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

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**2. CASH AND PORTFOLIO INVESTMENTS**

	<b>2021</b>	<b>2020</b>
Unrestricted cash	\$ 4,263,852	\$ 4,031,360
Unrestricted portfolio investments	<u>50,846</u>	<u>50,846</u>
	4,314,698	4,082,206
Restricted cash	<u>1,044,857</u>	<u>990,484</u>
	<u>\$ 5,359,555</u>	<u>\$ 5,072,690</u>

Unrestricted cash includes \$2,394,849 (2020 - \$2,306,696) held in one account at a chartered bank. Interest is earned on this account at a rate of prime less 2.05% (2020 - prime less 2%).

Portfolio investments consist of various GICs with interest rates ranging from 0.10% to 0.85% (2020 - 0.60% to 2.05%) maturing between June 2022 and September 2025 (2020 - June 2021 to September 2025).

**3. LONG TERM RECEIVABLES**

The responsibility for payment of principal and interest charges of the tile drainage loans has been assumed by individuals.

	<b>2021</b>	<b>2020</b>
Two loans (2020 - three) are charged interest at a rate of 6% and become due in 2027 - 2028	<u>\$ 61,165</u>	<u>\$ 98,671</u>

Principal payments for the next five years are as follows:

2022	\$ 8,096
2023	8,582
2024	9,097
2025	9,643
2026	10,221
Thereafter	<u>15,526</u>
	<u>\$ 61,165</u>

**4. OPERATING LOANS**

The operating loans are due on demand and bear interest at the bank's prime rate, calculated and payable monthly. At December 31, 2021, the municipality had undrawn credit capacity of \$500,000 (2020 - \$500,000).



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

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**5. LANDFILL CLOSURE AND POST-CLOSURE LIABILITIES**

Landfill closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, removal of ground water and leachates, and ongoing environmental monitoring, site inspection and maintenance.

Effective June 1, 2013, the County of Dufferin assumed the landfill from the municipality and the landfill site ceased active operations and stopped accepting solid waste from ratepayers. No estimate of the existing liability based on the landfill capacity used up until the assumption date is available. Therefore, the estimates in the report dated 2008 will be used until an updated report is available. The liability for the landfill site is recorded at \$268,855 (2020 - \$256,663) and represents the present value of closure and post-closure costs for 62% of the current site's opened cells, using an average long term borrowing rate of 4.75%. The liability is recorded based on the capacity of the landfill used to date. The total estimated future expenses for closure and post-closure care are \$416,949 leaving an amount to be recognized in future periods of \$148,094. The estimated remaining capacity of the site's opened cells is approximately 140,700 tonnes, which was expected to be filled in 6 years. Post-closure care is estimated to continue for a period of 25 years.

The municipality has established a reserve fund to assist in financing the future costs of closure and post-closure liabilities. At December 31, 2021, there was \$138,674 available in the reserve fund.

**6. LONG TERM DEBT**

The balance of long term liabilities reported on the consolidated statement of financial position is made up of the following:

	<b>2021</b>	<b>2020</b>
Loan payable, 3.18%, repayable in monthly instalments of \$3,409 principal and interest, due December 2025	\$ 153,350	\$ 188,767
Tile drainage loans, 6%, annual payments of principal and interest ranging from \$4,973 - \$6,793, due between 2027 - 2028	61,165	98,671
Loan payable, 2.862%, repayable in monthly instalments of \$2,720 principal and interest, due January 2022	3,225	35,283
Loan payable, 3.63%, repayable in semi-annual instalments of \$6,528 principal and interest, due December 2028	<u>80,072</u>	<u>89,953</u>
	<u>\$ 297,812</u>	<u>\$ 412,674</u>

Principal payments required on the loans payable for the next five years are as follows:

2022	\$ 58,124
2023	56,940
2024	59,061
2025	61,142
2026	<u>22,048</u>
	257,315
Thereafter	<u>40,497</u>
	<u>\$ 297,812</u>



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2021

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7. DEFERRED REVENUE

	2021 Opening	Contributions Received	Investment Income	Revenue Recognized	2021 Ending
<b>Obligatory Reserve Funds</b>					
Development charges	\$ 790,831	\$ 126,862	\$ 3,527	\$ (45,251)	\$ 875,969
Recreational land	46,017	0	160	(18,943)	27,234
Subdivider - park levies	21,000	0	0	0	21,000
Federal Gas Tax	<u>153,636</u>	<u>187,109</u>	<u>909</u>	<u>(200,000)</u>	<u>141,654</u>
	<u>\$1,011,484</u>	<u>\$ 313,971</u>	<u>\$ 4,596</u>	<u>\$ (264,194)</u>	<u>\$1,065,857</u>

8. BUDGET AMOUNTS

The budget figures are presented for comparison purposes as prepared and approved by council, reclassified to conform to the current financial statement presentation. The budgeted figures are prepared on the cash basis of accounting and have been restated to conform to the accrual basis of accounting on which the actual figures are reported. The following chart reconciles the approved budget with the budget figures as presented in these consolidated financial statements:

<b>Revenue</b>	
Approved budget	\$ <u>4,283,195</u>
<b>Expenses</b>	
Approved budget	4,705,087
Acquisition of tangible capital assets	(1,190,669)
Debt principal repayments	(87,198)
Amortization	<u>741,206</u>
<b>Total expenses</b>	<u>4,168,426</u>
<b>ANNUAL SURPLUS</b>	\$ <u>114,769</u>

9. OPERATIONS OF THE SCHOOL BOARDS AND THE COUNTY OF DUFFERIN

During the year, the following taxation revenue was raised and remitted to the school boards and the County of Dufferin:

	2021	2020
School boards	\$ 1,210,010	\$ 1,254,013
County of Dufferin	<u>2,131,278</u>	<u>2,051,601</u>
	<u>\$ 3,341,288</u>	<u>\$ 3,305,614</u>



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

**10. GRANTS**

	<b>2021 Budget (note 8)</b>	<b>2021 Actual</b>	<b>2020 Actual</b>
<b>Operating</b>			
Province of Ontario			
Ontario Municipal Partnership Fund (OMPF)	\$ 174,900	\$ 174,900	\$ 173,500
Conditional - roads	100,000	90,832	122,993
Conditional - other	<u>205,428</u>	<u>143,581</u>	<u>124,242</u>
	<u>480,328</u>	<u>409,313</u>	<u>420,735</u>
Other municipalities - recreation	0	26,674	27,205
Other municipalities - roads	<u>5,400</u>	<u>5,648</u>	<u>5,410</u>
	<u>103,170</u>	<u>32,322</u>	<u>32,615</u>
	<u>\$ 583,498</u>	<u>\$ 441,635</u>	<u>\$ 453,350</u>

**11. OTHER INCOME**

	<b>2021 Budget (note 8)</b>	<b>2021 Actual</b>	<b>2020 Actual</b>
Penalties and interest on taxation	\$ 95,000	\$ 97,041	\$ 105,841
Other fines and penalties	11,500	3,384	9,649
Investment income	15,000	19,363	36,803
Licenses, permits and rents	20,695	36,905	26,688
Donations and fundraising	100	2,510	0
Plateau community contributions	33,000	32,964	33,439
Dufferin Wind community contributions	265,000	274,376	268,996
CHD community contributions	<u>309,000</u>	<u>330,200</u>	<u>309,000</u>
	<u>\$ 749,295</u>	<u>\$ 796,743</u>	<u>\$ 790,416</u>

**12. TRUST FUNDS**

The trust funds administered by the municipality amounting to \$42,816 (2020 - \$41,118) have not been included in the consolidated statement of financial position, nor have the operations been included in the consolidated statement of operations.

**13. PENSION AGREEMENTS**

The municipality joined Ontario Municipal Employees Retirement Systems (OMERS), which is a multi-employer plan, in 2016. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The amount contributed to OMERS for 2021 was \$63,701 (2020 - \$62,578) on behalf of 9 members (2020 - 9 members) of its staff. Amounts paid for current service have been included as an expenditure on the Consolidated Statement of Operations.

There are no past service contribution obligations.



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

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**14. DEVELOPER AGREEMENTS**

As part of various developer agreements, the municipality has received Letters of Credit to cover developers' responsibilities in completing the projects as well as covering unpaid municipal levies. Letters of Credit held by the municipality at December 31, 2021 amount to \$4,287,783.

**15. COMMITMENTS**

The municipality entered into a contribution agreement with a company that provides commercial generation of electricity in the Township of Melancthon.

- i) Phase I of the project consists of 45 wind turbine generators. The company will pay the sum of \$45,000 to the Township of Melancthon on or before March 31 for each year from 2007 through and including 2026.
- ii) Phase II of the project consists of 66 wind turbine generators. The company will pay the sum of \$264,000 to the Township of Melancthon on or before November for each year from 2009 through and including 2028.

**16. FINANCIAL INSTRUMENT RISK MANAGEMENT**

Credit Risk

The municipality is exposed to credit risk through the possibility of non-collection of accounts receivable. The majority of its receivables are from ratepayers and government entities. For accounts receivable, the municipality measures impairment based on how long the amounts have been outstanding.

Liquidity Risk

Liquidity risk is the risk that the municipality will not be able to meet its financial obligations as they fall due. The municipality undertakes a planning and budgeting process to help determine the funds required to support the municipality's normal operating requirements on an ongoing basis. The municipality ensures that there are sufficient funds to meet its short term requirements, taking into account its anticipated cash flows from operations and its holdings of cash and portfolio investments.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The municipality is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the variable rate of certain long term liabilities.

There have been no significant changes from the previous year in the exposure to risk or policies, procedures and methods used to measure risks.



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

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**17. SEGMENTED INFORMATION**

The Corporation of the Township of Melancthon is a diversified municipal government institution that provides a wide range of services to its ratepayers such as police, fire, sewer, water, waste collection, disposal and recycling, recreational, library and planning. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This item relates to the revenues and expenses that relate to the governance and operations of the municipality itself and cannot be directly attributed to a specific segment.

Protection to Persons and Property

Protection is comprised of police services, fire protection, conservation authority, emergency measures, animal control and building and structural inspection. The police services ensure the safety and protection of the ratepayers and their property. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education. The members of the fire department consist of volunteers. The building department provides a number of services including maintenance and enforcement of building and construction codes and review of all property development plans through its application process.

Transportation

Transportation is responsible for construction and maintenance of the municipality's roadways, bridges, parking areas and streetlights.

Environmental

Environmental services consist of providing waste collection, disposal and recycling to its ratepayers.

Health

Health services includes contributions to the operations of local cemeteries.

Recreation and Cultural Services

This service area provides services meant to improve the health and development of the municipality's residents. The municipality operates and maintains parks and arenas. The municipality also provides library services and recreational programs.

Planning and Development

This department is responsible for planning and zoning, including the Official Plan. This service area also includes tourist information and promotion, business improvement area, weed control and drainage.

**18. CONTINGENT LIABILITIES**

In the normal course of its operations, the municipality is subject to various litigations and claims. The ultimate outcome of these claims cannot be determined at this time. However, the municipality's management believes that the ultimate disposition of these matters will not have a material adverse effect on its financial position.

**19. MATERIAL UNCERTAINTY DUE TO NOVEL CORONAVIRUS (COVID-19)**

During the year and subsequent to year end, the Novel Coronavirus (COVID-19) significantly impacted the economy in Canada and globally. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of business disruption and the related financial impact cannot be reasonably estimated at this time. This may impact the timing and amounts realized on the municipality's assets and its future ability to deliver all services.



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
CONSOLIDATED SCHEDULE OF SEGMENTED DISCLOSURE  
FOR THE YEAR ENDED DECEMBER 31, 2021

*Schedule 1*

	General Government	Protection Services	Transportation Services	Environmental Services	Recreation Services	Planning and Development	2021	2020
<b>EXPENSES</b>								
Salaries and benefits	\$ 480,763	\$ 73,238	\$ 488,430	\$ 0	\$ 38,755	\$ 0	\$1,081,186	\$1,016,654
Materials	127,710	71,755	589,279	0	78,523	12,944	880,211	1,037,153
Contracted services	34,101	417,593	29,396	27,848	0	87,168	596,106	589,726
Rents and financial expenses	1,057	0	1,534	0	0	0	2,591	4,933
Interest on long term debt	3,176	0	6,080	0	0	5,534	14,790	16,783
Amortization	12,882	55,875	709,952	3,947	1,753	0	784,409	741,206
Transfers	<u>2,500</u>	<u>73,718</u>	<u>0</u>	<u>0</u>	<u>201,129</u>	<u>0</u>	<u>277,347</u>	<u>230,106</u>
	<u>\$ 662,189</u>	<u>\$ 692,179</u>	<u>\$1,824,671</u>	<u>\$ 31,795</u>	<u>\$ 320,160</u>	<u>\$ 105,646</u>	<u>\$3,636,640</u>	<u>\$3,636,561</u>



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2021

Schedule 2

	Land	Land Improvements	Facilities	Vehicles	Equipment	Infrastructure: Transportation	Infrastructure: Environmental	2021	2020
<b>COST</b>									
Balance, beginning of year	\$ 441,857	\$ 69,033	\$ 916,407	\$ 2,580,709	\$ 521,003	\$ 17,518,026	\$ 117,426	\$ 22,164,461	\$ 21,175,083
Additions during the year	0	39,326	0	153,556	92,762	1,109,149	0	1,394,793	1,321,956
Consolidated boards opening changes	0	0	0	0	(5,150)	0	0	(5,150)	(1,445)
Disposals during the year	0	0	0	0	(4,551)	(460,741)	0	(465,292)	(331,133)
Balance, end of year	<u>441,857</u>	<u>108,359</u>	<u>916,407</u>	<u>2,734,265</u>	<u>604,064</u>	<u>18,166,434</u>	<u>117,426</u>	<u>23,088,812</u>	<u>22,164,461</u>
<b>ACCUMULATED AMORTIZATION</b>									
Balance, beginning of year	0	28,696	374,657	1,747,512	305,113	8,657,317	27,676	11,140,971	10,693,217
Amortization	0	1,395	14,351	66,211	65,266	635,547	1,639	784,409	741,206
Accumulated amortization on disposals	0	0	0	0	(3,641)	(435,186)	0	(438,827)	(293,452)
Balance, end of year	<u>0</u>	<u>30,091</u>	<u>389,008</u>	<u>1,813,723</u>	<u>366,738</u>	<u>8,857,678</u>	<u>29,315</u>	<u>11,486,553</u>	<u>11,140,971</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<u>\$ 441,857</u>	<u>\$ 78,268</u>	<u>\$ 527,399</u>	<u>\$ 920,542</u>	<u>\$ 237,326</u>	<u>\$ 9,308,756</u>	<u>\$ 88,111</u>	<u>\$ 11,602,259</u>	<u>\$ 11,023,490</u>



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**  
**CONSOLIDATED SCHEDULE OF ACCUMULATED SURPLUS**  
**AS AT DECEMBER 31, 2021**

**Schedule 3**

	<b>2021</b>	<b>2020</b>
<b>SURPLUSES</b>		
Invested in tangible capital assets	\$ 11,365,612	\$ 10,709,487
General surplus	1,149,153	1,149,152
Unfunded solid waste closure and post-closure costs	(268,855)	(256,663)
Recreation, community centres and arenas	100,915	121,422
Cemeteries	86,245	84,674
Fire boards	27,122	29,325
Other	966	966
	<u>12,461,158</u>	<u>11,838,363</u>
<b>RESERVE FUNDS</b>		
Capital purposes	232,157	221,189
Quarry	116,658	116,169
Working funds	327,099	347,502
Replacement of equipment	663,177	560,582
Landfill closure	138,674	128,118
Shelburne & district fire board	135,194	100,775
Mulmur-Melancthon volunteer fire board	97,770	50,413
Insurance, sick leave, WSIB	21,726	21,629
Special emergency relief	25,503	20,409
	<u>1,757,958</u>	<u>1,566,786</u>
<b>RESERVES</b>		
Working funds	1,241,099	1,206,293
NDCC operating	20,000	20,000
NDCC facility development	2,537	2,463
Capital purposes	172,472	172,472
	<u>1,436,108</u>	<u>1,401,228</u>
	<u>\$ 15,655,224</u>	<u>\$ 14,806,377</u>



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
SCHEDULE OF HORNING'S MILLS CEMETERY BOARD  
FOR THE YEAR ENDED DECEMBER 31, 2021

*Schedule 4*

	2021	2020
<b>STATEMENT OF FINANCIAL POSITION</b>		
<b>ASSETS</b>		
Cash	\$ 22,415	\$ 20,966
Due from Cemetery Care and Maintenance Fund	9,096	9,204
Portfolio investments	6,933	6,933
Accrued interest receivable	<u>195</u>	<u>175</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 38,639</u>	<u>\$ 37,278</u>
<b>STATEMENT OF OPERATIONS</b>		
<b>REVENUE</b>		
Sale of plots and markers	\$ 875	\$ 725
Interest	313	165
HST refund	<u>173</u>	<u>0</u>
	<u>1,361</u>	<u>890</u>
<b>EXPENSES</b>		
Maintenance	<u>0</u>	<u>1,958</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	1,361	(1,068)
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>37,278</u>	<u>38,346</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 38,639</u>	<u>\$ 37,278</u>



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
SCHEDULE OF ST. PAUL'S CEMETERY BOARD  
FOR THE YEAR ENDED DECEMBER 31, 2021

*Schedule 5*

	2021	2020
<b>STATEMENT OF FINANCIAL POSITION</b>		
<b>ASSETS</b>		
Cash	\$ 3,397	\$ 3,344
Accrued interest receivable	295	97
Portfolio investments	<u>43,914</u>	<u>43,914</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 47,606</u>	<u>\$ 47,355</u>

<b>STATEMENT OF OPERATIONS</b>		
<b>REVENUE</b>		
Interest	\$ <u>260</u>	\$ <u>542</u>
<b>EXPENSES</b>		
Administration	<u>9</u>	<u>9</u>
<b>ANNUAL SURPLUS</b>	251	533
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>47,355</u>	<u>46,822</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 47,606</u>	<u>\$ 47,355</u>



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
SCHEDULE OF HORNING'S MILLS COMMUNITY PARK  
FOR THE YEAR ENDED DECEMBER 31, 2021

Schedule 6

	2021	2020
<b>STATEMENT OF FINANCIAL POSITION</b>		
<b>ASSETS</b>		
Cash	\$ 5,742	\$ 11,369
Receivables	<u>171</u>	<u>2,801</u>
<b>NET FINANCIAL ASSETS</b>	<u>5,913</u>	<u>14,170</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	<u>32,664</u>	<u>13,610</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 38,577</u>	<u>\$ 27,780</u>
<b>STATEMENT OF OPERATIONS</b>		
<b>REVENUE</b>		
Grant - Township of Melancthon	\$ 2,500	\$ 2,500
Interest	44	28
Other income	<u>10,298</u>	<u>0</u>
	<u>12,842</u>	<u>2,528</u>
<b>EXPENSES</b>		
Administration	1,709	897
Hydro	<u>336</u>	<u>344</u>
	<u>2,045</u>	<u>1,241</u>
<b>ANNUAL SURPLUS</b>	10,797	1,287
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>27,780</u>	<u>26,493</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 38,577</u>	<u>\$ 27,780</u>



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
SCHEDULE OF HORNING'S MILLS COMMUNITY HALL  
FOR THE YEAR ENDED DECEMBER 31, 2021

Schedule 7

	2021	2020
<b>STATEMENT OF FINANCIAL POSITION</b>		
<b>FINANCIAL ASSETS</b>		
Cash	\$ 43,928	\$ 43,498
Accounts receivable	<u>0</u>	<u>373</u>
	<u>43,928</u>	<u>43,871</u>
<b>LIABILITIES</b>		
Deferred revenue	<u>565</u>	<u>200</u>
<b>NET FINANCIAL ASSETS</b>	<u>43,363</u>	<u>43,671</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	<u>41,637</u>	<u>48,500</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 85,000</u>	<u>\$ 92,171</u>
<b>STATEMENT OF OPERATIONS</b>		
<b>REVENUE</b>		
Grant - Township of Melancthon	\$ 2,208	\$ 6,452
Fundraising and user charges	877	1,705
Interest	<u>192</u>	<u>398</u>
	<u>3,277</u>	<u>8,555</u>
<b>EXPENSES</b>		
Amortization	6,863	6,863
Supplies and maintenance	1,865	4,909
Hydro and fuel	1,495	2,982
Telephone	225	537
Other	<u>0</u>	<u>328</u>
	<u>10,448</u>	<u>15,619</u>
<b>ANNUAL DEFICIT</b>	(7,171)	(7,064)
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>92,171</u>	<u>99,235</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 85,000</u>	<u>\$ 92,171</u>



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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Council, Inhabitants and Ratepayers of: The Corporation of the Township of Melancthon

### **Opinion**

We have audited the accompanying financial statements of the trust funds of The Corporation of the Township of Melancthon, which comprise the statements of financial position as at December 31, 2021 and the statements of continuity for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the trust funds of The Corporation of the Township of Melancthon as at December 31, 2021 and the results of their operations for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis of Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of The Corporation of the Township of Melancthon in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the trust funds' ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the trust funds or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the trust funds' financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the trust funds' internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the trust funds' ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the trust funds to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Guelph, Ontario  
June 16, 2022

Chartered Professional Accountants  
Licensed Public Accountants



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON - TRUST FUNDS  
 STATEMENT OF FINANCIAL POSITION AND CONTINUITY  
 AS AT DECEMBER 31, 2021

	Horning's Mills Cemetery	St. Paul's Cemetery	Subdividers' Deposits
<b>STATEMENT OF FINANCIAL POSITION - 2021</b>			
Cash	\$ 9,552	\$ 0	\$ 0
Investments	30,912	9,447	0
Due from the Township of Melancthon	0	0	2,001
Due to cemetery general funds	<u>(9,096)</u>	<u>0</u>	<u>0</u>
<b>FUND BALANCE</b>	<b>\$ <u>31,368</u></b>	<b>\$ <u>9,447</u></b>	<b>\$ <u>2,001</u></b>

<b>STATEMENT OF CONTINUITY - 2021</b>			
<b>BALANCE, BEGINNING OF YEAR</b>	<b>\$ <u>29,786</u></b>	<b>\$ <u>9,331</u></b>	<b>\$ <u>2,001</u></b>
<b>RECEIPTS</b>			
Interest earned	732	116	0
Plot sales	<u>850</u>	<u>0</u>	<u>0</u>
	<u>1,582</u>	<u>116</u>	<u>0</u>
<b>EXPENDITURES</b>	<u>0</u>	<u>0</u>	<u>0</u>
<b>BALANCE, END OF YEAR</b>	<b>\$ <u>31,368</u></b>	<b>\$ <u>9,447</u></b>	<b>\$ <u>2,001</u></b>

<b>STATEMENT OF FINANCIAL POSITION - 2020</b>			
Cash	\$ 8,730	\$ 0	\$ 0
Investments	30,260	9,331	0
Due from the Township of Melancthon	0	0	2,001
Due to cemetery general funds	<u>(9,204)</u>	<u>0</u>	<u>0</u>
<b>FUND BALANCE</b>	<b>\$ <u>29,786</u></b>	<b>\$ <u>9,331</u></b>	<b>\$ <u>2,001</u></b>

<b>STATEMENT OF CONTINUITY - 2020</b>			
<b>BALANCE, BEGINNING OF YEAR</b>	<b>\$ <u>29,226</u></b>	<b>\$ <u>10,261</u></b>	<b>\$ <u>2,001</u></b>
<b>RECEIPTS</b>			
Interest earned	160	118	0
Plot sales	<u>400</u>	<u>0</u>	<u>0</u>
	<u>560</u>	<u>118</u>	<u>0</u>
<b>EXPENDITURES</b>	<u>0</u>	<u>1,048</u>	<u>0</u>
<b>BALANCE, END OF YEAR</b>	<b>\$ <u>29,786</u></b>	<b>\$ <u>9,331</u></b>	<b>\$ <u>2,001</u></b>



**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON - TRUST FUNDS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the trust funds of The Corporation of the Township of Melancthon are the representation of management prepared in accordance with Canadian generally accepted accounting principles for governments as established by the Public Sector Accounting Board of CPA Canada. Significant accounting policies adopted by The Corporation of the Township of Melancthon are as follows:

(a) BASIS OF ACCOUNTING

- (i) Sources of financing and expenditures are reported on the accrual basis of accounting.
- (ii) The accrual basis of accounting recognizes revenues as they become available and measurable. Expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

DRAFT



**NOTICE OF A PUBLIC MEETING  
TO INFORM THE PUBLIC OF A PROPOSED  
ZONING BY-LAW AMENDMENT**

**RECEIPT OF COMPLETE APPLICATION**

**TAKE NOTICE** that Township of Melancthon has received a complete application to amend Municipal Zoning By-law 12-79. The purpose of the rezoning is to amend the Township's Comprehensive Zoning By-law to modify the Open Space Recreation (OS1) Zone located in Part of Lots 7 and 8, Concession 1, O.S, for lands located at 516423 County Road 124.

**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, June 16<sup>th</sup>, 2022 at 6:15 pm  
Location: Virtual Meeting – please see below.

**NOTE:** This will be a virtual meeting. If you wish to attend the virtual meeting, please call or email the Township office prior to the day of the public meeting so you can be provided with a link to the meeting. If you do not have the capability to attend a virtual meeting, please provide written comments and a phone number where you can be reached to the Township Clerk prior to the public meeting.

**DETAILS OF THE ZONING BY-LAW AMENDMENT**

The application affects lands known locally as the Shelburne Golf and Country Club and located in Part of Lots 7 and 8, Concession 1, O.S in the Township of Melancthon. A key map has been appended to this Notice. These lands were recently the subject of a Provisional Consent (File B4-21) and a rezoning is required as a condition of consent to rectify and update existing zone boundaries applicable to the golf course. On this basis the purpose of the proposed by-law is to amend the Restricted Area (Zoning) By-Law No. 12-79 to modify the Open Space Recreation (OS1) Zone on the applicant's lands.

**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. File materials and maps that were submitted in conjunction with the consent application are 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.

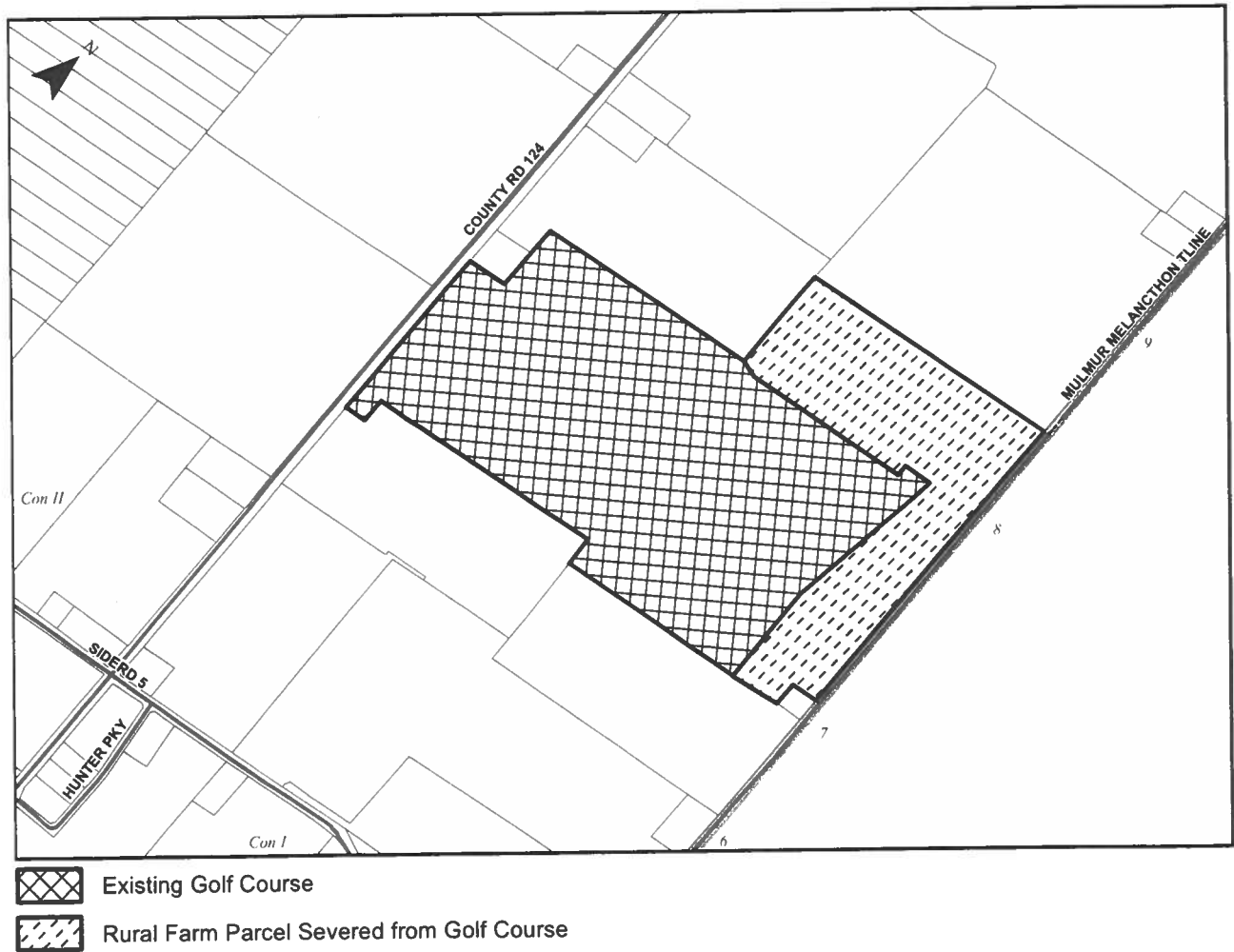


Mailing Date of this Notice: May 18, 2022

*Denise B. Holmes*

Denise Holmes, CAO  
Township of Melancthon

LANDS SUBJECT TO APPLICATION FOR  
ZONING BY-LAW AMENDMENT





## MEMORANDUM

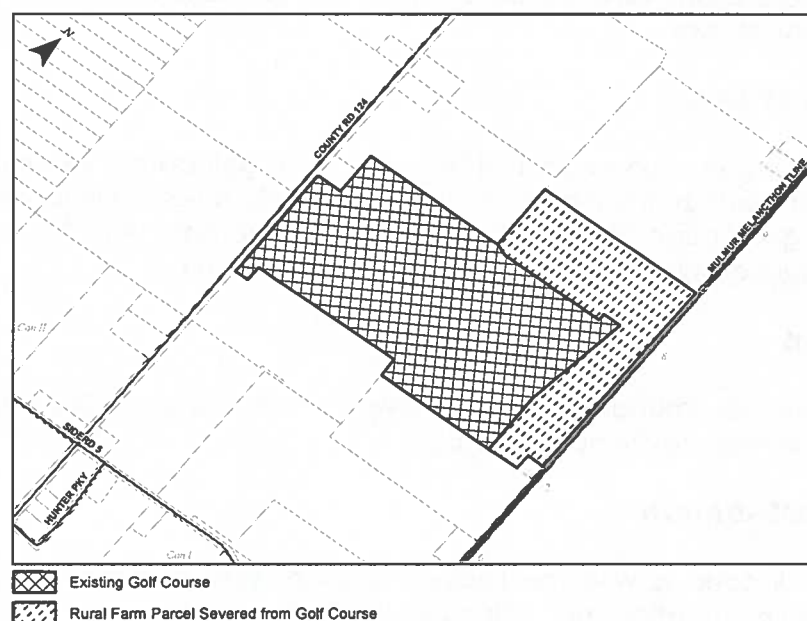
**To:** Mayor White and Members of Council  
**Copy:** Ms. Denise Holmes, CAO  
**From:** Chris Jones MCIP, RPP  
**Date:** June 13, 2022  
**Re:** Application for ZBA – Part of Lots 7 & 8, Concession 1 O.S. (Shelburne GC)

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## BACKGROUND

The Township is in receipt of an application for a zoning by-law amendment for lands located in the Part of Lots 7 and 8, Concession 1 O.S. The lands are the subject of a provisional consent which was approved by the Committee of Adjustment on November 18, 2021. The consent severed an existing golf course from an agricultural parcel as illustrated in Figure 1.

Figure 1 – Location of Subject Lands



As a condition of provisional consent the applicant is required to rezone the golf course holding, given that the current zoning of the lands was a mix of General Agricultural (A1), Open Space Park (OS1) and Open Space Conservation (OS2) which created legal non-conformity and did not accurately reflect the existing golf course as a legal land use.



## **OFFICIAL PLAN**

The subject lands are designated Rural and also extensively covered by the Environmental Conservation designation.

A summary of the implications of these land use designations is provided below:

### ***Rural Consent Policies***

The severance was approved on the basis of Section 5.3.3 (d) of the Official Plan which permits the creation of up to 3 lots from an original Township surveyed lot.

### ***Environmental Conservation***

Section 3.4.2 (b) requires the proponent of any development approval for lands located in the Environmental Conservation designation to prepare an Environmental Impact Study (EIS) to assess the impact of proposed site alteration and development on natural features.

The requirement to submit an EIS with this application was not considered necessary on the basis of comments from the NVCA. On balance, the proposed severance would not generate any new development or site alteration. It would merely separate two distinct lands uses.

## **ZONING BY-LAW**

As was indicated on page 1 of this report, the golf course lands are currently a mix of three different zones which do not accurately reflect the location or extent of the existing golf course. The proposed zoning amendment would address this discrepancy and ensure consistent zoning over the entire golf course.

## **ANALYSIS**

The proposed amendment conforms with the Township's Official Plan and is required as a condition of provisional consent.

## **RECOMMENDATION**

If Council concurs with the findings and analyses of this report I would recommend approval of the attached zoning by-law amendment.

Respectfully Submitted,



Chris Jones MCIP, RPP

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• Municipal Planning Services Ltd. •  
Barrie, Ontario



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

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

(Shelburne Golf Club – June 13, 2022)

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 Lots 7 and 8, Concession 1 O.S. in the Township of Melancthon, County of Dufferin.

WHEREAS the Council of the Corporation of the Township of Melancthon is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the Planning Act, 1990;

AND WHEREAS the owner of the subject lands has requested a zoning by-law amendment to fulfill a condition of Provisional Consent;

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 located in Part of Lots 7 and 8, Concession 1 O.S. in the Township of Melancthon, from the General Agricultural (A1) Zone, the Open Space Park (OS1) Zone and Open Space Conservation (OS2) Zone to the Open Space Park Exception (OS1-3) Zone, as shown on Schedule A-1 attached hereto, which forms part of this By-law.
2. And Furthermore, Section 17.5 to Zoning By-law 12-79 as amended, is further amended by adding the following new sub-section after sub-section 17.5 b):
  - c) *On lands located in Part of Lots 7 and 8, Concession 1 O.S. located in the OS1-3 Zone, the only permitted use shall be a golf course and driving range together with accessory uses as authorized by By-law 12-79.*
3. 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 16th day of June 2022.

READ A THIRD TIME and finally passed this 16th day of June 2022.

\_\_\_\_\_  
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 rezone lands described legally as Parts 1, 2, 3, 4 and 5, Plan 7R-6754 located in Part of Lots 7 and 8, Concession 2 O.S., together with other lands located in Part of Lots 7 and 8, Concession 2 O.S.

**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, June 16<sup>th</sup>, 2022 at 6:20 p.m.  
Location: Virtual Meeting – please see below.

**NOTE:** This will be a virtual meeting. If you wish to attend the virtual meeting, please call or email the Township office prior to the day of the public meeting so you can be provided with a link to the meeting. If you do not have the capability to attend a virtual meeting, please provide written comments and a phone number where you can be reached to the Township Clerk prior to the public meeting.

**DETAILS OF THE ZONING BY-LAW AMENDMENT**

The application affects lands described legally as Parts 1, 2, 3, 4 and 5, Plan 7R-6754 located in Part of Lots 7 and 8, Concession 2 O.S., together with other lands located in Part of Lots 7 and 8, Concession 2 O.S. in the Township of Melancthon. A key map has been appended to this Notice showing the location of the lands subject to the zoning amendment. These lands were recently the subject of a Provisional Consent (File B5-21, B6-21, B7-21, B7-22 and B8-22) and a rezoning is required as a condition of consent to zone the new lots to the Rural Residential (RR) Zone and to zone the retained land in a manner that protects natural heritage features.

**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. File materials and maps that were submitted in conjunction with the consent applications are 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.

Del # 5  
JUN 16 2022

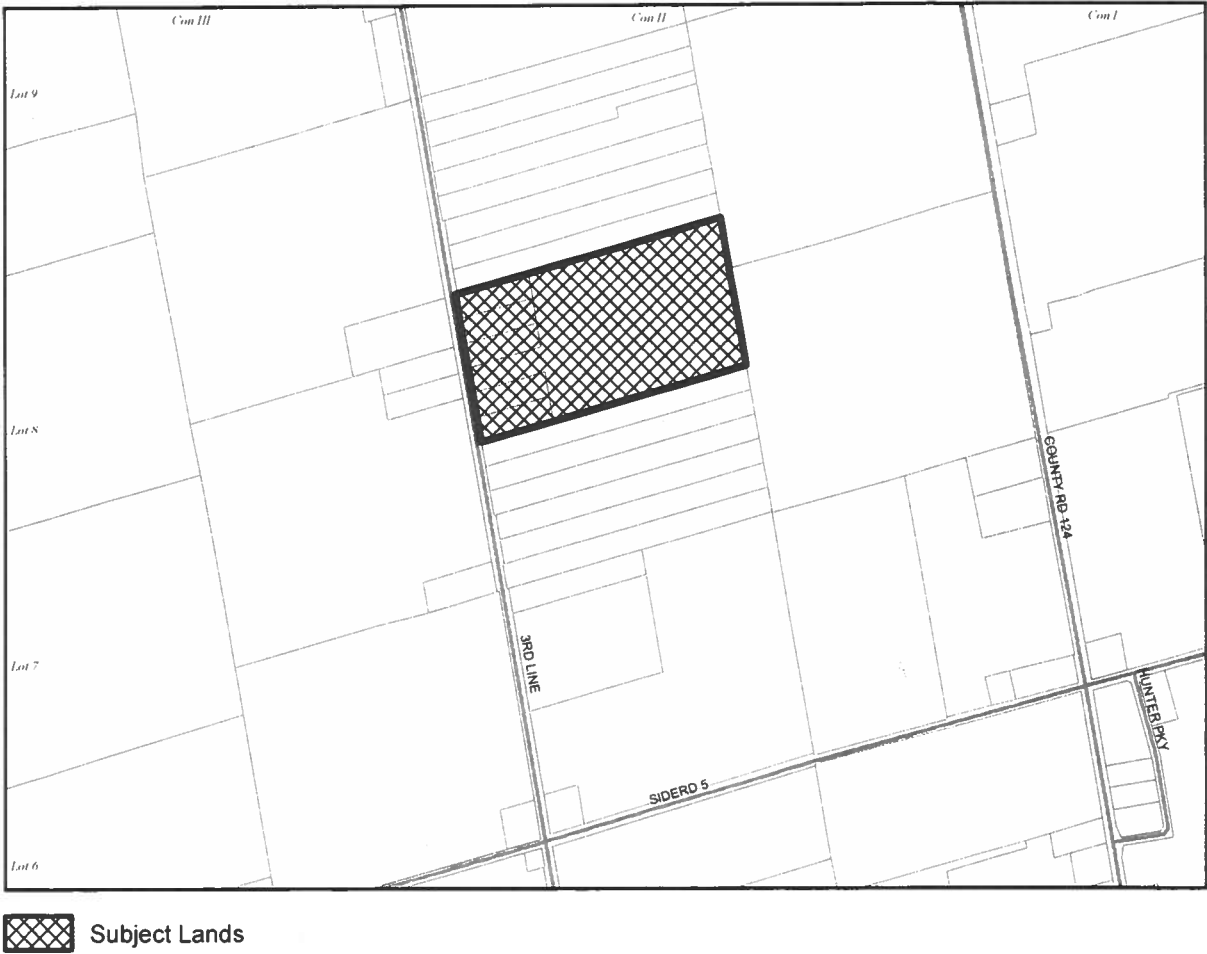


Mailing Date of this Notice: May 19, 2022

*Denise B. Holmes*

Denise B. Holmes, AMCT,  
CAO/Clerk  
Township of Melancthon

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





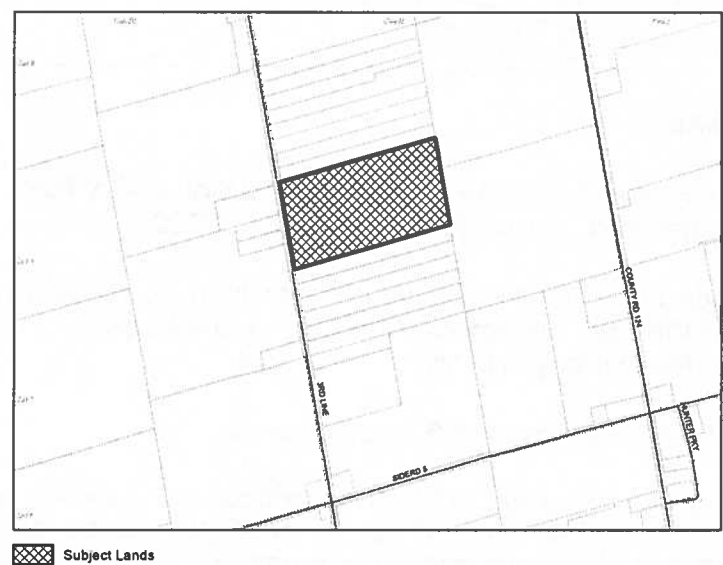
MEMORANDUM

**To:** Mayor White and Members of Council  
**Copy:** Ms. Denise Holmes, CAO  
**From:** Chris Jones MCIP, RPP  
**Date:** June 13, 2022  
**Re:** Application for ZBA – West Part of Lots 7 & 8, Concession 2 O.S. (Ghotra)

BACKGROUND

The Township is in receipt of an application for a zoning by-law amendment for lands located in the West Part of Lots 7 and 8, Concession 2 O.S. The location of the subject lands is shown in Figure 1. The lands are the subject of provisional consents which were approved by the Committee of Adjustment on November 18, 2021 and April 21, 2022 and resulted in the re-creation of 5 building lots.

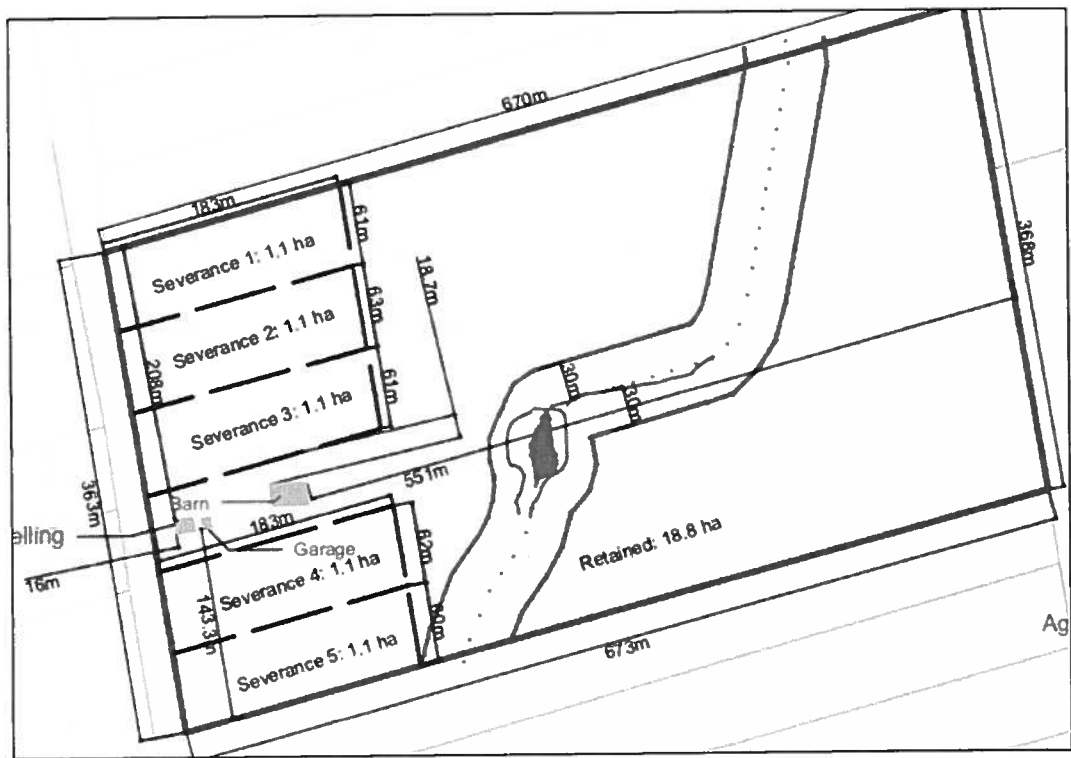
Figure 1 – Location of Subject Lands



As a condition of provisional consent the applicant is required to rezone each of the 5 re-created parcels to the Rural Residential (RR) Zone. In addition the proposed zoning amendment would also zone a watercourse on the lands to the Open Space Conservation (OS2) Zone and would zone the retained lands to a General Agricultural Exception (A1-145) Zone. An illustration of the approved severance is provided in Figure 2.



Figure 2 – Approved Severances



### OFFICIAL PLAN

The lands are subject to a site-specific Official Plan policy (OPA 3), which was approved by the Ontario Land Tribunal (OLT) on August 17, 2021.

OPA 3 created an exception for lot creation in the Rural designation and was premised on the fact that the subject land had, for many years, existed as 6 separate lots that had inadvertently merged in title.

The policy established by OPA 3 is noted below:

- g) Lands described legally as PCLs 7-12 and located in the West Part of Lots 7 and 8, Concession 2 O.S., as shown on Schedule A-1, attached hereto and forming part of this Amendment at one time existed as 6 separate lots that were inadvertently merged in title. Notwithstanding subsections a) through f), these lands may be severed by consent into no more than 6 lots.

The conditions of consent shall include but not be limited to the proponent of any such consent obtaining a zoning by-law amendment and entering into a consent agreement to implement applicable recommendations of the Environmental Impact Study that supported the re-creation of the lots. Subsequent to re-creation of up to 6 lots, the lands subject to this policy shall not be eligible for any further lot creation.



Furthermore, as part of a complete application for consent to sever, the Nottawasaga Valley Conservation Authority (NVCA) shall be provided with the following technical information and shall confirm to the Township that such technical information is satisfactory prior to approval of a provisional consent:

1. If lot creation is to occur within the NVCA regulated area associated with the adjacent watercourse, supporting documentation and calculations shall be provided to demonstrate that the uncontrolled Regulatory storm event can be safely conveyed through the site, taking into account any upstream drainage area.
2. A natural heritage constraint map prepared to the satisfaction of the Township and the NVCA, which confirms that the proposed lot lines do not encroach upon any natural heritage features or key natural hydrologic features or their associated buffers, or natural hazards (as applicable) and their access allowances. And furthermore, where the constraint map confirms the presence of such features, the lots to be severed shall be designed in such a manner that the feature together with any buffer area shall be fully located within one lot.

## **ZONING BY-LAW**

The subject lands are zoned General Agricultural (A1). Given that the A1 Zone requires a minimum lot area of 18 hectares, the re-created lots will be zoned to the Rural Residential (RR) Zone. In addition, in order to fulfill requirements of the NVCA and recommendations of the EIS, a water feature will be zoned Open Space Conservation (OS2). Finally, the retained balance of the parcel will be zoned to a General Agricultural (A1-145) Zone to limit land use to residential uses and accessory uses.

## **ANALYSIS**

The proposed amendment conforms with the Township's Official Plan and is required as a condition of provisional consent.

## **RECOMMENDATION**

If Council concurs with the findings and analyses of this report I would recommend approval of the attached zoning by-law amendment.

Respectfully Submitted,




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Chris Jones MCIP, RPP

---

• Municipal Planning Services Ltd. •  
Barrie, Ontario



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON  
BY-LAW NO. \_\_\_\_\_  
(Ghotra – June 13, 2022)

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 Parts 1, 2, 3, 4 and 5, Plan 7R-6754 and located in and including remaining lands in the West Part of Lots 7 and 8, 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 owner of the subject lands has requested a zoning by-law amendment to fulfill a condition of Provisional Consent;

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 Parts 1, 2, 3, 4 and 5, Plan 7R-6754 and located in and including remaining lands in the West Part of Lots 7 and 8, Concession 2 O.S. in the Township of Melancthon, from the General Agricultural (A1) Zone to the General Agricultural Exception (A1-145) Zone, the Rural Residential (RR) Zone and to the Open Space Conservation (OS2) Zone, as shown on Schedule A-1 attached hereto, which forms part of this By-law.
2. And Furthermore, Section 4.7 to Zoning By-law 12-79 as amended, is further amended by adding the following new sub-section after sub-section 4.7 hhhhhh):  
  

*iiiiii) Notwithstanding the permitted uses of the A1 Zone, on lands located in the West Part of Lots 7 and 8, Concession 2 O.S., not including Parts 1 to 5, Plan 7R-6754, and located in the A1-145 Zone, the only permitted use shall be a residential use together with accessory uses authorized by By-law 12-79.*
3. 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 \_\_\_\_\_ day of June, 2022.

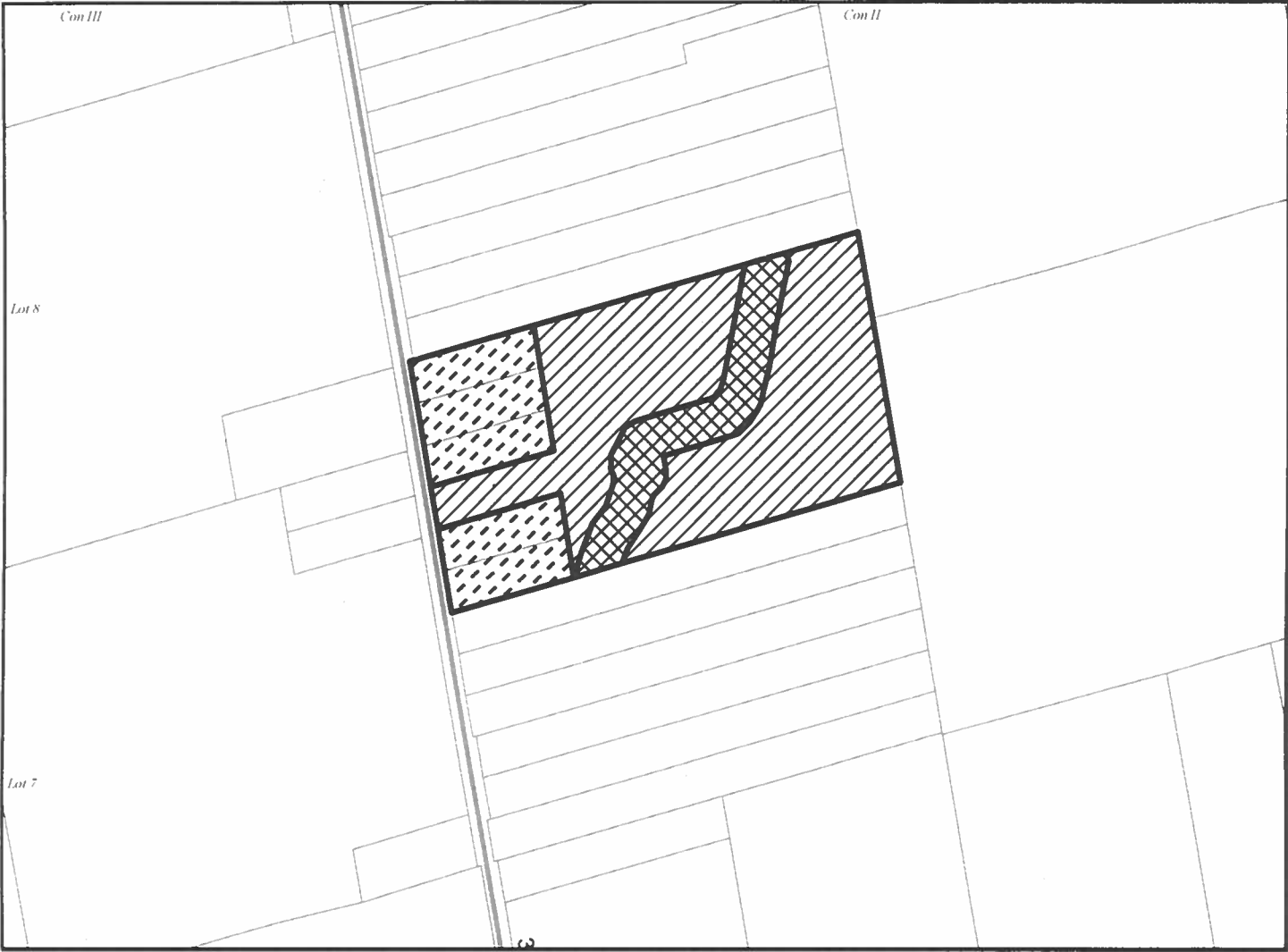
READ A THIRD TIME and finally passed this \_\_\_\_\_ day of June, 2022.




\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Schedule 'A-1'  
By-law 2022-\_\_\_\_\_  
Part of the West Part of Lots 7 & 8, Concession 2 OS  
Township of Melancthon



-  Lands to be rezoned from the General Agricultural (A1) Zone to the Open Space Two (OS2) Zone
-  Lands to be rezoned from the General Agricultural (A1) Zone to the Rural Residential (RR) Zone
-  Lands to be rezoned from the General Agricultural (A1) Zone to the General Agricultural Exception (A1-145) Zone

This is Schedule 'A-1' to By-law \_\_\_\_\_

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk