



TOWNSHIP OF MELANCTHON

A G E N D A

Thursday, September 6, 2018 - 5:00 p.m.

1. **Call to Order**
2. **Announcements**
3. **Additions/Deletions/Approval of Agenda**
4. **Declaration of Pecuniary Interest and the General Nature Thereof**
5. **Approval of Draft Minutes - August 16, 2018**
6. **Business Arising from Minutes**
7. **Point of Privilege or Personal Privilege**
8. **Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
9. **Public Works**
 1. Accounts
 2. GPS System
 3. Report from Chris Knechtel, RJ Burnside and Associates regarding the tenders for Structure 10 (Not in Package)
 4. Letter from Allan Wargon regarding Report to Council, dated July 30, 2018
 5. Other
 6. Unfinished Business
 1. Petroleum Tenders - Recommendation from Director of Public Works
10. **Planning**
 1. Applications to Permit
 2. Letter from SVCA - Memorandum of Understanding-Planning Services
 3. Unfinished Business
 1. Notice of Intent to Pass By-law
 1. Annable Zoning By-law Amendment
 4. Other
11. **Police Services Board**

****Next meeting is Wednesday, September 19, 2018 - 10:00 a.m. - Committee Room, Municipal Office****
12. **Committee Reports**
13. **Correspondence**

***Board & Committee Minutes**

*** Items for Information Purposes**

1. Letter from Dillon Consulting Limited regarding Improvements to Highway 10/89 in the Town of Shelburne
2. GRCA Current - August 2018
3. Email from Meghan Townsend regarding Provincial Offences Space Update - July 2018
4. Letter from The Town of Aurora Regarding Council Motion (b) Greenbelt Protection
5. Township of Southgate Notice of Public Meeting for an Official Plan Amendment regarding Source Water Protection Area

6. AMO Policy Update - "In Conversation" on Recreational Cannabis Retail Approach
7. Email from Eowyn Spencer - GRCA Members Attendance June 2018
8. Email from Jennifer Willoughby - Town of Shelburne Planning Application Circulation - 208 Victoria Street
9. Email from Jennifer Willoughby - Town of Shelburne Planning Application Circulation - 127-133 Owen Sound Street

*** Items for Council Action**

1. Report from Denise Holmes for Compliance Audit Committee - 2018 Municipal Election
2. Letter from Everett Lusk with VanHarten Surveying, dated Aug 22, 2018, requesting Letter of Approval for Application B1/18, East Part of Lot 16, Concession 2 OS
3. Letter from Everett Lush with VanHarten Surveying, dated Aug 23, 2018, requesting Letter of Approval for Application B2/18, Part of Lot 22, Concession 6 SW for a lot enlargement to Lot 17, Plan 54

14. General Business

1. Accounts
2. New/Other Business/Additions
 1. Open quotes for the maintenance work on the Dickson and Coutts Drainage Works
 2. Emergency Shelter Agreement Memorandum of Understanding - Horning's Mills Community Hall
 3. Other
3. Unfinished Business
 1. Howick Township Resolution regarding Cemetery Care and Maintenance Trust Funds
 2. By-law to Authorize a Fire Agreement - Shelburne and District Fire Department
 3. AMO - Main Street Revitalization Program - Discussion on other projects under the funding program & costing o pave parking lot beside Horning's Mills Community Hall
 4. Fire Marque - Mulmur Melancthon Fire Department

15. Delegations

1. 5:45 p.m. - Heather Hill, Noble Insurance and Colin Smith, Frank Cowan and Company regarding the 2018-2019 Municipal Insurance Program

16. Closed Session

17. Third Reading of By-laws (if required)

18. Notice of Motion

19. Confirmation By-law

20. Adjournment and Date of Next Meeting - Thursday, September 20, 2018 - 5:00 p.m.

21. On Sites

22. Correspondence on File at the Clerk's Office

15-08-2018

August 12, 2018

Mayor Darren White
and Council of the Township of Melancthon

Mayor Paul Mills
and Council of the Township of Mulmur

Mayor Christopher Vanderkruys
and Council of the Township of Clearview

Dear honourable Mayors and esteemed Councillors,

This is regarding the Report To Council, dated July 30, 2018, directed to Clearview Council, by Gerald LeMay, General Manager Transportation and Drainage, Clearview Township. Parts of the Report, quoted verbatim, are in quotation marks. My comments follow those.

" Background: During July 16th Council Meeting correspondence was received from Melancthon Township regarding the boundary road between Melancthon and Clearview Townships. A request had been received to Melancthon from the Police Services Board asking for a diversion or stopping up of the boundary road. Several years ago Simcoe County had built a new bridge on this roadway to service the residents."

The latter is completely misleading. The only residents using the bridge are my wife and I, and we protested in vain the construction of the new bridge. The contractors who came to inspect the old wooden-railed bridge in regard to Simcoe County's call for bids generally found the old bridge sound; indeed one contractor who did a thorough inspection said *'For all the traffic it gets, that bridge will last another hundred years.'* We suffered greatly, in dislocation, inconvenience, plantings destroyed, and dust, through the construction of the new bridge. This is not to cast aspersion on the contractor or workers, with whom we were on friendly terms at all times.

" Comments and Analysis: Staff have spoken with Melancthon Township staff as well as the County of Simcoe regarding the closure of the roadway. The County of Simcoe staff is not in favour of the road closure as well as staff from Melancthon. Clearview staff would recommend that the closure is not in the best interest of the Township. A road closure is a more permanent feature that is very difficult if not impossible to reverse if in the future the Township and County decide they require this road open."

What is being considered is not the whole road but only what is called the 'summer road', the short portion from east of our house to where it joins the

Melancthon-Mulmur Town Line and the Mulmur-Nottawasaga Town Line. This portion is closed by snow in winter and such traffic as there is then uses the Melancthon-Mulmur Town Line and Sideroad 30, which connects with County Road 124. Melancthon Township has long maintained a sign at the County Road 124 entrance to the Melancthon-Nottawasaga Town Line (our road) that says 'No Exit', and another that says 'Small Bridge No Trucks'. Moreover, we own the land underlying the 'summer road' and all the land on both sides of it. No road was excluded from the land sold to me in 1964; the Registry Office shows no road but only a trail.

No one is proposing to affect the rest of the road. If the 'summer road' were closed the bridge would be unaffected. Access by mail, garbage and other vehicles would be just as it is now. All existing easements would stay in place.

The 'summer road' is usually deeply rutted and washed out. Because of the steep slope the road washes out, becomes stony and muddy with each major rain. Over the 54 years that I have lived on the property I have many times, too innumerable to count, pulled out with my tractor and chains various vehicles, even large trucks, mired in mud or snow. I never took any remuneration. This last winter, when three young men were stuck in snow my wife prevailed on me, who was then almost 93, not to help them. Nonetheless, as we are the nearest house, we were appealed to, took them in, warmed them, gave them refreshment, and called for them a tow truck. When the truck finally came and got them out, its driver charged them \$450.00. Melancthon Township tries to keep the 'summer road' passable by grading it about once a summer, which helps, but can't, doesn't, last long.

The 'summer road' is too narrow for two vehicles to pass. After examining it Mayor White said *'It's a cow path, not a road.'* At some time a collision, or other destructive accident, perhaps a serious one, is likely to happen.

From a personal perspective, my wife and I very much want the 'summer road' closed. It gives access to trespassers and vandals. We have been shot at, had dogs killed, and had costly property destroyed. We are located at the far reach of both the Huronia West and Dufferin OPP Detachments, and though the Police diligently do what they can, having the 'summer road' open, through which cars can come to within a few feet of our house, far from the Police Detachments, makes us particularly vulnerable.

Talking with Mr. LeMay after he had written the above-quoted report, we found that the negative opinions he garnered had been from select staff members in each jurisdiction, not the Councils, and not even the staffs generally. After discussion, Mr. Lemay, an honest official, said he would survey the whole situation again on a broader basis. We hope that this, and after the Councils have had time to consider the matter, will lead to a positive conclusion.

Sincerely,



Allan Wargon

825941 Mel-Nott TL, R R 2, Shelburne, ON L0N 1S6



cc: Mr. Gerald Lemay, General Manager Transportation and Drainage,
Township of Clearview

APPLICATIONS TO PERMIT FOR APPROVAL
Sept 6, 2018 COUNCIL MEETING

PROPERTY OWNER	PROPERTY DESCRIPTION	TYPE OF STRUCTURE	DOLLAR VALUE	D.C.'s	COMMENTS
Manessa Martin Applicant: Eli Sherk	Lot 245-246, Concessin 3 SW 118302 2nd Line SW	addition to an existing building	\$20,000	YES	approved at the Aug 16 Council Meeting
Manessa Martin Applicant: Eli Sherk	Lot 245-246, Concessin 3 SW 118302 2nd Line SW	Power Room	\$6,000	YES	approved at the Aug 16 Council Meeting
Christine Greene	Part Lot 28, Concession 11 NE 824506 County Road 9	Re-build 2 car garage	\$40,000	NO	
Doug & Wendy Bannon	Part Lot 40, Concession 3 NE 199347 2nd Line NE	Addition to Existing Storage Building	\$18,000	NO	



1078 Bruce Road 12, P.O. Box 150, Formosa ON Canada N0G 1W0
Tel 519-367-3040, Fax 519-367-3041, publicinfo@svca.on.ca, www.svca.on.ca

August 16, 2018

Dufferin County

Attention: Sonya Pritchard, CAO

Re: Memorandum of Understanding – Planning Services

Background: Saugeen Valley Conservation Authority ("SVCA") currently has in place Memorandum of Agreements (now replaced by the term Memorandum of Understanding ("MOU")) with upper and lower tier watershed municipalities. Those MOUs provide the framework for the effective and timely provision of comments and services by SVCA to the Counties and municipalities with respect to land use planning matters. SVCA, and in some cases the County/Municipality, recognized the need to review and update those agreements. In July 2017 SVCA provided a proposed and significantly revised MOU to its municipal partners. The significant revisions were to remove the reference to Natural Heritage issues as well as the review of such issues and to limit commenting by SVCA to those geographic areas regulated by SVCA. That change was the result of a motion by the full Authority in October 2016. The proposed MOUs recognize that County and local councils have the statutory authority for land use planning.

Municipal Response to Proposed MOU: Most County and Municipal staffs were clear in their preference to have SVCA continue to provide the same Natural Heritage review services as well as commenting on local planning documents throughout the watershed as is currently the case. Those staff were asked to have their respective councils make a formal request to SVCA to that effect for consideration by the Authority Members. That formal request was made by Grey County and Southgate councils.

SVCA was also asked to include wording with respect to pre-submission consultation and with respect to a Communications and Issues Resolution Protocol. The Authority has agreed to those two requests.

SVCA Response to Council Requests: At its July 17th Authority meeting the Authority Members considered the request by Grey County and Southgate councils with respect to the Natural Heritage issue. The Members considered that request in the context of a strong Authority desire to improve the efficiency of SVCA. A key component of improved efficiency is the concentration by SVCA staff on the SVCA's core mandate. SVCA's core role in municipal plan input and review is to ensure that municipalities give appropriate regard to section 3.1 of the Provincial Policy Statement in their planning activities and further that the SVCA review be limited to areas regulated by Ontario Regulation 169/06 as amended. After much discussion, the councils' request for continuing the planning services currently provided with respect to Natural Heritage, local planning document comments and planning reviews outside the SVCA regulated areas was respectfully denied by motion of the Authority.



Watershed Member Municipalities

Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands, Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce, Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North, Town of Saugeen Shores, Township of Southgate, Municipality of West Grey

PLAN # 2
SEP 06 2018

New MOUs: An MOU between the parties continues to be a useful tool as it will outline with clarity the role of those parties in the planning process. An MOU will further assist the County/Municipality and landowners/applicants by:

- Outlining SVCA's role in pre-submission consultation which is an important aspect requested by the County/Municipality. This provision can significantly assist in making the process more efficient for all the parties.
- Identify the protocol in cases where there is a hazard feature noted but the feature is not identified in SVCA mapping.
- Provide a communication and dispute protocol.
- Allow for consolidated fee collection which is a benefit to the landowner/proponent.

At a stated time SVCA staff will cease providing Natural Heritage services and current MOAs will be terminated and hopefully new MOUs will be in place. SVCA recognizes that the County/Municipalities require significant lead time to determine the preferred option for replacing the planning input and review services currently provided by SVCA. We understand that either having trained staff to perform those tasks or hiring outside consultants may take considerable time to put in place. County/Municipal budget concerns also factor into the timing for the transition. We are certainly willing to work with County/Municipal staff to assist them in their deliberations during the transition. We suggest a realistic effective date for a new MOU would be on or before January 1, 2020 and wish to work toward that date as a firm deadline. Please let us know if that is a reasonable date from your perspective. We understand that Huron County does its own Natural Heritage review using its staff, so they may be a useful source of information on how that works for them.

Next Steps: We suggest the next steps would include:

- County/Municipal staff informing their respective councils of the change in SVCA's role with respect to planning services.
- Agreement on the termination date for the provision of SVCA's current planning services (January 1, 2020).
- Finalize the terms and conditions of a new MOU.

Please do not hesitate to contact us should you wish clarification on any aspects of this issue.

Regards,



Wayne Brohman
General Manager/Secretary-Treasurer
Saugeen Conservation



Luke Charbonneau
Chair
Saugeen Conservation

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. _____

(Annable – June 15, 2018)

Being a By-law to amend By-law No. 12-79, as amended, the Zoning By-law for the Township of Melancthon for lands described legally as Lot 5 Plan 2, located in Part of Lot 260, Concession 1 S.W.T.S.R

WHEREAS the Council of the Corporation of the Township of Melancthon is empowered to pass By-laws to regulate the use of land pursuant to Section 34 of the Planning Act, 1990;

AND WHEREAS the owner of the subject lands has requested a zoning by-law amendment to allow the subject lands to be used for residential purposes;

AND WHEREAS the Council of the Corporation of the Township of Melancthon deems it advisable to amend By-Law 12-79, as amended;

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

1. Schedule 'A' to Zoning By-law No. 12-79 as amended, is further amended by zoning lands described legally as Lot 5, Plan 2, located in Part of Lot 260, Concession 1, S.W.T.S.R. from the Institutional (I) Zone to the Hamlet Residential Exception (R1-7) Zone as shown on Schedule A-1 attached hereto, which forms part of this By-law.

2. And Furthermore, Zoning By-law No. 12-79 as amended, is hereby further amended by adding the following new sub-section after sub-section 6.5 f):

g) On lands described legally as Lot 5, Plan 2, located in Part of Lot 260, Concession 1, S.W.T.S.R and located in the R1-7 Zone, a two-unit dwelling or a secondary-suite shall be additional permitted uses, provided such two-unit dwelling or secondary suite is compliant with the requirements of the Ontario Building Code. Furthermore, notwithstanding Section 6.3 b) and d) the following regulations shall apply to lands in the R1-7 Zone:

- | | |
|--------------------------|----------------------|
| a) Minimum lot area: | 1,300 square metres; |
| b) Minimum lot frontage: | 16 metres; |

3. In all other respects, the provisions of By-law 12-79, as amended shall apply.

This By-law shall come into effect upon the date of passage hereof, subject to the provisions of Section 34 (30) and (31) of the Planning Act (Ontario).

READ A FIRST AND SECOND TIME on the 21st day of June 2018.

READ A THIRD TIME and finally passed this 21st day of June 2018.

Mayor

Clerk

RAW# 3.1.1
SEP 06 2018

Schedule 'A-1'

By-law 2018-_____

Part of Lot 260, Concession 1 SW of Toronto and Sydenham Rd
Township of Melancthon



Lands to be rezoned from the Institutional (I) Zone
to the Hamlet Residential Exception (R1-7) Zone

This is Schedule 'A-1' to By-law _____

Passed this _____ day of _____, 2018.

Mayor

Clerk

August 3, 2018



Township of Melancthon
157101 Highway 10
Melancthon, Ontario
L9V 2E6

Attention: Ms. Denise Holmes
CAO/Clerk

***Developer Driven Class Environmental Assessment for Improvements to
Highway 10/89 in the Town of Shelburne
Preliminary Design and Class Environmental Assessment Study
Notice of Commencement***

Dear Ms. Holmes:

As outlined in the enclosed Notice, Shelburne 89 Developments Inc. (Shelburne Developments) has retained Dillon Consulting Limited (Dillon) to complete the Preliminary Design and Class Environmental Assessment (EA) for improvements to Highway 10/89 in the Town of Shelburne, Dufferin County, Ontario.

The project is being initiated as a Group "B" undertaking following the Ministry of Transportation, Ontario (MTO) *Class EA for Provincial Transportation Facilities* (2000).

The project team is currently seeking input from all stakeholders and interest groups, and is requesting that the enclosed comment form be returned by **August 17, 2018**.

Please contact one of the team members listed on the enclosed Notice if you have any specific questions or comments.

Sincerely,

DILLON CONSULTING LIMITED

Brandon Fox, BES
for Martin Van Haren, P.Eng
Project Manager

DJM:tfk
Enclosures

cc: Ms. Mara Samardzic, Shelburne Developments

Our file: 18-7456



130 Dufferin Avenue
London, Ontario
Canada
N6A 5R2
Mail: Box 426
London, Ontario
Canada
N6A 4W7
Telephone
519.438.6192
Fax
519.672.8209

Dillon Consulting
Limited

INFO # 1
SEP 06 2018

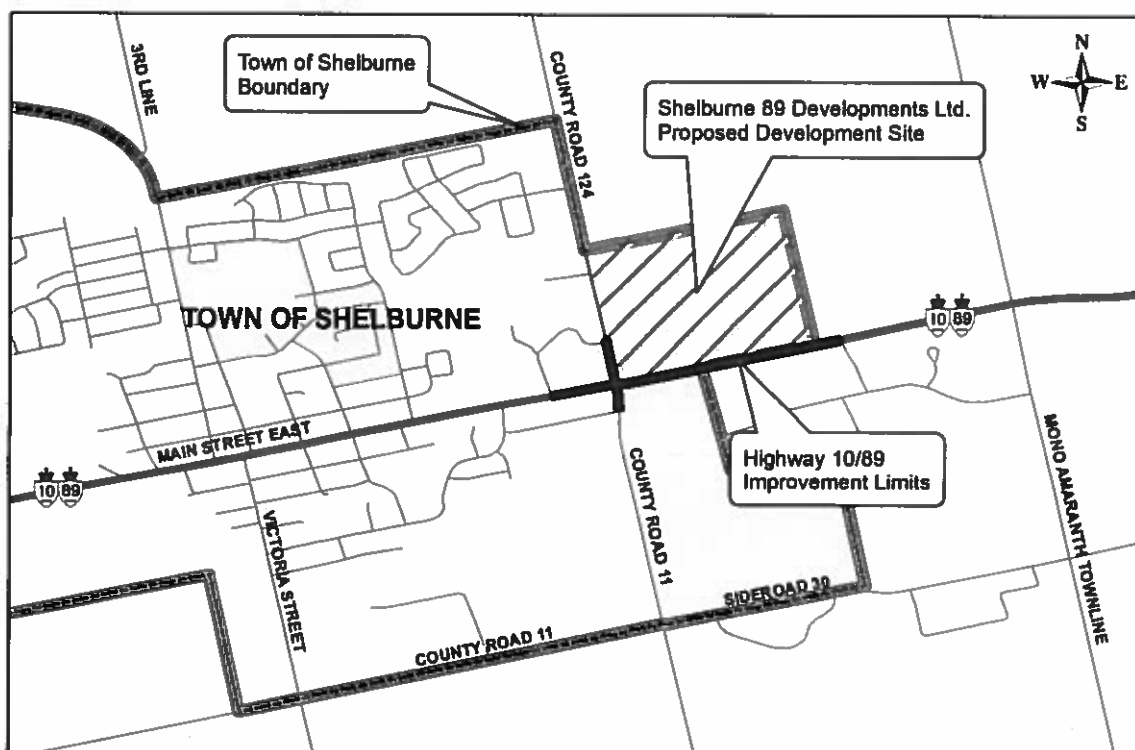
NOTICE OF COMMENCEMENT

Developer Driven Class Environmental Assessment for Improvements to Highway 10/89 in the Town of Shelburne Preliminary Design and Class Environmental Assessment Study

The Project

Shelburne 89 Developments Ltd. (Shelburne Developments) has retained Dillon Consulting Limited (Dillon) to complete the Preliminary Design and Class Environmental Assessment (EA) for the following improvements to Highway 10/89 in the Town of Shelburne, Dufferin County, Ontario:

- New Highway 10/89 intersection, approximately 300 meters east of the Highway 10/89 and County Road 11/County Road 124 intersection
- Improvements to Highway 10/89 to accommodate the new intersection, such as a raised median and widenings to accommodate left turn lanes
- Improvements to the Highway 10/89/County Road 11/County Road 124 intersection, in consultation with the Town of Shelburne.



The Process

The project will be completed as a Group "B" undertaking following the Ministry of Transportation, Ontario (MTO) Class Environmental Assessment (EA) for Provincial Transportation Facilities (2000). The study will identify the preferred plan for the proposed improvements, and will assess potential impacts to the environment. A report documenting the Class EA process and Preliminary Design will be available for public review at the end of the study. If during the study, it is determined there are no significant environmental impacts associated with the project, the proponent may decide to "step-down" the project to a Group 'C' undertaking. If this is the case, a notice will be published in a local newspaper advising of the change and an Environmental Screening Document will be completed for internal use.

Public and Agency Consultation

Meetings will be held with impacted property owners and businesses to discuss potential impacts and concerns. The project team is currently seeking input from all stakeholders and interest groups. Please contact one of the team members listed below if you have specific questions or comments, or would like to request a meeting with the project team regarding the study. Comments are requested by **August 17, 2018**.

Martin Van Haren, P.Eng, Project Manager

Dillon Consulting Limited
Box 426, London, Ontario, N6A 4W7
Tel: 519-438-1288 Ext. 1221
Fax: 519-672-8209
Toll Free: 1-888-345-5668 Ext. 1221
Email: mvanharen@dillon.ca



Brandon Fox, BES, Project Planner

Dillon Consulting Limited
Box 426, London, Ontario, N6A 4W7
Tel: 519-438-1288 Ext. 1307
Fax: 519-672-8209
Toll Free: 1-888-345-5668 Ext. 1221
Email: bfox@dillon.ca



Ms. Jennifer Willoughby, Clerk

Town of Shelburne
203 Main Street East
Shelburne, Ontario, L9V 3K7
Tel: 519-925-2600 Ext. 223
Email: jwilloughby@shelburne.ca



Information collected will be used in accordance with the *Freedom of Information and Protection of Privacy Act*. With the exception of personal information, all comments will become part of the public record.

Des renseignements sont disponibles en français en composant Kevin Poirer, 1-888-345-5668.

COMMENT FORM
Developer Driven Class Environmental Assessment for Improvements
to Highway 10/89 in the Town of Shelburne
Preliminary Design and Class Environmental Assessment Study
Notice of Commencement



Agency:
(If applicable) _____

Name: _____

Mailing Address: _____

☐ I/we prefer to receive information by email.

E-mail: _____

Please provide comments, questions, or suggestions below.

Please deposit this form in the comment box or return by **August 17, 2018** to the following recipients:

Brandon Fox, BES, Project Planner
Dillon Consulting Limited
Box 426, London, Ontario, N6A 4W7
Tel: 519-438-1288 Ext. 1307
Fax: 519-672-8209
Toll Free: 1-888-345-5668 Ext. 1307
Email: bfox@dillon.ca

Personal information collected and recorded or submitted in writing on this subject is collected accordance with the *Freedom of Information and Protection of Privacy Act*. With the exception of personal information all comments will become part of the public record.

GRCA Current



August, 2018 • Volume 23 Number 7

GRCA General Membership

Chair Helen Jowett

Vice-Chair Chris White

Townships of Amaranth, East Garafraxa, Melancthon and Southgate and Town of Grand Valley
Guy Gardhouse

Townships of Mapleton and Wellington North Pat Salter

Township of Centre Wellington
Kirk McElwain

Town of Erin, Townships of Guelph/Eramosa and Puslinch
Chris White

City of Guelph
Bob Bell, Mike Salisbury

Region of Waterloo
Les Armstrong, Elizabeth Clarke,
Sue Foxton, Helen Jowett,
Geoff Lorentz, Jane Mitchell,
Joe Nowak, Wayne Roth,
Sandy Shantz, Warren Stauch

Municipality of North Perth and Township of Perth East
George Wicke

Halton Region Cindy Lunau

City of Hamilton George Stojanovic

Oxford County Bruce Banbury

County of Brant
Brian Coleman, Shirley Simons

City of Brantford
Dave Neumann, Vic Prendergast

Haldimand and Norfolk Counties
Bernie Corbett, Fred Morison



Variable rainfall

July started out very dry and ended with heavy rainfall in parts of the watershed.

Most areas of the watershed received more than half of the normal July rainfall over the last 10 days of the month. Some of the rain came during all-day soaking events, while other rain fell during short localized thunderstorms.

The dry conditions mean the reservoirs were used to increase flows in the rivers. About 80 per cent of the flow through Kitchener and close to 40 per cent of the flow through Brantford was from reservoir discharges. On the Speed River, close to 50 per cent of the flow below Guelph was from reservoir discharge.

Temperatures were well above the long-term average during the month, with daytime highs close to 30 C on many days. At the Shand Dam climate station, the average temperature during the first half of July was 22 C, which is 2.5 C above normal.

The GRCA reservoirs were at a normal operating level at the end of July. The level of Lake Erie continues to be above the long-term average.

Water conservation urged

A call for a voluntary 10 per cent cut in water use was made July 12 by the Grand River Low Water Response Team and this remains in effect.

The team is made up of representatives of major water users including municipalities, farmers, golf course operators, water bottlers, aggregate businesses, Six Nations and others.

Under the Ontario Low Water Response Program, the team placed the Grand River watershed in a Level 1 condition. Level 1 results in a request for a 10 per cent reduction in water consumption by all water users, including municipalities, aggregate operations, golf courses, water bottlers, farms for irrigation, as well as private users.

For residents, the most effective way to conserve water is to follow their municipal outdoor water use bylaws, which limit watering to specific days

and times.

The water in the reservoirs is released gradually during the summer and fall to ensure there is enough water to support the operation of municipal drinking water plants and wastewater treatment plants. Flow augmentation also helps support the overall health of the river system. Stream flow is low in many of the smaller watercourses, as well as those that do not receive flow augmentation from the reservoirs.

Water levels in the reservoirs will continue to be monitored throughout the summer to ensure flow targets can be maintained if dry conditions persist.

More information on the Low Water Response Program is available on the GRCA website at www.grandriver.ca.

Appointments to Foundation board

The GRCA approved one new member to the Grand River Conservation Foundation board and reappointed five members at the GRCA board meeting in July.

The new member is Kathy Reston, General Manager of Finance and Corporate Compliance at Toyota Motor Manufacturing Canada (TMMC), a long-time Foundation partner.

The five reappointments are Floyd Davis of Burford, James den Ouden of Waterloo, Joel Doherty of Cambridge, Paul General of Six Nations and Joy O'Donnell of Brantford.

The Foundation has 15 volunteer board members from across the watershed. In addition, the Chair of the GRCA, Helen Jowett, sits on the board. The Chair is Malcolm Matheson, President of Steed and Evans in Heidelberg, and Wayne Fyffe of Paris, a retired health care executive, is the Vice-Chair of the board.

The Foundation was founded in 1965 and has raised more than \$13 million for a variety of GRCA programs and projects. In 2017, about 90 per cent of the contributions directly supported conservation. Learn more at www.grcf.ca.

www.grandriver.ca

Grand River Conservation Authority

INFO# 2
SEP 06 2018

Preparing for flooding

GRCA staff continue to meet with Community Emergency Management Coordinators (CEMCs) in Waterloo Region.

Some municipalities in the region are updating their emergency response plans for floods. The group is developing a generic template that will be adapted to the specific needs of each township. The GRCA assists by providing technical information and advice.

A meeting is taking place with the CEMCs in August to discuss the lessons learned from recent large floods and to share information, experiences and approaches.

Flow forecasting staff from Ontario Power Generation visited the GRCA in July to see how the GRCA collects and organizes information to support flood forecasting and notification.

Cover crop funding

Applications for cover crop funding can be submitted now for payment in spring 2019. The per-acre incentive is offered to applicants in Wellington, Brant, Haldimand and Dufferin counties, as well as Waterloo Region, through the GRCA's Rural Water Quality Program (RWQP).

The benefits of cover crops are numerous — they can reduce erosion, build better soil structure and improve soil health.

Over the last five years, more than 235 producers received the cover crop incentive. The rate varies by county program and is between \$20 and \$100 per acre. The municipalities fund this Rural Water Quality Program and the GRCA administers it.

More information is available about the cover crop program by contacting the GRCA at ruralwater@grandriver.ca or calling 519-621-2761 and asking to speak to a conservation specialist.

Park survey

The GRCA is taking steps to improve your experience at Grand River Parks and we're looking for feedback.

Take a few minutes to complete a short survey that is available at the gatehouse of each park. An online version is posted on www.grandriver.ca/parks. Both are available until September 3.



Day campers at Laurel Creek Nature Centre in Waterloo learned about forestry as they watched GRCA arborists cut down a maple tree over a pedestrian bridge.

The survey is designed to capture the opinions of current and recent park visitors. Your feedback is important. It will help us plan improvements to facilities and park user experiences, in order to serve you better.

To thank you for your time, you will have an opportunity to enter to win a Pelican Venture 100 kayak package, which includes a kayak, paddle, life jacket and boat safety kit, valued at approximately \$500. A Grand River Parks membership pass will also be awarded to one lucky winner.

Looking back to 1942

After the Shand Dam opened in August 1942, people flocked to the area to see it. It was Canada's first multipurpose dam and the biggest dam in Canada at the time.

By the late 1950s, Belwood Lake Park near Fergus had a boat launch, a picnic pavilion and a wading pool. Families would picnic at Belwood Lake and watch the motor boats and water skiers. This was still a new sport and a novelty to watch.

Now the park is very popular for day use visitors and it provides many recreational activities.

This issue of *GRCA Current* was published in August, 2018.

It is a summary of the July, 2018 business conducted by the Grand River Conservation Authority board and committees, as well as other noteworthy happenings and topics of interest.

The Grand River Conservation Authority welcomes distribution, photocopying and forwarding of *GRCA Current*.

Next board meeting:
August 24 at 9:30 a.m.,
GRCA Administration Centre

Subscribe to GRCA Current and other news:
www.grandriver.ca/subscribe

View meeting agendas:
<https://calendar.grandriver.ca/directors>

View coming events:
www.grandriver.ca/events

Denise Holmes

From: Meghan Townsend <mtownsend@townofgrandvalley.ca>
Sent: Tuesday, August 14, 2018 3:07 PM
To: Pam Hillock; Denise Holmes; Jane Wilson; Jennifer Willoughby; Kerstin Vroom; Mark Early; Sue Stone; Susan Greatrix
Cc: Sonya Pritchard; Michelle Dunne; Darren White; Don MacIver; Earl Hawkins; Geoff Dunlop; Guy Gardhouse; Jane Aultman; Jeremy Williams; Ken Bennington; Ken McGhee; Laura Ryan; Paul Mills; Steve Soloman; Warren Maycock
Subject: RE: Provincial Offences Space update - July, 2018

Pam,

At their August 14, 2018 regular meeting, Council of the Town of Grand Valley passed the following resolution:

2018-08-14

Moved by J Ince, Seconded by E Taylor

BE IT RESOLVED THAT Council receives the POA Update from Pam Hillock, Clerk, County of Dufferin, dated July 26, 2018, and requests that the Town of Caledon convene a meeting of the POA Board to discuss the issues presented in the update.

CARRIED

Pam, should I forward this to Caledon, or will you include it with correspondence to them? Please advise.

Regards,

Meghan Townsend, Deputy Clerk
Town of Grand Valley

From: Pam Hillock <phillock@dufferincounty.ca>
Sent: July 26, 2018 11:04 AM
To: Denise Holmes <dholmes@melancthontownship.ca>; Jane Wilson <jwilson@townofgrandvalley.ca>; Jennifer Willoughby <jwilloughby@shelburne.ca>; Kerstin Vroom <kvroom@mulmur.ca>; Mark Early <mark@townofmono.com>; Meghan Townsend <mtownsend@townofgrandvalley.ca>; Sue Stone <suestone@amaranth-eastgary.ca>; Susan Greatrix <sgreatrix@orangeville.ca>
Cc: Sonya Pritchard <spritchard@dufferincounty.ca>; Michelle Dunne <mdunne@dufferincounty.ca>; Pam Hillock <phillock@dufferincounty.ca>; Darren White <dwhite@dufferincounty.ca>; Don MacIver <dmaciver@dufferincounty.ca>; Earl Hawkins <ehawkins@dufferincounty.ca>; Geoff Dunlop <gdunlop@dufferincounty.ca>; Guy Gardhouse <ggardhouse@dufferincounty.ca>; Jane Aultman <jaultman@dufferincounty.ca>; Jeremy Williams <jwilliams@dufferincounty.ca>; Ken Bennington <kbennington@dufferincounty.ca>; Ken McGhee <kmcghee@dufferincounty.ca>; Laura Ryan <lryan@dufferincounty.ca>; Paul Mills <pmills@dufferincounty.ca>; Steve Soloman <ssoloman@dufferincounty.ca>; Warren Maycock <wmaycock@dufferincounty.ca>
Subject: Provincial Offences Space update - July, 2018

Good Morning Everyone:

Can you kindly share this update with your councillors.

Further to our stakeholder meeting regarding POA on March 8, 2018, the County undertook to give an update and some background information regarding the POA space located at the courthouse complex in Orangeville.

Background:

The Provincial Offences Court function is carried out by the Town of Caledon for the eight local municipalities in Dufferin County. When the service was downloaded from the Province in the late 1990's the Town of Caledon made a pitch to the Province to deliver the service for Caledon and the County of Dufferin. The POA function after the download was then delivered out of the Louisa Street Courthouse at 10 Louisa Street in Orangeville. In the early 2000's the Town of Caledon built a courtroom in Caledon so there are Caledon staff at both locations presently. The Ministry of the Attorney General asked Provincial Offences admin staff to vacate the Louisa Street property in the early 2000's because they needed the court and office space. During those years, the County of Dufferin advocated for the staff to stay in Orangeville so that residents did not need to drive to Caledon to pay tickets, set court dates, etc. There was a new arrangement made with MAG for them to stay at Louisa Street. In 2012, the County constructed, with federal and provincial funding a new space for county admin staff and a new MAG courtroom. In addition, the County saw the need for new space for POA admin space and a courtroom. A large courtroom was built to MAG standards (jury courtroom) so that the space could be used by both the Provincial and the Provincial Offences Court. This building was precipitated by the Province wanting to build a new sally port for prisoner transfer underground. Also included in the space was office space for POA staff. The arrangement for POA office was done through a memorandum of understanding for five years. The MOU expired in December 31, 2017.

Current:

The Town of Caledon pays to the County a fee of \$1,000 per month to use the space which is billed back to the local municipalities on a cost-recovery basis. Currently, the large courtroom located at 55 Zina Street is used by the Provincial Offices Court (one day per week as requested by POA) and also the room is rented to the Provincial Courts for \$1,000 per day upon request. The current revenue is approximately between \$80,000 and \$100,00 per year. One days when the 55 Zina Street courtroom is used by MAG they have guaranteed that an alternate courtroom will be made available for POA court. Caledon staff had requested an official lease similar to one that the County has with the Province for the Louisa Street side. They requested use of the space they currently have access to which would essentially be the entire 1st floor of 55 Zina Street, a total of XXX sq ft. In January, 2018, County staff proposed that the Courtroom 103 be renovated as a shared use space for Council Chambers and POA Court and to discontinue the rental to MAG. Front line County staff could be located on the ground level at 55 Zina Street in this scenario. Council decided against that recommendation due to the amount of revenue that would be lost from the MAG rental in this scenario. Also, renovations would be costly to reconstruct the courtroom into a shared use arrangement.

Recently, the County became aware that the former space used by the POA staff, remains vacant. MAG was approached by County staff and they agreed to take that space out of the lease with MAG and the County to allow for POA staff to be located there. They also agreed to provide a Chambers for the presiding Justice of the Peace. MAG is interested in a long-term lease for the courtroom at 55 Zina Street and they have been very helpful. Also, the cafeteria on the Louisa Street side is vacant and can be repurposed so that space could also be used for staff. The County proposed this to County Council they agreed; however, the Town of Caledon, at a meeting held July 23, said that the former office space is not suitable for their 4.5 staff. The cafeteria space was offered and they did not like this arrangement because the

staff needs to be all in one space. They also have expressed concern with MAG assigning a different courtroom on the POA court day (one day a week).

Challenges:

The current challenge is that a municipality in another jurisdiction outside the County of Dufferin is mandated to provide a service for municipalities in Dufferin County. There is not a lot of incentive to be pro-active to cut costs and to communicate effectively with the area municipalities. There is a POA board composed of area municipal staff, elected officials and Caledon staff but the Board rarely meets and it is not really a decision-making board. The meetings are more a "for information" format. The agreement setting out the terms for the provision of POA service by Caledon to the Dufferin municipalities has not been updated since the downloading in the late 1990s. There has been on-going work by staff from several municipalities to update the agreements but they have not been finalized.

The County is the landlord for the complex at 10 Louisa Street, 51 Zina, 53 Zina and 55 Zina. It is the County's wish to lease most of the square footage on the main floor of 55 Zina Street to MAG for court purposes. The front of the building would be used for County functions/customer service/meeting space. The POA staff could use office space at the 10 Louisa Street side or relocate to another location. The court function could remain at 55 Zina or 10 Louisa.

Moving Forward:

County staff recommends that the Town of Caledon convene a meeting of the POA Board to discuss the issues noted above.

Regards,

Pam Hillock | County Clerk/Director of Corporate Services
County of Dufferin | Phone: 519-941-2816 Ext. 2503 |
phillock@dufferincounty.ca | 55 Zina Street, Orangeville, ON L9W 1E5

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

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

August 10, 2018

Delivered by email
doug.ford@pc.ola.org

The Honorable Doug Ford
Premier of Ontario
Room 281, Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Premier:

Re: Town of Aurora Council Resolution of June 12, 2018
Re: Motion (b) Greenbelt Protection

Please be advised that this matter was considered by Council at its meeting held on June 12, 2018, and in this regard Council adopted the following resolution:

Whereas the Town of Oakville has passed a similar resolution; and

Whereas the Greenbelt is an integral component of land use planning that complements the Growth Plan to encourage smart planning, the reduction of sprawl, protection of natural and hydrological features and agricultural lands; and

Whereas the Greenbelt has protected 1.8 million acres of farmland, local food supplies, the headwaters of our rivers and important forests and wildlife habitat for more than 12 years; and

Whereas a permanent Greenbelt is an important part of the planning for sustainable communities; and

Whereas there is a tremendous amount of land already planned and available in excess of the development needs of the Greater Toronto Area (GTA) without weakening the protections provided by the Greenbelt; and

Whereas efforts to open the Greenbelt to create the opportunity for land speculators to build expansive homes, at immense profits, in remote areas; and

WFO #4
SEP 06 2018

Whereas opening the Greenbelt would move the urban boundary thus creating more sprawl and increased traffic; and

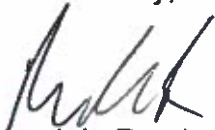
Whereas the costs of sprawl result in increased taxes, because 25% of the costs of sprawl are downloaded to existing property tax payers; and

Whereas programs like the proposed inclusionary zoning regulations will assist municipalities in advancing the supply of affordable housing stock without the need to expand the built boundary;

- 1. Now Therefore Be It Hereby Resolved That the Town of Aurora stands with its municipal neighbours to undertake continued action to maintain and grow the current Greenbelt, of which the Oak Ridges Moraine is a part; and**
- 2. Be It Further Resolved That the Province be strongly urged to extend Greenbelt protection to include the appropriate white belt lands within the inner ring, lands that are the most immediately vulnerable to development in the province; and**
- 3. Be It Further Resolved That this resolution be distributed to the Premier of Ontario, the Minister of Municipal Affairs, the Minister of the Environment and Climate Change, all Greater Golden Horseshoe (GGH) municipalities, the Association of Municipalities of Ontario, Environmental Defence, Friends of the Greenbelt Foundation, STORM Coalition (Save The Oak Ridges Moraine), Oak Ridges Moraine Foundation, The Regional Municipality of York, and members of Municipal Leaders for the Greenbelt, and leaders of the various Ontario political parties.**

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

Yours sincerely,



Michael de Rond

Town Clerk

The Corporation of the Town of Aurora

MdR/lb

Re: Town of Aurora Motion (b) Greenbelt Protection

August 10, 2018

Page 3 of 3

Copy: Andrea Horwath, Leader, New Democratic Party of Ontario
John Fraser, Interim Leader, Ontario Liberal Party
Mike Schreiner, Leader, Green Party of Ontario
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Rod Phillips, Minister of the Environment, Conservation and Parks
Association of Municipalities of Ontario
Environmental Defence
Friends of the Greenbelt Foundation
Municipal Leaders for the Greenbelt
STORM Coalition (Save The Oak Ridges Moraine)
Oak Ridges Moraine Foundation
Greater Golden Horseshoe (GGH) Municipalities
The Regional Municipality of York



THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING CONCERNING A PROPOSED OFFICIAL PLAN AMENDMENT

TAKE NOTICE that the Council of the Corporation of the Township of Southgate has received a complete application for an Official Plan Amendment pursuant to Section 22 of the Planning Act, R.S.O. 1990, as amended. Council will hold a **public meeting** on:

Wednesday, September 5th, 2018 at 6:30 pm

in the Council Chambers, 185667 Grey Rd 9, to consider this application.

THE PURPOSE AND EFFECT of the Township of Southgate Official Plan Amendment is to add in Policies related to Source Water Protection. There is an approved Source Water Protection Plan for the area that requires inclusion within the Township Official Plan in order to control and regulate development within the Source Water Protection Area.

LOCATION OF THE SUBJECT LAND

The amendment deals with multiple properties within and Surrounding the Dundalk Settlement Area. For this reason and because the amendment affects the entire Southgate Official Plan, the Notice has been published in the Dundalk Herald and Mount Forest Confederate local papers.

MAKING AN ORAL OR WRITTEN SUBMISSION

Any person or public body is entitled to attend the public meeting and make written or oral submissions in support of, or in opposition to, the proposed Official Plan Amendment. Persons wishing to make an oral submission to Council at the public meeting are invited to register with the Township Clerk (see contact information below). Written comments should also be addressed to the Clerk at the address below.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Southgate before the Official Plan Amendment is adopted, the person or public body is not entitled to appeal the decision of Council of the Township of Southgate to the Local Planning Appeal Tribunal (LPAT)

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Southgate before the Official Plan Amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal (LPAT) unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

NOTICE OF ADOPTION

If you wish to be notified of the adoption of the proposed Official Plan amendment you must make a written request to the Clerk at the address shown below.

ADDITIONAL INFORMATION

Additional information is available for public viewing at the Township of Southgate administration office during normal office hours or by contacting Clinton Stredwick, Planner at ext. 235. Please quote File # OPA 2/18 (SWP).

DATED AT THE TOWNSHIP
OF SOUTHGATE
THIS 15th DAY OF August, 2018



Joanne Hyde, Clerk
Township of Southgate
185667 Grey Rd 9, RR1
Dundalk, ON N0C 1B0
Phone: (519) 923-2110 ext. 230
Toll Free: 1-888-560-6607
Fax: (519) 923-9262

Denise Holmes

From: AMO Communications <communicate@amo.on.ca>
Sent: Thursday, August 16, 2018 3:46 PM
To: dholmes@melancthontownship.ca
Subject: AMO Policy Update - AMO Conference 2018: "In Conversation" on Recreational Cannabis Retail Approach

August 16, 2018

AMO Conference 2018: "In Conversation" on Recreational Cannabis Retail Approach

On Monday, the provincial government announced that it will propose new legislation to allow private sector cannabis retail storefronts in Ontario. This reversed the previous government's approach on retail for recreational cannabis.

In making the announcement, the province indicated that it would work with municipal governments and AMO on the new retail system starting at the AMO conference in Ottawa. The conference includes a plenary sessions on cannabis implementation, a concurrent session on youth + cannabis, Ministerial delegations and the Tuesday afternoon Ministers' Forum.

AMO members are already asking the questions below. We will continue to ask them throughout the conference and after, until we have answers that municipalities need to make informed decisions. We encourage municipal leaders to ask them in their own meetings and discussions with the government.

AMO's cannabis working group will be tackling these and other questions in the coming weeks and months to make sure that members' concerns are considered in the private retail storefront system. Municipal governments need all the necessary tools and information to protect all residents in our communities.

While this retail system consultation is starting up, the provincial government is urged to provide more public information now on how the on-line distribution system will work as of October 17th and the checks and balances that will available.

Further resources, including the [FCM Municipal Guide](#) that AMO contributed to, are available on the AMO website [here](#).

AMO Contact:

Craig Reid, Senior Policy Advisor, creid@amo.on.ca, 416-971-9856 ext. 334.

Appendix

Initial Municipal Questions generated by provincial announcement:

- We are pleased that the province has committed to the 2-year cannabis excise tax funding arrangement for municipalities. This is essential to ensure safety in our communities and deal with new implementation costs.
 - When will this funding flow to municipal governments?
 - When will the individual allocation details be provided?
 - Will the government work with AMO and municipal governments on a long-term funding framework for cannabis revenues?
- What are the minimum provincial licencing requirements for a licensee? Who will enforce this licence? Will the province centralize the licencing process, especially in areas that do not have a licencing by-law now?
- Will the provincial licensing authority have a process to handle community complaints or concerns about licensees?
- Can a municipality determine the number of licences permitted in its jurisdiction?
- In addition to local planning authority about the siting of the stores, will municipalities be able to set operational matters for these stores, such as hours of operation and maximum concentration of these businesses in a particular area?
- Will the province set minimum distances from places that children frequent such as schools, daycares, libraries, playgrounds, etc.?
- We understand that Municipal governments will have a "one time" opportunity to opt out of having a retail licensee in their municipalities. What does "one time" mean?
- What if a municipal government initially does not want retail, but later wants to change that decision based on the experience of others?
- It is estimated will take at least 55 days for municipal governments to meet statutory requirements for planning by-law amendments, and much longer to fully consider and address resident concerns. Time is short given when new councils take office and the April 1 go-live date.
 - How will the province enable municipalities that may or may not want to have retail stores but want to do a thorough job of consulting with their residents before saying yes or no?
- Will operators be permitted to sell other items in addition to cannabis and accessories in an outlet? In rural and northern areas, this may be practical.

Background:

AMO Board Position on Cannabis:

- AMO has been supportive of private retail sales for cannabis as a job creator in communities across the province to aid local economic development.
- Accompanying this is a strong municipal voice in determining appropriate locations and concentrations that reflect communities' needs and wants.

- AMO has also called for a share of cannabis revenues to go toward municipal services and community development needs such as youth skills development that ensure safety and sustainability in the short and long term.

What Was Announced on August 13, 2018:

- The provincially-owned Ontario Cannabis Store (OCS) will be ready to manage on-line retail orders for cannabis on October 17, 2018 and will be solely responsible for wholesale distribution in Ontario.
- The government will consult with municipalities, police, industry and other stakeholders to propose new legislation in the autumn to allow licensed, private retail cannabis sales by April 1, 2019.
- There will be standard province-wide license criteria all licensees must meet such as hours of operation and staff training.
- New municipal councils will be given the ability for a "one time" opt out of licensed sales in their communities after the municipal election.
- The government committed to providing \$40 million of cannabis revenues to support municipal implementation costs over two years. If provincial cannabis revenues exceed \$100 million, the government will share the surplus 50/50 with municipal governments.

What Has Not Changed:

- The minimum age for buying and possessing cannabis in Ontario is 19. Licensees caught selling cannabis to underage individuals will immediately lose their licenses.
- Current cannabis retail establishments remain illegal. Unlicensed outlets are subject to severe, escalating fines.
- Drugged driving will be subject to increased penalties and there will be zero tolerance for impaired young, novice and commercial drivers.
- Consumption will be able to take place only in a private residence as of October 17.
- Landlords and condominium boards are able to set rules on consumption.
- Federal law allows up to four plants to be grown in a residence.

Observations:

- For municipal governments, these proposed changes will require some significant decisions. New councils will have to decide whether they wish to allow private licensed retail establishments or not. The mechanism for this decision is subject to consultation.
- If councils do allow these establishments, they will need to amend their planning by-laws to set appropriate areas for this activity. It is not yet certain whether councils will be able to control for density or cap numbers. Passing this by-law with appropriate consultation by April 1, 2019 will be extremely challenging.
- The licensing mechanism is yet to be set. Municipal licensing and enforcement could be significantly stretched if more is expected of them. Some municipalities do not have licensing by-laws and would need to create them and hire enforcement by April 1, 2019 if municipal licensing is contemplated. While AMO supported municipal licensing for

cannabis establishments in 2016, doing so now across Ontario is impractical. A provincial licensing body would be more appropriate.

- Related to this, the \$40 million over two years is not based on a significant increase in municipal licensing and enforcement. If these services are required, additional **funding** would be necessary.

DISCLAIMER: Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

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From: Eowyn Spencer <espencer@grandriver.ca>
Sent: Monday, August 20, 2018 11:26 AM
To: Andrew Grozelle; Brenda Tabor; Charlene Touzel (ctouzel@brantford.ca); Christine Hickey (chickey@amaranth.ca); Denise Holmes; Dina Lundy; Evelyn Eichenbaum; Heather Boyd; Hyde, Joanne; Jane Wilson; Karen Landry; Karren Wallace; Karyn Bennett; Kerri O'Kane; Kris Fletcher; Manny Baron; Meaghen Reid; Milne, Graham (Graham.Milne@halton.ca); Patricia Berfelz; Rose Caterini; Stephen.O'Brien@guelph.ca; Susan Stone; Theresa Campbell
Subject: GRCA Members' Attendance
Attachments: GRCA Members' Attendance - June2018.pdf

To Grand River Watershed Member Municipalities:

In accordance with Grand River Conservation Authority By-law no. 1-2016 section 8, attached is the semi-annual attendance record of all Authority members. This message should be received by all Clerks; please forward if it has been sent to you in error.

Please feel free to contact me with any concerns.

Kind regards,

Eowyn Spencer | Executive Assistant | Grand River Conservation Authority
www.grandriver.ca | Phone: 519-621-2763 x.2200 | espencer@grandriver.ca

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**Grand River Conservation Authority
Members Attendance
January 1 - December 31, 2018**

First Name	Last Name	January 26	February 23	March 23	April 27	May 25	June 22	July 27	August 24	September 28	October 26	November 23	December 14	Total Attendance
Les	Armstrong	A	A	A	x	x	x							3
Bruce	Banbury	x	x	x	x	x	x							6
Robert	Bell	x	A	A	x	x	A							3
Elizabeth	Clarke	x	x	x	x	x	x							6
Brian	Coleman	x	x	x	x	A	x							5
Bernie	Corbett	x	x	x	x	x	x							6
Susan	Foxton	x	x	x	x	x	x							6
Guy	Gardhouse	x	x	A	x	x	x							5
Helen	Jowett	x	x	x	x	x	x							6
Geoff	Lorentz	x	A	x	x	x	x							5
Cindy	Lunau	x	x	x	x	x	x							6
Kirk	McElwain	x	x	x	x	A	x							5
Jane	Mitchell	x	x	x	x	x	x							6
Fred	Morison	x	x	A	x	A	A							3
David	Neumann	x	x	A	x	x	x							5
Joe	Nowak	A	x	x	x	x	x							5
Vic	Prendergast	x	x	x	x	x	x							6
Wayne	Roth	x	x	x	x	x	x							6
Mike	Salisbury	x	x	A	x	x	A							4
Pat	Salter	x	x	x	x	x	A							5
Sandy	Shantz	x	x	x	x	x	x							6
Shirley	Simons	x	x	x	A	A	x							4
Warren	Stauch	x	A	x	x	x	x							5
George	Stojanovic	x	x	x	x	x	x							6
Chris	White	x	x	x	x	x	x							6
George	Wicke	x	A	x	x	x	x							5
Total		24	21	20	25	22	22							

x = Present

A = Absent

Audit Committee February 14, 2018		
Helen	Jowett	x
Jane	Mitchell	x
Geoff	Lorentz	A
David	Neumann	A
Vic	Prendergast	x
George	Stojanovic	x
Chris	White	x
Special Recognition Committee March 23, 2018		
Helen	Jowett	x
Chris	White	A
Cindy	Lunau	x
Pat	Salter	x
Shirley	Simons	x
Susan	Foxton	x
Warren	Stauch	x
Special Recognition Committee May 25, 2018		
Helen	Jowett	A
Chris	White	x
Cindy	Lunau	A
Pat	Salter	x
Shirley	Simons	A
Susan	Foxton	x
Warren	Stauch	x

Denise Holmes

From: Jennifer Willoughby <jwilloughby@shelburne.ca>
Sent: Wednesday, August 08, 2018 4:58 PM
To: Jennifer Willoughby
Subject: Town of Shelburne Planning Application Circulation - 208 Victoria Street
Attachments: Z18 03 and B18 02 - Circulation Letter.pdf; SEVSK.LT1.BROWN (26059-18)-18X24 SK Revised July 30 2018 - FINAL.pdf; Cover Letter.pdf; B18 02 - Public Meeting Notice.pdf; Z18 03 - Public Meeting Notice.pdf; Circulation Response Form.pdf; Z18 03 and B18 02 - Circulation Letter.pdf; 20180808073621.pdf; 20180808073606.pdf

The Town of Shelburne has received applications for consent and zoning amendment for property located at 208 Victoria Street.

Attached please find a copy of the completed applications, covering letter, severance sketch and notice of public meeting for your review.

We would appreciate receiving any comments, concerns or conditions you may have by Friday August 24, 2018.

Thank You

Jennifer Willoughby, Clerk | Phone: 519-925-2600 Ext 223 | Fax: 519-925-6134 | jwilloughby@shelburne.ca
Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7 | www.shelburne.ca

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TOWN OF SHELBURNE

Planning & Development Department

August 3, 2018

CIRCULATED TO:

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- NVCA**
- Township of Melancthon**
- Township of Amaranth**
- OPG*
- Hydro One*
- Enbridge**
- School Boards**
- Shelburne EDC**
- Heritage Committee**
- Engineering**
- Legal**
- Fire Dept**
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APPLICATION FOR ZONING BY-LAW AMENDMENT & CONSENT CIRCULATION

FILE NO: Z18/03 & B18/02
PROJECT: 208 VICTORIA STREET – ZONING BY-LAW AMENDMENT & CONSENT
(Spencer Brown & Duncan Shaw)

Please take notice that applications for a Consent to create a new residential lot and Zone Change from Residential Type Two (R2) to Residential Type Four Exception (R4-#) Zone with reductions to the minimum lot area, front yard, and rear yard have been submitted to the Town of Shelburne for the property municipally known as 208 Victoria Street. The proposed consent and zone change are to accommodate a single detached dwelling to be constructed on the severed lands and to recognize the existing setbacks of the dwelling on the retained lands.

A copy of the completed Consent and Zoning By-law Amendment application forms, a covering letter and severance sketch submitted by the applicant, and the Notice of Public Meeting are attached for your consideration. Please contact me should you require additional information to complete your review.

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

Friday, August 24, 2018.

Please provide comments in an electronic format via email to planning@shelburne.ca. Alternatively, if you have no comment or objection, please complete the attached response sheet and fax it to the Town of Shelburne Planning Department at (519) 925-6134. Should you have any questions or require any additional information, please contact me.

Steve Wever, MCIP, RPP
Town Planner

Attachment(s): Notice of Public Meeting
Application for Zoning By-law Amendment Z18/03 & Consent B18/02

To: Shelburne Planning Department

RE: New Infill Lot – 208 Victoria St.

Attached is an application to sever one new lot from the existing lot of 208 Victoria St. This proposal is very similar to a severance obtained in June of last year for 220 William St, and similar to other severances completed recently in Town. The consent to sever proposes to create very similar lots to those at 220 William St; 120 Second Avenue East, and 304 William St. and those across the road from 220 William St. This application is concurrent with a request to change the zoning on the new and retained lots from R2 to R4.

Spencer Brown and Duncan Shaw are becoming the owners of 208 Victoria St. on July 31st 2018. However, to fast track the project we have received permission from the current owners to submit the application prior to us taking possession.

Should this severance be accepted, this would accomplish 2 important objectives of the Town, as stated in Section 3 of Shelburne's Town Plan:

1. Promote Intensification near the CBD
2. Provide a mix of affordable housing that exists near the downtown core

208 Victoria St. is just outside the boundary of the CBD of Shelburne as shown in Figure 5. By proposing to build small 2 storey house (approximately 600-800 sqft footprint) more affordable housing is created in the downtown core.

In addition, we will be making improvements to the exterior of the existing building at 208 Victoria St. to improve the neighborhood aesthetics. By improving the existing building, as well as the addition of a small two storey house in place of the existing run-down garage we believe this will improve the neighbourhood aesthetics, while concurrently providing more affordable housing.

Zoning Review

We are asking for a similar re-zoning amendment to that of the 220 William Severance that was approved in June of 2017. The 208 Victoria St. severance has 4 items of non-conformance compared to the 3 items of non-conformance of 220 William St. When comparing the two severances, the proposed severed and retained lots at 208 Victoria are smaller, but the existing house and proposed house are smaller than 220 William. Due to the smaller house the lot coverage on the severed lot is less than the severed lot at 220 William.

Changing to R4 zoning we are asking for acceptance of a reduced setback on part of the retained lands, as well as acceptance of the legal non-conforming nature of the retained front and side setbacks. For the new lot we are asking for acceptance of a smaller lot size, a reduced setback, and a reduced front yard in accordance with the sightline of adjacent houses as shown in the Appendix. The current garage is out of compliance with existing sightlines and setbacks. In accordance with the Town of Shelburne Zoning By-Law the proposed house is located within

1m of the adjacent sightlines of 208 Victoria and adjacent houses 131, 133, and 139, on Wellington St.

Zoning:

Existing: Residential Two (R2) Zone

Proposed: Residential Four (R4) Zone

	Current Zoning Bylaw	208 Victoria	208 Victoria	220 William	220 William
	Required	Proposed	Retained	Proposed	Retained
Minimum Lot Area	300 sqm	262 sqm	300 sqm	324 sqm	329 sqm
Minimum Lot Frontage	11.0 m	16.3 m	16.2 m	20.2 m	16.1 m
Minimum Front Yard	6.0 m	3.3 m	Legal Non-conforming	3.8 m	Legal Non-conforming
Minimum Exterior Side Yard	3.0 m	N/A	4 m	N/A	3.32 m
Minimum Interior Side Yard	1.2 m	1.2 m	Legal Non-conforming	1.5 m	Legal Non-conforming
Other Side	0.6 m	0.6 m	N/A	6.3 m	N/A
Minimum Rear Yard	7.5 m	6 m	4m	4.1 m	3.0 m
Minimum Setback from Street Centreline	16 m	13.7m	13.2 m	13.8 m	13.2 m
Maximum Coverage	45%	33%	33%	32%	36%
Maximum Building Height	9.2 m	>9.2m	>9.2m	>9.2m	>9.2m
Parking Space	1	1	1	1	1

Please review the following documents included in the package:

- Application for Consent to Sever
- Application for Re-Zoning
- Severance Sketch
- Shelburne CBD drawing showing 220 William St. and 208 Victoria St.
- Current and Proposed Sightlines on Wellington St.
- Proposed similar small two storey house elevation and floor plan

I hope you will find this proposed severance acceptable to the Town.

Sincerely,

Spencer Brown and Duncan Shaw





**THE CORPORATION OF THE TOWN OF SHELBURNE
NOTICE OF PUBLIC MEETING
UNDER SECTION 53 OF THE PLANNING ACT**

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

MONDAY, SEPTEMBER 10, 2018

The public meeting is scheduled to start at 7:00 p.m., or as shortly thereafter as possible, and will be held in the Council Chambers at the Municipal Offices, 203 Main Street East, Shelburne. The purpose of the meeting is to consider the following planning application:

COMMITTEE OF ADJUSTMENT

- 1) **Application for Consent B18/02** – Spencer Brown and Duncan Shaw (Owners) have submitted an application for consent for a property located at the corner of Victoria Street and Wellington Street. The subject property is legally described as Part of Lot 1, Block 4 on Registered Plan 10A. The property has an existing total area of 562 square metres with approximately 16.2 metres of frontage on Victoria Street and 35.9 metres on Wellington Street. The purpose and effect of the application is to sever a portion of the property to have a land area of 262 square metres to create a new residential lot on the subject land. The retained land will have an area of 300 square metres and will maintain the existing dwelling with frontage onto Victoria Street. The subject lands currently have a single-detached dwelling and detached double car garage. Please note that the applicant has also submitted an application for Zoning By-law Amendment (Z18/03) concurrent with this application.

Take notice that the above application has been deemed complete so that it can be circulated and reviewed.

At the meeting you will be given the opportunity to ask questions and indicate whether you support or oppose the application for consent. Written submissions will be accepted by the Secretary-Treasurer up to the time of the Public Meeting and will be given consideration by the Committee of Adjustment prior to a decision being made.

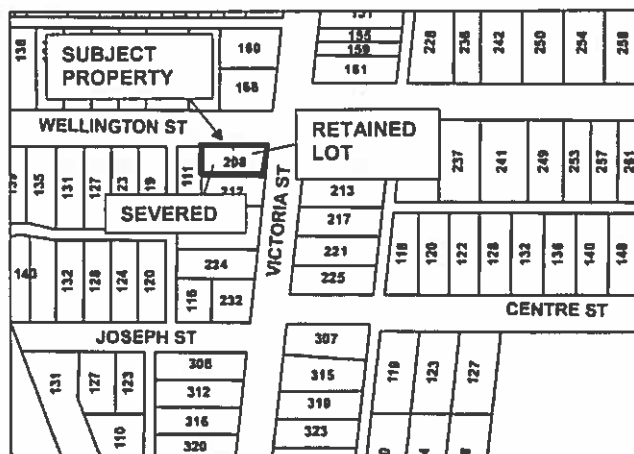
If a person or public body that files an appeal of a decision of the Committee of Adjustment of the Town of Shelburne in respect of the proposed consent does not make written submissions to the Secretary-Treasurer of the Committee of Adjustment of the Town of Shelburne before it gives or refuses to give a provisional consent, the Local Planning Appeal Tribunal may dismiss the appeal. If you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed Consent, you must make a written request to the Secretary-Treasurer.

Additional information relating to the proposed consent is available for inspection at the Town of Shelburne Municipal Office at 203 Main Street East, during normal office hours, 8:30 a.m. to 4:30 p.m. and on the Town's website at www.townofshelburne.on.ca.

Dated at the Town of Shelburne on the 8th day of August, 2018.

Jennifer Willoughby,
Committee of Adjustment
Secretary-Treasurer
Town of Shelburne
203 Main Street East
Shelburne, Ontario
L9V 3K7

Phone: 519-925-2600
Fax: 519-925-6134





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

Take notice that the Council of the Corporation of the Town of Shelburne has received a complete application for a Zoning By-law Amendment (File No. Z18/03) and will hold a public meeting on:

MONDAY, SEPTEMBER 10, 2018

The public meeting is scheduled to start at 7:00 p.m., or as shortly thereafter as possible, and will be held in the Council Chambers at the Municipal Office, 203 Main Street East, Shelburne.

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

The subject property is municipally known as 208 Victoria Street. The property is located at the southwest corner of Victoria Street and Wellington Street. The property is designated as Residential in the Official Plan and zoned Residential Type Two (R2) in the Zoning By-law. The accompanying map illustrates the location of the land subject to the proposed zoning amendment.

The purpose and effect of the Amendment is to rezone the property from Residential Type Two (R2) Zone to Residential Type Four Exception (R4-#) Zone. Site-specific provisions for the severed lot are proposed to include: a reduction in the minimum lot area to 262 square metres whereas 300 square metres is required; minimum front yard to 3.3 metres whereas 6.0 metres is required; and, a reduction in the minimum rear yard to 6 metres whereas 7.5 metres is required. The application is also proposing site-specific provisions for the retained lot to permit a rear yard setback of 4.4 metres whereas 7.5 metres is required, and to recognize the existing front yard (2 metres), interior side yard (0.3 metre) and exterior side yard (4 metres) of the existing dwelling. Note that the applicant has also submitted a Consent application (B18/02) for the purpose of creating a new residential lot from the existing property. The proposed Zoning Amendment is to apply to both the severed and retained land, with separate site-specific provisions for the severed lot and retained lot.

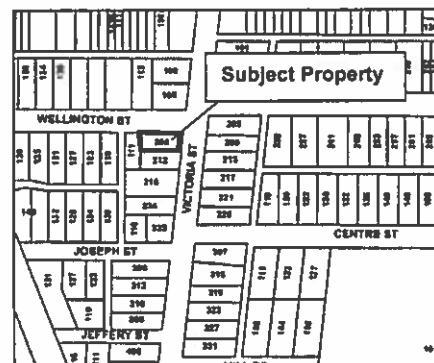
At the meeting you will be given an opportunity to ask questions and indicate whether you support or oppose the Zoning By-law Amendment. Written submissions will be accepted by the Clerk up to the time of the Public Meeting and will be given consideration by the Council prior to a decision being made.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Clerk of the Town of Shelburne before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Additional information relating to the proposed Zoning By-law Amendment will be available for inspection at the Town of Shelburne Municipal Office at 203 Main Street East, during normal office hours, 8:30 a.m. to 4:30 p.m. and on the Town's website at www.townofshelburne.on.ca. If you wish to be notified of the passing of the proposed Zoning By-law Amendment, you must make a written request to the Town at the address below.

Dated at the Town of Shelburne on the 8th day of August, 2018.

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





TOWN OF SHELBURNE PLANNING & DEVELOPMENT

Circulation Response Form

File: Z18/03 & B18/02
Project: Zoning By-law Amendment and Consent application – 208 Victoria Street

If you have no comments or objection to the approval of the above noted application please complete this form and fax it to Jennifer Willoughby at the Town of Shelburne by Friday August 24, 2018.

Fax Number: 519-925-6134

(No cover page is necessary)

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

Agency Name
(Please Print)

Representative Name
(Please Print)

Representative Title
(Please Print)

Signature

Date

SEVERANCE SKETCH ON
PART OF LOT 1
BLOCK 14
REGISTERED PLAN 10A
TOWN OF SHELburne
COUNTY OF DUFFERIN

SCALE 1 : 200

VAN HARTEN SURVEYING INC.

WELLINGTON STREET
(20.117 WIDE)
PIN 34132-0032

PIN 34132-0064
LANE
(16.035 WIDE)

EXISTING HOUSE
PIN 34132-0033
BLOCK
REGISTERED

PLAN
LOT

PIN 34132-0036

2

PIN 34131-0106
VICTORIA STREET
(20.117 WIDE)



KEY MAP



DENOTES SEVERED PARCEL

AREA = 262 m²±



DENOTES RETAINED PARCEL

AREA = 300 m²±

TOTAL AREA = 562 m²±

NOTE:

THIS IS NOT A PLAN OF SURVEY

ALL DIMENSIONS AND HOUSE CONFIGURATIONS ARE
SUBJECT TO FINAL SURVEY

BOUNDARY INFORMATION SHOWN HEREON IS BASED ON RECORDS FOUND AT THE
LAND REGISTRY OFFICE, SURVEY BY P. J. WILLIAMS, O.L.S., DATED:
MARCH 1, 1977, SEPT 26, 1986 AND JANUARY 13, 1997

ZONING BY-LAW 38-2007

EXISTING: RESIDENTIAL TWO (R2) ZONE

PROPOSED: RESIDENTIAL FOUR (R4) ZONE

	REQUIRED	PROPOSED	
		RETAINED	SEVERED
• MINIMUM LOT AREA	• 300m ²	• 300m ²	• 262m ²
• MINIMUM LOT FRONTAGE	• 11.0m	• 16.2m	• 16.3m
• MINIMUM FRONT YARD	• 6.0m	• N/A	• 3.3m
• MINIMUM EXTERIOR SIDE YARD	• 3.0m	• 4.0m	• N/A
• MINIMUM INTERIOR SIDE YARD	• 1.2m	• N/A	• 1.2m
• OTHER SIDE	• 0.6m	• N/A	• 0.6m
• MINIMUM REAR YARD	• 7.5m	• 4.4	• 6.0m
• MINIMUM SETBACK FROM STREET CENTRELINE	• 16.0m	• N/A	• 13.0m
• MAXIMUM LOT COVERAGE	• 45%	• N/A	• 28.5%
• MAXIMUM BUILDING HEIGHT	• 9.2m	• N/A	• 9.2m

© 2018 VAN HARTEN SURVEYING INC.

METRIC:

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY
DIVIDING BY 0.3048.

No.	BY	DATE	REVISION
5	EEL	JULY 30, 2018	REVISIONS AS PER COMMENTS FROM PLANNER AND CLIENT
4	EEL	JULY 26, 2018	ADD DRIVEWAY AND ADJUST SIZE PER BY-LAW REQUIREMENT AND ADDRESS OTHER COMMENTS BY PLANNER
3	AJM	JULY 14, 2018	AS REQUESTED BY CLIENT
2	EEL	JULY 12, 2018	FINALIZE FOR APPLICATION
1	EEL	JULY 6, 2018	FIRST SUBMISSION TO CLIENT



Van Harten
SURVEYING INC.
LAND SURVEYORS and ENGINEERS

Elmira Ph: 519-669-5070 Guelph Ph: 519-821-2763 Orangeville Ph: 519-940-4110

www.vanharten.com info@vanharten.com

DRAWN BY: TDM CHECKED BY: TDM PROJECT No: 26059-18

Jul 30, 2018-9:18am
L:\Shelburne\10A\ACAD\SEVSK LT1 BROWN (26059-18) dwg

Denise Holmes

From: Jennifer Willoughby <jwilloughby@shelburne.ca>
Sent: Wednesday, August 08, 2018 2:56 PM
To: Jennifer Willoughby
Subject: Town of Shelburne Planning Application Circulation - 127-133 Owen Sound Street
Attachments: Z18 02 - Application.pdf; SPA 18 04 & ZBA 18 02 - Circulation Letter.pdf; SPA 18 04 - Application.pdf; Site plan Pace Credit Union.pdf; -GR-SV Pace_CU Shelburn-31July-2018.pdf; 6712-SPA1.1 - Fire Route.pdf; Functional Servicing Pace CU Shelburne 31072018.pdf; Z18 02 - Public Meeting Notice.pdf; Circulation Response Form.pdf

Good Afternoon

The Town of Shelburne has received applications for site plan approval and zoning by-law amendment for the construction of a drive-thru service facility for an existing financial building, as well as additional landscaping and parking for the subject property.

Attached please find a copy of the site plan and zoning amendment applications, including the notice of public meeting for your review.

We would appreciate receiving any comments, concerns or conditions you may have by Friday August 24, 2018.

Thank You

Jennifer Willoughby, Clerk | Phone: 519-925-2600 Ext 223 | Fax: 519-925-6134 | jwilloughby@shelburne.ca
Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7 | www.shelburne.ca

 please consider the environment before printing this e-mail



Total Control Panel

[Login](#)

To: dholmes@melanctontownship.ca [Remove](#) this sender from my allow list
From: jwilloughby@shelburne.ca

You received this message because the sender is on your allow list.



TOWN OF SHELBURNE PLANNING & DEVELOPMENT

Circulation Response Form

File: Z18/02 & SPA 18/04 – Pace Credit Union
Project: Site Plan and Zoning By-law Amendment – 127-133 Owen Sound Street

If you have no comments or objection to the approval of the above noted application please complete this form and fax it to Jennifer Willoughby at the Town of Shelburne by Friday August 24, 2018.

Fax Number: 519-925-6134

(No cover page is necessary)

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

Agency Name
(Please Print)

Representative Name
(Please Print)

Representative Title
(Please Print)

Signature

Date



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

Take notice that the Council of the Corporation of the Town of Shelburne has received a complete application for a Zoning By-law Amendment (File No. Z18/02) and will hold a public meeting on:

MONDAY, SEPTEMBER 10, 2018

The public meeting is scheduled to start at 7:00 p.m., or as shortly thereafter as possible, and will be held in the Council Chambers at the Municipal Office, 203 Main Street East, Shelburne.

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

The subject property is municipally known as 127 and 133 Owen Sound Street. The property is located at the southeast corner of Owen Sound Street and First Avenue East. The Site has a total area of approximately 1,411 m² and contains an existing commercial building (Pace Credit Union). A drive through service facility (ATM) is proposed including two small additions and a new drive through lane, as well as landscaping and additional parking spaces. The property is designated as 'Commercial – Commercial Core' in the Official Plan and zoned 'Downtown Commercial (C1)' Zone in the Zoning By-law. The accompanying map illustrates the location of the land subject to the proposed zoning amendment.

The purpose and effect of the Amendment is to rezone the subject properties from 'Downtown Commercial (C1) Zone' to 'Downtown Commercial Exception (C1-2) Zone' to permit a drive-through service facility on the site.

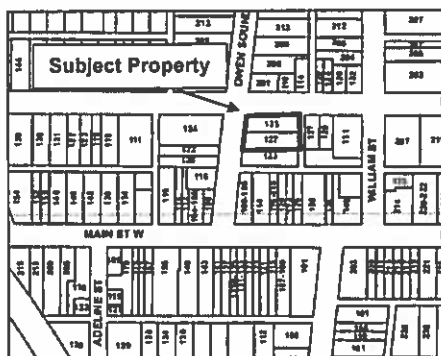
At the meeting you will be given an opportunity to ask questions and indicate whether you support or oppose the Zoning By-law Amendment. Written submissions will be accepted by the Clerk up to the time of the Public Meeting and will be given consideration by the Council prior to a decision being made.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Clerk of the Town of Shelburne before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Additional information relating to the proposed Zoning By-law Amendment will be available for inspection at the Town of Shelburne Municipal Office at 203 Main Street East, during normal office hours, 8:30 a.m. to 4:30 p.m. and on the Town's website at www.townofshelburne.on.ca. If you wish to be notified of the passing of the proposed Zoning By-law Amendment, you must make a written request to the Town at the address below.

Dated at the Town of Shelburne on the 8th day of August, 2018.

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





TOWN OF SHELburne

Planning & Development Department

August 3, 2018

CIRCULATED TO:

- County of Dufferin**
- MTO**
- NVCA**
- Township of Melancthon**
- Township of Amaranth**
- OPG
- Hydro One
- Enbridge**
- School Boards**
- Shelburne EDC**
- Heritage Committee**
- Engineering**
- Legal**
- Fire Dept**
- Police**
- Council*
- Public Works**

*Hard copy circulation
**Email circulation only

APPLICATION FOR ZONING BY-LAW AMENDMENT & SITE PLAN CIRCULATION

FILE NO: SPA18/04 & Z18/02 – PACE CREDIT UNION
PROJECT: SITE PLAN & ZONING BY-LAW AMENDMENT – 127-133 OWEN SOUND STREET

Please take notice that an application has been submitted to the Town of Shelburne for the approval of a Site Plan and Zoning By-law Amendment Application for the construction of a drive-through service facility for an existing financial building, as well as additional landscaping and parking for the site. The application is proposing two additions to the building which includes an 18.3 m² storage room and a 5.53 m² ATM room for a total of 23.83 m² of additional gross floor space. The application is also proposing the construction of a new drive through lane and additional parking for a total of 15 parking spaces. The Zoning By-law Amendment has been submitted to rezone the subject properties from 'Downtown Commercial (C1) Zone to Downtown Commercial Exception (C1-2)' to permit a drive-through service facility on the site.

A copy of the completed Site Plan and Zoning By-law Amendment application forms including the Notice of Public Meeting are attached for your consideration. A copy of the site plan, building plans and required reports have also been attached. Please contact me should you require additional information to complete your review.

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

Friday, August 24, 2018.

Please provide comments in an electronic format via email to planning@shelburne.ca. Alternatively, if you have no comment or objection, please complete the attached response sheet and fax it to the Town of Shelburne Planning Department at (519) 925-6134. Should you have any questions or require any additional information, please contact me.

Steve Wever, MCIP, RPP
Town Planner

Attachment(s):

203 Main Street East
203 Main St E
Shelburne, Ontario
L9V 3K7
Tel: (519) 925-2600
Fax: (519) 925-6134
www.shelburne.ca



For Office Use Only

File #: SPA 18/04
Date Received: July 13, 2018
Date Accepted: 08/02/18
Application Fees:
\$5640.00 CIO # 228711

**TOWN OF SHELBURNE
APPLICATION FORM FOR SITE PLAN APPROVAL**

Date Received _____

1. APPLICATION INFORMATION

Name of Applicant: Newground , Randy Lovegrove, Senior Designer

Mailing Address: 180 Northfield Dr., Waterloo, ON N2L 0C7

Telephone Number Cell) [REDACTED] Fax Number: [REDACTED]

Telephone Number (Business): [REDACTED] Email Address: [REDACTED]

2. OWNER

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

Pace Credit Union , Heather Sarneckie, Vice President, Special Projects

Name: representing 2049958 Ontario Limited (133 Owen Sound Street) and 2049945 Ontario Limited (127 Owen Sound Street)

Mailing Address: 8111 Jane St., Unit 1, Vaughan, ON L4K 4L7

Telephone Number: [REDACTED] Fax Number: [REDACTED]

3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES

None

Name: _____

Mailing Address: _____

Name: _____

Mailing Address: _____

4. SUBJECT LANDS

Lot: Lot 5, Block 3 and Lot 6, Block 3 Concession: _____

Reference Plan: Registered Plan 5A Part/Block/Lot: PIN 34134-0007 and PIN 34134-0008

Street Name and Number: 127 and 133 Owen Sound Street, Town of Shelburne, County of Dufferin
(if corner lot please include both street names)

Area of subject lands: 1410.563 sq.m. Frontage: _____

Depth: 30.449m - 43.385m (varies)

What is the current use of the subject land? Credit Union branch

What is the proposed use of the subject lands? Credit Union branch

When were the subject lands acquired by the current owner? 1988

How long have the existing uses continued on the subject lands? 1988 to Present

	Yes	No	Unknown
Has the grading of the subject land been changed by adding earth or other material?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a gas station been located on the subject land or land adjacent to the subject land at any time?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has there been petroleum or other fuel stored on the subject land or land adjacent to the subject land?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation on the subject lands? Commercial (Commercial Core)

What is the present zoning? Downtown Commercial (C1)

6. ACCESS

Is the subject land accessible by:

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

7. BUILDINGS, STRUCTURES AND USES

What is the existing use of the subject land? Credit Union branch

Are there any buildings or structures on the subject lands?

☒ yes

☐ no

Please complete the following for each existing and proposed building or structure:

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

8. SERVICING

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

Is storm drainage provided by: ☒ Sewer ☐ Ditch ☐ Swale
☐ Other, describe _____

9. STATUS OF OTHER APPLICATIONS

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

☒ yes

☐ no

If yes, what is the file number? Zoning Amendment

What is the status of the application? _____

10. DRAWINGS

The details relating to the plans and information required to be submitted with the application are outlined on the Site Plan Approval Process sheet. The following plans are required:

- LEGAL DESCRIPTION (SURVEY)
- SITE PLAN – 15 COPIES
- LANDSCAPE PLAN
- SITE SERVICING AND GRADING PLAN
- ARCHITECTURAL AND ELEVATIONS DRAWINGS

11. PAYMENT OF FEES

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

July 13, 2018
Date


Signature of Owner/Applicant

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

12. AUTHORIZATION

I/We HEATHER SARNELLE am/are the owner(s) of the subject lands for which this application is to apply. I/We RANDY LOVEGROVE do hereby grant authorization to RANDY LOVEGROVE to act on my/our behalf in connection with this application.

July 13, 2018
Date


Signature of Registered Owner(s)

13. AFFIDAVIT

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

DECLARED BEFORE ME AT Town of Shelburne
in the County of Dufferin of the _____
this 29th day of June, 2018


Commissioner of Oaths


Signature of Registered Owner (s) or Agent

*Tammy-Lynn Auster, a Commissioner, etc.,
Province of Ontario,
for PACE Savings & Credit Union Limited
Expires August 4, 2019.*

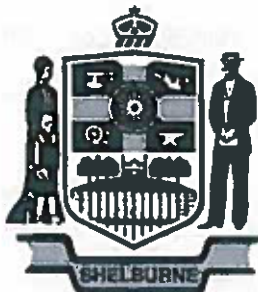
14. PERMISSION TO ENTER

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

July 13, 2018
Date


Signature of Registered Owner (s) or Agent

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



For Office Use Only

File #: Z18/02
Date Received: JULY 13, 2018
Date Accepted: August 2/18
Application Fees:
\$3465.00 CHA # 228740

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

Date Received: _____

1. APPLICATION INFORMATION

Name of Applicant: Newground , Randy Lovegrove, Senior Designer

Mailing Address: 180 Northfield Dr., Waterloo, ON N2L 0C7

Telephone Number (Cell) [REDACTED] Fax Number: [REDACTED]

Telephone Number (Business): [REDACTED] Email Address: [REDACTED]

2. OWNER

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

Pace Credit Union , Heather Sameckie, Vice President, Special Projects
Name: representing 2049958 Ontario Limited (133 Owen Sound Street) and 2049945 Ontario Limited (127 Owen Sound Street)

Mailing Address: 8111 Jane St. Unit 1, Vaughan, ON L4K 4L7

Telephone Number: [REDACTED] Fax Number: [REDACTED]

3. MORTGAGES, CHARGES OR OTHER ENCUMBRANCES

Name: None

Mailing Address: _____

Name: _____

Mailing Address: _____

4. SUBJECT LANDS

Lot: Lot 5, Block 3 and Lot 6, Block 3 Concession: _____

Reference Plan: Registered Plan SA Part/Block/Lot: PIN 34134-0007 and PIN 34134-0008

Street Name and Number: 127 and 133 Owen Sound Street, Town of Shelburne, County of Dufferin
(if corner lot please include both street names)

Area of subject lands: 1410.563 sq.m. Frontage: 30.449 m Owen Sound St. & 44.995 First Ave East

Depth: 30.449m - 43.385m (varies)

What is the current use of the subject land? Credit Union branch

What is the proposed use of the subject lands? Credit Union branch

When were the subject lands acquired by the current owner? 1988

How long have the existing uses continued on the subject lands? 1988 to present

5. ZONING AND OFFICIAL PLAN INFORMATION

What is the present Official Plan designation of the subject lands? Commercial(Commercial Core)

What is the present zoning? Downtown Commercial (C1)

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

permit to allow a Drive Through ATM installation

6. PROPOSED DEVELOPMENT

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

construction of two small additions of 18.3 sq.m. storage and 5.53 sq.m. ATM room = total of 23.83 sq.m. additions plus an overhead canopy protecting the drive through area at the ATM.

Construction of new drive through lane and provision of extra parking for Credit Union including new concrete curbs and landscaping and asphalt paving as well as new paving of existing credit union parking area.

04/04/2013

7. ACCESS

Is the subject land accessible by:

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

8. SERVICING

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

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

9. STATUS OF OTHER APPLICATION

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

☐ Yes ☒ No ☐ Unknown

If yes, describe the application(s)? _____

10. DRAWINGS

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

11. PAYMENT OF FEES

You may want to check with the town on this one! This is a carte blanche to pay outside consultants - so what is the application fee for?

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

July 13, 2018
Date


Signature of Owner/Applicant

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

04/04/2013

12. AUTHORIZATION

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

Date

July 13, 2018

Signature of Registered Owner(s)

Heather Sennacki
VP Finance & Property
DEVELOPMENT
FACE CREDIT UNION

13. AFFIDAVIT

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

DECLARED BEFORE ME AT Town of Shelburne in the County of the Dufferin this 13th day of July, 2018

Witness

Signature of Registered Owner(s) or Agent

14. PERMISSION TO ENTER

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

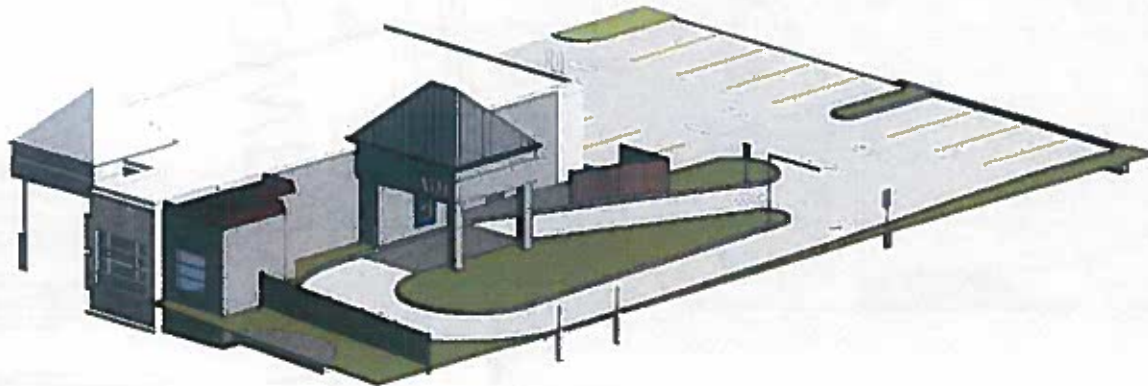
Date

July 13, 2018

Signature of Registered Owner (s) or Agent

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

PROPOSED DRIVE THRU & ADDITION TO



127 OWEN SOUND ST
SHELBURNE, ONTARIO



NEWGROUND

Gregory M. Ward Architect

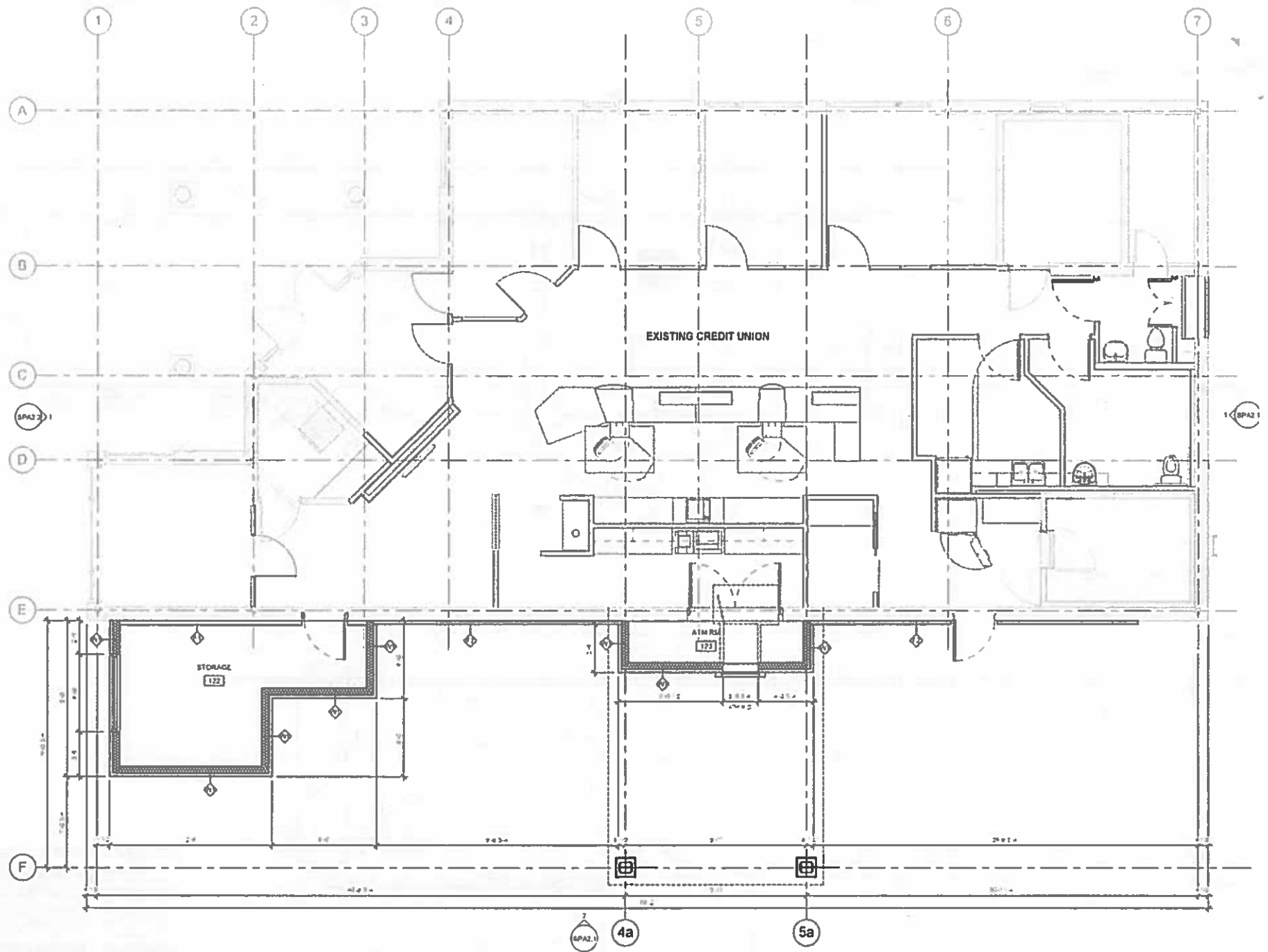
PROGRESSIVE ENGINEERING SERVICES LTD. (CIVIL ENGINEER)

GSP GROUP (LANDSCAPE ARCHITECT)

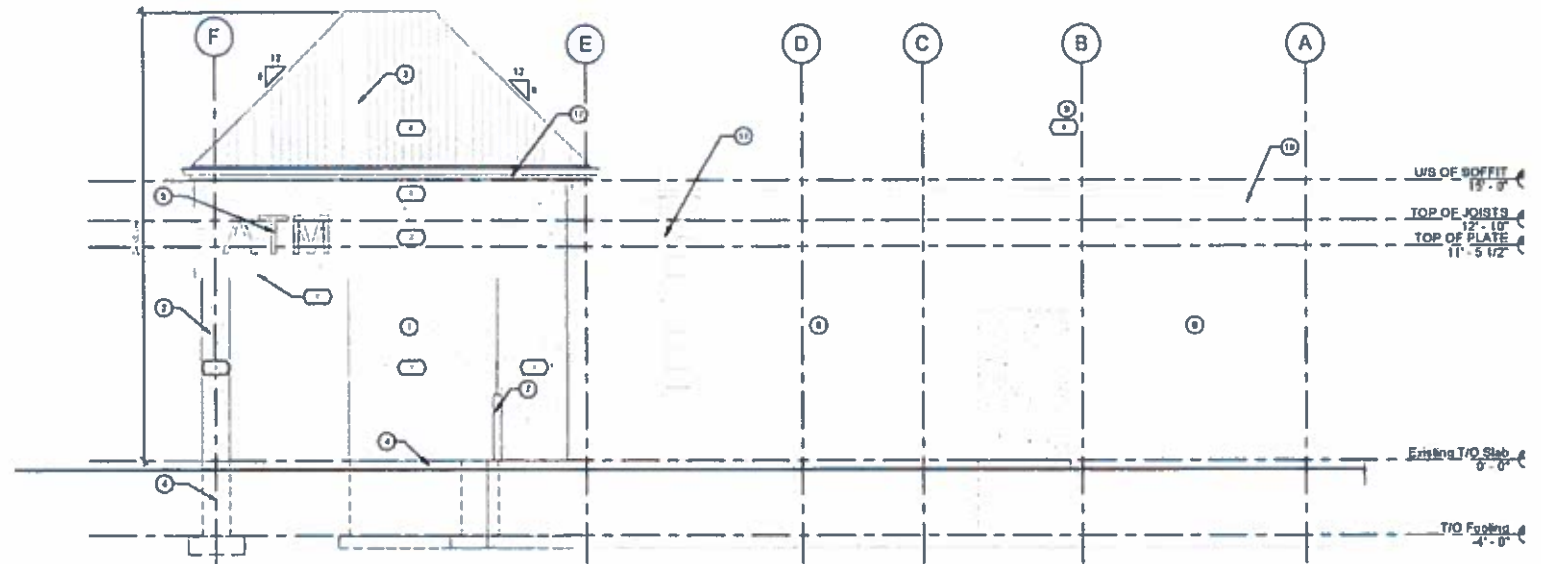
ROMBALD INC. (ELECTRICAL)

VISUAL SCALE 1:100 @ A1

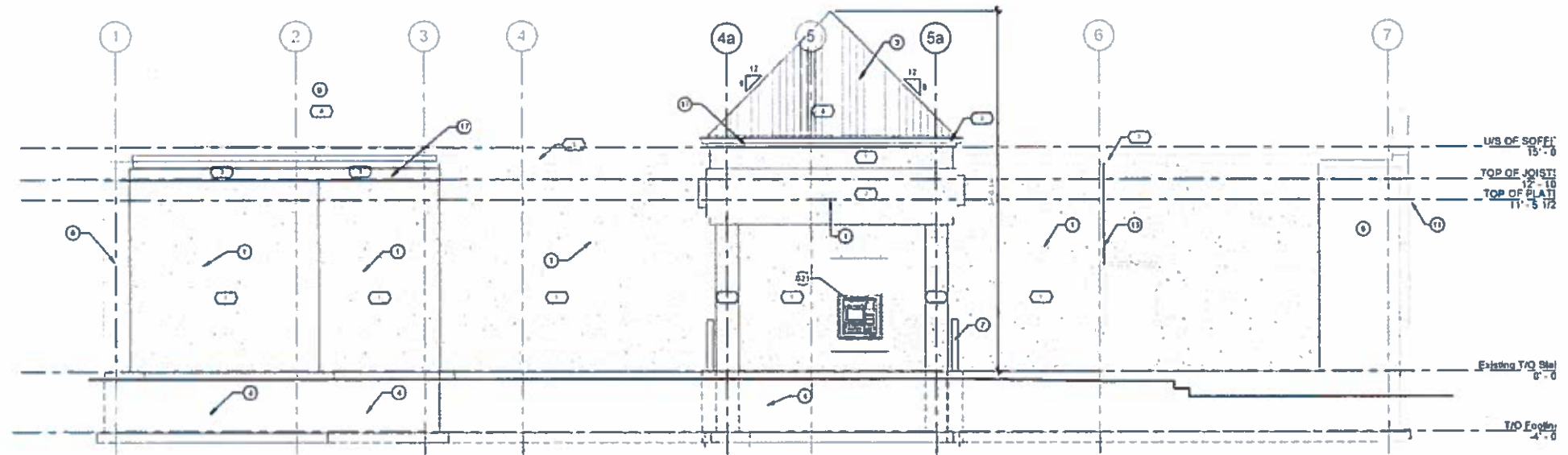
1



ELEVATIONS NOTE LEGEND	
1	W.P.F. JOIST
2	W.P.F. COLUMN
3	W.P.F. BEAM
4	W.P.F. JOIST
5	W.P.F. JOIST
6	W.P.F. JOIST
7	W.P.F. JOIST
8	W.P.F. JOIST
9	W.P.F. JOIST
10	W.P.F. JOIST
11	W.P.F. JOIST
12	W.P.F. JOIST
13	W.P.F. JOIST
14	W.P.F. JOIST
15	W.P.F. JOIST
16	W.P.F. JOIST
17	W.P.F. JOIST



NEW EAST ELEVATION 1



ELEVATIONS FINISH LEGEND

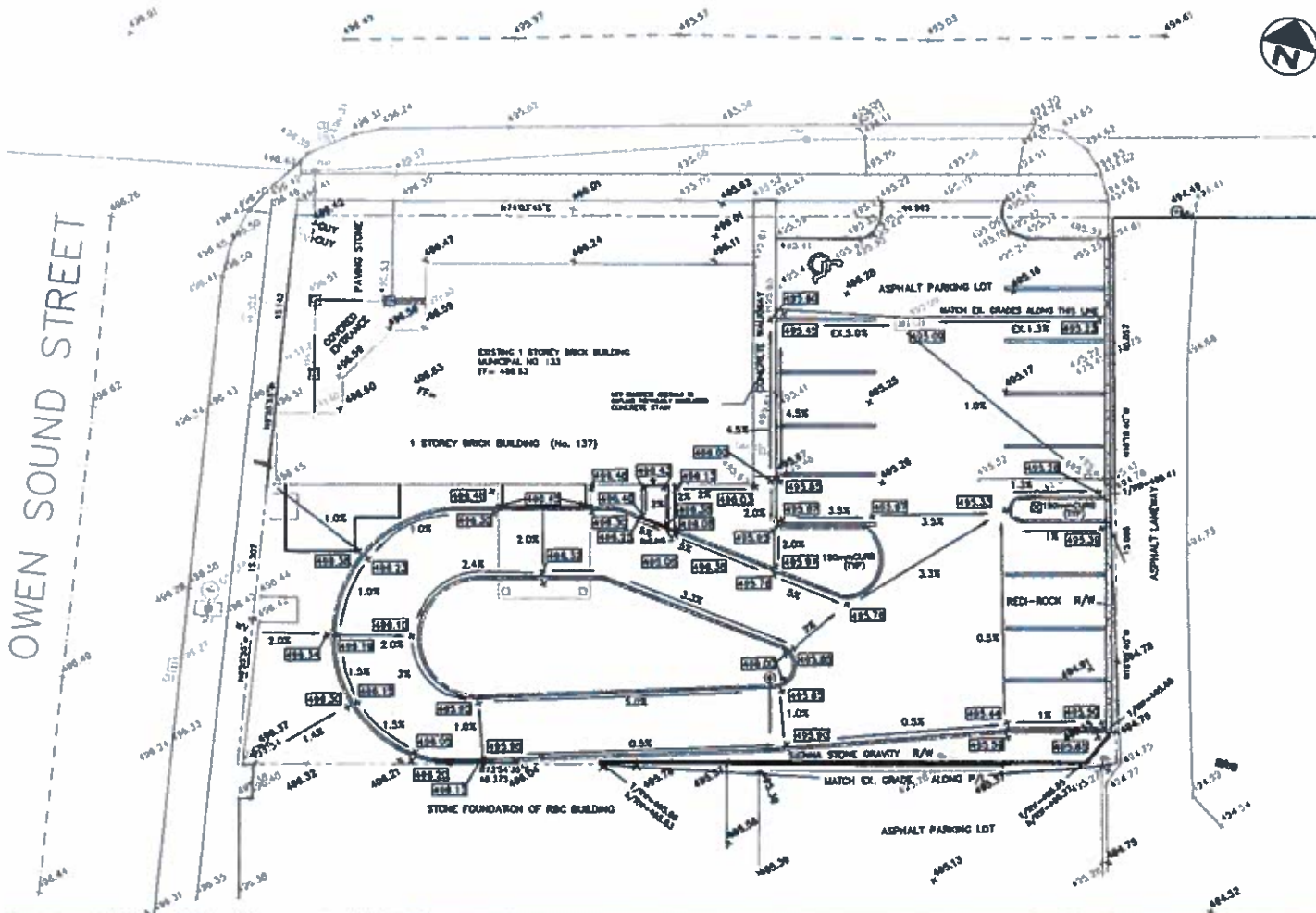
- 1 TEXTURED ACRYLIC FINISH - DUREX - 30/6034 SILVER P04
- 2 TEXTURED ACRYLIC FINISH - DUREX - 10 HATCH PANTONE BLUE 2195
- 3 FLASHING FABRIC TRIM BUTTERS AND DOWNSPOTS - VESTER COLOUR 86Y66Z4 B01-80
- 4 METAL ROOF VESTER CL840 CAP COLOUR TRIMS 1 FASTENERS HATCHES COLOUR ALUMINIUM GREY 4 AGT 30

NEW SOUTH ELEVATION 2

ELEVATIONS FINISH LEGEND

- 1 TEXTURED ACRYLIC FINISH - DUREX - 20%SHIM 50%VER PO4
- 2 TEXTURED ACRYLIC FINISH - DUREX - TO MATCH PAINTWORK BLUE 3195
- 3 FLASHINGS PARABOL TRIM GUTTERS AND DOWNPOUTS - VESTIPS COLOUR B010REY4 B01-90
- 4 METAL ROOF - VESTIPS CLASH CAY COLOUR TRIM & FASTENERS MATCHING COR ALUMINUM GREY 4 J45

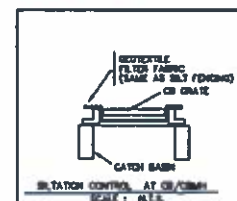
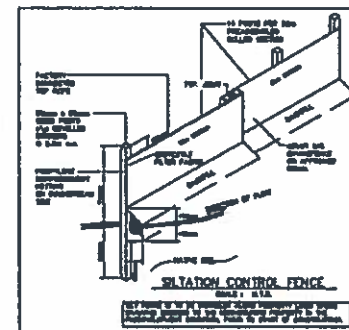
OWEN SOUND STREET

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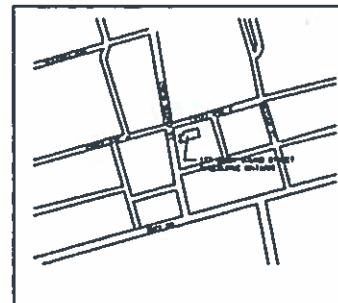
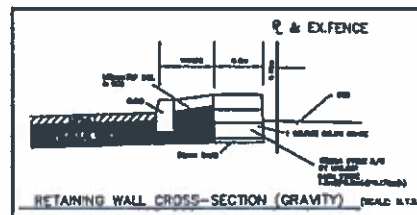
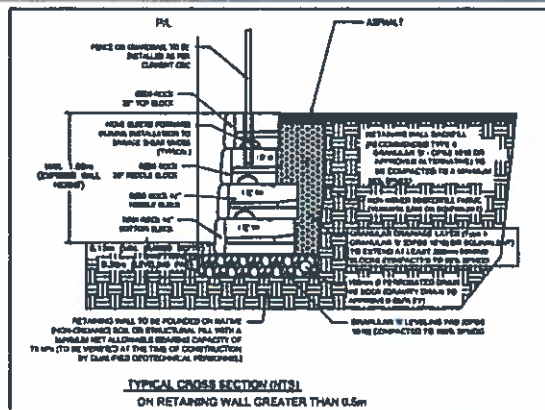
1) THE OWNER IS RESPONSIBLE FOR REIMBURSEMENT OF ALL COSTS FOR AN EXTENDED PERIOD STUDY OF THE IMPROVED DESIGN TO THE POINT OF STANDARD DESIGN.

2) IF, FOR UNKNOWN REASONS, THE OWNER AND/OR ARCHITECT REPRESENTING THE MOST INTERESTED PARTY REFUSE TO UNDERTAKE ANY WORK, OR THE PARTY OFFERS TO UNDERTAKE ONLY PART OF THE WORK, THE ARCHITECT RESERVE THE RIGHT TO OBTAIN THE PRIVATE PROPERTY TO PROVIDE ANY OTHER KIND OF PRIVATE LETTERS OF COMMITMENT, BUT NOT TO OBTAIN ANY OTHER KIND OF COMMITMENT, WITHOUT, TO ANY WORK, SUCH AS: RECONSTRUCTION, FAILURE TO COMPLY WITH THE ABOVE OR AT THE PROPERTY OWNER'S OWN RISK.

3) THE PLAN IS TO BE IN CONNECTION WITH THE APPROVED SITE PLAN AND LANDSCAPE PLAN.



- 234.00 - EXISTING GRADE
- 235.00 - PROPOSED GRADE
- 15' — PROPOSED DRAINAGE DIRECTION & SLOPE
- PROPERTY BOUNDARY
- ◀ - MAJOR STORM DRAINAGE FLOW ROUTE

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SEPTEMBER 2014
PAGE 1042

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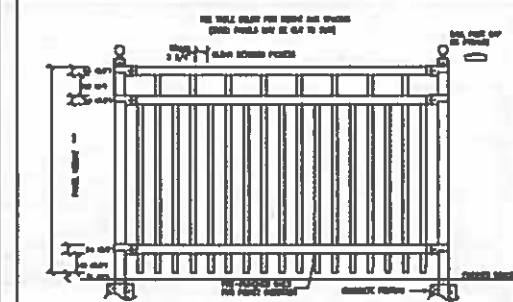
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GRADING.

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WEEK 52

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UB/PERENNIAL BED PREPARATION AND PLANTING DETAIL N.T.S.



PUMP MODEL NO.	PUMP SIZE	PUMP SERIES (PUMP TO WHICH)
→ 200mm (80 1/2")		200mm (80 1/2")
→ 150mm (60 1/2")		150mm (60 1/2")

[illegible]

WITH ABOVE
 CHARGE SUBJECTS MUST BE BLACK
 OR WHITE, MALE, ADULT,
 NOT A FUGITIVE
 AND BEING ARRESTED FOR CRIME

SUBJECT'S & FBI AGENCY FILE
 NUM. ALL FBI OF THIS BUREAU
 MUST HAVE THE SUBJECT
 5-STAR FUGITIVE STATUS FOR THIS



IRON EAGLE II SERIES
CANADIAN EAGLE

C-03
 1211

FOR SALE

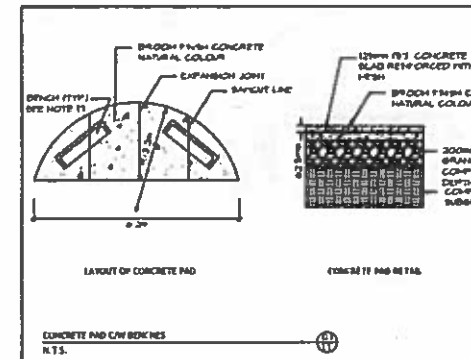
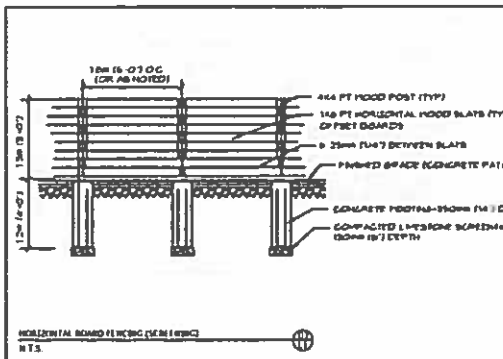
1.2

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NOTES ON THE CONTRIBUTORS

[illegible][illegible]

15258



[illegible]

The drawing illustrates a tree protection system. The main elevation view shows a tree with a trunk and canopy. A 1m SRA OR AS is indicated on the plan. The system includes a metal T-bar with 2400mm O.C. spacing, a 1.2m page wire fence, and a geotextile cloth. The ground is shown as existing ground. The cross-section view shows the T-bar, page wire, and geotextile base. The geotextile base is 150mm deep of 150mm clear space. The cross-section view also shows the geotextile base and the T-bar.

ELEVATION

CROSS SECTION

NOTES:

1. ALL DIMENSIONS IN MILLIMETRES UNLESS OTHERWISE NOTED.

1. ALL DIMENSIONS IN MILLIMETERS UNLESS OTHERWISE NOTED.
2. IT IS THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN LOCATES OF ALL EXISTING UTILITIES AND SERVICES PRIOR TO INSTALLING HOARDING.
3. DO NOT DAMAGE VISIBLE TREE ROOTS WHEN INSTALLING T-SHAFTS.
4. ACCEPTABLE TO BE BORED ON HIGH-SPREAD MINIMUM EQUIVALENT OPENING SIZE IS 13mm AND MAXIMUM EQUIVALENT OPENING SIZE IS 0.33mm. *N/A*
5. ACCEPTABLE TO HAVE HORIZONTAL OPENING OF 100mm MINIMUM AT JOINTS. *N/A*
6. HOARDINGS MUST BE MAINTAINED IN SOUND CONDITION THROUGHOUT ALL PHASES OF CONSTRUCTION UNTIL APPROVAL TO REMOVE HOARDING IS OBTAINED FROM THE OWNER.
7. ATTENTION TO BE GIVEN TO ALL TREES TO BE PRESERVED AND TO BE ALLOWED.
8. CHAINING FENCING IS LOCATED BEYOND THE CHAINLINE OF TREES TO BE PRESERVED (IF FEASIBLE) OR AS SHOWN ON DRAWING.
9. FENCING TO BE INSTALLED PRIOR TO START OF CONSTRUCTION AND MAINTAINED FOR THE DURATION OF CONSTRUCTION.

KEY	BOTANICAL NAME	COMMON NAME	SIZE (mm)	ACTION	CONDITION	FORM	COMMENTS
1	OLESTRIA TRACANTHOS VAR. NEROS	THORNLESS HONEYLOCUST	240	P	C	C	
2	OLESTRIA TRACANTHOS VAR. NEROS	THORNLESS HONEYLOCUST	240	P	C	C	
3	OLESTRIA TRACANTHOS VAR. NEROS	THORNLESS HONEYLOCUST	300	P	C	C	
4	OLESTRIA TRACANTHOS VAR. NEROS	THORNLESS HONEYLOCUST	240	P	C	C	
5	ACER PLATANOIDES	NORWAY MAPLE	220	R	F	F	REMOVE DUE TO CONSTRUCTION
6	ACER NEGUNDO	MANITIBA MAPLE (3-STEMMED)	360	R	F	F	REMOVE DUE TO CONSTRUCTION
7	ACER PLATANOIDES	NORWAY MAPLE	180	R	F	F	REMOVE DUE TO CONSTRUCTION
8	ACER NEGUNDO	MANITIBA MAPLE	190	R	F	F	LARGE SPLIT IN BARK/REMOVE DUE TO CONSTRUCTION
9	ACER NEGUNDO	MANITIBA MAPLE (5-STEMMED)	178	R	F	F	REMOVE DUE TO CONSTRUCTION
10	ACER SACCHARINUM	SUGAR MAPLE	180	R	F	F	REMOVE DUE TO CONSTRUCTION
11	ACER PLATANOIDES	NORWAY MAPLE	320	P	F	F	PROMOTE TREE PRESERVATION FENCING
12	ACER NEGUNDO	MANITIBA MAPLE (3-STEMMED)	110	R	F	F	REMOVE WITH NEIGHBOR'S PERMISSION (ON PROPERTY LINE)
13	ACER PLATANOIDES	NORWAY MAPLE	120	R	F	F	REMOVE DUE TO CONSTRUCTION
14	ACER PLATANOIDES	NORWAY MAPLE	305	R	F	F	REMOVE DUE TO CONSTRUCTION
15	ACER PLATANOIDES	NORWAY MAPLE	900	P	G	G	REMOVE DUE TO CONSTRUCTION
16	SCORBUS NUCUPARIA	MOUNTAIN-ASH	140	R	P	P	PROMOTE TREE PRESERVATION FENCING
17	PIRUS CALLERYANA	ORNAMENTAL PEAR	80	P	C	C	

SIZE		DIAMETER OF TRUNK AT BREAST HEIGHT IN MILLIMETRES	CONDITION REFERS TO THE GENERAL BIOLOGICAL HEALTH AND VIGOUR OF THE TREE			
ACTION		ACTION TO BE DONE ON TREE				
P		TREE TO BE PRESERVED-IN-PLACE	E	EXCELLENT	P	POOR
R		TREE TO BE REMOVED	G	GOOD	D	DEAD
T		TREE TO BE TRANSPLANTED	F	FAIR		

DESTING TREE TO BE REMOVED



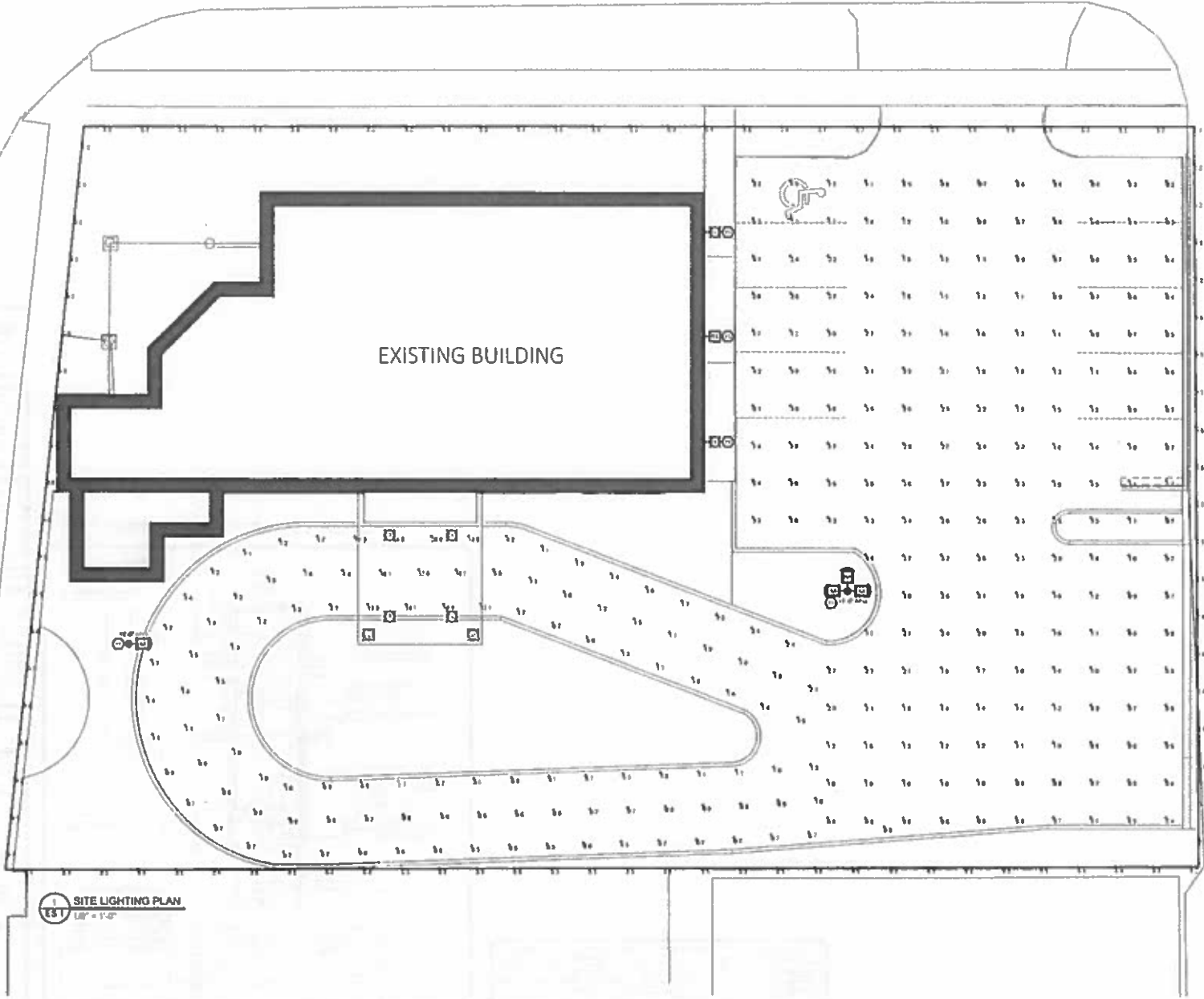
TREE PRESERVATION FUNDING

FIRST AVE. E

ROUND STREET

EXISTING BUILDING

1 SITE LIGHTING PLAN
1/8" = 1'-0"



REPLACE (2) 1/2" x 1/2" x 1/2" WALL PLATES WITH FUTURE
1/2" x 1/2" x 1/2" COMPLY AND ANCHOR SCREWS (2) 1/2" x 1/2"

1 POLE BASE DETAILS FOR FIXTURES TYPE AA & BB (36")
E.S. NT5

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SCALE: FM
VARIATION: SUBC

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 07-18-2009 BY 60322 UCBAW/PJL

[illegible][illegible]

- BEARINGS ARE ALSO READERED AND ARE REVERSED TO AND ARE PERFORMED IN THE UTB PRE-ECTUAL ZONE ADJUSTMENT
- DISTANCES TO DOWN CUTS IN PLAN ARE ADJUSTED TO CAN BE CORRELATED TO THE CORRESPONDING BY A TYPE EXAMPLE OF SCALE FACTOR OF 6 BEINGS

በፊት ምዕራባውያን የተቀበሉት አስተሳሰብ በአጠቃላይ እንዲሁ ነው።

[illegible]

11/14/2011 11:14 AM

இது, அமெரிக்காவுக்கு எதிராக நடத்தப்பட்ட முதல் முறைமைப்படுத்தப்பட்ட போர். அமெரிக்காவுக்கு எதிராக நடத்தப்பட்ட முதல் போர்.

[illegible]



July 31, 2018

Town of Shelburne
203 Main Street East
Shelburne, Ontario
L9V 3K7

**Re: Pace Credit Union: 127-133 Owen Sound Street, Shelburne
Functional Servicing Report**

Storm Water Management:

- The imperviousness of the 0.142ha site increases from 63% to 79%, and subsequently peak flow attenuation to existing conditions is required. The rainfall simulations Pre and post runoff conditions for the site were modeled using the OTTHYMO runoff model. The rainfall hyetograph was obtained using conventional SCS methods and is the one applicable in the area. IDF curve parameters used for each storm event are identified in the model. The results are attached as Tables 1 & 2 for the pre-development condition and Tables 3 & 4 for the post-development condition covering the 5 and 100 year storm events.
- The major storm overflow is designed to occur at the driveway to First Avenue East, at a maximum SWM ponding depth of 150mm. There is no risk to flooding of the building by the SWM retention area.
- A 100mm orifice was stipulated, since it was the largest that would provide us with the required attenuation results.

Storm Water Management Results:

The modeling provided the following results:

Existing Condition:

Pre-development 5-year peak runoff level is 0.036m³/s (Table 1)
Pre-development 100-year peak runoff level is 0.068m³/s (Table 2)

Post-development Condition:

After installing the 75mm orifice, the attenuated flows exit the site at the follow rates:

Post-development 5-year peak runoff level is 0.027m³/s (Table 3)
Post-development 100-year peak runoff level is 0.054m³/s (Table 4)

It was also noted that in the post development state, storage for the 5 year storm events is confined to the catch basin itself with a water surface level slightly above the obvert of the orifice. The 100 year storm event will achieve the maximum storage depth of 150mm and will overflow the available ponding area, with the excess flowing down the driveway to First Street East as per the design. The combined pipe flow and overflow to the street will provide a peak flow that is less than the predevelopment peak runoff level. On the engineering drawing we have identified the area subject to

flooding under any storm event, including those greater than the 100 year storm event, as is our policy. Therefore we find these results to meet the requirements of the municipal policy.

Utility servicing:

1. Sanitary Sewer Servicing – The existing sanitary service is adequate to service the building and therefore no up-grade is required.
2. Storm Sewer Servicing – The existing storm sewer connection from First Street East is adequate and besides the required addition of the 100mm orifice, no upgrading of the storm sewer connection is required.
3. Water Servicing – The existing water service is adequate and therefore no upgrading of the domestic water service is required.

We trust that this meets with your approval. Should you have any further comments or questions, please feel free to contact me.

Yours truly,



Guenter K. Nuessler, P.Eng.
Progressive Engineering Services Ltd.

1

** MICROHYMO --- 3
 ** (P . C . O T T H Y M O)
 ** VERSION 2.0
 ** ADAPTED FOR MICROCOMPUTER BY
 ** ANDREW BRODIE ASSOCIATES INC.
 ** Progressive Engineering Services Ltd.

THE METRIC UNITS OPTION HAS BEEN SPECIFIED

* TABLE 1 JULY 30,2018
 * 5 YEAR PRE-DEVELOPMENT FLOW FOR:
 * 127 OWEN SOUND STREET, SHELBURNE, ONTARIO

*

* CALCULATE THE PEAK RUNOFF LEVEL FLOWING THE SITE
 * 5 YEAR 3 HOUR CHICAGO STORM
 * COEFFICIENT A=1593 CONSTANT B=11 EXPONENT C=0.8789

START 0.0 HOURS

COMPUTE URBHYD ID=1 HYD=101 DT=0.0833 DA=0.142 HA

CKK=1.0 XIMP=0.63 TIMP=0.63 NI=36

XX=-1 CN=74 IA=8.1 DD=0.0

DPSI=1.5 DPSP=0.00 STI=0.0 STP=0.0

SLI=2.4 LGI=50 MNI=0.015

SLP=2.4 LGP=50 MNP=0.25

HYETOGRAPH MM/HR (FIVE MIN. INCR.)

3.060 3.350 3.701 4.133 4.675

5.373 6.302 7.592 9.481 12.464

17.723 28.798 61.688 139.288 70.598

39.223 25.908 18.860 14.609 11.813

9.856 8.421 7.331 6.479 5.796

5.238 4.775 4.385 4.052 3.765

3.516 3.297 3.103 3.050 0.000

0.000

UNIT PEAK = .334 CMS

PEAK INTENSITY(RAIN EXCESS) = 139.29 MM/HR

STORAGE COEFF. SC = 1.24 MINS

SUM OF THE UNIT HYDROGRAPH CO-ORDINATES = 12.00

UNIT PEAK = .113 CMS

PEAK INTENSITY(RAIN EXCESS) = 30.11 MM/HR

STORAGE COEFF. SC = 12.35 MINS

SUM OF THE UNIT HYDROGRAPH CO-ORDINATES = 12.00

TOTAL RAINFALL = 46.79 MM

**PEAK DISCHARGE = .036 CMS RUNOFF VOLUME = 32.86 MM TIME TO PEAK
= 1.333 HRS**

RUNOFF VOLUMETRIC COEFFICIENT = .70

*** PRINT HYD ID=1**

FINISH

1 *****

** MICROHYMO --- 3
** (P . C . O T T H Y M O)
** VERSION 2.0
** ADAPTED FOR MICROCOMPUTER BY
** ANDREW BRODIE ASSOCIATES INC.
** Progressive Engineering Services Ltd.

THE METRIC UNITS OPTION HAS BEEN SPECIFIED

* TABLE 2 JULY 30,2018

* 100 YEAR PRE-DEVELOPMENT FLOW FOR:

* 127 OWEN SOUND STREET, SHELBURNE, ONTARIO

*

* CALCULATE THE PEAK RUNOFF LEVEL FLOWING THE SITE

* 100 YEAR 3 HOUR CHICAGO STORM

* COEFFICIENT A=4688 CONSTANT B=17 EXPONENT C=0.9624

START 0.0 HOURS

COMPUTE URBHYD ID=1 HYD=101 DT=0.0833 DA=0.142 HA

CKK=1.0 XIMP=0.63 TIMP=0.63 NI=42

XX=-1 CN=74 IA=8.1 DD=0.0

DPSI=1.5 DPSP=0.00 STI=0.0 STP=0.0

SLI=2.4 LGI=50 MNI=0.015

SLP=2.4 LGP=50 MNP=0.25

HYETOGRAPH MM/HR (FIVE MIN. INCR.)

3.050 3.329 3.697 4.139 4.677

5.343 6.181 7.261 8.686 10.630

13.389 17.509 24.096 35.695 59.347

121.588 239.354 137.518 80.536 53.348

38.191 28.843 22.653 18.332 15.189

12.826 11.003 9.564 8.407 7.462

6.679 6.022 5.465 4.988 4.577

4.219 3.906 3.629 3.384 3.166

3.050 0.000

UNIT PEAK = .338 CMS

PEAK INTENSITY(RAIN EXCESS) = 239.35 MM/HR

STORAGE COEFF. SC = 1.00 MINS

SUM OF THE UNIT HYDROGRAPH CO-ORDINATES = 12.00

UNIT PEAK = .164 CMS

PEAK INTENSITY(RAIN EXCESS) = 102.60 MM/HR

STORAGE COEFF. SC = 7.56 MINS

SUM OF THE UNIT HYDROGRAPH CO-ORDINATES = 12.00

TOTAL RAINFALL = 88.12 MM

**PEAK DISCHARGE = .068 CMS RUNOFF VOLUME = 68.57 MM TIME TO PEAK
= 1.583 HRS**

RUNOFF VOLUMETRIC COEFFICIENT = .78

*** PRINT HYD ID=1**

FINISH

1

** MICROHYMO --- 3
 ** (P . C . O T T H Y M O)
 ** VERSION 2.0
 ** ADAPTED FOR MICROCOMPUTER BY
 ** ANDREW BRODIE ASSOCIATES INC.
 ** Progressive Engineering Services Ltd.

THE METRIC UNITS OPTION HAS BEEN SPECIFIED

* TABLE 3 JULY 30,2018

* 5 YEAR POST-DEVELOPMENT FLOW FOR:

* 127 OWEN SOUND STREET, SHELBURNE, ONTARIO

*

* CALCULATE THE PEAK RUNOFF LEVEL FLOWING FROM

* DRAINAGE AREA '1' MAKES UP THE AREA OF THE ENTIRE SITE

*

* 5 YEAR 3 HOUR CHICAGO STORM

* COEFFICIENT A=1593 CONSTANT B=11 EXPONENT C=0.8789

START 0.0 HOURS

COMPUTE URBHYD ID=1 HYD=101 DT=0.0833 DA=0.142 HA

CKK=1.0 XIMP=0.79 TIMP=0.79 NI=36

XX=-1 CN=79 IA=8.1 DD=0.0

DPSI=1.5 DPSP=0.00 STI=0.0 STP=0.0

SLI=2.4 LGI=50 MNI=0.015

SLP=2.4 LGP=50 MNP=0.25

HYETOGRAPH MM/HR (FIVE MIN. INCR.)

3.060 3.350 3.701 4.133 4.675

5.373 6.302 7.592 9.481 12.464

17.723 28.798 61.688 139.288 70.598

39.223 25.908 18.860 14.609 11.813

9.856 8.421 7.331 6.479 5.796

5.238 4.775 4.385 4.052 3.765

3.516 3.297 3.103 3.050 0.000

0.000

UNIT PEAK = .334 CMS

PEAK INTENSITY(RAIN EXCESS) = 139.29 MM/HR

STORAGE COEFF. SC = 1.24 MINS

SUM OF THE UNIT HYDROGRAPH CO-ORDINATES = 12.00

UNIT PEAK = .122 CMS

PEAK INTENSITY(RAIN EXCESS) = 37.62 MM/HR

STORAGE COEFF. SC = 11.30 MINS

SUM OF THE UNIT HYDROGRAPH CO-ORDINATES = 12.00

TOTAL RAINFALL = 46.79 MM

PEAK DISCHARGE = .044 CMS RUNOFF VOLUME = 38.74 MM TIME TO PEAK
= 1.333 HRS

RUNOFF VOLUMETRIC COEFFICIENT = .83

*

* PRINT HYD ID=1

*

* THE OUTLET IS THE 100mm DIAMETER STORM SEWER TO CONTROL

* PEAK FLOWS AT THE EXISTING CB.

*

ROUTE RESERVOIR ID=2 HYD=100 ID=1

OUTFLOW (cms)	STORAGE (ha-m)
---------------	----------------

0.0000	0.0000
--------	--------

0.0063	0.0001
--------	--------

0.0275	0.0011
--------	--------

PEAK DISCHARGE = .0271 CMS RUNOFF VOLUME= 38.7382 MM

* PRINT HYD ID=1

* THIS PEAK FLOW IS THE TOTAL LEAVING THE SITE DURING THIS STORM

*

FINISH

1

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*****
**  MICROHYMO --- 3
**  (P . C . O T T H Y M O)
**  VERSION 2.0
**  ADAPTED FOR MICROCOMPUTER BY
**  ANDREW BRODIE ASSOCIATES INC.
**  Progressive Engineering Services Ltd.
*****
```

THE METRIC UNITS OPTION HAS BEEN SPECIFIED

* TABLE 4 JULY 30,2018

* 100 YEAR POST-DEVELOPMENT FLOW FOR:

* 127 OWEN SOUND STREET, SHELBURNE, ONTARIO

*

* CALCULATE THE PEAK RUNOFF LEVEL FLOWING FROM

* DRAINAGE AREA '1' MAKES UP THE ENTIRE SITE

*

*

100 YEAR 3 HOUR CHICAGO STORM

*

COEFFICIENT A=4688 CONSTANT B=17 EXPONENT C=0.9624

START 0.0 HOURS

COMPUTE URBHYD ID=1 HYD=101 DT=0.0833 DA=0.142 HA

CKK=1.0 XIMP=0.79 TIMP=0.79 NI=42

XX=-1 CN=79 IA=8.1 DD=0.0

DPSI=1.5 DPSP=0.00 STI=0.0 STP=0.0

SLI=2.4 LGI=50 MNI=0.015

SLP=2.4 LGP=50 MNP=0.25

HYETOGRAPH MM/HR (FIVE MIN. INCR.)

3.050 3.329 3.697 4.139 4.677

5.343 6.181 7.261 8.686 10.630

13.389 17.509 24.096 35.695 59.347

121.588 239.354 137.518 80.536 53.348

38.191 28.843 22.653 18.332 15.189

12.826 11.003 9.564 8.407 7.462

6.679 6.022 5.465 4.988 4.577

4.219 3.906 3.629 3.384 3.166

3.050 0.000

UNIT PEAK = .338 CMS

PEAK INTENSITY(RAIN EXCESS) = 239.35 MM/HR

STORAGE COEFF. SC = 1.00 MINS

SUM OF THE UNIT HYDROGRAPH CO-ORDINATES = 12.00

UNIT PEAK = .172 CMS

PEAK INTENSITY(RAIN EXCESS) = 121.56 MM/HR

STORAGE COEFF. SC = 7.07 MINS

SUM OF THE UNIT HYDROGRAPH CO-ORDINATES = 12.00

TOTAL RAINFALL = 88.12 MM

PEAK DISCHARGE = .080 CMS RUNOFF VOLUME = 77.54 MM TIME TO PEAK
= 1.583 HRS

RUNOFF VOLUMETRIC COEFFICIENT = .88

*

* PRINT HYD ID=1

*

*

* THE OUTLET IS THE 200mm DIAMETER STORM SEWER TO CONTROL

* PEAK FLOWS AT THE EXISTING CB.

*

ROUTE RESERVOIR ID=2 HYD=100 ID=1

OUTFLOW (cms)	STORAGE (ha-m)
---------------	----------------

0.0000	0.0000
--------	--------

0.0063	0.0001
--------	--------

0.0275	0.0011
--------	--------

O STORAGE-DISCHARGE TABLE EXCEEDED.

PEAK DISCHARGE = .0540 CMS RUNOFF VOLUME= 77.5443 MM

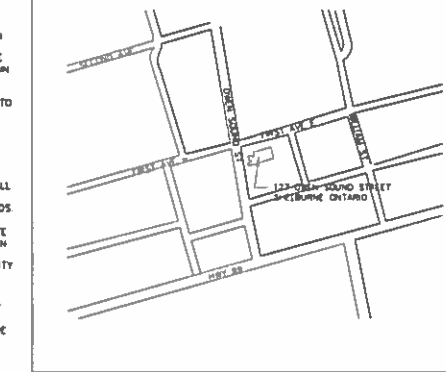
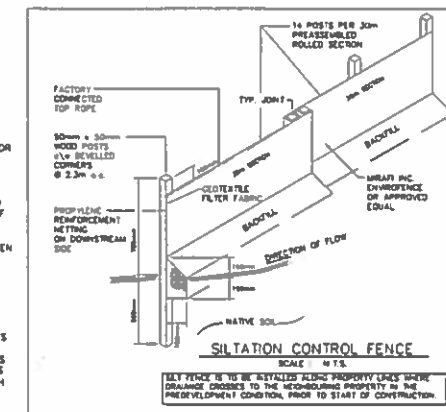
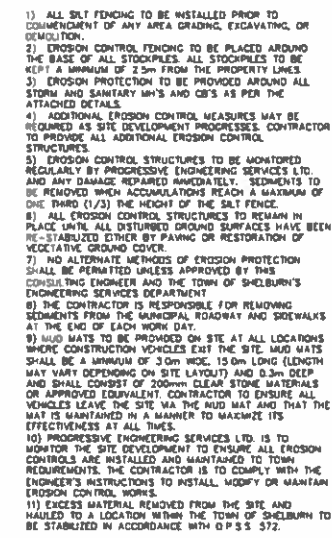
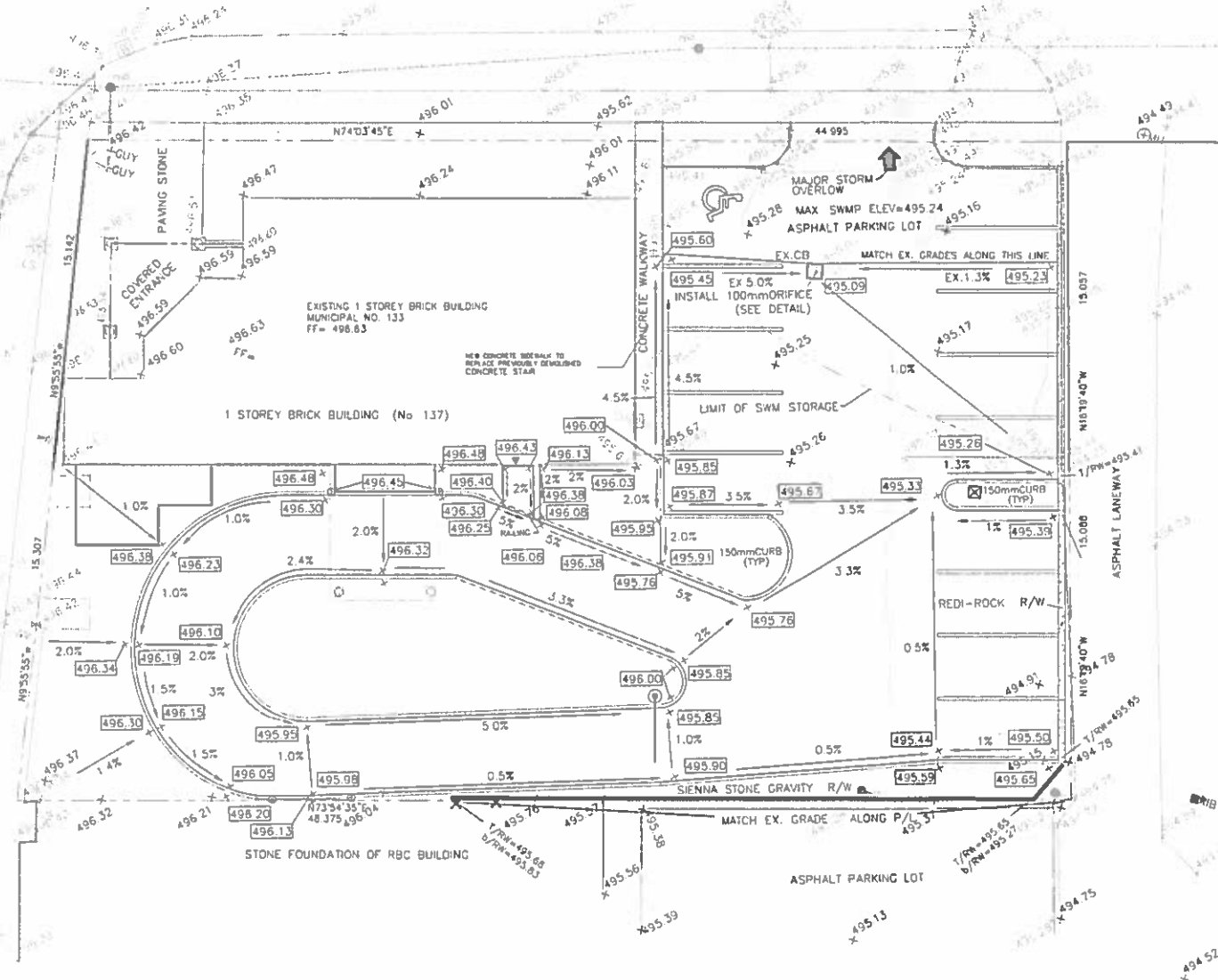
* PRINT HYD ID=1

*

* THIS PEAK FLOW IS THE TOTAL LEAVING THE SITE DURING THIS STORM

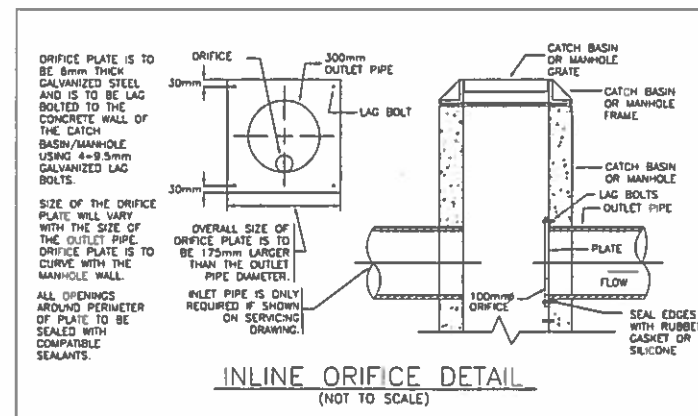
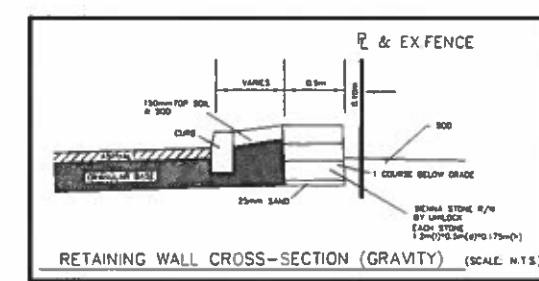
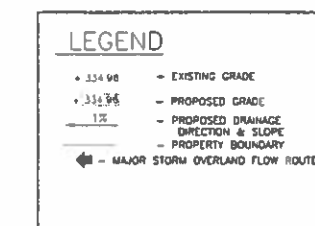
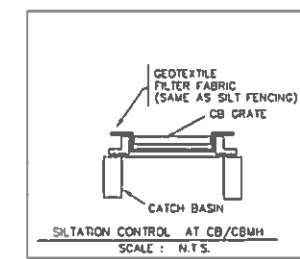
*

FINISH



1) THE OWNER IS RESPONSIBLE FOR RESTORATION OF ALL DAMAGED AND/OR DISTURBED PROPERTY WITHIN THE MUNICIPAL RIGHT-OF-WAY TO TOWN OF WILTON STANDARDS. IF, FOR UNFORESEEN REASONS, THE OWNER AND/OR HIS/HER REPRESENTATIVE MUST DISRUPT OR STOP PRIVATE LAND USE, THE OWNER SHALL FIRST OBTAIN WRITTEN PERMISSION FROM THE ADJACENT PROPERTY OWNERS PRIOR TO ENTERING UPON THE PRIVATE PROPERTY TO PERFORM ANY WORKS. COPIES OF THESE LETTERS OF CONSENT MUST BE SUBMITTED TO THE TOWN OF WILTON SERVICES DEPARTMENT, PRIOR TO ANY WORK BEING PERFORMED. FAILURE TO COMPLY WITH THE ABOVE IS AT THE OWNERS RISK AND WILL BE PROSECUTED.

2) THIS PLAN IS TO BE READ IN CONJUNCTION WITH THE APPROVED SITE PLAN AND LANDSCAPE PLAN.



100 200 300 400 500 600 700 800 900 1000 1100 1200 1300 1400 1500 1600 1700 1800 1900 2000 2100 2200 2300 2400 2500 2600 2700 2800 2900 3000 3100 3200 3300 3400 3500 3600 3700 3800 3900 4000 4100 4200 4300 4400 4500 4600 4700 4800 4900 5000 5100 5200 5300 5400 5500 5600 5700 5800 5900 6000 6100 6200 6300 6400 6500 6600 6700 6800 6900 7000 7100 7200 7300 7400 7500 7600 7700 7800 7900 8000 8100 8200 8300 8400 8500 8600 8700 8800 8900 9000 9100 9200 9300 9400 9500 9600 9700 9800 9900 10000

[illegible]

1150 SET 1 or 2

[illegible]

BUILDING AREA - AS DEFINED BY OBC
GROSS FLOOR AREA - AS DEFINED BY OBC
BUILDING HEIGHT (MAX 12 METRES)
LOT COVERAGE (MAX 75%)
TOTAL LANDSCAPE AREA PROVIDED
TOTAL CONCRETE SIDEWALK/HARDSCAPE AREA
TOTAL ASPHALT PARKING AREA
PARKING REQUIRED
FINANCIAL INSTITUTION
PARKING PROVIDED
ALLOWABLE SIGNAGE
ACTUAL SIGNAGE

127 OWEN SOUND STREET
SHELBOURNE, ON
ALL OF PN 54134-0007.
ALL OF LOT 5, BLOCK 3, REGISTERED PLAN 5A
TOWN OF SHELBOURNE, COUNTY OF DUFFERIN

ALL OF PN 36134-0008
ALL OF LOT 8, BLOCK 3, REGISTERED PLAN SA
TOWN OF SHELburne, COUNTY OF DUFFERIN
C1
1412 49th
FRONT YARD: NL
SIDE YARD: NL
REAR: NS

1 SPACE PER 20m² GFA
15 SPACES

FIRE HYDRANT DISTANCE FROM
FRONT ENTRANCE = $\pm 35m$
(SEE WATERMAINS WITH SERVICE
CONNECTION
DRAWING BY TRITON ENGINEERING
DATED JUNE 1966)

FIRST AVE. E

FIRE ROUTE

OWEN SOUND STREET
FIRE ROUTE

SITE NOTES LEGEND

E1	EXISTING SIDEWALK
E2	EXISTING SOD
E3	EXISTING MUNICIPAL SIDEWALK
E4	EXISTING ASPHALT PARKING AREA TO BE RE-PAVED AND LINES PAINTED
E5	EXISTING CATCH BASIN
E6	EXISTING RETAINING WALL
E7	EXISTING PAVERS
E8	NEW ASPHALT
E9	CONCRETE SIDE WALK
E10	NEW SOD (SEE LANDSCAPE)
E11	PAINTED PARKING LINES
E12	CONCRETE CURB
E13	SLOPED ASPHALT TO CURB
E14	NEW CONCRETE PAVES (SEE LANDSCAPE)
E15	REMOVE EXISTING CONCRETE SIDEWALK
E16	BUILD ADDITION
E17	HEIGHT RESTRICTOR (SEE A1/1 2)
E18	BOLLARD (SEE 2/A1 2)
E19	EXTENT OF DRIVE-THRU CANOPY
E20	SHORT STORAGE AREA
E21	NEW RETAINING WALL (SEE CIVIL)
E22	PRECAST CONCRETE CONCRETE TRUCK STOP
E23	NO ENTRY SIGN
E24	ONE WAY SIGN
E25	NEW FENCE (SEE LANDSCAPE DIVS)
E26	ATH CONC SLAB (SEE STRUCT)
E27	PAINTING GUY BACKLUND
E28	INSTALL METAL SHIMED & RAMPAL

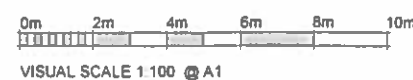
GENERAL SITE PLAN NOTES

- 1 SITE PLAN INFORMATION TAKEN FROM PLAN PREPARED TO SHOW TOPOGRAPHIC INFORMATION OF LOTS 5 AND 6 REGISTERED PLAN SA IN THE TOWN OF BELLERIVE, COUNTY OF DUFFERIN, ONTARIO AS PREPARED BY VAN HERTEN SURVEYING INC. ORANGEVILLE, ONTARIO DATED JANUARY 11, 2015
- 2 DISTANCES ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048
- 3 GARBAGE PICKUP BY MUNICIPAL TRUCKS
- 4 ALL UTILITY CONNECTIONS ARE EXISTING
- 5 STORM WATER COLLECTION OCCURS AT EXIST. CATCH BASIN

EXISTING 1 STOREY BRICK CREDIT UNION BUILDING
MUNICIPAL NO. 133
FF= 496.63

GROSS FLOOR AREA:
EXIST. FLOOR AREA: 270m²
ADDITION: 24m²
TOTAL: 294m²

SNOW STORAGE AREA



EXISTING SITE PLAN

1 100 SPA12


Gregory M. Ward Architect

100 West 14th Street, Suite 200
New York, NY 10011
Tel: 212-691-1100
Fax: 212-691-1101
www.gmward.com

CONCRETE TANK

For the past 10 years, the firm has been involved in the design and construction of concrete tanks for the U.S. Army Corps of Engineers. The firm has been involved in the design and construction of concrete tanks for the U.S. Army Corps of Engineers. The firm has been involved in the design and construction of concrete tanks for the U.S. Army Corps of Engineers.

NEWGROUND



NEWGROUND is a leading provider of construction services. The firm has been involved in the design and construction of concrete tanks for the U.S. Army Corps of Engineers. The firm has been involved in the design and construction of concrete tanks for the U.S. Army Corps of Engineers. The firm has been involved in the design and construction of concrete tanks for the U.S. Army Corps of Engineers.

ONTARIO ASSOCIATION OF ARCHITECTS
 GREGORY M. WARD
 ARCHITECT
 LICENSE 4697

PROPOSED DRIVE THRU & ADDITION TO

PACE
CREDIT UNION
177 OWEN SQUARE ST
SHELBYVILLE, OHIO 45474

[illegible]

SITE PLAN

nome	PAVISTY &
ruota	1000mm
altezza	1000mm
colore	grigio
materiali	acciaio
uso	da laboratorio
anno	2000
data	2000/02/24
colore	grigio



The Corporation of

THE TOWNSHIP OF MELANCTHON

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

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

Denise B. Holmes, AMCT
CAO/Clerk



TO: MAYOR WHITE AND MEMBERS OF COUNCIL

FROM: DENISE B. HOLMES, CAO/CLERK

DATE: JUNE 29, 2018

SUBJECT: COMPLIANCE AUDIT COMMITTEE - 2018 MUNICIPAL ELECTION

Recommendations

That the Compliance Audit Committee be composed of one public representative, one representative to be named by BDO Canada and one representative to be named by RLB Professional Chartered Accountants;

And that the public representative be compensated at the rate of \$75 per meeting as stipulated in the Terms of Reference of the Compliance Audit committee;

And that the fees of the professional accounting representatives be paid by the relevant municipality;

And that the Clerk be authorized to bring the required appointment By-law to the next meeting of Council to be passed.

Background and Analysis

The Municipal Elections Act, 1996 (the Act) requires every municipality to appoint a Compliance Audit Committee prior to October 1 in an election year.

The mandate of a Compliance Audit Committee is to:

- consider any request for a compliance audit and determine whether the request should be granted or rejected;
- if the request is granted, appoint an auditor;
- review the auditor's report and determine whether legal action should be taken; and
- if the auditor's report indicates there were no apparent contraventions and if there appears there were no reasonable grounds for the application, advise Council. (Council would

ACT#
SEP 06 2018

then decide whether or not to recover the auditor's costs from the applicant.)

The Municipal Elections Act stipulates:

"The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;
 - (b) members of the council or local board;
 - (c) any persons who are candidates in the election for which the committee is established;
- or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established."

2014 Compliance Audit Committee

In 2014, Dufferin Municipal Clerks recommended to their individual Councils that a five-member Compliance Audit Committee (JCAC) be established for the 2014-2018 term of Council, with the members of the Committee serving all municipalities in Dufferin County.

Extensive advertising and community outreach was undertaken in 2014, but there were insufficient applicants to form a five-member Committee. The Committee was subsequently reduced to three members.

In the end, Orangeville Town Council could not appoint the same members as the other municipalities because of conflict of interest limitations imposed by the Municipal Elections Act, and the Town's Compliance Audit Committee was approved with different members.

2018 Recruitment for Compliance Audit Committee

Given the difficulties in 2014 in forming a Compliance Audit Committee, the Dufferin Municipal Clerks began recruiting for 2018 Compliance Audit Committee members in June.

Considering the competition for qualified applicants, and the potential for conflicts for applicants with accounting/auditing backgrounds, joint advertising by all Dufferin municipalities offered the greatest potential to reach the broadest spectrum of interested applicants and was also the most cost effective option.

Throughout the month of June, advertisements were placed in multiple location newspapers with circulation in Dufferin County: Orangeville Banner, Orangeville Citizen, Creemore Echo, Dundalk Herald, Alliston Herald, Shelburne Free Press and Wellington Advertiser. Notices were placed on all the municipal websites. The Clerks reached out to current members of Council and staff asking them to encourage qualified individuals to submit their applications.

Insufficient applications were received to form a 3-member committee.

Since all municipalities must appoint a Compliance Audit Committee, the Clerks approached two local accounting firms who act for the municipalities in Dufferin County: RLB Professional Chartered Accountants and BDO Canada, to ascertain if they would nominate an employee to

serve on the Compliance Audit Committee. It was acknowledged that the municipalities would be required to pay for the services of the professional accountants.

If representatives from BDO and RLB are appointed to the compliance Audit Committee, neither firm is eligible to conduct any audits recommended by the Committee.

In July, both firms confirmed they would nominate members to serve on the Committee.

Staff recommend that Council authorize the Clerk to approve the appointment of members to the Committee so the names of the professional representatives can be approved if and when a compliance audit request is made.

Qualifications of JCAC Members

Due to the complexity of the financial accounting rules and to ensure that committee members possess an in-depth knowledge of the campaign finance rules, preference will be given to applicants with a background in accounting or auditing.

To avoid any potential conflict of interest, all members appointed to the JCAC will be required to agree in writing that they will not offer professional services, work for or provide advice to any candidate running for municipal office in the election.

In the case of appointments to most Council committees, it is Council's policy to appoint only residents. Given the specific skills and expertise required for this particular Committee, as well as the restrictions on participation, the Clerks recommend that this restriction be removed.

The term of office is the same as that of Council. Should a compliance audit request be submitted related to a by-election during the term of Council, a Committee will be in place to review it.

Financial Impact

The Terms of Reference for the Compliance Audit Committee provide for remuneration of \$75 per member/per meeting should an audit be requested

Individual municipalities will pay for the services of the professional accountants in the event of any requests for compliance audits.

Each municipality is responsible for expenses related to a compliance audit in its jurisdiction.

There were no compliance audits in 2010 or 2014.

Respectfully submitted,



DENISE B. HOLMES, CAO/CLERK

Denise Holmes

From: Everett Lusk <Everett.Lusk@vanharten.com>
Sent: Wednesday, August 22, 2018 10:13 AM
To: Denise Homes;dholmes@melancthontownship.ca
Subject: Jim and Gwen Funston Consent; plan of survey; Proj. 23541-16
Attachments: 1297_001.pdf; R-L16.FUNSTON(23541-16)UTM2010-R-24X30 SIGNED.PDF

Importance: High

Hi Denise
I have attached the plan of survey for the subject property above.
I wasn't sure if I had sent this to you before but can you review the plan for approval.
I have ok from the Land Registry Office as well.
Please let me know if you require hard copies of the plan as I can get them delivered as well.
Cheers,
Everett

Everett Lusk, C.S.T.



Van Harten
SURVEYING INC.

LAND SURVEYORS
and ENGINEERS

www.vanharten.com
660 Riddell Road, Orangeville, ON, L9W 5G5
T 519-940-4110 x224 F 519-940-4113
E Everett.Lusk@vanharten.com

Total Control Panel

[Login](#)

To: dholmes@melancthontownship.ca	Message Score: 1	High (60): Pass
From: everett.lusk@vanharten.com	My Spam Blocking Level: High	Medium (75): Pass
	Block this sender	Low (90): Pass
	Block vanharten.com	

This message was delivered because the content filter score did not exceed your filter level.


SCHEDULE				
PAGE	DATE	DESCRIPTION	BY	AREA
1		PART OF 16	2020	2.00
2		2020	ALL OF 14191	1.01

WILL THE PLAN BE IN THE PUBLIC INTEREST (YES/NO)	PLAN 7R- NCE 161 (NCE 161)
DATE: AUGUST 10, 2020	DATE:
 L. G. WILCOX, P.E.	REPRESENTING FOR LAND REGISTRATION FOR THE LAND (161) (161) (161) (161)

PLAN OF SURVEY OF
 PART OF LOT 16
 CONCESSION 2 OLD SURVEY
 TOWNSHIP OF MELANCTHON
 COUNTY OF DUFFERIN
 SCALE 1:750
 VAN HARTEN SURVEYING INC.

SURVEYOR'S CERTIFICATE

I, the undersigned, being a duly qualified and licensed Surveyor of the Province of Ontario, do hereby certify that the foregoing is a true and correct copy of the original plan as filed in my office, and that the same has been examined and found to be correct.

DATE: AUGUST 10, 2020

 L. G. WILCOX, P.E.
 ONTARIO LAND SURVEYOR

LEGEND:

- (1) — CONCESSION 2 OLD SURVEY
- (2) — CONCESSION 2 OLD SURVEY
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BEARING AND COORDINATE NOTE:

- BEARINGS AND DISTANCES ARE DERIVED FROM GPS OBSERVATIONS AND ARE ADJUSTED TO THE UTM COORDINATE SYSTEM. THE UTM COORDINATE SYSTEM IS USED FOR ALL DISTANCES AND BEARINGS.
- DISTANCES SHOWN ON THIS PLAN ARE ADJUSTED GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY AN ADJUSTED CORRECTION FACTOR OF 0.9999.
- COORDINATES ON THIS PLAN ARE UTM ZONE 18N. BEARINGS ARE ADJUSTED TO THE UTM COORDINATE SYSTEM. THE UTM COORDINATE SYSTEM IS USED FOR ALL DISTANCES AND BEARINGS.

POINT ID	NORTHING (METRES)	EASTING (METRES)
A	4,098,237.41	563,221.95
B	4,098,238.64	563,222.97
C	4,098,239.13	563,223.19

BEARING COMPARISONS:

FOR THE PURPOSES OF BEARING COMPARISONS, PREVIOUS SURVEYS HAVE BEEN NOTATED TO UTM BEARINGS BY THE ANGLES SHOWN BELOW:

PLAN	UTM BEARING	UTM BEARING
161	161.000°	161.000°

METRIC:

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES (M) AND CAN BE CONVERTED TO FEET BY MULTIPLYING BY 3.28084.



1100	1100	1100
1100	1100	1100
1100	1100	1100

Drawn by: [Name]
 Checked by: [Name]
 Project No.: [Number]
 Date: [Date]

Ph: (519) 925-5525
Fax: (519) 925-1110

TOWNSHIP OF MELANCTHON
Committee of Adjustment

157101 Highway 10
Melancthon, Ontario
L9V 2E6

NOTICE OF PUBLIC MEETING
Application for Consent

File No. B1/18

Date of Meeting: **May 17, 2018**

Time: **6:00 p.m.**

Name of Owner/Applicant: **Jim and Gwendolyn Funston**

Location of Public Meeting: **Council Chambers, 157101 Highway 10, Melancthon, ON, L9V 2E6**

PROPOSED SEVERANCE: East Part of Lot 16, Concession 2 O.S.

Existing Use: **Vacant**

Proposed Use: **Residential**

Road Frontage: **113.75 m.**

Depth: **100 m. (approx.)**

Area: **1.01 ha. (approx. 2.5 acres)**

RETAINED PORTION: East Part of Lot 16, Concession 2 O.S.

Existing Use: **Vacant**

Proposed Use: **Residential**

Road Frontage: **215.70 m.**

Depth: **100 m. (approx.)**

Area: **2.02 ha. (approx. 5.0 acres)**

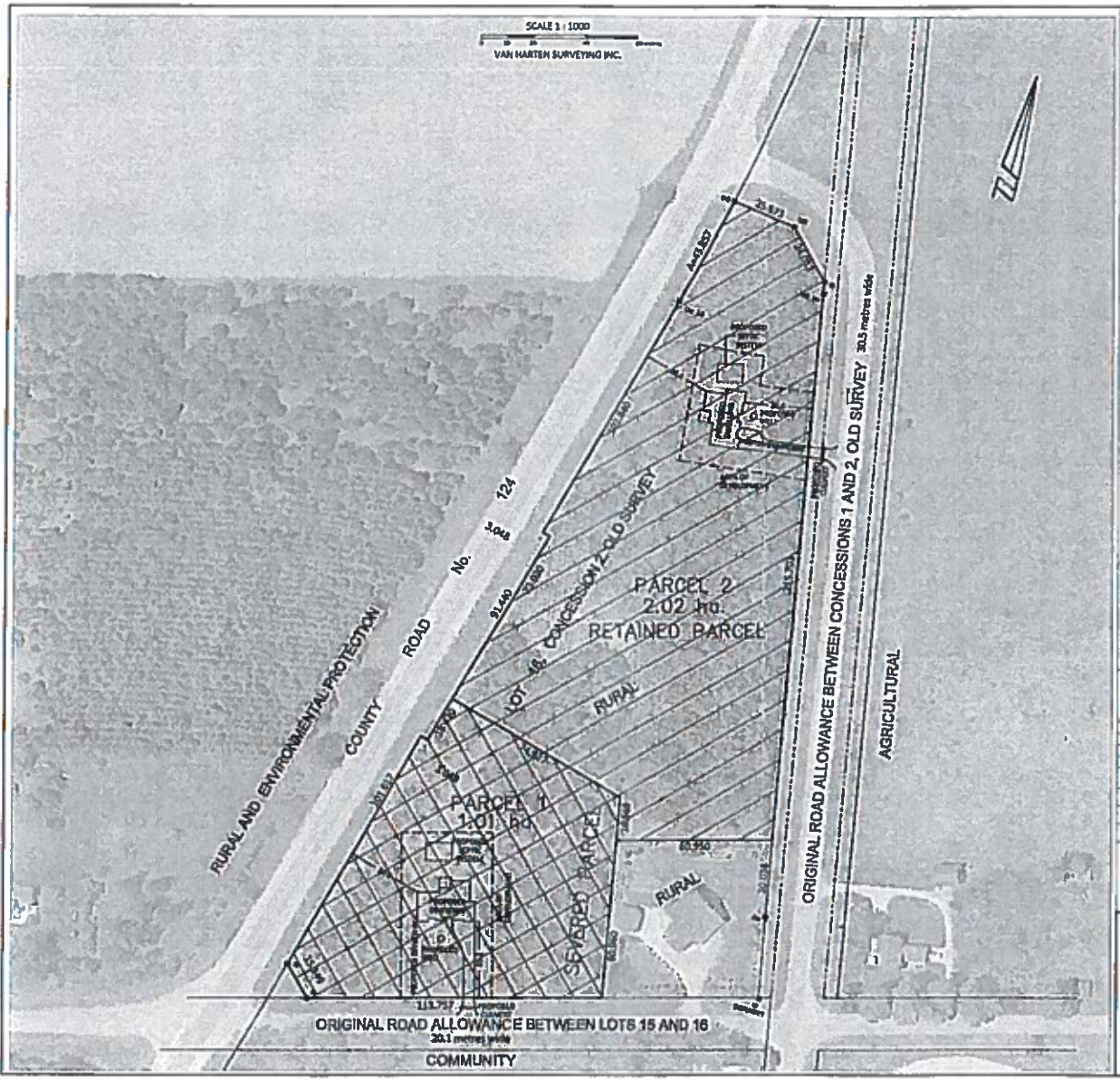
The land is not the subject of an application under the Act for an Official Plan Amendment, Zoning By-law Amendment, or Minor Variance application.

If you require additional information on this application, it may be obtained by contacting the Secretary-Treasurer at the above address during regular office hours.

If a person or public body that files an appeal of a decision of the Melancthon Township Committee of Adjustment in respect of the proposed consent does not make a written submission to the Committee of Adjustment before it gives or refuses to give a provisional consent, the Ontario Municipal Board may dismiss the appeal.

If you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed consent, you must make a written request to the Committee of Adjustment, Township of Melancthon, 157101 Highway 10, Melancthon, Ontario, L9V 2E6.


Denise B. Holmes, Secretary-Treasurer



KEY MAP
(PLT 1.8)

LEGEND:

(195.70) PROPOSED ELEVATION
(194.82) EXISTING ELEVATION

— SLOPE
— DIRECTION OF SLOPE
— PERFORATED PIPE
— TEST PIT
— WELLS

— TREE
— FENCELINE

CALL BEFORE YOU DIG

THE LOCATION OF SERVICES ON THIS DRAWING ARE ONLY APPROXIMATE AND BASED ON SURFACE FEATURES LOCATED AT THE TIME OF THE TOPOGRAPHIC SURVEY. PRIOR TO ANY CONSTRUCTION IT IS THE RESPONSIBILITY OF THE CONTRACTOR/OWNER TO INSURE THE EXACT LOCATION OF ALL UTILITIES.

LOT DEVELOPMENT PLAN FOR:
PART OF LOT 16,
CONCESSION 2 OLD SURVEY,
TOWNSHIP OF MELANCTHON,
COUNTY OF DUFFERIN

OF NOTE'S SEVERED PARCEL: 1 (1.01 ha)
OF NOTE'S RETAINED PARCEL: 2 (2.02 ha)

NO.	REVISION	DATE
1	ISSUED TO SHOW INITIALS	2017
2	REVISED SUBMITTAL TO REC.	2017
3	REVISED	2017

DRAWING REVISION SCHEDULE
PREPARED FOR: JIM FUNSTON
PROJECT No. 23541-16
DRAWING SCALE 1 : 1000

CAUTION:
THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES.
IT IS THE BURDEN OF THE BORROWER TO OBTAIN THE PROPOSED FOOTING ELEVATION AND PLUMBING ALLOWANCE GRANTY COMMITMENT TO THE MUNICIPALITY.
THIS LOT MAY CONTAIN STRUCTURAL OR NON-STRUCTURAL PILES PLACED DURING SURVEYING GRADING OPERATIONS.
SOIL REMOVAL CAPACITY SHALL BE VERIFIED AT THE TIME OF CONSTRUCTION.
THE BORROWER MUST FURNISH A MINIMUM OF 1.2m OF EARTH COVER OVER THE FOOTINGS FOR PROTECTION.
THIS SECTION IS PROTECTED BY COPYRIGHT.

Van Harten
SURVEYING INC.
FUNDAMENTAL SURVEYING AND CONSULTING

Phone: 519-669-5670	Cell: 519-611-7768	Orangeville: 519-940-4110
www.vanharten.com		
Drawn by: JVF	Checked by: JVF	Noted by: JVF

Mar 28, 2018 10:25am
I:\MapInfo\proj\Con2\CON2\ACAD\SP-17164\UNITS\DWG\23541-16.dwg

**TOWNSHIP OF MELANCTHON - COMMITTEE OF ADJUSTMENT
APPLICATION FOR CONSENT**

1.0 APPLICANTS

One copy of this application form must be completed and filed for each parcel to be severed together with the sketch as required by the Schedule to Ontario Regulation 547/06, with the Secretary/Treasurer and be accompanied by a fee of \$800.00 + \$1000.00 deposit. Cheques made payable to the Township of Melancthon.

Completeness of the Application

The information that must be provided by the applicant is prescribed in the Schedule to Ontario Regulation 547/06 made under the Planning Act. If the mandatory information and fee are not provided, the Committee of Adjustment will return the application or refuse to further consider the application until the information and fee have been provided.

The application form also sets out other information that will assist the Committee of Adjustment and others in their planning evaluation of the Consent Application. To ensure the quickest and most complete review, this information should be submitted at the time of the application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

1. Registered Owner's Name : Jim and Gwendolyn Funston
Address: 625 292 15 Sideroad, Melancthon, ON L9V1Z4
E-mail Address: [REDACTED]
Telephone Number: (Home) [REDACTED] (Work) [REDACTED] (Fax) [REDACTED]
- Applicant's Name : _____
Address: _____
E-mail Address: _____
Telephone Number: (Home) _____ (Work) _____ (Fax) _____
- Agent's Name: Everett Lusk - Van Harten Surveying Inc.
Address: 660 Biddell Road, Orangeville ON L9W5G5 (Unit 1)
E-mail Address: everett.lusk@vanharten.com
Telephone Number: (Home) _____ (Work) 519-940-4110 (Fax) _____
- Send Correspondence to? Owner ☒ Applicant () Agent ☒
2. Date of Application: March 28, 2018
3. Type of Transaction: (e.g. a transfer for the creation of a new lot, a lot addition, an easement, a charge, a lease or a correction of title)
creation of new lot
4. Name of person(s) to whom the land or interest in land is to be transferred, charged or leased:
unknown

5. Legal Description of Property:

Municipality Township of Melancthon
Lot (s) 16 Concession 205
Lot (s) _____ Registered Plan _____
Part (s) _____ Reference Plan _____
Street Address _____
Roll Number _____ Survey Attached - Yes (✓) No ()

6. Are there any easements or restrictive covenants affecting the subject property? Yes _____ No ✓

7. If the answer to Section 6 is yes, a description of each easement or covenant and its effect.

8. (a) Description of lands to be SEVERED or EASEMENT/RIGHT-OF-WAY: (in metric units)

Frontage: 113.757 m Area: 1.01 ha
Depth: 100 m ±
Existing Use: vacant Proposed Use: Residential

Existing and proposed buildings and structures on land to be severed:

Existing: N/A
Proposed: Residential Dwelling

What type of access do the lands intended to be SEVERED have?

Provincial Highway _____ County Road _____
Year Round Municipal Road ✓ Seasonal Municipal Road _____
Unopen Road Allowance _____ Private Right-of-way _____
Other, please specify _____

Services currently available, or to be available for the SEVERED parcel:

	Municipal Water	Communal Water	Private Water	Municipal Sewers	Communal Sewers	Private Sewers
Existing	()	()	()	()	()	()
Proposed	()	()	(✓)	()	()	(✓)

(in metric units)

Area: 2.07 ha

Existing Use: vacant

Proposed Use: Residential

Existing: N/A

Proposed: Residential Dwelling

County Road _____

Seasonal Municipal Road _____

Private Right-of-way _____

Other, please specify _____

Private Sewers

Existing	()	()	()	()	()	()
Proposed	()	()	(✓)	()	()	(✓)

9. (a) Present Official Plan designation of the land : Rural

(b) Present Zoning of the land: Rural

10. Has the subject land ever been the subject of an application for approval of a plan of subdivision under Section 53 of the Planning Act? Yes _____ No ✓ _____

If the answer is yes, the file number of the application and the status of the application.

11. Has any land been severed from the parcel originally acquired by the owner of the subject land? No

12. If the answer to Section 11 is "Yes", please indicate previous severance on the required sketch and supply the following information for each lot severed:

Grantee's Name: _____

Relationship (if any) to owner: _____

Date of Parcel Created: _____ Use of Parcel: _____

File Number : _____

13. Is the subject land the subject of any other application under the Act, such as an application for an amendment to an official plan, a zoning by-law or a Minister's zoning order, an application for a minor variance or an approval of a plan of subdivision or a consent;

If the answer is yes, the file number of the application and the status of the application: Yes

NEC Application DIR/2017-2018/9163
DIR/2017-2018/9162

14. This application must be accompanied by a sketch showing the following, with any measurements shown in metric units:

- (a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- (b) the approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
- (c) the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- (d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- (e) the approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, bank of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
 - (i) are located on the subject land and on land that is adjacent to it, and
 - (ii) in the applicant's opinion, may affect the application;
- (f) the current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial);
- (g) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- (h) if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and
- (i) the location and nature of any easement affecting the subject land.

15. Is the application consistent with policy statements issued under subsection 3(1) of the Act? Yes

16. Is the subject land within an area of land designated under any provincial plan or plans? Yes

17. If the answer to question 16 is yes, briefly explain how this application either conforms with or does not conflict with any applicable provincial plan or plans:

Section 3.1(e) of official plan: Permitted residential development may include such uses as new detached dwellings on new lots created through land severance process

18. If this application involves the creation of a non-farm lot within approximately 500 metres of livestock facilities and/or permanent manure storage facilities, a completed MDS I calculation form must be submitted with this application. If this application involves a new or expanded livestock facility and/or permanent manure storage facility, a completed MDS II calculation form must be submitted with this consent application.

UPON SUBMISSION OF THIS APPLICATION THE APPLICANT AGREES:

1. That the fee submitted with this application covers only routine processing costs (i.e. review by municipality). It is further understood and agreed that any additional costs or requirements with this application, including any additional information and processing requirements, or as may otherwise be required or incurred and charged to or by the municipality (i.e. planning, legal or engineering fees, OMB Hearing costs, agreements, special studies, other approvals or applications and any other related matters) will be my responsibility to provide to and/or reimburse the municipality for same. Failure to pay all associated costs may result in refusal of this application and/or collection by the municipality in like manner as municipal taxes, or any other means legally available to the municipality.
2. To pay the application fee in full prior to the processing of this application.
3. To allow the Committee of Adjustment to site inspect the property in consideration for this application.

Affidavit or Sworn Declaration

I, Everett Lusk of the Town of Orangethville

in the County of Dufferin solemnly declare that all the statements contained in this application and all the information provided is true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.

Declared before me

Date: MARCH 28, 2018

at the TOWN OF ORANGETHVILLE

in the COUNTY OF DUFFERIN Signature of Applicant: 

this 28th day of MARCH

2018

A Commissioner, etc.

RONALD MAURICE MAK,
A COMMISSIONER, ETC.,
PROVINCE OF ONTARIO,
FOR VAN HARTEN SURVEYING INC.
EXPIRES APRIL 9, 2018.

Authorizations:

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application on his/her behalf, must be included with this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make Application and for Agent to Provide Personal Information

I, JAMES FUNSTON / GWENDOLYN FUNSTON, am the owner of the land that is the subject of this application for consent and I authorize EVERETT LUSK VAN HAGEN SURVEYORS act as my agent for the purpose of this application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize my agent to provide any of my personal information that will be included in this application or collected during the processing of this application.

March 26, 2018
Date



Consent of the Owner to the Use and Disclosure of Personal Information

I, JAMES FUNSTON / GWENDOLYN FUNSTON am the owner of the land that is the subject of this consent application and for the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

March 26, 2018
Date



Owner

**TOWNSHIP OF MELANCTHON COMMITTEE OF ADJUSTMENT
NOTICE OF DECISION UNDER THE PLANNING ACT**

FILE NO. B1/18

We, the undersigned members of the Committee of Adjustment, do hereby certify that the following decision was reached by us at a meeting in Melancthon Township on

Thursday, May 17, 2018

The said decision was reached on the application of: Jim & Gwendolyn Funston to sever approximately 2.5 acres from the East Part of Lot 16, Concession 2 OS

DECISION: APPROVED (if granted, is subject to the following conditions which must be, in the opinion of the Committee, substantially complied with or waived by the party requesting the condition:)

1. A reference plan of survey is required. Draft survey to be provided to the Township for review prior to registration.
2. Written approval that the lots are suitable for a septic system, must be received from the County of Dufferin Building Department before the deed is submitted for endorsement.
3. An entrance to the severed and retained parcel must be approved by the Township's Director of Public Works and the entrances installed before the deed is submitted for endorsement.
4. That a County Rural Civic Address must be assigned to each entrance by the County of Dufferin before the Deed is submitted for endorsement.
5. Taxes and special charges must be paid to date when the deed is submitted for endorsement.
6. Conditions must be fulfilled and deeds stamped by the Secretary on or before one year from the mailing date of the Notice of Decision, as signed by the Secretary.

REASONS FOR DECISION:

There were no public comments brought forward with this application for Committee to consider. This application conforms with the Official Plan of the Township of Melancthon and is consistent with the Provincial Policy Statement.



CHAIRMAN



MEMBER



MEMBER



MEMBER



MEMBER

I, Denise B. Holmes, Secretary-Treasurer of the Melancthon Township Committee of Adjustment hereby certify that the above is a true copy of the decision of the Committee with respect to the application recorded herein.

DATED THIS 24th day of May, 2018



Secretary-Treasurer

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 be notified of changes to the conditions of the provisional consent.

Any person or public body may, not later than 20 days after the giving of notice under subsection (17) of the Planning Act is completed, appeal the decision or any condition imposed by the Committee of Adjustment or appeal both the decision and any condition to the Municipal Board by filing with the clerk of the municipality a notice of appeal setting out the reasons for the appeal, accompanied by the fee of \$300.00 payable to the Minister of Finance. **THE LAST DATE ON WHICH THIS DECISION MAY BE APPEALED TO THE LOCAL PLANNING APPEAL TRIBUNAL (LPAT) IS THE 13th day of June, 2018.**

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

Denise Holmes

From: Everett Lusk <Everett.Lusk@vanharten.com>
Sent: Thursday, August 23, 2018 2:23 PM
To: Denise Holmes
Subject: RE: Jim and Gwen Funston Consent; plan of survey; Proj. 23541-16 plus
26172-18 (file B2/18) Jim Bone
Attachments: R-LT22.BONE(26172-18)-R-18x24-L signed.pdf

Hi Denise

I have attached another one as well for Mr. Jim Bone's severance.
I will have two prints of each of these plans dropped off to you for your review and approvals.
(I am awaiting registry off approval for Mr. Bone's plan)

I take it that once council approves the plan for Jim Funston that we can then deposit it and provide you with hard copies as requested.

Cheers,
Everett

Everett Lusk, C.S.T.
Van Harten Surveying Inc.
519-940-4110

From: Denise Holmes [<mailto:dholmes@melancthontownship.ca>]
Sent: Thursday, August 23, 2018 8:57 AM
To: Everett Lusk
Subject: RE: Jim and Gwen Funston Consent; plan of survey; Proj. 23541-16

Hi Everett,

Yes, Council needs to pass a motion approving it. I will place it on the September 6th Council agenda.

Once it has been registered, please send us a hard copy for our file.

Thank you.

Regards,

Denise

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

From: Everett Lusk [<mailto:Everett.Lusk@vanharten.com>]
Sent: Wednesday, August 22, 2018 10:13 AM
To: Denise Holmes;dholmes@melancthontownship.ca

Subject: Jim and Gwen Funston Consent; plan of survey; Proj. 23541-16
Importance: High

Hi Denise
I have attached the plan of survey for the subject property above.
I wasn't sure if I had sent this to you before but can you review the plan for approval.
I have ok from the Land Registry Office as well.
Please let me know if you require hard copies of the plan as I can get them delivered as well.
Cheers,
Everett

Everett Lusk, C.S.T.



www.vanharten.com
660 Riddell Road, Orangeville, ON, L9W 5G5
T 519-940-4110 x224 F 519-940-4113
E Everett.Lusk@vanharten.com

Total Control PanelLogin

To: dholmes@melancthontownship.ca

From: everett.lusk@vanharten.com

Message Score: 1

My Spam Blocking Level: High

[Block this sender](#)

[Block vanharten.com](#)

High (60): Pass

Medium (75): Pass

Low (90): Pass

This message was delivered because the content filter score did not exceed your filter level.

Total Control PanelLogin

To: dholmes@melancthontownship.ca

From: everett.lusk@vanharten.com

Message Score: 1

My Spam Blocking Level: High

[Block this sender](#)

[Block vanharten.com](#)

High (60): Pass

Medium (75): Pass

Low (90): Pass

This message was delivered because the content filter score did not exceed your filter level.

SCHEDULE			
PART	LOT	LOCATION	PIN
1	PART OF 22	CONCESSION 6 SWTSR	PART OF 34157-0020
	ALL OF LOT 17	PLAN 54	

1. REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE: AUGUST 23, 2018

REPRESENTATIVE FOR LAND REGISTRATION FOR THE LAND TITLES DIVISION OF DUFFERIN No. 7

PLAN 7R- RECEIVED AND DEPOSITED

DATE: _____

PLAN OF SURVEY OF
PART OF LOT 22
CONCESSION 6
SOUTH WEST OF THE TORONTO
SYDENHAM ROAD
AND ALL OF LOT 17
REGISTERED PLAN 54
TOWNSHIP OF MELANCTHON
COUNTY OF DUFFERIN

SCALE 1:400

VAN HARTEN SURVEYING INC.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THIS SURVEY WAS COMPLETED ON THE 2ND DAY OF AUGUST, 2018.

DATE: AUGUST 23, 2018

LUKE G. WILCOX
ONTARIO LAND SURVEYOR

BEARING AND COORDINATE NOTE:

- BEARINGS ARE GRID BEARINGS AND ARE DERIVED FROM GPS OBSERVATIONS AND ARE REFERRED TO THE UTM PROJECTION, ZONE 17, NAD 83 (CSRS-2010) ADJUSTMENT.
- DISTANCES SHOWN ON THIS PLAN ARE ADJUSTED GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY AN AVERAGED COMBINED SCALE FACTOR OF 0.999999.
- COORDINATES ON THIS PLAN ARE UTM, ZONE 17, NAD83 (CSRS-2010) ADJUSTMENT AND ARE BASED ON GPS OBSERVATIONS FROM A NETWORK OF PERMANENT GPS REFERENCE STATIONS.

UTM COORDINATES (METRES)		
POINT ID	NORTHING	EASTING
A	4 888 134.10	550 104.17
B	4 883 108.77	550 146.88
C	4 881 078.91	550 183.76

THESE COORDINATE VALUES COMPLY WITH SECTION 14(2) OF REG 216/10. THESE COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH THE CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

LEGEND:

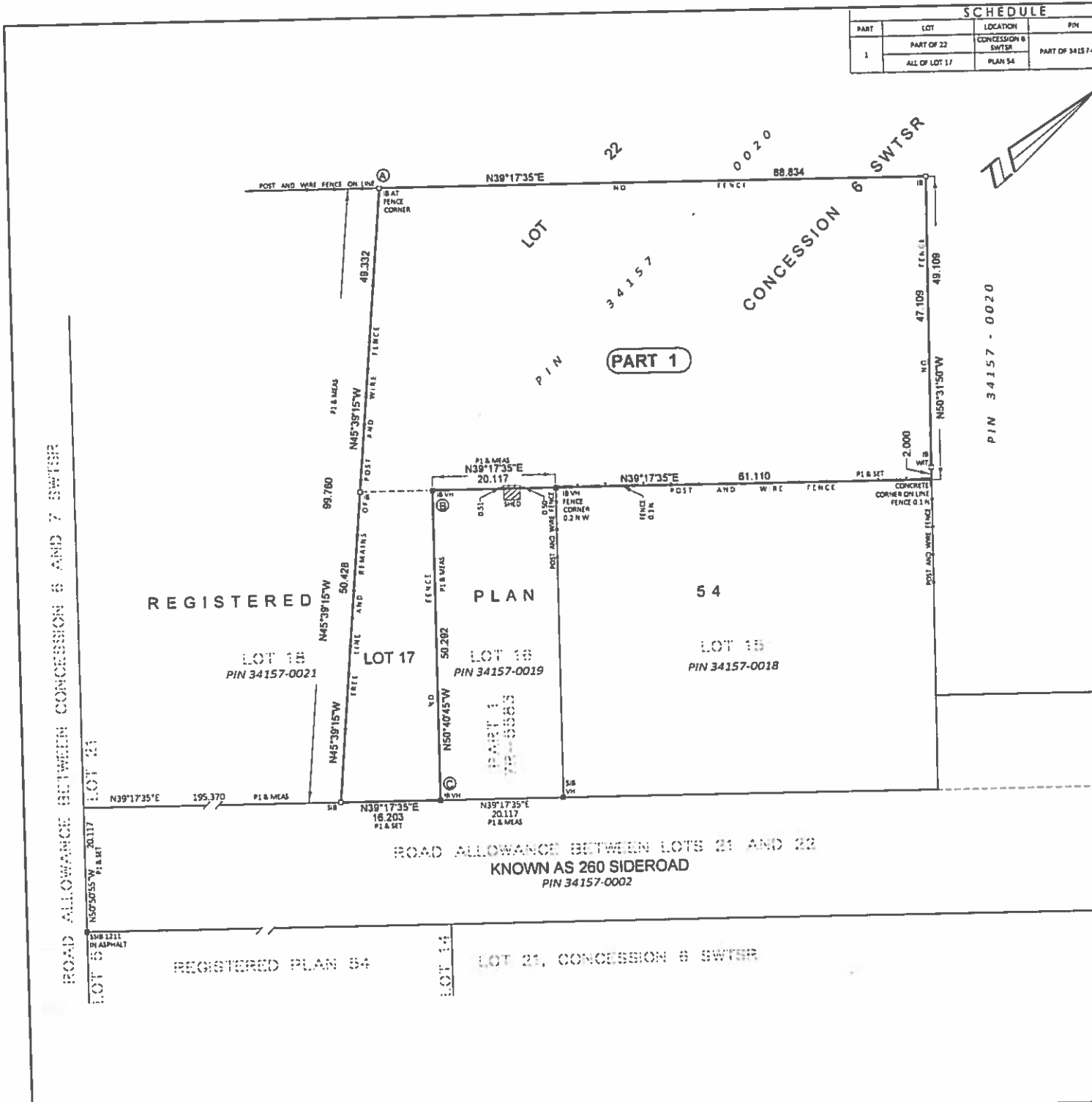
- O— DENOTES SURVEY MONUMENT SET
- B— DENOTES SURVEY MONUMENT NOT FOUND
- SB DENOTES .025 x .025 x 1.20 STANDARD IRON BAR
- IB DENOTES .025 x .025 x 0.60 IRON BAR
- S5B DENOTES .025 x .025 x 0.60 SHORT STANDARD IRON BAR
- AP DENOTES .015 DIA. x 0.07 ROUND IRON BAR WITH STAMPED WASHER
- RP DENOTES .025 x .025 x 0.30 PLASTIC BAR
- CC DENOTES CUT CROSS
- WT DENOTES WITNESS
- OU DENOTES ORIGIN UNKNOWN
- VH DENOTES VAN HARTEN SURVEYING INC., O.L.S.'S
- 1211 DENOTES P.J. WILLIAMS, O.L.S.
- P1 DENOTES PLAN 78-5583
- SWTSR DENOTES SOUTH WEST OF THE TORONTO SYDENHAM ROAD
- N.E.S.W. DENOTES NORTH EAST SOUTH WEST

METRIC:

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

Van Harten
SURVEYING INC.
LAND SURVEYORS AND ENGINEERS

London Ph: 519-742-8371	Guelph Ph: 519-821-2763	Orangeville Ph: 519-840-4110
www.vanharten.com		
info@vanharten.com		
DRAWN BY: JLV CHECKED BY: ELL/LOW PROJECT No.: 18173-18		
Aug 22, 2018 2:10:16 PM C:\Melancthon\PLAN 54\ACAD\1722.DWG(28173-18) dwg		



Ph: (519) 925-5525
Fax: (519) 925-1110

TOWNSHIP OF MELANCTHON
Committee of Adjustment

157101 Highway 10
Melancthon, Ontario
L9V 2E6

NOTICE OF PUBLIC MEETING
Application for Consent

File No. **B2/18**

Date of Meeting: **May 17, 2018**

Time: **6:00 p.m.**

Name of Owner/Applicant: **James and Susan Bone**

Location of Public Meeting: **Council Chambers, 157101 Highway 10, Melancthon, ON, L9V 2E6**

PROPOSED SEVERANCE: Part Lot 22, Concession 6 S.W. (Lot enlargement to Lot 17 Plan 54)

Existing Use: **Vacant**

Proposed Use: **Residential**

Road Frontage: **n/a**

Depth: **50.3 m. (165 ft approx.)**

Area: **.404686 ha. (267'x165'= 1 acre to be added to Lot 17, Plan 54)**

RETAINED PORTION: Part Lot 22, Concession 6 S.W.

Existing Use: **Vacant**

Proposed Use: **Residential**

Road Frontage: **574.24 m.**

Depth: **402.33 m.**

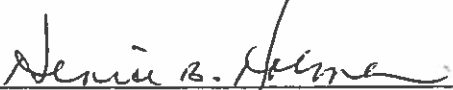
Area: **33.75 ha.**

The land is not the subject of an application under the Act for an Official Plan Amendment, Zoning By-law Amendment, or Minor Variance application.

If you require additional information on this application, it may be obtained by contacting the Secretary-Treasurer at the above address during regular office hours.

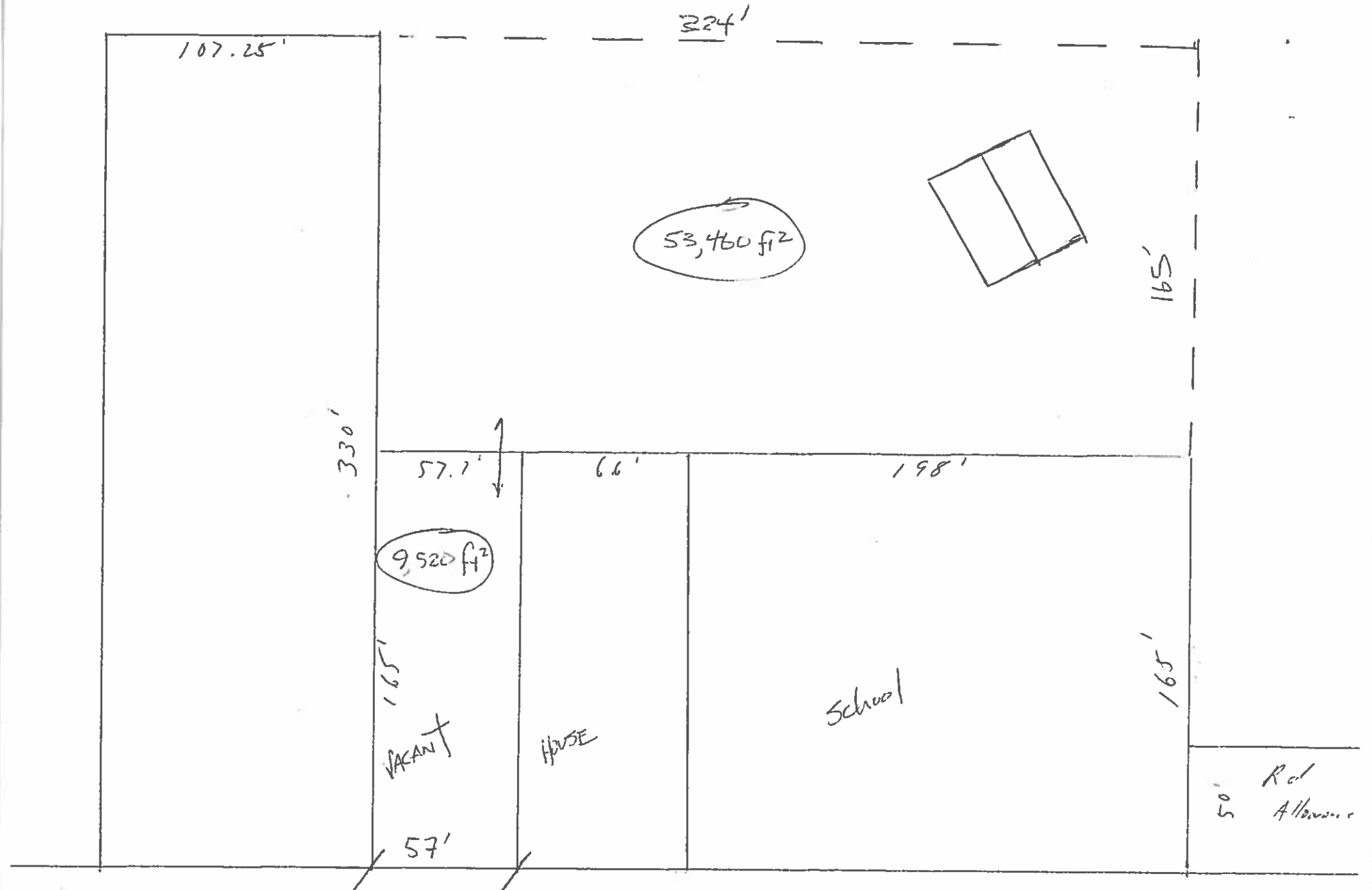
If a person or public body that files an appeal of a decision of the Melancthon Township Committee of Adjustment in respect of the proposed consent does not make a written submission to the Committee of Adjustment before it gives or refuses to give a provisional consent, the Ontario Municipal Board may dismiss the appeal.

If you wish to be notified of the decision of the Committee of Adjustment in respect of the proposed consent, you must make a written request to the Committee of Adjustment, Township of Melancthon, 157101 Highway 10, Melancthon, Ontario, L9V 2E6.


Denise B. Holmes, Secretary-Treasurer

Lot 22

6 SW



**TOWNSHIP OF MELANCTHON - COMMITTEE OF ADJUSTMENT
APPLICATION FOR CONSENT**

NOTE TO APPLICANTS

One copy of this application form must be completed and filed for each parcel to be severed together with the sketch as required by the Schedule to Ontario Regulation 547/06, with the Secretary/Treasurer and be accompanied by a fee of \$800.00 + \$1000.00 deposit. Cheques made payable to the Township of Melancthon.

Completeness of the Application

The information that must be provided by the applicant is prescribed in the Schedule to Ontario Regulation 547/06 made under the Planning Act. If the mandatory information and fee are not provided, the Committee of Adjustment will return the application or refuse to further consider the application until the information and fee have been provided.

The application form also sets out other information that will assist the Committee of Adjustment and others in their planning evaluation of the Consent Application. To ensure the quickest and most complete review, this information should be submitted at the time of the application. In the absence of this information, it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

1. Registered Owner's Name : James Edgar Bone Susan Mary Bone
Address: 681207 260 Side Rd Melancthon Ont L9V2M8
E-mail Address: [REDACTED]
Telephone Number: (Home) [REDACTED] Fax) [REDACTED]

Applicant's Name : Sane
Address: _____
E-mail Address: _____
Telephone Number: (Home) _____ (Work) _____ (Fax) _____

Agent's Name: _____
Address: _____
E-mail Address: _____
Telephone Number: (Home) _____ (Work) _____ (Fax) _____

Send Correspondence to? Owner (✓) Applicant () Agent ()

2. Date of Application: April 20 / 2018

3. Type of Transaction: (e.g. a transfer for the creation of a new lot, a lot addition, an easement, a charge, a lease or a correction of title)

lot enlargement / severance

4. Name of person(s) to whom the land or interest in land is to be transferred, charged or leased:

Sarah Mary Jean Bone Eduardo Gabriel Bone

5. Legal Description of Property:

Municipality Melancthon Township

Lot (s) Pt Lot 22 Concession 6 SWTSR

Lot (s) 17 Registered Plan 54

Part (s) Pt L 22 Cont SW Reference Plan N/A

Street Address lands to be severed - 22 19 000 004 05150 0000

Roll Number lands to be enlarged - 22 19 000 004 06150 0000 Survey Attached - Yes () No (☒)

6. Are there any easements or restrictive covenants affecting the subject property? Yes _____ No ☒

7. If the answer to Section 6 is yes, a description of each easement or covenant and its effect.

8. (a) Description of lands to be SEVERED or EASEMENT/RIGHT-OF-WAY: (in metric units)

Frontage: proposed lot to be enlarged (lot 17, plan 54)
- 57' severed land & Area: .404686 ha.

Depth: 50.292 metres

Existing Use: vacant Proposed Use: Residential

Existing and proposed buildings and structures on land to be severed:

Existing: none

Proposed: residential

What type of access do the lands intended to be SEVERED have? to be merged with lot 17, Plan 54.

Provincial Highway _____ County Road ☒ 260 Side Rd.

Year Round Municipal Road _____ Seasonal Municipal Road _____

Unopen Road Allowance _____ Private Right-of-way _____

Other, please specify Access through existing lot. To be conveyed to daughter

Services currently available, or to be available for the SEVERED parcel:

	Municipal Water	Communal Water	Private Water	Municipal Sewers	Communal Sewers	Private Sewers
Existing	()	()	()	()	()	()
Proposed	()	()	(<input checked="" type="checkbox"/>)	()	()	(<input checked="" type="checkbox"/>)

-(b) Description of lands to be **RETAINED**:

(in metric units)

Frontage: 574.24 metre

Area: 33.75 ha

Depth: 402.33

Existing Use: vacant rural

Proposed Use: vacant rural

Existing and proposed buildings and structures on land to be retained:

Existing: none

Proposed: None

What type of access do the lands intended to be **RETAINED** have?

Provincial Highway _____

County Road

Year Round Municipal Road ✓

Seasonal Municipal Road _____

Unopen Road Allowance _____

Private Right-of-way _____

Other, please specify _____

Services currently available, or to be available for the **RETAINED** parcel:

	Municipal Water	Communal Water	Private Water	Municipal Sewers	Communal Sewers	Private Sewers
Existing	()	()	(✓)	()	()	(✓)
Proposed	()	()	()	()	()	()

9. (a) Present Official Plan designation of the land : Rural / Community

(b) Present Zoning of the land: R1 and A1

10. Has the subject land ever been the subject of an application for approval of a plan of subdivision under Section 53 of the Planning Act? Yes _____ No ✓

If the answer is yes, the file number of the application and the status of the application.

11. Has any land been severed from the parcel originally acquired by the owner of the subject land? yes.

12. If the answer to Section 11 is "Yes", please indicate previous severance on the required sketch and supply the following information for each lot severed:

Grantee's Name:

James Edgar and Susan Mary Bone

Relationship (if any) to owner: Son

Date of Parcel Created: March 7 / 1996

Use of Parcel: Residential

File Number :

B15/95

13. Is the subject land the subject of any other application under the Act, such as an application for an amendment to an official plan, a zoning by-law or a Minister's zoning order, an application for a minor variance or an approval of a plan of subdivision or a consent;

If the answer is yes, the file number of the application and the status of the application: _____

14. This application must be accompanied by a sketch showing the following, with any measurements shown in metric units:

- (a) the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- (b) the approximate distance between the subject land and the nearest township lot line or landmark such as a bridge or railway crossing;
- (c) the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- (d) the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- (e) the approximate location of all natural and artificial features (*for example, buildings, railways, roads, watercourses, drainage ditches, bank of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that,
 - (i) are located on the subject land and on land that is adjacent to it, and
 - (ii) in the applicant's opinion, may affect the application;
- (f) the current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial);
- (g) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- (h) if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and
- (i) the location and nature of any easement affecting the subject land.

15. Is the application consistent with policy statements issued under subsection 3(1) of the Act? yes

16. Is the subject land within an area of land designated under any provincial plan or plans? yes.

17. If the answer to question 16 is yes, briefly explain how this application either conforms with or does not conflict with any applicable provincial plan or plans:

18. If this application involves the creation of a non-farm lot within approximately 500 metres of livestock facilities and/or permanent manure storage facilities, a completed MDS I calculation form must be submitted with this application. If this application involves a new or expanded livestock facility and/or permanent manure storage facility, a completed MDS II calculation form must be submitted with this consent application.

UPON SUBMISSION OF THIS APPLICATION THE APPLICANT AGREES:

1. That the fee submitted with this application covers only routine processing costs (i.e. review by municipality). It is further understood and agreed that any additional costs or requirements with this application, including any additional information and processing requirements, or as may otherwise be required or incurred and charged to or by the municipality (i.e. planning, legal or engineering fees, OMB Hearing costs, agreements, special studies, other approvals or applications and any other related matters) will be my responsibility to provide to and/or reimburse the municipality for same. Failure to pay all associated costs may result in refusal of this application and/or collection by the municipality in like manner as municipal taxes, or any other means legally available to the municipality.
2. To pay the application fee in full prior to the processing of this application.
3. To allow the Committee of Adjustment to site inspect the property in consideration for this application.

Affidavit or Sworn Declaration

I, James and Susan Bone of the Township of Melancthon
in the County of Dufferin solemnly declare that all the statements
contained in this application and all the information provided is true, and I make this solemn declaration
conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and
by virtue of the CANADA EVIDENCE ACT.

Declared before me

Date: April 20 / 18

at the Township of Melancthon

in the County of Dufferin

this 20th day of April

2018

Wendy Atkinson
A Commissioner, etc.

Wendy Elaine Atkinson, a Commissioner, etc.,
for the Corporation of the Township of Melancthon,
County of Dufferin.

**TOWNSHIP OF MELANCTHON COMMITTEE OF ADJUSTMENT
NOTICE OF DECISION UNDER THE PLANNING ACT**

FILE NO. B2/18

We, the undersigned members of the Committee of Adjustment, do hereby certify that the following decision was reached by us at a meeting in Melancthon Township on

Thursday, May 17, 2018

The said decision was reached on the application of: James & Susan Bone to sever Part of Lot 22, Concession 6 SW for a lot enlargement to Lot 17, Plan 54.

DECISION: APPROVED (if granted, is subject to the following conditions which must be, in the opinion of the Committee, substantially complied with or waived by the party requesting the condition:)

1. A reference plan of survey is required and draft survey must be provided to the Township for review prior to registration. The reference plan to show the existing lot and the proposed lot addition.
2. The resultant (merged) lot shall be rezoned to the Hamlet Residential (R1) Zone.
3. The applicant shall provide a Solicitor's Undertaking and enter into a consent agreement to require the merger of the severed land with Lot 17, Plan 54.
4. Lot 17, Plan 54 shall be deemed by by-law not to be a lot in a plan of subdivision to enable it to be merged in title, if necessary.
5. Written approval that the lot is suitable for a septic system. This approval must be received from the County of Dufferin Building Department before the deed is submitted for endorsement.
6. That an entrance be approved to the merged lot by the Township's Director of Public Works and the entrance installed before the deed is submitted for endorsement.
7. That a County Rural Civic Address must be assigned to each entrance by the County of Dufferin before the Deed is submitted for endorsement.
8. Taxes on the subject properties must be paid to date when the deed is submitted for endorsement.
9. All costs associated with the consent application and to administer the conditions of the consent must be paid when the deed is submitted for endorsement.
10. All conditions must be fulfilled and deeds stamped by the Secretary on or before one year from the mailing date of the Notice of Decision, as signed by the Secretary.

REASONS FOR DECISION:

There were no public comments brought forward with this application for Committee to consider. This application conforms with the Official Plan of the Township of Melancthon and is consistent with the Provincial Policy Statement.

CHAIRMAN

MEMBER

MEMBER

MEMBER

MEMBER

I, Denise B. Holmes, Secretary-Treasurer of the Melancthon Township Committee of Adjustment hereby certify that the above is a true copy of the decision of the Committee with respect to the application recorded herein.

DATED THIS 24th day of May, 2018

Secretary-Treasurer

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 be notified of changes to the conditions of the provisional consent.

Any person or public body may, not later than 20 days after the giving of notice under subsection (17) of the Planning Act is completed, appeal the decision or any condition imposed by the Committee of Adjustment or appeal both the decision and any condition to the Municipal Board by filing with the clerk of the municipality a notice of appeal setting out the reasons for the appeal, accompanied by the fee of \$300.00 payable to the Minister of Finance. **THE LAST DATE ON WHICH THIS DECISION MAY BE APPEALED TO THE LOCAL PLANNING APPEAL TRIBUNAL (LPAT) IS THE 13th day of June, 2018**

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

Denise Holmes

From: Lianna Mayer-Harman <lmayerharman@dufferincounty.ca>
Sent: Tuesday, July 03, 2018 2:10 PM
To: Denise Holmes
Subject: Shelter Agreement
Attachments: Emergency Shelter Agreement MOU's Horning's Mills.docx; Annex 007 - Designated Emergency Shelters - Horning's Mills Community Centre.docx

Good Afternoon Denise,

Please review the attachments and make changes as required. Please let me know if you have any questions.

Thank-you,

Lianna Mayer-Harman Emergency Management Assistant
Corporate Services | County of Dufferin
Phone: 519-941-2816 Ext. 2400
lmayerharman@dufferincounty.ca | 55 Zina St., Orangeville, ON L9W 1E5

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Total Control Panel

[Login](#)

To: dholmes@melanctontownship.ca
From: lmayerharman@dufferincounty.ca

You received this message because the domain dufferincounty.ca is on the enterprise allow list. Please contact your administrator to block messages from the domain dufferincounty.ca

Memorandum of Understanding (MOU) Emergency Sheltering

This emergency sheltering MOU was implemented on this, the ____ day of _____, 2018 between;

The Corporation of the County of Dufferin (herein referred to as Dufferin County)

And

Corporation of the Township of Melancthon (herein referred to as Melancthon Township)

Whereas Dufferin County and Melancthon Township desire to use the Horning's Mills facility as temporary shelter for persons affected by emergency situations, and

Whereas, Melancthon Township agrees to make available all or part of their premises to serve as an emergency shelter according to the this MOU,

Based upon the mutual understanding contained herein, the parties agree as follows:

1. **Use of Facility:** Upon request from the Director of Community Services or his/her alternate and if feasible, Melancthon Township will permit Dufferin County to use their facility on a temporary basis as an emergency shelter for the duration of the emergency event.
2. **Shelter Management:** Dufferin County will have primary responsibility for the operation of the shelter and will designate a Shelter Manager, to manage the sheltering activities. Horning's Mills senior staff member on site will coordinate with the Shelter Manager regarding the use of the facility by the Shelter Manager.
3. **Use of Volunteers:** The Shelter Manager may use volunteers from the Canadian Red Cross or other similar organization to assist with shelter operations depending upon the scope of the emergency. All volunteers will be under the guidance of the Shelter Manager.
4. **Condition of Facility:** Horning's Mills staff and the Shelter Manager will conduct a pre-occupancy survey of the facility before it is opened as a shelter. Horning's Mills staff will identify and secure all equipment that should not be used while sheltering in the facility. The Shelter Manager will exercise reasonable care while using the facility as a shelter and will make no modifications to the Facility without approval of the Melancthon Township.
5. **Kitchen Use:** Upon request by the Shelter Manager, and if such resources exist and are available, the Melancthon Township will make the kitchen and catering facilities of the facility available to feed the shelter occupants.
6. **Custodial Services:** Upon request by the Shelter Manager and if such resources exist and are available, Melancthon Township will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter.

7. **Security**: The Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.

8. **Signage and Publicity**: The Shelter Manager may post signs within the emergency shelter and will remove such signs when the shelter is closed.

9. **Media Relations**: Melancthon Township will not issue press releases or other publicity concerning the shelter. Melancthon Township will refer all media questions about the shelter to the Shelter Manager.

10. **Closing the Shelter**: The Shelter Manager will notify Melancthon Township of the closing date for the shelter. Before vacating the facility, the Shelter Manager will ensure that all shelter related supplies and equipment have been removed from the premises. The Shelter Manager and Horning's Mills staff will conduct a post-occupancy inspection to record any concerns.

11. **Expense Reimbursement**: Melancthon Township will obtain approval from the Shelter Manager prior to undertaking any actions that will require reimbursement from the County of Dufferin.

Melancthon Township will submit a request for reimbursement of approved expenses (See annex "A" for approved expenses) to the County of Dufferin within 30 days after the shelter closes. Any request for reimbursement must be accompanied by supporting invoices.

12. **Insurance**: Both the County of Dufferin and Melancthon Township shall carry General Liability insurance coverage in the amounts of at least \$5,000,000 per occurrence.

13. **Indemnification**: Both parties agree that they shall defend, hold harmless, and indemnify the other against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the other party during the use of the facility as a shelter.

14. **Term**: This agreement will be renewed every three years and begins on the date of the last signature below. This agreement expires 60 days after written notice by either party.

IN WITNESS WHEREOF the parties have executed this Agreement.

County of Dufferin	Corporation of the Township of Melancthon
Dated:	Dated:

Emergency Sheltering - Annex "A"

Approved Expenses

Whereas Dufferin County and Melancthon Township have entered into a Memorandum of Understanding to use Horning's Mills facility as a temporary shelter for persons affected by emergency situations, the following expenses have been agreed upon as reimbursable by the County of Dufferin.

Reimbursement for Direct and Indirect Costs

The County shall be responsible to pay for any and all actual costs incurred by Melancthon Township while operating as an emergency shelter. Such costs shall include: all wages, salaries, overtime, shift premium, and similar charges and expenses incurred in providing the assistance, providing all such costs are reasonable for the circumstances.

Exclusion for Benefit Costs

Reimbursable costs shall not include the Melancthon Township's cost of employment benefits which includes, for the purposes of this plan, Canada Pension Plan, Employment Insurance, OMERS (or equivalent) contributions, and/or contributions made to life insurance, health, dental, and/or disability plans or policies.

Reimbursement for Operating Costs

In recognition of the County of Dufferin's funding for upgrades to their facilities emergency electrical system the County will not be responsible for the operating costs of services, utilities, equipment, machinery or material furnished or directly attributable to the operation of the emergency shelter in assistance to the County of Dufferin under this agreement.

This emergency sheltering annex was implemented on this, the ____ day of _____, 2018 between;

The Corporation of the County of Dufferin

and

The Corporation of the Township of Melancthon

IN WITNESS WHEREOF the parties have executed this Annex to the Agreement.

County of Dufferin	Corporation of the Township of Melancthon
Dated:	Dated:



44816 Harriston Road, RR 1, Gorrie On N0G 1X0
Tel: 519-335-3208 ext 2 Fax: 519-335-6208
www.howick.ca

July 19, 2018

Ontario Premier Doug Ford
Huron Bruce MPP Lisa Thompson
Bereavement Authority of Ontario
Association of Municipalities of Ontario

Dear Madam/Sir:

The Township of Howick Cemetery Boards made up of volunteers representing the Fordwich, Gorrie, Wroxeter and Lakelet Cemeteries, recently met to discuss how to cover expenses such as grass cutting, road repair and tree maintenance/removal on their limited budget. Howick cemeteries have anywhere from 10-20 burials/year and sold 12 plots in 2017. All Howick Cemetery Boards have money in a Care and Maintenance Fund which can only be used to purchase land. Interest earned from these accounts, approximately \$2 - \$84/month, can be used to cover operating expenses.

At its meeting held July 17, 2018, the Council of the Township of Howick passed the following resolution:

Moved by Councillor Harding; Seconded by Councillor Scott:

Whereas; Ontario Regulation 30/11 states the Capital portion of the Care and Maintenance Trust Fund cannot be accessed, the only exception is to purchase land adjacent to the cemetery to increase the capacity of the cemetery;
And whereas; none of the Howick Township Cemetery Boards have a need to purchase land to increase capacity at this time or in the near future;
And whereas, only the interest generated from the Care and Maintenance Trust Fund can be used for the care and maintenance of the lots, markers and grounds of the cemetery;
And whereas, Howick Township Cemetery Boards have minimal funds to cover the cost of minimal maintenance in their cemeteries;
And whereas; major maintenance projects such as road repair and tree maintenance/removal could be arranged if the Cemetery Boards could borrow/loan funds from the Care and Maintenance Trust Fund;
Therefore, be it resolved that Council petition the Bereavement Authority of Ontario to amend Ontario Regulation 30/11 to allow borrowing of funds from the Care and Maintenance Trust Fund for capital improvements and purchases when other municipal cemetery funds are exhausted. Carried. Resolution No. 169/18

Please accept this correspondence for your consideration and support. If you require any further information, please contact this office. Thank you.

Yours truly,

Carol Watson

Carol Watson, Clerk, Township of Howick