



TOWNSHIP OF MELANCTHON ELECTRONIC MEETING THURSDAY, OCTOBER 20, 2022 - 5:00 P.M.

Council meetings are recorded and will be available on the Township website under Quick Links – Council Agendas and Minutes within 5 business days of the Council meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/84551542409?pwd=cGU5SEtaZEIwbW5vZjNyVWJJS1MzQT09>

Meeting ID: 845 5154 2409

Passcode: 986503

One tap mobile

+15873281099,,84551542409#,,,,*986503# Canada

+16473744685,,84551542409#,,,,*986503# Canada

Dial by your location

+1 587 328 1099 Canada

+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

Meeting ID: 845 5154 2409

Passcode: 986503

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 – October 6, 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)
 1. Email from Edmund Graham regarding Highway 10 and County Road 9
- 10. Public Works**
 1. Phragmites – Information Update from the Environmental Sustainability Committee on how to control Phragmites on Melancthon roads
 2. Other
- 11. Planning**
 1. Applications to Permit
 2. Other
- 12. Climate Change Initiatives**
- 13. Police Services Board**
 1. Letter from Chair Al Blundell
- 14. County Council Update**
- 15. Correspondence**

Board, Committee & Working Group Minutes

1. Multi Municipal Wind Turbine Working Group – June 9, 2022

Items for Information Purposes

1. 2023 OPP Annual Billing Letter
2. Dufferin County Multicultural Event winner of 2022 Creative Cultural Event
3. Township of Mulmur Resolution regarding Primrose Elementary School
4. Town of Shelburne Notice of Passing and Notice of Decisions
5. Melancthon Township Recreation Task Force Public Meeting

Items for Council Action

1. NEC Request for Comment - Loretta McKellar River Road Pipe

16. General Business

1. New/Other Business/Additions
 1. Planning Services MOU with NVCA
 2. Board and Committee Appointments (Councillor Mercer)
2. Unfinished Business
 1. Township Diversity Policy

17. Delegations

1. 5:30 p.m. – Chris Johnston, By-law Enforcement Officer – Update on By-law Complaints (this will be held on Closed Session)

18. Closed Session

1. Personal matters about an Identifiable Individual, including municipal or local board employees – By-law Complaints Update – Chris Johnston, By-law Enforcement Officer will be in attendance.

2. Approval of Draft Minutes – October 6, 2022
3. Business Arising from Minutes
4. Rise With or Without Report from Closed Session

19. Third Reading of By-laws

20. Notice of Motion

21. Confirmation By-law

22. Adjournment and Date of Next Meeting – Thursday, November 10, 2022 – 5:00 p.m.

23. On Sites

24. Correspondence on File at the Clerk's Office

Sarah Culshaw

From: [REDACTED]
Sent: Tuesday, October 4, 2022 12:01 PM
To: Sarah Culshaw
Subject: [REDACTED]

To Whom it May or May Not Concern:

Each day when I drive by the northeast corner of the intersection of Hiway 10 and County Road 9 I am angered and disgusted.

I am a long time resident of Melancthon (1991) and in all the years I have lived her I have never witnessed such wonton destruction of our local environment .

I guess in the pursuit of " progress" and growth and the almighty dollar priorities change.

For years all everyone in any elected office talked about was the environment. We have to protect our green spaces. What impact does our growth have on wild life etc?

Well all that seems to be gone.

They (Flato) are clear cutting untold acres of trees with , it appears, lite or no oversight or environmental concern. Millions of animals , birds , pollinators , insects and trees have been killed and for what? So they can build more houses and a Walmart for the population leaving the urban centres to escape to the countryside.

Dundalk will end up ,according to the long-term plan , the same size as Collingwood. And to quote Flato " The existing population will just have to adapt"(Toronto Star).

As a member of the existing population I just want you to know I am not happy and will not willingly adapt.

County Road 9 was once a quiet rural road. It is now a Shelburne bypass for the new population in Dundalk. By the time Flato is done County Road 9 will be busier than Hiway 10.

I hope those that are profiting from this unchecked and seemingly unstoppable development can rest easy knowing the once protected environment is dead.

Edmund A Graham

Sent from my Bell Samsung device over Canada's largest network.

APPLICATIONS TO PERMIT FOR APPROVAL
Oct 20, 2022 COUNCIL MEETING

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS
LVI Farms Inc - Levi Hoover	199057 2nd Line NE Part Lot 33, Con 3 NE	rooftop solar panels	solar panels	solar panels	\$20,000	NO	in process

Plan # 11.1
OCT 20 2022

Al Blundell

October 12, 2022

PSB Chair

Township of Melancthon Police Service Board

An open Letter to the citizens of Melancthon ON.

I first became a member of the Police Services Board in 2019, wanting to help make a difference to the health and safety of the citizens of this Township. I have assisted with the conception of the Towing By-law, been an active representative for the Township at Regional meetings, created the roadside, child safety signs currently installed in Corbetton and Hornings Mills, interacted and assisted the Road Safety Task Force and participated in the interview and hiring process for the current OPP Detachment Commander, Inspector Terry Ward.

Under the Management of Inspector Ward, the County has seen the creation of a Traffic unit which has been instrumental in helping to reduce speeding and other traffic infractions within the Township. An Anti-crime Unit which continues to investigate and dissuade criminality. A Special Vehicles Unit, providing both ATV and Snow Mobile patrols to reduce speed and increase safety in and around Melancthon.

I have chaired meetings both in person and virtual meetings over Zoom, I have interacted with the OPP and its representatives as prescribed and legislated as a section 10 PSB in Ontario.

Sadly, I have also provided too many letters of condolence regarding the too many Police Officer deaths in Ontario.

As a member of the Police Services Board over the past three years I have seen several changes to the Town Council and as the Board Chair I have been there to serve.

As the Public appointee to the Board, I serve at the pleasure of Council, sadly meaning that my term will end when the current council dissolves prior to this year's election.

It has been My pleasure to serve and My honour to act as Chair throughout this term.

Thank you

Al Blundell CStJ

Stay safe, be well

PSB # 13.1
OCT 20 2022

Multi Municipal Wind Turbine Working Group

MINUTES

MMWTWG-03-2022

Thursday, June 9, 2022, 7:00 p.m.

Via Zoom

Members Present: Mark Davis - Municipality of Arran-Elderslie
Doug Bell - Municipality of Arran-Elderslie
Bill Palmer - Citizen - Municipality of Arran-Elderslie
Steve Adams - Municipality of Brockton
Philip M. Englishman - Citizen - Municipality of Brockton
Tom Allwood - Municipality of Grey Highlands
Randy Roppel - Municipality of Kincardine
Harold Jonker - Township of West Lincoln
Margaret Mercer - Township of Melancthon
Mike Hentz - Municipality of Dutton Dunwich
Bob Purcell - Municipality of Dutton Dunwich
Stephen Miles - Town of Grand Valley
Steve Soloman - Town of Grand Valley

Others Present: Julie Hamilton - Recording Secretary
Warren Howard
Dave Hemingway

1. Call to Order

The Chair called the meeting to order at 7:00 pm. A quorum was present.

Chair Allwood welcomed new Members from the Township of Melancthon.

2. Adoption of Agenda

The Recording Secretary asked the Chair for permission to add a presentation by Warren Howard.

The Working Group passed the following resolutions:

MMWTWG-2022-20

Moved by: Stephen Miles - Town of
Grand Valley

Seconded by: Mark Davis - Municipality
of Arran-Elderslie

Be It Resolved that the Multi Municipal Wind Turbine Working Group hereby approves the addition to the agenda of a presentation by Warren Howard regarding the IESO Procurement Process June 9th engagement meeting and other general updates.

Carried

MMWTWG-2022-21

Moved by: Stephen Miles - Town of Grand Valley

Seconded by: Bill Neilson - Township of Melancthon

Be It Resolved that the Multi-Municipal Wind Turbine Working Group hereby adopts the agenda of the Thursday, June 9, 2022 meeting as amended.

Carried

3. Disclosures of Pecuniary Interest and General Nature Thereof

None.

4. Minutes of Previous Meetings

Chair Allwood noted that item 8.2 should read that Tom Humphrey's contacted him regarding Plateau Wind Farms. He works for a company called ENGIE. The Recording Secretary will make that correction prior to distribution. A further update on this discussion will be provided later in the agenda.

The Working Group passed the following resolution:

MMWTWG-2022-22

Moved by: Harold Jonker - Township of West Lincoln

Seconded by: Bill Palmer - Citizen - Municipality of Arran-Elderslie

Be It Resolved that the Multi-Municipal Wind Turbine Working Group hereby approves the minutes of the April 14, 2022 meeting as presented by the Recording Secretary, .

Carried

5. Business Arising from the Minutes

5.1 Setbacks Recommendations Letter

At the April 14th meeting, a resolution was passed for the immediate drafting and release of a letter with setback recommendations made by the Multi-Municipal Wind Turbine Working Group which was distributed on April 22, 2022.

Several letters of support have been received following the distribution of that letter.

The Working Group discussed the expectations that were anticipated with the circulation of the setback recommendations.

It was noted that in the Bruce County Official Plan, it is believed that reference to IWT has been completely removed so if this is the case, it may not be appropriate to speak to the 2km setback at the local level if the County OP disallows them. They would require an OP amendment and a zoning bylaw amendment to be passed before a project could be approved. Other municipalities received support regarding the recommendation as well by planning departments and Councils. It was noted that these setback recommendations support future development but some advocating for safety protocols related to existing turbine installations may be needed. The Working Group discussed the importance of bylaws and planning processes in the process of stopping IWT projects.

The letter provided a precedent of what the setback should be which will make it more difficult for the government to provide recommendation at a lesser distance. The decisions to address IWT has been placed back in the hands of municipalities but the provincial regulations need to be addressed to adopt the larger setbacks to support municipalities. This is something that the Working Group should continue to pursue and advocate for.

Members discussed several areas of impact associated with wind turbine projects. The Recording Secretary will attempt to find some old bylaws and information that the Working Group has drafted over the years and share them with the Group for new members to have for information.

Subsequent to further discussion, the Working Group passed the following resolution:

MMWTWG-2022-23

Moved by: Steve Adams - Municipality
of Brockton

Seconded by: Bill Palmer - Citizen -
Municipality of Arran-
Elderslie

Be It Resolved that the Multi-Municipal Wind Turbine Working Group hereby receives agenda item 5.1, Setbacks Recommendations Letter, for information.

Carried

5.2 Support received Re: Setback Recommendation Letter

These correspondence were provided for information purposes only.

5.3 Update on discussion with Tom Humphrey's from ENGIE

Chair Allwood provided a verbal update on his discussion with Tom Humphrey's regarding the protocols.

Mr. Humphrey's represents ENGIE, a multi-national company that manages wind turbines projects. He was inquiring about what the Working Group was looking for regarding protocols. He added that the Skyway 8 turbine, which is part of the Plateau Wind Farms, was not one of theirs.

Chair Allwood advised that the lack of information and reporting on wind turbine failures and compliance was a concern and he also spoke to the issues of public safety and municipal liability.

Mr. Humphrey's noted that he had heard nothing regarding the Skyway 8 failure, officially or unofficially. Typically, IWT projects have something in place for insurance compliance and there are usually shareholder restrictions on sharing information. He is not aware of any regulatory requirement that reports be released.

Chair Allwood also added that unlike the bow lake failure, where the turbine was taken offline, a lot of the individual failures did not result in projects being shut down while the engineering was being followed up. Mr. Humphrey's noted that the Chatham failure was taken offline. Following the conversation, Chair Allwood confirmed that there was approximately 70 IWT taken offline line in that case for approximately two months which resulted in a lose of shareholder income of 6 million dollars.

Mr. Allwood offered to share the Working Group protocols with Mr. Humphreys.

6. Delegations/Presentations

6.1 Verbal Update on Matters of Interest to the MMWTWG - Warren Howard

Mr. Howard provided the Working Group with some general updates.

IESO Procurement Process - June 9th Engagement Meeting

The IESO is moving forward with procurement initiatives. They held a public engagement meeting on the afternoon of June 9th. The presentation is posted at IESO's website:

<https://www.ieso.ca/en/Sector-Participants/Engagement-Initiatives/Engagements/Long-Term-RFP>

They have determined that they need 2500 MW of effective additional capacity with a target availability of May 1, 2027 and 500 to 1000 MW of effective capacity with target availability of May 1, 2025. The mandatory requirements for proponents include the ability to supply capacity for a minimum duration of 4 consecutive hours with bonus points for the ability to supply for 4 to 8 hours and additional points for greater than 8 hours. The output must be dispatchable when they need it. There is also the requirement for a municipal support resolution and must hold one public meeting with each local community. There are additional considerations based on location as well as indigenous participation.

Many wind turbine companies are participating in discussions about this RFP however wind generated energy is based on availability of wind and is not necessarily dispatchable. A means of storage capacity would be required. There was an indication that future RFP's could be focused on "energy" rather than capacity.

There was a deadline for feedback of June 20th from participants on the additional procurement mechanisms, as well as on proposed revenue streams.

ACW Council Presentation

Wind Concerns Ontario was advised that Carlsun Energy Solutions made a presentation to the Township of Ashfield-Colborne-Wawanosh Council on May 17th. The project goal was to use renewable energy resources in Huron-Bruce to support

production of clean hydrogen fuel and green ammonia for fertilizer. The participants are Saugeen First Nation, Capital Power, Pattern Energy, EPCOR, Energie. There was also an indication that the project was linked to Bruce County.

Nation Rise Projects Developments

Nation Rise Projects Developments received a ministry extension of their transformer station noise audit deadline until June 12th. Transformer station is a source of health issues. On the appeal due date, the MECP advised that extension was issued because facility operations were not sufficient to comply with noise audit requirements.

Ottawa Energy Evolution Project

The Ottawa Energy Evolution Project is ongoing. There is a gap between Councillor and Staff messaging on project. Enbridge applied to OEB to upgrade and expand main gas supply line to eastern Ottawa. Staff testified against this proposal as natural gas was being phased out. The OEB has rejected Enbridge application based on staff testimony. On May 17, Council endorsed resolution to place distributed solar and wind on lands owned by City of Ottawa. No list of sites available.

Perth County Zoning

Mr. Howard made presentations to Perth East and Perth County in late April. County Council directed planner to find solution to get zoning by-laws in place in lower tier municipalities

Letter from MECP

WCO's wrote a letter to Premier Ford in March. A reply from the MECP was received that advised that the MECP design documents for wind projects was reviewed in 2017 and updated and that they continue to review regulations, policies and operational procedures.

Farmer's Forum

An article was prepared on issues to be considered when entering into turbine leases and it was recently published and is available online to those who subscribe.

Following the presentation, a question was raised whether Bruce County was in fact on board with Carlsun Energy Solutions project that was presented to ACW Council. That status is currently undetermined.

The Working Group thanked Mr. Howard for his time and input into preparing this information.

Subsequent to further discussion, the Working Group passed the following resolution:

MMWTWG-2022-24

Moved by: Stephen Miles - Town of Grand Valley

Seconded by: Harold Jonker - Township of West Lincoln

Be It Resolved that the Multi-Municipal Wind Turbine Working Group hereby receives agenda item, 6.1, Verbal Update on Matters of Interest to the MMWTWG, made by Warren Howard, for information.

Carried

7. Correspondence

7.1 Requiring Action

7.1.1 Approval of Recording Secretary Invoice

The Working Group passed the following resolution:

MMWTWG-2022-25

Moved by: Doug Bell - Municipality of Arran-Elderslie

Seconded by: Philip M. Englishman - Citizen - - Municipality of Brockton

Be It Resolved that the Multi Municipal Wind Turbine Working Group hereby approves the Recording Secretary Invoice for April and May, 2022.

Carried

7.2 For Information

7.2.1 Dutton Dunwich - Official Plan & Zoning Bylaw Amendments - Renewable Energy Materials

The Working Group passed the following resolution:

MMWTWG-2022-26

Moved by: Randy Roppel -
Municipality of Kincardine

Seconded by: Stephen Miles - Town of
Grand Valley

Be It Resolved that the Multi-Municipal Wind Turbine Working Group hereby receives agenda item, 7.2.1 Dutton Dunwich , for information.

Carried

7.2.2 Wind Concerns Ontario Fact Sheet

The Working Group noted that this information is very useful and fact based. It should be circulated as it relates to discussions on wind turbines and to provide education.

Subsequent to further discussion, the Working Group passed the following resolution:

MMWTWG-2022-27

Moved by: Harold Jonker - Township
of West Lincoln

Seconded by: Mike Hentz - Municipality
of Dutton Dunwich

Be It Resolved that the Multi-Municipal Wind Turbine Working Group hereby receives agenda item, 7.2.2 WCO Fact Sheet for information.

Carried

8. Members Updates

Chair Allwood advised that Grey Highlands Council received the setback recommendations and Council passed a resolution that the planner take the recommendations into consideration during the Comprehensive Zoning Bylaw review process.

9. New Business

Vice-Chair Adams noted that it is important to keep the relationship going with MPP's and suggested that Rick Byers be invited to a meeting along with Lisa Thompson.

The Municipal Election is coming up in October so it is important to maintain continuity after the election and that the Working Group continues to advocate for their mandates.

A question was raised if Meaford was for or against wind turbines however the Working Group Members was unsure of the position of Meaford Council on wind turbines.

The Working Group had a general discussion on the installation and costs associated with electric car charging stations.

10. Closed Session (if required)

Not Required.

11. Confirmation of Next Meeting

The Working Group agreed to taking a summer break and the next meeting is scheduled for September 8th at 7pm via Zoom.

12. Adjournment

The Working Group passed the following resolution:

MMWTWG-2022-28

Moved by: Mark Davis - Municipality
of Arran-Elderslie

Seconded by: Harold Jonker - Township
of West Lincoln

Be it Resolved that the meeting of the Multi-Municipal Wind Turbine Working Group is hereby adjourned at 8:40 p.m.

Carried

Tom Allwood, Chair

Julie Hamilton, Recording
Secretary

Denise Holmes

From: OPP MPB Financial Services Unit (OPP) <OPP.MPB.Financial.Services.Unit@opp.ca>
Sent: Thursday, September 29, 2022 3:51 PM
To: Darren White; Sarah Culshaw; Denise Holmes
Subject: 2023 OPP Annual Billing Statement - Melancthon Tp
Attachments: 2023 Annual Billing Letter for Municipalities.pdf; Melancthon.pdf

Good day,

Please find attached a letter and the 2023 OPP Annual Billing Statement package for your municipality.

This year's package contains the 2021 cost reconciliation.

We hope to hold a webinar in November to provide highlights of interest with respect to the billing package information. In the meantime, if you have any questions about the package, please contact OPP.MPB.Financial.Services.Unit@opp.ca.

Respectfully,

MPB Financial Services Unit Team Members

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

Tel: 705 329-6140
Fax: 705 330-4191

Tél. : 705 329-6140
Télééc.: 705 330-4191

File Reference:

612-20

September 29, 2022

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached the OPP municipal policing 2023 Annual Billing Statement package.

This year's billing package includes a statement for the 2021 year-end reconciliation. The final cost adjustment calculated as a result of the 2021 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2023 calendar year.

The current OPPA uniform and civilian collective agreements expire on December 31, 2022. The estimated salary rates incorporated in the 2023 municipal policing annual statements are set to reduce the risk of municipalities potentially incurring larger reconciliation adjustments. A 1% general salary rate increase has been estimated.

The final reconciliation of the 2023 annual costs will be included in the 2025 Annual Billing Statement.

For more detailed information on the 2023 Annual Billing Statement package please refer to the resource material available on opp.ca/billingmodel. Further, the Municipal Policing Bureau will be hosting a webinar information session in November. An email invitation will be forwarded to the municipality advising of the session date.

If you have questions about the Annual Billing Statement, please email OPP.MPB.Financial.Services.Unit@OPP.ca.

Yours truly,

Phil Whitton
Superintendent
Commander, Municipal Policing Bureau

OPP 2023 Annual Billing Statement

Melancthon Tp

Estimated costs for the period January 1 to December 31, 2023

Please refer to www.opp.ca for 2023 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	1,179		
	Commercial and Industrial	81		
	Total Properties	<u>1,260</u>	165.66	208,734
Calls for Service	(see summaries)			
	Total all municipalities	178,576,909		
	Municipal portion	0.1059%	150.03	189,044
Overtime	(see notes)		16.09	20,275
Prisoner Transportation	(per property cost)		1.17	1,474
Accommodation/Cleaning Services	(per property cost)		<u>4.87</u>	<u>6,136</u>
Total 2023 Estimated Cost			<u>337.83</u>	425,663
2021 Year-End Adjustment	(see summary)			9,803
Grand Total Billing for 2023				<u>435,466</u>
2023 Monthly Billing Amount				36,289

OPP 2023 Annual Billing Statement

Melancthon Tp

Estimated costs for the period January 1 to December 31, 2023

Notes to Annual Billing Statement

- 1) **Municipal Base Services and Calls for Service Costs** - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2023 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.5 % Base Services and 49.5 % Calls for Service. The total 2023 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) **Base Services** - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$165.66 estimated for 2023. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) **Calls for Service** - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) **Overtime** - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2018, 2019, 2020 and 2021 has been analyzed and averaged to estimate the 2023 costs. The costs incorporate the estimated 2023 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2023 hours and salary rates and included in the 2025 Annual Billing Statement.
- 5) **Court Security and Prisoner Transportation (CSPT)** - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2023 costs have been estimated based on the 2021 activity levels. These costs will be reconciled to the actual cost of service required in 2023.

There was no information available about the status of 2023 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.

- 6) **Year-end Adjustment** - The 2021 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2023 Estimated Base Services and Calls for Service Cost Summary
Estimated Costs for the period January 1, 2023 to December 31, 2023

Salaries and Benefits	Positions	Base	Total Base Services and Calls for Service		Base Services	Calls for Service
			FTE	%	\$	\$
Uniform Members	Note 1					
Inspector	25.64	100.0	168,322		4,315,781	4,315,781
Staff Sergeant-Detachment Commander	9.73	100.0	150,818		1,467,464	1,467,464
Staff Sergeant	35.10	100.0	140,922		4,946,367	4,946,367
Sergeant	220.08	50.5	126,129		27,758,391	14,029,289
Constable	1,623.19	50.5	107,709		174,832,740	88,363,674
Part-Time Constable	11.74	50.5	86,136		1,011,235	510,785
Total Uniform Salaries	1,925.48				214,331,978	113,633,360
Statutory Holiday Payout			4,764		9,116,603	4,773,719
Shift Premiums			1,111		2,061,210	1,041,767
Uniform Benefits - Inspector			28.23%		1,218,345	1,218,345
Uniform Benefits - Full-Time Salaries			31.57%		65,982,867	34,350,305
Uniform Benefits - Part-Time Salaries			15.55%		157,247	79,427
Total Uniform Salaries & Benefits					292,868,250	155,096,922
Detachment Civilian Members	Note 1					
Detachment Administrative Clerk	171.79	50.5	67,806		11,648,405	5,887,601
Detachment Operations Clerk	1.86	50.5	64,114		119,253	60,268
Detachment Clerk - Typist	0.32	50.5	58,491		18,717	9,359
Court Officer - Administration	22.43	50.5	69,141		1,550,836	784,060
Crimestoppers Co-ordinator	0.80	50.5	64,554		51,643	25,822
Total Detachment Civilian Salaries	197.20				13,388,854	6,767,109
Civilian Benefits - Full-Time Salaries			32.15%		4,304,516	2,175,626
Total Detachment Civilian Salaries & Benefits					17,693,370	8,942,735
Support Costs - Salaries and Benefits	Note 2					
Communication Operators			6,698		12,896,865	6,751,718
Prisoner Guards			2,074		3,993,446	2,090,633
Operational Support			5,604		10,790,390	5,648,944
RHQ Municipal Support			2,713		5,223,827	2,734,758
Telephone Support			131		252,238	132,051
Office Automation Support			680		1,309,326	685,454
Mobile and Portable Radio Support			250		484,305	253,488
Total Support Staff Salaries and Benefits Costs					34,950,397	18,297,046
Total Salaries & Benefits					345,512,017	182,336,703
Other Direct Operating Expenses	Note 2					
Communication Centre			147		283,046	148,179
Operational Support			991		1,908,151	998,948
RHQ Municipal Support			122		234,909	122,978
Telephone			1,496		2,880,518	1,507,998
Mobile Radio Equipment Repairs & Maintenance			56		108,484	56,781
Office Automation - Uniform			2,282		4,393,945	2,300,302
Office Automation - Civilian			1,490		293,828	148,508
Vehicle Usage			8,999		17,327,395	9,071,172
Detachment Supplies & Equipment			406		781,745	409,256
Uniform & Equipment			2,105		4,077,848	2,134,365
Uniform & Equipment - Court Officer			921		20,658	10,444
Total Other Direct Operating Expenses					32,310,526	16,908,931
Total 2023 Municipal Base Services and Calls for Service Cost					\$ 377,822,543	\$ 199,245,634
Total OPP-Policed Municipal Properties						1,202,724
Base Services Cost per Property						\$ 165.66

OPP 2023 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2023 to December 31, 2023

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2018 through 2021. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 88.91 FTEs with a cost of \$15,713,060 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2023 salaries were estimated based on the 2022 rates set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements with an estimated overall general salary rate increase of 1.0% for 2023 applied. The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2022-23). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.5% Base Services : 49.5% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2022 Municipal Policing Cost-Recovery Formula.

OPP 2023 Calls for Service Billing Summary
Melancthon Tp
Estimated costs for the period January 1 to December 31, 2023

Calls for Service Billing Workgroups	Calls for Service Count					2023 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2023 Estimated Calls for Service Cost
	2018	2019	2020	2021	Four Year Average				
					A	B	C = A * B		
Note 1		Note 2				Note 3		Note 4	
Drug Possession	1	0	0	1	1	7.1	4	0.0002%	354
Drugs	0	1	2	1	1	68.0	68	0.0038%	6,783
Operational	156	166	181	218	180	3.8	685	0.0383%	68,319
Operational 2	82	113	34	57	72	1.4	100	0.0056%	9,984
Other Criminal Code Violations	4	3	2	7	4	7.5	30	0.0017%	2,992
Property Crime Violations	45	30	44	50	42	6.4	270	0.0151%	26,970
Statutes & Acts	22	32	41	60	39	3.4	132	0.0074%	13,141
Traffic	96	107	77	111	98	3.7	362	0.0202%	36,074
Violent Criminal Code	15	10	16	21	16	15.8	245	0.0137%	24,427
Total	421	462	397	526	452		1,895	0.1059%	\$189,044
Provincial Totals	Note 5	401,534	441,088	364,415	373,300	395,084	1,790,383	100.0%	\$178,576,909

Notes to Calls for Service Billing Summary

- 1) Other criminal code violations related to occurrences considered largely administrative in nature, regarding attendance to a courthouse, have been removed from our list of billable occurrences, effective the 2023 billing year.
- 2) Displayed without decimal places, exact numbers used in calculations
- 3) Displayed to four decimal places, nine decimal places used in calculations
- 4) Total costs rounded to zero decimals
- 5) Provincial Totals exclude data for dissolutions and post-2019 municipal police force amalgamations

This page intentionally left blank

OPP 2023 Calls for Service Details

Melancthon Tp

For the calendar years 2018 to 2021

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2018	2019	2020	2021	
Grand Total	421	462	397	526	451.50
Drug Possession	1	0	0	1	0.50
Possession - Cannabis	1	0	0	0	0.25
Possession – Opioid (other than heroin)	0	0	0	1	0.25
Drugs	0	1	2	1	1.00
Drug Operation - Commercial Grow Outdoor	0	1	0	0	0.25
Production - Other Controlled Drugs & Substances	0	0	1	0	0.25
Trafficking - Cocaine	0	0	1	1	0.50
Operational	156	166	181	218	180.25
Accident - non-MVC - Commercial	0	1	0	0	0.25
Accident - non-MVC - Industrial	1	1	0	0	0.50
Accident - non-MVC - Master Code	0	0	2	1	0.75
Accident - Non-MVC - Others	1	0	0	0	0.25
Alarm - Master Code	2	1	0	0	0.75
Alarm - Others	1	1	0	0	0.50
Animal - Bear Complaint	0	0	1	0	0.25
Animal - Bite	2	0	1	1	1.00
Animal - Dog Owners Liability Act	1	1	1	0	0.75
Animal - Injured	1	2	2	0	1.25
Animal - Master Code	3	4	2	0	2.25
Animal - Other	13	3	4	1	5.25
Animal - Rabid	1	0	0	0	0.25
Animal - Stray	4	4	2	5	3.75
Assist Fire Department	0	3	1	3	1.75
Assist Public	31	32	43	82	47.00
By-Law - Master Code	0	0	3	0	0.75
Dogs By-Law	0	1	0	0	0.25
Domestic Disturbance	12	15	18	24	17.25
Family Dispute	14	19	28	9	17.50
Fire - Building	4	3	5	6	4.50
Fire - Other	0	2	0	1	0.75
Fire - Vehicle	3	2	1	0	1.50
Firearms (Discharge) By-Law	1	0	1	0	0.50
Found - Bicycles	0	1	0	0	0.25
Found - Others	2	1	0	2	1.25
Found - Personal Accessories	1	0	0	0	0.25
Found Property - Master Code	1	3	4	3	2.75
Insecure Condition - Building	3	2	0	0	1.25
Insecure Condition - Master Code	0	1	1	0	0.50
Lost - License Plate	2	1	0	0	0.75
Lost - Personal Accessories	2	0	0	0	0.50
Lost Property - Master Code	0	1	1	3	1.25
Medical Assistance - Other	0	1	0	0	0.25
Missing Person 12 & older	0	5	1	1	1.75
Missing Person Located 12 & older	2	2	3	1	2.00

OPP 2023 Calls for Service Details
Melancthon Tp
For the calendar years 2018 to 2021

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2018	2019	2020	2021	
Neighbour Dispute	11	10	13	19	13.25
Noise By-Law	1	0	0	0	0.25
Noise Complaint - Animal	0	0	0	1	0.25
Noise Complaint - Master Code	0	1	2	4	1.75
Noise Complaint - Others	1	0	0	1	0.50
Noise Complaint - Residence	4	2	0	1	1.75
Noise Complaint - Vehicle	0	1	0	0	0.25
Other Municipal By-Laws	3	1	1	3	2.00
Phone - Master Code	2	2	0	0	1.00
Phone - Nuisance - No Charges Laid	0	0	1	2	0.75
Phone - Other - No Charges Laid	3	2	0	0	1.25
Sudden Death - Natural Causes	0	2	2	2	1.50
Sudden Death - Others	0	0	0	1	0.25
Sudden Death - Suicide	0	0	1	0	0.25
Suspicious Person	5	12	12	12	10.25
Suspicious vehicle	9	17	13	18	14.25
Traffic By-Law	2	0	0	0	0.50
Trouble with Youth	4	0	1	0	1.25
Unwanted Persons	0	0	5	6	2.75
Vehicle Recovered - All Terrain Vehicles	0	1	0	0	0.25
Vehicle Recovered - Automobile	2	0	2	3	1.75
Vehicle Recovered - Construction Vehicles	0	0	1	1	0.50
Vehicle Recovered - Other	0	0	1	1	0.50
Vehicle Recovered - Trucks	1	2	1	0	1.00
Operational 2	82	113	34	57	71.50
911 call - Dropped Call	6	40	10	12	17.00
911 call / 911 hang up	46	42	7	12	26.75
911 hang up - Pocket Dial	5	14	0	0	4.75
False Alarm - Accidental Trip	2	4	0	0	1.50
False Alarm - Cancelled	1	2	0	0	0.75
False Alarm - Malfunction	3	2	0	0	1.25
False Alarm - Others	5	4	10	16	8.75
False Holdup Alarm - Accidental Trip	0	0	3	0	0.75
False Holdup Alarm - Malfunction	0	1	0	0	0.25
Keep the Peace	14	4	4	17	9.75
Other Criminal Code Violations	4	3	2	7	4.00
Animals - Cruelty	0	0	0	1	0.25
Bail Violations - Fail To Comply	1	1	1	1	1.00
Disturb the Peace	1	1	1	3	1.50
Offensive Weapons - Other Weapons Offences	0	1	0	0	0.25
Offensive Weapons - Possession of Weapons	0	0	0	1	0.25
Public Mischief - mislead peace officer	1	0	0	0	0.25
Trespass at Night	1	0	0	0	0.25
Utter Threats to Property / Animals	0	0	0	1	0.25
Property Crime Violations	45	30	44	50	42.25

OPP 2023 Calls for Service Details
Melancthon Tp
For the calendar years 2018 to 2021

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2018	2019	2020	2021	
Arson - Auto	1	0	0	0	0.25
Arson - Others	0	0	0	1	0.25
Break & Enter	5	6	10	4	6.25
Fraud - False Pretence Under \$5,000	1	0	0	1	0.50
Fraud - Master Code	0	0	0	1	0.25
Fraud - Money/property/security Over \$5,000	1	1	0	2	1.00
Fraud - Money/property/security Under \$5,000	2	4	1	1	2.00
Fraud - Other	1	3	0	1	1.25
Fraud - Steal/Forge/Poss./Use Credit Card	0	0	1	3	1.00
Fraud - Transportation	0	0	1	0	0.25
Interfere with lawful use, enjoyment of property	2	1	0	0	0.75
Mischief - Master Code	7	3	5	8	5.75
Possession of Stolen Goods over \$5,000	0	0	1	1	0.50
Possession of Stolen Goods under \$5,000	0	0	0	1	0.25
Property Damage	4	1	3	3	2.75
Theft from Motor Vehicles Under \$5,000	6	2	1	0	2.25
Theft of - All Terrain Vehicles	1	0	3	0	1.00
Theft of - Automobile	0	0	0	1	0.25
Theft of - Construction Vehicles	0	0	0	1	0.25
Theft of - Other Motor Vehicles	1	0	0	0	0.25
Theft of - Trucks	0	3	0	0	0.75
Theft of Motor Vehicle	3	1	2	3	2.25
Theft Over \$5,000 - Farm Equipment	0	0	0	1	0.25
Theft Over \$5,000 - Master Code	0	0	0	1	0.25
Theft Over \$5,000 - Mining Product	0	0	1	0	0.25
Theft Over \$5,000 - Other Theft	1	1	1	1	1.00
Theft Over \$5,000 - Trailers	1	0	0	2	0.75
Theft Under \$5,000 - Bicycles	1	0	0	1	0.50
Theft Under \$5,000 - Boat (Vessel)	0	0	0	1	0.25
Theft Under \$5,000 - Construction Site	0	2	1	0	0.75
Theft Under \$5,000 - Gasoline Drive-off	1	0	1	0	0.50
Theft Under \$5,000 - Master Code	0	0	2	2	1.00
Theft Under \$5,000 - Other Theft	5	2	7	9	5.75
Theft Under \$5,000 - Trailers	0	0	3	0	0.75
Theft Under \$5,000 Shoplifting	1	0	0	0	0.25
Statutes & Acts	22	32	41	60	38.75
Custody Dispute	0	0	0	1	0.25
Landlord / Tenant	5	12	9	27	13.25
Mental Health Act	2	5	3	8	4.50
Mental Health Act - Attempt Suicide	1	2	3	0	1.50
Mental Health Act - No contact with Police	0	0	2	0	0.50
Mental Health Act - Placed on Form	3	4	4	2	3.25
Mental Health Act - Threat of Suicide	4	0	7	5	4.00
Mental Health Act - Voluntary Transport	2	2	1	0	1.25
Trespass To Property Act	5	7	11	9	8.00

OPP 2023 Calls for Service Details
Melancthon Tp
For the calendar years 2018 to 2021

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2018	2019	2020	2021	
Mental Health Act - Apprehension	0	0	1	8	2.25
Traffic	96	107	77	111	97.75
MVC - Fatal (Motor Vehicle Collision)	1	2	0	0	0.75
MVC - Others (Motor Vehicle Collision)	1	3	1	0	1.25
MVC - Pers. Inj. Failed to Remain (Motor Vehicle Collision)	2	0	1	0	0.75
MVC - Personal Injury (Motor Vehicle Collision)	11	14	6	7	9.50
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	6	2	2	1	2.75
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	22	28	20	20	22.50
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	51	55	45	80	57.75
MVC (Motor Vehicle Collision) - Master Code	2	3	2	3	2.50
Violent Criminal Code	15	10	16	21	15.50
Assault - Level 1	8	6	1	6	5.25
Assault With Weapon or Causing Bodily Harm - Level 2	2	3	4	5	3.50
Criminal Harassment	0	0	3	3	1.50
Criminal Negligence - Bodily Harm	0	0	1	0	0.25
Indecent / Harassing Communications	0	0	1	0	0.25
Mischief - Cause Danger to Life	0	0	1	0	0.25
Pointing a Firearm	0	0	0	1	0.25
Sexual Assault	3	1	2	2	2.00
Sexual Interference	0	0	1	0	0.25
Utter Threats - Master Code	1	0	1	0	0.50
Utter Threats to Person	1	0	1	4	1.50

OPP 2021 Reconciled Year-End Summary**Melancthon Tp****Reconciled cost for the period January 1 to December 31, 2021**

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	1,173		
	Commercial and Industrial	75		
	Total Properties	1,248	179.62	224,164
Calls for Service				
	Total all municipalities	170,324,197		
	Municipal portion	0.0953%	130.01	162,258
Overtime			17.88	22,319
Prisoner Transportation	(per property cost)		1.18	1,473
Accommodation/Cleaning Services	(per property cost)		4.75	5,928
Total 2021 Reconciled Costs			333.45	416,142
2021 Billed Amount				406,339
2021 Year-End-Adjustment				9,803

Note

The Year-End Adjustment above is included as an adjustment on the 2023 Billing Statement.
This amount is incorporated into the monthly invoice amount for 2023.

This page intentionally left blank

Denise Holmes

From: Althea Alli <dcmulticulturalfoundation@gmail.com>
Sent: Monday, October 3, 2022 10:59 AM
Subject: The 2022 Creative Cultural Event winner is the Dufferin County Multicultural Event!
Attachments: 310185969_5460072570766550_7248622224772847199_n.jpg; 305020621_4971828079588389_3195370218643109430_n.jpg

Hello,
I hope you are doing well!
We have some exciting news to share...The 2022 Creative Cultural Event winner is the Dufferin County Multicultural Event!

We are humbled and honored to receive this award.

On behalf of the Dufferin County Multicultural Foundation, we would like to say thank you to our amazing sponsors and supporters for your investment in our Foundation and our community. Without you this would not have been possible. Our Foundation takes pride in connecting and building a community where we can share our cultures, our values and feel welcomed. We are proud and honored to support our community.

Last but not least, special thank you to the Museum of Dufferin for your continued partnership.

Please see attached photos.

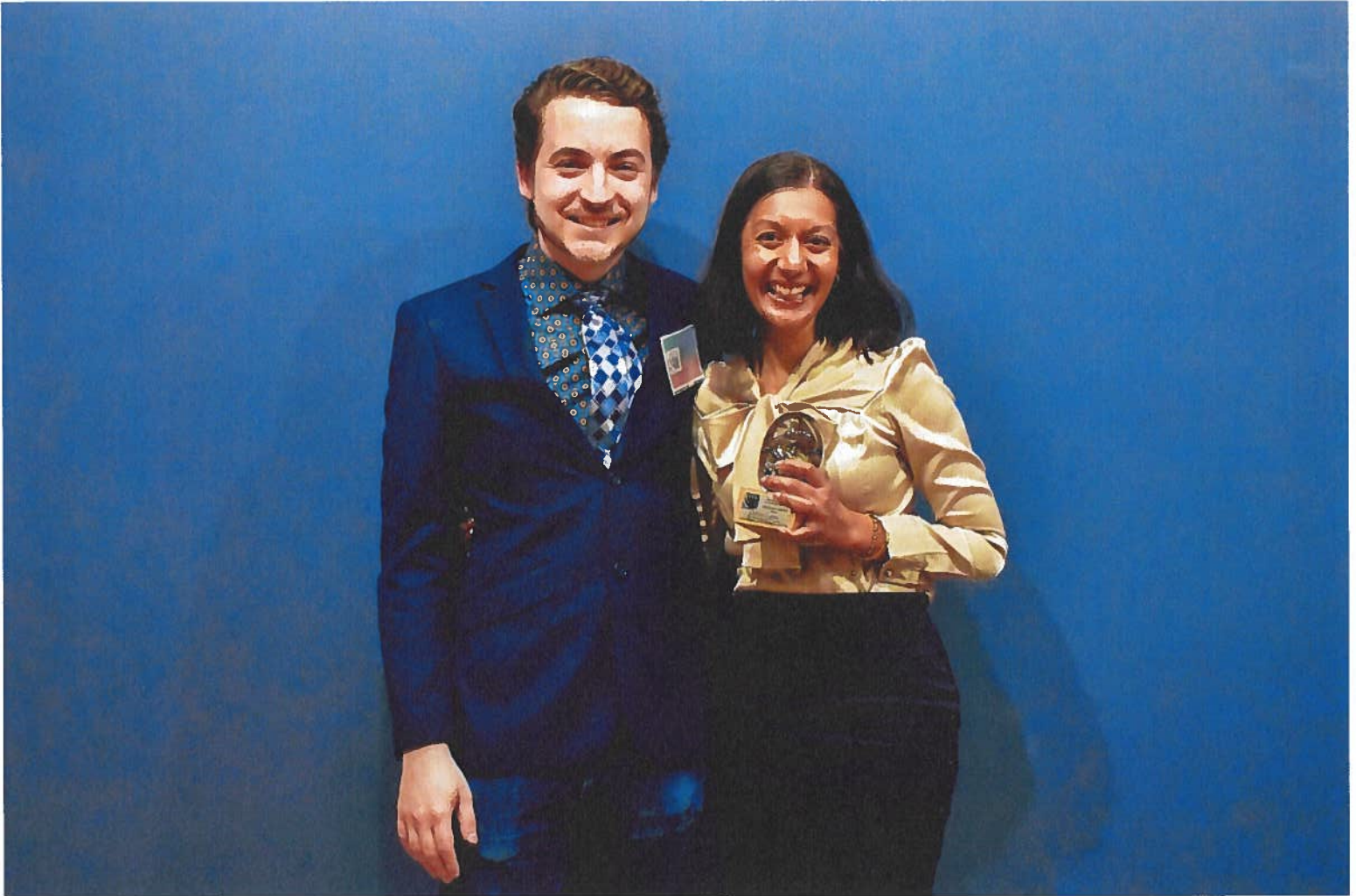
*Thank you,
Althea Alli,
President/Founder*



DUFFERIN COUNTY
MULTICULTURAL
FOUNDATION

<https://dcmulticulturalfou.wixsite.com/dcmulticulturalfdn>

"This message (and any associated files) is intended only for the use of the individual or entity to which it is addressed. The content of the message is the property of the Dufferin County Multicultural Foundation. The message may contain information that is privileged, confidential, subject to copyright and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, you are notified that any dissemination, distribution, copying, or modification of this message is strictly prohibited. If you have received this message in error, please notify the sender immediately, advising of the error and delete this message without making a copy. Thank you."







758070 2nd Line E
Mulmur, Ontario
L9V 0G8

Local (705) 466-3341
Toll Free from 519 only (866) 472-0417
Fax (705) 466-2922

October 6, 2022

PRIMROSE ELEMENTARY SCHOOL

At the meeting held on October 5, 2022, Council of the Township of Mulmur passed the following resolution regarding the Primrose Elementary School.

Moved by Cunningham and Seconded by Hawkins

WHEREAS the Primrose Elementary School has been experiencing drinking water and water supply issues since 2019;

AND WHEREAS the Upper Grand District School Board committed to solving the water issues over the summer of 2022;

AND WHEREAS the Primrose Elementary School has been operating with limited, restricted and/or no running water since the beginning of September 2022;

AND WHEREAS Mulmur values the essential role that Primrose Elementary School plays in community cohesion, pride and the wellbeing of Mulmur's citizens;

NOW THEREFORE Mulmur Council requests that the Province and Upper Grand District School Board use all means and tools available to it, to expedite the process for addressing the drinking water issues and installing a new well at the Primrose Elementary School;

AND FURTHERMORE THAT this resolution be forwarded to the Premier of Ontario, Ministry of Education, Upper Grand District School Board and all Dufferin County municipalities.

CARRIED.

Sincerely,

Roseann Knechtel

Roseann Knechtel, Deputy Clerk/Planning Coordinator

Info #3
OCT 20 2022

Denise Holmes

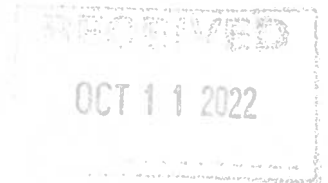
From: Planning Account <planning@shelburne.ca>
Sent: Thursday, October 6, 2022 4:57 PM
To: Planning Account
Subject: Notice of Passing/Decisions - B21/05, A22/07, A22/08 and Z22/05
Attachments: B21 05 - Decision - Approval - Signed.pdf; B21 05 - Notice of Decision - Oct 6 2022.pdf; A22 07 - Decision - Approved - Signed.pdf; A22 07 - Notice of Decision.pdf; A22 08 - Decision - Approved - Signed.pdf; A22 08 - Notice of Decision.pdf; 49-2022 Amend By-law 38-2007 - 443 Main St W.pdf; Z22 05 - Notice of Passing.pdf

Hello,

Please see attached Decision notices, e-signed Decisions, Notice of Passing and signed By-law 49-2022 for application File Nos. B21/05, A22/07, A22/08 and Z22/05.

Thank you,

Garrett Garrard
Planning Coordinator



**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 Jeff Hamilton dated December 15, 2021 subsequently revised and resubmitted on August 12, 2022.

Jeff Hamilton has submitted an application for consent for a property located at 220 Owen Sound Street. The subject property is legally described as Lot 6, Block 5, Plan 5A. The property has an existing total area of approximately 831.19 square metres with 15.17 metres of frontage on Owen Sound Street and 55.80 metres of flankage on Second Avenue West. The purpose and effect of the application is to sever a portion of the property to have a land area of approximately 305.7 square metres and 20.12 metres of frontage on Second Avenue West to create a new residential lot for a future single detached dwelling. The retained land will have an area of 525.4 square metres and is used for an existing converted dwelling with three (3) dwelling units.

Moved by: Member Benotto

Seconded by: Member Buffett

After considering the application the Committee is satisfied with allowing this consent for the purpose of severing approximately 305.7 square metres (0.075 acre) of land from the original 831.19 square metres (0.21 acre) 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.P13, 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 detached garage and to construct a new driveway and required parking spaces 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 any required easement(s) and/or modification of the existing overhead telecommunications lines to the satisfaction of applicable telecommunications provider(s); 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 recognize the existing exterior side yard and porch encroachment of the existing dwelling on the retained lot and that will accommodate appropriate minimum yards for a new single detached dwelling to be constructed on the severed lot;
5. 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. 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 [X].

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 two years from decision mailing.

Application **APPROVED** on conditions as stated.

Dated at the Town of Shelburne on the 3rd day of October 2022.

THE DECISION OR ANY CONDITION 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 OCTOBER 26, 2022.

ABSENT

Steve Anderson

.....
W. Mills, Chairman

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

Walter Benotto

Lynda Buffett

Kyle Fegan

.....
W. Benotto, Member

.....
L. Buffett, Member

.....
K. Fegan, Member

Shane Hall

Lindsay Wegener

.....
S. Hall, Member

.....
L. Wegener, Member

I certify this to be a true copy of the Committee's decision given on October 3, 2022.

Jennifer Willoughby

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



THE CORPORATION OF THE TOWN OF SHELBURNE

NOTICE OF DECISION

Date of Decision: October 3, 2022
Date of Mailing Decision: October 6, 2022
Last Day for Appeals: October 26, 2022
Condition Date: October 6, 2024
File No.: B21/05 – 220 Owen Sound Street
Applicant: Jeff Hamilton

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

The Committee of Adjustment received written and oral submissions from the public at the public meetings held on January 24, 2022, and October 3, 2022, prior to the decision, regarding concerns about existing and potential future drainage issues, provisions for snow storage and removal, safety issues for young children that are current and future users of the back lanes, and other concerns. The Town Planner and the applicant responded to these comments at the public meeting and through the related Town Planner Reports, and some of these matters will be required to be addressed further to satisfy the conditions of approval. The Committee resolved to grant provisional approval of the application.

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 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.

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.

The land was previously subject to a second consent application which would further sever the subject land for a proposed semi-detached dwelling, File No. B21/06; however, that application is no longer necessary and is deemed to be withdrawn.

Dated at the Town of Shelburne this 6th day of October, 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

RECEIVED
OCT 11 2022



OCT 11 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 Loft Planning Inc. dated September 8, 2022.

An application for a minor variance has been submitted by Loft Planning Inc. on behalf of the landowner Gott Enterprises Inc., for two (2) proposed accessory buildings on the property having a municipal address of 485387 Dufferin County Road 11 (30 Sideroad) and described legally as Concession 2, Part Lot 31, Plan 7R-4664 Part 1 in the Town of Shelburne. The application requests relief from Section 3.2.3 of the Zoning By-law which limits the maximum accessory building height to 5 metres. The applicant is proposing a maximum building height of 8.5 metres (as measured based on the median roof height in accordance with the Zoning By-law – the total height to the peak of the roof is approximately 10.5 metres). Additionally, relief from Section 3.2.2 of the by-law is required to allow the accessory buildings to be located closer to the south lot line than the main buildings on the property. This Minor Variance (File No. A22/07) will apply only to the two (2) proposed accessory buildings.

Moved by: Member Buffett

Seconded by: Member Hall

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

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, and subject to the following conditions:

1. That the relief from the Zoning By-law is only a maximum of two (2) accessory storage buildings (Quonset Huts) having a maximum combined gross floor area not exceeding 2,000 square metres and a maximum height of 8.5 metres measured between the average finished grade to the median height of the roof, which shall be located no closer than 25 metres to the south lot line;
2. That the Owner shall obtain approval of a site plan amendment from the Town of Shelburne for the proposed development of the additional buildings on the subject property and related site improvements;
3. That the site plan amendment shall include tree plantings and/or similar landscape screening along the south limit of the property between the proposed accessory storage buildings and the north side of County Road 11 (Sideroad 30) to mitigate the visual impact of the proposed buildings; and,
4. That this approval does not include the allocation of any additional servicing (water and sanitary sewer/wastewater treatment) capacity for the existing industrial use of the property, the accessory buildings shall be used for dry uses only in conjunction with and subordinate to the existing industrial use of the property except that water service may be permitted if required for fire protection only.

Application **APPROVED** on conditions as stated.

Dated at the Town of Shelburne on the 3rd day of October 2022.

THE DECISION IS SUBJECT TO APPEAL TO THE LOCAL PLANNING APPEAL 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: **OCTOBER 24, 2022**.

ABSENT

Steve Anderson

.....
W. Mills, Chairman

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

Walter Benotto

Lynda Buffett

Kyle Fegan

.....
W. Benotto, Member

.....
L. Buffett, Member

.....
K. Fegan, Member

Shane Hall

Lindsay Wegener

.....
S. Hall, Member

.....
L. Wegener, Member

I certify this to be a true copy of the Committee's decision given on October 3, 2022.

Jennifer Willoughby

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

Date of mailing is October 6, 2022.



THE CORPORATION OF THE TOWN OF SHELburne

NOTICE OF DECISION

Date of Decision: October 3, 2022
Last Day for Appeals: October 24, 2022
File No.: A22/07 – 485387 Sideroad 30 (County Road 11), Town of Shelburne
Applicant (Owner): Kristine Loft (Gott Enterprises Inc.)

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 6th day of October, 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



RECEIVED

OCT 11 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 an application for minor variance by Andrew and Melissa Cunningham dated June 2, 2022 and completed and accepted for review and circulation on September 20, 2022.

An application has been submitted for a minor variance for the property municipally known as 715 Hammond Street and legally described as Lot 41 on Plan 7M-69 in the Town of Shelburne, County of Dufferin. The subject property is located in the Greenbrook Village subdivision and currently contains a single-detached dwelling with a double car attached garage. The purpose of the minor variance application is to request relief from Zoning By-law 38-2007, Sections 3.4.1 (ii) and 5.68 in order to construct a converted dwelling unit within the existing single-detached dwelling. The application is seeking relief from the regulation which prohibits converted dwelling units within the cellar as defined in the Zoning By-law.

Moved by: Member Benotto Seconded by: Member Buffett

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 to permit a converted dwelling at 715 Hammond Street with the second dwelling unit located in the lower level of the existing dwelling, notwithstanding that the Zoning By-law does not permit a dwelling unit within a "cellar" as defined in the by-law, 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 3rd day of October, 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: **OCTOBER 24, 2022.**

ABSENT

ABSTAINED

.....
W. Mills, Chairman

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

Walter Benotto

Lynda Buffett

Kyle Fegan

.....
W. Benotto, Member

.....
L. Buffett, Member

.....
K. Fegan, Member

Shane Hall

Lindsay Wegener

.....
S. Hall, Member

.....
L. Wegener, Member

I certify this to be a true copy of the Committee's decision given on October 3, 2022.

Jennifer Willoughby

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

Date of mailing is October 6, 2022.



THE CORPORATION OF THE TOWN OF SHELburne

NOTICE OF DECISION

Date of Decision: October 3, 2022
Last Day for Appeals: October 24, 2022
File No.: A22/08 – 715 Hammond Street, Town of Shelburne
Applicant: Andrew & Melissa Cunningham

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 6th day of October, 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

RECEIVED

OCT 11 2022

THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW NO. 49-2022

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 39 of the Planning Act, R.S.O. 1990, C.P.13 and amendments thereto, to enact this By-law;

AND WHEREAS By-law 38-2007, as amended by By-law 51-2019, authorizes a temporary use of the land subject to this By-law for a period of up to three (3) years;

AND WHEREAS the owner of the land subject to this By-law has made application requesting an extension of the temporary use for an additional period of up to three (3) years;

AND WHEREAS the Council of the Corporation of the Town of Shelburne deems it appropriate to further amend By-law 38-2007, as amended by By-law 51-2019, to extend the authorization of the temporary use of the land subject to this By-law for an additional period of three (3) years;

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

1. That subsection 4.9.3.3 of By-law 38-2007, Temporary Special Commercial Exception Three (C4-3) Zone be replaced with the following new subsection 4.9.3.3:

***4.9.3.3 Temporary Special Commercial Exception Three (C4-3) Zone**

- i) In addition to the uses permitted in subsection 4.9.1, on the lands zoned C4-3, permitted uses shall include a light manufacturing facility for a woodworking production business, limited to the cutting, planing, refining, assembly, packaging, shipping and receiving, and storage of lumber and wood products, and a showroom for product display and sales, all contained within the existing building and provided that storage is also permitted within shipping containers on the lot subject to the regulations of this subsection.
- ii) Notwithstanding subsection 3.2.1 (iii) of this By-law, a maximum of eight (8) shipping containers shall be permitted to be located on the lot and shall be setback a minimum of 18 metres from the east lot line and any residential lot line, and a minimum of 6 metres to all other lot lines, and shall not occupy or obstruct parking areas or parking spaces required by this By-law or a required fire access route. There shall be no outdoor storage on the lot.
- iii) No transport truck parking shall be permitted within the lot, except during loading and unloading for shipping and receiving between the hours of 7am and 11pm, and no transport truck parking shall be permitted on a public street in relation to the use of the lot. No trucking or loading operations shall occur on the lot between the hours of 11pm to 7am.
- iv) An acoustic fence having a height of 2.5 metres shall be provided and maintained abutting the south-east corner of the building and extending southerly for a minimum distance of 12.5 metres. Compliance with Ministry of Environment, Conservation and Parks (MECP) sound level limits shall be maintained and evidence satisfactory to the Town shall be provided by the owner of the lot to demonstrate compliance with MECP sound level limits annually until the temporary use expires in accordance with clause (v) of this subsection.
- v) The temporary use authorized by this subsection shall expire on the earliest of the following dates:

October 21, 2023, if the first annual reporting demonstrating compliance with MECP sound level limits as required by clause (iv) of this subsection is not provided to the Town on this date; or,

October 21, 2024, if the second annual reporting demonstrating compliance with MECP sound level limits as required by clause (iv) of this subsection is not provided to the Town on this date; or,

On a date that is 30 days after the date that any new equipment that has a higher sound level rating than the existing wood saw is installed, if information demonstrating compliance with MECP sound level limits for the new equipment is not provided to the

Town on this date; or,

October 21, 2025.

- vi) Upon expiry of the temporary use provisions of this subsection, the use shall cease, and all equipment, vehicles and shipping containers associated with the temporary use shall be removed from the lot."
- 2. That notwithstanding Section 1 and/or Section 2 of this By-law, this by-law shall expire on the earliest of the following dates:
 - a) October 21, 2023, if the first annual reporting demonstrating compliance with Ministry of Environment, Conservation and Parks (MECP) sound level limits is not provided to the Town on this date; or,
 - b) October 21, 2024, if the second annual reporting demonstrating compliance with Ministry of Environment, Conservation and Parks (MECP) sound level limits is not provided to the Town on this date; or,
 - c) On a date that is 30 days after the date that any new equipment is installed that has a higher sound level rating than the existing wood saw, if information demonstrating compliance with MECP sound level limits for the new equipment is not provided to the Town on this date; or,
 - d) October 21, 2025, being three (3) years from the date of the passing of the by-law by Council, unless the Council of the Corporation of the Town of Shelburne provides an extension by amendment to this by-law prior to its expiry.
- 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 Sections 34 and 39 of the Planning Act, R.S.O. 1990, C.P. 13.

BY-LAW READ A FIRST AND SECOND TIME THIS 3RD DAY OF OCTOBER, 2022.

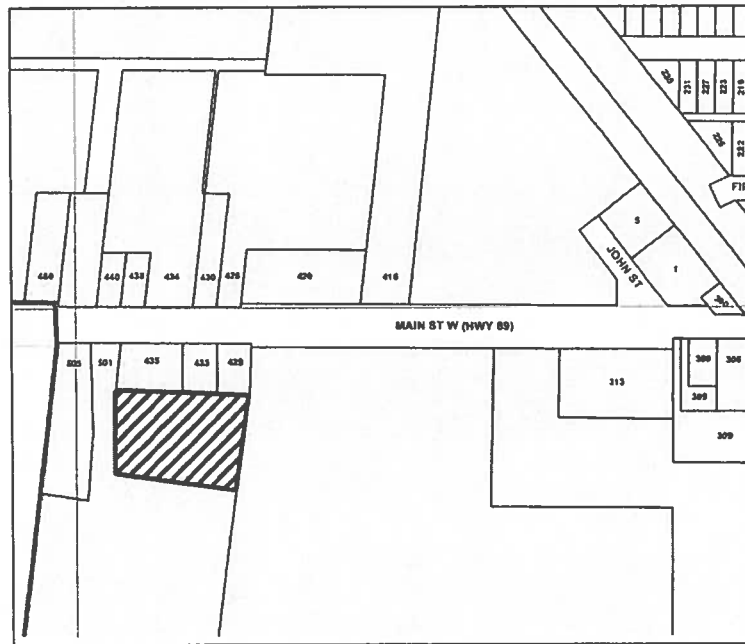
BY-LAW READ A THIRD TIME AND FINALLY PASSED THIS 3RD DAY OF OCTOBER, 2022.

DEPUTY

MAYOR

CLERK

SCHEDULE A1 TO BY-LAW NO. 49-2022



**Land Subject to Site Specific Temporary Use Special
Commercial Zone (C4-3) Zone**

EXPLANATORY NOTE

The purpose and effect of this amendment to Zoning By-law 38-2007 is to authorize the extension of the Temporary Use Special Commercial (C4-3) Zone applicable to the property described legally as Part of Lot 32, Concession 3, Part 2 on 7R-1705 and known as 443 Main Street West in the Town of Shelburne. The amendment authorizes and extension of the temporary use originally approved by By-law 51-2019 as a light manufacturing facility for up to three (3) years on the subject lands for a woodworking production business. No outdoor storage is permitted and up to eight (8) shipping containers are permitted for storage purposes provided they are located in accordance with the setbacks identified in the by-law and the parking requirements of the by-law are maintained. Loading and trucking are limited to daytime hours and transport truck parking is not permitted on the lot except during permitted shipping/receiving between the hours of 7am and 11pm, and no transport truck parking related to the site operations is permitted on a public street. As recommended by the Noise Analysis prepared by HGC Engineering and dated August 23, 2019, a 2.5 metre sound barrier is required from the north-east corner of the existing building extending 12.5 to the south (and has been erected on the property pursuant to By-law 51-2019). Notwithstanding the 3-year duration of the temporary use permitted by the by-law, annual reporting of sound levels demonstrating compliance with Ministry of Environment, Conservation and Parks (MECP) standards is required and if this information is not provided on each anniversary date of the by-law, or within 30 days of new equipment installation with higher sound level ratings than the existing wood saw, the temporary use permission expires on the earliest of these identified dates. Upon expiry of the by-law, any equipment, vehicles and shipping containers used for the light manufacturing business are required to be removed from the lot.



NOTICE OF PASSING OF BY-LAW 49-2022
BY COUNCIL OF THE TOWN OF SHELburne
UNDER SECTION 39 OF THE PLANNING ACT

OCT 11 2022

TAKE NOTICE that the Council of the Corporation of the Town of Shelburne passed By-Law 49-2022 on October 3, 2022, under Section 39 of the Planning Act, R.S.O., 1990, C.P. 13, as amended.

The purpose and effect of By-law 49-2022 (File No. Z22/05) is to amend Zoning By-law 38-2007 by extending the temporary use previously approved by By-law 51-2019 on October 21, 2019, authorizing the continuation of the existing use of the existing building on the property described legally as Part of Lot 32, Concession 3, Part 2 on 7R-1705 and known as 443 Main Street West in the Town of Shelburne as a light woodworking production facility for up to three (3) years. The original Zoning By-Law amendment (By-law 51-2019) changed the zoning of the property from Special Commercial (C4) Zone to a site-specific Temporary Use Special Commercial (C4-3) Zone. No outdoor storage is permitted and up to eight (8) storage containers are permitted for storage purposes provided they are located in accordance with the setbacks identified in the by-law and the parking requirements of the by-law are maintained. Loading, trucking and transport truck parking are not permitted on the lot except during permitted shipping/receiving between the hours of 7am and 11pm, and no transport truck parking related to the site operations is permitted on a public street. A noise barrier having a height of 2.5 metres has been provided and maintained as required from the north-east corner of the existing building extending 12.5m to the south. Annual reporting of sound levels demonstrating compliance with Ministry of Environment, Conservation and Parks (MECP) standards is required and if this information is not provided on each anniversary date of the by-law, or within 30 days of new equipment installation with higher sound level ratings than the existing wood saw, the temporary use permission expires on the earliest of these identified dates. Upon expiry of the by-law, any equipment, vehicles and shipping containers used for the light manufacturing business are required to be removed from the lot.

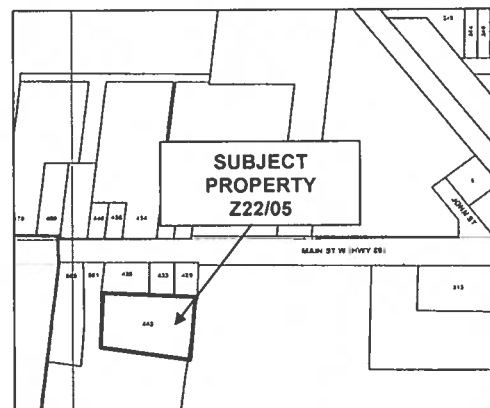
The accompanying map illustrates the location of the land subject to the Zoning By-law Amendment. The Zoning By-law amendment is in keeping with the Town of Shelburne Official Plan.

AND TAKE NOTICE that any person or agency may appeal to Ontario Land Tribunal in respect of By-law 49-2022 by filing with the Clerk of the Corporation of the Town of Shelburne, not later than the 26th day of October, 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 49-2022 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.

Dated this 6th day of October, 2022.

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



Melancthon Township Recreation Task Force Public Meeting

OCTOBER 19, 2022 | 7 P.M.
via ZOOM



**Give your input on
Recreation/Sport in
and for Melancthon!**

MEETING LINK WILL BE POSTED ON TOWNSHIP'S WEBSITE
UNDER COMING EVENTS

www.melancthontownship.ca



Niagara Escarpment Commission

1450 7th Avenue East
Owen Sound, ON N4K 2Z1
Tel. No. (519) 371-1001
necowensound@ontario.ca
www.escarpment.org

Commission de l'escarpement du Niagara

1450 7^e avenue Est
Owen Sound, ON N4K 2Z1
No de tel. (519) 371-1001
necowensound@ontario.ca
www.escarpment.org



Niagara Escarpment Commission
An agency of the Government of Ontario

October 12, 2022

Via Email

County of Dufferin
Ministry of the Environment, Conservation and Parks
Nottawasaga Valley Conservation Authority
Township of Melancthon

REQUEST FOR COMMENTS

FILE NUMBER: M/F/2022-2023/329

APPLICANT: Loretta McKeller
OWNER: Same as Applicant

LOCATION: Part Lot 14, Concession 1
605150 River Road
Township of Melancthon, County of Dufferin
ARN 221900000100700

RELATED FILES: N/A

PROPOSED DEVELOPMENT:

To replace a section of damaged pipe under River Road in the Township of Melancthon that has been in place and utilized from approximately 1958 until 2020 for the taking of water from Pine River to maintain a private pond on the existing 0.42 ha (1.03 ac) lot. The development work includes lowering back into the Pine River an existing pipe that is currently sitting above the water level for re-establishment of the water taking.

The attached Development Permit application, which is summarized above, is being sent to you for your review. Your comments and recommendations are requested for the Niagara Escarpment Commission's consideration.

We would appreciate receiving your comments via email to necowensound@ontario.ca by: **November 9, 2022**. If we do not receive your comments by this date, we will assume you have no objection to this proposal. If you require additional time to provide comments, please notify us at least one week prior to this date.

If you require further information, please contact Janet Sperling at janet.sperling@ontario.ca

FILE # _____

(For NEC office use only)

NIAGARA ESCARPMENT DEVELOPMENT PERMIT APPLICATION

(FMS #0113 - Revised August 15, 2019)

THE NIAGARA ESCARPMENT PLANNING AND DEVELOPMENT ACT, RSO, 1990, AS AMENDED

NIAGARA ESCARPMENT COMMISSION
232 Guelph Street, 3rd Floor
Georgetown, ON L7G 4B1

Phone: 905-877-5191

Fax: 905-873-7452

Website: www.escarpment.org

Email: necgeorgetown@ontario.ca

Serving the areas of:

Dufferin County (Mono)
Region of Halton
Region of Peel
Region of Niagara
City of Hamilton

NIAGARA ESCARPMENT COMMISSION
1450 7th Avenue
Owen Sound, ON N4K 2Z1

Phone: 519-371-1001

Fax: 519-371-1009

Website: www.escarpment.org

Email: necowensound@ontario.ca

Serving the areas of:

Bruce County
Grey County
Simcoe County
Dufferin County (Mulmur, Melancthon)

- Please ensure that the information you provide in this application is complete and accurate.
- Incomplete or inaccurate information will delay the processing of your application.
- Please contact your local Commission office if you have any questions about your proposal or this application.

1. OWNER (Required)

Name:

Loretta McKeller

Mailing Address:

605150 River Rd

Street/P.O. Box

Melancthon

Ontario

L9N 2V4

Postal Code

Phone:

2. APPLICANT or AGENT (if applicable)

Name:

Mailing Address:

Street/P.O. Box

City/Town

Province

Postal Code

Phone:

E-mail:

3. PROPERTY LOCATION & INFORMATION

Municipality:

Melancthon, Ont

Civic/Street Address #:
(Fire/Emergency #)

605150 River Rd

Lot:

14

Concession:

105

and/or Lot:

Plan:

Assessment roll number or PIN:

34126-0097

Lot Size:

300 Feet

Date the property was purchased or future date of purchase:

July 29, 2019

See attachment on this page.

4. PROPERTY SERVICING

Existing Road Frontage: ☒ Municipal ☐ Private
Existing Water Supply: ☐ Municipal ☒ Private
Existing Sewage Disposal: ☐ Municipal ☒ Private

Proposed Road Frontage: ☐ Municipal ☐ Private
Proposed Water Supply: ☐ Municipal ☐ Private
Proposed Sewage Disposal: ☐ Municipal ☐ Private

5. EASEMENTS, COVENANTS, AGREEMENTS

Describe the type and terms of any easements, right-of-ways, covenants, agreements or other restrictions registered on or affecting the title of the property and/or attach a copy:

attached

6. EXISTING & PROPOSED DEVELOPMENT

Note: "Development" includes the construction of buildings and structures, alterations to the landscape, (e.g. placing fill, drainage alterations, pond construction or alteration), any change of use or new use (e.g. residential to commercial, new home business, etc.). If additional space is required, please include a separate attachment.

Briefly Describe the current use of the property and any existing buildings, structures, or alterations to the landscape:

Property is my home, pond

Briefly Describe any proposed changes to the use of the property and any proposed new buildings, structures, or alterations to the landscape:

no changes

Note regarding Sections 7-14:

Depending on the type or nature of the proposed development and/or the characteristics of the property, supporting information such as Environmental Impact Studies, Landscape Plans, Lighting Plans, Visual Assessments, Grading Plans, Erosion Control Plans, Slope Stability Studies, etc., may be required in support of the following information.

7. LOT CREATION

If this application involves the creation / severance of a new lot, please provide the following information:

NO

i) Existing Lot:

Frontage _____

Depth _____

Size _____

ii) Proposed Lot:

Frontage _____

Depth _____

Size _____

iii) Retained Lot:

Frontage _____

Depth _____

Size _____

iv) Use of new Lot

- ☐ Agricultural
- ☐ APO
- ☐ Commercial
- ☐ Conservation
- ☐ Industrial
- ☐ Lot Addition
- ☐ Recreational
- ☐ Residential

11. PONDS – NEW POND / EXISTING POND WORK – DREDGING, MAINTENANCE, REPAIR etc.

The following information is the minimum information that is required for pond construction or alteration/maintenance. Generally, a hydrology/hydrogeology report and/or an environmental impact assessment is also required.

Pond is: ☐ Proposed ☒ Existing
Use of Pond: ☒ Recreation ☐ Irrigation/farm ☐ Other bring beauty to property and for wildlife
Water Source: ☐ Offline (Precipitation/run-off) ☒ Online (stream, groundwater)
Size of Pond: Water Surface Area 60m by 20m by 35m approx. Depth of Water approx 6 feet

Provide a description of the proposed pond related development:

See attached note.

Note: Additional construction details including inflow, outflow, emergency outflow, spillway details, type of construction, height and width of banks, erosion/sediment control measures, placement of excavated materials, and finished grading and landscaping should be shown on the submitted site plan and building details.

12. AGRICULTURAL DEVELOPMENT

Indicate and describe if your proposal involves agricultural land or uses such as:

On-farm Diversified Uses, Agricultural Related Uses, Dwelling Units Accessory to Agricultural Uses, New Dwelling in Agricultural Areas (near barns – MDS I), Livestock Facilities (MDS II), Equestrian Facilities (arenas, riding rings, events), Farm Ponds, Winery and Winery Events, 'Agricultural Purposes Only' (APO) lot creation:

Nil

Note: Additional detailed information may be required.

8. CONSTRUCTION DETAILS

PLEASE NOTE

Ground Floor Area: The total exterior measurements of any building, including attached garages and enclosed decks (as applicable).

Total Floor Area: Is based on the exterior measurements of the building and includes the total of the ground floor area (including attached garages, etc), plus walkout basements, plus full or half second storeys, etc.

Maximum Height: is measured from the lowest grade (e.g., walkout side), to the peak of the roof.

Please provide a description of all existing and proposed development in the following fields:

Use of Structure	Existing, Proposed, or to be Demolished	Ground Floor Area (footprint)	Total Floor Area (all storeys and walkouts)	# of Storeys	Maximum Height (lowest grade to peak)

Amount of fill to be imported to facilitate the proposed development (if required): _____

9. ACCESSORY FACILITIES, STRUCTURES, FILLING, GRADING, UTILITIES, INFRASTRUCTURE etc.

(e.g: Driveways, Decks, Gazebos, Swimming Pools, Tennis Courts, Lighting, Signs, Wind Turbines, Solar Panels, Hydro Poles/Lines, Retaining Walls, Placement of Fill, Cutting and Filling, Grading, Berms, Parking Areas, Tree/Site Clearing, etc.) (See next page for Ponds)

Describe and provide information such as: dimensions, size, height, amount of fill etc.

No

10. HOME BUSINESS, CHANGE OF USE, NEW USE

(e.g): Establishing a Home Business, Home Occupation, Home Industry or Bed and Breakfast business.
Converting or changing the use or establishing a new use on a property or within any dwelling building or structure on a property.)

Describe the proposed business or new use and provide information such as:
Type of business or use, size or area of building &/or land to be occupied or altered by the use, construction or alteration details, number of employees, access, parking, storage details, sales, hours of operation, signage, etc.

No

Note: A separate, detailed, business overview or plan should be provided.

13. RADIO OR TELECOMMUNICATIONS FACILITY IN THE AREA OF THE NIAGARA ESCARPMENT PLAN

Provide a detailed description of the radio or telecommunications proposal including construction details/building plans and elevations (Please use additional pages or attachments as required):

N/A

Provide a justification and rationale, including reasons, argument and evidence in support of the radio telecommunications proposal. Depending on the nature of the proposal and/or characteristics of the property, supporting information such as Landscaping Plans, Visual Assessment Analysis, Erosion Control Plans, Grading Plans, Environmental Impact Studies, or A Needs Assessment/Site Alternatives Report may be required:

N/A

Note: This information in Section 13 is being collected in accordance with the Niagara Escarpment Commission's *Consultation Protocol for Radiocommunication and Broadcasting Antenna Systems in the Niagara Escarpment Plan Area*. A site visit to the property may be conducted to review this proposal, with notice to the applicant, in order to provide advice to Industry Canada on new radio and telecommunications facilities.

14. OTHER INFORMATION

Provide any additional information to clarify your proposal may be submitted here or on a separate attachment:

Attached is a Quote for the repair.
Letter I sent to the town for repair of
pipe.

Letter from my lawyer to Melancthon Townsh.p
lawyer regarding this situation.

I'm requesting for a permit to take water from the Pine River, ~~that~~ is north of my property.

I've lived on this property for 3 years now and the pipe was all ready existing from 1958, to present time.

Attached is a document that was registered on my deed from the original owner from 1958.

The water comes from the Pine River through this pipe, that goes under River Road and into my pond and then has an exit point and flows back to the Pine River. The exit point is on the South side of River Road and east side of my property, where the water flows back to the Pine River.










I have enclosed pictures of the pipe in the river and pictures of entry into the pond and where it exit the pond.

I have attached pictures of the Road damage also Pictures of the Pond before this situation happened. My Pond provided a place for wild life to come and in my pond are fish, frogs, turtle crayfish.

I also provided pictures of my pond at this present time, the condition it is in without the flow of water.

Map 1A Niagara Escarpment Plan

605150 RIVER RD
File: M/F/2022-2023/329

-  Subject Property
- Geographic Names
- Plan Designations
 -  Escarpment Natural Area
 -  Escarpment Protection Area
 -  Escarpment Rural Area
 -  Public Land (in Parks and Open Space System)
 -  Roads
 -  Waterbodies
 -  Watercourse
 -  Upper Tier Municipality
 - Lot and Concession Boundary

NOTE: The Niagara Escarpment Plan Designation boundaries shown on this map are approximate and subject to confirmation through site inspection and the application of the Interpretation of Boundaries section of the Niagara Escarpment Plan.

Scale 1:50,000
0 380 760 1140 1520
Metres

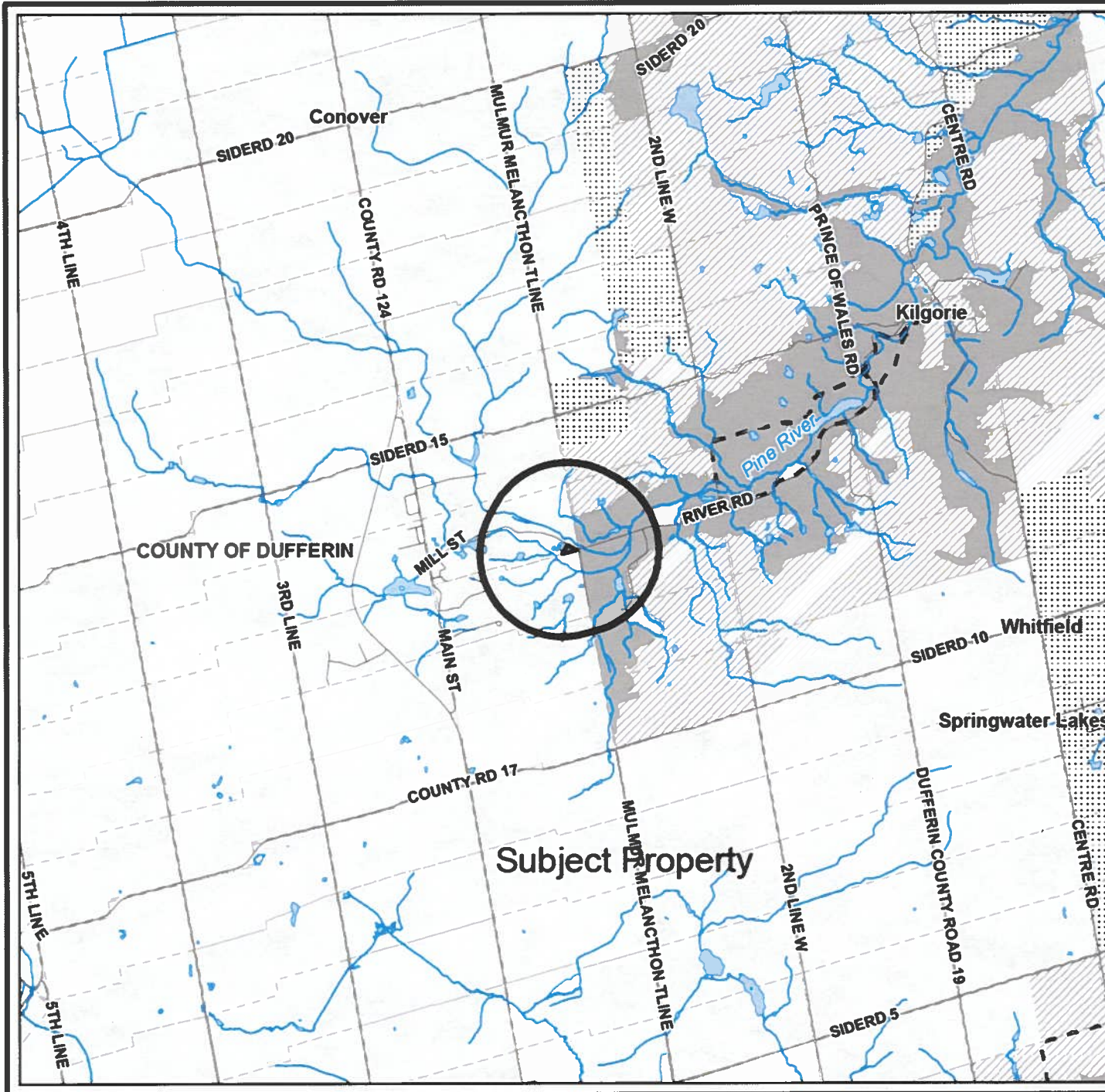
Posted on Sep 07, 2022

THIS IS NOT A PLAN OF SURVEY.
This map is illustrative only. Do not rely on it as being a precise indicator of routes, location of features, nor as a guide to navigation. Data derived from various sources. Map compiled and produced by the Geographic Information Systems (GIS) Department of the Niagara Escarpment Commission, Ministry of Natural Resources.

Ontario 



© Queen's Printer for Ontario and its licensors, 2022
May Not Be Reproduced Without Permission.



Map 2C Orthophoto

605150 RIVER RD
File: M/F/2022-2023/329



- Subject Property
- Roads
- Waterbodies
- Watercourse
- Upper Tier Municipality
- Lot and Concession Boundary
- Parcel Boundary
- Ownership Boundary
- Ontario Imagery Web Map Service Extent

Orthophoto Date 1985-2015

Scale 1:1,186
0 9.5 19 28.5 38
Metres

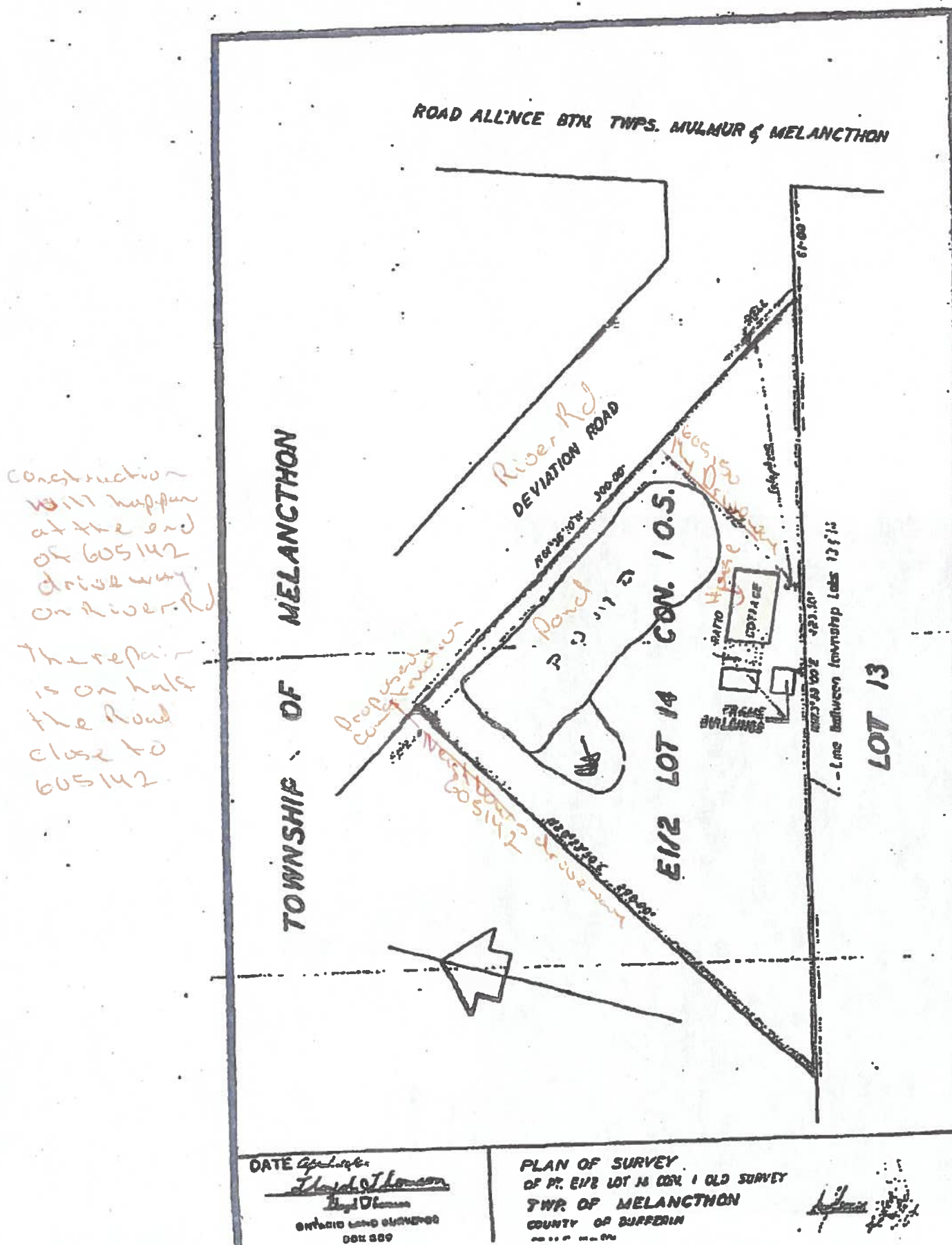
Printed on Sep 07, 2022
THIS IS NOT A PLAN OF SURVEY.
This map is illustrative only. Do not rely on it as being a precise indicator of routes,
location of features, nor as a guide to navigation. Data derived from various sources.
Map compiled and produced by the Geographic Information Systems
(GIS) Department of the Niagara Conservation Commission,
Ministry of Natural Resources

Ontario 



© Queen's Printer for Ontario and its licensors, [2022]
May Not Be Reproduced without Permission.







Sent from my iPhone

This is the area where the
water flows into the pond
from pine river. The pipe
runs under the road to the
river



Sent from my iPhone

This is the out flow area
which goes back to the
Pine River.



This is the pipe coming from under the road
in the ditch north of my pond.



This is the same pipe in the ditch on the
North side of my pond leading to river



This is the end of the pipe in the
Pine Rider.

Rise



Same pipe.



Pipe
going
to
River

Pipe
from
my
pond

P. 12





Sent from my iPhone

Pond pictures with water.
This before pipe broken.
Summer 2021



Denise Holmes

From: Chris Hibberd <c.hibberd@nvca.on.ca>
Sent: Thursday, October 6, 2022 10:46 AM
To: Denise Holmes
Cc: Doug Hevenor; Ben Krul
Subject: Planning Services MOU
Attachments: CA-Municipality_MOU_Template_Planning_and_Development__As_Amended_(2).docx

Hi Denise:

I hope you are keeping well. Further to our past discussions, NVCA staff would be interested in developing a MOU for planning review services in Melancthon similar to those we have in place with our other watershed municipalities.

We currently have agreements with 13 of our 18 municipalities and these agreements can be found on our website: <https://www.nvca.on.ca/planning-permits/planning-guidelines>. The Shelburne and the Mono agreements are examples that we have with other Dufferin County municipalities. In addition, please find attached the draft MOU that AMO and Conservation Ontario have co developed. NVCA staff would be pleased to further discuss this matter and provide a Melancthon specific draft for the Township's approval.

Please note that the planning MOU is consistent with the recent changes to the Conservation Authorities Act and would compliment the broader services and programs MOU required under Ontario Regulation 687/21.

Please feel free to contact the undersigned to further discuss.

Regards,

Chris Hibberd, MCIP, RPP (he/him/his)
Director, Watershed Management Services

Nottawasaga Valley Conservation Authority
8195 8th Line, Utopia, ON L0M 1T0
T 705-424-1479 ext. 229
c.hibberd@nvca.on.ca | nvca.on.ca

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender and destroy all copies of the original message.



CA-Municipality MOU Template for Planning and Development Reviews

Endorsed: June 24, 2019

Amended: December 9, 2019

CA-Municipality MOU Template for Planning and Development Reviews

Introduction

The following Template Agreement was developed by Conservation Ontario to help conservation authority staff develop new Planning and/or Development Approvals Memoranda of Understanding (MOUs) with municipal partners. The template was drafted by the Association of Municipalities of Ontario and further developed by Conservation Ontario following a review of current MOUs between CAs and Municipalities for Planning and Development service agreements and partnerships. The MOUs used to assist in the development of this template were:

1. MOU between the City of Ottawa and the RVCA, SNC, and MVCA (2002)
2. Partnership Memorandum for Planning Services between the Regional Municipality of York and the Conservation Authorities (LSRCA and TRCA) (2009)
3. Plan Review Agreement between the Corporation of the City of North Bay and NBMCA (2010)
4. Partnership Memorandum between the Regional Municipality of Durham and CLOCA, TRCA, LSRCA, GanRCA and KRCA for Planning Services (2011)
5. Partnership Memorandum for Plan Review and Technical Clearances between City of Peterborough and ORCA (2012)
6. Protocol for Plan Review and Technical Clearance between the Regional Municipality of Peel and CVC, HRCA and TRCA (2012)
7. Partnership Memorandum between the Town of Whitby and CLOCA for Plan Review Services (2013)
8. MOU between the County of Lanark and RVCA and MVCA (2013)
9. Service Agreement for Plan Review, Technical Clearance & Fee Collection between the Corporation of Town of Mono and CVC, NVCA and TRCA (2016)
10. Service Agreement for Plan Review, Technical Clearance & Fee Collection between the Corporation of Town of Orangeville and CVC (2017)
11. MOU between the Regional Municipality of Halton, City of Burlington, Town of Halton Hills, Town of Milton, Town of Oakville, Halton Region Conservation Authority, Credit Valley Conservation Authority, and Grand River Conservation Authority for an Integrated Halton Area Planning System

Given the various staffing capacities across municipalities and conservation authorities, this template should be formatted to address the specific needs of CA-municipal partnerships. Conservation authorities and municipalities will need to negotiate the terms for each MOU to ensure the needs of both parties are met, to avoid duplication and to ensure that coordination between CA and municipal roles and departments takes place.

This document was originally developed by AMO staff. Input on the original draft was received from the Conservation Ontario Timely Reviews and Approvals Taskforce and the draft was subsequently updated. The next version of the document was circulated to all conservation authority CAOs/GMs, as well as forwarded to CA Planning and Regulations contacts for their review and feedback and was subsequently updated. The third version of the MOU template was shared with external stakeholders for review and feedback, including the Association of Municipalities of Ontario (AMO), the Ontario Homebuilders' Association (OHBA), the Building Industry and Land Development Association (BILD), and the Residential Construction Council of Ontario (RESCON). Feedback was received from AMO, OHBA and RESCON and was incorporated into the June, 2019 version of this document. Additional feedback was received from AMO in October and the document has subsequently been updated to reflect that input.

SERVICE AGREEMENT/ Memorandum of Understanding

BETWEEN

THE CORPORATION OF _____

(the "municipality")

AND

_____ CONSERVATION AUTHORITY

("Conservation Authority" or "CA") ("Conservation Authorities" or "CAs")

Date: 2019

Background and Legislative Context

Conservation Authorities are involved in plan input and review of planning applications under the Planning Act in four ways: as an agency with provincially delegated responsibility for the natural hazard policies of the Provincial Policy Statement (PPS); as a municipal technical advisor, as a public body and as landowners. Under the *Conservation Authorities Act* (see section 21.1(1) Programs and services) Conservation Authorities are required or permitted to provide programs and services as follows: 1. Mandatory programs and services that are required by regulation; **2. Municipal programs and services that the authority agrees to provide on behalf of municipalities situated in whole or in part within its area of jurisdiction under a memorandum of understanding;** and 3. Such other programs and services as the authority may determine are advisable to further its objects. Upon proclamation of the Lieutenant Governor, S. 21.1 of the *Conservation Authorities Act* will be amended to include amongst other changes, S. 21.1.1.(1) (Municipal programs and services) that enables a CA to provide within its area of jurisdiction municipal programs and services that the authority agrees to provide on behalf of a municipality situated in whole or in part within its area of jurisdiction **under a memorandum of understanding** or such other agreement as may be entered into with the municipality in respect of the programs and services.

The CA Role in Plan Review is summarized in the table below.

Role	Type of Role	Required, Through Agreement or Voluntary	Representing	Result
Regulatory Agency (S. 28 of the <i>Conservation Authorities Act</i>)	Decision Making	Required	Provincial Interests	CA responsible for decision
Delegated "Provincial Interest"	Review/ Commenting	Required	Provincial Interest	Comments must be considered by municipality
Public Bodies	Review/ Commenting	All	Authority Interests	Comments should be considered by municipality
Service Provider	Service	Through Agreement	Terms of Agreement (MOU)	Dependent upon terms of the agreement
Landowners	Review/ Commenting / Proponents	Voluntary	Authority Interests	Comments may be considered by the municipality

1. THE PURPOSE of this agreement is to:

This agreement only pertains to land use planning, infrastructure and development related issues. Agreements should start with clauses that indicate this as the purpose of the agreement. The

municipality needs to identify what are lower-tier or upper-tier planning functions. The level of government that is a planning approval authority must enact the agreement for the types of Planning Act applications and related studies or plans for which it is the approval authority (approval authority delegated by the Ministry of Municipal Affairs and Housing through regulations made under the Planning Act or through Upper-Tier Delegation By-Laws. For example, land division may be an Upper-Tier function whereas storm drainage approval for a site plan may be a Lower-Tier function; in this case each planning approval authority may wish to enact their own agreement with the CA. Alternatively, Upper-Tier municipalities may choose to enter into an agreement on behalf of the Lower-Tier municipalities or with the Lower-Tier municipalities and the CA.

The purpose section may include:

- The mutual roles in land use planning, for development review, and technical clearance by the Conservation Authority (e.g. CAs will provide effective and timely plan review and technical clearance support/expertise to assist the municipality in making decisions on planning documents and site-specific planning applications).*
- Outlining which elements of the requirements of the Provincial Policy Statement and applicable Provincial plans and other legislation this agreement pertains to.*
- Support and assist the Municipality to streamline the municipal plan review system/process where opportunities exist.*
- Provision that states "The MOU describes services in addition to those activities and services which are undertaken by the CA as part of their own legislative mandate or by agreement with others".*
- Where multiple CA signatories to a CA-Municipal MOU: Provision outlining a similar review process throughout all signatories for applications received as a part of the MOU. The MOU may contain a separate schedule for each CA.*

2. DEFINITIONS

In this document:

"Board" - The Board of Directors of the CA

"Plan Review" - The review of applications/studies as set out in the *Planning Act* or other relevant legislation; identifying the need for and assessing the adequacy of technical surveys, studies and reports relating to the watershed natural hazards, natural heritage and water policies for natural environment features or functions +++; and specifying and clearing conditions of approval. It also includes the review of municipal planning documents, such as Official Plans and amendments and may include studies associated with infrastructure development, such as Environmental Assessment Reports.

"Provincial Plan" means,

- (a) the Greenbelt Plan established under section 3 of the *Greenbelt Act, 2005*,
- (b) the Niagara Escarpment Plan established under section 3 of the *Niagara Escarpment Planning and Development Act*,

- (c) the Oak Ridges Moraine Conservation Plan established under section 3 of the *Oak Ridges Moraine Conservation Act, 2001*,
- (d) a development plan approved under the *Ontario Planning and Development Act, 1994*,
- (e) a growth plan approved under the *Places to Grow Act, 2005*,
- (e.1) a designated policy as defined in section 2 of the *Lake Simcoe Protection Act, 2008*,
- (e.2) a designated policy as defined in section 3 of the *Great Lakes Protection Act, 2015*,
- (e.3) a designated Great Lakes policy or a significant threat policy, as those terms are defined in subsection 2 (1) of the *Clean Water Act, 2006*, or
- (f) a prescribed plan or policy or a prescribed provision of a prescribed plan or policy made or approved by the Lieutenant Governor in Council, a minister of the Crown, a ministry or a board, commission or agency of the Government of Ontario;

“Technical Clearance” - Assessing technical reports submitted by the proponent to determine if the reports satisfy the CA conditions through a comprehensive study (e.g. master environmental servicing plans, secondary plans, etc.) or plan review process and in order to clear the conditions.

“Technical Review” - Assessing technical reports submitted by the proponents' consultants in terms of applicable and most recent technical guidelines and standards and the approved terms of reference; specifying modifications or additional technical studies required and conditions of acceptance; validating the technical methods used to determine potential environmental impacts, identifying the nature and extent of mitigation measures required; recommending modifications to or acceptance of the technical report.

3. LAND USE PLANNING ROLES AND RESPONSIBILITIES

Municipal governments must make planning decisions through the lens of the Provincial Policy Statement (PPS) and pertinent provincial plans. Specifically, Sections 2.1, 2.2 and 3.1 of the PPS require particular expertise in order to provide defensible planning advice. (Note: CAs have a delegated responsibility from the Province to represent the provincial interests regarding natural hazards encompassed by Section 3.1 of the PPS (excluding wildland fire) which requires CAs to review and provide comments on municipal policy documents and applications submitted pursuant to the Planning Act). To that end, most Municipal governments look to the CA to provide this expert review of planning applications. The Municipal government and CA need to agree on which parts of the Provincial Policy Statement (PPS) and pertinent provincial plans will be subject to this agreement. If it is not subject to this agreement, the Municipality needs to ensure they have the required expertise in house or with a consulting firm.

This section should clearly delineate that CAs provide comments/advice and that the Municipality is responsible for ensuring consistency with Provincial policies and the Official Plan policies with respect to any planning application. The section should set out how the planning documents/applications/reports will flow between the two organizations. What land use planning related topics will trigger the municipal

request for CA comments/recommendation? It should also clearly articulate expectations regarding circulation by the Municipality to the CA as delineated in Appendix 2.

- a) The Municipality and the Conservation Authority(ies) agree that the Conservation Authority **will** provide comments/advice as to whether planning applications are consistent with the Section 3.1. of the PPS for the following:

1. OP and ZBL comprehensive reviews and amendments
2. Plans of subdivision/condominium
3. Community Planning Permit System
4. Secondary Plans
5. Consents
6. Minor Variance
7. Site Plan Control
8. Part lot control
9. Public Road closures

i. And for applications and initiatives related to:

- Watershed/subwatershed studies
- Guidelines
- Site alteration by-laws

CAs and municipalities may also want to specify what scale of change will trigger this review? Will all applications be reviewed? Will there be a minimum lot size, a buffer area, proximity to a natural feature that triggers CA comments. Or, many agreements will have a clause about pre-screening maps and an appendix that explains the methodology or protocol for the use of these pre-screening maps (see item d below).

- b) As needed, the Conservation Authority will also provide comments to the Municipality:

- i. Assessing the adequacy of technical studies in meeting PPS (S. 3.1) policy requirements and objectives, including:
- Hazardous lands (flooding, erosion and dynamic beach hazards);
 - Hazardous sites (unstable soils or bedrock);
 - Special Policy Areas;
 - Hydrology and Hydraulic documents and modelling; and
 - Impact and mitigation measures related to natural hazards

- c) The Conservation Authority **may** also provide comments to the Municipality:

- i. As to whether planning applications are consistent with the PPS (and/or name of provincial plan) for Section(s) XXXX for the following:
1. OP and ZBL comprehensive reviews and amendments
 2. Plans of subdivision/condominium
 3. Community Planning Permit System

4. Secondary Plans
5. Consents
6. Minor Variance
7. Site Plan Control
8. Part lot control
9. Public Road closures

And for applications and initiatives related to:

- Watershed/subwatershed studies
- Guidelines
- Site alteration by-laws

- ii. Advising the Municipality of the adequacy of technical environmental studies compared to the Municipality's Official Plan policy requirements and objectives;
- iii. On the need for technical reports, the adequacy with reference to relevant guidelines, standards, or related conditions of approval, including but not limited to such studies or plans as:
 - Stormwater management
 - Lot grading and drainage
 - Geotechnical
 - Hydrogeological
 - Erosion and Sediment Control
 - Environmental Impact Studies and related natural heritage impact and mitigation measures
 - Fluvial Geomorphology
 - Wetland water balance

Should also specify broader types of comments that pertain to impacts on/related to CA watershed planning studies.

- iv. Reporting defining features and assessing the long-term ecological function and biodiversity of natural heritage systems, identifying opportunities where applicable for restoration or improvements.
- iv. Reviewing documents that assess impacts on the natural environment related to:
 - significant wildlife habitat;
 - habitats of threatened and endangered species;
 - watercourses, fish and aquatic habitat;
 - areas of natural and scientific interest;
 - significant woodlands and woodlands;
 - significant valleylands; valley lands and stream corridors;
 - significant wetlands, local and unevaluated wetlands;
 - ground water recharge areas;
 - ground water quantity and quality
 - surface water quantity and quality

Should also specify broader types of comments that pertain to impacts on/related to CA watershed planning studies

- vi. Assisting in the technical aspects of applying alternative development standards as a best management practice for stormwater management purposes (e.g. Low Impact Development (LID) projects) and enhancement of natural heritage features and functions, +++++; and,
 - vii. Assisting in the interpretation of the Source Water Protection Plan.
 - viii. Assisting with projects, initiatives, and committees that fall outside of this agreement, but the municipality is seeking the CA's technical advice.
- d) The CA and Municipality will share Geographical Information System (GIS) data related to the services provided in compliance with any applicable licensing agreements.

May also want to discuss whether pre-screening of applications prior to circulation should take place, including types of applications, use of screening maps showing natural hazard areas and CA regulated lands, etc.

Include a provision for data licencing.

- e) Nothing in the agreement precludes the Conservation Authority from commenting to the Municipality, and implementing their regulatory responsibilities, as they would normally exercise their rights under the *Planning Act*, the *Conservation Authorities Act*, *Environmental Assessment Act*, delegated responsibilities, or other applicable legislation.
- f) Nothing in this agreement precludes the Municipality from exercising responsibility under the *Municipal Act*, *Planning Act* or any other statutory requirement.
- g) Nothing in this agreement precludes the parties from respectfully disagreeing with comments provided by the other party.
- h) Where the Conservation Authority is in conflict between legislated responsibilities and the responsibilities of this agreement, the Municipality may seek third party opinions.

4. IMPLEMENTATION

- a) The Municipality and the Conservation Authority(ies) agree:
 - *Formalize a process for pre-consultation on specific applications including notification of the upcoming meeting and circulation of relevant material. Both parties will participate in informal or formal per-consultation meetings with applicants (or provide written comments where applicable). The municipality would be responsible for submitting meeting*

minutes/records of outcomes of pre-consultation meetings. Municipality and CA should establish a mechanism to determine complete application requirements as outlined in the municipal Official Plan and to determine the technical checklist required for these studies. Sample technical checklists are included in Schedule 1.

- *The CA will respond to general inquiries from municipalities and applicants participate in informal or formal pre-consultation meetings with applicants and the municipality (or provide written comments), and provide expert witness support to the municipality as necessary where the subject lands involve natural hazards or CA regulated lands and ++++++*
- *To negotiate timelines for CA review and response that allows adequate time for municipal governments to conduct multi-departmental reviews that fit within the legislated timelines. See #5 Service Delivery Standards and Schedule 2 for further details.*

This is where the agreement should specify how the CA may participate in LPAT hearings or other tribunals; how the parties or participants may be represented at hearings for the purpose of legal representation; how third party opinions will be used and paid for; and, limits on the CA's ability to represent the municipality's interests.

- *Include information on how fees for planning services will be collected. e.g. Will the municipality collect all and remit a portion to the CA or will the applicant submit payment directly to the CA? Will final clearance fees be paid to the same place the first fees were paid? See Guideline for CA Fee Administration Policies for further details on fees.*
- *When do the building department or engineers department become involved? Include consideration for sharing comments from municipal departments with CA to ensure consistent direction on applications.*
- *Identify which CA will take the lead role in co-ordinating comments where there are multiple CAs involved in a policy review or development or amendment?*

Municipalities will want to make sure that all application forms reflect the approaches and roles you agree to.

5. SERVICE DELIVERY STANDARDS

- a) *The Conservation Authority and the Municipality shall mutually agree on timeframes for responding to planning document amendments and development applications in keeping with the requirements of legislated timelines and included in Schedule 2*

This is where you can go into more detail for timelines or level of advice expected (see Schedule 2 for an example). Important to note here that the legislated timelines pertain to circulation timelines of the

notice before the day of the hearing and not the timeline for the CA to review and provide comment on the notice.

- b) Where an application is complex, a pre-consultation meeting between the Municipality, Conservation Authority and applicant and their agents shall take place. Extensions to the agreed to timelines in Schedule 2, if necessary, should be discussed at the pre-consultation meeting.

6. CONSERVATION AUTHORITY FEES

The Conservation Authority fees pertaining to planning applications may be referenced here. Ultimately, there should be certainty between the parties that there is value for the service, it is completed in a timely way and the council, CA Board and public have clear expectations around the process. This should be consistent with the implementation section. See the Guideline for CA Fee Administration Policies for further details regarding the charging of fees for these services. The CA Board should establish expectations regarding the cost-recovery target for planning and development services. Any municipal financial support for this program should be discussed through the budgeting process.

7. TERM OF THE AGREEMENT

- a) The Municipality and the Conservation Authority(ies) agree:

1. The term of this Agreement shall be for a period of _____ years from the date of execution by the Municipality and the Agreement shall be automatically extended for additional _____ year terms, on the same terms and conditions as contained herein at the discretion of the Municipality and the Conservation Authority(ies), until terminated by any of the parties in accordance with subsection xxx herein.
2. That the Municipality and the Conservation Authority(ies) will review this Agreement, to consider changes in programs of the parties or changes in Provincial policies, at least six months prior to the expiry of each _____ term. The Municipality's CAO or Planning Department will monitor the agreement and its expiry;

- b) Any party may terminate this Agreement at any time upon delivering _____ months written notice of termination, by prepaid registered mail, to all of the other parties, which notice shall be deemed to be received on the third business day from the date of mailing.

- c) Any notice to be given pursuant to this Agreement shall be delivered to the parties at the following address:

Municipality Name
Street address
Attention: Staff Position

Conservation Authority Name
Street Address
Attention: Staff Position

THE CORPORATION OF THE MUNICIPALITY

Of XXXXXXXXXXXXXXXXX

CAO/ Clerk-Treasurer (type name here)

Chief Administrative Officer

Date: _____

The XXXXXXXXXXXXXXXX XXXXX

CONSERVATION AUTHORITY

CAO/General Manager (type name here)

CAO/General Manager

Date: _____

SCHEDULE 1

CA-Municipal Potential Technical Checklist for Planning Applications

These lists include some of the potential technical studies that could be part of a complete application. Through the pre-consultation process, requirements for technical studies which are appropriate for the project would be identified. These lists are intended to act as an example of potential technical studies and are not exhaustive.

Should consider requiring the applicant, as part of the covering letter, to have a professional attest that an application is complete. Municipality and CA should establish a mechanism to determine complete application requirements as outlined in the municipal Official Plan and to determine the technical checklist required for these studies. The CA and Municipality should discuss allowing the CA to pre-screen submissions prior to the municipality confirming that the application is complete.

A-1: Official Plan Amendments

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (See CA Fee Schedule)
- Appropriate Plans/Drawings
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Topographic Information

Potential technical requirements

- A list of support information and materials for Planning Act applications is typically provided in Official Plans; this list should be referred to for consideration.
- Conceptual Channel Crossings Assessment
- Conformity Reports (e.g. Growth Plan, Lake Simcoe Plan, Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Subwatershed Study
- Scoped or Full Comprehensive Environmental Impact and Enhancement Study
- Functional Servicing Plan/Stormwater Management Study
- Floodline Delineation Study/Hydraulics
- Functional Servicing Plan/Stormwater Management Study
- Geotechnical/Slope Stability Study
- Preliminary Grading Plans
- Headwater Drainage Feature Evaluation
- Fluvial Geomorphology Study
- Hydrogeological Assessment
- Lake Capacity Analysis
- Conceptual Channel Crossings Assessment
- Low Impact Development Opportunity Assessment, as required by municipal policy
- Scoped or Full Environmental Impact and Enhancement Study
- Water Balance Analysis

- Watercourse Erosion Analysis
Coastal hazard assessment
- Other reports/studies identified through the checklists or staff consultation.

A-2: Zoning By-law Amendments

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (See Fee Schedule)
- Appropriate Plans/Drawings
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Topographic Information

Potential technical requirements

- Archaeological Assessment (on CA Properties only)
- Channel Crossings Assessment
- Conformity Reports (Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Floodline Delineation Study/Hydraulics
- Functional Servicing Plan
- Geotechnical/Slope Stability Study
- Grading Plans
- Headwater Drainage Feature Evaluation
- Hydrogeological Assessment
- Lake Capacity Analysis
- Low Impact Development Opportunity Assessment, as required by municipal policy
- Scoped or Full Environmental Impact and Enhancement Study
- Stormwater Management Study
- Structural Elevations and Construction Details
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation.

A-3: Plans of Subdivisions

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (See Fee Schedule)
- Appropriate Plans/Drawings
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Topographic Information

Potential technical requirements

- Archaeological Assessment (on TRCA Properties only)
- Channel Crossings Assessment
- Conformity Reports (Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Erosion and Sediment Control Plans
- Floodline Delineation Study/Hydraulics
- Functional Servicing Plan
- Geotechnical/Slope Stability Study
- Grading Plans
- Headwater Drainage Feature Evaluation
- Hydrogeological Assessment
- Lake Capacity Analysis
- Landscaping/Site Rehabilitation Plan
- Low Impact Development Opportunity Assessment, as required by municipal policy
- Scoped or Full Environmental Impact and Enhancement Study
- Stormwater Management Facility Design
- Stormwater Management Study
- Structural Elevations and Construction Details
- Topsoil Stripping Review
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation.

A-4: Site Plan Controls

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (See Fee Schedule)
- Appropriate Plans/Drawings
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Topographic Information

Potential technical requirements

- Archaeological Assessment (on CA Properties only)
- Channel Crossings Assessment
- Conformity Reports (Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Erosion and Sediment Control Plans
- Floodline Delineation Study/Hydraulics
- Functional Servicing Plan
- Geotechnical/Slope Stability Study
- Grading Plans
- Headwater Drainage Feature Evaluation
- Hydrogeological Assessment
- Landscaping/Site Rehabilitation Plan
- Low Impact Development Opportunity Assessment, as required by municipal policy

- Scoped or Full Environmental Impact and Enhancement Study
- Stormwater Management Facility Design
- Stormwater Management Study
- Structural Elevations and Construction Details
- Topsoil Stripping Review
- Water Balance Analysis
- Watercourse Erosion Analysis
- Other reports/studies identified through the checklists or staff consultation.

A-5: Consents (Severances) and Minor Variances

- Covering Letter, which outlines the proposal, provides contact names and describes all preliminary consultation and submission contents
- Application Fee (See Fee Schedule)
- Appropriate Plans/Drawings

Potential technical requirements

- Archaeological Assessment (on CA Properties only)
- Conformity Reports (Greenbelt, Niagara Escarpment, ORM, Rouge Park/Rouge Park North)
- Erosion and Sediment Control Plans
- Floodline Delineation Study/Hydraulics
- Geotechnical/Slope Stability Study
- Grading Plans
- Hydrogeological Assessment
- Headwater Drainage Feature Evaluation
- Landscaping/Site Rehabilitation Plan
- Natural Systems Map (natural hazards and natural heritage features with requisite buffers, overlaid with existing site conditions, property boundaries, and proposed development and site alteration)
- Scoped or Full Environmental Impact and Enhancement Study
- Structural Elevations and Construction Details
- Topographic Information
- Other reports/studies identified through the checklists or staff consultation.

SCHEDULE 2

Non-Statutory Development Application Review Timelines

The following table is an example which describes the non-statutory timeframes for development review applications that the parties will aim to achieve, broken down by certain major application types. Municipalities and CAs are to negotiate an appropriate timeframe for review of these applications as part of the MOU process.

APPLICATION TYPE	PRE-CONSULTATION	CIRCULATION (for pre-consultation, or after an application is deemed complete, or for any subsequent circulations)	COMMENTS AFTER FIRST CIRCULATION
Site specific Regional Official Plan amendments	Meeting scheduled with all parties and the applicant within x-21 calendar days of request ¹	Upper-tier municipality to circulate to all parties within x-3 business days	Parties to provide comments within 45-x calendar days
Site specific local Official Plan Amendments	Same as above	Local municipality to circulate to all parties within x-3 business days	Parties to provide comments within 45-x calendar days
Site specific Zoning By-law Amendments	Same as above	Local municipality to circulate to all parties within x-3 business days	Parties to provide comments within 30-x calendar days
Draft Plans of Subdivision or Condominium	Same as above	Local municipality to circulate to all parties within x-3 business days	Parties to provide comments within 45-x calendar days
Site Plans	Same as above	Local municipality to circulate to all parties within x-3 business days	Parties to provide comments within x-14 calendar days unless the local municipality agrees there is a specific issue that requires additional time to resolve (x-45)
Consents and Minor Variances		Local municipality to circulate to all parties within x-3 business days	Parties to provide comments within x-14 calendar days

¹ To convene a pre-consultation meeting, the lead agency must have sufficient information from the applicant so that the parties can provide advice.