



## **TOWNSHIP OF MELANCTHON ELECTRONIC MEETING AGENDA - THURSDAY, MAY 7, 2020 - 5:00 P.M.**

*(For information on how to join the meeting, please go to the Council Meetings page on the Township Website to find the link, meeting code and password)*

- 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 - April 16, 2020**
- 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. Letter from Strada Aggregates regarding Road Improvements on the 4<sup>th</sup> Line OS
  3. Other
- 10. Planning**
  1. Applications to Permit - May 7, 2020
  2. Applications to Permit - March 19, 2020
  3. Notice of Public Tower Application from Rural Net
    1. Township of Melancthon Protocol for Establishing Telecommunications Facility
    2. Proposed Amendment to Section 7 of the Township's Telecommunications Protocol
  4. Verbal Update Regarding Provincially Significant Wetlands Designation
  5. Other
- 11. Strategic Plan**
  1. Economic Stability - 4.3 - Support local farmers
- 12. Climate Change Initiatives**
- 13. Police Services Board**
  1. Email/Memo from David Thwaites regarding Governance for OPP
- 14. Committee Reports**
- 15. Correspondence**  
**\*Board & Committee Minutes**
  1. NDCC - January 14, 2020
  2. NDCC - January 21, 2020
  3. NDCC - February 12, 2020
  4. Mulmur-Melancthon Fire Board - January 13, 2020

## 15. Correspondence - Cont.

### \* Items for Information Purposes

1. Letter from Dennis Ramsarran & Stephanie Grylls, Owners Blue Sky RV Resort
2. Township of Armour Resolution regarding High Speed Internet Connectivity in Rural Ontario
3. Letter from Councillor Rod Ward, Township of Armour, High Speed Internet
4. NVCA Board Meeting Highlights April 24, 2020
5. Watson & Associates comments on Draft Regulations 019-1406 - Changes to the Development Charges Act
6. County of Grey is Requesting Comments Regarding Redline Revision to an Existing Draft Approved Subdivision - Part Lots 233 and 234, Concession 1 Township of Southgate
7. Township of Amaranth Resolution regarding Registration of Tax Arrears Certificate
8. Letter from Township of Amaranth regarding Emergency Community Support Fund
9. GRCA General Membership Meeting April 24, 2020
10. Email from Eowyn Spencer, GRCA, link to 2020 Budget and 2019 Audited Financial Statements
11. Integrated Monitoring Plan for Melancthon Pit #2 and the Future Bonnefield Property Pit Expansion
12. Town of Shelburne Planning Application Circulation - Part Lot Control Exemption By-law - Hyland Village
13. RJ Burnside Invoice Blydorp Drainage Works - Professional Services January 2020 - March 2020
14. RJ Burnside Invoice Lynch Drainage Works - Professional Services January 2020 - March 2020
15. RJ Burnside Invoice Bonnefield/Wallace Drainage Works - Professional Services January 2020 - March 2020
16. RJ Burnside Invoice Drainage Superintendent Services - January 2020 - March 2020
17. Email from Mark Early regarding Bell Application to CRTC Broadband Fund
18. Letter from Steve Clark, Minister of Municipal Affairs and Housing
19. Newsletter from Sylvia Jones, MPP Dufferin-Caledon
20. Email from AMO - AMO releases OPP Detachment Boards Discussion Paper
21. Letter from GRCA regarding COVID-19 updates

### \* Items for Council Action

1. Email from Aimee Raves, Acting Treasurer regarding Property Tax Deferrals
2. Letter from Scott Burns, Director of Public Works, County of Dufferin regarding Zero-Emission Vehicle Infrastructure Program
3. Email from Heather Boston - NDCC Revised Final Budget 2020

## 16. General Business

1. Notice of Intent to Pass By-laws:
  1. By-law to Authorize the Execution of an Agreement between the Corporation of the Township of Melancthon and the Corporation of the Town of Orangeville for By-law Enforcement Services
  2. By-law to amend By-law 48-2019, By-law to appoint Municipal Officials
  3. By-law to authorize the closing of part of a highway containing a bridge under the jurisdiction of the Township of Melancthon - Structure 0004 located on 5 Sideroad
  4. By-law to adopt the 2020 Capital and Operating Budget & Set Tax Rates
    1. Report from Treasurer and 2020 Draft (5) Capital and Operating Budgets
2. Accounts
3. New/Other Business/Additions
  1. Concerns with Fire By-law (Councillor Thwaites)
  2. COVID-19 Updates
  3. COVID-19 - Impacts to the Melancthon Agricultural Community - Councillor Thwaites
  4. Notice of Motion - Moved by Councillor Mercer - to transfer \$5,000.00 from the Municipal Modernization Fund to the Horning's Mills Community Hall account to run the operations of the Hall
4. Unfinished Business
  1. Mulmur and Melancthon Joint Meeting

- 17. Delegations**
- 18. Closed Session**
- 19. Third Reading of By-laws**
- 20. Notice of Motion**
- 21. Confirmation By-law**
- 22. Adjournment and Date of Next Meeting - Thursday, May 21, 2020 - 5:00 p.m.**
- 23. On Sites**
- 24. Correspondence on File at the Clerk's Office**



30 Floral Parkway  
Concord, Ontario  
L4K 4R1

PHONE (905) 738 2200

April 15, 2020

Melancthon Council  
157101 Highway 10  
Menlacthon, Ontario  
L9V 2E6

**Re: Strada Aggregates Melancthon Road Improvement**

Hello Council,

We (Strada Aggregates Inc.) are drafting this letter in regards to the road improvement on the 4<sup>th</sup> Line and County Road 17. The road improvement was scheduled to take place this Spring however after a recent Roads Committee Meeting (Feb. 12<sup>th</sup>) we agreed that Strada would commence with the reconstruction in the Spring of year 2021.

We acknowledge that the road improvement was part of our Township agreement and are committed to adhering to the specific requirements.

Best Regards

A handwritten signature in black ink, appearing to read "G. C. Horan", with a long horizontal flourish extending to the right.

Grant C. Horan  
Controller



**APPLICATIONS TO PERMIT FOR APPROVAL  
May 7, 2020 COUNCIL MEETING**

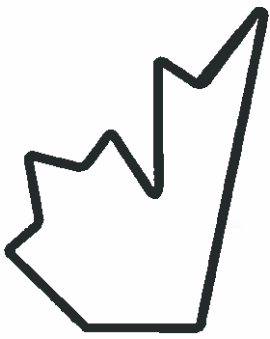
<b>PROPERTY OWNER</b>	<b>PROPERTY DESCRIPTION</b>	<b>TYPE OF STRUCTURE</b>	<b>DOLLAR VALUE</b>	<b>D.C.'s</b>	<b>COMMENTS</b>
Michelle Jackson	Part Lot 260, Con 2 SW 118007 2nd Line SW	Garage/Storage	\$25,000	NO	

PLAN#1  
MAY 07 2020

APPLICATIONS TO PERMIT FOR APPROVAL  
March 19, 2020 COUNCIL MEETING

<i>PROPERTY OWNER</i>	<i>PROPERTY DESCRIPTION</i>	<i>TYPE OF STRUCTURE</i>	<i>DOLLAR VALUE</i>	<i>D.C.'s</i>	<i>COMMENTS</i>
Atkinson Farms - Marc Atkinson Applicant: Jeanette Atkinson	West Part Lot 29, Conc 3 OS 438527 4th Line OS	Single Family Dwelling	\$450,000.00	YES	

PLAN # 2  
MAY 07 2020



**Rural Net**



P.O. Box 196 Flesherton, ON, N0C 1E0, (855) 55-RURAL

## **Public Notice of New Tower Application**

Feb 12, 2020

Dear Property Owner,

Rural Net wishes to notify all local stakeholders of our 'application to erect' a 100' tower on the property located at 517006 Dufferin County Rd. 124, Melancthon, ON. Notice is legally required to all property owners within three times the tower height. (Tower height is 30.5 m)

We are following the CPC-2-03 process as prescribed by Industry Canada. The Land Use Authority, the Municipality of Melancthon does not at this time have a formal Tower Approval Process. (Paragraph numbers below correspond to CPC-2-03)

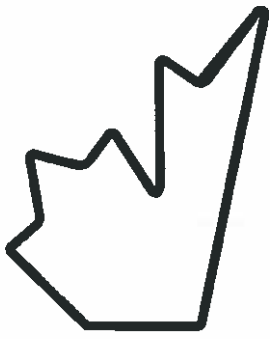
1. The Advanced Tower's Antenna Tower will be used to deliver high speed internet to the residents within the service radius of the transmitters. (Typically about 5 km.) There is no existing tower or other structure in the area that can service the area this tower will. We have reviewed other towers at some distance away and we cannot obtain access to the towers and they are not in a location to service the customers we have asking us for service.
2. The Advanced Tower will be erected on the south side of the office building of SLM Recycling at that location. (517006 Dufferin County Rd. 124, Melancthon, ON.)
3. I Heiner Philipp P.Eng attest that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public, including any combined effects of nearby installations within the local radio environment.

We will be using only public license free spectrum Wi-Fi bands with fully compliant radios and antennae. No signal strengths or frequencies will be any stronger or other than those permitted for private Wi-Fi consumer use.

**Rural Net**

P.O. Box 196.  
Flesherton, Ontario  
N0C 1E0

PLAN #3  
MAY 07 2020



# *Rural Net*

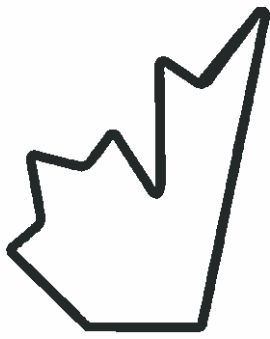
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P.O. Box 196 Flesherton, ON, N0C 1E0, (855) 55-RURAL

4. The tower is completely located on private property and as such is not accessible to the general public.
5. The tower footprint at approximately three square meters is below the size where any environmental assessments are required. Canadian Environmental Assessment Act. 2012
6. The tower is an Advanced Towers Ltd., 100 Foot Tower. (Details enclosed.) The tower installed is a commercially available tower with a long history of service for this purpose. It will be installed in a manner consistent or superior to the manufacturers' recommendations. The installation will be supervised by a qualified professional engineer, license # 100151161 issued by the Professional Engineers of Ontario. (Myself.)
7. The tower is of a height where no lighting, markings or specialized painting is required by Transport Canada. It will be left in its original factory condition of galvanized steel. While shiny at first, it will dull and grey in time. (Same finish as hydro towers.)  
<https://www.tc.gc.ca/eng/civilaviation/regserv/cars/part6-standard-standard621-3868.htm>
8. I Heiner Philipp P.Eng attest that the tower installation described in this notification package will be installed and operated on an ongoing basis so as to comply with the Canadian Steel Code and with CSA S16-14 - Design of steel structures, as may be amended from time to time, for the protection of the general public. It will also be inspected annually by qualified personnel.
9. The Land Use Authority, the Municipality of Melancthon, does not at this time have a formal Tower Approval Process.
10. General information relating to antenna systems is available on Industry Canada's Spectrum Management and Telecommunications website (<http://www.ic.gc.ca/towers>)

***Rural Net***

P.O. Box 196.  
Flesherton, Ontario  
N0C 1E0



# *Rural Net*

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P.O. Box 196 Flesherton, ON, N0C 1E0, (855) 55-RURAL

## 11. Contact Information:

2389424 Ontario Inc.  
o/a Rural Net  
P.O. Box 196  
Flesherton, Ontario  
N0C 1E0  
Toll Free: (855) 557-8725  
Email: [Engineering@RuralNet.co](mailto:Engineering@RuralNet.co)  
Website: [www.RuralNet.co](http://www.RuralNet.co)

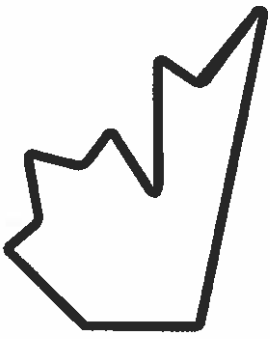
Municipality of Melancthon  
157101 Highway 10  
Melancthon, Ontario  
L9V 2E6  
Phone: 1 (519) 925-5525  
Fax: 1 (519) 925-1110  
Email: [info@melancthontownship.ca](mailto:info@melancthontownship.ca)  
Website: [www.melancthontownship.ca](http://www.melancthontownship.ca)

Innovation, Science and Economic Development Canada  
4475 North Service Rd Unit 100,  
Burlington, ON L7L 4X7  
Email: [ic.spectrumcwod-spectredcoo.ic@canada.ca](mailto:ic.spectrumcwod-spectredcoo.ic@canada.ca)  
Website: <https://www.ic.gc.ca/>

12. Closing date for all submissions has been set as March 12, 2020.  
(You have a **Minimum** of 21 days from receiving this notification to make comment.)

***Rural Net***

P.O. Box 196.  
Flesherton, Ontario  
N0C 1E0



# ***Rural Net***

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P.O. Box 196 Flesherton, ON, N0C 1E0, (855) 55-RURAL

Rural Net is licensed by the CRTC and complies with all industry norms and regulations. Our BITS licence is for the sale and delivery of international communications within Canada. (Internet)

Anyone wishing to make comment to this proposal is free to respond to the above listed address. Your inquiry will be acknowledged within 14 days of receipt. We will make all reasonable efforts to resolve all reasonable and relevant concerns from all stakeholders, in a mutually agreeable fashion. Please be as specific as possible when describing your concerns, as it will assist us in formulating a solution most rapidly.

Sincerely,

Heiner Philipp P.Eng.  
President  
Rural Net and Southwinds Engineering Inc.

Enclosures:

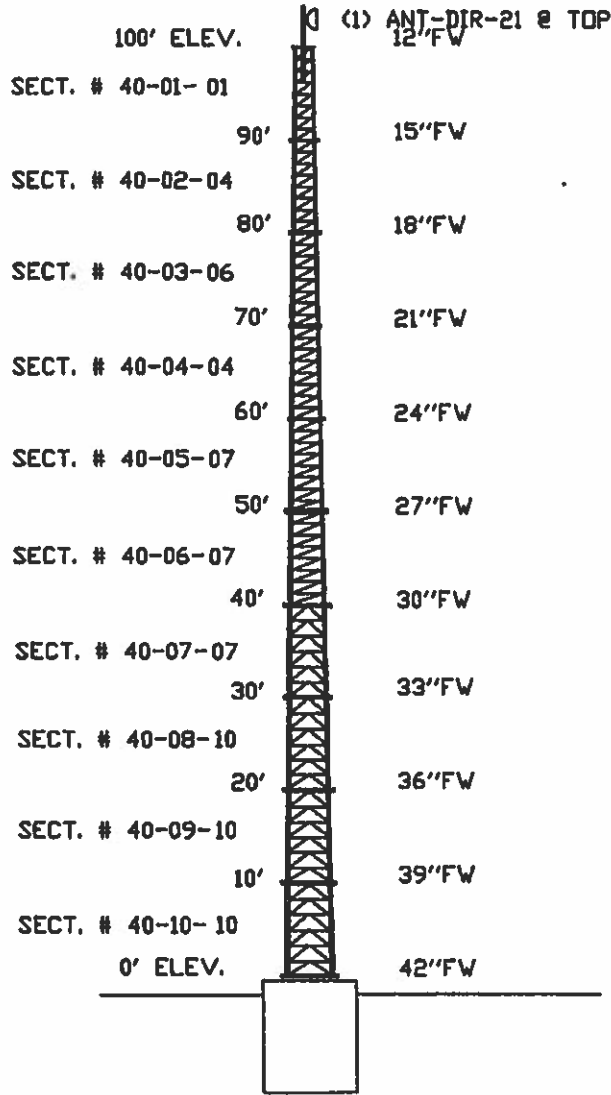
1. A diagram of the tower. (From Advanced Towers Ltd.)
2. A location diagram, with property lines shown. (GIS Mapping service.)
3. Copy of our Bits License issued by CRTC.

***Rural Net***

P.O. Box 196.  
Flesherton, Ontario  
N0C 1E0

# 100' SELF SUPPORT TOWER

PAINT	NO PAINT									
LEG SIZE	2	1-3/4	1-5/8	1-1/2	1-3/8	1-1/4	1-1/8	1	7/8	3/4
HORIZONTAL	3/4	3/4	3/4		3/4	5/8	5/8	1/2	1/2	1/2
DIAGONAL	3/4	3/4	3/4	3/4	3/4	5/8	5/8	1/2	1/2	1/2
PAD SIZE	6 x 6 x 3/4			5 x 5 x 5/8			4 x 4 x 1/2			
SPL. BOLTS	(3) 1" x 3-1/4"			3/4" x 2-1/2"			5/8" x 2-1/4"			



ALL-WELD TOWER  
 TOWER DESIGNED TO CSA S37-94 STANDARDS  
 10' ALL-WELD TOWER SECTIONS  
 ALL MATERIAL HOT DIPPED GALVANIZED  
 STEEL G40.21 MIN. YIELD 44,000 PSI  
 ZONE 'A' WIND, CLASS II ICE



100' SELF SUPPORT TOWER	
Scale	1 : 20
date	JULY 1997
drw. by	app.
ADVANCED TOWER LTD. no. 22-1166	



# Dufferin County

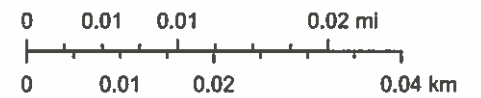


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 Override 1

 Assessment Lot Parcels

1:1,128



© OpenStreetMap (and) contributors, CC-BY-SA

Dufferin County  
Map data © OpenStreetMap contributors, CC-BY-SA |



# Dufferin County

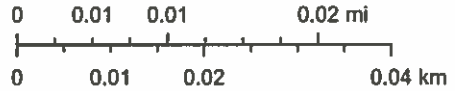


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 Override 1

 Assessment Lot Parcels

1:1,128



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Conseil de la radiodiffusion et des  
télécommunications canadiennes

Ottawa, Canada  
K1A 0N2

Canadian Radio-television and  
Telecommunications Commission

**LICENCE FOR THE PROVISION OF BASIC  
INTERNATIONAL  
TELECOMMUNICATIONS SERVICES**

**Licence File # 8190-075-201703637**

Issued in accordance with the provisions of  
the *Telecommunications Act* and decisions  
of the Commission pursuant to it.

**2389424 Ontario Inc.**

is hereby granted a licence for the provision  
of international telecommunications services.

This licence allows for the licensee to  
transport basic international  
telecommunications service traffic between  
Canada and another country.

This licence is effective 26 May 2017 and  
shall remain in force until 30 June 2027.

This licence is not transferable except with  
the consent of the Commission.

This licence is subject to the conditions set  
out on the back hereof, which form an  
integral part of this licence.

**LICENCE D'EXPLOITATION DE  
SERVICES DE TÉLÉCOMMUNICATION  
INTERNATIONALE DE BASE**

**N° de dossier : 8190-075-201703637**

Licence attribuée conformément aux  
dispositions de la *Loi sur les  
télécommunications* et aux décisions prises  
par le Conseil en vertu de la *Loi*.

**2389424 Ontario Inc.**

se voit par la présente attribuer une licence  
de services de télécommunication  
internationale.

Aux termes de la licence, la titulaire peut  
assurer l'acheminement du trafic de  
services de télécommunication de base  
entre le Canada et un autre pays.

La licence entre en vigueur le  
26 mai 2017 et le demeurera jusqu'au  
30 juin 2027.

La licence ne peut être transférée qu'avec  
l'autorisation du Conseil.

La licence est assujettie aux conditions  
énoncées au verso, lesquelles font partie  
intégrante de la licence.

Chief Consumer Officer and Executive Director/Dirigeant principal de la consommation et directeur exécutif  
Consumer Affairs and Strategic Policy/Consommation et politique stratégique  
for the Secretary General/pour la secrétaire générale

**MAY 26 2017**

Date

**Canada**

# **THE TOWNSHIP OF MELANCTHON PROTOCOL FOR ESTABLISHING TELECOMMUNICATION FACILITIES**

Approved: August 18, 2011  
Amended: October 20, 2011

# **THE TOWNSHIP OF MELANCTHON PROTOCOL FOR ESTABLISHING TELECOMMUNICATION FACILITIES**

## **1. INTRODUCTION**

The purpose of this document is to outline the process for the establishment of or modification to any antenna system regardless of the type of installation or service. This includes, amongst others, Personal Communications Services (PCS) and cellular, fixed, wireless, broadcasting, land-mobile, licence-exempt and amateur radio operators.

Telecommunication facilities are generally approved under the requirements and process of Industry Canada, which includes consultation with Local Land Use Authorities to ensure local land use policies and objectives are met. Industry Canada has a four part process in establishing telecommunication facilities, which has been generalized as follows:

- 1) Consultation - including, but not limited to, gaining the approval or recommendation of the Local Land Use Authority (Township of Melancthon);
- 2) Application to Industry Canada - which includes a detailed review in accordance with health guidelines set out by Health Canada;
- 3) Canadian Environmental Assessment - including a physical review of the property to ensure there are no physical environmental concerns; and
- 4) An Electromagnetic (EMC) Analysis - to ensure that there is no conflict with other EMC operations (radar, other communication facilities).

In the event that under Section 1) Consultation, an Applicant is unable to gain the approval of the Local Land Use Authority (Township of Melancthon), the matter can be referred to the Ministry of Industry Canada for a decision. This protocol has been established to ensure that Applicants are able to determine the municipality's development objectives in preparing future plans for facilities in the community, and surrounding communities.

Detailed information on the procedures and processes to be followed in the establishment of telecommunication facilities with Industry Canada are set out in Environmental Process, Radiofrequency Fields and Land Use Consultation in Industry Canada Publication CPC-2-0-09.

## **2. MUNICIPAL OBJECTIVES**

The Township of Melancthon has portions of the Niagara Escarpment Development Plan Area, the Nottawasaga Valley Conservation Authority area, the Grand River Conservation Authority Area, the Saugeen Valley Conservation Authority, the headwaters of four major rivers systems (Saugeen, Mad, Nottawasaga, and Grand), and other significant natural and cultural landscapes within the municipality. The topography of the community presents numerous vistas which



could be compromised by large antennae and towers, which are associated with telecommunication facilities.

The Township of Melancthon will ensure that new and existing telecommunication facilities follow Township guidelines as best suited for the Township and the residents. The Township will continue to maintain open and regular discussions with Industry Canada and telecommunication providers to ensure that the objectives of Industry Canada, the Township of Melancthon, and private business interests can be met in the community, to the extent that that is possible.

The Township shall strive to minimize the number of facilities to be located within the community through co-location.

### **3. PRELIMINARY CONSULTATION**

Prior to site selection by an Applicant, preliminary consultation meeting will occur between the Township and the interested Telecommunication Company. A copy of the Township's protocol will be provided to the Company at that time, as well as any known or available site specific information and land use sensitivities which the Applicant should be aware. This Protocol is available on the Township's website and Industry Canada is aware of its provisions.

The Township shall emphasize the need for co-location, modifying existing structures of telecommunication facilities, in order to reduce the quantity of towers/antennae which are being located across the rural landscape.

In order to provide Applicants with the best available information within the community, and to receive current business plans from telecommunication providers, the Township shall convene meetings of all telecommunication providers to integrate their facilities within the community, when new major facilities are proposed. Applicants of major facilities should provide correspondence from competitors that co-location is not possible, or may be considered in the future.

Where the proposed sites are located within the Niagara Escarpment Development Plan Area, or in the Grand River Conservation Authority Area or in the Nottawasaga Valley Conservation Authority Area or in the Saugeen Valley Conservation Authority Area, the Township will follow this Protocol, resulting in comments to the Niagara Escarpment Commission, and the appropriate Conservation Authorities. Comments to Industry Canada shall be provided where applicable through the Niagara Escarpment Commission, the Nottawasaga Valley Conservation Authority, the Grand River Conservation Authority, the Saugeen Valley Conservation Authority and the Township's municipal process if applicable.

#### **4. GENERAL SITE SELECTION CRITERIA FOR TELECOMMUNICATION FACILITIES**

The following general selection criteria shall be applied by Applicants when finalizing site selection:

- 1) Co-location on existing sites/facilities;
- 2) Consideration of possible location on municipal, county, provincial or federal property;
- 3) If the above options are not available, locations along major Provincial and County transportation corridors (County Road 124, Highway 10, and Highway 89) may be considered in order to provide commuters and residents travelling through the municipality with optimum cellular phone service;
- 4) Location within or near residential areas should be avoided, unless there is no other option, the facility is essential, and the applicant demonstrates that there will be no negative impacts;
- 5) Location in or adjacent to environmentally significant areas identified in the Township's Official Plan, the Niagara Escarpment Development Plan, the Nottawasaga Valley Conservation Authority Plan, the Grand River Conservation Authority Plan or other features such as provincially significant wetlands, and streams should be avoided;
- 6) Locations in areas or features such as valley lands and cultural heritage areas or landscapes should be considered only if there are no other options and it can be demonstrated that the key features and functions will be maintained;
- 7) Location near other existing taller structures, such as building roofs, water towers, silos, and elevators should be encouraged;
- 8) Locations that would involve potential land use or operational conflicts such as near airstrips or wind turbines should be avoided.

#### **5. APPLICATION**

An Application in writing shall be made to the municipality upon site selection, which shall include the following:

- 1) Application fee in the amount of \$4,000.00, and a \$4,000.00 deposit, which shall be used to cover the cost of advertising fees and external consultants if required;
- 2) Conservation Authority fee of \$150.00, which will be refunded if not required;

- 3) **A letter of intent by the owner of the subject lands to enter into a lease agreement to permit the establishment of a telecommunication facility;**
- 4) **Site selection report - which will detail why the particular site has been chosen and will document the evaluation of the site with regards to these factors:**
  - a) **location of all land uses including residential uses and amenity areas within 600 meters of the subject site;**
  - b) **location of existing vegetation, including mature tree lines and other screening features;**
  - c) **topographical prominence;**
  - d) **long and short range views;**
  - e) **location of private and public recreational uses within view of the proposed location;**
  - f) **any other potential impacts (air strips, flight paths);**
  - g) **height of structure (not to exceed 75 meters) and design configuration including color and lighting (if required);**
  - h) **location and proximity of public roadways;**
  - i) **location of any environmentally significant areas and/or hazards;**
  - j) **conformity with Section 4, General Site Selection Criteria, and/or justification for any deviation from or conflict with these Criteria.**
- 5) **A site plan drawn to scale showing the property upon which the facility will be located detailing site grading, property lines, existing and proposed buildings, fences, buffering, lighting, landscaping, access, parking, driveways, utilities and services, easements, and the type and height of the proposed structures.**
- 6) **A color photograph of the subject property from the closest open public road with a superimposed scaled image of the proposed antennae, support structure and facilities;**
- 7) **Two sets of scaled drawings, representing a typical installation at the proposed location. In the case of structures or antenna to be mounted on existing facilities or structures, a preliminary Engineer's report shall be submitted to address the structural integrity of the**

existing structure or building to ensure safe installation;

- 8) A map showing the horizontal distance between the location of the proposed structure and all adjacent properties, complete with owner's names, within 600 meters of the proposed tower location;
- 9) Confirmation of entrance approval from the Township, County, or Ministry of Transportation, whichever is applicable; and,
- 10) Appropriate documentation as requested by the applicable Conservation Authority or the Niagara Escarpment Commission, if applicable.
- 11) Assurance shall be given, in a form that is to the satisfaction of the Township, that appropriate arrangements have been made to completely dismantle and remove the telecommunication facility from the property, by the Applicant or owner of the lands upon termination of its use.
- 12) Site rehabilitation should use native species of vegetation and blend into the surrounding landscape. Alternatively, the site may be rehabilitated to agricultural production where appropriate.

## **6 PUBLIC CONSULTATION AND TOWNSHIP DECISION MAKING**

### **Initial Review of Applicant's Documents**

1. An application prepared in accordance with the requirements of section 5 of this protocol shall be provided to the Township by the proponent along with the required fees.
2. Township staff will review the application and related documents for completeness, accuracy and any initial municipal issues. If the submitted material is determined to be satisfactory, the applicant will be notified by the Township and instructed to begin the following public notification and consultation process. If significant issues or deficiencies are identified, the Township's Planning Department will provide a report to Council.
3. If the submitted material is not satisfactory or significant initial issues are identified, the documents will be returned to the applicant and the applicant will be advised accordingly and instructed to address any identified issues or deficiencies and resubmit the application package. A meeting with the applicant may be necessary to discuss any problems or issues with the submitted material. Once any initial issues have been addressed by the applicant and a satisfactory application submission has been received, the Township will instruct the applicant to begin the following public notification and consultation process.



**Notification**

4. At least 20 days prior to holding any public information meeting/open house as required by section 6 below, the applicant shall provide concurrent public notice of the proposed telecommunications facility and the public information meeting/open house using the following three methods.

a. Written notice shall be mailed or delivered personally to all landowners, residents and businesses within 600 metres of the proposed tower, measured from the tower base or the outside perimeter of the supporting structure, whichever is greater. For the purpose of this requirement, the outside perimeter begins at the furthest point of the supporting mechanism, be it the outermost guy line, building edge, or face of the self-supporting tower. The written notification will summarize the specifics of the proposal including the site and tower height, the need for the tower, and the compliance with the criteria provided in Part 5 of this protocol or the reasons why such compliance is not possible. The applicant's name and contact information shall also be provided as well as the date, time and location of the public information meeting/open house. The notice shall state that public comment is invited.

b. A notification sign, or signs, shall be erected on the property so that it is clearly visible and legible from all adjacent open public roads. The sign shall be located along the frontage of the portion of the property to be leased for the telecommunications facility. The portion of the property to be leased shall be prominently staked in the field. The sign shall be a minimum of 1.5 meters wide by 1.5 meters high, and be elevated a minimum 0.6 meters from the ground. Each sign shall be professionally prepared and contain the following wording:

(NAME OF APPLICANT) HAS PROPOSED  
TO LOCATE A TELECOMMUNICATIONS  
FACILITY, BEING A TOWER (HEIGHT) METRES  
IN HEIGHT, ON THIS PROPERTY

PUBLIC COMMENT IS INVITED

(NAME OF APPLICANT) WILL HOLD  
AN INFORMATION MEETING/OPEN HOUSE  
ON (DATE OF MEETING)  
FROM \_\_\_\_\_ TO \_\_\_\_\_ AT THE  
(LOCATION TO BE DETERMINED)

FOR FURTHER INFORMATION, CONTACT  
(APPLICANT'S NAME AND CONTACT INFORMATION)  
OR THE TOWNSHIP OF MELANCTHON PLANNING

DEPARTMENT AT 519-925-5525

FILE NO.: (FILE #)

- c. With proposals involving antenna supporting structures 30 metres or more in height, notice also shall be published in one issue of one local newspaper having general circulation in the area in which the proposed site is located. Such notice shall include information on the specifics of the proposal including the site and tower height, the applicant's name and contact information, and the date, time and location of the public information meeting/open house. Such published notice shall also state that public comment is invited.
5. Prior to, or concurrent with the public notification procedures required in section 4 above, the applicant shall circulate the written notice required in section 4(a) above along with the complete application package to the following agencies.
    - a. The Conservation Authority having jurisdiction in the area of the site
    - b. The Niagara Escarpment Commission, if the site is within the Commission's area of jurisdiction
    - c. The Ministry of Agriculture, Food and Rural Affairs if the site involves productive agricultural land
    - d. The Township
    - e. The County of Dufferin if the site would have access from a County Road
    - f. Any neighbouring municipality within 600 metres of the proposed tower as measured in accordance with subsection 4(a) above
    - g. Industry Canada

#### Public Consultation

6. The applicant shall schedule and hold a public information meeting/open house on the proposal. At that meeting/open house the applicant shall outline all details of the proposal and shall provide for verbal and written comments and objections from the public.
7. Any public information meeting/open house required by section 6 above shall be held a minimum of 20 days after the completion of the notification required by section 4 above.
8. The applicant shall provide a 20 day period immediately following the public information meeting/open house for the receipt of written comments/objections from the public and agencies. Information on this shall be provided at the public meeting.
9. At the end of the 20 day commenting period, the applicant shall prepare a report to the Township on the results of the public consultation process to that point. It shall document the completion of the required notification and consultation components, the input from the public and the agencies, and any objections or concerns received from the public or agencies.

10. The above referenced applicant's report will be presented to Township Council along with a report from the Township's Planning Department that will provide comments on the applicant's material and identify any areas of potential municipal concern or interest relating to the proposed telecommunications facility. Based on the latter report and Council's decision on it, the Township shall provide its comments or concerns, if any, to the applicant. Any Township concerns will be addressed by the applicant either immediately or as part of the resolution process beginning in section 12 below.
11. If there are no objections from the public, agencies or the Township, the municipality shall prepare its comments and recommendations to Industry Canada in accordance with section 19 below.

**Applicant's Process to Attempt to Resolve Concerns and Objections**

12. If objections or concerns are received in the public and agency consultation process, after reporting to the Township in accordance with section 9 and receiving the Township's comments and concerns as provided for in section 10, the applicant shall attempt to resolve all objections and address all concerns received from the public and agencies through direct communications and, if necessary, meetings with the individual objectors and with those raising concerns.
13. The applicant shall make reasonable efforts to resolve the objections received in a mutually acceptable manner with each of the objectors and shall keep a written record of all associated meetings and communications.
14. If all of the objections are not resolved within 60 days of the Township's report to Council required in section 10 above, the applicant shall submit to the remaining objector(s) and to the Township by written notice delivered personally or by mail the following:
  - a. a list of unresolved objections;
  - b. documentation of attempts to resolve the objections;
  - c. the applicant's recommendations for resolving the objections; and,
  - d. a notice of a final 20 day response period as per section 15 below.
15. Within the 20 day response period referenced in section 14(d) above, any objector shall submit to the applicant and the Township recommendations that may resolve the objection. The recommendations shall be delivered personally or by mail within the above referenced 20 day response period or the Township shall deem that there is no longer an objection.
16. If within 7 days of the end of the above referenced 20 day response period the applicant does not advise the Township and the objector that they agree with the submitted recommendations or does not reach agreement with the objector on modified

recommendations, the Township shall deem that the subject objection has not been resolved. If the applicant does reach agreement with the objector and immediately reports to the Township on that agreement, the Township shall deem the objection to be resolved.

17. If the applicant does not provide the information required in section 14 within 80 days of the Township's report to Council as required in section 10, or does not provide a positive response or report in accordance with section 16, in its decision making and reporting to Industry Canada, as required under the provisions below, the Township shall advise that there are unresolved objections and provide related documentation.
18. If the objections are resolved through the process provided in this Protocol, the applicant shall:
  - a. make whatever changes to the application, proposal and the related documentation that are necessary to implement the resolution of the objection;
  - b. obtain written conformation from the objector(s) that their objection(s) have been addressed satisfactorily; and,
  - c. provide documentation to the Township relating to the resolution of the objections, including all correspondence and information relating to items (a) and (b) in this section.

#### Township Decision-Making Process

19. If during the above described notification and consultation process, the applicant did not receive any objections from the public, agencies or the Township, upon receipt of documentation to that effect from the applicant, the Township shall proceed to make a decision on its position and recommendations regarding the proposal in accordance with the following process.
  - a. A report on the proposal and the consultation process will be prepared by the Township's Planning Department for consideration by Council in deciding whether or not to support the application and what recommendations may be appropriate.
  - b. Township Council will then make a decision providing both its recommendations on the application and, if necessary, any related recommended approval conditions or recommendations for revisions to the application. Recommended approval conditions could address such matters as a requirement for the execution of a development agreement, the provision of screening or the provision of additional documentation.
  - c. Council's decision and recommendations will then be sent to the applicant and to Industry Canada. In accordance with section 21 below, that will conclude the public and Township consultation portion of this protocol.

20. If the applicant received objections to the proposal or concerns about it, upon receipt of related documentation from the applicant concerning objection resolution attempts in accordance with the applicable provisions of sections 14, 16 and/or 18, the Township shall proceed to make a decision on its position and recommendations concerning the proposal. The Township decision making process of section 19 shall apply where the objections have been resolved and the related documentation has been provided in accordance with sections 16, where applicable, and 18. In applications involving unresolved objections or incomplete related documentation from the applicant, the following Township decision making process shall apply.
- a. A report on the proposal and the consultation process will be prepared by the Township's Planning Department for consideration by Council in deciding whether or not to support the application, what recommendations may be appropriate and what course of action may be necessary with regard to the unresolved objections.
  - b. Township Council may decide to hold an additional municipally hosted public meeting for applications having significant public interest or involving a number of unresolved objections. The notification process used with the initial meeting/open house would be used with appropriate modifications.
  - c. In addition or alternatively, Township Council may decide to further pursue the resolution of any or all outstanding objections. If any agreement is reached on those objections, the applicant will be asked to make the changes to the application, proposal and the related documentation that are necessary to implement any such agreement. The Township will keep a written record of all such attempts at the resolution of objections.
  - d. Township Council will then make a decision providing both its recommendations on the application and, if necessary, any related recommended approval conditions or recommendations for revisions to the application. Recommended approval conditions could address such matters as a requirement for the execution of a development agreement, the provision of screening or the provision of additional documentation.
  - e. Council's decision and recommendations will then be sent to the applicant and to Industry Canada. In accordance with section 21 below, that will conclude the public and Township consultation portion of this protocol.
21. The provision of Council's decision and recommendations to the applicant and to Industry Canada concludes the public and Township consultation process under the terms of this protocol. It does not, however, preclude the possibility of further consultation between the parties if Industry Canada deems this to be appropriate.

22. The Township will endeavour to expeditiously process all applications to attempt to meet the Industry Canada consultation process standard of 120 days. That 120 period begins with the public notification required in section 4 of this part of the protocol.

### Public Concerns in General

The factors that will determine whether a concern is reasonable or relevant will vary. Such comments or concerns will generally be considered particularly relevant if they relate to the requirements of this document and to the particular amenities or important characteristics of the area surrounding the proposed antenna system. Examples of such concerns include:

- Why is the use of an existing antenna system or structure not possible?
- Why is an alternate site not possible?
- What is the proponent doing to ensure that the antenna system is not accessible to the general public?
- How is the proponent trying to integrate the antenna into the local surroundings?
- What options are available to satisfy aeronautical obstruction marking requirements at this site?
- What are the steps the proponent took to ensure compliance with the general requirements of this document including the Canadian Environmental Assessment Act (CEAA), Safety Code 6, etc.?

Concerns that are not relevant include:

- disputes with members of the public relating to the proponent's service, but unrelated to antenna installations;
- potential effects that a proposed antenna system will have on property values or municipal taxes;
- questions as to whether the Radiocommunication Act, this document, Safety Code 6, the Township's established by-laws, other legislation, procedures or processes are valid or should be reformed in some manner.

## **7. MINOR (INSIGNIFICANT) INSTALLATIONS**

The Township recognizes that some minor (insignificant) installations may not require public consultation or a detailed public process as outlined by this protocol. The Township will require Applicants to advise the Township of minor (insignificant) installations to provide information to ratepayers when, or if, consulted, or to provide any site specific constraints unknown to the Applicant.

Examples of minor installations would include, but not necessarily be limited to:

- co-location on existing sites;



- **increase of existing tower sites to a maximum of 25% of the existing height yet not to exceed 75 meters;**
- **any installations that do not to exceed 25 meters in height above ground;**
- **roof top installations; and,**
- **Water tower or other existing tower/structure installations.**

# Proposed Amendment to Section 7

## 7. MINOR INSTALLATIONS

The Township recognizes that minor installations may not require public consultations or a detailed public process as outlined by this protocol. On this basis the following minor installations will not be subject to Section 6 of this protocol where Council has reviewed the applicant's submission and resolved that the installation meets one or more of the following criteria:

- a) Co-location on existing sites;
- b) Increase of existing tower sites to a maximum of 25% of existing height to a maximum of 30 metres;
- c) Roof top or silo installations;
- d) Tower does not exceed 30 metres in height, is not located in a settlement area and it has been confirmed in the submission required under Section 5 that the installation will meet the following criteria:
  - i. Provide service speeds of 50/10;
  - ii. Service packages must include packages with no data caps or limits;
  - iii. Installation must serve a local area where a lack of service currently exists; and,
  - iv. Must provide proof of required licensing from Government of Canada.

MAY 07 2020

PLAN# 10.3.2



## Existing Protocol

22. The Township will endeavour to expeditiously process all applications to attempt to meet the Industry Canada consultation process standard of 120 days. That 120 period begins with the public notification required in section 4 of this part of the protocol.

### Public Concerns in General

The factors that will determine whether a concern is reasonable or relevant will vary. Such comments or concerns will generally be considered particularly relevant if they relate to the requirements of this document and to the particular amenities or important characteristics of the area surrounding the proposed antenna system. Examples of such concerns include:

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- Why is an alternate site not possible?
- What is the proponent doing to ensure that the antenna system is not accessible to the general public?
- How is the proponent trying to integrate the antenna into the local surroundings?
- What options are available to satisfy aeronautical obstruction marking requirements at this site?
- What are the steps the proponent took to ensure compliance with the general requirements of this document including the Canadian Environmental Assessment Act (CEAA), Safety Code 6, etc.?

Concerns that are not relevant include:

- disputes with members of the public relating to the proponent's service, but unrelated to antenna installations;
- potential effects that a proposed antenna system will have on property values or municipal taxes;
- questions as to whether the Radiocommunication Act, this document, Safety Code 6, the Township's established by-laws, other legislation, procedures or processes are valid or should be reformed in some manner.

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- co-location on existing sites;

- **increase of existing tower sites to a maximum of 25% of the existing height yet not to exceed 75 meters;**
- **any installations that do not to exceed 25 meters in height above ground;**
- **roof top installations; and,**
- **Water tower or other existing tower/structure installations.**



**Joie de vivre**

The Corporation of the Municipality of West Nipissing  
La Corporation de la Municipalité de Nipissing Ovest  
101-225, rue Holditch Street, Sturgeon Falls, ON P2B 1T1

P/T (705) 753-2250 (1-800-263-5359)  
F/TC (705) 753-3950

**West Nipissing Ovest**

March 3, 2020

**SENT VIA E-MAIL**

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

Honourable Premier Ford:

**SUBJECT: PROVINCIALY SIGNIFICANT WETLANDS DESIGNATION**

At its regular meeting held on February 25, 2020, Council for the Municipality of West Nipissing passed resolution **2020/080**, attached hereto. The resolution supports a request circulated by the Village of Merrickville-Wolford, asking the Ministry of Natural Resources and Forestry to respectfully review its practices and procedures to include a requirement to provide supporting evidence, to impacted municipalities, when designating Provincially Significant Wetlands within their boundaries.

We trust the enclosed is self-explanatory.

Respectfully,

Deputy Clerk / Assistant to the  
Chief Administrative Officer

\Encl.

cc: Minister of Natural Resources and Forestry  
Minister of Municipal Affairs and Housing  
Association of Municipalities of Ontario (AMO)  
Rural Ontario Municipal Association (ROMA)  
Ontario Municipalities



The Corporation of the Municipality of West Nipissing /  
La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

2020 / 0 8 0

FEBRUARY 25, 2020

Moved by / Proposé par :

Seconded by / Appuyé par :

**WHEREAS** the Municipality of West Nipissing received resolution no. R-029-20 from the Village of Merrickville-Wolford, attached hereto; pertaining to the Ministry of Natural Resources and Forestry's practices and procedures when designating of Provincially Significant Wetlands;

**BE IT RESOLVED THAT** Council for the Municipality of West Nipissing supports the Village of Merrickville-Wolford requesting that the Ministry of Natural Resources and Forestry to respectfully provide supporting evidence with respect to the expansion of wetlands designations within their boundaries;

**BE IT FURTHER RESOLVED THAT** Council for the Municipality of West Nipissing calls upon the Ministry of Natural Resources and Forestry to respectfully review its practices and procedures to include a requirement to provide supporting evidence, to impacted municipalities, when designating Provincially Significant Wetlands within their boundaries;

**BE IT FURTHER RESOLVED THAT** a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

	YEAS	NAYS
DUHAIME, Yvon		
FISHER, Christopher		
LARABIE, Roland		
MALETTE, Léo		
ROVEDA, Dan		
SÉGUIN, Jeremy		
SÉNÉCAL, Denis		
SÉNÉCAL, Lise		
SAVAGE, Joanne (MAYOR)		

CARRIED:   
 DEFEATED: \_\_\_\_\_  
 DEFERRED OR TABLED: \_\_\_\_\_

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1880  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

February 5, 2020

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

Dear Premier Ford:

**Re: Provincially Significant Wetlands Designation**

Please find attached the Council of the Corporation of the Village of Merrickville-Wolford's Resolution No. R-029-20, with respect to the Village's concerns surrounding the Ministry of Natural Resources and Forestry's practices and procedures while implementing designations of Provincially Significant Wetlands.

While the attached resolution is tailored to a Village-specific issue, it is Council's position that the concerns expressed therein are being experienced by municipalities Province-wide.

Thank you in advance for the consideration that you give this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "Doug Robertson".

CAO/Clerk/Director, Economic Development

c. Honourable John Yakabuski, Minister of Natural Resources and Forestry  
Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Andy Brown, CAO of the United Counties of Leeds and Grenville  
Association of Municipalities of Ontario  
Rural Ontario Municipal Association  
All Ontario municipalities

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Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if  
required:  
**Recorded Vote Requested  
By:**

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - 029 - 20

Date: January 27, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

WHEREAS the Village of Merrickville-Wolford is endeavouring to adopt a new Official Plan as required per Section 17 of the *Planning Act* and the Village is required to incorporate the Provincial Policy Statements of the Act;

AND WHEREAS the Provincial Policy Statements require the Village to provide in its Official Plan the updated provisions of new and expanded Provincially Significant Wetlands designations;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that the expansion of these wetlands is detrimentally affecting certain landowners and the Village's assessment base;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that designations of Provincially Significant Wetlands have occurred throughout the Province of Ontario without the provision of supporting evidence;

Established 1793  
Incorporated  
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Merrickville 1860  
Amalgamated 1998



Telephone (613) 269-4791  
Facsimile (613) 269-3095

## VILLAGE OF MERRICKVILLE-WOLFORD

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned about the expansion of the Provincially Significant Wetlands in the Northeast quadrant of the Village;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that these wetlands designations have been expanded without the Ministry of Natural Resources and Forestry having provided to the Village supporting evidence to justify said expansion;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby respectfully request that the Ministry of Natural Resources and Forestry provide the Village with supporting evidence with respect to the expansion of these wetlands designations;

AND THAT the Ministry of Natural Resources and Forestry re-evaluate the subject properties without delay;

AND THAT a copy of this resolution be sent to the Honourable Premier Doug Ford, Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the United Counties of Leeds and Grenville, the Association of Municipalities of Ontario and the Rural Ontario Municipal Association and all Ontario municipalities.

Carried / Defeated

  
J. Douglas Struthers, Mayor

## Denise Holmes

---

**From:** David Thwaites  
**Sent:** Tuesday, April 28, 2020 12:43 PM  
**To:** Denise Holmes; blundellsja@gmail.com; john.creelman@townofmono.com; chancock@townofmono.com; chickey@amaranth.ca; ssoloman@townofgrandvalley.ca; mtownsend@townofgrandvalley.ca; kcuvaro@mulmur.ca; ggardhouse@eastgarafraxa.ca; ttaylor@orangeville.ca  
**Subject:** Governance OPP  
**Attachments:** GOVERNANCE FOR OPP POLICE SERVICES BOARDS.docx; ATT00001.htm

Ladies and Gentlemen:

I am forwarding an attachment in the form of a memorandum that I have prepared based on the conversations I had with some of you both yesterday and this morning as it relates to the governance model that is being considered by the Solicitor General for Police Services Boards.

I trust that it reflects, as much as numerous telephone conversations can, what I heard from you and from the essence of the concerns expressed at the conference/ seminars I have attended, as have some of you.

I would very much like to be able to forward the memo to Sylvia Jones as soon as possible if it is generally reflective of all recognizing there may be some specifics we may disagree on or otherwise want to advocate. Please advise as you can. I appreciate that some have pending Council meetings that may facilitate some discussions while others may want to chat with there other PSB reps but time is of the essence.

I do thank Todd for taking the time to talk this morning as he and the Orangeville reps have much on their plate that is more urgent than a future police governance model.

Thanks,

David Thwaites

Sent from my iPad

Begin forwarded message:

**From:** David Thwaites [REDACTED]  
**Date:** April 28, 2020 at 12:04:10 PM EDT  
**To:** David Thwaites <[dthwaites@melancthontownship.ca](mailto:dthwaites@melancthontownship.ca)>



## **GOVERNANCE FOR OPP POLICE SERVICES BOARDS – DUFFERIN DETACHMENT**

This memorandum is intended to reflect the issues and concerns of the various local municipalities with Dufferin County as they relate to the model for police governance for OPP detachments within Ontario under the new Police Services Act. The Solicitor General's office has been tasked with drafting a new Regulation that will give effect to the new legislation and specifically address the look and operations of governance.

For purpose of preparing this memorandum I have made efforts to solicit the thoughts and opinions from a representative of each local municipality within Dufferin County that are presently or will be subject to the new Regulation. At this time, given the current situation within Shelburne, I have not solicited their input for purposes of this memorandum. It is intended that this Memorandum will form the base for a submission to the Solicitor General and her staff for their consideration as the Regulation is drafted.

Further it may assist the reader(s) of this Memorandum to know that some of those who have provided their thoughts/input have had the opportunity to attend/participate in some of the information sharing conferences/seminars over the past three months on this issue. There was a conference sponsored by the Ontario Association of Police Services Boards in late January as presented by the Solicitor General's staff, there was a Roundtable sponsored by the Solicitor General in Orillia in late February and then finally there was a Webinar presented by AMO on the morning of April 24, 2020. The papers presented have been circulated to those who attended and, no doubt made available to members of municipal council and the various police services boards across Ontario.

To provide further background the timeline for the new Regulation is now being impacted somewhat by the Covid issue as I understand. The timeline pre March, 2020 was that the info gathering would be completed by June and a draft Regulation prepared by the fall/late fall, 2020 for anticipated implementation in 2021, probably late 2021. Until then our current governance model lives. It is uncertain how Covid may impact the timeline.

### **DUFFERIN COUNTY**

As a basic primer for those who might read this Memo and yet have no knowledge of Dufferin County the following is a snap shot. Dufferin County is governed by a two tier governance model, the County as the upper tier and by eight lower tier municipalities.

The population of Dufferin is approximately 70,000. The two “urban centres” are Orangeville (population approximately 30,000 plus) and Shelburne (8,500 population and growing). The other six municipalities are the Town of Mono (abt 9,000) with the other five municipalities (Melancthon, Mulmur, Amaranth, East Luther /Grand Valley and East Garafraxa) each having populations in the approximate range of 3,000 to 4,000.

For Policing the rural municipalities are served by the OPP while each of Orangeville and Shelburne has a municipal police service. This is set to change however as Orangeville will be served by the OPP as of October 1, 2020. Shelburne is in the midst of the process of reviewing its policing as an OPP costing has been requested.

#### RECAP OF CURRENT MODEL – OPP Served

The current governance model under the former legislation is that a municipality served by the OPP has two choices. First it can be served but without a contract. In this situation there is no local governance model. East Garafraxa operates under this arrangement. The second option is for municipalities that choose to have a contract and be governed pursuant to Section 10 of the Police Services Act. It is this model that governs each of Mono, Melancthon, Mulmur, Amaranth and East Luther/Grand Valley and will govern Orangeville.

The governance requirement is fairly simple and straightforward. Each board is composed of three members, one an elected Council rep, one a municipal citizen rep and the other a member appointed by the Province through the Provincial Appointments Secretariat. It is noted that if there has been a “challenge” under the present defined model it has been in having the Province fulfill its mandate for appointments in a timely manner thus leaving local boards without a full complement for extended periods of time and without any meaningful communication as to why. This comment is not in any way a criticism of the Provincial Appointees but of the process and thus leading to the inevitable questions. Why? and Why the need for a Provincial appointee?

Each Board is required to meet at least four times per year with the OPP Detachment Commander to fulfill the statutory mandate which for all real purposes is to serve as a communication and relational link between the OPP and the municipality.

Each Board has the right to participate in the selection process of any Detachment Commander. The Boards do not make operational decisions and are not involved in the day to day issues the Commander must address.

Each local municipality underwrites the very modest cost of their Board in the form of a honourarium only to each member.

It would be a fair assessment that the existing Section 10 Boards have functioned well and that over the past few years have had a very good relationship with the OPP Detachment Commander.

It is also noted that while the current legislation/model does not prescribe any level of training for members that the Boards operating jointly have over the past 4 years at least provided forums for training and education which have provided useful to the Boards and hopefully each municipality. This has been accomplished through semi-annual meetings rotated through and hosted by each municipality. It is also noted that none of the training/education has been provided/initiated by the Province as it has all been local driven and underwritten at a very nominal cost thanks in much to the support and efforts of the OPP.

Finally it is noted, at least to the author, that the current governance model has attracted no substantive issues or matter of politics as for the most part the Section 10 Boards have shared the same issues and concerns. There have been no concerns referencing community representation or special interest groups and none of the Boards have been impacted by the operational decisions that might otherwise be required of a municipal police service board.

#### **GOVERNANCE MODEL (ORANGEVILLE AND SHELBURNE)**

The governance has been that prescribed by Section 5 of the Police Services Act. The Boards have been required to more operationally driven as each has been required to address amongst many issues including operational and capital cost, labour relations, negotiations and discipline. Without intending to comment/critique the current Boards or the police services it is noted that the history by which each has been and is served is fundamentally different than the current Section 10 OPP model thus creating in any possible transition additional issues and concerns and thus expectations.

It is noted for the reader that it is understood that Orangeville is currently involved in the transition including having to address issues/challenges created both from the past as well as necessary in order to facilitate the OPP service/governance. It is recognized for purpose of this Memorandum that this transition has been time-consuming and challenging.

It is hoped that the current section 10 Boards will be able to “assist” Orangeville as it moves through the next stage at least until the new Regulation is drafted/implemented by the Province. Based upon a preliminary communication with an Orangeville PSB member it certainly would be the intention to invite Orangeville to our next Joint Board meeting that will be scheduled for September/October, 2020 (subject to Covid). Similarly an invitation would be extended to Shelburne if it has by that time made a decision on OPP policing, even if in transition.

#### GOVERNANCE UNDER THE NEW REGIME

The new Police Services Act mandates a new model for OPP governance. It is noted that the principles and purpose have not been changed as the Board will essentially be in place as a communication/relational model of governance. There is no new power given to a Detachment model over the existing model.

The legislation, in summary, provides that the governance model will be a detachment model not a local municipality model. Thus all municipalities would no longer have their own PSB but would have the ability as prescribed by the new Regulation to participate at the Detachment Board being “one” unless there is a strong case made out for a “unique” situation which might then allow for more than one Board within the detachment.

Further the legislation mandates that each Board member be required before being able to serve to take certain training. Technically this is not necessarily something new except that it will now become prescribed and standardized (apparently).

Beyond the foregoing nothing is really known until the Regulation is drafted.

## CONCERNS

Based upon the foregoing, upon what some of us have heard at the conferences/seminars and upon the communication this author has had with different representatives the concerns of the Dufferin municipalities to be conveyed to the Solicitor General and her staff are as follows:

1. That the new Regulation should not presume to be a "better" model than the existing model which has served as a good relational/communication connection between the OPP and each local municipality;
2. That the model to be adopted must recognize and preserve the integrity and platform for a good relationship between the local residents they serve and the OPP leadership, including facilitating where possible community policing as much as possible. The concern is that the new legislation and anticipated Regulation threatens this relationship;
3. That the governance structure be built on a minimum Board size reflecting one member from each local municipality in the detachment being an elected member from each local council;
4. That the maximum size of the Board be left to each detachment board and to be determined in a manner prescribed by each detachment board NOT by the Regulation;
5. That the requirement for Provincial appointees be abolished;
6. That municipal staff not be members of the Board;
7. That there be no need to appoint members of the community to the Board simply by reason of special interest/identification. The Detachment Board for the OPP is non-political and is not the Advisory Council to the Solicitor General;
8. That "former police officers" be allowed to serve be it in their capacity as one of the elected municipal council members or as a determined community resident, not because of their former occupation but because they are prepared to serve their community. Again it is noted that the Board model as it exist and as contemplated does not participate in discipline of serving OPP officers thus there is no conflict;
9. That any requirement for training or education be underwritten by the Province not downloaded to the municipality;
10. That the Board model contemplate a rotation of "officer" positions (Chair and Vice-Chair) between the various municipalities represented on the Board;

11. That the Regulation not prescribe or download any administrative cost, be the cost be operational, training or remuneration of Board members onto the local municipalities beyond the very modest current cost;
12. That Board composition be determined by "municipal status" not by any reference to population size of the municipality;
13. That is recognition of the Orangeville transition and its significant difference from the remainder of Dufferin County that it be deemed "unique" for at least it's initial OPP three year contract and thus governed by a separate Board within the detachment.

In outlining the concerns and making this submission it is recognized that many of the similar concerns have been echoed by like municipalities at the conferences and roundtables. The essence of what has been conveyed is "if it isn't broke don't fix it" and please do not make this a political exercise of imposing a one size fits all because of the invitation of special interest groups when all across Ontario we are so very different but wanting one thing, good policing that serves each municipality.

David Thwaites

Member of Melancthon Police Services Board

April 28, 2020



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF  
MANAGEMENT  
MINUTES**

**TUESDAY, JANUARY 14, 2020 – 7:00 P.M.  
NORTH DUFFERIN COMMUNITY CENTRE**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 14<sup>th</sup> day of January, 2020 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

*Those present:*

Chester Tupling, Chair, Mulmur  
Bert Tupling, Vice-Chair, Melancthon  
Keith Lowry, Mulmur  
Nancy Noble, Mulmur  
Clayton Rowbotham, Melancthon  
Patricia Clark, Councillor, Mulmur  
Dave Besley, Deputy Mayor, Melancthon  
Debbie Fawcett, Melancthon, Melancthon  
Donna Funston, NDCC Secretary, Melancthon  
Heather Boston, Mulmur, Treasurer

*Regrets:*

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:06 p.m.

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

-Moved by Fawcett, Seconded by Clark the Agenda be approved as circulated. Carried.

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

None.

**#4 Approval of Draft Minutes**

-Moved by Besley, Seconded by Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on December 12, 2019 be approved as circulated. Carried.

**#5 Business Arising from the Minutes**

None.



## #6 Facility Manager's Report

James Woods was in attendance for the portion of the meeting.

James reports the Arena was closed due to power outage, the phone lines were down, no working computer and the Saturday bookings had to be cancelled.

The Arena had lots of rented ice time during the Christmas break.

There was a water leak from a drain in the canteen area. James removed the plywood and treated mold that was found on the drywall and wood, new plywood was then put back on.

A security light needs replaced in the Norduff emergency sign, James has contacted Bluewater Fire and Security regarding this.

The roll up door in the canteen is broken, to replace one side will be about \$1600. Currently one side is permanently open and one side is permanently closed. James was directed to get three quotes to replace.

The eye wash station liquid should be changed and James will look into getting this done.

New curtain rods have been ordered for the Norduff Room and the curtains will be washed and re-hung. Debbie Fawcett has offered to make new curtains for the dressing rooms.

Hot water was all programmed separately in mid December, this should make the hydro much less each month.

Currently the ice sits empty every Saturday night from 4PM on. Discussion about making the ice time of 4pm-8pm Saturday night only as non-prime time and try to possibly find another centre that would rent this time at the cheaper rate. Discussed creating a combo rate for special events like birthday parties, this rate would include ice rental and Norduff Room.

## #7 General Business

1. Financial
  1. Accounts
  2. YTD vs. Budget comparison
  3. A/R update
  4. 2020 Budget Draft #2
2. NDCC Board of Management
3. Other
4. Unfinished Business
  1. Arena Manager and Part time staff Pay Grids

#1.1 Discussion around hydro bills and how to get them included in the accounts as soon as possible. Board would like to see them current and up to date. Suggestion was made to use the auto debit amount and include that in the accounts instead of waiting for the bill in the mail as there seems to always be delays. Board would like to see December invoice included in the December list of accounts instead of having two or three hydro bills included in one month.

-Moved by Tupling, Seconded by Noble, be it resolved that the accounts in the amount of \$56,206.40 be approved to be paid. Carried.

#1.2 Discussion around YTD figures, Board notes that in 2018 the Arena had a deficit of almost \$30,000 and now in 2019 it is possible to break even.

#1.3 -Moved by Rowbotham, Seconded by Fawcett be it resolved that The amount of \$180 owed by James and Allison Miller from 2018 be wrote off.  
Vice-Chair Tupling would like to know the full name of North Dufferin and Agricultural...  
Heather will get this information.

#1.4 Board will wait until February before approving budget for 2020.

#2 The meeting date in November will be the 10<sup>th</sup> all other dates were unchanged.

#4.1 Mulmur has a co-op student in their office which is working on collecting wage information for full-time and part-time Arena staff, this information should be available for the next meeting.

## **#8 Information**

Discussed the RJ Burnside Energy Efficient Plan and the Board would like to see the plan more up to date making the information more useful. Board needs to consider if doing any of the recommendations would there be enough of a savings over a 5 year period as the plan is to replace the front section in that time frame.

-Moved by Fawcett, Seconded by Lowry, be it resolved that items 8.1 and 8.2 be received as information. Carried.

## **#9 Notice of Motion**

-None

## **#10 Confirmation Motion**

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

**#11 Adjournment**

-Moved by Tupling, Seconded by Noble that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:21 p.m. to meet again on Wednesday February 12, 2020 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

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**CHAIR**

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**SECRETARY**



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF  
MANAGEMENT  
MINUTES – SPECIAL MEETING  
TUESDAY, JANUARY 21, 2020 – 5:00 P.M.  
NORTH DUFFERIN COMMUNITY CENTRE**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 21<sup>st</sup> day of January, 2020 at 5:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

*Those present:*

Chester Tupling, Chair, Mulmur  
Bert Tupling, Vice-Chair, Melancthon  
Keith Lowry, Mulmur  
Clayton Rowbotham, Melancthon  
Patricia Clark, Councillor, Mulmur  
Dave Besley, Deputy Mayor, Melancthon  
Debbie Fawcett, Melancthon, Melancthon  
Donna Funston, NDCC Secretary, Melancthon  
Heather Boston, Mulmur, Treasurer  
Tracey Atkinson, Mulmur, CAO  
Denise Holmes, Melancthon, CAO

*Regrets:*

**#1 Call to Order by Chair**

The meeting starts at 4:55 p.m.

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

-Moved by Besley, Seconded by Rowbotham the Agenda be approved as circulated. Carried.

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

None.

**#4 Delegation**

1. 5:00 p.m. – Sierra Planning – NDCC Recreational Needs Study

Jonathan Hack, Director, Sierra Planning and Management and Richard Dabrus, Principal, WGD Architects Inc were in attendance for the meeting and previously had a full tour of the Arena. The Arena was built in 1965 after the original structure was lost due to fire. The Recreational Study has been broken down into Study A being NDCC and Study B being a Recreational Plan for

Mulmur Township. The survey has been posted online and to date 148 responses have been received. Hopes are to receive around 400 responses and when the survey is complete the Board will receive a copy of the results. The survey is set up so that each computer can only respond one time and the survey closes February 21, 2020.

A Workshop will be held at the Arena on February 4, 2020 that will be open to the public. Request was made that Mulmur email current users of the Facility to make them aware of the survey as well as the February 4<sup>th</sup> meeting. Also that a notice be put together and placed on the front door of the Arena and have some printed copies of the survey available to be filled out at the arena and placed in a box when completed and that box be collected when the survey has closed.

It was noted that extensive renovations would be needed to keep the current structure ex. washrooms, elevators, accessibility etc. to replace the ice surface alone would be roughly \$500,000 and need to consider the current size (is it big enough), the dressing rooms/showers are in very poor condition, need more girls dressing rooms, gender identity would need to be considered and the Arena needs to be made fully accessible.

The principal consideration should be on function of service the Board is aiming for when putting a plan together for renovation or complete re-build. Renovations can become close to or exceed the cost of a new build. Board needs to consider the fact that a renovation will take the next 20 years to pay, is it better to put the money into renovations now and then in 20 years re-evaluate that section or is it better to put the money into a new arena and pay that over the next 20 years.

Discussed the area around the Arena and that the Fire Hall is a new building and there are no concerns with it. The ball diamond is not used and can be taken out to allow more available space. If a new Arena is the chosen option the Board feels very strongly that the current arena remain in use while the new arena is being built.

The question was asked: why is a change being considered?

- The Arena is in constant need of repair due to age
- It has become a place that people want to be and would like to fill the place all year round not just the winter months.
- Public has a renewed drive to attend the Arena – minor hockey numbers have increased, figure skating has increased, Norduff Room usage has increased, women's league has more teams participating.
- Arena is an Emergency Shelter for Dufferin County

The Board feels there is great community support in the area and feels we could draw from close by Hamlets to increase users. The hope is for people to return to Honeywood that have left in the past to go to another center.

Rough estimate is \$390 per square foot to replace the Arena, a single pad would have 150-200 seats and it was mentioned that the operating costs of a new arena will be much higher than the capital costs.

Grants are available and the two Townships could apply jointly and have a higher success rate. The Energy Audit Group from Mulmur will connect with NDCC Board as they have grants to apply for as well to benefit the Arena.

Jonathan requests Tracey send him the Energy Audit for him to review.

6:10 p.m. Heather Boston leaves.

On February 4<sup>th</sup> at the workshop Jonathan requests that we set up round tables for groups of 10 to allow more involvement from the public.

#### **#9 Notice of Motion**

-None

#### **#10 Confirmation Motion**

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

#### **#11 Adjournment**

-Moved by Besley, Seconded by Rowbotham that we adjourn the North Dufferin Community Centre Board of Management Special meeting at 6:12 p.m. Carried.

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CHAIR

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SECRETARY



**NORTH DUFFERIN COMMUNITY CENTRE BOARD OF  
MANAGEMENT  
MINUTES  
WEDNESDAY, FEBRUARY 12, 2020 – 7:00 P.M.  
NORTH DUFFERIN COMMUNITY CENTRE**



The North Dufferin Community Centre Board of Management known as “The Board” held its meeting on the 12<sup>th</sup> day of February, 2020 at 7:00 p.m., in the Norduff Room at The North Dufferin Community Centre. Those present:

*Those present:*

Chester Tupling, Chair, Mulmur  
Bert Tupling, Vice-Chair, Melancthon  
Nancy Noble, Mulmur  
Clayton Rowbotham, Melancthon  
Patricia Clark, Councillor, Mulmur  
Dave Besley, Deputy Mayor, Melancthon  
Debbie Fawcett, Melancthon, Melancthon  
Donna Funston, NDCC Secretary, Melancthon  
Heather Boston, Mulmur, Treasurer

*Regrets:*

Keith Lowry, Mulmur

**#1 Call to Order by Chair**

Chair Tupling called the meeting to order at 7:10 p.m.

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

-Moved by Fawcett, Seconded by Clark the Agenda be approved as amended. Carried.

Member Fawcett added Strawberry Supper Update

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

None.

**#4 Approval of Draft Minutes**

-Moved by Clark, Seconded by Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on January 14, 2020 be approved as circulated. Carried.



-Moved by Clark, Seconded by Fawcett, that the minutes of the North Dufferin Community Centre Board of Management held on January 21, 2020 as a Special Meeting be approved as circulated. Carried.

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

Chair Tupling updated Member Noble on the special meeting with Sierra Consultants and the workshop that was held on February 4, 2020.

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

James Woods was not in attendance for the meeting.

James had emailed his report to all Board members and the report is included in these minutes as it was not in the agenda package.

Member Fawcett noted that wi-fi is up and running free of charge at the Arena.

#### **#7 General Business**

1. Financial
  1. Accounts
  2. A/R update
  3. YTD vs. Budget comparison
  4. 2020 Budget Draft #4
2. Generator Switch for Mobile Generator
3. Other
4. Unfinished Business
  1. Arena Manager and Part time staff Pay Grids

#1.1 -Moved by Noble, Seconded by Rowbotham that the accounts in the amount of \$27,649.51 be approved to be paid. Carried.

#1.2 Discussion around A/R balances.

#1.3 Reviewed YTD numbers.

#1.4 Heather discussed the deficit from 2019 and how it impacts the 2020 budget. She noted the 2018 deficit was triple compared to the 2019 deficit but the Township Levy's would remain the same. Board deferred this section until after the closed session had been dealt with.

#2 It was suggested since the Arena is an emergency shelter a generator switch outside to hook up a mobile generator to run the front of the Arena would be beneficial. Chair

Tupling reports there is a switch at the back that powers the upstairs and he will check if the current switch will run the front section. This will be discussed at the next meeting. The Board is requesting Steve Murphy, Emergency Management & Communications Coordinator, Dufferin County, come to a meeting to tour the Arena and see the plugs that are currently there and then get his suggestions regarding a mobile generator.

#3 Addition: Strawberry Supper – Member Fawcett reports they met last week to start organizing their event. May have entertainment this year to draw more people to supper.

#### **#8 Information**

#### **#9 Closed Session**

-Moved by Tupling, Seconded by Noble that the NDCC Board of Management move into closed session at 7:41 p.m. Carried.

-Moved by Clark, Seconded by Fawcett that the NDCC Board of Management rise from closed session at 8:22 p.m. with report. Report being directives given in the meeting. Carried.

#### **#7 General Business**

1. Financial
4. 2020 Budget Draft #4

-Moved by Tupling, Seconded by Noble that The Board of Management approve the 2020 Budget Draft #4 as amended. Carried.

#### **#10 Notice of Motion**

-None

#### **#11 Confirmation Motion**

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

**#12 Adjournment**

-Moved by Noble, Seconded by Rowbotham that we adjourn the North Dufferin Community Centre Board of Management meeting at 8:24 p.m. to meet again on Wednesday March 11, 2020 at 7:00 p.m. at the North Dufferin Community Centre or at the call of the Chair. Carried.

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**CHAIR**

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**SECRETARY**

## Managers Report

- 1.Sentry Doors quote on roll up door in Canteen.Programed remote for door to ice surface.
- 2.Workshop NDCC Efficiency Review.
- 3.Built Step for North East Seating Area
- 4.Monthly Inspecton of Building
- 5.Installed Wood in Front of Canteen and Painted
- 6.Complete Cleaning of Compressor Room
- 7.Delmar in to replace Old Lights in Room #4,Changed Ballast on Ice Surface Lights
- 8.HMH Triva Nite.
9. Playoffs Under Way
10. Repaired All Doors To Dressing Rooms



**MINUTES**  
**MULMUR-MELANCTHON FIRE BOARD**  
Monday January 13, 2020  
Fire Hall – 5:00 pm

**Present:** Member Earl Hawkins – Mulmur Township  
Member David Besley – Melancthon Township (5:32 pm)  
Member David Thwaites – Melancthon Township  
Member Ken Cufaro – Mulmur Township  
Fire Chief Scott Davison  
Deputy Chief Matt Waterfield  
Michelle Smibert - Secretary

**1. Call to order**

**2. Appointments of Board Members** – due to the fact that David Besley was going to be late arriving to the meeting, it was decided that the Board appointments would be dealt with upon his arrival. For the interim, Earl Hawkins was appointed as the Acting Chair.

**a) Chairperson**

Motion by: David Besley and Ken Cufaro

THAT Earl Hawkins be appointed to the position of Chair. Carried

**b) Vice-Chairperson**

Motion by: Earl Hawkins and Ken Cufaro

THAT David Besley be appointed to the position of Vice-Chair. Carried

**c) Secretary**

Motion by: Ken Cufaro and David Thwaites

THAT Michelle Smibert be appointed to the position of Secretary. Carried

**Note: Mulmur Township Treasurer is the Treasurer of the Board as per Agreement**

**3. Declaration of Pecuniary Interest-** none disclosed.

**4. Approval of Previous Meeting's Minutes – October 15, 2019**

Motion by David Thwaites and Ken Cufaro

THAT the Minutes dated October 15, 2019 be approved. Carried

**5. Fire Chief's Reports**

**a) Chief's Report**

The Fire Chief outlined the items contained in his report. He indicated that he is able to obtain 30 SCBA's from Clearview for \$13,000. There was discussion by Board members as the matter of the acquisition of the SCBA's had been addressed in the capital forecast

adopted by the Board in October 2019 (ie not until 2025) and due to the fact that there were concerns that the capital reserves did not have the funds.

The members provided the following feedback to the Chief regarding the Year End Report: types of calls/breakdown of Melancthon vs Mulmur/ staffing at calls/ vehicles responding (how much is the equipment is used).

While the members were supportive of the County donating a F150 service vehicle, the members had concerns about the insurance and maintenance costs which is unbudgeted in 2020.

Motion by David Thwaites and Ken Cufaro

THAT the Year to Date Fire Report dated January 3<sup>rd</sup>, 2020 be received and that the following be approved/and or direction provided: That the Treasurer attend the next Board meeting and that she provide a detailed "in and out" of expenses/transfers into the capital account and to also provide some options for consideration as it relates to the proposed purchase of the SCBA's and the air storage system. Carried

- b) **Transition to Alternative Dispatch Services** – Member Thwaites noted that the Shelburne Fire Chief and the Grand Valley Fire Chief seem to be taking the lead on the matter of dispatch services when he thinks that this should be a Board matter. Member Thwaites noted that the Fire Board has not yet received notification of termination of the dispatch agreement with the Orangeville Police Services Board and suggested that a letter be sent allowing the Police Service Board a total of 15 days to respond to our letter. Member Thwaites added that a review of the 2017 RFP is necessary and that our Board ask the other Boards to create a working group to address the dispatch matter. There was some discussion on the "working group" composition being members of the Chairs of the Fire Boards with information being provided by the Fire Chiefs. David said that he would draft the letter for Chair Hawkins to send to the Orangeville Police Board.
- c) **Referral of Mulmur Council motion, re Paul Mills request to have fees waived (see Fire Chief's report)**

The members reviewed the Chiefs report and there were some discussions as it related to the incident and the expectations laid out in the Fire By-Law. The Melancthon members felt that this matter is a Fire Board matter and not up to Mulmur Council to make a decision on. The Secretary noted that this doesn't follow the current practice of appeals being made to the Township Councils as the fees/by-laws are all approved by Council and not the Boards. Seeing that Melancthon members would not support the report going to Mulmur Council, there was a split as it related to how this matter moves forward. Mulmur indicated they would be talking the Chief's report to the next Mulmur Council meeting for a decision on the appeal. The Melancthon members took the position that the matter of fire billing and revenue is to be done by and for the benefit of the Fire Board.

## 6. Finance

### a) Accounts Payable

There was discussion on this matter and also the year to date budget vs actual report. Member Thwaites noted that many line items are over budget and he raised concern that a lot of spending had occurred at the end of the year without there being a meeting to approve the expenditures. Member Thwaites noted that he is trying to protect the Fire Chief to ensure that he doesn't run over budget. Member Thwaites noted his frustration

with the process in that the Board was being asked to approve the accounts after the payments have already been made despite some items being in excess of the budget.

Motion by Ken Cufaro and David Besley

THAT the accounts payable in the amount of \$ \$265,484.02 be approved.

**b) 2019 Year to Date Budget vs Actual as of January 13, 2020(note: additional invoices/expenses are expected)**

Member Thwaites noted his frustration in the comment that "additional invoices/expenses are expected" given he understood all expenses/wages had been paid by mid December and can't understand why all of the costs can't be included by December 31, 2019.

Members noted that they will be discussing this matter in more detail with the Treasurer at the next meeting and as such the year to date budget vs actual was not approved/received.

**c) Update on Vianet Tower (agreement attached)**

The Secretary provided the signed agreement to the members and member Thwaites asked who will be getting the \$100 rental fees each month. The secretary noted that the Township of Mulmur will retain the rental fees noting that there is an operational offset in that internet fees are now free for the fire department. Member Thwaites noted he disagrees with the decision of Mulmur.

**7. Correspondence**

**a) Letter from Mayor Horner, December 23, 2019, re Thank you**

**8. Adjournment**

Motion by Ken Cufaro and David Thwaites

THAT the meeting adjourn at 7:10 pm with the next meeting being scheduled for February 11 or the 18<sup>th</sup> (the Fire Chief will confirm which dates work). Carried

.....  
Chair

.....  
Secretary



April 22, 2020

His Worship Darren White  
Mayor, Town of Melancthon  
157101 Highway 10,  
Melancthon, ON L9V 2E6

Dear Sir,

Thank you for your leadership and work to ensure our community stays safe and healthy during the COVID-19 pandemic.

We are campground owners in your municipality and are lobbying the Provincial Government for permission to be one of the first businesses to reopen, while mitigating public health risks. Campgrounds represent an important part of the Tourism industry, providing employment and economic revenue to many small communities.

We understand that the Ontario Government is putting together a plan to reopen businesses in Ontario. Please accept our request that private campgrounds be one of the first businesses allowed to open safely.

Campgrounds can offer a safe space for families and relieve mental health concerns from long-term isolation. Each campsite is approximately 40 ft apart, each family is isolated to their own camping area, with a separate trailer/RV that they own. This provides a clean and safer option compared to hotels, apartments or condominiums.

Outlined below are our guidelines for our campground to be safe for campers if allowed to resume operations:

**Our safe camping guidelines during COVID-19:**

- Ensure close cooperation with local Public Health Units
- Only allow self-contained trailers/RVs ONLY (own washroom, shower, kitchen)
- No tent camping, overnight camping, or visitors
- Close all common areas (washrooms, offices, laundry rooms, pool, playgrounds) including recreational activities;
- Limit the number of campers on a campsite to an immediate family;
- Enforce social distancing
- All payments made online or contactless
- Ensure sanitation requirements are met;
- Ensure employees follow all mandated Ontario work requirements
- Require campers to sign a Code of Conduct which addresses safe camping under COVID-19 restrictions.

Campgrounds can easily modify their business rules and regulations to adopt and re-enforce government restrictions and laws as needed.

Many campgrounds are family-owned and risk bankruptcy if they remain closed under current government restrictions. Also, campgrounds do not qualify for the COVID government funding options currently available.

I ask that you advocate to the premier on our behalf to allow private campgrounds to open as soon as possible in a safe and healthy way.

Thank you,

Dennis Ramsarran & Stephanie Grylls  
Owners, Blue Sky RV Resort  
682533 County Rd 21, Melancthon, ON

WFO # 1  
MAY 07 2020



**DISTRICT OF PARRY SOUND**

56 ONTARIO STREET  
PO BOX 533  
BURK'S FALLS, ON  
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

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

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

April 29, 2020

Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Re: Support Resolution - High Speed Internet Connectivity in Rural Ontario

At its meeting held on April 28, 2020, the Council of the Township of Armour passed Resolution #6 supporting our Councillor Rod Ward's letter regarding the need to make substantial investments in high-speed internet connectivity in the rural areas of Ontario.

A copy of Council's Resolution #6 dated April 28, 2020 and Councillor Ward's letter is attached for your consideration.

Sincerely,

Charlene Watt  
Deputy Clerk

Cc: MPP Norm Miller, MP Scott Aitchison and Ontario Municipalities

Enclosures

WFO #2  
MAY 07 2020



# CORPORATION OF THE TOWNSHIP OF ARMOUR

## RESOLUTION

Date: April 28, 2020

Motion # 6.

That the Council of the Township of Armour supports the letter, dated April 15, 2020 from Councillor Rod Ward, on the need to make substantial investments in high-speed internet connectivity in rural areas. Furthermore, that this resolution and the letter be circulated to Scott Aitchison, MP for Parry Sound-Muskoka, Norm Miller, MPP for Parry Sound-Muskoka and all Ontario municipalities requesting their support.

Moved by:

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input checked="" type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Seconded by:

Blakelock, Rod	<input checked="" type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated

*[Signature]*

Declaration of Pecuniary Interest by:

\_\_\_\_\_

Recorded vote requested by:

\_\_\_\_\_

Recorded Vote:

Blakelock, Rod

Brandt, Jerry

MacPhail, Bob

Ward, Rod

Whitwell, Wendy

For	Opposed
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

April 15, 2020

To whom it may concern,

The COVID-19 pandemic in Ontario has highlighted both our positive responses to a crisis, and some definite shortcomings in infrastructure, systems and services which need to be addressed on a long-term basis. Setting priority on solving these issues will be a challenge, given the differing agendas and the strained budgets. Solving fundamental issues should focus on the most basic needs as a starting point. One of the clear needs in a rural community such as the Almaguin Highlands, highlighted further by recent events, is the need for proper high-speed internet connectivity. Healthcare and education are both going down a path where appropriate connectivity is assumed. Like many models that move outward from metropolitan areas, this assumption is lost on rural areas. For the vast majority of households in our community, true high-speed connectivity simply does not exist. For the vast majority of future strategies in healthcare and education, there is an assumption that it does exist.

Even in areas in the Almaguin Highlands which have 'high-speed' internet, the overall infrastructure is still limited. It is certainly not designed to deal with a sudden huge peak in demand. Whereas the capacity in large urban centres is built to handle the added throughput, there are clear limitations here. The best way to explain it is a comparison to hydro. Imagine if everyone went home at the same time and turned their lights on, but because there wasn't enough hydro capacity overall, all lights were 50% dimmer than normal and some appliances simply didn't work. We no longer have to imagine what happens with internet speed during peak usage. Suddenly during the COVID pandemic, people are working from home who have never worked from home. Kids are trying to do courses on-line. People who are not working are turning on-line to stay connected. Video-conferencing, which was a totally foreign concept to many, is now part of daily routine. Any idea how much internet bandwidth video uses? It's no wonder we hit a wall.

The future of healthcare sees patients being monitored and cared for in their own homes, through the use of technology. The future of education sees students doing much of their learning on-line. The future of business and commerce sees the ability to function outside the 'bricks and mortar' of an office location. Malls disappear and on-line shopping is the norm. For some, that future has already arrived. Our area has already been drastically affected by cutbacks in the area of healthcare and education through gradual decreases in budgets and services. Technology offers us the ability to level the playing field to a great extent. High-speed connectivity cannot be seen as a luxury or a nice-to-have, any more than hydro should be seen that way. In order to solve some other problems (i.e. skyrocketing budgets in healthcare and education) the wise investment is in providing connectivity for every resident in the province.



Rod Ward  
Councillor  
Armour Township

INFO # 3  
MAY 07 2020



## NVCA Board Meeting Highlights April 24, 2020

Next Meeting: May 22, 2020, location to be determined

*For the full meeting agenda including documents and reports, visit [nvca.on.ca/about/boardofdirectors](http://nvca.on.ca/about/boardofdirectors)*

The April 2020 board meeting was the first meeting since January 24, 2020. The February board meeting was cancelled due to a large snow storm, and the March board meeting was cancelled due to situations from COVID-19.

This board meeting was held electronically through WebEx, and streamed on YouTube for public viewing.

### 2019 Financial Audit

NVCA receives clean audit for 2019.

Board members received the 2019 NVCA audited financial statements as presented by KPMG LLP Chartered Accountants. The financial statements will be available on the [NVCA website](#) the week of April 27, 2020.

### Agriculture Committee

Currently, there are no plans for video meetings of the agricultural committee during the COVID-19 Emergency. The committee will monitor the crisis situation. If restrictions persist, the committee will organize a conference call, and will be made available to the public through our website.

### COVID-19 Update

Currently, the NVCA is losing significant revenues, especially from our education department.

Without enough funding, there was no choice but to temporarily lay off two full time staff, and all part time and contract staff.

During this time, NVCA will be taking advantage of the 10% temporary wage subsidy offered by the Government of Canada. However, it is still unclear if conservation authorities are eligible for the 75% Canada Emergency Wage Subsidy.

Conservation Ontario is working on behalf of all 36 conservation authorities to consult with the Canada Revenue Agency and legal experts to determine how we should proceed.

### 2020 – 2025 Strategic Plan Update

The draft 2020 – 2025 Strategic Plan was received by the Board of Directors, and the final version will be presented at the May Board of Directors meeting for approval.

### 2019 Annual Report

NVCA's 2019 Annual Report was received by the Board of Directors and is [available for download here](#).

### Upcoming events

To ensure the safety of volunteers and visitors, the NVCA is following guidelines from local health units and recommendations from provincial and federal health officials. As a result, all upcoming NVCA events have been cancelled.

April 20, 2020

Mr. John Ballantine, Manager  
Municipal Finance Policy Branch  
Ministry of Municipal Affairs and Housing  
13th Floor, 777 Bay Street  
Toronto, Ontario  
M5G 2E5

Dear Mr. Ballantine:

Re: Comments on Draft Regulation 019-1406 – Changes to the Development Charges Act

On behalf of our many municipal clients, we are providing our comments on the draft Ontario Regulation 019-1406 regarding the proposed changes to the *Development Charges Act* (D.C.A.) and the *Planning Act*, related to the community benefits charge (C.B.C.) framework.

At the outset, we would like to thank the Ministry for some of the changes made thus far (i.e. returning parks, recreation, libraries, long-term care and public health services to the development charge (D.C.) calculation and removing the mandatory 10% deduction within the C.B.C. calculation), which will enhance a municipality's ability to recover the growth-related costs for these services.

#### 1. Timing for Transition to the Community Benefits Charge

*The specified date for municipalities to transition to community benefits will be one year after the C.B.C. authority is in effect.*

- Given the amount of time to undertake this regulatory change, it is beneficial to extend the deadline from the original date of January 1, 2021.
- A 12-month transition period may appear sufficient; however, there are more than 200 municipalities in the Province with current D.C. by-laws. It will take some time for municipalities to consider the new C.B.C. methodology, evaluate the approach to these studies, collect background data (e.g. property value information), carry out the study, assess the implications relative to maintaining the current parkland acquisition practice, undertake a public process, and potentially pass a by-law. Based on our experience, the time-frame is limited and should be extended to at least 18 months. This suggested time period is consistent with the time-frame provided when major changes were made in 1997



to the D.C.A.; however, it is shorter than the 24-month period provided by the 1989 D.C.A.

- It is therefore requested that a minimum 18-month period be provided for municipalities to transition to a C.B.C.

## **2. Community Benefits Charge Formula**

*The C.B.C. will be limited to a maximum rate, set as a percentage of the market value of the land on the day before building permit issuance. The proposed maximum rates for the C.B.C. are as follows:*

- *Single-tier municipalities: 15%*
- *Lower-tier municipalities: 10%*
- *Upper-tier municipalities: 5%.*

- The maximum rates were not identified in prior draft regulations. It is unclear at this time whether the percentage amounts provided are adequate for all municipalities to recover the same amounts as allowed under prior legislation.
- The legislation should allow for a combined maximum rate of 15% within a two-tier municipal structure; i.e. if, for example, an upper-tier municipality does not charge the maximum rate, the upper-tier municipality should be allowed to transfer (by resolution) a portion of its allotted maximum rate to the lower-tier municipalities so as to maximize their recovery. This would require justification by the lower-tier municipality that it requires recovery beyond the 10% maximum rate. The same would be allowed if lower-tier municipalities do not fully impose the maximum rate allocation, then the upper-tier municipality could utilize the unused allocation.
- There should be different maximum rates applied to residential and non-residential development. From preliminary analysis we have undertaken, the non-residential maximum rate should be in the range of 3% to 5% based on benefits received, whereas the residential maximum rate should be set much higher. We would perceive that the proposed uniform maximum rates would shift the costs burden from residential development to non-residential development and may have a negative impact on commercial/industrial development.

## **3. Community Benefits Charge Strategy**

*A C.B.C. strategy must be prepared to support the prescribed maximum rate restrictions (as discussed above). The draft regulation establishes the components of the strategy must include:*

- *The C.B.C. strategy will have to set out the amount, type and location of growth*
- *There will need to be a parks plan included. This plan will need to identify the amount of parkland needed for growth*





- *The current level of service for parkland (i.e. parkland per person) must be calculated and indicated whether this will change in the future*
  - *The strategy will need to identify the anticipated increase in need for the service, as well as the capital costs*
  - *There will need to be deductions for excess capacity and benefit to existing*
  - *Grants, subsidies & other contributions will need to be deducted*
  - *C.B.C. appeal mechanism requires public notice of C.B.C. by-law passage*
  - *Interest rate for C.B.C. refunds upon successful LPAT appeal will be the Bank of Canada rate on the date the by-law comes into force or quarterly*
- 
- Generally, most of the items noted above are consistent with the requirements of the D.C.A.; however, the requirement to prepare a parks plan is not. Currently, many municipalities do not have a parks plan. Given the time-frame for conformity to the C.B.C. legislation (one year after the C.B.C. authority is in effect), it does not appear that most municipalities would have enough time to complete this plan. Either this requirement needs to have transitional provision to allow municipalities to address interim policies, or the transition timing for C.B.C. compliance must be extended.
  - Germain to calculating the C.B.C. is to clearly understand how the application of the charge will apply to redevelopment (i.e. where buildings are demolished and replaced with another building – this could include conversions from residential to non-residential, vice versa, intensification, etc.). This needs to be better understood by municipalities to inform the strategy and calculation of the charge.
  - Is there a prescribed planning horizon for calculating the C.B.C. (e.g. 10 years) or is the municipality able to determine the planning horizon most suitable to its service planning?
  - Will there be a requirement for municipalities to establish current levels of service, for services other than parkland, to inform the increase in need for service?
  - What is included in the definition of capital costs? For example, can these costs include study and financing costs?
  - Is there a statutory public process required for by-law adoption (e.g. notice of public meeting, public meeting, public release of the strategy, time periods for public consultation)?
  - Will municipalities be required to impose the C.B.C. as a percentage of land value, or will the percentage simply be used to determine if the charge fits within the maximum rate relative to the value of land? For example, a municipality could impose C.B.C.s with a rate structure similar to a D.C. (e.g. charge per residential dwelling unit). When a developer applies for a building permit, a determination would need to be made by the applicant whether the charge payable, based on the type of dwelling being developed, exceeds the maximum permissible percentage of land value. The payment under protest provisions of the legislation provide for this. Allowing C.B.C.s to be imposed with structure similar to a D.C. provides for a tighter nexus between the charge and the



increase in need for service resulting from the development, in this example, by reflecting underlying differences in occupancy levels between different unit types. If the C.B.C. is expressed as a percentage of land value, then the C.B.C. would be more akin to a tax, since there would appear to be no clear relationship between land value and increase in need for service, particularly for the soft services within the jurisdiction of the C.B.C.

#### **4. Building Code Act Amendment**

*Building Code Act will be amended to include a section to ensure C.B.C. payment must take place prior to building permit issuance.*

- This is a positive change as it allows municipalities to withhold building permit issuance pending payment of the C.B.C.

#### **5. Other Comments Previously Provided by Watson & Associates Economists Ltd. on the Act Amendments and Draft Regulations**

##### **5.1 Eligible Capital Costs for Community Benefits Charges**

- What capital costs will be eligible as capital infrastructure for community services? The D.C.A. has an existing definition for capital costs which includes land, buildings, capital leases, furnishing and equipment, various types of studies and approvals, etc. Will these capital costs continue to be eligible as capital infrastructure under a C.B.C.?
- Will there be any limitation to capital costs for computer equipment or rolling stock with less than 7 years' useful life (present restrictions within the D.C.A.)?
- Will the cost of land appraisals, including annual appraisal studies, required for the C.B.C. be an eligible cost to be recovered through the C.B.C.?
- Will the C.B.C. strategy be an eligible cost to be recovered through the C.B.C.?
- Will the cost of an appeal to LPAT to support the charge be eligible for funding from C.B.C. revenues?
- For parkland dedication, most municipalities have a local service policy that defines the minimum standard of development on which the land will be dedicated (e.g. graded, seeded, fenced, etc.). Will the local service policy be allowed to continue? If not, how will this matter be handled policy-wise or cost-wise?
- Will planning-related studies (i.e. official plans, secondary plans, zoning by-laws, etc.) and/or growth-related financial studies (i.e. fiscal impact assessment of growth) continue to be recovered as a D.C. or are they to be recovered as a C.B.C.?



- Will outstanding debentures and credits related to services being moved from the D.C. regime to the C.B.C. regime be an eligible expense to be recovered as a C.B.C.?

## 5.2 Reporting on Community Benefits Charges

*"The Minister is proposing to prescribe reporting requirements that are similar to existing reporting requirements for development charges and parkland under section 42 of the Planning Act. Municipalities would be required annually to prepare a report for the preceding year that would provide information about the amounts in the community benefits charge special account, such as:*

- *Opening and closing balances of the special account*
- *A description of the services funded through the special account*
- *Details on amounts allocated during the year*
- *The amount of any money borrowed from the special account, and the purpose for which it was borrowed*
- *The amount of interest accrued on money borrowed."*

With regard to the above:

- Confirm that "special account" and reserve fund have the same meaning. If they don't, please provide a definition for "special account."
- In regard to "amounts allocated," within the context of the legislation where 60% of funds must be spent or allocated annually, can amounts be allocated to a capital account for future spending (e.g. childcare facility in year 5 of a forecast period) or are they to be allocated for immediate spending only?
- Similar to D.C. reserve funds, can the funds in the special account only be used for growth-related capital costs (i.e. cannot be used as an interim financing source for other capital expenditures)?

## 5.3 Reporting on Parkland

*"The amendments to the Planning Act in Schedule 12 of the More Homes, More Choice Act, 2019 provide that municipalities may continue using the current basic parkland provisions of the Planning Act if they are not collecting community benefits charges. Municipalities would be required annually to prepare a report for the preceding year that would provide information about the amounts in the special account, such as:*

- *Opening and closing balances of the special account*
- *A description of land and machinery acquired with funds from the special account*
- *Details on amounts allocated during the year*



- *The amount of any money borrowed from the special account, and the purpose for which it was borrowed.”*
- Regarding the amount of interest accrued on money borrowed, confirm that “special account” and reserve fund have the same meaning.
- This section of the regulation is introduced to allow municipalities to continue using the current basic parkland provisions of the *Planning Act*. In contrast to the current reporting under s. 42 (15) of the *Planning Act*, however, which allows funds to be used “for park or other public recreation purposes,” the scope in this regulation is for “land and machinery.” Confirm whether the scope of services has been limited or continues to be the same.

#### 5.4 Appraisals for Community Benefits Charges

*It is proposed that,*

- *“If the owner of land is of the view that the amount of a community benefits charge exceeds the amount legislatively permitted and pays the charge under protest, the owner has 30 days to provide the municipality with an appraisal of the value of land.*
- *If the municipality disputes the value of the land in the appraisal provided by the owner, the municipality has 45 days to provide the owner with an appraisal of the value of the land.*
- *If the municipality’s appraisal differs by more than 5 percent from the appraisal provided by the owner of the land, the owner can select an appraiser from the municipal list of appraisers, that appraiser’s appraisal must be provided within 60 days.”*
- Is the third appraisal binding? Can this appraisal be appealed to the LPAT?
- Do all municipalities across the Province have a sufficient inventory of land appraisers (i.e. at least three) to meet the demands and turnaround times specified within the regulations?

#### 5.5 Other Matters

- How are mixed-use developments that include exempt development types to be handled? For example, exempt institutional uses are planned for the first floor of a high-rise commercial/residential building.
- Will ownership or use determine the ability to impose the C.B.C.?
- In situations where large industrial or commercial properties are purchased for long-term purposes and only small portions of the full site are initially developed, is the C.B.C. calculated for the entire property or only the portion being developed at that time (with lot coverage



provisions)? As the property continues to develop, is the percentage applied to the existing and undeveloped portion of the land?

- D.C. by-laws must be revisited at least every five years. Is there a similar time period to be established for the community benefits strategy underlying the C.B.C.?
- Can municipalities still mandate the dedication of parkland in situations where the location is desirable, or must they only take a cash contribution? The ability to take land should be clarified.
- How often will the Province be reviewing the percentage caps to assess if they are sufficient or should be revised?

## **6. Potential COVID-19 Transitional Matters**

We all recognize that during these times many sectors will be needing assistance to maintain a level of financial security and viability. Obviously the residential and non-residential building construction sector will experience a slow down during this period, as will municipalities, as local economies slow.

We have dialogued with a number of municipalities who are developing interim policies with respect to property taxes, water/wastewater rates, various fees and charges including D.C.s and potentially C.B.C.s. In our discussions regarding D.C.s, we have suggested that municipalities consider the short- and medium-term needs of the community and the economy.

Looking back 10 to 12 years at the last major economic downturn, one stimulus initiative provided by senior levels of government was to encourage municipal infrastructure construction by way of grant programs such as the "Build Canada" program. We would expect coming out of this downturn that municipal infrastructure construction could play an important role in assisting the Ontario and local economies. Hence, municipalities will be reliant upon their financial resources to achieve similar results as in the past. Based on this, it may be more beneficial to all stakeholders if the municipalities seek to delay the D.C. payments rather than exempt developments from the payment of D.C.s. This would continue to provide municipalities with the much-needed funding to undertake the necessary infrastructure construction to support the development industry. Moreover, the continued infrastructure construction will generate the need to purchase construction supplies and create construction jobs.



Based on the foregoing, should the Province seek to direct municipalities to adopt interim D.C. policies, we would recommend that these policies be focused on delayed payments versus exemptions or reductions.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Gary D. Scandlan, BA, PLE  
Director

Andrew Grunda, MBA, CPA, CMA  
Principal



# Request for Comments

April 8, 2020

**To:** Saugeen Ojibway Nation - Environmental Office  
Six Nations of the Grand River  
Metis of Ontario  
Historic Saugeen Metis  
Township of Southgate  
Ministry of Municipal Affairs and Housing  
Grand River Conservation Authority  
County of Grey Transportation Services  
Ministry of Transportation Ontario – London Office  
Ministry of Environment and Climate Change – London Office  
Township of Melancton  
County of Dufferin  
Bruce Grey Separate School Board  
Blue Water District School Board  
Canada Post  
Bell Canada  
Rogers Communications  
Ontario Power Generation Inc.  
Hydro One  
Union Gas  
Grey Bruce Health Unit  
Kory Chisholm, MHBC (Applicant's Agent)

**Applicant:** Flato Dundalk Meadows Inc. c/o Shakir Rehmatullah

**Legal Description:** Part of Lots 233 and 234, Concession 1, Township of Southgate  
(geographic Township of Proton)

**File Number:** 42T-2015-05 – Flato East Redline Revision – Commercial Block

The County of Grey is requesting your comments regarding the above-noted proposed redline revisions to an existing draft approved subdivision. The proposed redline revisions would create a commercial block in the southeast corner of the subdivision. The proposed commercial block would have frontage on Highway 10 and will have internal access from the subdivision. The commercial block would result in the 33 townhouse units (8 townhouse blocks) being removed from the existing draft approved plan. Street 'G' would also be realigned and the intersection of Street 'G' and

Street 'H' would be removed. The nearest internal intersection to Highway 10 would change from approximately 30 metres to approximately 110 metres. The proposed revisions to the draft plan also requires an official plan amendment to the Township of Southgate which has been submitted to the Township and also requires a zoning by-law amendment.

The proposed revisions are explained further in the 'Planning Justification Report' and are shown on the 'Proposed Revised Plan (Redline Version)' that can be found on the County website at the link below.

It is requested that you review the proposed redline revisions and forward any comments to this office before **May 1, 2020**.

Should you have any questions regarding the proposed redline revision, please do not hesitate to contact the Grey County Planning & Development office at 519-376-2205. All comments should be forwarded by either email to [planning@grey.ca](mailto:planning@grey.ca) or mail to the Planning & Development office, County Administration Building, 595-9<sup>th</sup> Avenue East, Owen Sound Ontario N4K 3E3 or, by fax to 519-376-7970 **(Please note that due to pandemic restrictions we prefer that comments be forward via email if possible).**

For a digital copy of the proposed revised plan and supporting documents, please visit:

<https://www.grey.ca/planning-development/planning-applications/flato-east-redline-revision-commercial-block>

*Randy Scherzer, MCIP RPP*  
Director of Planning





KITCHENER  
WOODBRIDGE  
LONDON  
KINGSTON  
BARRIE  
BURLINGTON

February 21, 2020

Randy Scherzer, BES, MCIP, RPP  
Director of Planning & Development  
County of Grey  
595 9<sup>th</sup> Avenue East, Owen Sound ON N4K 3E3

Dear Mr. Scherzer:

**RE: Application for Local Official Plan Amendment & Major Redline Revision to Approved Draft Plan – Flato East  
Part of Lots 233 and 234 Concession 1, Geographic Township of Proton, Township of Southgate, County of Grey  
OUR FILE 15184B**

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On behalf of our Client, Flato Dundalk Meadows Inc., we are pleased to submit the enclosed application submissions for a Local Official Plan Amendment and Minor Red-Line Revision to the "Flato East" Draft Plan Approved Plan of Subdivision in the community of Dundalk, Township of Southgate. The subject lands are located on Part of Lots 233 and 234 Concession 1 in the Village of Dundalk and received Draft Plan Approval from the County of Grey on June 13, 2019.

The proposed Minor Red-Line Revision to the approved Draft Plan creates a commercial block in the southeast corner of the subdivision. The block has frontage on Highway 10 and will have internal access from the subdivision. The block takes the place of 33 townhome units that previously flanked Highway 10. These changes are depicted on the Redlined Draft Plan dated January 15, 2020 that accompanies this application submission.

The proposed Local Official Plan Amendment proposes to amend the Township of Southgate Official Plan Neighbourhood Area designation on a site specific basis to permit the development of a commercial development that exceeds the GFA cap.

Enclosed within this application package please find the following:

- One (1) cheque payable to the County of Grey for \$2,305 for the Major Red-Line Revision and Local Official Plan Amendment application fee;
- Three (3) copies of signed application form;
- Five (5) copies of the Red-Lined Draft Plan dated January 28, 2020 prepared by MHBC Planning;
- Five (5) copies of the Black-Lined Draft Plan dated January 28, 2020 prepared by MHBC Planning;

- Two (2) reduced sized copies of the Red-Lined Draft Plan dated January 15, 2020 prepared by MHBC Planning; and,
- Three (3) copies of Planning Justification Report, prepared by MHBC, and dated February 2020;
- Three (3) copies of Servicing & Stormwater Management Analysis, prepared by C.F. Crozier and Associates, dated January 22, 2020;
- Three (3) copies of Revised Traffic Impact Study, prepared by C.F. Crozier and Associates, dated January 2020;
- Three (3) copies of Parking Justification Letter, prepared by C.F. Crozier and Associates, dated February 20, 2020;
- One (1) copy of draft working Official Plan Amendment; and,
- Digital copies of the above material.

If you have any questions regarding the proposed redline revisions please do not hesitate to contact the undersigned.

Yours truly,

**MHBC**

A handwritten signature in black ink that reads "Kory Chisholm". The signature is written in a cursive style with a large initial "K".

Kory Chisholm, BES, M.Sc, MCIP, RPP  
Associate



# Planning & Development

## Subdivision/Condominium Application Form

For applying for approval under Section 51 of the *Planning Act* and Section 9 of the *Condominium Act*

**Application is hereby made to:**

The Corporation of the County of Grey  
 Planning & Development Department  
 595 9th Avenue East  
 Owen Sound, ON N4K 3E3  
 Phone: 519 376 2205  
 Fax: 519 376 7970  
 Email: [planning@grey.ca](mailto:planning@grey.ca)

FOR OFFICE USE ONLY	
Date Accepted:	_____
Accepted by:	_____
Roll Number (s):	_____
Fee:	_____ Paid [ ]
Other Information:	_____
	_____

**\*\*PRE-SUBMISSION CONSULTATION IS REQUIRED FOR ALL SUBDIVISION OR CONDOMINIUM APPLICATIONS.**

*Type of Application:*

In accordance with the County of Grey Fees and Services By-law No. 4735-11, or any successor thereto, the following fees are set for the processing of Plans of Subdivision, Plans of Condominium and the approval of Part Lot Control By-laws:

<input checked="" type="checkbox"/>	Subdivision/Condominium*	Application Fee	Peer Review Fee****
	Up to 20 development lots/units or blocks	\$3,500.00	\$5,000.00
	21 to 75 development lots/units or blocks	\$3,500.00 plus \$117.50 per lot/unit or block	\$5,000.00
	76 to 150 development lots/units or blocks	\$8,950.00 plus \$60.00 per lot/unit or block	\$5,000.00
	151 to 300 development lots/units or blocks	\$13,200.00 plus \$29.75 per lot/unit or block	\$5,000.00
	301 or more development lots/units or blocks	\$17,750.00 plus \$12.05 per lot/unit or block	\$5,000.00

<input checked="" type="checkbox"/>	Draft Plan Revisions	Peer Review Fee****	Peer Review Fee****
	Major**	\$1,420.00	n/a
	Minor***	\$885.00	n/a
	Extension of Draft Approval	\$885.00	n/a
	Circulation of revised documentation plans prior to draft approval of a plan of subdivision	\$295.00	n/a
	Removal of Part Lot Control	\$295.00 plus \$117.50 per parcel created after the first parcel	n/a

\*Where a plan of subdivision or condominium application is being processed concurrently with a County Official Plan Amendment, the combined fees shall be reduced by \$500.00.

\*For plans of subdivision or condominium applications, all 0.3 metre reserve blocks shall not be included in the calculation of the application fee.

\*\*A major plan revision is where the conditions of draft approved plan of subdivision or condominium are to be revised and the revisions are deemed to be major, require a re-circulation of the draft plan or where the intent of the original conditions of draft approval are not maintained , or where new lots/units/blocks are being created.

\*\*\*A minor plan revision is where the conditions of draft approval plan of subdivision are generally maintained and no new lots/units/blocks are being created. A partial re-circulation may be required for a minor plan revision.

\*\*\*\*\$500 non-refundable fee if application is withdrawn during approval process prior to draft approval. Legislative Authority – Section 69 of the *Planning Act*, R.S.O. 1990, as amended.

*Requirements for Submission:*

In addition to the application fee the following is required to be considered a complete application:

<input checked="" type="checkbox"/>	
x	2 copies of this form (including the original certified copy), completed and signed
x	5 copies of plans or sets of plans (if further copies are required you will be notified)
x	2 copies of any required report
x	A CD or USB stick containing a geo-referenced autoCAD .dwg file of the plan, any study or report required and the commissioned application

**\*Additional copies may be required if the application is appealed**

*Applicant Information:*

1. Complete the information below and indicate one contact as the primary contact. All communications will be directed to the primary contact.

Registered Owner(s): Flato Dundalk Meadows Inc. c/o Shakir Rehmatullah  
 Address: 3621 Highway 7 East, Markham, ON L3R 0G6  
 Email Address: \_\_\_\_\_  
 Telephone Number: (905) 479-9292 Fax Number: \_\_\_\_\_

Applicant(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Agent: MHBC Planning Ltd. (c/o Kris Menzies / Kory Chisholm)

Address: 113 Collier Street, Barrie, ON L4M 1H2  
Email Address: kmenzies@mhbcplan.com / kchisholm@mhbcplan.com  
Telephone Number: (705) 728-0045 x. 224 Fax Number: \_\_\_\_\_  
x. 230

Please indicate the primary contact: [ ] Owner, [ ] Applicant, [x] Agent

*Property Information:*

2. Provide a description of the subject property.

Amalgamated Township: Township of Southgate  
Municipal Address: N/A  
Lot: Part of Lots 233 and 234 Concession: 1  
Geographic Township: Proton  
Registered Plan: \_\_\_\_\_  
Part(s): \_\_\_\_\_ of Lot(s): \_\_\_\_\_

3. Are there any easements or restrictive covenants affecting the subject land?

[x] Yes  
[ ] No

If yes, please provide a description of each easement or covenant and its effect:

Hydro easement - please refer to Draft Plan.

4. What is the current County and Municipal official plan designations on the subject lands:

County Official Plan Designation: Primary Settlement Area  
Municipal Official Plan Designation: Neighbourhood Area

5. What is the current zoning on the subject lands: Residential Type 3 Exception 379

Residential Type 1 Exception 378, Open Space, Environmental Protection

6. Is the subject land within an area of land designated under and provincial plan or plans?

[ ] Yes  
[x] No

If yes, does the plan conform to or does not conflict with the applicable provincial plan or plans?

[ ] Yes  
[ ] No

7. Have you consulted with Aboriginal Peoples on the request for a Plan Amendment?

[ ] Yes

No

If yes, provide any information you have on the consultation process and the outcome of the consultation. Please explain (and attach) on a separate page.

8. Has the subject lands ever been subject of an application for approval for any of the following:
- a. A plan of subdivision under Section 51 of the *Planning Act*.  Yes  No  
If yes, please provide the file number and the status of the application:  
File Number: 42T-2015-05 Status: Draft Approved
  
  - b. A consent under Section 53 of the *Planning Act*  Yes  No  
If yes, please provide the file number and the status of the application:  
File Number: \_\_\_\_\_ Status: \_\_\_\_\_
  
  - c. A minor variance  Yes  No  
If yes, please provide the file number and the status of the application:  
File Number: \_\_\_\_\_ Status: \_\_\_\_\_
  
  - d. Approval of a site plan  Yes  No  
If yes, please provide the file number and the status of the application:  
File Number: \_\_\_\_\_ Status: \_\_\_\_\_
  
  - e. An official plan amendment  Yes  No  
If yes, please provide the file number and the status of the application:  
File Number: OPA2-15 (Southgate) Status: Adopted by Township
  
  - f. A zoning by-law amendment  Yes  No  
If yes, please provide the file number and the status of the application:  
File Number: 2017-024 Status: Adopted by Township
  
  - g. A Minister's zoning order  Yes  No  
If yes, please provide the file number and the status of the application:  
File Number: \_\_\_\_\_ Status: \_\_\_\_\_

9. What is the current use of the subject lands?  
Approved draft plan - site preparation ongoing.

10. If known, what were the previous uses on the subject lands?  
Agricultural

11. Are the water, sewage and road work associated with the proposed development subject to the provisions of the Environmental Assessment Act?

- Yes  
 No

If Yes, will the notice of Public Meeting for this application be modified to state that the Public Meeting will address the requirements for both the Planning Act and the Environmental Assessment Act?

- Yes  
 No

*The Proposal:*

12. Please fill out the table below as it relates to the proposal.

Residential proposed uses	No. of Residential Units	No. of lots/blocks (as shown on plan)	Area (in hectares)	Density Proposed (specify units per hectare)	Bedroom Count (specify by number of residential units)	Floor Coverage (m <sup>2</sup> )	Parking Provided	Estimated Selling/ Retail Price of Units (if known)
Detached	310		13.39					
Semi-detached								
Multiple attached (townhouses)	157		3.3					
Apartments								
Seasonable								
Mobile home								
Other (specify)								

Non Residential Proposed uses	No. of Residential Units	No. of lots/blocks (as shown on plan)	Area (in hectares)	Density Proposed (specify units per hectare)	Bedroom Count (specify by number of residential units)	Floor Coverage (m <sup>2</sup> )	Parking Provided	Estimated Selling/ Retail Price of Units (if known)
Neighbourhood Commercial		1	0.67					
Other Commercial								
Industrial								
Institutional (Specify)								

Corporation of the County of Grey  
 Planning and Development Department  
 Subdivision/Condominium Application Form

Page 6 of 15

Non Residential Proposed uses	No. of Residential Units	No. of lots/blocks (as shown on plan)	Area (in hectares)	Density Proposed (specify units per hectare)	Bedroom Count (specify by number of residential units)	Floor Coverage (m <sup>2</sup> )	Parking Provided	Estimated Selling/ Retail Price of Units (if known)
Parkland Dedication	n/a		2.48	n/a			n/a	
Open Space and Hazard Lands	n/a		8.40	n/a			n/a	
Road Allowances	n/a		7.77	n/a			n/a	
Other (specify SWM, 0.3m reserve)			4.26					
<b>Total</b>	<b>467</b>		<b>40.22</b>					

Please specify the proposed servicing:

Public Services	Yes	No	Studies Required*
Municipal Sanitary Sewers	x		If yes, none
Municipal Piped Water	x		If yes, none

Private Services	Yes	No	Studies Required*
Wells and/or septic for a residential subdivision only, with four or fewer lots (or units), and more than 4500 litres of effluent produced per day			Servicing Options Report & Hydrogeological Study
Wells and/or septic for a residential subdivision only, with four or fewer lots (or units), and 4500 litres of effluent or less produced per day			Servicing Options Report & Hydrogeological Study
Wells and/or septic for a residential subdivision only, with five or more lots (or units)			Servicing Options Report & Hydrogeological Study
Any development on individual private services not covered in the above			Servicing Options Report & Hydrogeological Study

Storm Drainage	Yes	No	Studies Required*
Sewers	x		None
Ditches, Swales	x		Storm Water Management Study



Storm Drainage	Yes	No	Studies Required*
Other (specify)	x		

Roads and Access	Yes	No	Studies Required*
Public Access	x		Traffic Impact Study (if required)
Private Road			Traffic Impact Study (if required)

\*The studies required and the scope of the studies will be determined at the time of pre-submission consultation.

13. Will access to the subject land be by:

- A Provincial Highway
- A Municipal road
- Another public road or right of way; or
- By water

14. Does the subject land contain any areas of archaeological potential?

- Yes
- No      Archaeological Assessment previously undertaken and MTCS clearance letter received June 23, 2017.

If Yes, an archaeological assessment prepared by a person who holds a licence that is effective with repose to the subject land, issued under Part IV (Conservation of Resources of Archaeological Value) of the *Ontario Heritage Act*; and a conservation plan for any archaeological resources identified in the assessment will be required.

15. Additional information for condominium applications only:

New Building:

Has a site plan for the proposed condominium been approved?

- Yes
- No

Has a site plan agreement been entered into?

- Yes
- No

Has a building permit for the proposed condominium been issued:

- Yes
- No

Is the proposed condominium under construction or been completed?

- Yes
- No

If the construction has been completed, what was the date of completion? \_\_\_\_\_

**Existing Building:**

Is the proposed condominium a conversion of a building containing residential units?

- Yes
- No

Date of Construction: \_\_\_\_\_

If yes, how many units are to be converted? \_\_\_\_\_

16. Is the proposed plan consistent with policy statements issued under subsection 3 (1) of the Act?
- Yes
  - No

**Authorization:**

**17. Owner's Authorization (if the owner is not the applicant):**

If an agent is employed, the registered owner(s) must complete the following (or provide similar authorization on the face of the draft plan).

PLEASE PRINT

I (we) Flato Dundalk Meadows Inc. (c/o Shakir Rehmatullah)  
(name(s) of owner, individuals or company)

\_\_\_\_\_  
(name(s) of owner, individuals or company)

\_\_\_\_\_  
(name(s) of owner, individuals or company)

Being the registered owner(s) of the subject lands, hereby authorize  
MHBC Planning Ltd. (c/o Kory Chisholm)  
(Name of Agent)

To prepare and submit a draft  vision/condominium for approval.  
(signature of owner) Jan. 17/2020  
(date)

\_\_\_\_\_  
(signature of owner) (date)

\_\_\_\_\_  
(signature of owner) (date)

NOTE: If the owner is an incorporated company, the company seal shall be applied (if there is one).

*Declaration*

19. Declaration (this must be signed in the presence of a Commissioner):

I (we) MHBC Planning Limited (c/o Kris Menzies)  
\_\_\_\_\_ (name(s) of applicant/agent)


of the City of Barrie in the County/Region/District of \_\_\_\_\_  
(name of City/Town/Township)

Solemnly declare that all of the statement contained in this application and all of the supporting documents are true and complete, 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: City of Barrie  
\_\_\_\_\_

in the County/Region/District of \_\_\_\_\_

this 21st day of February, 20  20  .

\_\_\_\_\_  
  
(signature of applicant/agent)

Commissioner of Oaths:



**Kimberley Anne Clements, a  
Commissioner, etc., Province of Ontario,  
for MacNaughton Horne  
Britton Clarkson Planning Limited.  
Expires August 17, 2021.**


*Applicant's Consent*

20. Applicant's consent:

In accordance with the provisions of the Planning Act, it is the policy of the County of Grey to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I,  
Flato Dundalk Meadows Inc. (c/o Shakir Rehmatullah)

(applicant)

hereby acknowledge the above noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by myself, my agents, consultants and so  be part of the public record and will also be available to the general public.

  
(signature)

Jan. 17 2020

(date)

*Reimbursement Agreement*

21. Peer Review Reimbursement Agreement

THIS AGREEMENT made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

BETWEEN: Flato Dundalk Meadows Inc. (c/o Shakir Rehmatullah)

Hereinafter called the 'APPLICANT'

OF THE FIRST PART

AND

THE CORPORATION OF THE COUNTY OF GREY  
Hereinafter called the 'CORPORATION'

OF THE SECOND PART

WHEREAS the Applicant has submitted development applications(s) (i.e. plan of subdivision/condominium, County Official Plan Amendment) and supporting studies to the Corporation for approval, and;

WHEREAS the Corporation by virtue thereof will require the assistance of peer review consultants, solicitor and other professional advisors to provide input and advice to the Corporation with respect to the development proposal and related studies;

NOW THEREFORE BE IT RESOLVED that in consideration of mutual covenants hereinafter set out, the parties hereto agree as follows:

1. The Applicant represents and warrants that they are requesting development approvals on the lands hereinafter described on Schedule 'A' attached hereto. The Applicant represents and warrants that it is intended that the proposal shall closely approximate the application as attached in Schedule 'B' attached hereto.
2. The parties hereto acknowledge that the proposal indicated on Schedule 'B' hereto may not be the final version herein and amendments or modifications may be required thereto as the process proceeds.
3. The Applicant covenants and agrees to pay the Corporation all related costs for professional help incurred by the Corporation. Without limited in the generality of the foregoing, the Applicant covenants and agrees to an immediate security deposit of Five Thousand Dollars (\$5,000.00) against the anticipated costs (hereinafter referred to as the 'Deposit'). At any time that the balance of the Deposit falls below \$500.00, and upon request of the Treasurer, sufficient funds to increase the balance of the Corporation shall produce to the Applicant invoices that have been paid with respect that the amount of these invoices be matched by the Applicant forthwith. Should the deposit at any time fall below \$0.00, the file(s) shall be held in abeyance by the

County and no further action will occur until sufficient funds are deposited by the Applicant to return the deposit to the \$5,000.00 level.

**Agreement Between:**

Flato Dundalk Meadows Inc. (c/o Shakir Rehmatullah)

AND

(Applicant)

**THE CORPORATION OF THE COUNTY OF GREY**

4. The Applicant covenants and agrees to submit to the Corporation's professional advisers where applicable, all necessary plans, documents, and specifications requested by them on behalf of the Corporation for the services and requirements of the Corporation. All such submissions must meet the approval of the Corporation's professional advisors. It is understood and agreed that the design/study criteria related to services shall be as specified by the Corporation and/or their representative and to industry standards.
5. Any monies remaining in the Deposit will be released to the Applicant after a formal decision on the application(s) have been made by the Corporation.
6. This Agreement and everything herein contained shall inure to the benefit of and be binding upon the Application and the Corporation, their heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Applicant has hereunto set his hand and seal or, in the alternative, has caused it corporate seal to be affixed hereto attested by signatures of its proper signing officers in this behalf.

IN WITNESS WHEREOF on behalf of the Corporation of the County of Grey by this signature of the Clerk or Director of Planning or Senior Planner.

SIGNED, SEALED AND DELIVERED

Per:

APPL



\_\_\_\_\_  
I have the authority to bind the Corporation (where applicable)

**THE CORPORATION OF THE COUNTY OF GREY**

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

Title: \_\_\_\_\_

**PEER REVIEW REIMBURSEMENT AGREEMENT**

**SCHEDULE 'A'**

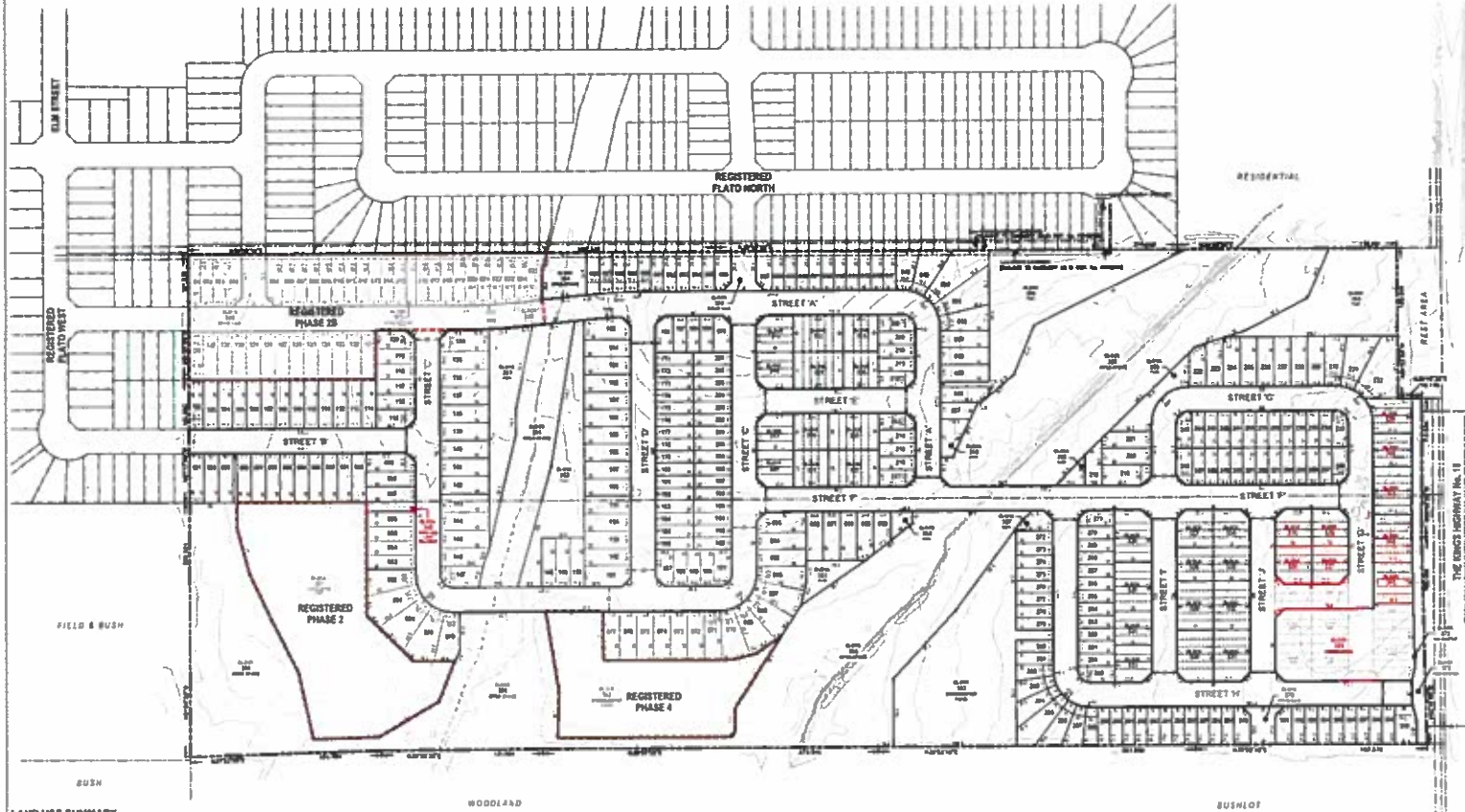
**DESCRIPTION OF THE SUBJECT PROPERTY**



**PEER REVIEW REIMBURSEMENT AGREEMENT**

**SCHEDULE 'B'**

**PLANNING ACT APPLICATION(S)  
(ATTACH COPIES)**



**LAND USE SUMMARY**

LAND USE	LOTS / PL. BKS	SQFTS	AREA
Single Detached - 55 lots	55	177,217	6.1 ha
Single Detached - 77 lots	77	239,760	8.5 ha
Single Detached - 13 lots	13	40,700	1.5 ha
Townhouses - 4 units	4	17,700	0.6 ha
Multi-Storey - 12 units	12	37,200	1.3 ha
Multi-Storey - 4 units	4	12,200	0.4 ha
Other			
5 Common-TM Paved	35	1,050,000	37.8 ha
Open Space	35	1,050,000	37.8 ha
PL/TPS Street CD and P	35	1,050,000	37.8 ha
Public Amenities	35	1,050,000	37.8 ha
5 or 6 Bldgs	35	1,050,000	37.8 ha
Overland Flood / Shallow Water	35	1,050,000	37.8 ha
Street SW Area	35	1,050,000	37.8 ha

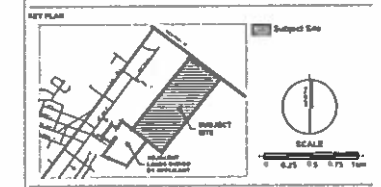
**LEGEND**

	BOUNDARY LINE		OVERHEAD HYDRO
	RIGHT OF WAY LINE		FENCE
	EASEMENT LINE		WATERCOURSE
	LOT LINE		WOODED AREA
	EASEMENT LINE		FREE
	LEGAL FABRIC		PHASE LINE

**LEGAL DESCRIPTION**  
 PART OF LOTS 233 AND 234  
 CONCESSION 1, SOUTHWEST OF THE TORONTO AND SYDENHAM ROAD  
 GEOGRAPHIC TOWNSHIP OF PROTON  
 TOWNSHIP OF SOUTHGATE  
 COUNTY OF GREY

**OWNER'S CERTIFICATE**  
 I HEREBY AUTHORISE MACHAUBITON HERGEN BRITTON CLARSON PLANNING LIMITED TO SUBMIT THIS PLAN FOR APPROVAL.  
 DATE: JANUARY 30, 2019  
 SHEKHAR KHANTELKAR - PRESIDENT  
 FLATO GROUP INC.

**MAPPER'S CERTIFICATE**  
 I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBMITTED ON THIS PLAN AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.  
 DATE: JANUARY 30, 2019  
 SEE PLAN SUBMISSION



- Rev. 1** Jan. 24, 2019
  - Revised boundaries along Street J & K
  - Added Cornering Block
  - Replaced Street D
  - Added regional phases
  - Added surrounding regional infrastructure
- Rev. 2** Dec. 1, 2017
  - Revised boundary from lot 201 & 202 to lot 200 & 201
  - Revised boundary from lot 200 & 201 to lot 200
  - Revised lot 200 from 12.0m to 12.5m
- Rev. 3** May 11, 2017
  - Revised Street B to Street C
  - Revised lot 200 to lot 201
  - Revised Street B from 3m and added lots to B
- Rev. 4** Feb. 8, 2017
  - Revised Street E to Street F
  - Added lighting troughs to Street G, H, I, J
  - Added Street F from 3m and added lots to F
  - Added Park Bench 100
  - Added area 100
  - Reassigned Lots to F
  - Revised Street and dimensions
- Rev. 5** Jul. 6, 2016
  - Revised lot 200 to lot 201
  - Added open parking, 6.5m reserve, and lighting troughs
  - Reassigned highway to reserve and future right of way
  - Reassigned lot 200 from 12.0m to 12.5m
  - Added walkways to Open Space
- Rev. 6** Dec. 11, 2015
  - Draft Plan Application Submission

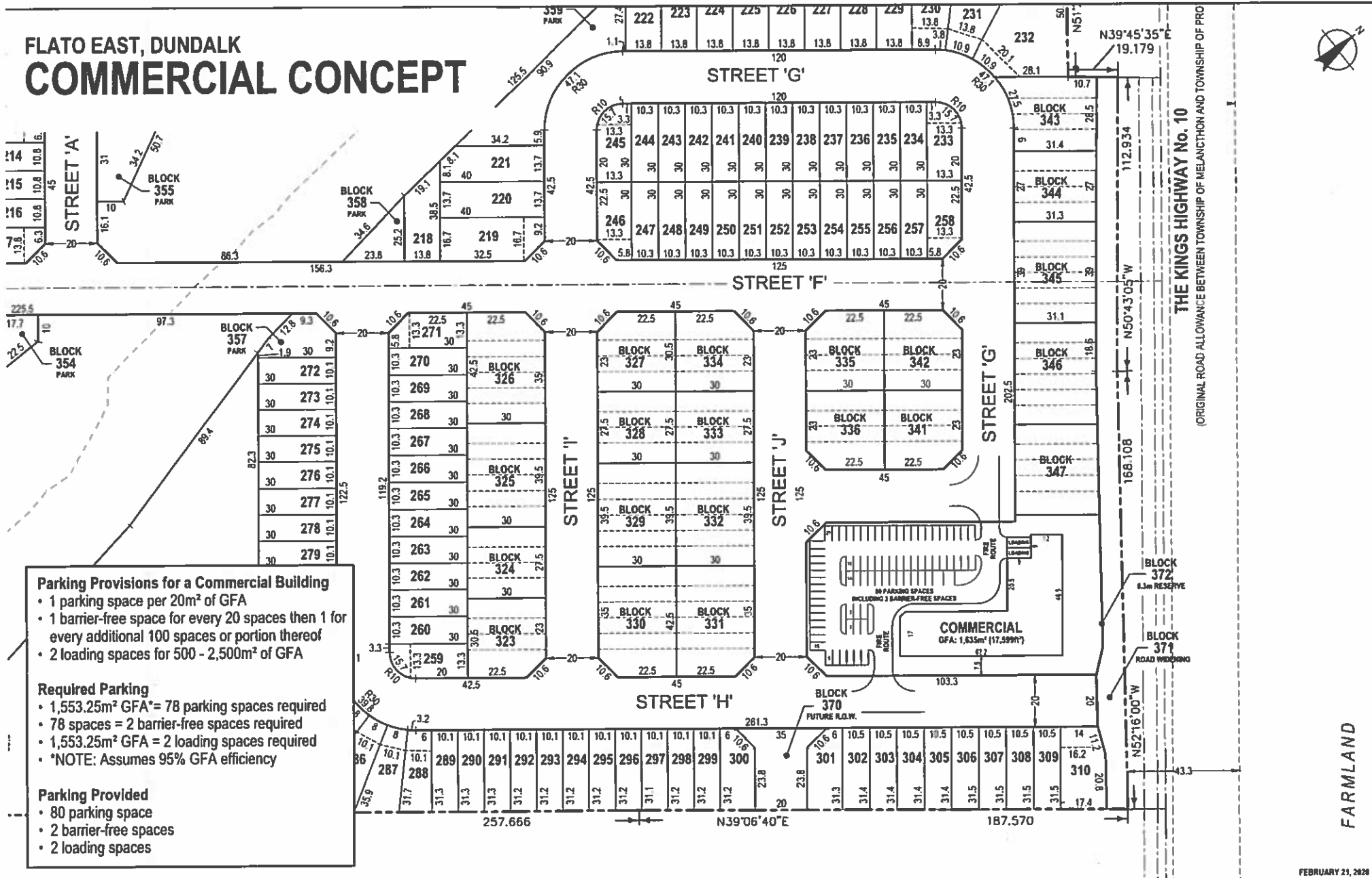
**PLANNING URBAN DESIGN & LANDSCAPE ARCHITECTURE MHBC PLANNING**

**PROJECT**  
**FLATO EAST**  
 FLATO GROUP INC.  
 3021 HIGHWAY 7 EAST, SUITE 505  
 RICHMOND HILL, ONTARIO L4B 1N7  
 P 905-479-9422 F 905-479-9165  
 WWW.FLATOGROUP.COM

**DATE** DEC. 11, 2015  
**FILE NO.** E11540  
**SCALE** 1:1,000  
**DRAWN BY** MHL  
**CHECKED BY** KAL

**SCALE BAR**  
 0 10 20 30 40 50 75 100 150 200 meters

# FLATO EAST, DUNDALK COMMERCIAL CONCEPT



**Parking Provisions for a Commercial Building**

- 1 parking space per 20m² of GFA
- 1 barrier-free space for every 20 spaces then 1 for every additional 100 spaces or portion thereof
- 2 loading spaces for 500 - 2,500m² of GFA

**Required Parking**

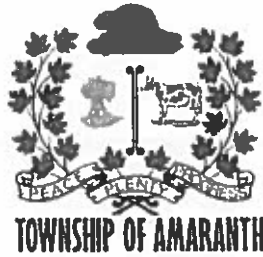
- 1,553.25m² GFA = 78 parking spaces required
- 78 spaces = 2 barrier-free spaces required
- 1,553.25m² GFA = 2 loading spaces required
- \*NOTE: Assumes 95% GFA efficiency

**Parking Provided**

- 80 parking space
- 2 barrier-free spaces
- 2 loading spaces



FARMLAND



374028 6TH LINE • AMARANTH ON • L9W 0M6

April 8, 2020

Honourable Doug Ford, Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, Ontario M7A 1A1

Honourable Premier Ford,

**Re: Registration of tax arrears certificate**

The Council of the Township of Amaranth at their regular meeting held on April 2, 2020 discussed the timeline in *The Municipal Act*, specifically concerning:

*Registration of tax arrears certificate*

**373 (1)** Where any part of tax arrears is owing with respect to land in a municipality on January 1 in the second year following that in which the real property taxes become owing, the treasurer of the municipality, unless otherwise directed by the municipality, may prepare and register a tax arrears certificate against the title to that land. 2001, c. 25, s. 373 (1); 2017, c. 10, Sched. 1, s. 55 (1).

Council would like to express their concerns with the shortened timeframe and requests that the Ministry revert back to a three year timeframe before the registration of a tax arrears certificate.

Respectfully submitted,

Nicole Martin  
Deputy-Clerk

C: Sylvia Jones  
Association of Municipalities of Ontario (AMO)  
Rural Ontario Municipal Association (ROMA)  
Association of Municipal Clerks and Treasurers of Ontario (AMCTO)  
Ontario Municipalities

INFO# 7  
MAY 07 2020

## Denise Holmes

---

**From:** Nicole Martin <nmartin@amaranth.ca>  
**Sent:** Wednesday, April 22, 2020 2:40 PM  
**To:** To: Meghan Townsend; Scott Burns; Scott Martin; Denise Holmes; Fred Simpson; Jane Wilson; Jennifer Willoughby; Karen Landry; Mark Early; Sue Stone; Cc: Steven Murphy; Michelle Dunne  
**Subject:** Township of Amaranth- Emergency Community Support Fund  
**Attachments:** Prime Minister Letter re Emergency Community Support Fund.pdf

Please note the attached which was sent to the Prime Minister of Canada earlier today.

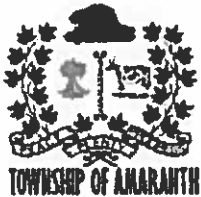
Thank you, Nicole

**Nicole Martin, Dipl. M.A.**

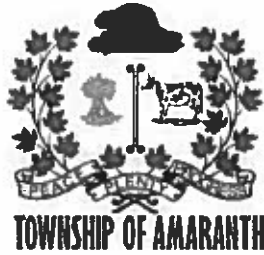
Interim Deputy Clerk | Township of Amaranth  
374028 6th Line | Amaranth | ON | L9W 0M6  
Tel: 519-941-1007 ext. 224 | Fax: 519 - 941-1802

**All municipal facilities and parks are closed until further notice during the COVID-19 pandemic. Staff is working to keep critical services operational during this difficult time. Updates will be posted to our website ([www.amaranth.ca](http://www.amaranth.ca)) and through our Facebook accounts. Calls to the office at 519-941-1007 will be answered as soon as possible.**

**For accurate information on COVID-19 please visit: [www.ontario.ca/COVID-19](http://www.ontario.ca/COVID-19)**



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374028 6TH LINE • AMARANTH ON • L9W 0M6

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April 22, 2020

Right Honourable Justin Trudeau, Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

Right Honourable Prime Minister Trudeau,

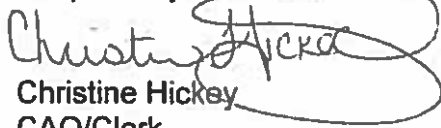
**Re: The Emergency Community Support Fund**

The Council of the Township of Amaranth at their regular meeting held on April 15, 2020 discussed the federal government's decision to invest in The Emergency Community Support Fund designed to support vulnerable Canadians through charities and non-profit organizations that deliver essential services to those in need.

While the fund is supported in principal by the Council of the Township of Amaranth, Council feels that disbursement of funds should flow directly from the federal government to citizens requesting such assistance and furthermore, that the Emergency Community Support Fund should be administered consistent to other emergency relief programs. The use of an agency such as the United Way will end up costing essential dollars that would otherwise be flowed through directly to the vulnerable citizens.

As a Council we understand the COVID-19 crisis is having a significant impact on all Canadians however urge you to work to implement alternative measures that will allow for The Emergency Community Support Fund to be better managed.

Respectfully submitted,

  
Christine Hickey  
CAO/Clerk

C: Honourable Doug Ford, Premier of Ontario  
Minister of Municipal Affairs and Housing  
Association of Municipalities of Ontario (AMO)  
Rural Ontario Municipal Association (ROMA)  
Association of Municipal Clerks and Treasurers of Ontario (AMCTO)  
Ontario Municipalities



## Grand River Conservation Authority

Summary of the General Membership Meeting – April 24, 2020

This meeting was held virtually and steamed live for the public on [GRCA's Board Webcast Page](#)

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

### Action Items

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

- GM-04-20-25 - Proposed Amendments to Regulations and Standards under the Aggregate Resources Act
- GM-04-20-29 - Brantford Ice Jam Study
- GM-04-20-21 - Financial Summary – Deferred to next meeting pending receipt of financial statements

### Information Items

The Board received the following reports as information:

- GM-04-20-22 - Cash and Investment Status
- GM-04-20-24 - Cottage Lot Curbside Garbage and Recycling Materials Collection, Processing, and Disposal Contract 2020-2022
- GM-04-20-27 - Replacement Tractor Purchase
- GM-04-20-28 - General Insurance Renewal 2020-2021
- GM-04-20-31 - Development, Interference with Wetlands and Alterations to Shorelines Regulation
- GM-04-20-26 - Potential Trail and Area Closures Due to Ash Hazard Tree Risk
- GM-04-20-30 - Environmental Assessments
- GM-04-20-20 - New Hamburg Flood Mitigation Study
- GM-04-20-23 - Current Watershed Conditions
- GM-04-20-C01 - GRCA's Response to COVID-19 Pandemic (Confidential Report)

### Correspondence

The Board received the following correspondence:

- Drew McKillop - pages of OFSC Economic Impact Study
- Peter Raspberry - Laurel Creek Sugar Shack
- Jim Hamilton - Laurel Creek Sugar Shack
- Town of Milton - Council Resolution
- John Kemp - Giant Hogweed Mitigation Efforts on the Grand River
- MECP - Direction for Conservation Authorities during COVID-19
- Fraser Gibson and Nancy Matthews - Laurel Creek Sugar Shack (submitted after the agenda was published and distributed separately to the Board)

For full information, please refer to the [April 24 Agenda Package](#). Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on May 22, 2020.

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

INFO #9  
MAY 07 2020

## Denise Holmes

---

**From:** Eowyn Spencer <espencer@grandriver.ca>  
**Sent:** Monday, April 6, 2020 4:58 PM  
**To:** minister.mnrf@ontario.ca; minister.mecp@ontario.ca; Andrew Grozelle; Ashley Carter; Chloe Senior; Denise Holmes; Evelyn Eichenbaum; Graham Milne (Graham.Milne@halton.ca); Heather Boyd; Jane Wilson; Janet Pilon; Karren Wallace; Kerri O'Kane; Kris Fletcher; Lindsey Green; Lisa Campion; Manny Baron; Mark Potter; Meaghan Reid; Nina Lecic; Office of the Clerk (clerks@brantford.ca); Patricia Berfelz; Stephen.O'Brien@guelph.ca; Susan Stone (sstone@eastgarafraxa.ca); 'KGavine@conservationontario.ca'  
**Cc:** Karen Armstrong; Sonja Radoja  
**Subject:** Notice of 2020 Budget & 2019 Audited Statements - GRCA

Greetings,

In accordance with resolution 20-35, as passed by the General Membership of the Grand River Conservation Authority on February 28, 2020, please be advised that the GRCA 2020 Budget and 2019 Audited Financial Statements are now available on GRCA's website. A link to the webpage and the full resolution have been provided below.

### [Link to Budget & Audited Statements](#)

**20-35**  
**Moved By Daniel Lawrence**  
**Seconded By John Challinor II**  
*THAT the Financial Statements of Grand River Conservation Authority as at December 31, 2019 and the Report of the Auditors thereon be received, approved and placed on file;*  
*AND THAT copies be made available to all member municipalities, Grand River Conservation Authority Members and the Ontario Ministers of Natural Resources and Forestry and the Environment, Conservation and Parks.*  
**Carried**

Should you have any questions or concerns, please contact Karen Armstrong, Deputy CAO/Secretary-Treasurer, or Sonja Radoja, Manager of Corporate Services.

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



## Denise Holmes

---

**From:** Kathryn Hoo <khoo@nrsi.on.ca>  
**Sent:** Monday, April 13, 2020 1:38 PM  
**To:** kim.benner@ontario.ca; dfeatherstone@nvca.on.ca; Denise Holmes  
**Cc:** GHoran@Strada-Aggregates.com; Ryan Archer  
**Subject:** Melancthon Pit #2 and Bonnefield Property 2019 Amphibian Monitoring Report  
**Attachments:** NRSI\_764J\_Melancthon Pit and Bonnefield Property 2019 Amphibian Monitoring Report\_2020-04-13.pdf

Hello,

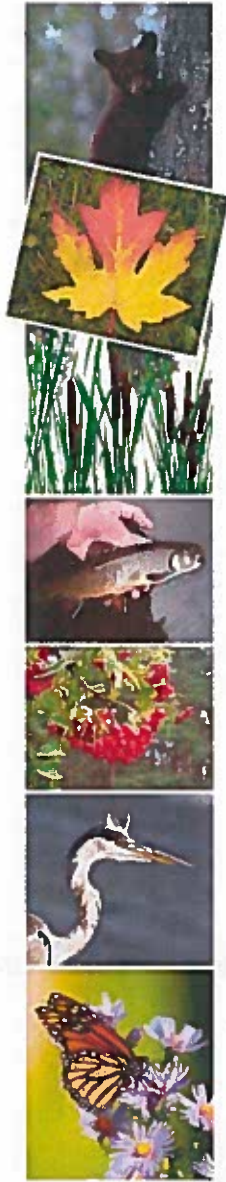
Please see attached for the Melancthon Pit #2 and Bonnefield Property 2019 Amphibian Monitoring Report.

Best regards,

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

Summary of 2019 Biological Survey Results

Prepared for:

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Project No. 764J/1748B | April 2020



**NATURAL RESOURCE SOLUTIONS INC.**

Aquatic, Terrestrial and Wetland Biologists

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

**Summary of 2019 Biological Survey Results**

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## 1.0 Introduction

Natural Resource Solutions Inc. (NRSI) was retained in 2019 by Strada Aggregates to continue an annual anuran (frog and toad) monitoring program for Melancthon Pit #2 (also known as Shelburne South Pit), located on 4<sup>th</sup> Line in the Township of Melancthon, Dufferin County (Map 1). The annual monitoring program was recommended in the Level 1 and 2 Natural Environment Assessment (NEA) reports for the subject property as completed by NRSI and recommended by Michalski Nielson in their review of the NEA Level 2 report (NRSI 2010).

In accordance with the Integrated Monitoring Plan for biological and hydrogeological monitoring within the existing and future Strada Aggregates pit operations (Appendix I), NRSI expanded this monitoring program in 2018 to integrate additional anuran monitoring within the future Bonnefield property pit expansion (see Map 1). Annual monitoring at the wetland located on the Bonnefield property was recommended in NRSI's NEA report for the Prince and Bonnefield properties (NRSI 2017), which documented the presence of breeding amphibians within the wetland during 2016 surveys. 2018 and 2019 monitoring documented additional baseline data on breeding amphibian species presence and relative abundance prior to aggregate extraction. The future Bonnefield property pit expansion will be fully integrated with the existing aggregate operations at Melancthon Pits #1 and #2.

The monitoring program was designed to include the following:

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

Aggregate extraction operations at Melancthon Pit #2 commenced in 2014, including construction of facility structures (e.g., truck laneways, scale house installation). 2019 therefore represented the 6<sup>th</sup> year of facility operation on the property. Sediment and erosion control fencing was maintained as shown on the original Operational Plan prepared by MHBC (2010). Existing on-site wetland features have been maintained in accordance with the Operational Plan. 2019 also represented the 2<sup>nd</sup> year of annual biological and hydrogeological monitoring at the Bonnefield property wetland following 2016 surveys completed in support of the natural environment and hydrogeological studies completed for the pit expansion license and municipal planning approval (NRSI 2017, Whitewater Hydrogeology 2017). See Map 1 for the Melancthon Pit #2 and Bonnefield property locations.

This report summarizes the results of anuran surveys completed in 2019 at both Melancthon Pit #2 and the Bonnefield property. The results of the Melancthon Pit surveys were compared to baseline (pre-extraction) data collected by NRSI during 2009 (as part of the NEA Level 2 study) and 2013. Operational-stage data (2014-2019) were also examined for any preliminary trends or notable variations in data among years within the operational stage of the pit. The Bonnefield property surveys documented additional baseline data on breeding amphibian species presence and relative abundance at this site prior to aggregate extraction.

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

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

## 2.0 Methods

### 2.1 Anuran Call Surveys

Anuran call surveys were completed at Melancthon Pit #2 and the Bonnefield property during three night-time survey visits on April 18, May 23 and June 19, 2019, following the Marsh Monitoring Program survey protocol (Bird Studies Canada 2009). All stations that were surveyed in 2018 were again surveyed in 2019 (Map 2).

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

### 2.2 Hydrological, Hydrogeological and Water Quality Monitoring

2019 was the 6<sup>th</sup> year in which surface water level data was collected at two stations within Melancthon Pit #2, and the 1<sup>st</sup> year in which surface water level data was collected at two stations within the Bonnefield property, by Whitewater Hydrogeology as part of the compliance monitoring program required as a condition of the pit Site Plan. The water level monitoring points within Melancthon Pit #2 correspond to anuran survey stations ANR-001 (i.e., the "North Pond") and ANR-005 (the "South Pond") as shown on Map 1. The water level monitoring points within the Bonnefield property correspond to anuran survey station ANR-009 (i.e., the "Shallow Marsh Wetland") and a small vernal pool located approximately 60m south of ANR-009 (i.e. the "Vernal Pool"), as shown on Map 1. Water level monitoring of the North and South Ponds was completed during late May-November 2019, and the water level monitoring of the Shallow Marsh Wetland and Vernal Pool was completed during late June-August, using water level loggers. See the *2019 Compliance Groundwater Monitoring Report, Shelburne Pits* (Whitewater Hydrogeology 2020) for further details about water level survey methodology.

Groundwater level monitoring was also completed by Whitewater Hydrogeology within Melancthon Pit #2 and the Bonnefield property in 2019, as reported in the *2019 Compliance Groundwater Monitoring Report*. Within Melancthon Pit #2, groundwater level data was collected at two stations that corresponded to areas at or near amphibian monitoring stations. Specifically, these monitoring wells were placed adjacent to the North Pond (ANR-001) and between anuran stations ANR-006 and 007a (see Whitewater Hydrogeology 2020). Groundwater monitoring at ANR-001 consisted of a deep overburden (Tavistock Till) well (OW10A in Whitewater Hydrogeology (2020)), while groundwater monitoring near stations ANR-



006 and ANR-007a (OW6A) consisted of a shallow (sand and gravel) groundwater well. OW6A is also adjacent to the wash pond that was put into use beginning in 2017. For the purposes of this report, results from OW6A are presented, including an analysis of the possible localized effect of the wash pond on shallow groundwater. The shallow groundwater well at ANR-001 that was monitored in previous years was not monitored in 2018 and 2019. This shallow groundwater well was dry the majority of the year and the true overburden water table is therefore monitored by the deep overburden well (T. White, Whitewater Hydrogeology, pers. comm., January 2020).

Within the Bonnefield property, groundwater level data was collected at two locations in 2019: wells OW17A/OW17B in the south-central portion of the property and wells OW18A/OW18B in the northeastern portion of the property. As described by Whitewater Hydrogeology (2020), monitors 'A' are shallow groundwater wells if the sand and gravel unit is saturated; otherwise they are situated in the Tavistock Till. Monitors 'B' are constructed in the bedrock contact aquifer system.

Surface water quality was measured for the North and South Ponds as reported in Whitewater Hydrogeology (2020). Measured parameters included pH, conductivity, dissolved oxygen, temperature and total dissolved solids, as well as an analysis of volatile organic compounds and petroleum hydrocarbons. Samples for surface water quality analysis were collected during the spring and fall, following the standard semi-annual sampling timeline.

### 3.0 Anuran Survey Results

#### 3.1 Melancthon Pit #2

A total of 4 anuran species were recorded within Melancthon Pit #2 across all 2019 site visits:

- Gray Treefrog (*Hyla versicolor*),
- Spring Peeper (*Pseudacris crucifer crucifer*),
- Green Frog (*Rana clamitans melanota*), and
- Wood Frog (*Lithobates sylvatica*).

Gray Treefrog and Spring Peeper have been recorded at Melancthon Pit #2 every year since 2013. Wood Frog was recorded again in 2019 after having been recorded every year from 2013-2017, but not in 2018. Green Frog, which was recorded from 2013-2015 and again in 2017, was also recorded again in 2019. Western Chorus Frog (*Pseudacris triseriata*) (Great Lakes-St. Lawrence/Canadian Shield population), is designated as Threatened under the federal *Species at Risk Act* and is considered a Species of Conservation Concern in Ontario. This species was recorded by NRSI biologists within the subject property during 2009 surveys, but has not been recorded during annual amphibian call surveys completed since 2013. Northern Leopard Frog, which was recorded for three consecutive years from 2016-2018, was not recorded in 2019. American Toad was also not recorded in 2019, after having been recorded every year since 2013.

Table 1 presents a summary of anuran survey results across all 2019 site visits. See Appendix II for detailed survey results by site visit. Appendix III presents the results of weather and temperature conditions recorded during each survey.

Among species, Spring Peeper was observed to be most abundant across monitoring stations during the 2019 survey period, followed by Gray Treefrog and Wood Frog. Spring Peeper was recorded at full chorus at 4 stations across all visits (ANR-002, 003, 004, and 007a). Spring Peeper was also recorded at stations ANR-001, 005, and 008a with a maximum of 7, 5 and 4 individuals, respectively. Gray Treefrog was recorded at full chorus at ANR-004. It was also recorded at stations ANR-001, 002, 003, 007b and 008a, ranging from a maximum of 1 to 6 individuals. In comparison to previous monitoring years, Gray Treefrog was more abundant in 2019 than in 2018, and was similar to totals observed in 2017. Wood Frog was recorded at 4 stations in 2019 (ANR-003, 007a, 007b and 008a), ranging from a maximum of 2 to 4 individuals detected. This is an increase from 2018 results when no Wood Frog individuals were detected.

During the 2019 survey period, Green Frog was observed to occur in low abundances on the subject property. Similar to results in 2014, 2015, and 2017, Green Frog was recorded at 1 of 9 stations with 2 individuals detected.

The station with the highest species richness in 2019 was ANR-008a which had 3 anuran species heard across visits. This represents an increase from 2 species recorded at station ANR-008a in 2018. ANR-008a was followed by 6 stations (ANR-001, 002, 003, 004, 005 and 007a) which each had 2 anuran species across visits. ANR-006 and 007b had the lowest species richness with 0 and 1 species heard across visits, respectively. This represents a decrease from 3 species recorded at ANR-006 in 2018 (during which Spring Peeper, Gray Treefrog and American Toad were detected), but is consistent with pre-extraction survey results.

**Table 1: Summary of maximum calling codes and maximum abundance estimates by species during 2019 site visits for Melancthon Pit #2 and the Bonnefield property wetland (ANR-009).**

SCIENTIFIC NAME	COMMON NAME	Species Detected by Monitoring Station																			
		ANR-001		ANR-002		ANR-003		ANR-004		ANR-005		ANR-006		ANR-007a		ANR-007b		ANR-008a		ANR-009	
		Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.	Code	Abun.
<i>Hyla versicolor</i>	Gray Treefrog	2	3	2	4	1	2	3							1	1	2	6			
<i>Pseudacris crucifer crucifer</i>	Spring Peeper	2	7	3		3		3		2	5			3				2	4	3	
<i>Rana clamitans melanota</i>	Green Frog									1	2										
<i>Lithobates sylvatica</i>	Wood Frog					1	4							1	3	2	2	2	2	3	

Anuran abundances were highest at stations ANR-002, 003, 004 and 007a, each having 1 or 2 occurrences of call code 3 (Spring Peeper and/or Gray Treefrog). This was followed by stations ANR-001 and 005, which both had 2 species detected at calling code 1 or 2. Stations ANR-006 and 007b had relatively low abundances with no individuals detected at 006 and 2 species with only 1 and 2 individuals detected at 007b.

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

A total of 2 anuran species were recorded within the Bonnefield property across all 2019 site visits:

- Spring Peeper
- Wood Frog

Spring Peeper and Wood Frog are both considered common species in Ontario. These 2 species were detected at full chorus at ANR-009 during the 2019 surveys. Western Chorus Frog (Great Lakes-St. Lawrence/Canadian Shield population), is designated as Threatened under the federal *Species at Risk Act* and is considered a Species of Conservation Concern in Ontario. This species was not detected in 2019 after having been detected in 2018 (2 individuals at ANR-009).

No anuran calling activity was incidentally recorded in 2019 within a small vernal pool that is located approximately 60m south of ANR-009 within the Bonnefield property woodland. This vernal pool had been surveyed for anuran calling activity as part of 2016 Natural Environment Assessment field surveys. However, due to lack of anuran breeding evidence within this feature, it was recommended that surveys cease at this location unless anuran calling activity is incidentally recorded within this feature in the future.

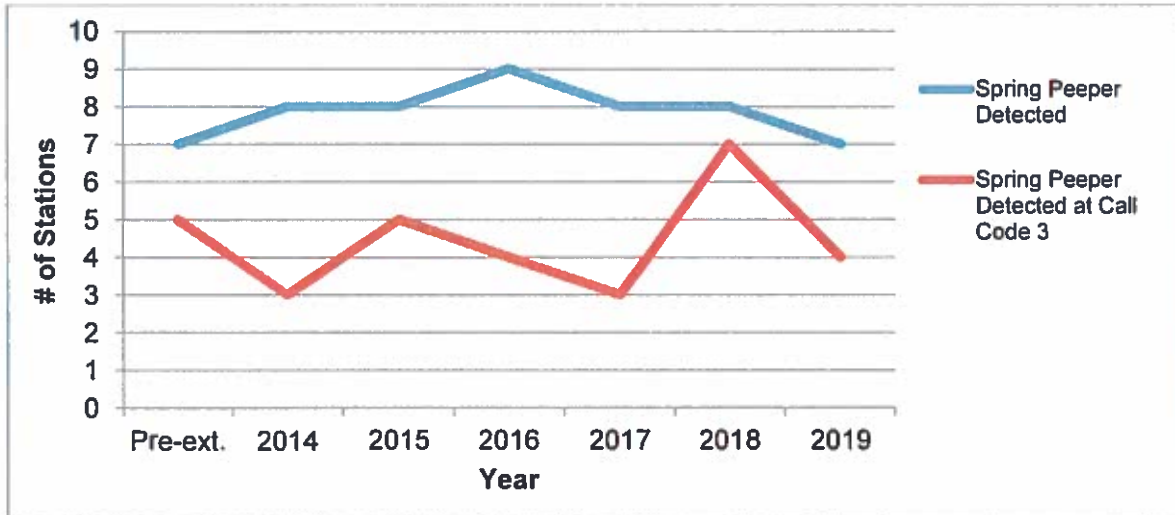
Field data collected in 2019 at the Bonnefield Property will be combined with field data collected there in 2016 and 2018 to represent baseline (pre-extraction) conditions. The 2 anuran species detected in 2019 represents a decrease from 3 species detected in 2018 and 5 species detected in 2016. Spring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

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

Field data collected during the 2009 and 2013 monitoring seasons were combined to represent baseline (pre-extraction) conditions against which to compare operational-phase anuran survey results (2014-2019 data). The data collected to date was used to provide a preliminary assessment of potential trends in species occurrence, richness and abundance at the station level across years.

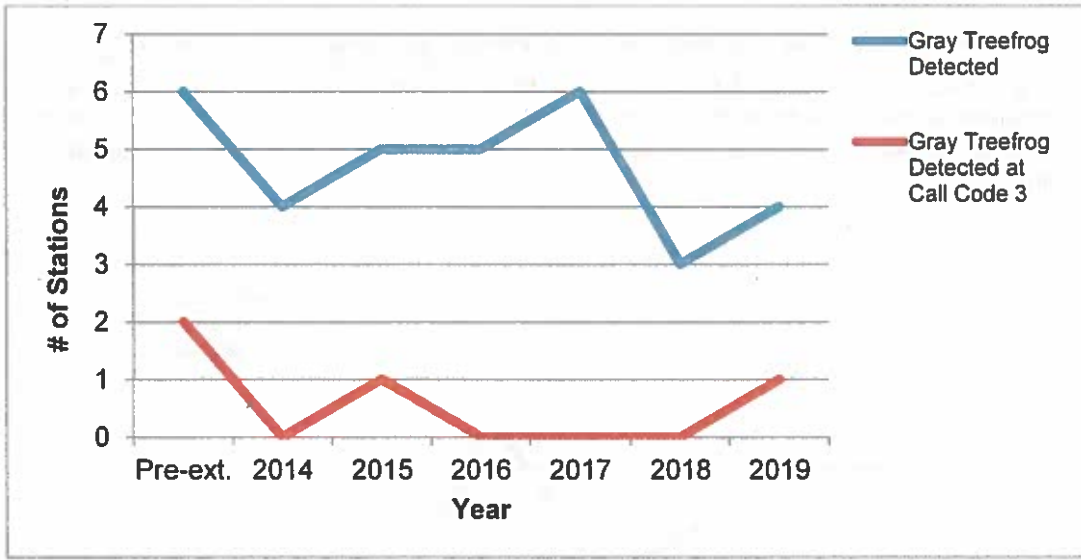
### 3.3.1 Species Occurrence

Figure 1 below presents a comparison of Spring Peeper occurrence across stations by year during the operational period, as compared to pre-extraction results. As shown, the number of stations where Spring Peeper was detected remained relatively consistent from year to year, ranging from 7 to 9 stations. The number of stations at which Spring Peeper was detected at a calling code of 3 (full chorus) was also relatively consistent across years, ranging from 3 to 5 stations, with the exception of 2018 when a full chorus was detected at 7 stations.



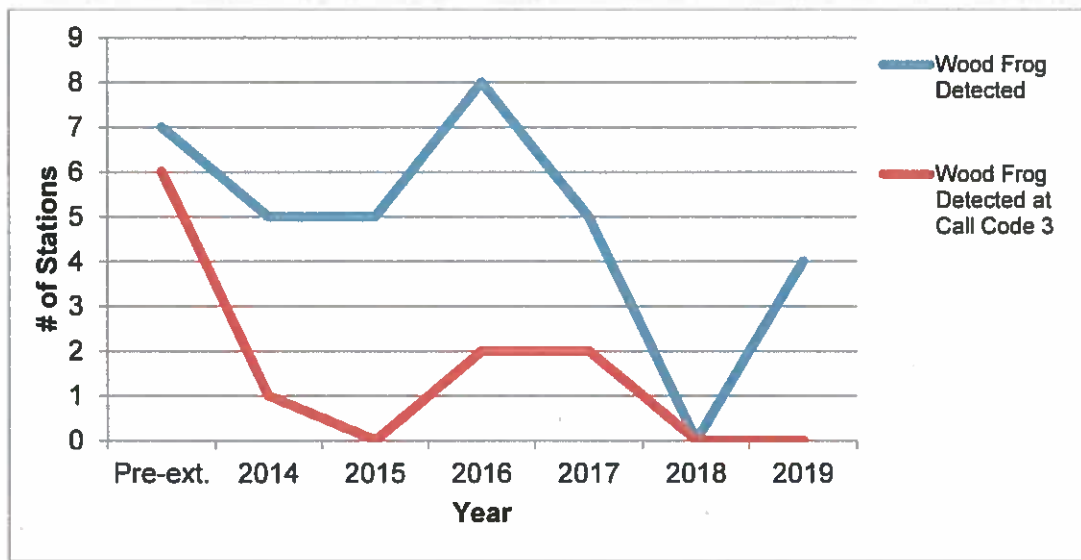
**Figure 1: Spring Peeper Occurrence Across Stations by Year**

Figure 2 below presents a comparison of Gray Treefrog occurrence across stations by year during the operational period, as compared to pre-extraction results. As shown, the number of stations at which Gray Treefrog was detected remained fairly consistent from year to year (ranging from 4 to 6 stations), with the exception of 2018, when this species was recorded at only 3 stations. This decrease is likely a result of lower air temperatures recorded during visit 3 in 2018. An overall slight decreasing trend in abundance can be seen when looking at the number of stations at which a full chorus was detected.



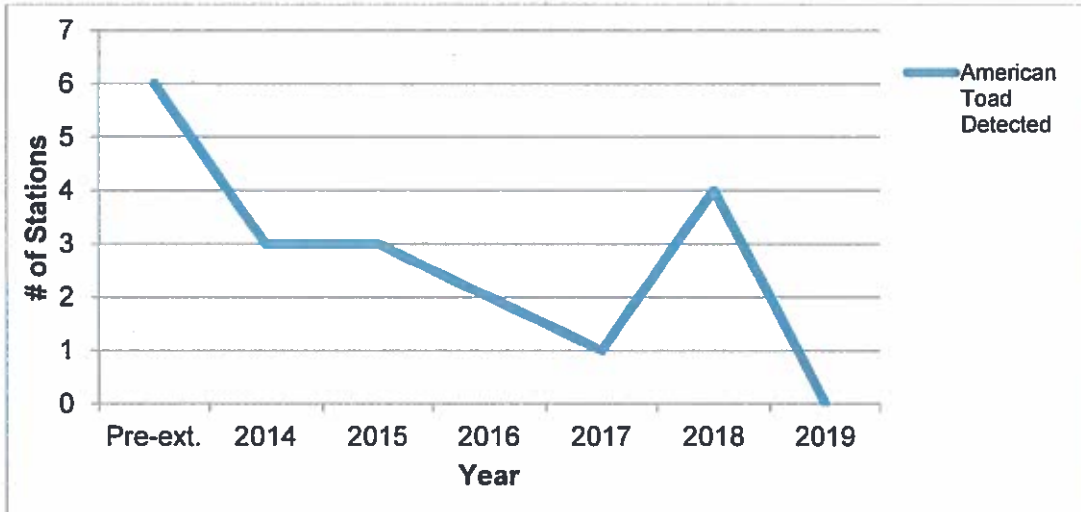
**Figure 2: Gray Treefrog Occurrence Across Stations by Year**

Figure 3 below presents a comparison of Wood Frog occurrence across stations by year during the operational period, as compared to pre-extraction results. As shown, the number of stations at which Wood Frog was detected remained fairly consistent from year to year (ranging from 4 to 8 stations), with the exception of 2018, when a noticeable decrease occurred. The lack of Wood Frog observations in 2018 was likely a result of a late spring that delayed Wood Frog breeding (resulting in calls not being heard during the April survey when they are usually detected). An overall decreasing trend in abundance can be inferred when looking at the number of stations at which a full chorus of Wood Frogs was detected.



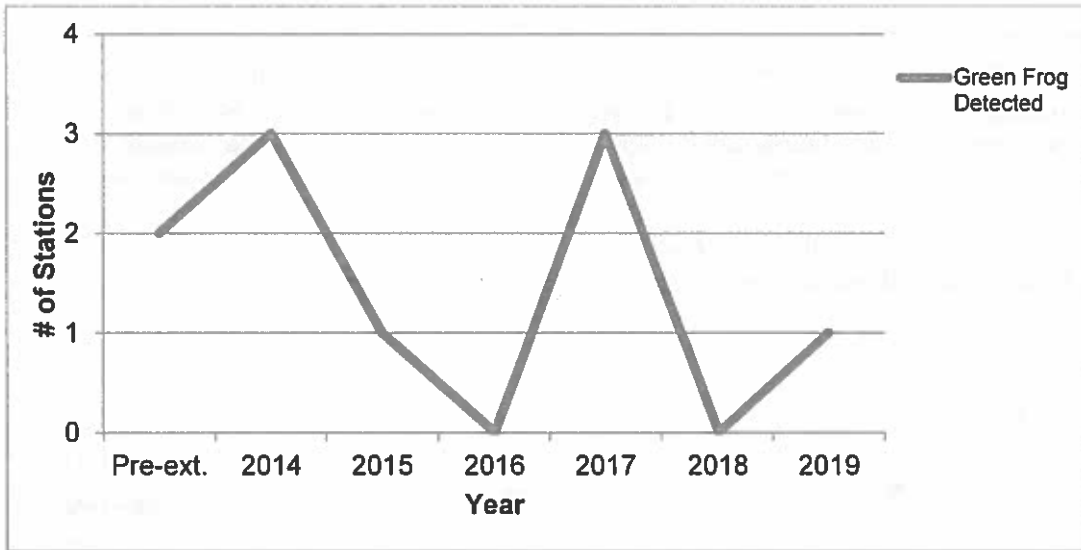
**Figure 3: Wood Frog Occurrence Across Stations by Year**

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



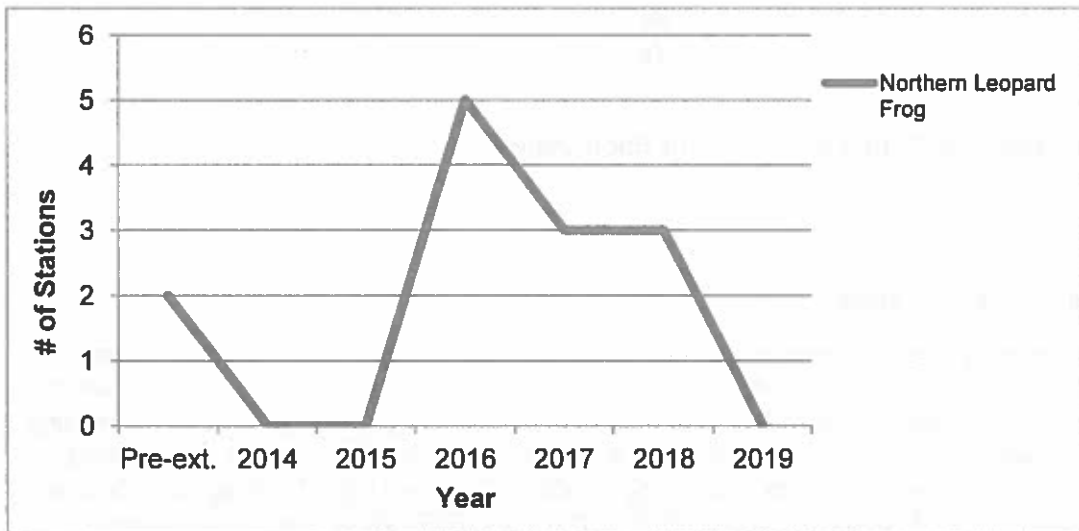
**Figure 4: American Toad Occurrence Across Stations by Year**

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



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

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



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



### 3.3.2 Species Richness

A comparison of species richness by year during the operational period (compared to pre-extraction results) can be seen in Figure 7 below for each monitoring station. An overall increasing trend in species richness can be seen for station ANR-008a, with the exception of 2018, which is likely a result of unfavourable weather during visits 1 and 3 in that year. A decreasing overall trend in species richness can be seen for stations ANR-001 and 005. Stations ANR-002, 003, 004, 006, 007a and 007b showed some variation in species richness from year to year, but with no apparent overall trend.

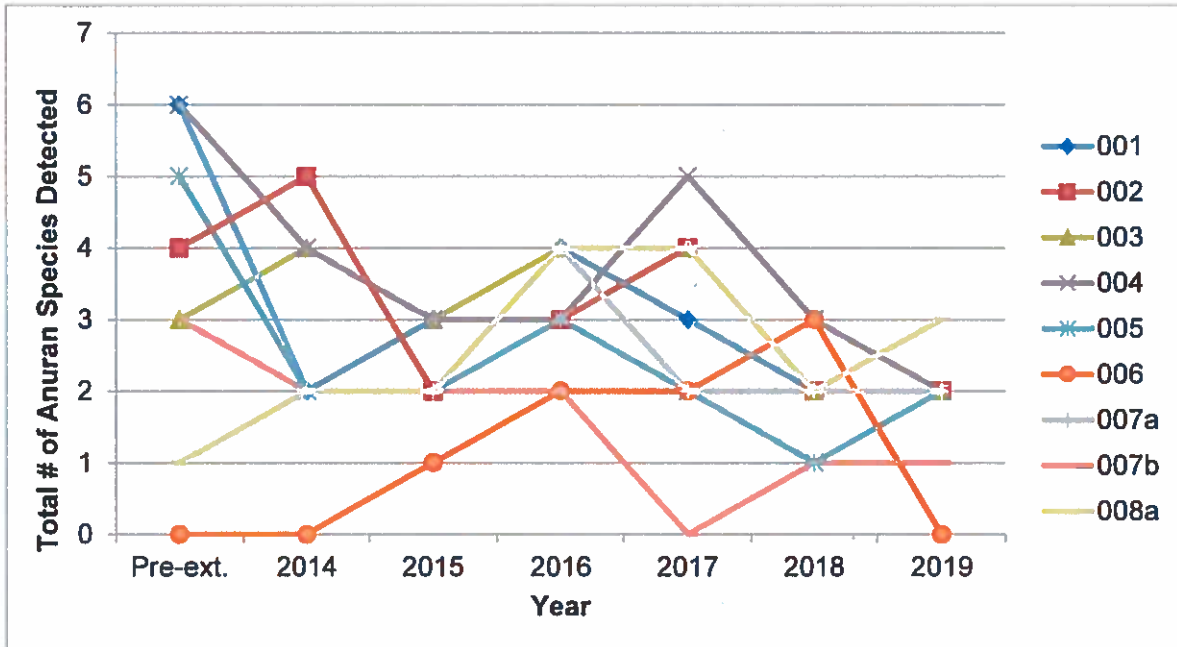


Figure 7: Species Richness by Year for Each Station

### 3.3.3 Species Abundance

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

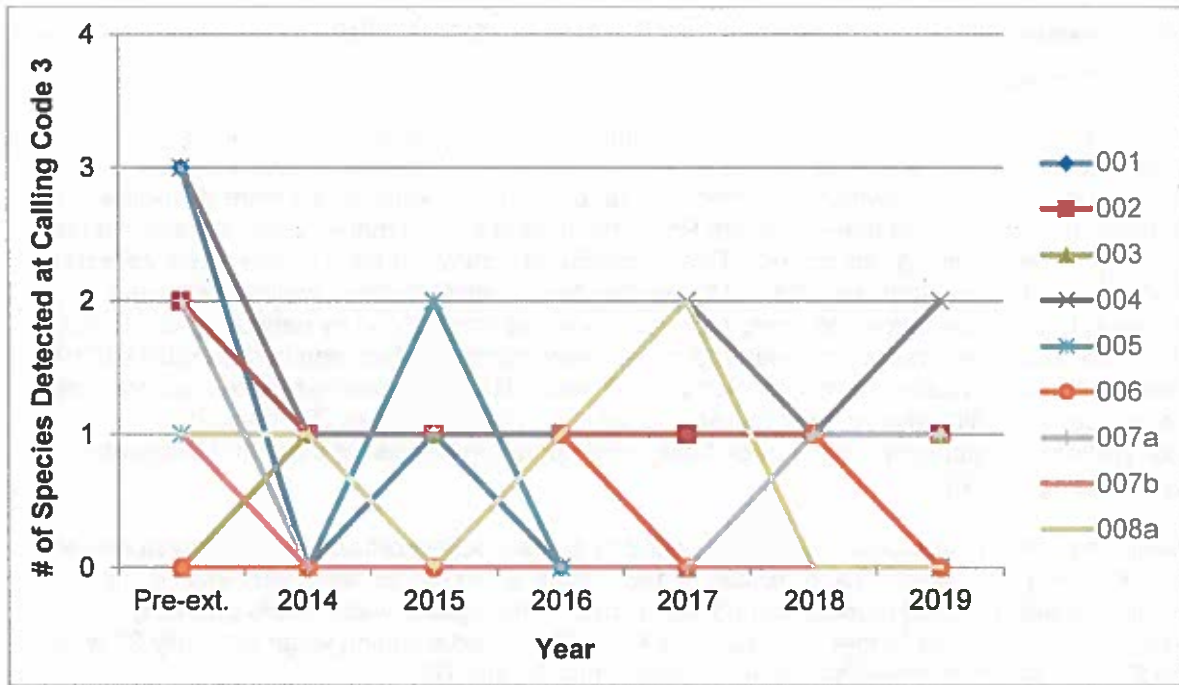


Figure 8: Species Abundance by Year for Each Station

## 4.0 Hydrological, Hydrogeological and Water Quality Data

### 4.1 Surface Water Levels

The results of the 2019 surface water monitoring program, as collected by Whitewater Hydrogeology, are illustrated in Figures 6 and 7 of the *2019 Compliance Groundwater Monitoring Report* (Whitewater Hydrogeology 2020). Surface water levels were consistently higher in the South Pond than the North Pond (by at least approximately 0.5m) throughout the 2019 hydrological monitoring period. This is consistent with water level observations collected in 2016 to 2018, but contrasts with 2015 observations, in which surface water levels were similar in both ponds before declining more rapidly in the North Pond by early August. The rate of surface water level reduction was gradual and very consistent between both ponds in 2019, which is similar to observations collected in 2017 and 2018. Both ponds retained surface water throughout the entire season prior to freezing, which is consistent with 2017 and 2018 observations. Historically these ponds have dried up during periods of drought (Whitewater Hydrogeology 2020).

Within the 2019 hydrological monitoring period at the Bonnefield property, surface water levels for the Vernal Pool reached approximately 493.3 masl, while the surface water level in the Shallow Marsh Wetland peaked around 492.1 masl. The surface water levels gradually declined in both ponds before drying up; the Vernal Pool had standing water until July 9<sup>th</sup> while the Shallow Marsh Wetland had standing water until August 26<sup>th</sup>.

Surface water level data was limited during the April-June amphibian monitoring period, during which water level data was only collected in late May and June for the North and South Ponds, and only in late June for the Vernal Pool and Shallow Marsh Wetland. Water levels declined slightly in the South Pond during the late May-June monitoring period, declining from approximately 493.5masl in late May to 493.3masl by the end of June. Water levels in the North Pond also gradually declined during late May-June, from approximately 493.0masl to 492.6masl. Both declines were part of the larger consistent but gradual decline seen in these ponds throughout most of the monitoring period. June surface water levels in the South Pond were notably lower in 2019 compared to 2017 and 2018 when levels fluctuated around 494.5masl and 494masl, respectively. By contrast, surface water levels in the North Pond were very similar to 2018 levels and slightly lower than 2017 levels, which ranged between approximately 492.6-492.9masl and 492.8-493.2masl, respectively. See the *2019 Compliance Groundwater Monitoring Report* (Whitewater Hydrogeology 2020) for further details of water level results.

Standing water was present at the majority of anuran monitoring stations for the duration of the April-June 2019 amphibian monitoring period. Two stations were observed to have no standing water: ANR-002 in April and ANR-006 in April and June. This was similar to 2017 and 2018 observations when only one station in each year (ANR-006 in April and ANR-003 in June, respectively) was observed to contain no water, and 2016 observations when all but one station (ANR-006) contained standing water in June. By contrast, 5 of the 9 stations were dry by June during the 2015 monitoring season.

### 4.2 Groundwater Levels

The shallow groundwater level near ANR-006/ANR-007a and the wash pond (well OW6A) was relatively consistent between the spring 2019 (roughly March to June) and the spring 2017 and

2018 periods, peaking at 493.44 during the May 21, 2019 manual reading as compared to peak levels of 493.24 and 493.33 during the May 12, 2017, and May 28, 2019, manual readings (Whitewater Hydrogeology 2018, 2019, 2020). The timing of the spring-based groundwater elevation fluctuation at OW6A was similar to that at other monitored wells. During the amphibian monitoring period, overburden groundwater elevation was 492.87masl on April 10, but increased to 493.44masl on May 21 before declining slightly again to 493.23masl on June 25 (Whitewater Hydrogeology 2020). Groundwater elevation at well OW6A on April 10, 2019 was 0.11m higher than on April 23, 2018. These results suggest that operation of the wash pond, which commenced during fall 2017, had no observable effects on groundwater levels and fluctuation patterns compared to the previous year.

Shallow groundwater levels on the Bonnefield property, monitored at wells OW17A and OW18A, were relatively consistent between spring 2017, spring 2018 and spring 2019. The timing of spring-based groundwater elevation fluctuations at these two wells was similar to that at other monitored wells.

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

As reported in the *2019 Compliance Groundwater Monitoring Report*, measured water quality parameters within the North and South Ponds were consistent with quality levels that are typical of fresh surface water, and did not yield evidence of contamination derived from the on-site activities. Although occasional low concentrations of oil and grease were noted in the surface water (1 mg/L; detection limit is 1 mg/L), these results are not considered to be a concern due to the extremely low concentration (Whitewater Hydrogeology 2020).

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

Based on these analyses, operation of the pit is not having any measurable impacts on surface or groundwater levels, or water quality within the pond features. The North and South ponds were observed to maintain water levels throughout the 2019 monitoring period, similar to 2016-2018 results (Whitewater Hydrogeology 2020). The presence of suitable water depth and the relatively stable surface and groundwater levels at the monitored locations suggest that the hydrological regime is sufficient to support the amphibian breeding function observed at the North and South Pond sites, and that water quantity and quality was not a limiting factor at these ponds during the breeding period. The hydrological regime observed at well OW6A (near the wash pond) is understood to be consistent with pre-extraction conditions at that location, which indicates that the wash pond is not having a localized effect on shallow groundwater. This result is also consistent with 2019 anuran monitoring data collected at stations ANR-006 and ANR-007a/b, which had species abundances that were relatively consistent with previous years.

## 5.0 Summary and Recommendations

In 2019, NRSI biologists completed the seventh year of an annual program to monitor the ecological condition of subject property wetlands as a means of identifying any potential impacts caused by aggregate extraction activities at Melancthon Pit #2. As recommended in the Level 2 NEA report for the subject property (NRSI 2010), studies were initiated to track long-term wetland characteristics based on annual anuran breeding activity in conjunction with associated surface water and groundwater measurements within the subject property collected by Whitewater Hydrogeology Ltd. Regular surface water monitoring was initiated in 2014. The biological and hydrological/hydrogeological monitoring plan for Melancthon Pit #2 was incorporated into an Integrated Monitoring Plan (Appendix I) for Melancthon Pits #1, #2, and the future Bonnefield property pit expansion beginning with 2018 field survey activities.

Data collected in 2013 at Melancthon Pit #2 was compiled with NRSI data collected in 2009 to represent baseline (pre-extraction) conditions. Data collected from 2014 to 2019 represent the operational-phase monitoring period on the property, including facility extraction and aggregate extraction.

The results of comparative analysis between pre-extraction and operational-stage monitoring periods at Melancthon Pit #2 should be interpreted with caution as they are based on a relatively small number of survey visits across years at the station level. Therefore, observed differences in species presence and relative abundance, within and among stations, from year to year, as compared to pre-extraction results may not be directly caused by facility operational effects within the property. The power of the monitoring program to further assess any potential impacts caused by the facility operations will be increased through additional years of data collection during which long-term trends may be identified and variability caused by potential confounding factors (e.g., precipitation levels within a particular monitoring season) are less pronounced. However, the data collected to date provide a preliminary assessment of potential trends in species occurrence, richness and abundance at the station level across years.

In total, 7 anuran species were recorded within the Melancthon Pit wetlands, including the provincial Species of Conservation Concern Western Chorus Frog. To date, Western Chorus Frog was only observed in 2009, at 1 station. Spring Peeper was recorded as the most abundant and widespread species, and showed a relatively consistent trend in occurrence when data was compared on a year-by-year basis (see Figure 1). Gray Treefrog was also recorded at relatively high abundances across monitoring periods, but showed a slight decreasing trend in full chorus detection when operational data was compared to baseline data on a year-by-year basis (see Figure 2). Wood Frog occurrence was consistently widespread among monitored stations during both monitoring periods. An exception to this occurred in 2018 when Wood Frog was not detected at any of the monitoring stations. This is likely a result of a late spring in 2018, which led to a late start to Wood Frog breeding, and resulted in this species not being detected during the April survey (when it is usually detected). A year-by-year comparison of operational data compared to pre-extraction data showed an overall decline in abundance for this species.

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

A comparison of species richness for each station by year during the operational period (compared to pre-extraction results) (Figure 7) showed an overall increasing trend in species

richness for station ANR-008a, with the exception of 2018, which was likely a result of unfavourable weather during visits 1 and 3 in that year. By contrast, a decreasing overall trend in species richness was seen for stations ANR-001 and 005. Stations ANR-002, 003, 004, 006, 007a and 007b showed some variation in species richness from year to year, but with no apparent overall trend.

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

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

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

Annual monitoring at the Bonnefield Pit was recommended in NRSI's NEA report for the Prince and Bonnefield properties (NRSI 2017), which documented the presence of breeding amphibians within the Bonnefield property wetland during 2016 surveys. 2019 monitoring at the Bonnefield property documented additional baseline data on breeding amphibian species presence and relative abundance prior to aggregate extraction. The 2019 data collected at the Bonnefield property will be combined with 2016 and 2018 data to represent baseline (pre-extraction) conditions against which to compare future operational-phase anuran survey results. A total of 6 anuran species were detected at the Bonnefield Pit between 2016 and 2019,



including the provincial Species of Conservation Concern Western Chorus Frog. The presence of Western Chorus Frog within this wetland further reinforces the significance of this wetland as anuran breeding habitat, which was identified in the 2017 NEA report.

It is recommended that the amphibian monitoring program continue at both Melancthon Pit #2 and at the Bonnefield property wetland, concurrent with ongoing hydrological/hydrogeological monitoring, to further investigate trends in amphibian breeding diversity and abundance against these abiotic factors in accordance with the Natural Environment Assessment studies recommendations. Continued monitoring will improve the power of the program to detect changes to observed trends and whether these changes may occur as a result of pit operational activities. Future monitoring results will also improve the strength of analyses to identify any trends in species richness and abundance within the Melancthon Pit operational period itself, which may provide further inference as to whether any potential impacts are occurring due to pit operation.

## 6.0 References

- Bird Studies Canada (BSC). 2009. Marsh Monitoring Program Participant's Handbook for Surveying Amphibians. 2009 Edition. Published by Bird Studies Canada in Cooperation with Environment Canada and the U.S. Environmental Protection Agency. February 2009.
- Natural Resource Solutions Inc. (NRSI). 2010. Melancthon Pit Natural Environment Level 2 Assessment. Prepared for Strada Aggregates Inc. January 2010.
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- MHBC. 2010. Melancthon Pit Operational Plan. Prepared for Strada Aggregates Inc. March 15, 2010.
- Whitewater Hydrogeology Ltd. 2017. Combined Level 1 and 2 Hydrogeological Assessment, Proposed Bonnefield and Prince Pits. Draft. Prepared for Strada Aggregates. January 2017.
- Whitewater Hydrogeology Ltd. 2018. 2017 Compliance Groundwater Monitoring Report, Shelburne South Pit. Prepared for Strada Aggregates Inc. February 2018.
- Whitewater Hydrogeology Ltd. 2019. 2018 Compliance Groundwater Monitoring Report, Shelburne Pits. Prepared for Strada Aggregates Inc. April 2019.
- Whitewater Hydrogeology Ltd. 2020. 2019 Compliance Groundwater Monitoring Report, Shelburne Pits. Prepared for Strada Aggregates Inc. January 2020.



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

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# Strada Aggregates Melancthon Pits – Integrated Monitoring Plan

## February 2018

### Background

The Strada Melancthon Pits consist of:

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

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

### Natural Environment

#### *Amphibian Monitoring*

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

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

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

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

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

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

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

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

#### *Woodland Buffer*

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

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

#### **Hydrogeology**

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

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

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

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

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

*Table 1 – Proposed Groundwater Monitoring Network*

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

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

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

Table 2 – Proposed Water Quality Parameters

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

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

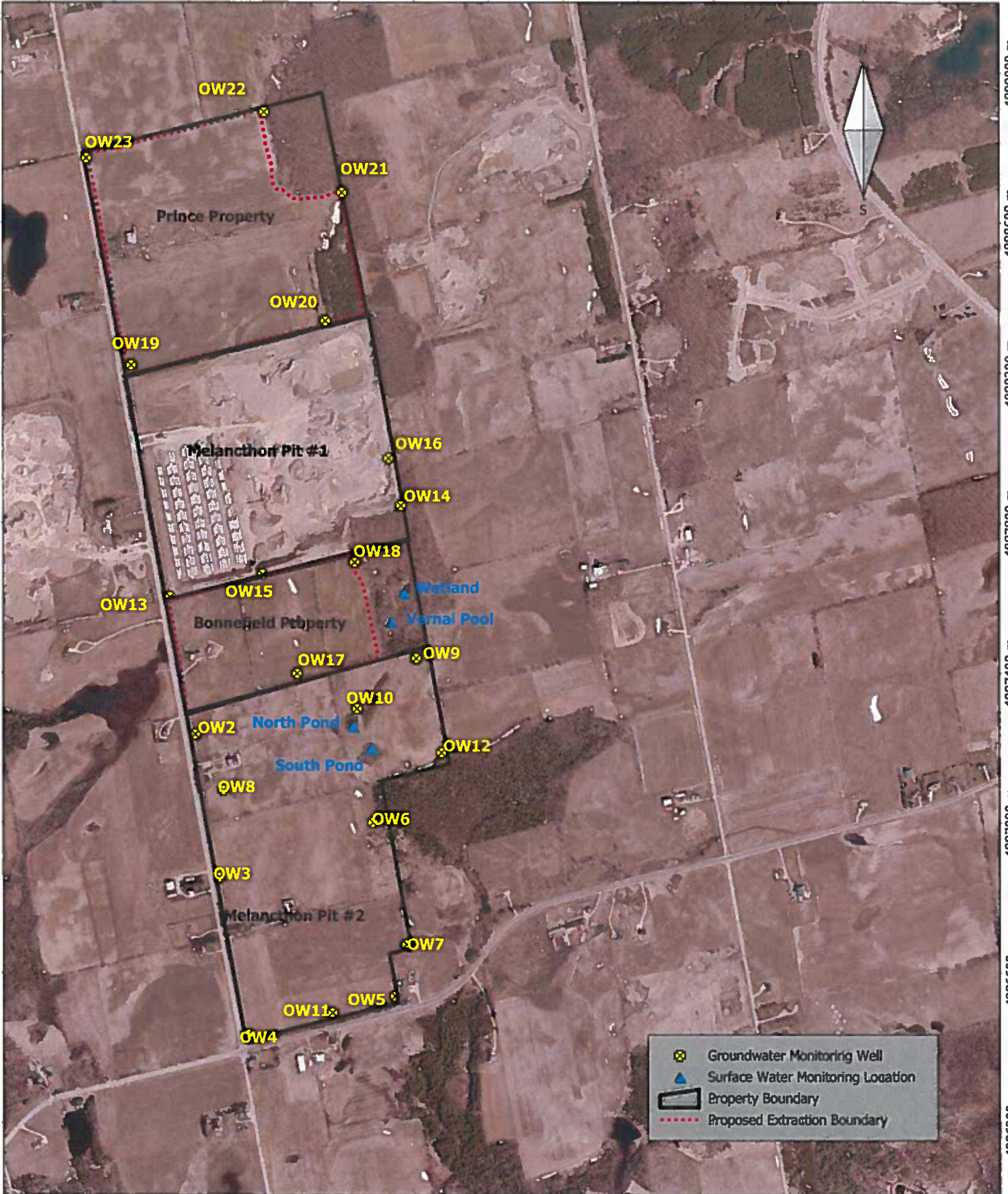
1. Monitoring data collected as per Table 1 and Table 2;
2. Data in tabulated and graphical formats;
3. Interpretation of the collected data including discussions of any observed trends in groundwater levels and groundwater quality (analytical) results;
4. Recommendations on and justification for the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



560800 m 561000 m 561200 m 561400 m 561600 m 561800 m 562000 m 562200 m 562400 m 562600 m 562800 m 563000 m 563200 m

4889000 m  
4888500 m  
4888200 m  
4887800 m  
4887400 m  
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4887800 m  
4887400 m  
4887000 m  
4886600 m  
4886200 m



- Groundwater Monitoring Well
- Surface Water Monitoring Location
- Property Boundary
- Proposed Extraction Boundary

560800 m 561000 m 561200 m 561400 m 561600 m 561800 m 562000 m 562200 m 562400 m 562600 m 562800 m 563000 m 563200 m

**Appendix II**  
**2019 Calling Amphibian Survey Results By Survey Visit**

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**Appendix III**  
**Supplementary Data Collected During 2019 Survey Visits**

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2019 Calling Amphibian Weather Results

Visit 1 18-Apr-19

Station Name	Start time	Wind speed	% Cloud Cover	Air temp.	Water temp.	Water pH	Precipitation	Remarks
ANR-001	21:30	3	100	14	9.0	8.3	Light rain	
ANR-002	21:25	3	100	14	-	-	Light rain	No standing water
ANR-003	21:20	3	100	14	13.5	8.4	Light rain	
ANR-004	21:12	3	100	14	12.4	8.4	Light rain	
ANR-005	21:05	3	100	15	3.0	8.8	Light rain	40% ice cover
ANR-006	20:59	3	100	15	-	-	Light rain	No standing water
ANR-007a	20:45	3	100	16	12.0	8.3	Light rain	
ANR-007b	20:45	3	100	16	11.6	8.6	Light rain	
ANR-008a	20:38	3	100	16	12.6	8.9	Light rain	
ANR-009	21:45	2	100	14	12.5	8.3	Light rain	

Visit 2 23-May-19

Station Name	Start time	Wind speed	% Cloud Cover	Air temp.	Water temp.	Water pH	Precipitation	Remarks
ANR-001	21:33	3-4	50	12	12.8	7.8	None	
ANR-002	21:25	3	50	12	14.3	7.7	None	
ANR-003	21:19	3	50	12	18.6	7.7	None	
ANR-004	21:40	3-4	10	11	13.1	7.7	None	
ANR-005	21:47	3	10	11	14	7.8	None	
ANR-006	21:56	3	10	10	7.9	7.7	None	Very little standing water
ANR-007a	21:05	3	10	10	10	7.8	None	
ANR-007b	21:05	3	10	10	-	-	None	
ANR-008a	21:19	3	20	10	10.7	7.7	None	
ANR-009	21:53	2	10	10	11.4	7.6	None	

Visit 3 19-Jun-19

Station Name	Start time	Wind speed	% Cloud Cover	Air temp.	Water temp.	Water pH	Precipitation	Remarks
ANR-001	22:07	0	80	19	17.2	7.7	None	
ANR-002	22:12	0-1	90	19	19	-	None	
ANR-003	22:23	0	90	19	-	-	None	
ANR-004	21:58	0	80	19	19.4	7.7	None	
ANR-005	22:00	0-1	90	19	-	-	None	
ANR-006	21:49	1	80	19	-	-	None	No standing water
ANR-007a	21:37	1	90	20	18.2	8.0	None	
ANR-007b	21:40	1	90	20	18.2	8.0	None	
ANR-008a	21:40	0-1	90	19	17.5	-	None	
ANR-009	22:55	0	80	19	16.9	7.8	None	

## Maps



561000 561200 561400 561600 561800 562000

4886200 4886400 4886600 4886800 4887000 4887200 4887400 4887600 4887800 4888000

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

**NATURAL RESOURCE SOLUTIONS INC.**  
Public, Remedial and Wetland Specialists

January 13, 2020  
 Project: NRSI-07641  
 Scale: 1:5,000  
 NAD83 - UTM Zone 17

**Bonnefield  
Property**

**North  
Pond**

**South  
Pond**

**Melancthon Pit #2**

4TH LINE

COUNTY ROAD 17

**Legend**

 Subject Property

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 NRSI.

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 Ontario and Strada Aggregates. Imagery: ESRI 2018.



561000 561200 561400 561600 561800 562000



561400 561500 561600 561700 561800 561900 562000

4887700  
4887600  
4887500  
4887400  
4887300  
4887200  
4887100  
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4886900  
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4887700  
4887600  
4887500  
4887400  
4887300  
4887200  
4887100  
4887000  
4886900  
4886800  
4886700  
4886600

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

NATURAL RESOURCE SOLUTIONS INC.  
 Aquatic, Terrestrial and Wetland Ecologists

April 18, 2019  
 Project: NRSI-07641  
 Scale: 1:5,000  
 NAD83 - UTM Zone 17

Bonnefield  
Property

Melancthon Pit #2

ANR-009

ANR-003

ANR-002

ANR-001

ANR-004

ANR-005





ANR-006

ANR-007a

ANR-007b

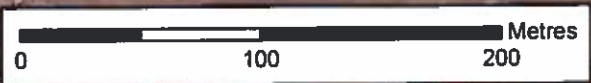
ANR-008a

**Legend**

-  Subject Property
-  Anuran Monitoring Station (ANR)
-  Direction of Survey
-  Surveyed Wetland Boundary

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561400 561500 561600 561700 561800 561900 562000



561400 561500 561600 561700 561800 561900 562000

Map 1

# Melanchton #2 and Bonnefield Pits

## Anuran Monitoring Stations

**NATURAL RESOURCE SOLUTIONS INC.**  
Aquatic, Terrestrial and Wetland Ecologists

Date: November 7, 2017  
Project: NRSI-1748  
Scale: 1:3,000  
NAD83 - UTM Zone 17

4887700  
4887600  
4887500  
4887400  
4887300  
4887200  
4887100  
4887000  
4886900  
4886800  
4886700  
4886600

4887700  
4887600  
4887500  
4887400  
4887300  
4887200  
4887100  
4887000  
4886900  
4886800  
4886700  
4886600

**Proposed Bonnefield Pit**

**Melanchton Pit #2**

ANR-009

ANR-003

ANR-002

ANR-001

ANR-004

ANR-005






ANR-006

ANR-007a

ANR-007b

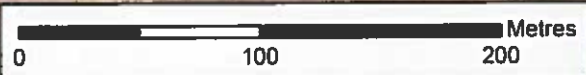
ANR-008a

### Legend

-  Subject Property
-  Anuran Monitoring Station (ANR)
-  Direction of Survey
-  Surveyed Wetland Boundary
-  Wetland (Boundaries Approximate)

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**Denise Holmes**

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**From:** Planning Account <planning@shelburne.ca>  
**Sent:** Wednesday, April 8, 2020 1:24 PM  
**To:** Planning Account  
**Subject:** Town of Shelburne Planning Application Circulation - Part Lot Control Exemption By-law - Hyland Village  
**Attachments:** [19-095] TRIBUTE COMMUNITIES - HYLAND VILLAGE - PLC Exemption Application.pdf; 19-095RP01.pdf; 19-095RP02.pdf

Good afternoon,

Please be advised the Town of Shelburne has received an application for a Part Lot Control Exemption By-law for various semi-detached lots and townhouse blocks within the Hyland Village Subdivision (Registered Plan 7M-74) in the Town of Shelburne. The Part Lot Control Exemption By-law will reconfigure 10 existing lots and 3 blocks with the registered plan of subdivision to facilitate development for 20 semi-detached lots and 10 townhouse units.

A copy of the application and draft reference plans submitted by the applicant have been attached to this email. We would appreciate receiving any comments or concerns you may have by May 1st, 2020.

Thank you,

Steve Wever, MCIP, RPP  
Town Planner



## TOWN OF SHELBURNE

### Application for a Part Lot Control Exemption By-law

### Application Instructions and Process Guidelines

PLEASE DETACH AND RETAIN PAGES 1 AND 2 FOR FUTURE REFERENCE

#### INFORMATION AND FEES

Submissions to the Town of Shelburne seeking approval for a Part Lot Control Exemption By-law is provided for under Section 50(7) (7, 7.1 through to 7.5) of the Planning Act, R.S.O. 1990, as amended. The following application form must be completed and submitted with the required fee in order to be considered by Council for approval. Should you require additional information or clarification on any matter related to this form, please contact the Town Planner.

The Part Lot Control Exemption By-law is generally used for the purpose of reconfiguring existing lots or blocks within a registered plan of subdivision to facilitate development. Exemption from part-lot control is appropriate when a large number of land transactions are involved, but the resulting changes will not cause any changes to the character or nature of the subdivision. Part-lot control exemptions are also used for semi-detached or townhouse developments. Utilizing the part lot control exemption allows a process to ensure that common walls of multi-unit buildings are located directly on property lines.

Application Fees: To be accepted as a complete application, each submission must be accompanied by the appropriate application fee. Payments are accepted in the form of a cheque, cash or money order payable to the Town of Shelburne. NVCA and other external agency review fees and/or permit fees may also apply in addition to Town fees. The Town's current application fees are identified in the table below.

# of Lots	Base Fee (2019)	Contingency (2019)
Less than 20	\$2,155	\$110 per lot
20+		\$85 per lot

Please note:

1. The Town of Shelburne is the approval authority for Part Lot Control Exemption By-laws.
2. Town application fees shall be paid by cash, cheque or money order payable to the "Town of Shelburne".
3. NVCA application fees are payable to the "Nottawasaga Valley Conservation Authority".
4. The base application fee and contingency deposit may be paid together, but NVCA fees shall be paid separately.
5. The Town's base application fee is non-refundable. The contingency deposit may be wholly or partially refundable if the Town's processing costs are fully covered by the base fee, as determined by the Town.
6. The application and required drawings shall be completed in metric units.
7. Drawings must be prepared by a qualified professional such as an engineer, architect, landscape architect, planner or land surveyor.
8. The receipt of inaccurate or incomplete information may cause delays in the processing of an application.
9. Additional information, studies and/or reports may be required by the Town prior to approval. The Town of Shelburne reserves the right to determine information necessary in order to properly process an application.
10. Applicants are advised to communicate with neighbours regarding planned development.



**APPLICATION SUBMISSION**

Please submit the application package for Part Lot Control Exemption By-law and fees to:

Town of Shelburne  
 203 Main Street East  
 Shelburne, ON L9V 3K7  
 Tel: (519) 925-2600  
 Fax: (519) 925-6134

This process pertains to an application for part-lot control exemption pursuant to Section 50(7) of the Planning Act. Prior to the Town processing the application, it is required that a copy of the attached application form be completed including the prescribed number of hard copies of the submission package. Please also note that the Town of Shelburne requires an electronic submission of all forms, drawings and reports that form part of the application.

The following checklist should be used to ensure a complete submission:

Item	Required (this section to be completed with Town Planner)		
	YES	# copies	NO
Completed and Signed Application Form (Original)	✓		-
Draft Survey Reference Plan and Lot Summary Certified by O.L.S.	✓		-
Planning Justification Report			
Urban Design Study			
Arborist Report			
Traffic/Parking Study			
Functional Servicing Report			
Storm Water Management Report			
Geotechnical Report			
Environmental Impact Report			
Site Remediation Studies			
Archaeological Assessment			
Heritage Impact Statement			
Other:			

**APPLICATION PROCESS**

1. Pre-Application Consultation with Town Planner to review submission requirements.
2. Applicant files completed application form and required submission package with Town of Shelburne.
3. Application is circulated to Town departments and external agencies.
4. Part-lot control exempting by-law is prepared upon receipt of departmental and agency clearances.
5. Applicant submits DEPOSITED Reference Plan to Town, Town Planner prepares report to Council.
6. By-law is considered for passage by Town Council.
7. If passed by Council, Town submits by-law to Town solicitor and/or applicant's solicitor for registration.
8. Approved by-law is registered on title to the property by the Town's solicitor or the applicant's solicitor.
9. Applicant notified of By-law registration authorizing transfer of resulting parcels to individual owners.
10. By-law repeal/expiry.

PART I: APPLICANT INFORMATION	
<b>Name of Applicant*:</b> SUSAN ZUCCHERO Director, Land Development, Tribute Communities	<b>Phone:</b> C: 647.962.1587 Bus: 905.839.3500 (ext 384)
<b>Mailing Address:</b> 1815 Ironstone Manor, Unit 1 Pickering, Ontario L1W 3W9	<b>Fax:</b> N/A <b>E-mail:</b> susan.z@mytribute.ca
<b>Name of Agent*:</b> MICHAEL MCKECHNIE, OLS, OLIP, B.A.Sc. Project Director, Krcmar Surveyors Ltd.	<b>Phone:</b> C: 289.380.2610
<b>Mailing Address:</b> KRCMAR SURVEYORS LTD. 1137 Centre Street   Thornhill, ON   L4J 3M6   P. 905.738.0053	<b>Fax:</b> F: 905.738.9221 <b>E-mail:</b> mikem@krcmar.ca   mjmck@live.ca
<b>Name of Property Owner*:</b> TRIBUTE (SHELBURNE) LIMITED Principal: AL LIBFELD	<b>Phone:</b> Bus: 905.839.3500 (ext 315)
<b>Mailing Address:</b> 1815 Ironstone Manor, Unit 1 Pickering, Ontario L1W 3W9	<b>Fax:</b> N/A <b>E-mail:</b> al@mytribute.ca
<b>Name of Ontario Land Surveyor:</b> MICHAEL MCKECHNIE, OLS, OLIP, B.A.Sc. Project Director, Krcmar Surveyors Ltd.	<b>Phone:</b> C: 289.380.2610
<b>Mailing Address:</b> KRCMAR SURVEYORS LTD. 1137 Centre Street   Thornhill, ON   L4J 3M6   P. 905.738.0053	<b>Fax:</b> F: 905.738.9221 <b>Email:</b> mikem@krcmar.ca   mjmck@live.ca
<b>When was the property acquired by the current Property Owner?</b> <i>Plan of Subdivision 7M-74 was Registered in the Land Registry Office for the Land Titles Division of Dufferin on September 24, 2019.</i>	
<b>All correspondence, notices, etc. in respect to this development application will be forwarded to: (check applicable)</b> Applicant <input checked="" type="checkbox"/> Agent <input checked="" type="checkbox"/> Property Owner <input type="checkbox"/>	

\*If the Applicant, Agent or Property Owner is a numbered company, also provide the name of a principal of the company

PART II: PROPERTY INFORMATION	
<b>a.) Street Address:</b> VARIOUS ADDRESSES UPON PLAN 7M-74; REFER TO APPENDIX 'D' - PROPERTY INFORMATION SCHEDULE	
<b>b.) Legal Description:</b> BLOCK(S): 148, 149, 150 (7M-74) LOT(S): 112, 113, 114, 128, 129, 130, 131, 132, 133, 134 (7M-74)	
<b>c.) Are there any existing easements, restrictive covenants affecting the subject lands?</b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<b>If YES, provide a description of registered instrument number:</b>	SUBJECT TO AN EASEMENT IN GROSS AS IN DC211696 OVERLAND FLOW EASEMENTS
<b>d.) Existing number of lots by type:</b>	<b>Other (please specify):</b> 0
	<b>Semi-detached:</b> 10 - SEMI-DETACHED LOTS
	<b>Townhouses:</b> 3 - TOWNHOUSE BLOCKS


PART III: PROPOSED LAND USE AND DEVELOPMENT		
a.) Current Official Plan Designation	RESIDENTIAL	
b.) Current Zoning	[R4-6] LOT(S): 112, 113, 114, 128, 129, 130, 131, 132, 133, 134 (7M-74) [R5-6] BLOCK(S): 148, 149, 150 (7M-74)	
c.) Are there any proposed easements or restrictive covenants affecting the subject lands? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
d.) Proposed number of lots by type:	Semi-detached	20 - SEMI-DETACHED UNITS
	Townhouses	10 - TOWNHOUSE UNITS
	Other (please specify)	0 - N/A

PART IV: SERVICING INFORMATION	
a.) Water Supply:	<input checked="" type="checkbox"/> Municipal <input type="checkbox"/> Other
b.) Sanitary:	<input checked="" type="checkbox"/> Municipal <input type="checkbox"/> Other
c.) Storm Drainage:	<input checked="" type="checkbox"/> Municipal <input type="checkbox"/> Other
d.) Road Access:	<input checked="" type="checkbox"/> Provincial <input type="checkbox"/> County <input checked="" type="checkbox"/> Local <input type="checkbox"/> Other: _____

PART V: ADDITIONAL INFORMATION		
a.) Has a site plan agreement been entered into?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
b.) Is draft reference plan consistent with the approved site plan?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
c.) Has a building permit been issued?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
d.) Is the proposed development under construction?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
e.) Is the subject land subject to any other planning applications:		
Consent	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Application Number:
Minor Variance	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Application Number:
Zoning Amendment	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Application Number:
Official Plan Amendment	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Application Number:
Site Plan	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Application Number:

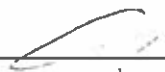
**PART VI: PAYMENT OF FEES**

I (we), TRIBUTE (SHELBURNE) LIMITED - [ASO] AL LIBFELD being the registered owner(s) of the subject lands, hereby authorize MICHAEL McKECHNIE to prepare and submit an application for part lot control exemption by-law.

Owner's Signature:  Date: March 20, 2020


**PART VII: PERMISSION TO ENTER**

I (we) TRIBUTE (SHELBURNE) LIMITED - [ASO] AL LIBFELD 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.

Owner's Signature:  Date: March 20, 2020


**PART VIII: OWNER'S AUTHORIZATION**

I (we), TRIBUTE (SHELBURNE) LIMITED - [ASO] AL LIBFELD being the registered owner(s) of the subject lands, hereby authorize MICHAEL McKECHNIE to prepare and submit an application for part lot control exemption by-law.

Owner's Signature:  Date: March 20, 2020

**PART IX: AFFIDAVIT**

I (we), MICHAEL McKECHNIE of the TOWNSHIP OF SPRINGWATER, in the County/Region of SIMCOE, solemnly declare that all the statements contained in this application are true and I (we) 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.

Signature of Owner or Authorized Agent 

DECLARED before me at the TOWN of SHELBURNE in the Country/Region of DUFFERIN this 20th day of March, 2020.

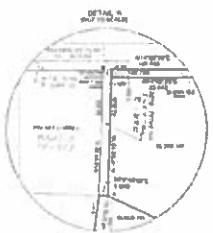
Signature of Commissioner \_\_\_\_\_

Printed Name of Commissioner \_\_\_\_\_

# **PART LOT CONTROL EXEMPTION APPLICATION**

**APPENDIX 'A' – PLAN OF SUBDIVISION**

**TRIBUTE COMMUNITIES – HYLAND VILLAGE  
TOWN OF SHELBURNE**



**BLANKS AND COORDINATE NOTE**

1. ALL DISTANCES ARE IN METERS UNLESS OTHERWISE SPECIFIED.

2. ALL ANGLES ARE IN DEGREES UNLESS OTHERWISE SPECIFIED.

3. ALL CURVES ARE TO BE OPEN TO THE RIGHT UNLESS OTHERWISE SPECIFIED.

4. ALL DISTANCES ARE TO BE MEASURED ALONG THE CENTERLINE OF THE ROAD OR ALONG THE CENTERLINE OF THE LOT UNLESS OTHERWISE SPECIFIED.

5. ALL DISTANCES ARE TO BE MEASURED ALONG THE CENTERLINE OF THE ROAD OR ALONG THE CENTERLINE OF THE LOT UNLESS OTHERWISE SPECIFIED.

**NOTES**

1. THE SURVEYOR HAS BEEN ADVISED BY THE OWNER THAT THE PROPERTY IS SUBJECT TO A MORTGAGE AND THAT THE MORTGAGEE HAS CONSENTED TO THE SURVEY.

2. THE SURVEYOR HAS BEEN ADVISED BY THE OWNER THAT THE PROPERTY IS SUBJECT TO A MORTGAGE AND THAT THE MORTGAGEE HAS CONSENTED TO THE SURVEY.

3. THE SURVEYOR HAS BEEN ADVISED BY THE OWNER THAT THE PROPERTY IS SUBJECT TO A MORTGAGE AND THAT THE MORTGAGEE HAS CONSENTED TO THE SURVEY.

**SURVEYOR'S CERTIFICATE**

I, the undersigned, being a duly qualified and licensed Surveyor in 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.

*[Signature]*

**OWNER'S CERTIFICATE**

I, the undersigned, being the owner of the property described in the foregoing plan, do hereby certify that the same is a true and correct copy of the original plan as filed in my office.

*[Signature]*

**FILE NO. 25-T-18801**

DATE OF SURVEY: 2011-01-11

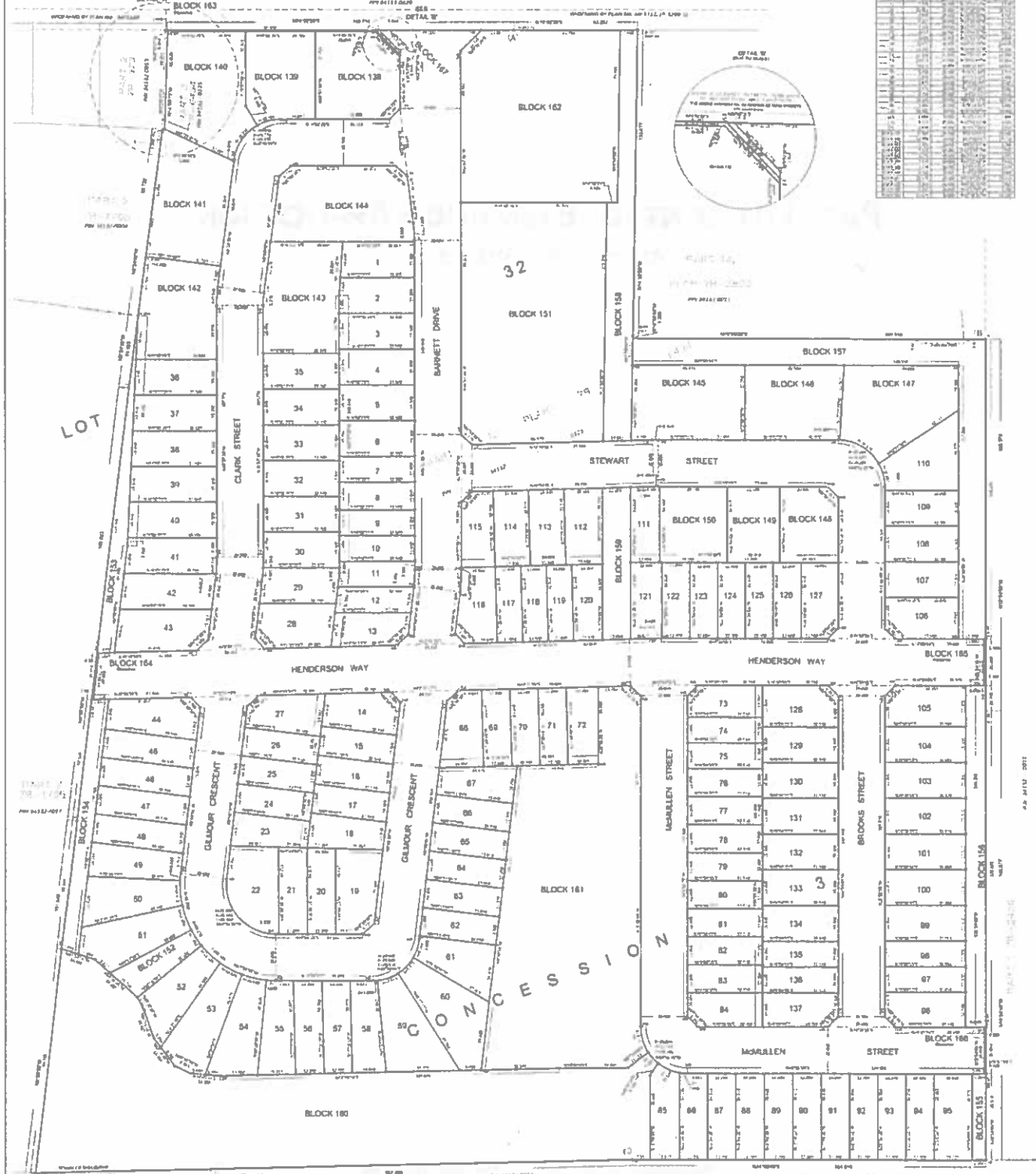
DATE OF PLAN: 2011-01-11

**PLAN 74-74**

PLAN OF SUBDIVISION OF PART OF LOT 32 CONCESSION 3 GEOGRAPHIC TOWNSHIP OF AMARANTH TOWN OF SHELburne COUNTY OF DUFFERIN

DATE OF PLAN: 2011-01-11

ROAD ALONG THE TOWNSHIP OF AMARANTH AND AMARANTH THE KING'S HIGHWAY No. 80 (KNOWN AS MAIN STREET)



**CURVE DATA**

STATION	CHORD BEARING	CHORD DISTANCE	ARC BEARING	ARC DISTANCE	ANGLE
1+00	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
1+10	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
1+20	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
1+30	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
1+40	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
1+50	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
1+60	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
1+70	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
1+80	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
1+90	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
2+00	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
2+10	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
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6+40	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
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6+90	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
7+00	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
7+10	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
7+20	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
7+30	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
7+40	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
7+50	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
7+60	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
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8+00	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
8+10	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
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9+00	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
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9+80	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"
9+90	S 89° 15' 00" W	100.00	100° 00' 00" E	100.00	90° 45' 00"

**Van Harten**

Professional Surveyors

1000 Highway 10, Shelburne, Ontario N0B 1S0

Phone: (519) 926-1111

Fax: (519) 926-1112

www.vanharten.com

# **PART LOT CONTROL EXEMPTION APPLICATION**

**APPENDIX 'B' – SITE PLANS**

**TRIBUTE COMMUNITIES – HYLAND VILLAGE  
TOWN OF SHELBURNE**

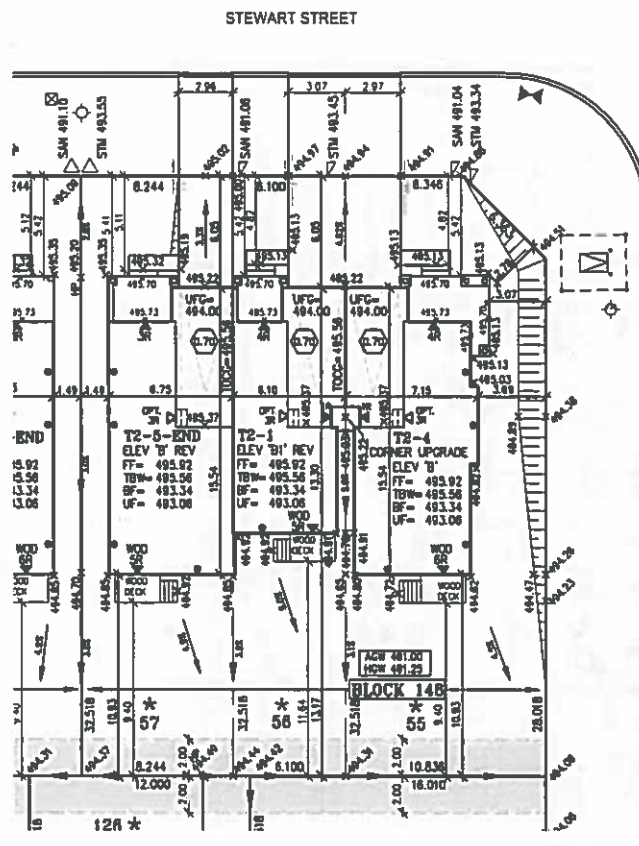
**CROZIER & ASSOCIATES INC.**  
 FOR COMPLIANCE WITH OVERALL  
 SUBDIVISION GRADING ONLY  
 Darrin Tone, P.Eng. (2019/10/01)

**GENERAL NOTES**

- 1) ALL WORK MUST CONFORM TO THE CURRENT ONTARIO BUILDING CODE AND ALL CURRENT MUNICIPAL BY-LAWS.
- 2) CONTRACTOR SHALL CHECK ALL DIMENSIONS ON THE WORK AND VERIFY DIMENSIONS ON THE SITE. REPORTING ANY DISCREPANCY TO THE DESIGNER BEFORE PROCEEDING.
- 3) DRIVEWAYS MUST HAVE A MINIMUM OF 1.3M CLEARANCE TO TRANSFORMERS AND 1.2m TO OTHER STREET FURNITURE. DRIVEWAYS TO HAVE 6M CLEARANCE FROM PROJECTED PROPERTY LINES.
- 4) SURVEYOR TO VERIFY THAT MINIMUM FROST PROTECTION IS PROVIDED FOR ALL FOOTINGS.
- 5) ALL DOWNSPOUTS MUST BE LOCATED TO ENSURE DRAINAGE IS DIRECTED AWAY FROM THE HOUSE. DOWNSPOUTS SHALL DISCHARGE TO SURFACE ONTO SPLASH-PADS.
- 6) BUILDER TO VERIFY LOCATIONS & ELEVATIONS OF SANITARY, STORM AND FDC LATERALS IN RELATION TO BASEMENT. ELEVATIONS FOR COURTYARD WITH MUNICIPAL STANDARDS PRIOR TO EXCAVATION.
- 7) REFER TO ARCHITECTURAL WORKING DRAWINGS AND STREETSCAPES FOR CONSTRUCTION REQUIREMENTS AND DETAILS. ALL GUARDS HANDRAILS TO CONFORM TO OBC SECTION 9.8.
- 8) LOCATIONS OF BURNER AREA WINDOWS AND DOORS ARE APPROXIMATE. REFER TO ARCHITECTURAL DRAWINGS FOR ACTUAL LOCATIONS.
- 9) REFER TO LANDSCAPE ARCHITECT'S FENCING LAYOUT PLAN FOR ALL FENCE LOCATIONS & DETAILS OR MUNICIPALITY FENCE STANDARD DETAILS.
- 10) SANITARY AND STORM WEWERS PROVIDED BY CROZIER & ASSOCIATES CONSULTING ENGINEERS. BUILDER TO EXCAVATE AND VERIFY LATERAL ELEVATIONS AT STREET LINE PRIOR TO DIGGING FOUNDATION.
- 11) UTILITY LOCATIONS SHOWN ARE PRELIMINARY AT TIME OF SITING APPROVAL.

**LEGEND**

- STREET LIGHT
- HYDRANT
- TRANSFORMER
- VALVE CHAMBER
- WATER SERVICE
- CATCH BASIN
- SEW & SAN - SPLIT CONNECTION
- SEW & SAN - SINGLE CONNECTION
- SEWER CONNECTION
- CABLE TV PRELIM
- BELL PRELIM
- SUPER MAIL BOX
- EXTENSION DOOR LOCATION
- SIDE WINDOW LOCATION
- FOUNDATION 31% MAX SLOPE
- HYDRO
- FRESH FLOOR ELEVATION
- TOP OF BASEMENT WALL ELEV.
- TOP OF CONCRETE WALL ELEV.
- TOP OF CONCRETE TIE- IN ELEV.
- BASEMENT FLOOR ELEVATION
- UNDERSIDE OF FOOTING ELEV.
- UNDERSIDE OF FTD - GAR. ELEV.
- UNDERSIDE OF FTD - REAR ELEV.
- UNDERSIDE OF FTD - SIDE ELEV.
- WALK OUT DECK
- SEMI WALK OUT
- WALK OUT BASEMENT
- REVERSE PLAN
- NUMBER OF RISERS
- PROMISED ELEVATION
- EXISTING ELEVATION
- RAIN WATER LEADER
- ENGINEERED FILL
- HIGH GROUND WATER ELEV.
- AVERAGE GROUND WATER ELEV.
- FBI FIN. TO GARAGE ELEV. DIFF.
- EASEMENT - SIDE OR REAR YARD
- EASEMENT - OVERLAND FLOW



Unit 55 to 57			
Unit	High Ground Water Elev.	Avg. Ground Water Elev.	*Larger Pkg. Req. (where applicable)
Unit 55	491.36	491.28	None
Unit 56	491.36	491.28	None
Unit 57	491.36	491.28	None

Unit	Unit 55	Unit 56	Unit 57
Lot Area	342.82 sq. m. (108 sq. ft.)	342.82 sq. m. (108 sq. ft.)	342.82 sq. m. (108 sq. ft.)
Lot Frontage	6.10 m. (20.00 ft.)	6.10 m. (20.00 ft.)	6.10 m. (20.00 ft.)
Building Coverage	107.28 sq. m.	107.28 sq. m.	107.28 sq. m.
Lot Coverage	40.12 % (50% max)	40.12 % (50% max)	40.12 % (50% max)
Building Height	7.815 m. (25.64 ft.)	7.815 m. (25.64 ft.)	7.815 m. (25.64 ft.)
Landscape Open Space	46.41 %	46.41 %	46.41 %

Parking Space: 2.75 m x 5.58 m  
 1 Parking Space in Garage

Note: Refer to Soil Report for soil bearing capacity foundation & subsoil requirements.

Note: Refer to Zoning Engineering drawings S01-1 to S01-4 for information regarding setbacks.

Client: **TRIBUTE SHELburne LIMITED PARTNERSHIP**

Project Name: **HYLAND VILLAGE TOWN OF SHELburne**

Block: 14B Unit: 55-57 Phase: 1

Sheet Title: **SITING & GRADING** M-Plan 7M -

REGISTERED PERSON: **D.W. CASSIDY & CO. ARCHITECTURAL TECHNOLOGISTS** P.O. Box 28481

I, **DARRIN TONE**, have reviewed and take responsibility for this design.

Signature: *D. Tone*

BCIN: 27985 Date: 30 SEPT. 2018

Scale: 1:250

Date: JULY 2019

Drawn by: L.P.

Checked by: DCTF

Project No: 2016-57

Sheet No: 148

**CASSIDY & CO.**  
 ARCHITECTURAL TECHNOLOGISTS  
 90 RANDALL DRIVE  
 SUITE 11  
 AAR, ONTARIO L3S 0L3  
 PH: (905) 816-1278  
 FAX: (905) 816-1289

No.	Description	Date	By
2	ISSUED FOR FINAL APPROVAL	08 SEP '19	DCTF
1	ISSUED FOR PRELIM REVIEW	23 MAY '18	DCTF



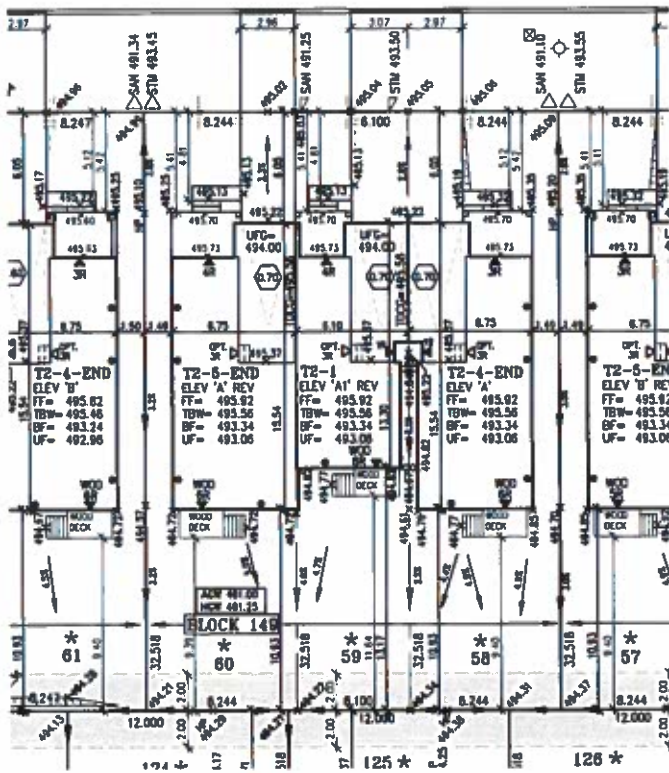
# CROZIER & ASSOCIATES INC.

FOR COMPLIANCE WITH OVERALL  
SUBDIVISION GRADING ONLY  
Darrin Tone, P.Eng. (2019/10/01)

**GENERAL NOTES**

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- 2) CONTRACTOR SHALL CHECK ALL DIMENSIONS ON THE WORK AND VERIFY DIMENSIONS ON THE SITE. REPORTING ANY DISCREPANCY TO THE DESIGNER BEFORE PROCEEDING.
- 3) DRIVEWAYS MUST HAVE A MINIMUM OF 1.8M CLEARANCE TO TRANSFORMERS AND 1.2M TO OTHER STREET FURNITURE. DRIVEWAYS TO HAVE 8M CLEARANCE FROM PROJECTED PROPERTY LINES.
- 4) SURVEYOR TO VERIFY THAT MINIMUM FROST PROTECTION IS PROVIDED FOR ALL FOOTINGS.
- 5) ALL DOWNSPOUTS MUST BE LOCATED TO ENSURE DRAINAGE IS DIRECTED AWAY FROM THE HOUSE. DOWNSPOUTS SHALL DISCHARGE TO SURFACE ONTO SPLASHPADS.
- 6) BUILDER TO VERIFY LOCATIONS & ELEVATIONS OF SANITARY, STORM AND EXTERIOR LATERALS IN RELATION TO BASEMENT ELEVATIONS FOR COMPLIANCE WITH MUNICIPAL STANDARDS PRIOR TO EXCAVATION.
- 7) REFER TO ARCHITECTURAL WORKING DRAWINGS AND STREETCARS FOR CONSTRUCTION REQUIREMENTS AND DETAILS. ALL GUARDS HANDRAILS TO CONFORM TO OBC SECTION 9.1.
- 8) LOCATIONS OF SUNKEN AREAS, WINDOWS AND DOORS ARE APPROXIMATE. REFER TO ARCHITECTURAL DRAWINGS FOR ACTUAL LOCATIONS.
- 9) REFER TO LANDSCAPE ARCHITECT'S FENCING LAYOUT PLAN FOR ALL FENCE LOCATIONS & DETAILS OR MUNICIPALITY FENCE STANDARD DETAILS.
- 10) SANITARY AND STORM INVERTS PROVIDED BY CROZIER & ASSOCIATES CONSULTING ENGINEERS. BUILDER TO EXCAVATE AND VERIFY LATERAL ELEVATIONS AT STREET LINE PRIOR TO DIGGING FOUNDATION.
- 11) UTILITY LOCATIONS SHOWN ARE PRELIMINARY AT TIME OF SETTING APPROVAL.

STEWART STREET



**LEGEND**

- STREET LIGHT
- HYDRANT
- TRANSFORMER
- VALVE CHAMBER
- WATER SERVICE
- CATCH BASIN
- STW & SAN SPLIT CONNECTION
- STW & SAN SINGLE CONNECTION
- SWAMP DIRECTION
- CABLE TV PILE STAL
- BELL PILE STAL
- SUPER MAIL BOX
- EXTENSION DOOR LOCATION
- SIDE WINDOW LOCATION
- EMBANKMENT 1:1 MAX. SLOPE
- WYTOPO
- FINISHED FLOOR ELEVATION
- TOP OF CONCRETE WALL ELEV.
- TOP OF CONCRETE WALL ELEV.
- TOP OF CONC. WALL GAR. ELEV.
- BASEMENT FLOOR ELEVATION
- UNDER SIDE OF FOOTING ELEV.
- UNDER SIDE OF FTG. GAR. ELEV.
- UNDER SIDE OF FTG. SIDE ELEV.
- WALK OUT DECK
- SEMI WALK OUT
- WALK OUT BASEMENT
- REVERSE PLAN
- NUMBER OF ROSES
- PROPOSED ELEVATION
- EXISTING ELEVATION
- RUN WATER LEADER
- ENGINEERED FILL
- GROUND WATER ELEV.
- AVERAGE GROUND WATER ELEV.
- FYR FLR TO GARAGE ELEV. (OFF)
- BASEMENT - SIDE OR REAR YARD
- EASEMENT - OVERLAND FLOW

**Unit 58 to 60**

Zone	High Ground Water Elev.	Avg. Ground Water Elev.	*Larger Ptg. Req. below elev.
Zone 1	491.38	491.00	491.00
Zone 2	491.38	491.00	491.00
Zone 3	491.38	491.00	491.00
Zone 4	491.38	491.00	491.00
Zone 5	491.38	491.00	491.00
Zone 6	491.38	491.00	491.00
Zone 7	491.38	491.00	491.00
Zone 8	491.38	491.00	491.00
Zone 9	491.38	491.00	491.00
Zone 10	491.38	491.00	491.00
Zone 11	491.38	491.00	491.00
Zone 12	491.38	491.00	491.00
Zone 13	491.38	491.00	491.00
Zone 14	491.38	491.00	491.00
Zone 15	491.38	491.00	491.00
Zone 16	491.38	491.00	491.00
Zone 17	491.38	491.00	491.00
Zone 18	491.38	491.00	491.00
Zone 19	491.38	491.00	491.00
Zone 20	491.38	491.00	491.00
Zone 21	491.38	491.00	491.00
Zone 22	491.38	491.00	491.00
Zone 23	491.38	491.00	491.00
Zone 24	491.38	491.00	491.00
Zone 25	491.38	491.00	491.00
Zone 26	491.38	491.00	491.00
Zone 27	491.38	491.00	491.00
Zone 28	491.38	491.00	491.00
Zone 29	491.38	491.00	491.00
Zone 30	491.38	491.00	491.00
Zone 31	491.38	491.00	491.00
Zone 32	491.38	491.00	491.00
Zone 33	491.38	491.00	491.00
Zone 34	491.38	491.00	491.00
Zone 35	491.38	491.00	491.00
Zone 36	491.38	491.00	491.00
Zone 37	491.38	491.00	491.00
Zone 38	491.38	491.00	491.00
Zone 39	491.38	491.00	491.00
Zone 40	491.38	491.00	491.00
Zone 41	491.38	491.00	491.00
Zone 42	491.38	491.00	491.00
Zone 43	491.38	491.00	491.00
Zone 44	491.38	491.00	491.00
Zone 45	491.38	491.00	491.00
Zone 46	491.38	491.00	491.00
Zone 47	491.38	491.00	491.00
Zone 48	491.38	491.00	491.00
Zone 49	491.38	491.00	491.00
Zone 50	491.38	491.00	491.00
Zone 51	491.38	491.00	491.00
Zone 52	491.38	491.00	491.00
Zone 53	491.38	491.00	491.00
Zone 54	491.38	491.00	491.00
Zone 55	491.38	491.00	491.00
Zone 56	491.38	491.00	491.00
Zone 57	491.38	491.00	491.00
Zone 58	491.38	491.00	491.00
Zone 59	491.38	491.00	491.00
Zone 60	491.38	491.00	491.00
Zone 61	491.38	491.00	491.00
Zone 62	491.38	491.00	491.00
Zone 63	491.38	491.00	491.00
Zone 64	491.38	491.00	491.00
Zone 65	491.38	491.00	491.00
Zone 66	491.38	491.00	491.00
Zone 67	491.38	491.00	491.00
Zone 68	491.38	491.00	491.00
Zone 69	491.38	491.00	491.00
Zone 70	491.38	491.00	491.00
Zone 71	491.38	491.00	491.00
Zone 72	491.38	491.00	491.00
Zone 73	491.38	491.00	491.00
Zone 74	491.38	491.00	491.00
Zone 75	491.38	491.00	491.00
Zone 76	491.38	491.00	491.00
Zone 77	491.38	491.00	491.00
Zone 78	491.38	491.00	491.00
Zone 79	491.38	491.00	491.00
Zone 80	491.38	491.00	491.00
Zone 81	491.38	491.00	491.00
Zone 82	491.38	491.00	491.00
Zone 83	491.38	491.00	491.00
Zone 84	491.38	491.00	491.00
Zone 85	491.38	491.00	491.00
Zone 86	491.38	491.00	491.00
Zone 87	491.38	491.00	491.00
Zone 88	491.38	491.00	491.00
Zone 89	491.38	491.00	491.00
Zone 90	491.38	491.00	491.00
Zone 91	491.38	491.00	491.00
Zone 92	491.38	491.00	491.00
Zone 93	491.38	491.00	491.00
Zone 94	491.38	491.00	491.00
Zone 95	491.38	491.00	491.00
Zone 96	491.38	491.00	491.00
Zone 97	491.38	491.00	491.00
Zone 98	491.38	491.00	491.00
Zone 99	491.38	491.00	491.00
Zone 100	491.38	491.00	491.00

Unit 58	Unit 59	Unit 60
Lot Area: 268.10 sq. m. (106,671 sq. ft.)	Lot Area: 198.39 sq. m. (78,511 sq. ft.)	Lot Area: 268.10 sq. m. (106,671 sq. ft.)
Lot Frontage: 8.24 m. (27.04 ft.)	Lot Frontage: 6.34 m. (20.80 ft.)	Lot Frontage: 8.24 m. (27.04 ft.)
Building Coverage: 102.85 sq. m.	Building Coverage: 79.58 sq. m.	Building Coverage: 107.37 sq. m.
Lot Coverage: 40.37% (30% max)	Lot Coverage: 40.14% (30% max)	Lot Coverage: 40.05% (30% max)
Building Height: 7.810 m. (25.63 ft.)	Building Height: 7.920 m. (25.98 ft.)	Building Height: 7.880 m. (25.84 ft.)
Landscape Open Space: 13.00%	Landscape Open Space: 16.67%	Landscape Open Space: 13.94%

Client: TRIBUTE SHELburne LIMITED PARTNERSHIP	Registered Person: S.W. CASSIDY & CO. ARCHITECTURAL TECHNOLOGISTS PRRM BCIN 29481
Project Name: HYLAND VILLAGE TOWN OF SHELburne	Reviewed and take responsibility for this design. Signature: <i>Darrin Tone</i> Date: 30 SEPT. 2018
Sheet Title: SITING & GRADING	Scale: 1:250
Block 149, Unit 58-60, Phase 1	Date: JULY 2019
M-Plan 7M-	Drawn by: LP
	Checked by: DCTF
	Project No: 2016-57
	Sheet No: 149

**CASSIDY & CO.**  
ARCHITECTURAL TECHNOLOGISTS  
90 RANDALL DRIVE SUITE 11  
AAJAX, ONTARIO L1S 8L3  
PH: (905) 919-1276  
FAX: (905) 919-1289

# CROZIER & ASSOCIATES INC.

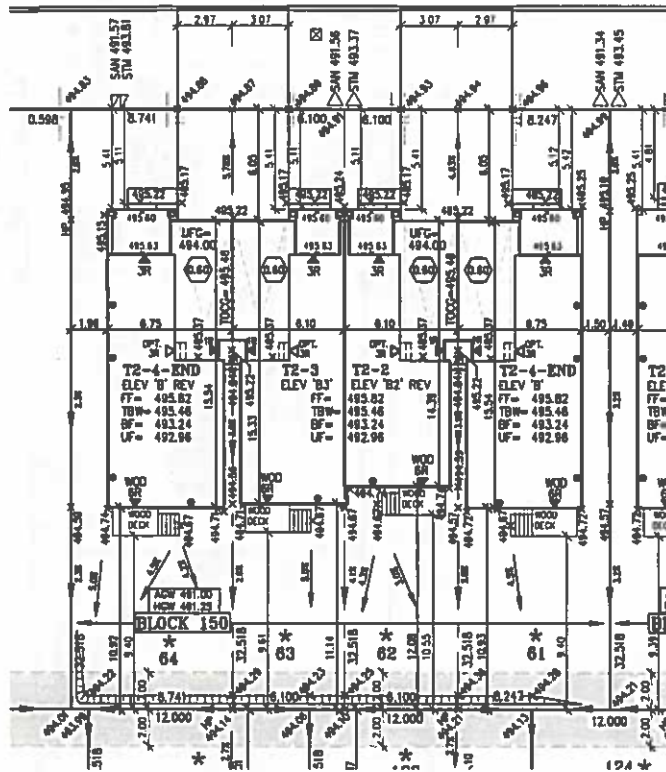
FOR COMPLIANCE WITH OVERALL  
SUBDIVISION GRADING ONLY

Darrin Tone, P.Eng. (2019/10/01)



- GENERAL NOTES**
- ALL WORK MUST CONFORM TO THE CURRENT ONTARIO BUILDING CODE AND ALL CURRENT MUNICIPAL BY-LAWS.
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  - DRIVEWAYS MUST HAVE A MINIMUM OF 1.3m CLEARANCE TO TRANSFORMERS AND 1.2m TO OTHER STREET FURNITURE. DRIVEWAYS TO HAVE 0.6m CLEARANCE FROM PROJECTED PROPERTY LINES.
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  - BUILDER TO VERIFY LOCATIONS & ELEVATIONS OF SANITARY, STORM AND FDC LATERALS IN RELATION TO BASEMENT ELEVATIONS FOR COMPLIANCE WITH MUNICIPAL STANDARDS PRIOR TO EXCAVATION.
  - REFER TO ARCHITECTURAL WORKING DRAWINGS AND STREETSCAPES FOR CONSTRUCTION REQUIREMENTS AND DETAILS. ALL GUARDS HANDRAILS TO CONFORM TO CBC SECTION 9.31.
  - LOCATIONS OF SHOWN AREAS WINDOWS AND DOORS ARE APPROXIMATE. REFER TO ARCHITECTURAL DRAWINGS FOR ACTUAL LOCATIONS.
  - REFER TO LANDSCAPE ARCHITECT'S FENCING LAYOUT PLAN FOR ALL FENCE LOCATIONS & DETAILS OR MUNICIPALITY FENCE STANDARD DETAILS.
  - SANITARY AND STORM INVERTS PROVIDED BY CROZIER & ASSOCIATES CONSULTING ENGINEERS. BUILDER TO EXCAVATE AND VERIFY LATERAL ELEVATIONS AT STREET LINE PRIOR TO DROPPING FOUNDATION.
  - UTILITY LOCATIONS SHOWN ARE PRELIMINARY AT TIME OF SETTING APPROVAL.

STEWART STREET



**LEGEND**

- STREET LIGHT
- TORCH
- TRANSFORMER
- VALVE CHAMBER
- WATER SERVICE
- CATCH BASIN
- STW & SAN - SPLIT CONNECTION
- STW & SAN - SINGLE CONNECTION
- SWAL CONNECTION
- CANISTER CONNECTION
- BELL PEDESTAL
- SUPER MAIL BOX
- EXTERIOR DOOR LOCATION
- SIDE WINDOW LOCATION
- FOUNDATION 1:1 SLOPE
- FINISHED FLOOR ELEVATION
- TOP OF BASEMENT WALL ELEV.
- TOP OF CONCRETE WALL ELEV.
- TOP OF CONC. TRAIL - GAR. ELEV.
- BASEMENT FLOOR ELEVATION
- UNDERSIDE OF FOOTING ELEV.
- UNDERSIDE OF FTG - GAR. ELEV.
- UNDERSIDE OF FTG - REAR ELEV.
- UNDERSIDE OF FTG - SIDE ELEV.
- WALK OUT DECK
- SEMI WALK OUT
- WALK OUT BASEMENT
- REVERSE PLAN
- NUMBER OF RISERS
- PROPOSED ELEVATION
- EXISTING ELEVATION
- CASH WATER LEADER
- ENGINEERED FILL
- NON-CORRODING WATER ELEV.
- EXTERIOR GROUND WATER ELEV.
- FLOOR TO GARAGE ELEV. DIFF.
- EASEMENT - SIDE OR REAR YARD
- EASEMENT - OVERLAND FLOW

**Unit 61 to 64**

Item	Unit 61	Unit 62	Unit 63	Unit 64
High Ground Water Elev.	491.39	491.88	491.88	491.88
Avg. Ground Water Elev.	491.88	491.88	491.88	491.88
Base, Slope Elev.	491.88	491.88	491.88	491.88
Diff. Elev.	0.00	0.00	0.00	0.00
Top of Footing Elev.	491.88	491.88	491.88	491.88
Top of Concrete Wall Elev.	491.88	491.88	491.88	491.88
Top of Conc. Trail - Gar. Elev.	491.88	491.88	491.88	491.88
Basement Floor Elev.	491.88	491.88	491.88	491.88
Under Side of Footing Elev.	491.88	491.88	491.88	491.88
Under Side of Footing - Rear Elev.	491.88	491.88	491.88	491.88
Under Side of Footing - Side Elev.	491.88	491.88	491.88	491.88

**Parking Space**  
2.75 m x 5.50 m  
80% 1 Parking Space  
1 in Garage

**Note:** Refer to Soil Report for soil bearing capacity, foundation & subsoil requirements.

**Note:** Refer to Zoning Engineering Drawing 04-1 to 04-4 for information regarding buildings.

Item	Unit 61	Unit 62	Unit 63	Unit 64
Lot Area	246.10 sq. m. (195 sq. ft.)	188.80 sq. m. (195 sq. ft.)	188.80 sq. m. (195 sq. ft.)	268.20 sq. m. (198 sq. ft.)
Lot Frontage	8.74 m. (R.0 m)	6.10 m. (R.0 m)	6.10 m. (R.0 m)	8.25 m. (R.0 m)
Building Coverage	102.85 sq. m.	68.74 sq. m.	68.74 sq. m.	102.85 sq. m.
Lot Coverage	36.21 % (50% max)	43.22 % (50% max)	43.22 % (50% max)	38.30 % (50% max)
Building Height	7.760 m. (12.2 m)	7.760 m. (12.2 m)	7.760 m. (12.2 m)	7.760 m. (12.2 m)
Landscape Open Space	44.93 %	44.93 %	44.93 %	44.93 %

No.	Description	Date	By
2	ISSUED FOR FINAL APPROVAL	30 SEP '19	DCTF
1	ISSUED FOR PRELIM REVIEW	23 MAY '19	DCTF

Client: **TRIBUTE SHELburne LIMITED PARTNERSHIP**

Project Name: **HYLAND VILLAGE TOWN OF SHELburne**

Sheet Title: **SITING & GRADING**

Block: 150, Unit: 61-64, Phase: 1

M-Plan: 7M-

Registered Person: **BLW, CASSIDY & CO. ARCHITECTURAL TECHNOLOGISTS**

Signature: *[Signature]*

BCIN: 27968, Date: 30 SEPT, 2018

Scale: 1:250

Date: JULY 2019

Drawn by: LP

Checked by: DCTF

Project No: 2016-57

Sheet No: 150

**CASSIDY & CO.**  
MEMBER OF WSP|P|W

80 RANDALL DRIVE  
SUITE 11  
AJAX, ONTARIO L1S 6L3  
PH: (905) 919-1270  
FAX: (905) 919-1299

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  - 5) ALL DOWNSPOUTS MUST BE LOCATED TO ENSURE DRAINAGE IS DIRECTED AWAY FROM THE HOUSE. DOWNSPOUTS SHALL DISCHARGE TO SURFACE ONTO SPLASHPADS.
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  - 8) LOCATIONS OF SHUNNED AREAS WINDOWS AND DOORS ARE APPROXIMATE. REFER TO ARCHITECTURAL DRAWINGS FOR ACTUAL LOCATIONS.
  - 9) REFER TO LANDSCAPE ARCHITECT'S FENCING LAYOUT PLAN FOR ALL FENCE LOCATIONS & DETAILS OR MUNICIPALITY FENCE STANDARD DETAILS.
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**CROZIER & ASSOCIATES INC.**  
 FOR COMPLIANCE WITH OVERALL  
 SUBDIVISION GRADING ONLY  
 08/09/2019



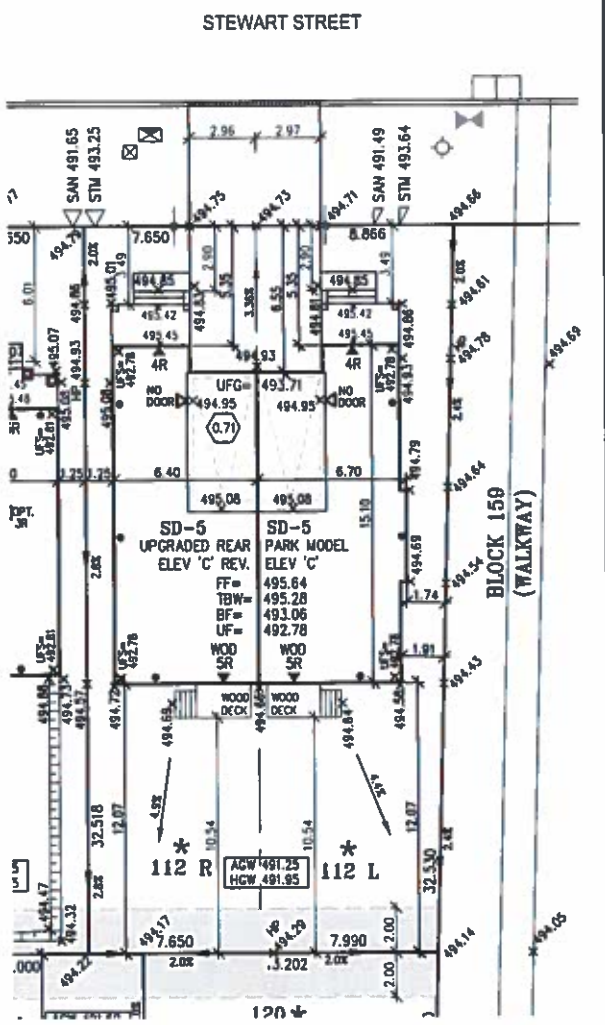
**LEGEND**

	STREET LIGHT
	HYDRANT
	TRANSFORMER
	VALVE CHAMBER
	WATER SERVICE
	CATCH BASIN
	STM & SAN - SPLIT CONNECTION
	STM & SAN - SINGLE CONNECTION
	SWALE DIRECTION
	CABLE TV PEDESTAL
	BELL PEDESTAL
	SUPER MAIL BOX
	EXTERIOR DOOR LOCATION
	SIDE WINDOW LOCATION
	EMBANKMENT 1:1 MAX. SLOPE
	HYDRO
	FINISHED FLOOR ELEVATION
	TBW - TOP OF BASEMENT WALL ELEV.
	TOC - TOP OF CONCRETE WALL ELEV.
	TOCG - TOP OF CONC. WALL - GAR. ELEV.
	BF - BASEMENT FLOOR ELEVATION
	UF - UNDERSIDE OF FOOTING ELEV.
	UFG - UNDERSIDE OF FTG. - GAR. ELEV.
	UFR - UNDERSIDE OF FTG. - REAR ELEV.
	UFS - UNDERSIDE OF FTG. - SIDE ELEV.
	WOD - WALK OUT DECK
	SWO - SEMI-WALK OUT
	WOB - WALK OUT BASEMENT
	REV - REVERSE PLAN
	2R,3R - NUMBER OF RISERS
	000.00 - PROPOSED ELEVATION
	000.00 - EXISTING ELEVATION
	RWL - RAIN WATER LEADER
	EF - ENGINEERED FILL
	HGW - HIGH GROUND WATER ELEV.
	AGW - AVERAGE GROUND WATER ELEV.
	(F) - FIN. FLR. TO GARAGE ELEV. DIFF.
	(E) - EASEMENT - SIDE OR REAR YARD
	(OF) - EASEMENT - OVERLAND FLOW

Zone:	R4-S
Lot 112 L	Lot Area: 274.05 sq. m. (200 mb)
Lot 112 R	Lot Area: 248.75 sq. m. (200 mb)
Lot Frontage:	8.87 m. (7.85 mb)
Building Coverage:	100.70 sq. m.
Lot Coverage:	36.75% (45% max)
Building Height:	8.140 m. (11.0 max)
Landscape Open Space:	62.10 %
Lot 112 R	Lot Area: 248.75 sq. m. (200 mb)
Lot Frontage:	7.85 m. (7.85 mb)
Building Coverage:	99.47 sq. m.
Lot Coverage:	39.99 % (45% max)
Building Height:	8.080 m. (11.0 max)
Landscape Open Space:	58.31 %

State	High Ground Water Elev.	Avg. Ground Water Elev.	*Larger Fig. Req. below elev.
* Larger Fig. required when below min elev listed	481.85	481.25	492.55
Basmt. Slab Elev:	493.06	1.11	1.81
U/S of Strip Ptg. Elev:	492.76	0.93	1.53
U/S of Pad Ptg. Elev:	493.74	0.78	1.48

Slab Sub-drain req.	Larger Fig. Req. RD*	Larger Fig. Req. ND
NO	RD*	ND



Client: **TRIBUTE SHELburne LIMITED PARTNERSHIP**

Project Name: **HYLAND VILLAGE TOWN OF SHELburne**

Sheet Title: **SITING & GRADING**

Lot: **112 L/R** Phase: **1**

M-Plan: **7M-**

REGISTERED PERSON: **D.W. CASSIDY & CO. ARCHITECTURAL TECHNOLOGISTS**

FIRM BCIN 28461

I: **DANIAN CHUNG TIAM FOOK** have reviewed and take responsibility for this design.

Signature: *[Signature]*

BCIN: **27995** Date: **31 JULY 2019**

Scale: **1 : 250**

Date: **JULY 2019**

Drawn by: **LP**

Checked by: **DCTF**

**CASSIDY & CO.**  
 ARCHITECTURAL TECHNOLOGISTS  
 60 RANDALL DRIVE SUITE 11  
 AJAX, ONTARIO L1S 8L3  
 PH. (905) 819-1270  
 FAX (905) 819-1269

Project No: **2016-57** Sheet No: **112**

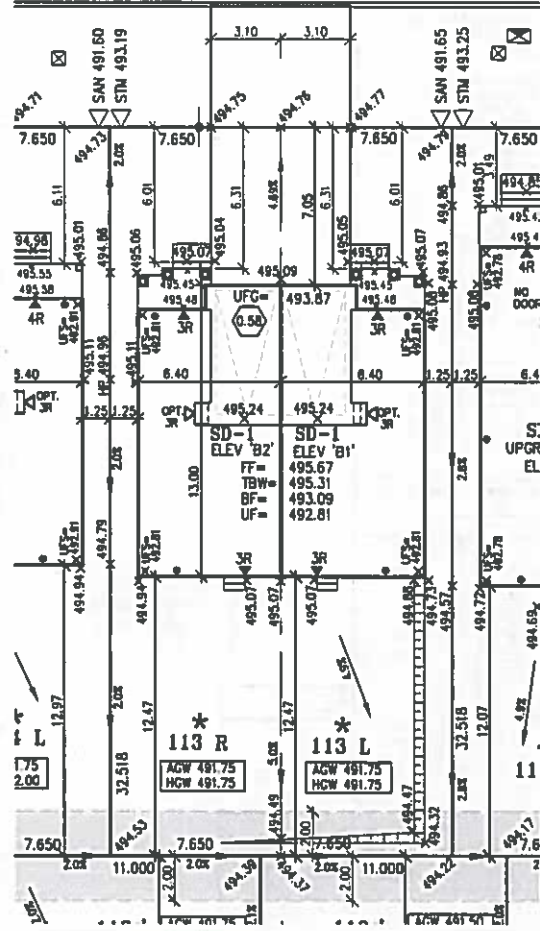
2 ISSUED FOR FINAL APPROVAL 31 JULY '19 DCTF  
 1 ISSUED FOR PRELIM REVIEW 23 MAY '19 DCTF  
 No. Description Date By.

- GENERAL NOTES:**
- 1) ALL WORK MUST CONFORM TO THE CURRENT ONTARIO BUILDING CODE AND ALL CURRENT MUNICIPAL BY-LAWS.
  - 2) CONTRACTOR SHALL CHECK ALL DIMENSIONS ON THE WORK AND VERIFY DIMENSIONS ON THE SITE, REPORTING ANY DISCREPANCY TO THE DESIGNER BEFORE PROCEEDING.
  - 3) DRIVEWAYS MUST HAVE A MINIMUM OF 1.5M CLEARANCE TO TRANSFORMERS AND 1.2M TO OTHER STREET FURNITURE. DRIVEWAYS TO HAVE 0.6M CLEARANCE FROM PROJECTED PROPERTY LINES.
  - 4) SURVEYOR TO VERIFY THAT MINIMUM FROST PROTECTION IS PROVIDED FOR ALL FOOTINGS.
  - 5) ALL DOWNSPOUTS MUST BE LOCATED TO ENSURE DRAINAGE IS DIRECTED AWAY FROM THE HOUSE. DOWNSPOUTS SHALL DISCHARGE TO SURFACE ONTO SPLASHPADS.
  - 6) BUILDER TO VERIFY LOCATIONS & ELEVATIONS OF SANITARY, STORM AND FDC LATERALS IN RELATION TO BASEMENT ELEVATIONS FOR COMPLIANCE WITH MUNICIPAL STANDARDS PRIOR TO EXCAVATION.
  - 7) REFER TO ARCHITECTURAL WORKING DRAWINGS AND STREETSCAPES FOR CONSTRUCTION REQUIREMENTS AND DETAILS. ALL GUARDS / HANDRAILS TO CONFORM TO OBC SECTION 9.8.
  - 8) LOCATIONS OF SUNKEN AREAS WINDOWS AND DOORS ARE APPROXIMATE. REFER TO ARCHITECTURAL DRAWINGS FOR ACTUAL LOCATIONS.
  - 9) REFER TO LANDSCAPE ARCHITECT'S FENCING LAYOUT PLAN FOR ALL FENCE LOCATIONS & DETAILS OR MUNICIPALITY FENCE STANDARD DETAILS.
  - 10) SANITARY AND STORM INVERTS PROVIDED BY CROZIER & ASSOCIATES CONSULTING ENGINEERS. BUILDER TO EXCAVATE AND VERIFY LATERAL ELEVATIONS AT STREET LINE PRIOR TO DIGGING FOUNDATION.
  - 11) UTILITY LOCATIONS SHOWN ARE PRELIMINARY AT TIME OF SITING APPROVAL.

**CROZIER & ASSOCIATES INC.**  
 FOR COMPLIANCE WITH OVERALL  
 SUBDIVISION GRADING ONLY  
 08/09/2019



STEWART STREET



**LEGEND**

[Symbol]	STREET LIGHT
[Symbol]	HYDRANT
[Symbol]	TRANSFORMER
[Symbol]	VALVE CHAMBER
[Symbol]	WATER SERVICE
[Symbol]	CATCH BASIN
[Symbol]	STM & SAN - SPLIT CONNECTION
[Symbol]	STM & SAN - SINGLE CONNECTION
[Symbol]	SWALE DIRECTION
[Symbol]	CABLE TV PEDESTAL
[Symbol]	BELL PEDESTAL
[Symbol]	SUPER MAIL BOX
[Symbol]	EXTERIOR DOOR LOCATION
[Symbol]	SIDE WINDOW LOCATION
[Symbol]	EMBANKMENT 3:1 MAX. SLOPE
[Symbol]	HYDRO
[Symbol]	FINISHED FLOOR ELEVATION
[Symbol]	TBW TOP OF BASEMENT WALL ELEV.
[Symbol]	TOC TOP OF CONCRETE WALL ELEV.
[Symbol]	TOCC TOP OF CONC. WALL + GAR. ELEV.
[Symbol]	BF BASEMENT FLOOR ELEVATION
[Symbol]	UF UNDERSIDE OF FOOTING ELEV.
[Symbol]	UFG UNDERSIDE OF FTG. -GAR. ELEV.
[Symbol]	UFR UNDERSIDE OF FTG. -REAR ELEV.
[Symbol]	UFS UNDERSIDE OF FTG. -SIDE ELEV.
[Symbol]	WOD WALK OUT DECK
[Symbol]	SWO SEAM WALK OUT
[Symbol]	WOB WALK OUT BASEMENT
[Symbol]	REV REVERSE FLAN
[Symbol]	2R,3R NUMBER OF RISERS
[Symbol]	DD,DD PROPOSED ELEVATION
[Symbol]	DD,DD EXISTING ELEVATION
[Symbol]	RWL RAIN WATER LEADER
[Symbol]	ELL ENGINEERED FLL
[Symbol]	HGW HIGH GROUND WATER ELEV.
[Symbol]	AGW AVERAGE GROUND WATER ELEV.
[Symbol]	(R) FIN. FLR. TO GARAGE ELEV. DIFF.
[Symbol]	EASEMENT - SIDE OR REAR YARD
[Symbol]	EASEMENT - OVERLAND FLOW

Zone:	RA - 6
Lot 113 L	Lot Area: 248.75 sq. m. (200 mb)
	Lot Frontage: 7.85 m. (7.85 min)
	Building Coverage: 85.38 sq. m.
	Lot Coverage: 34.32% (45% max)
	Building Height: 7.560 m. (11.0 max)
	Landscape Open Space: 68.77 %
Lot 113 R	Lot Area: 248.75 sq. m. (200 mb)
	Lot Frontage: 7.85 m. (7.85 min)
	Building Coverage: 85.38 sq. m.
	Lot Coverage: 34.32% (45% max)
	Building Height: 7.560 m. (11.0 max)
	Landscape Open Space: 68.77 %

High Ground Water Elev.:	491.75	Avg. Ground Water Elev.:	491.75	Larger Fig. Req. below slab:	492.35
Basmt. Slab Elev.:	493.08	Difference:	1.34	Slab Sub-drain req.:	NO
UBS of Strip Ptg. Elev.:	492.81	Difference:	1.06	Larger Fig. Req.:	NO*
UBS of Pad Ptg. Elev.:	N/A	Difference:	N/A	Larger Fig. Req.:	N/A

Parking Space: 2.75 m x 5.50 m Min. 1 Parking Space In Garage

Note: Refer to Soil Report for soil bearing capacity, foundation & subdrain requirements

Note: Refer to Zaretsky Engineering drawings SK-1 to SK-4 for information regarding footings

No.	Description	Date	By.
2	ISSUED FOR FINAL APPROVAL	31 JULY '19	DCTF
1	ISSUED FOR PRELIM REVIEW	23 MAY '18	DCTF

Client	TRIBUTE SHELburne LIMITED PARTNERSHIP
Project Name	HYLAND VILLAGE TOWN OF SHELburne
Sheet Title	SITING & GRADING
Lot	113 L/R
Phase	1
M-Plan	7M -

REGISTERED PERSON:	D.W. CASSIDY & CO. ARCHITECTURAL TECHNOLOGISTS
FIRM BCIN	26481
Reviewed and take responsibility for this design.	DAMIAN CHUNG TIAN FOOK have
Signature	<i>D. Cassidy</i>
BCIN	27995
Date:	31 JULY 2019.

Scale:	1:250
Date:	JULY 2019
Drawn by:	LP
Checked by:	DCTF
Project No.	2016-57
Sheet No.	113

**CASSIDY & CO.**  
 ARCHITECTURAL TECHNOLOGISTS  
 60 RANDALL DRIVE  
 SUITE 11  
 AJAX, ONTARIO L1S 6L3  
 PH. (905) 619-1270  
 FAX (905) 619-1289

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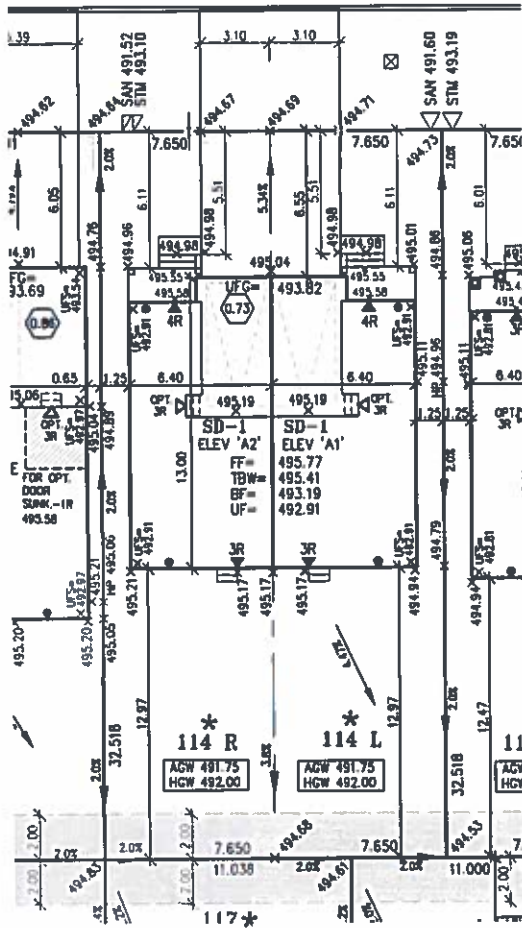


GENERAL NOTES

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- 5) ALL DOWNSPOUTS MUST BE LOCATED TO ENSURE DRAINAGE IS DIRECTED AWAY FROM THE HOUSE. DOWNSPOUTS SHALL DISCHARGE TO SURFACE ONTO SPLASHPADS.
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STEWART STREET



**CROZIER & ASSOCIATES INC.**  
FOR COMPLIANCE WITH OVERALL  
SUBDIVISION GRADING ONLY  
08/07/2019

LEGEND

- STREET LIGHT
- HYDRANT
- TRANSFORMER
- VALVE CHAMBER
- WATER SERVICE
- CATCH BASIN
- STM & SAN - SPLIT CONNECTION
- STM & SAN - SINGLE CONNECTION
- SWALE DIRECTION
- CABLE TV PEDESTAL
- BEI PEDESTAL
- SUPER MAIL BOX
- EXTERIOR DOOR LOCATION
- SIDE WINDOW LOCATION
- EMBANKMENT 3:1 MAX. SLOPE
- HYDRO
- FF FINISHED FLOOR ELEVATION
- TBW TOP OF BASEMENT WALL ELEV.
- TOC TOP OF CONCRETE WALL ELEV.
- TOCG TOP OF CONC. WALL - GAR. ELEV.
- BF BASEMENT FLOOR ELEVATION
- UF UNDERSIDE OF FOOTING ELEV.
- UFG UNDERSIDE OF FTG. -GAR. ELEV.
- UFR UNDERSIDE OF FTG. -REAR ELEV.
- UFS UNDERSIDE OF FTG. -SIDE ELEV.
- WDD WALK OUT DECK
- SWO SEMI WALK OUT
- WOB WALK OUT BASEMENT
- REV REVERSE PLAN
- ZRJR NUMBER OF RISERS
- 000.00 PROPOSED ELEVATION
- 000.00 EXISTING ELEVATION
- EWL RAIN WATER LEADER
- ENG ENGINEERED FILL
- HGW HIGH GROUND WATER ELEV.
- AGW AVERAGE GROUND WATER ELEV.
- FIN. FLR. TO GARAGE ELEV. DIFF.
- EASEMENT - SIDE OR REAR YARD
- EASEMENT - OVERLAND FLOW

Zone	R4 - 6
Lot 114 L	Lot Area: 248.75 sq. m. (200 mm)
	Lot Frontage: 7.65 m. (7.65 mm)
	Building Coverage: 84.70 sq. m
	Lot Coverage: 34.08% (45% max)
	Building Height: 7.830 m (11.0 m max)
	Landscape Open Space: 57.41%
Lot 114 R	Lot Area: 248.75 sq. m. (200 mm)
	Lot Frontage: 7.65 m. (7.65 mm)
	Building Coverage: 84.70 sq. m
	Lot Coverage: 34.08% (45% max)
	Building Height: 7.830 m (11.0 m max)
	Landscape Open Space: 57.41%

High Ground Water Elev.	Avg. Ground Water Elev.	Larger Pkg. Req. below elev.
489.18	482.99	482.38
Bemt. Slab Elev: 483.18	Difference: 1.64	Difference: 1.18
U/S of Strip Pkg. Elev: 482.31	Difference: 0.87	Difference: 0.87
U/S of Pad Pkg. Elev: N/A	Difference: N/A	Difference: N/A

No.	Description	Date	By
2	ISSUED FOR FINAL APPROVAL	31 JULY '19	DCTF
1	ISSUED FOR PRELIM REVIEW	23 MAY '19	DCTF

Client: **TRIBUTE SHELburne LIMITED PARTNERSHIP**

Project Name: **HYLAND VILLAGE TOWN OF SHELburne**

Sheet Title: **SITING & GRADING**

Lot: **114 L/R** Phase: **1**

M-Plan: **7M -**

REGISTERED PERSON:  
**D.W. CASSIDY & CO. ARCHITECTURAL TECHNOLOGISTS**  
FIRM BCIN 28461

**DAMIAN CHUNG TIAM FOOK** have reviewed and take responsibility for this design.

Signature: *[Signature]*  
BCIN: 27995 Date: **31 JULY 2019**

Scale: **1 : 250**

Date: **JULY 2019**

Drawn by: **LP**

Checked by: **DCTF**

**CASSIDY & CO.**  
ARCHITECTURAL TECHNOLOGISTS  
60 RANDALL DRIVE SUITE 11  
AJAX, ONTARIO L1S 6L3  
PH. (905) 618-1270 FAX (905) 618-1269

Project No: **2016-57** Sheet No: **114**

L:\008 Projects\2019\07\19\114 - Shelburne\008\_Village\008\_Village Lot-114.dwg  
 L:\008 Projects\2019\07\19\114 - Shelburne\008\_Village\008\_Village Lot-114.dwg

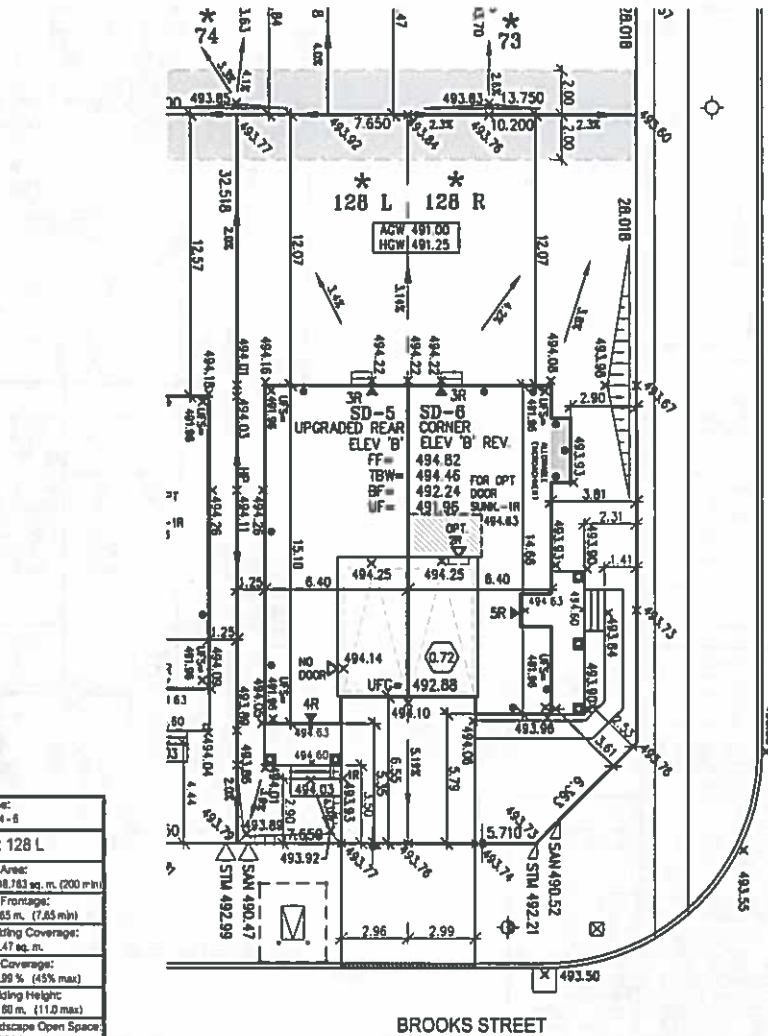
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**LEGEND**

[Symbol]	STREET LIGHT
[Symbol]	HYDRANT
[Symbol]	TRANSFORMER
[Symbol]	VALVE CHAMBER
[Symbol]	WATER SERVICE
[Symbol]	CATCH BASIN
[Symbol]	STM & SAN - SPLIT CONNECTION
[Symbol]	STM & SAN - SINGLE CONNECTION
[Symbol]	SWALE DIRECTION
[Symbol]	CABLE TV PEDESTAL
[Symbol]	BELL PEDESTAL
[Symbol]	SUPER MAIL BOX
[Symbol]	EXTERIOR DOOR LOCATION
[Symbol]	SIDE WINDOW LOCATION
[Symbol]	EMBANKMENT 3:1 MAX. SLOPE
[Symbol]	HYDRANT
[Symbol]	FINISHED FLOOR ELEVATION
[Symbol]	TBW TOP OF BASEMENT WALL ELEV.
[Symbol]	TOC TOP OF CONCRETE WALL ELEV.
[Symbol]	TOCG TOP OF CONC. WALL - GAR. ELEV.
[Symbol]	BF BASEMENT FLOOR ELEVATION
[Symbol]	UF UNDERSIDE OF FOOTING ELEV.
[Symbol]	UFG UNDERSIDE OF FTG.-GAR. ELEV.
[Symbol]	UFR UNDERSIDE OF FTG.-REAR ELEV.
[Symbol]	UFS UNDERSIDE OF FTG.-SIDE ELEV.
[Symbol]	WOD WALK OUT DECK
[Symbol]	SWO SEMI WALK OUT
[Symbol]	WOB WALK OUT BASEMENT
[Symbol]	REV REVERSE PLAN
[Symbol]	ZR,3R NUMBER OF RISERS
[Symbol]	PROPOSED ELEVATION
[Symbol]	EXISTING ELEVATION
[Symbol]	RAIN WATER LEADER
[Symbol]	ENGINEERED FILL
[Symbol]	HIGH GROUND WATER ELEV.
[Symbol]	ACGW AVERAGE GROUND WATER ELEV.
[Symbol]	FIN. FLR. TO GARAGE ELEV. DIFF.
[Symbol]	EASEMENT - SIDE OR REAR YARD
[Symbol]	EASEMENT - OVERLAND FLOW

**CROZIER & ASSOCIATES INC.**  
 FOR COMPLIANCE WITH OVERALL  
 SUBDIVISION GRADING ONLY  
 08/07/2019



Zone:	R4-B
Lot 128 L	Lot Area: 248.783 sq. m. (200 min)
	Lot Frontage: 7.85 m. (7.85 min)
	Building Coverage: 99.47 sq. m.
	Lot Coverage: 39.99 % (45% max)
	Building Height: 8.100 m. (11.0 max)
	Landscape Open Space: 57.29 %
Lot 128 R	Lot Area: 321.729 sq. m. (200 min)
	Lot Frontage: 10.20 m. (7.85 min)
	Building Coverage: 103.77 sq. m.
	Lot Coverage: 32.29 % (45% max)
	Building Height: 8.210 m. (11.0 max)
	Landscape Open Space: 54.67 %

High Ground Water Elev.	491.25	Avg. Ground Water Elev.	491.00	Larger Fig. Req.	before site.
Remt. Slab Elev.	491.25	Difference	1.24	Slab Sub-drain req.	NO
U/S of Strip Fig. Elev.	491.98	Difference	0.71	Larger Fig. Req.	NO
U/S of Pad Fig. Elev.	491.92	Difference	0.87	Larger Fig. Req.	NO

Notes:  
 1) Larger Fig. required when below min. elev. listed  
 Note: Refer to Soil Report for soil bearing capacity, foundation & subdrain requirements  
 Note: Refer to Zaretsky Engineering drawings SK-1 to SK-4 for information regarding footings

Client	TRIBUTE SHELburne LIMITED PARTNERSHIP
Project Name	HYLAND VILLAGE TOWN OF SHELburne
Sheet Title	SITING & GRADING
Lot	128 L/R
Phase	1
M-Plan	7M -

REGISTERED PERSON	D.W. CASSIDY & CO. ARCHITECTURAL TECHNOLOGISTS
FIRM BCIN	26481
Reviewed and take responsibility for this design.	I, DAMIAN CHUNG TIAM FOCK have
Signature	<i>Damian Fock</i>
BCIN	27995
Date	30 JULY 2019

Scale	1:250
Date	JULY 2019
Drawn by	LP
Checked by	DCTF

<b>CASSIDY &amp; CO.</b> ARCHITECTURAL TECHNOLOGISTS 60 RANDALL DRIVE SUITE 11 AJAX, ONTARIO L1S 6L3 PH: (905) 818-1370 FAX: (905) 818-1299			
Project No.	2016-57	Sheet No.	128

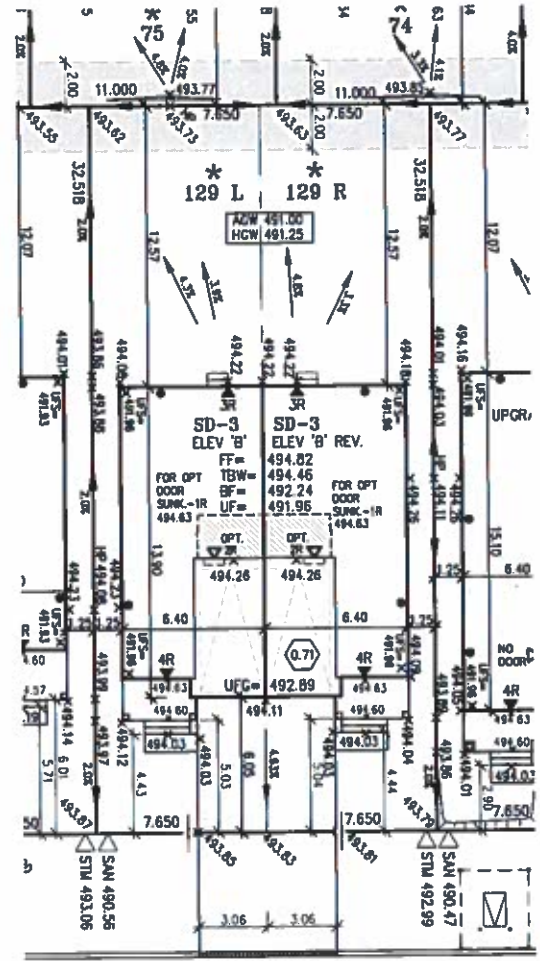
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**LEGEND**

+	STREET LIGHT
◇	HYDRANT
⊕	TRANSFORMER
⊞	VALVE CHAMBER
→	WATER SERVICE
⊞	CATCH BASIN
⊞	STM & SAN - SPLIT CONNECTION
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UF	UNDERSIDE OF FOOTING ELEV.
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UFR	UNDERSIDE OF FTG - REAR ELEV.
UFS	UNDERSIDE OF FTG - SIDE ELEV.
WDO	WALK OUT DECK
SWO	SEMI WALK OUT
WOB	WALK OUT BASEMENT
REV	REVERSE PLAN
2R/3R	NUMBER OF RISERS
000/00	PROPOSED ELEVATION
000/00	EXISTING ELEVATION
⊞	RAIN WATER LEADER
★	ENGINEERED FILL
HGW	HIGH GROUND WATER ELEV.
AGW	AVERAGE GROUND WATER ELEV.
⊞	FIN. FLR TO GARAGE ELEV. DIFF.
⊞	EASEMENT - SIDE DR REAR YARD
⊞	EASEMENT - OVERLAND FLOW

**CROZIER & ASSOCIATES INC.**  
 FOR COMPLIANCE WITH OVERALL  
 SUBDIVISION GRADING ONLY  
 08/02/2019



Zone:	R4 6
Lot 129 L	Lot Area: 248.75 sq. m. (200 min)
Lot 129 R	Lot Area: 248.75 sq. m. (200 min)
FF	Lot Frontage: 7.65 m. (7.65 min)
TBW	Building Coverage: 92.36 sq. m.
TOC	Lot Coverage: 37.13% (45% max)
TDCC	Building Height: 7.900 m. (11.0 max)
BF	Landscape Open Space: 56.77 %
UFG	Lot 129 R
UFR	Lot Area: 248.75 sq. m. (200 min)
UFS	Lot Frontage: 7.65 m. (7.65 min)
WDO	Building Coverage: 92.36 sq. m.
SWO	Lot Coverage: 37.13 % (45% max)
WOB	Building Height: 8.030 m. (11.0 max)
REV	Landscape Open Space: 56.77 %
2R/3R	
000/00	
000/00	
⊞	
★	
HGW	
AGW	
⊞	
⊞	
⊞	

Note:	High Ground Water Elev.	Avg. Ground Water Elev.	*Larger Fig. Req. below elev.
*Larger Fig. required where better than elev. listed	491.25	491.00	491.86
Bottom. Slab Elev.:	492.24	Difference: 0.99	Slab Sub-drain req. NO
UFS of Strip Ftg. Elev.:	491.90	Difference: 0.71	Larger Fig. Req. NO*
UFS of Pad Ftg. Elev.:	491.92	Difference: 0.87	Larger Fig. Req. NO

Note:	High Ground Water Elev.	Avg. Ground Water Elev.	*Larger Fig. Req. below elev.
*Larger Fig. required where better than elev. listed	491.25	491.00	491.86
Bottom. Slab Elev.:	492.24	Difference: 0.99	Slab Sub-drain req. NO
UFS of Strip Ftg. Elev.:	491.90	Difference: 0.71	Larger Fig. Req. NO*
UFS of Pad Ftg. Elev.:	491.92	Difference: 0.87	Larger Fig. Req. NO

Client:	TRIBUTE SHELburne LIMITED PARTNERSHIP
Project Name:	HYLAND VILLAGE TOWN OF SHELburne
Sheet Title:	SITING & GRADING
Lot:	129 L/R
Phase:	1
M-Plan:	7M -

<b>REGISTERED PERSON:</b> D.W. CASSIDY & CO. ARCHITECTURAL TECHNOLOGISTS FIRM BCIN: 28461
I. DAMIAN CHUNG TIAM FOOK have reviewed and take responsibility for this design.
Signature: <i>[Signature]</i> BCIN: 27995 Date: 30 JULY 2019

Scale: 1:250
Date: JULY 2019
Drawn by: LP
Checked by: DCTF
Project No: 2016-57
Sheet No: 129

**CASSIDY & CO.**  
 ARCHITECTURAL TECHNOLOGISTS  
 60 RANDALL DRIVE SUITE 11  
 AJAX, ONTARIO L1S 6L3  
 PH. (905) 819-1270  
 FAX (905) 819-1289

© 2019 Project 2016-57 - Hyland Village - Siting & Grading - Rev. 1 - 13 Aug 2019 4:34:40 PM



**GENERAL NOTES**

- 1) ALL WORK MUST CONFORM TO THE CURRENT ONTARIO BUILDING CODE AND ALL CURRENT MUNICIPAL BY-LAWS.
- 2) CONTRACTOR SHALL CHECK ALL DIMENSIONS ON THE WORK AND VERIFY DIMENSIONS ON THE SITE, REPORTING ANY DISCREPANCY TO THE DESIGNER BEFORE PROCEEDING.
- 3) DRIVEWAYS MUST HAVE A MINIMUM OF 1.5M CLEARANCE TO TRANSFORMERS AND 1.2m TO OTHER STREET FURNITURE. DRIVEWAYS TO HAVE 0.6M CLEARANCE FROM PROJECTED PROPERTY LINES.
- 4) SURVEYOR TO VERIFY THAT MINIMUM FROST PROTECTION IS PROVIDED FOR ALL FOOTINGS.
- 5) ALL DOWNSPOUTS MUST BE LOCATED TO ENSURE DRAINAGE IS DIRECTED AWAY FROM THE HOUSE. DOWNSPOUTS SHALL DISCHARGE TO SURFACE ONTO SPLASHPADS.
- 6) BUILDER TO VERIFY LOCATIONS & ELEVATIONS OF SANITARY, STORM AND FOG LATERALS IN RELATION TO BASEMENT ELEVATIONS FOR COMPLIANCE WITH MUNICIPAL STANDARDS PRIOR TO EXCAVATION.
- 7) REFER TO ARCHITECTURAL WORKING DRAWINGS AND STREETSAPES FOR CONSTRUCTION REQUIREMENTS AND DETAILS. ALL GUARDS / HANDRAILS TO CONFORM TO OBC SECTION 9.8j.
- 8) LOCATIONS OF SUNKEN AREAS, WINDOWS AND DOORS ARE APPROXIMATE. REFER TO ARCHITECTURAL DRAWINGS FOR ACTUAL LOCATIONS.
- 9) REFER TO LANDSCAPE ARCHITECT'S FENCING LAYOUT PLAN FOR ALL FENCE LOCATIONS & DETAILS OR MUNICIPALITY FENCE STANDARD DETAILS.
- 10) SANITARY AND STORM INVERTS PROVIDED BY CROZIER & ASSOCIATES CONSULTING ENGINEERS. BUILDER TO EXCAVATE AND VERIFY LATERAL ELEVATIONS AT STREET LINE PRIOR TO DIGGING FOUNDATION.
- 11) UTILITY LOCATIONS SHOWN ARE PRELIMINARY AT TIME OF SITING APPROVAL.

**LEGEND**

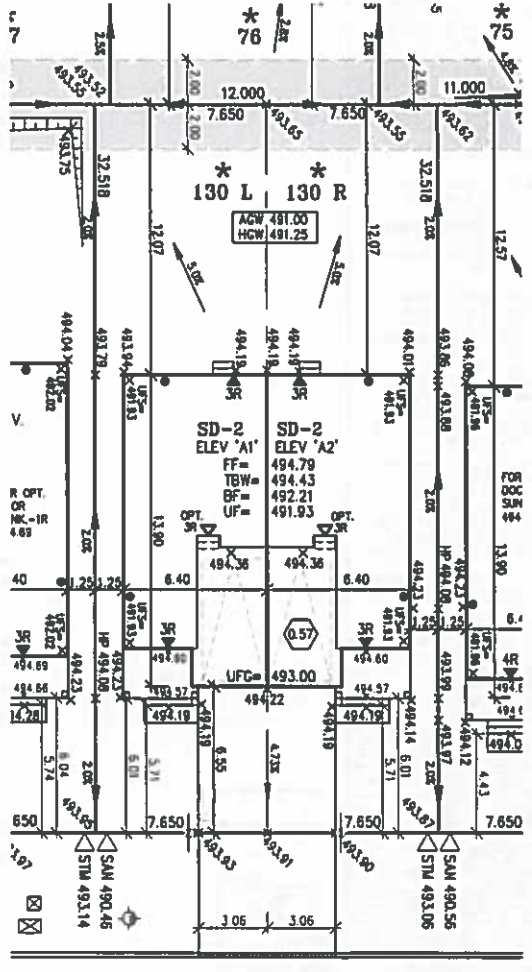
- STREET LIGHT
- HYDRANT
- TRANSFORMER
- VALVE CHAMBER
- WATER SERVICE
- CATCH BASIN
- STM & SAN - SPLIT CONNECTION
- STM & SAN - SINGLE CONNECTION
- SWALE DIRECTION
- CABLE TV PEDESTAL
- BELL PEDESTAL
- SUPER MAIL BOX
- EXTERIOR DOOR LOCATION
- SIDE WINDOW LOCATION
- EMBANKMENT 3:1 MAX. SLOPE
- HYDRO
- FF FINISHED FLOOR ELEVATION
- TBW TOP OF BASEMENT WALL ELEV.
- TOC TOP OF CONCRETE WALL ELEV.
- TOCC TOP OF CONC. WALL - GAR. ELEV.
- BF BASEMENT FLOOR ELEVATION
- UF UNDERSIDE OF FOOTING ELEV.
- UFG UNDERSIDE OF FTG. -GAR. ELEV.
- UFR UNDERSIDE OF FTG. -REAR ELEV.
- UFS UNDERSIDE OF FTG. -SIDE ELEV.
- WOD WALK OUT DECK
- SWD SEMI WALK OUT
- WOB WALK OUT BASEMENT
- REV REVERSE PLAN
- 2R-3R NUMBER OF RISERS
- 000.00 PROPOSED ELEVATION
- 000.00 EXISTING ELEVATION
- RWL RAIN WATER LEADER
- ENG ENGINEERED FILL
- HGW HIGH GROUND WATER ELEV.
- AGW AVERAGE GROUND WATER ELEV.
- F.F. FIN. FLR. TO GARAGE ELEV. DIFF.
- EASEMENT - SIDE OR REAR YARD
- EASEMENT - OVERLAND FLOW

**CROZIER & ASSOCIATES INC.**  
 FOR COMPLIANCE WITH OVERALL  
 SUBDIVISION GRADING ONLY  
 08/02/2019

Zone:	R4.6
Lot 130 L	Lot Area: 248.75 sq. m. (200 mn)
	Lot Frontage: 7.65 m. (7.65 mn)
	Building Coverage: 90.81 sq. m.
	Lot Coverage: 38.51% (45% max)
	Building Height: 7.750 m. (11.0 max)
	Landscape Open Space: 58.61%
Lot 130 R	Lot Area: 248.75 sq. m. (200 mn)
	Lot Frontage: 7.65 m. (7.65 mn)
	Building Coverage: 90.81 sq. m.
	Lot Coverage: 36.51% (45% max)
	Building Height: 7.750 m. (11.0 max)
	Landscape Open Space: 58.61%

Notes:	High Ground Water Elev.	Avg. Ground Water Elev.	Larger Fig. Prev. below elev.
* Larger fig. required when below min. elev. listed	491.25	481.80	491.55
Best, Stab Elev:	492.21	0.96	1.21
UFS of Strip Fig. Elev:	491.93	0.88	0.93
UFS of Pad Fig. Elev:	491.89	0.84	0.89

Notes:	High Ground Water Elev.	Avg. Ground Water Elev.	Larger Fig. Prev. below elev.
* Larger fig. required when below min. elev. listed	491.25	481.80	491.55
Best, Stab Elev:	492.21	0.96	1.21
UFS of Strip Fig. Elev:	491.93	0.88	0.93
UFS of Pad Fig. Elev:	491.89	0.84	0.89



**BROOKS STREET**

Client	TRIBUTE SHELburne LIMITED PARTNERSHIP
Project Name	HYLAND VILLAGE TOWN OF SHELburne
Sheet Title	SITING & GRADING
Lot	130 L/R
Phase	1
M-Plan	7M -

REGISTERED PERSON	D.W. CASSIDY & CO. ARCHITECTURAL TECHNOLOGISTS
FIRM BCIN	28481
	I. DAMIAN CHUNG TIAM FOOK have reviewed and take responsibility for this design.
Signature	<i>D. Cassidy</i>
BCIN	27995
Date:	30 JULY 2019.

Scale	1:250
Date	JULY 2019
Drawn by	LP
Checked by	DCTF

<b>CASSIDY &amp; CO.</b> ARCHITECTURAL TECHNOLOGISTS 80 RANDALL DRIVE SUITE 11 AJAX, ONTARIO L1S 6L3 PH. (905) 619-1270 FAX (905) 619-1269			
Project No	2016-57	Sheet No	130

01-21-2019 1:24:43 PM - Shelburne (Cassidy) Customer - 2019 Lot 130 L/R

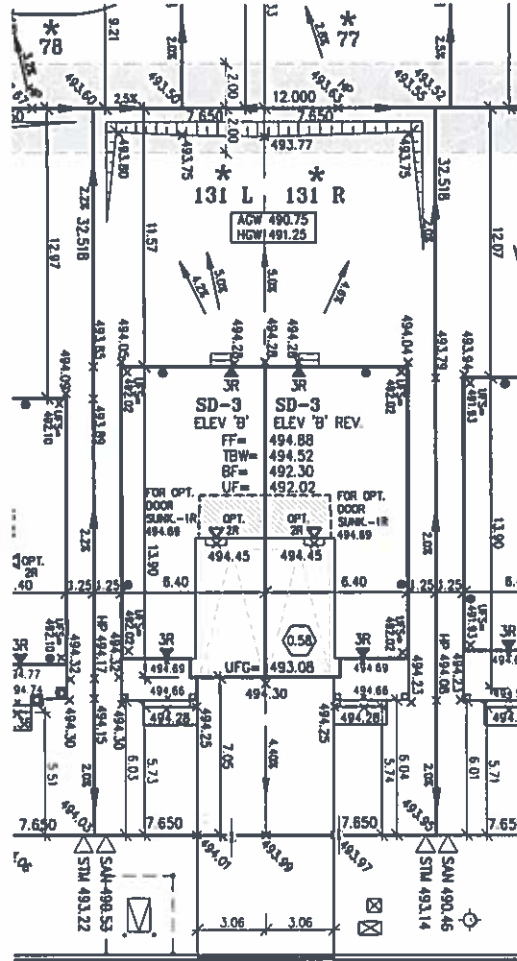
**GENERAL NOTES**

- 1) ALL WORK MUST CONFORM TO THE CURRENT ONTARIO BUILDING CODE AND ALL CURRENT MUNICIPAL BY-LAWS.
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- 3) DRIVEWAYS MUST HAVE A MINIMUM OF 1.5M CLEARANCE TO TRANSFORMERS AND 1.2m TO OTHER STREET FURNITURE. DRIVEWAYS TO HAVE 0.6M CLEARANCE FROM PROJECTED PROPERTY LINES.
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- 9) REFER TO LANDSCAPE ARCHITECT'S FENCING LAYOUT PLAN FOR ALL FENCE LOCATIONS & DETAILS OR MUNICIPALITY FENCE STANDARD DETAILS.
- 10) SANITARY AND STORM INVERTS PROVIDED BY CROZIER & ASSOCIATES CONSULTING ENGINEERS. BUILDER TO EXCAVATE AND VERIFY LATERAL ELEVATIONS AT STREET LINE PRIOR TO DIGGING FOUNDATION.
- 11) UTILITY LOCATIONS SHOWN ARE PRELIMINARY AT TIME OF SITING APPROVAL.

**LEGEND**

	STREET LIGHT
	INCHMARK
	TRANSFORMER
	VALVE CHAMBER
	WATER SERVICE
	CATCH BASIN
	STM & SAN - SPLIT CONNECTION
	STM & SAN - SINGLE CONNECTION
	SEWAL DIRECTION
	CABLE TV PREINSTALL
	BELL PEDESTAL
	SUPER MAIL BOX
	EXTERIOR DOOR LOCATION
	SIDE WINDOW LOCATION
	EMBANKMENT 3:1 MAX. SLOPE
	HYDRO
	FINISHED FLOOR ELEVATION
	TOP OF BASEMENT WALL ELEV.
	TOP OF CONCRETE WALL ELEV.
	TOP OF CONC. WALL - GAR. ELEV.
	BASEMENT FLOOR ELEVATION
	UNDERSIDE OF FOOTING ELEV.
	UNDERSIDE OF FTG. - GAR. ELEV.
	UNDERSIDE OF FTG. - REAR ELEV.
	UNDERSIDE OF FTG. - SIDE ELEV.
	WOOD WALK OUT DECK
	SEMI WALK OUT
	WALK OUT BASEMENT
	REVERSE PLAN
	NUMBER OF RISERS
	PROPOSED ELEVATION
	EXISTING ELEVATION
	RAIN WATER LEADER
	ENGINEERED FILL
	HIGH GROUND WATER ELEV.
	AVERAGE GROUND WATER ELEV.
	FIN. FLR. TO GARAGE ELEV. DIFF.
	EASEMENT - SIDE OR REAR YARD
	EASEMENT - OVERLAND FLOW

**CROZIER & ASSOCIATES INC.**  
 FOR COMPLIANCE WITH OVERALL  
 SUBDIVISION GRADING ONLY  
 08/02/2019



**BROOKS STREET**

Zone:	R4 - 6
Lot 131 L	Lot Area: 248.75 sq. m. (200 mn)
Lot Frontage:	7.85 m. (7.85 mn)
Building Coverage:	82.36 sq. m.
Lot Coverage:	37.13% (45% max)
Building Height:	7.860 m. (11.0 max)
Landscape Open Space:	58.65%
Lot 131 R	Lot Area: 248.75 sq. m. (200 mn)
Lot Frontage:	7.85 m. (7.85 mn)
Building Coverage:	82.36 sq. m.
Lot Coverage:	37.13% (45% max)
Building Height:	7.900 m. (11.0 max)
Landscape Open Space:	58.65%

Notes	High Ground Water Elev.	Avg. Ground Water Elev.	*Larger Fig. Req. Below elev.
*Larger Fig. required when below min. elev. listed	491.25	488.78	491.85
Realt. Slab Elev:	492.30	Difference 1.52	Slab Sub-grain req. NO
U/S of Slab Fig. Elev:	492.30	Difference 1.52	Larger Fig. Req. NO
U/S of Pad Fig. Elev:	491.89	Difference 1.87	Larger Fig. Req. NO
U/S of Pad Fig. Elev:	491.89	Difference 1.87	Larger Fig. Req. NO

Client:	TRIBUTE SHELburne LIMITED PARTNERSHIP
Project Name:	HYLAND VILLAGE TOWN OF SHELburne
Sheet Title:	SITING & GRADING
Lot:	131 LR
Phase:	1
M-Plan:	7M

<b>REGISTERED PERSON:</b>	D.W. CASSIDY & CO. ARCHITECTURAL TECHNOLOGISTS
FIRM BCIN:	28481
Reviewed and take responsibility for this design.	( DAMIAN CHUNG TIAM FOOK ) have
Signature:	<i>[Signature]</i>
BCIN:	27995
Date:	30 JULY 2019

Note:	Refer to Soil Report for soil bearing capacity, foundation & subdrain requirements
Note:	Refer to Zanitsky Engineering drawings SK-1 to SK-4 for information regarding footings

Scale:	1:250
Date:	JULY 2019
Drawn by:	LP
Checked by:	DCTF
Project No.:	2016-57
Sheet No.:	131

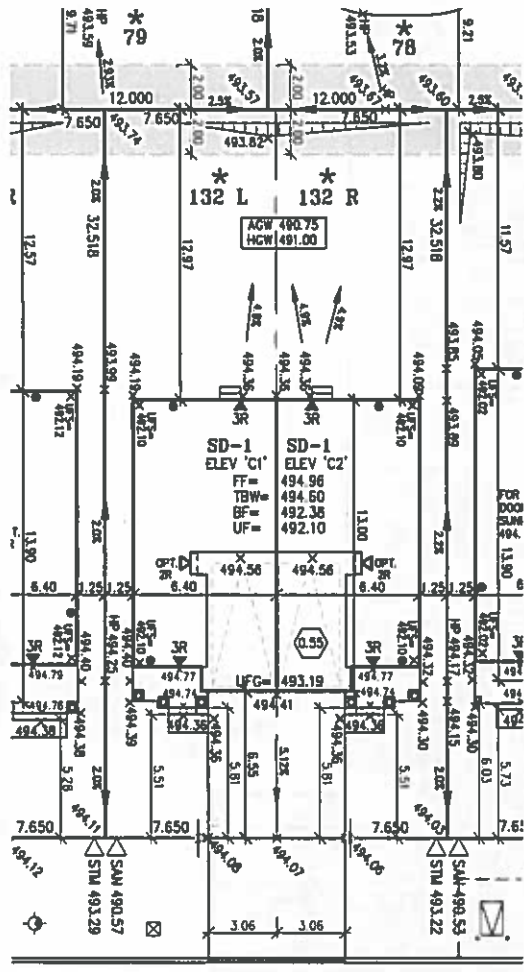
**CASSIDY & CO.**  
 ARCHITECTURAL TECHNOLOGISTS  
 60 RANDALL DRIVE  
 SUITE 11  
 AJAX, ONTARIO L1S 8L3  
 PH. (905) 818-1270  
 FAX (905) 818-1289

- GENERAL NOTES**
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**LEGEND**

- STREET LIGHT
- HYDRANT
- TRANSFORMER
- VALVE CHAMBER
- WATER SERVICE
- CATCH BASIN
- STM & SAN - SPLIT CONNECTION
- STM & SAN - SINGLE CONNECTION
- SWALE DIRECTION
- CABLE TV PEDESTAL
- BELL PEDESTAL
- SUPER MAIL BOX
- EXTERIOR DOOR LOCATION
- SIDE WINDOW LOCATION
- EMBANKMENT 3:1 MAX. SLOPE
- RETRO
- FF FINISHED FLOOR ELEVATION
- TBW TOP OF BASEMENT WALL ELEV.
- TOC TOP OF CONCRETE WALL ELEV.
- TOCG TOP OF CONC. WALL - GAR. ELEV.
- BF BASEMENT FLOOR ELEVATION
- UF UNDERSIDE OF FOOTING ELEV.
- UFG UNDERSIDE OF FTG. -GAR. ELEV.
- UFR UNDERSIDE OF FTG. -REAR ELEV.
- UFS UNDERSIDE OF FTG. -SIDE ELEV.
- WOD WALK OUT DECK
- SWD SEMI WALK OUT
- WOB WALK OUT BASEMENT
- REV REVERSE PLAN
- BRN NUMBER OF RISERS
- 000.00 PROPOSED ELEVATION
- 000.00 EXISTING ELEVATION
- RAW RAIN WATER LEADER
- ENG ENGINEERED FILL
- HGW HIGH GROUND WATER ELEV.
- AGW AVERAGE GROUND WATER ELEV.
- FIN FLOOR TO GARAGE ELEV. DIFF.
- EASEMENT - SIDE OR REAR YARD
- EASEMENT - OVERLAND FLOW

**CROZIER & ASSOCIATES INC.**  
 FOR COMPLIANCE WITH OVERALL  
 SUBDIVISION GRADING ONLY  
 08/02/2019



Zone:	R4 - 6
Lot 132 L	
Lot Area:	248.75 sq. m. (200 mn)
Lot Frontage:	7.65 m. (7.65 mn)
Building Coverage:	85.36 sq. m.
Lot Coverage:	34.32% (45% max)
Building Height:	7.900 m. (11.0 max)
Landscape Open Space:	59.18 %

Lot 132 R	
Lot Area:	248.75 sq. m. (200 mn)
Lot Frontage:	7.65 m. (7.65 mn)
Building Coverage:	85.36 sq. m.
Lot Coverage:	34.32% (45% max)
Building Height:	7.640 m. (11.0 max)
Landscape Open Space:	34.12 %

	High Ground Water Elev.	Avg. Ground Water Elev.	Larger Fig. Req. below elev.
	491.00	491.79	491.00
Best. Stab Elev:	492.38	Difference 1.39	Difference 1.63
U/S of Strip Ptg. Elev:	492.18	Difference 1.10	Difference 1.38
U/S of Pad Ptg. Elev:	N/A	Difference N/A	Difference N/A

2	ISSUED FOR FINAL APPROVAL	30 JULY 19	DCTF
1	ISSUED FOR PRELIM REVIEW	23 MAY 19	DCTF
No.	Description	Date	By

Client	TRIBUTE SHELburne LIMITED PARTNERSHIP
Project Name	HYLAND VILLAGE TOWN OF SHELburne
Sheet Title	SITING & GRADING
Lot	132 U/R
Phase	1
M-Plan	7M -

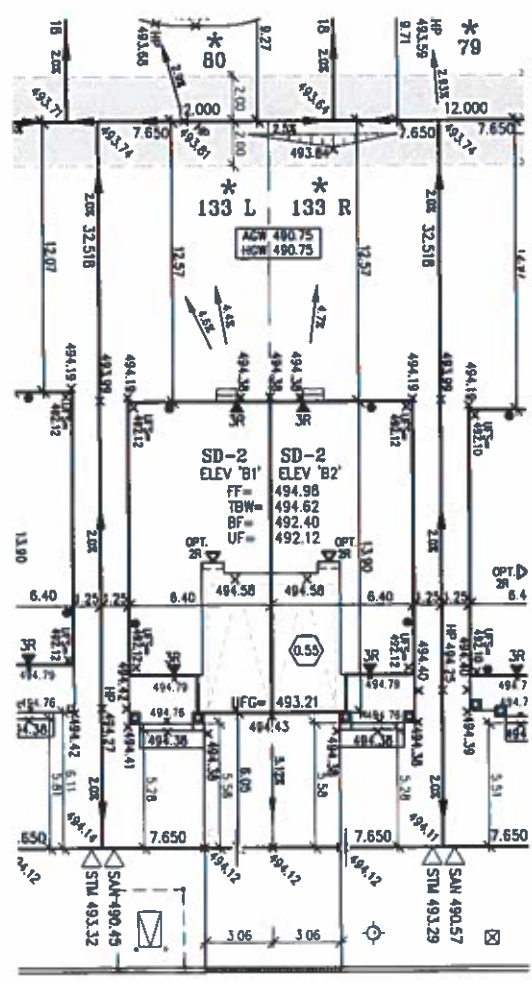
REGISTERED PERSON	D.W. CASSIDY & CO. ARCHITECTURAL TECHNOLOGISTS
FIRM BCIN	26461
	DAMIAN CHUNG TIAM FOOK have reviewed and take responsibility for this design.
Signature	<i>[Signature]</i>
BCIN	27995
Date	30 JULY 2019

Scale	1:250
Date	JULY 2019
Drawn by	LP
Checked by	DCTF

<b>CASSIDY &amp; CO.</b>	
ARCHITECTURAL TECHNOLOGISTS	
60 RANDALL DRIVE	
SUITE 11	
AJAX, ONTARIO L1S 6L3	
PH. (905) 619-1270	
FAX (905) 619-1288	
Project No.	2016-57
Sheet No.	132



- GENERAL NOTES**
- ALL WORK MUST CONFORM TO THE CURRENT ONTARIO BUILDING CODE AND ALL CURRENT MUNICIPAL BY-LAWS
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  - SURVEYOR TO VERIFY THAT MINIMUM FROST PROTECTION IS PROVIDED FOR ALL FOOTINGS.
  - ALL DOWNSPOUTS MUST BE LOCATED TO ENSURE DRAINAGE IS DIRECTED AWAY FROM THE HOUSE. DOWNSPOUTS SHALL DISCHARGE TO SURFACE ONTO SPLASHPADS
  - BUILDER TO VERIFY LOCATIONS & ELEVATIONS OF SANITARY, STORM AND FOG LATERALS IN RELATION TO BASEMENT ELEVATIONS FOR COMPLIANCE WITH MUNICIPAL STANDARDS PRIOR TO EXCAVATION
  - REFER TO ARCHITECTURAL WORKING DRAWINGS AND STREETSCAPES FOR CONSTRUCTION REQUIREMENTS AND DETAILS. ALL GUARDS / HANDRAILS TO CONFORM TO OBC SECTION 9.8
  - LOCATIONS OF SUMMIT AREAS, WINDOWS AND DOORS ARE APPROXIMATE. REFER TO ARCHITECTURAL DRAWINGS FOR ACTUAL LOCATIONS
  - REFER TO LANDSCAPE ARCHITECT'S FENCING LAYOUT PLAN FOR ALL FENCE LOCATIONS & DETAILS OR MUNICIPALITY FENCE STANDARD DETAILS
  - SANITARY AND STORM INVERTS PROVIDED BY CROZIER & ASSOCIATES CONSULTING ENGINEERS. BUILDER TO EXCAVATE AND VERIFY LATERAL ELEVATIONS AT STREET LINE PRIOR TO DIGGING FOUNDATION
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**CROZIER & ASSOCIATES INC.**  
 FOR COMPLIANCE WITH OVERALL  
 SUBDIVISION GRADING ONLY  
 08/02/2019

**LEGEND**

+	STREET LIGHT
+	HYDRANT
+	TRANSFORMER
+	VALVE CHAMBER
+	WATER SERVICE
+	CATCH BASIN
+	STM & SAN - SPLIT CONNECTION
+	STM & SAN - SINGLE CONNECTION
+	SWALE DIRECTION
+	CABLE TV PEDESTAL
+	BELL PEDESTAL
+	SUPER MAIL BOX
+	EXTERIOR DOOR LOCATION
+	SIZE WINDOW LOCATION
+	EMBANKMENT 3:1 MAX SLOPE
+	HYDRO
+	FF FINISHED FLOOR ELEVATION
+	TBW TOP OF BASEMENT WALL ELEV.
+	TCC TOP OF CONCRETE WALL ELEV.
+	TDCR TOP OF CONCRETE WALL - GAR. ELEV.
+	BF BASEMENT FLOOR ELEVATION
+	UF UNDERSIDE OF FOOTING ELEV.
+	UF-G UNDERSIDE OF FTG - GAR. ELEV.
+	UF-R UNDERSIDE OF FTG - REAR ELEV.
+	UF-S UNDERSIDE OF FTG - SIDE ELEV.
+	WOD WALK OUT DECK
+	SWD SEMI WALK OUT
+	WOB WALK OUT BASEMENT
+	REV REVERSE PLAN
+	RSR NUMBER OF RISERS
+	PROPOSED ELEVATION
+	EXISTING ELEVATION
+	RAW RAIN WATER LEADER
+	ENGINEERED FILL
+	HGW HIGH GROUND WATER ELEV.
+	AGW AVERAGE GROUND WATER ELEV.
+	FM FLR. TO GARAGE ELEV. DIFF.
+	EASEMENT - SIDE OR REAR YARD
+	EASEMENT - OVERLAND FLOW

Zone:	R4-6
Lot 133 L	
Lot Area:	248.75 sq. m. (200 min)
Lot Frontage:	7.65 m. (7.65 min)
Building Coverage:	90.53 sq. m.
Lot Coverage:	36.40% (45% max)
Building Height:	7.760 m. (11.0 max)
Landscape Open Space:	58.33%
Lot 133 R	
Lot Area:	248.75 sq. m. (200 min)
Lot Frontage:	7.65 m. (7.65 min)
Building Coverage:	90.53 sq. m.
Lot Coverage:	36.40% (45% max)
Building Height:	7.760 m. (11.0 max)
Landscape Open Space:	58.33%

High Ground Water Elev.	490.75	Avg. Ground Water Elev.	480.75	*Larger Ftg. Req. below elev.	291.36
Diff.	1.00	Diff.	1.00	Slab Sub-drain req.	NO
UFS of Strip Ftg. Elev.	492.12	Diff.	1.37	Larger Ftg. Req.	NO*
UFS of Pad Ftg. Elev.	492.08	Diff.	1.33	Larger Ftg. Req.	NO
Parking Space:	2.75 m x 5.50 m	Notes:	Refer to Soil Report for soil bearing capacity, foundation & subdrain requirements		
Min. 1 Parking Space in Garage		Notes:	Refer to Zoning Engineering drawings SK-1 to SK-4 for information regarding footings		

BROOKS STREET

Client: **TRIBUTE SHELburne LIMITED PARTNERSHIP**

Project Name: **HYLAND VILLAGE TOWN OF SHELburne**

Sheet Title: **SITING & GRADING** Lot 133 L/R Phase 1 M-Plan 7M-

REGISTERED PERSON: **D.W. CASSIDY & CO. ARCHITECTURAL TECHNOLOGISTS**  
 FIRM BCIN 28481  
 I. DAMIAN CHUNG TIAM FOOK have reviewed and take responsibility for this design.  
 Signature: *[Signature]*  
 BCIN: 27995 Date: 30 JULY 2019

Scale: **1:250**

Date: **JULY 2019**

Drawn by: **LP**

Checked by: **DCTF**

Project No.: **2016-57**

Sheet No.: **133**

**CASSIDY & CO.**  
 ARCHITECTURAL TECHNOLOGISTS  
 80 RANDALL DRIVE SUITE 11  
 AJAX, ONTARIO L1S 6L3  
 PH. (905) 618-1270  
 FAX (905) 618-1269

2 ISSUED FOR FINAL APPROVAL 30 JULY '19 DCTF  
 1 ISSUED FOR PRELIM REVIEW 23 MAY '19 DCTF  
 No. Description Date By

- GENERAL NOTES:**
- 1) ALL WORK MUST CONFORM TO THE CURRENT ONTARIO BUILDING CODE AND ALL CURRENT MUNICIPAL BY-LAWS.
  - 2) CONTRACTOR SHALL CHECK ALL DIMENSIONS ON THE WORK AND VERIFY DIMENSIONS ON THE SITE. REPORTING ANY DISCREPANCY TO THE DESIGNER BEFORE PROCEEDING.
  - 3) DRIVEWAYS MUST HAVE A MINIMUM OF 1.5M CLEARANCE TO TRANSFORMERS AND 1.2m TO OTHER STREET FURNITURE. DRIVEWAYS TO HAVE 0.6M CLEARANCE FROM PROJECTED PROPERTY LINES.
  - 4) SURVEYOR TO VERIFY THAT MINIMUM FROST PROTECTION IS PROVIDED FOR ALL FOOTINGS.
  - 5) ALL DOWNSPOUTS MUST BE LOCATED TO ENSURE DRAINAGE IS DIRECTED AWAY FROM THE HOUSE. DOWNSPOUTS SHALL DISCHARGE TO SURFACE ONTO SPLASHPADS.
  - 6) BUILDER TO VERIFY LOCATIONS & ELEVATIONS OF SANITARY, STORM AND FDC LATERALS IN RELATION TO BASEMENT ELEVATIONS FOR COMPLIANCE WITH MUNICIPAL STANDARDS PRIOR TO EXCAVATION.
  - 7) REFER TO ARCHITECTURAL WORKING DRAWINGS AND STREETSAPES FOR CONSTRUCTION REQUIREMENTS AND DETAILS. ALL GUARDS / HANDRAILS TO CONFORM TO OBC SECTION 9.8.
  - 8) LOCATIONS OF SUNKEN AREAS, WINDOWS AND DOORS ARE APPROXIMATE. REFER TO ARCHITECTURAL DRAWINGS FOR ACTUAL LOCATIONS.
  - 9) REFER TO LANDSCAPE ARCHITECT'S FENCING LAYOUT PLAN FOR ALL FENCE LOCATIONS & DETAILS OR MUNICIPALITY FENCE STANDARD DETAILS.
  - 10) SANITARY AND STORM WERTS PROVIDED BY CROZIER & ASSOCIATES CONSULTING ENGINEERS BUILDER TO EXCAVATE AND VERIFY LATERAL ELEVATIONS AT STREET LINE PRIOR TO DIGGING FOUNDATION.
  - 11) UTILITY LOCATIONS SHOWN ARE PRELIMINARY AT TIME OF SITING APPROVAL.

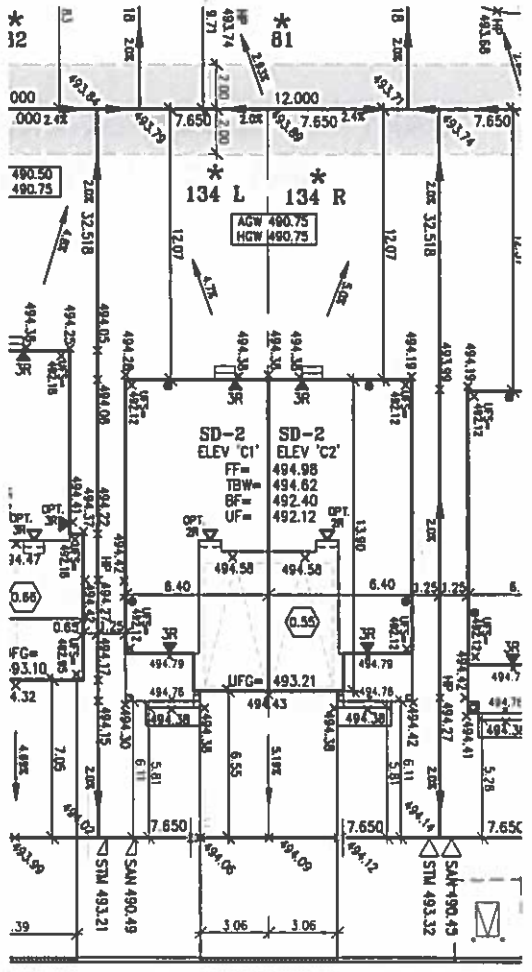
**LEGEND**

+	STREET LIGHT
◇	HYDRANT
⊕	TRANSFORMER
⊕	VALVE CHAMBER
→	WATER SERVICE
⊕	CATCH BASIN
⊕	STM & SAN - SPLIT CONNECTION
⊕	STM & SAN - SINGLE CONNECTION
→	SWALE DIRECTION
⊕	CABLE TV PEDESTAL
⊕	BELL PEDESTAL
⊕	SUPER MAIL BOX
⊕	EXTERIOR DOOR LOCATION
⊕	SIDE WINDOW LOCATION
→	EMBANKMENT 3:1 MAX. SLOPE
→	HYDRO
FF	FINISHED FLOOR ELEVATION
TBW	TOP OF BASEMENT WALL ELEV.
TOC	TOP OF CONCRETE WALL ELEV.
TOCG	TOP OF CONC. WALL - GAR. ELEV.
BF	BASEMENT FLOOR ELEVATION
UF	UNDERSIDE OF FOOTING ELEV.
UFG	UNDERSIDE OF FTG - GAR. ELEV.
UFR	UNDERSIDE OF FTG - REAR ELEV.
UFS	UNDERSIDE OF FTG - SIDE ELEV.
WOD	WALK OUT DECK
WOB	WALK OUT BASEMENT
REV	REVERSE PLAN
2X-3R	NUMBER OF RISERS
000-00	PROPOSED ELEVATION
000-00	EXISTING ELEVATION
⊕	RAIN WATER LEADER
⊕	ENGINEERED FILL
HGW	HIGH GROUND WATER ELEV.
AGW	AVERAGE GROUND WATER ELEV.
⊕	FBI. FLR. TO GARAGE ELEV. DIFF.
→	EASEMENT - SIDE OR REAR YARD
→	EASEMENT - OVERLAND FLOW

**CROZIER & ASSOCIATES INC.**  
 FOR COMPLIANCE WITH OVERALL  
 SUBDIVISION GRADING ONLY  
 08/02/2019

Zone:	RA 8
Lot 134 L	Lot Area: 245 sq. m. (200 mn)
	Lot Frontage: 7.65 m. (7.65 mn)
	Building Coverage: 90.48 sq. m.
	Lot Coverage: 36.38% (45% max)
	Building Height: 7.80 m. (11.0 max)
	Landscape Open Space: 58.44%
Lot 134 R	Lot Area: 245 sq. m. (200 mn)
	Lot Frontage: 7.65 m. (7.65 mn)
	Building Coverage: 90.48 sq. m.
	Lot Coverage: 36.38% (45% max)
	Building Height: 7.80 m. (11.0 max)
	Landscape Open Space: 58.44%

High Ground Water Elev	Avg. Ground Water Elev	*Larger Fig. Req. below elev.
490.75	494.75	491.35
Difference: 1.63	Difference: 1.65	Min. 1 Parking Space in Garage
U/S of Strip Fig. Elev: 492.49	Difference: 1.37	Larger Fig. Req. NO*
U/S of Pad Fig. Elev: 492.12	Difference: 1.33	Larger Fig. Req. NO



BROOKS STREET

Client	TRIBUTE SHELburne LIMITED PARTNERSHIP
Project Name	HYLAND VILLAGE TOWN OF SHELburne
Sheet Title	SITING & GRADING
Lot	134 L/R
Phase	1
M-Plan	7M -

REGISTERED PERSON:	D.W. CASSIDY & CO. ARCHITECTURAL TECHNOLOGISTS
FIRM BCIN	28461
Reviewed by	DAMAN CHUNG TIAM FOOK
Signature	<i>[Signature]</i>
BCIN	27995
Date	30 JULY 2019

Scale:	1:250
Date:	JULY 2019
Drawn by:	LP
Checked by:	DCTF

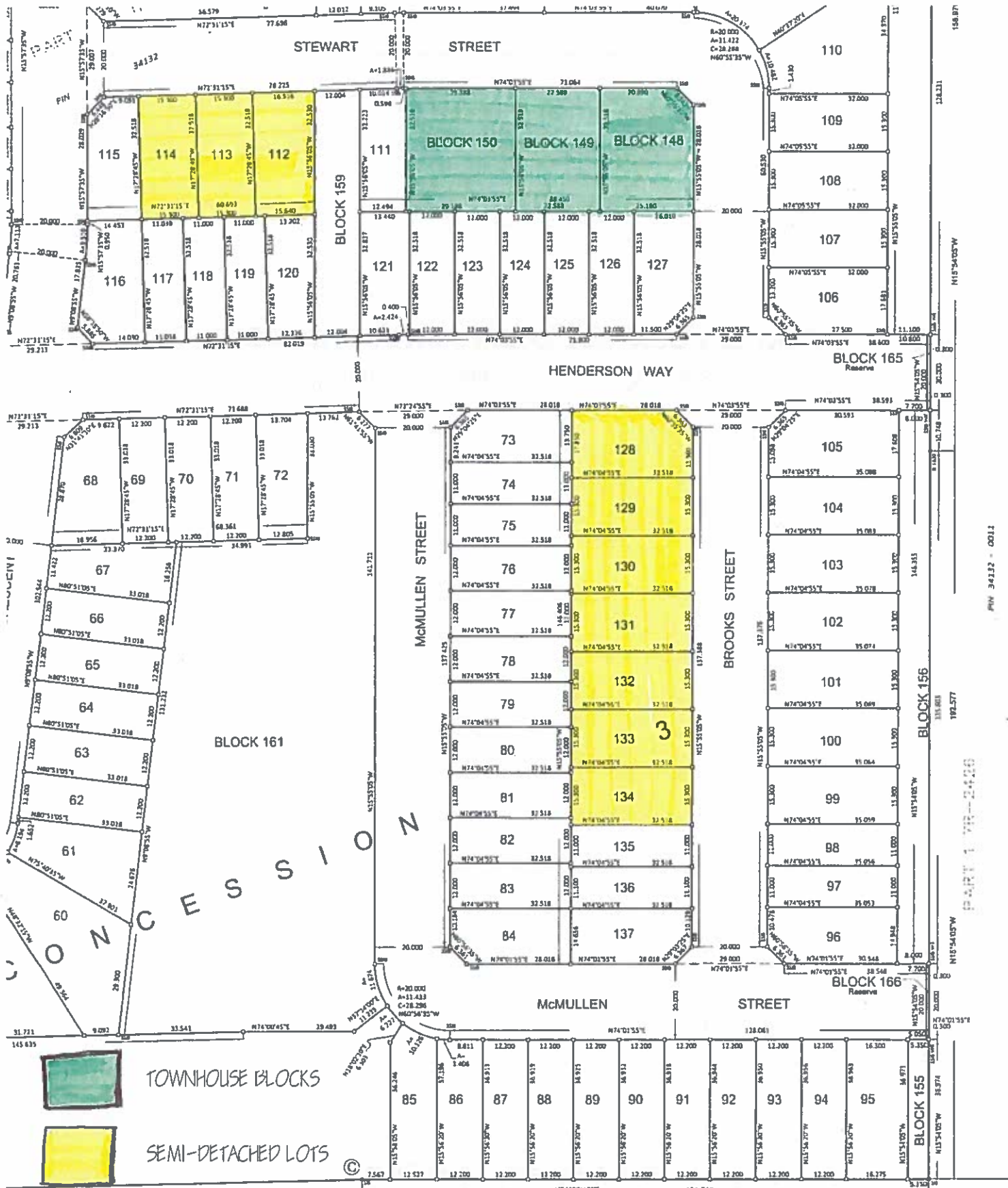
Scale:	1:250
Date:	JULY 2019
Drawn by:	LP
Checked by:	DCTF
Project No.	2016-57
Sheet No.	134

C:\Users\james\Documents\2019\134 L/R\134 L/R - Siting & Grading - 2019.dwg  
 2019-07-30 10:00:00  
 2019-07-30 10:00:00  
 2019-07-30 10:00:00

# **PART LOT CONTROL EXEMPTION APPLICATION**

**APPENDIX 'C' – LOT MARKUPS FOR PLC EXEMPTION**

PLAN 7M-74 LOT MARKUP  
FOR PART LOT CONTROL EXEMPTION APPLICATION



TOWNHOUSE BLOCKS



SEMI-DETACHED LOTS



# **PART LOT CONTROL EXEMPTION APPLICATION**

**APPENDIX 'D' – PROPERTY INFORMATION SCHEDULE**

**TRIBUTE COMMUNITIES – HYLAND VILLAGE  
TOWN OF SHELBURNE**

Draft Reference Plan 7R-XXXX (19-095RP01)				
[Semi-Detached Units]				
Unit	Municipal Address	Closing Date	Part	Usage
128R	501 Brooks Street	2 July 2020	1	Dwelling Parcel
			2	Overland Flow Easement
128L	503 Brooks Street	3 July 2020	3	Dwelling Parcel
			4	Overland Flow Easement
129R	505 Brooks Street	30 June 2020	5	Dwelling Parcel
			6	Overland Flow Easement
129L	507 Brooks Street	2 July 2020	7	Dwelling Parcel
			8	Overland Flow Easement
130R	509 Brooks Street	25 June 2020	9	Dwelling Parcel
			10	Overland Flow Easement
130L	511 Brooks Street	5 August 2020	11	Dwelling Parcel
			12	Overland Flow Easement
131R	513 Brooks Street	16 September 2020	13	Dwelling Parcel
			14	Overland Flow Easement
131L	515 Brooks Street	17 September 2020	15	Dwelling Parcel
			16	Overland Flow Easement
132R	517 Brooks Street	9 September 2020	17	Dwelling Parcel
			18	Overland Flow Easement
132L	519 Brooks Street	24 June 2020	19	Dwelling Parcel
			20	Overland Flow Easement
133R	521 Brooks Street	19 June 2020	21	Dwelling Parcel
			22	Overland Flow Easement
133L	523 Brooks Street	11 August 2020	23	Dwelling Parcel
			24	Overland Flow Easement
134R	525 Brooks Street	10 September 2020	25	Dwelling Parcel
			26	Overland Flow Easement
134L	527 Brooks Street	18 August 2020	27	Dwelling Parcel
			28	Overland Flow Easement

Draft Reference Plan 7R-XXXX (19-095RP02)				
[Townhouse Units]				
Unit	Municipal Address	Closing Date	Part	Usage
148-55	327 Stewart Street	10 February 2020	1	Dwelling Parcel
			2	Overland Flow Easement
			3	Access Easement
148-56	329 Stewart Street	11 February 2020	4	Dwelling Parcel
			5	Overland Flow Easement
			6	Access Easement
			7	Access Easement
148-57	331 Stewart Street	12 February 2020	8	Dwelling Parcel
			9	Overland Flow Easement
149-58	333 Stewart Street	18 August 2020	10	Dwelling Parcel
			11	Overland Flow Easement
			12	Access Easement
149-59	335 Stewart Street	28 April 2020	13	Dwelling Parcel
			14	Overland Flow Easement
			15	Access Easement
			16	Access Easement
149-60	337 Stewart Street	7 October 2020	17	Dwelling Parcel
			18	Overland Flow Easement
150-61	339 Stewart Street	8 July 2020	19	Dwelling Parcel
			20	Overland Flow Easement
			21	Access Easement
150-62	341 Stewart Street	15 September 2020	22	Dwelling Parcel
			23	Overland Flow Easement
			24	Access Easement
			25	Access Easement
150-63	343 Stewart Street	6 July 2020	26	Dwelling Parcel
			27	Overland Flow Easement
			28	Access Easement
150-64	345 Stewart Street	17 September 2020	29	Dwelling Parcel
			30	Overland Flow Easement
			31	Access Easement

<b>Draft Reference Plan 7R-XXXX (19-095RP02)</b>				
<b>[Semi-Detached Units]</b>				
<b>Unit</b>	<b>Municipal Address</b>	<b>Closing Date</b>	<b>Part</b>	<b>Usage</b>
112L	351 Stewart Street	10 August 2020	32	Dwelling Parcel
			33	Overland Flow Easement
112R	353 Stewart Street	7 August 2020	34	Dwelling Parcel
			35	Overland Flow Easement
113L	355 Stewart Street	29 October 2020	36	Dwelling Parcel
			37	Overland Flow Easement
113R	357 Stewart Street	2 July 2020	38	Dwelling Parcel
			39	Overland Flow Easement
114L	359 Stewart Street	6 August 2020	40	Dwelling Parcel
			41	Overland Flow Easement
114R	361 Stewart Street	5 August 2020	42	Dwelling Parcel
			43	Overland Flow Easement

## Krcmar Surveyors Ltd.

---

The Town of Shelburne  
Planning and Zoning Department  
Administrative Office  
203 Main Street East  
Shelburne, Ontario, L9V 3K7

20 March 2020

Dear Mr. Wever,

Re: **Tribute (Shelburne) Limited (Part Lot Control Exemption Application) Proposal  
Hyland Village (Plan 7M-74)**

An exemption from the Part Lot Control requirements of the Planning Act is requested to facilitate the transfer of land pursuant to the Reference Plans that have been prepared following the survey of the as built foundations for the Semi-Detached Lots: 112, 113, 114, 128, 129, 130, 131, 132, 133 and 134; and Townhouse Blocks: 148, 149 and 150.

Enclosed please find the following documents related to the Part Lot Control Exemption of the above noted Lots at Hyland Village (7M-74).

- A cheque payable to the Town of Shelburne in the amount of \$4,705.00 (*mailed*)
- Planning Application Form for Part Lot Control Exemption – 5 Pages
- Appendix 'A' – Plan of Subdivision – 1 Page/Plan
- Appendix 'B' – Site Plans – 13 Pages
- Appendix 'C' – Lot Markups for PLC Exemption – 1 Page
- Appendix 'D' – Property Information Schedule – 3 Pages
- Appendix 'E' – Copy of Draft Reference Plans – 2 Plans (*to be submitted*)

If any additional information is required please do not hesitate to contact me at mikem@krcmar.ca or alternatively at (289) 380-2610. Relevant reference plans shall be deposited in the Regional Land Titles Office upon review.

Sincerely,



Michael McKechnie, OLS, OLIP, BAsC.  
Project Director, Krcmar Surveyors Ltd.

**REMITTANCE ADVICE**

**Tribute Shelburne Limited Partnership**

TownOfShe    Town of Shelburne

DATE	INVOICE	DESCRIPTION	AMOUNT	RETAINAGE	DISCOUNT	NET
3/16/20	2020-03-16	Part lot contr	4705.00	.00	.00	4705.00
<b>CHEQUE DATE</b> 3/16/20	<b>CHEQUE NUMBER</b> 1330	<b>TOTAL &gt;</b>	4705.00	.00	.00	4705.00

PLEASE DETACH AND RETAIN FOR YOUR RECORDS

THIS CHEQUE CONTAINS THE FOLLOWING SECURITY FEATURES: MICROPRINTING, FLUORESCENT FIBRES AND A TRUE WATERMARK

**Tribute Shelburne Limited Partnership**  
 1815 Ironstone Manor  
 Unit 1  
 Pickering Ontario L1W 3W9

Royal Bank of Canada  
 20 King St. West  
 Toronto, Ontario M5H 1C4

**1330**

0 3 1 6 2 0 2 ( )  
 DATE M M D D Y Y Y Y

Pay:\*\*\*\*\*Four thousand seven hundred five dollars and no cents

\$ \*\*\*\*4,705.00

TO THE ORDER OF    Town of Shelburne  
 203 Main Street East,  
 Shelburne, ON L9V 3K7

  
 \_\_\_\_\_  
  
 \_\_\_\_\_  
 PAYABLE IN CANADIAN DOLLARS

⑈000001330⑈ ⑆06012⑆003⑆ 104⑆496⑆5⑆

Tribute Communities  
 1815 Ironstone Manor  
 Unit #1  
 Pickering, ON L1W 3W9

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





April 13, 2020

**Via: Delivered**

Ms. Wendy Atkinson  
Treasurer/Deputy Clerk  
Township of Melancthon  
157101 Highway 10  
Melancthon ON L9V 2E6

Dear Wendy:

**Re: Blydorp Drainage Works  
File No.: D-ME-160  
Project No.: 300042367.0000**

As we are into the second quarter of the business year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period January 1, 2020 through March 27, 2020. The work undertaken is outlined on the invoice.

We plan to have an Information Meeting with the affected owners when conditions are appropriate. For the near future, we will continue with the preparation of a preliminary cost estimate, obtaining Fisheries and Oceans approval, determination of the allowances and development of an assessment schedule for the proposed work.

Should you have any questions or if we can be of any further assistance in the meantime, please call.

Yours truly,

**R.J. Burnside & Associates Limited**

T.M. Pridham, P.Eng.  
Drainage Engineer  
TMP:kl

Enclosure(s) Invoice No.: 300042367.0000 - 4

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041020 WAtkinson Inv Ltr 042367  
09/04/2020 11:24 AM

WFO#13  
MAY 07 2020



R.J. Burnside & Associates Limited  
 15 Townline  
 Orangeville, ON L9W 3R4  
 Phone: (519) 941-5331 Fax: (519) 941-7721  
 www.rjburnside.com

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

April 10, 2020  
 Invoice No: 300042367.0000 - 4

Project 300042367.0000 Blydorp Drainage Works  
 - Continued preparation of a preliminary cost estimate for the proposed work including new crossings on the Dufferin County Trail (former rail line) and Concession 4 OS.  
 - Completed additional edits to the watershed plan and profile drawings.  
 - Additional discussions with staff Fisheries Biologist regarding preparation of a Request for Review for submission to Fisheries and Oceans Canada.

**Professional Services through March 27, 2020**

	Hours	Amount	
Senior Engineer I			
Pridham, Thomas	32.00		
Tech I			
Bergsma, Gavin	3.80		
Project Support III			
Linton, Kelly	1.40		
Scientist IV			
Soeting, Devin	.60		
Totals	37.80		
<b>Total Labour</b>			<b>6,435.40</b>
Misc Reimbursable Expense		2.43	
<b>Total Reimbursables</b>		<b>2.43</b>	<b>2.43</b>
HST #885871228	13.00 % of 6,437.83	836.92	
<b>Total Tax</b>		<b>836.92</b>	<b>836.92</b>
	<b>Total Amount Due in CDN Funds</b>	<b><u><u>\$7,274.75</u></u></b>	

Project Manager: Thomas Pridham

Client Number: 61

Please reference your billing client number when making payments via direct deposit or electronic transfer.

To pay via e-Transfer please use etransfers@rjburnside.com as payee.

---

Payment terms are net 30 days. Late payments are subject to a penalty of 1% per month (12% annually).



**BURNSIDE**

[ THE DIFFERENCE IS OUR PEOPLE ]

April 13, 2020

**Via: Delivered**

Ms. Wendy Atkinson  
Treasurer/Deputy Clerk  
Township of Melancthon  
157101 Highway 10  
Melancthon ON L9V 2E6

Dear Wendy:

**Re: Lynch Drainage Works  
File No.: D-ME-161  
Project No.: 300043359.0000**

As we are into the second quarter of the year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from January 1, 2020 through March 27, 2020. The work undertaken is outlined on the invoice.

We plan to have an Information Meeting with the affected owners when conditions are appropriate. For the near future, we will continue with the determination of the allowances and development of an assessment schedule for the proposed work.

Should you have any questions or if we can be of any further assistance in the meantime, please call.

Yours truly,

**R.J. Burnside & Associates Limited**

T.M. Pridham, P.Eng.  
Drainage Engineer  
TMP:kl

Enclosure(s) Invoice No.: 300043359.0000-4

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041020 Watkinson Invoice Itr 043359  
09/04/2020 10:53 AM

INFO#14  
MAY 07 2020



**R.J. Burnside & Associates Limited**  
 15 Townline  
 Orangeville, ON L9W 3R4  
 Phone: (519) 941-5331 Fax: (519) 941-7721  
 www.rjburnside.com

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

April 10, 2020  
 Invoice No: 300043359.0000 - 4

- Project 300043359.0000 Lynch Drainage Works
- Completed preliminary cost estimate for the proposed work including calculation of the approximate additional cost to relocate the proposed drain to the property limits in Pt. W1/2 Lot 3, Concession 1 OS (E. Maschek).
  - Completed additional edits to the watershed plan and profile drawings.
  - Additional discussions with the petitioner (P. Lynch) owner of Pt. E ½ Lot 2, Concession 1 OS regarding the status of the project as a result of the COVID-19 pandemic.
  - Commenced determination of allowances payable to the directly affected owners.

**Professional Services through March 27, 2020**

	Hours	Amount	
Senior Engineer I			
Pridham, Thomas	75.00		
Engineer V			
Koen, Tim	2.00		
Engineering Assistant II			
Connell, Natalie	4.50		
Tech I			
Bergsma, Gavin	29.20		
Project Support III			
Linton, Kelly	2.30		
Totals	113.00		
<b>Total Labour</b>			<b>17,393.70</b>
Travel - Mileage		49.70	
Misc Reimbursable Expense		6.80	
<b>Total Reimbursables</b>		<b>56.50</b>	<b>56.50</b>
HST #885871228	13.00 % of 17,450.20	2,268.53	
<b>Total Tax</b>		<b>2,268.53</b>	<b>2,268.53</b>
<b>Total Amount Due in CDN Funds</b>			<b><u><u>\$19,718.73</u></u></b>

---

Payment terms are net 30 days. Late payments are subject to a penalty of 1% per month (12% annually).

---

Project	300043359.0000	Lynch Drainage Works	Invoice	4
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Project Manager: Thomas Pridham

**Client Number: 61**

**Please reference your billing client number when making payments via direct deposit or electronic transfer.**

**To pay via e-Transfer please use [etransfers@rjburnside.com](mailto:etransfers@rjburnside.com) as payee.**



**BURNSIDE**

[ THE DIFFERENCE IS OUR PEOPLE ]

April 13, 2020

**Via: Delivered**

Ms. Wendy Atkinson  
Treasurer/Deputy Clerk  
Township of Melancthon  
157101 Highway 10  
Melancthon ON L9V 2E6

Dear Wendy:

**Re: Bonnefield / Wallace Drainage Works**  
**File No.: D-ME-162**  
**Project No.: 300043360.0000**

As we are into the second quarter of the business year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from January 1, 2020 through March 27, 2020. The work undertaken is outlined on the invoice.

We plan to have an Information Meeting with the affected owners when conditions are appropriate. For the near future, we will continue with the determination of the allowances and development of an assessment schedule for the proposed work.

Should you have any questions or if we can be of any further assistance in the meantime, please call.

Yours truly,

**R.J. Burnside & Associates Limited**

T.M. Pridham, P.Eng.  
Drainage Engineer  
TMP:kl

Enclosure(s) Invoice No.: 300043360.0000-4

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041020 Watkinson Invoice ltr Bonnefield 043360  
07/04/2020 2:09 PM

INFO# 15  
MAY 07 2020



**R.J. Burnside & Associates Limited**  
 15 Townline  
 Orangeville, ON L9W 3R4  
 Phone: (519) 941-5331 Fax: (519) 941-7721  
 www.rjburnside.com

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

April 10, 2020  
 Invoice No: 300043360.0000 - 4

- Project 300043360.0000 Bonnefield/Wallace Drainage Works
- Completed preliminary cost estimate for the proposed work including determination of the Special Assessments for the road crossings.
  - Completed additional edits to the preliminary plan and profile drawings.
  - Calculation of contributing watershed areas for development of the Construction Assessment Schedule.
  - Commenced determination of allowances payable to the directly affected owners.

**Professional Services through March 27, 2020**

	Hours	Amount	
Senior Engineer I			
Pridham, Thomas	118.00		
Tech I			
Bergsma, Gavin	19.00		
Tech IV			
Uderstadt, Gerd	4.00		
Project Support III			
Linton, Kelly	1.90		
Totals	142.90		
<b>Total Labour</b>			<b>24,054.70</b>
Travel - Mileage		149.49	
Misc Reimbursable Expense		10.31	
<b>Total Reimbursables</b>		<b>159.80</b>	<b>159.80</b>
HST #885871228	13.00 % of 24,214.50	3,147.89	
<b>Total Tax</b>		<b>3,147.89</b>	<b>3,147.89</b>
	<b>Total Amount Due in CDN Funds</b>		<b><u><u>\$27,362.39</u></u></b>

Project Manager: Thomas Pridham

Client Number: 61

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---

Payment terms are net 30 days. Late payments are subject to a penalty of 1% per month (12% annually).





RECEIVED

APR 16 2020

April 13, 2020

**Via: Delivered**

Ms. Wendy Atkinson  
Treasurer / Deputy Clerk  
Township of Melancthon  
157101 Highway NO. 10  
Melancthon ON L9V 2E6

Dear Wendy:

**Re: Drainage Superintendent Services  
File No.: D-ME-SUP  
Project No.: MSO019743.2020**

As we are into the second quarter of the business year, we would appreciate updating our account for Professional Services. The enclosed invoice covers the time period from January 1, 2020 through March 27, 2020.

The work undertaken during this period includes the following:

**January 2020**

- Received request from Dufferin County representative to review proposed culvert replacement design on the Connor Drain to be completed as part of the proposed improvement to County Road No. 2. Review of drain file and subsequent discussions with County representative regarding no concerns with the proposed culvert replacement design.
- Discussion with County representative regarding possible improvement to the culvert crossing on the James Foley Drain as part of the proposed work on County Road No. 2.
- Completed OMAFRA Grant on Costs of Employing a Drainage Superintendent report back form. Uploaded completed form to the Transfer Payment Ontario (TPON) website.

**February 2020**

- Field Survey to determine the elevation of existing culvert on the James Foley Drain. Compared elevation to the gradeline of the drain.
- Discussion with County representative regarding findings and recommended size and elevation for the culvert replacement.
- On-site to Curphy Drain to investigate beaver dam location. Discuss dam removal with Pubic Works.
- Completed OMAFRA Grant Allocation Request Form for the fiscal year 2020/2010 and uploaded completed form to the Transfer Payment Ontario (TPON) website.

INFO #16  
MAY 07 2020

**March 2020**

- Discuss approval of beaver dam removal on the Curphy Drain with Public Works. Notify Contractor to remove the dam as soon as possible. Discuss completed dam removal with concerned owner.
- Received Contractor's invoice for the Curphy Drain beaver dam and feed-bed removal. Reviewed and forwarded Contractor's invoice for payment.
- Received Council's resolutions to investigate the Doyle Drainage Works and the Henderson Drainage Works (1975) as a result of requests for maintenance. Review of drain files.
- Telephone discussion with Ion Bauman regarding marking tile outlets on the Doyle Drain for review during field investigation.

As you are aware, the cost of employing a Drainage Superintendent is eligible for a 50% grant. The Ministry has requested that the grant application be submitted yearly. As such, the application will be completed for you at year's end.

Should you have any questions, or if we can be of any further assistance, please call.

Yours truly,

**R.J. Burnside & Associates Limited**

Drainage Superintendent



T.M. Pridham, P.Eng.  
Drainage Engineer  
TMP:kl

Enclosure(s)      Invoice No. MSO019743.2020-1

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019743.2020 WAtkinson Drainage Sup Services Q1 040820  
09/04/2020 1:53 PM



R.J. Burnside & Associates Limited  
 15 Townline  
 Orangeville, ON L9W 3R4  
 Phone: (519) 941-5331 Fax: (519) 941-7721  
 www.rjburnside.com

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

April 10, 2020  
 Invoice No: MSO019743.2020 - 1

Project MSO019743.2020 RJB File: D-ME-SUP-2020  
Professional Services through March 27, 2020

	Hours	Amount	
Senior Engineer I			
Pridham, Thomas	8.00		
Tech I			
Bergsma, Gavin	3.20		
Tech IV			
Uderstadt, Gerd	23.00		
Survey Tech II			
Mackenzie, Colin	5.00		
Project Support III			
Linton, Kelly	.50		
Totals	39.70		
<b>Total Labour</b>			<b>4,904.30</b>
Travel - Mileage		85.23	
Misc Reimbursable Expense		6.58	
<b>Total Reimbursables</b>		<b>91.81</b>	<b>91.81</b>
HST #885871228	13.00 % of 4,996.11	649.49	
<b>Total Tax</b>		<b>649.49</b>	<b>649.49</b>
		<b>Total Amount Due in CDN Funds</b>	<b><u><u>\$5,645.60</u></u></b>

**Billings to Date**

	Current	Previously	Billed to Date
Labor	4,904.30	0.00	4,904.30
Expense	91.81	0.00	91.81
Tax	649.49	0.00	649.49
<b>Totals</b>	<b>5,645.60</b>	<b>0.00</b>	<b>5,645.60</b>

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Payment terms are net 30 days. Late payments are subject to a penalty of 1% per month (12% annually).

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Project	MSO019743 2020	RJB File: D-ME-SUP-2020	Invoice	1
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Project Manager: Thomas Pridham

**Client Number: 1008**

**Please reference your billing client number when making payments via direct deposit or electronic transfer.**

**To pay via e-Transfer please use [etransfers@rjburnside.com](mailto:etransfers@rjburnside.com) as payee.**

## Denise Holmes

---

**From:** Mark Early <mark.early@townofmono.com>  
**Sent:** Friday, April 17, 2020 10:38 AM  
**To:** Tracey Atkinson; Pam Hillock (phillock@dufferincounty.ca); Meghan Townsend; Karen Landry; Jennifer Willoughby (jwilloughby@shelburne.ca); Denise Holmes; Christine Hickey; Susan M. Stone (sstone@eastgarafra.ca)  
**Cc:** Fred Simpson  
**Subject:** Letter to Bell Re CRTC  
**Attachments:** bell.crtc\_001.pdf

Please see the attached letter forwarded to Bell regarding their request for support to the CRTC. It was raised at County Council yesterday and I was asked to forward this around to the Dufferin municipalities.

**Mark Early**  
*CAO/Clerk*  
Town of Mono  
519.941.3599, 226

TOWN OF  
**MONO**



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify [mark.early@townofmono.com](mailto:mark.early@townofmono.com).



April 16, 2020

Maggie Papoulias  
Director, Government Affairs  
Bell Canada  
[maggie.papoulias@bell.ca](mailto:maggie.papoulias@bell.ca)

Dear Ms. Papoulias,

In response to your email of April 8, 2020 requesting the Town of Mono's support for Bell's participation in the CRTC's Broadband Fund, we reply as follows:

While the Town of Mono would like to be supportive of your participation in the CRTC Broadband Fund, we do have questions and concerns we hope you will address.

You email indicates that, 'based on our analysis of the opportunities available, your community will be included as part of a Bell application to the CRTC Broadband Fund. If this application is successful, your community will benefit from improved broadband access that supports the connectivity needs of residents, institutions and businesses in the area.'

As we trust your request is not generic to multiple municipalities, can you provide us with specific information as to how Mono will benefit from Bell's application to the CRTC Broadband fund?

If your application is successful, how will Mono and other rural municipalities in your words 'benefit from improved broadband access that supports the connectivity needs of residents, institutions and businesses'?

Mono is a rural town. Our south end is relatively well served with choice between providers including Bell. For the two thirds of our population and geography however there are few options and generally substandard internet service. Bell DSL service is not consistent through out the town. Bell's copper wire infrastructure is deteriorating, and above ground fibre lines are threatened by encroachment of trees.

We would be reassured if Bell took three actions:

First, that Bell attends to proper maintenance and improvement of its existing infrastructure.

It is unacceptable that it goes neglected pending rollout of new technologies such as 5G.

Second, that Bell immediately address gaps in its existing service to Mono customers.

Residents immediately proximate to each other may or may not have equal access to, or performance from DSL service. This makes no sense and deserves to be addressed. Also, it is unclear how widely available your Wireless Home Internet product is within the Town or whether it will be expanded in the near future.

Third, that Bell at a senior level engage with the Internet Task Force established by Mono Town Council. Our Task Force is mandated to assess the adequacy of existing internet and wireless service to the town and make practical recommendations for improvements.

We look forward to your response and working with Bell going forward.

Yours very truly,



Laura Ryan

Mayor, Town of Mono

CC by E-Mail:

Scott Moon, ([scott.moon@bell.ca](mailto:scott.moon@bell.ca))

Ian Scott, ([ian.scott@crtc.gc.ca](mailto:ian.scott@crtc.gc.ca))

Monique Lafontaine, ([Monique.lafontaine@crtc.gc.ca](mailto:Monique.lafontaine@crtc.gc.ca))

Kyle Seeback, ([Kyle.Seeback@parl.gc.ca](mailto:Kyle.Seeback@parl.gc.ca))

P: 519.941.3599  
F: 519.941.9490

E: [info@townofmono.com](mailto:info@townofmono.com)  
W: [townofmono.com](http://townofmono.com)

347209 Mono Centre Road  
Mono, ON L9W 6S3



**Mark Early**

---

**Subject:** FW: Bell Application to CRTC Broadband Fund: Action Requested

**From:** Papoulias, Maggie <[maggie.papoulias@bell.ca](mailto:maggie.papoulias@bell.ca)>  
**Sent:** April 8, 2020 8:45 PM  
**To:** Laura Ryan <[laura.ryan@townofmono.com](mailto:laura.ryan@townofmono.com)>  
**Cc:** Moon, Scott <[scott.moon@bell.ca](mailto:scott.moon@bell.ca)>  
**Subject:** RE: Bell Application to CRTC Broadband Fund: Action Requested

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good evening,

As previously communicated, the Canadian Radio-television and Telecommunications Commission (CRTC) has established a Broadband Fund that provides up to \$750 million over five years to provide broadband Internet access services in eligible underserved areas across Canada.

Importantly, the CRTC recently changed the due date for the submission of applications to April 30<sup>th</sup>, 2020, due to the COVID-19 situation. As a result, we are now asking that you provide us with a letter of support by April 23<sup>rd</sup> so that it can be included as part of our application. What has not changed is the following: Based on our analysis of the opportunities available, your community will be included as part of a Bell application to the CRTC Broadband Fund. If this application is successful, your community will benefit from improved broadband access that supports the connectivity needs of residents, institutions and businesses in the area.

Notably, our ability to deliver better broadband in your community remains contingent on the success of our application to the CRTC Broadband Fund and your support of our application remains critical.

Our application to improve broadband in your community is up against proposals for other communities across the country, and there will be competition. A letter of support from you which demonstrates that access to high-speed Internet is a stated priority for your community and that you support the Bell application could go a long way in helping us secure the necessary funding to deliver broadband in your community.

Again, there is some urgency as applications to the CRTC Broadband Fund are due by April 30<sup>th</sup>, 2020. As a result, we would need the letter of support by April 22<sup>nd</sup> so that it can be included as part of our application. If helpful, we can provide you with a template letter of support that you can then customize. Once completed, we ask that you please send the letter of support to myself and to Maggie Papoulias ([maggie.papoulias@bell.ca](mailto:maggie.papoulias@bell.ca)) so that we can include it in our application.

If successful, our application will ensure homes and businesses in your community benefit from broadband service that provides, at a minimum, download and upload speeds of 50 Megabits per second (Mbps) and 10 Mbps, respectively.

To be clear, we are not looking for a funding commitment or anything more than a letter of support for our application. It is anticipated that CRTC decisions on Bell and other applications to the Broadband Fund will be made within 6 to 12 months. All approved projects must be completed within three years.

Despite challenges related to the COVID-19 situation that we are all facing during this difficult time, this is an important opportunity to provide your community with high-speed Internet connections that should not be missed and we hope that we can count on your support. Please do not hesitate to contact Scott Moon, copied here, should you have any questions regarding our application or require further assistance.

Thank you,

Maggie Papoulias

Maggie Papoulias  
Director, Government Affairs | Directrice - affaires gouvernementales  
Bell Canada  
T : 613 781-0658 M : 613 314-0664

**From:** Moon, Scott <[scott.moon@bell.ca](mailto:scott.moon@bell.ca)>  
**Sent:** Thursday, March 12, 2020 7:49 AM  
**To:** [laura.ryan@townofmono.com](mailto:laura.ryan@townofmono.com)  
**Cc:** Papoulias, Maggie <[maggie.papoulias@bell.ca](mailto:maggie.papoulias@bell.ca)>  
**Subject:** Bell Application to CRTC Broadband Fund: Action Requested  
**Importance:** High

Hi Laura,

My name is Scott Moon and I am the Senior Manager of Bells Network Provisioning team who Design and build Fibre network within your Municipality.

As you may be aware, the Canadian Radio-television and Telecommunications Commission (CRTC) has established a Broadband Fund that provides up to \$750 million over five years to provide broadband Internet access services in eligible underserved areas across Canada.

We are pleased to inform you that, based on our analysis of the opportunities available, your community will be included as part of a Bell application to the CRTC Broadband Fund. If this application is successful, your community will benefit from improved broadband access that supports the connectivity needs of residents, institutions and businesses in the area.

Importantly, our ability to deliver better broadband in your community is contingent on the success of our application to the CRTC Broadband Fund. That is why we are reaching out to you to request your support for our application.

Our application to improve broadband in your community is up against proposals for other communities across the country, and there will be competition. A letter of support from you which demonstrates that access to high-speed Internet is a stated priority for your community and that you support the Bell application could go a long way in helping us secure the necessary funding to deliver broadband in your community.

There is some urgency as applications to the CRTC Broadband Fund are due by March 27<sup>th</sup>, 2020. As a result, we would need the letter of support by March 20<sup>th</sup> so that it can be included as part of our application. If helpful, we can provide you with a template letter of support that you can then customize. Once completed, we ask that you please send the letter of support to myself and to Maggie Papoulias ([maggie.papoulias@bell.ca](mailto:maggie.papoulias@bell.ca)) so that we can include it in our application.

If successful, our application will ensure homes and businesses in your community benefit from broadband service that provides, at a minimum, download and upload speeds of 50 Megabits per second (Mbps) and 10 Mbps, respectively.

To be clear, we are not looking for a funding commitment or anything more than a letter of support for our application. It is anticipated that CRTC decisions on Bell and other applications to the Broadband Fund will be made within 6 to 12 months. All approved projects must be completed within three years.

We are very excited about this opportunity to provide your community with high-speed Internet connections and we hope that we can count on your support. Please do not hesitate to contact me directly should you have any questions regarding our application or require further assistance.

Thank you

---

**Scott Moon**  
Senior Manager | Network Provisioning  
705 South Demand/Strategic  
[scott.moon@bell.ca](mailto:scott.moon@bell.ca)  
705.722.2282

**Ministry of Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17th Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage  
Toronto ON M7A 2J3  
Tél.: 416 585-7000



234-2020-1284

April 16, 2020

Dear Head of Council:

As you know, on March 17, 2020, our government declared a provincial emergency pursuant to the authority granted under the *Emergency Management and Civil Protection Act* (EMCPA). I am writing to update you that on April 16, 2020, our government issued an emergency order under the EMCPA (O. Reg. 157/20) to provide municipalities with the flexibility to deploy certain of their staff to where they are needed most. At this critical time, it is important that municipalities continue to work collaboratively and engage in good faith with their bargaining agents. The order is effective immediately and we intend for it to remain in effect for the duration of the declared provincial emergency.

I know that these are challenging times for municipalities, particularly as the situation around us changes so quickly. In these unprecedented times, I have heard a strong and consistent message from municipalities and numerous sector organizations that the authority to enable work deployment similar to what has been provided by the Province for hospitals and public health units is urgently needed to ensure continuity of critical services.

I thank you for sharing these concerns. We have heard you and have worked quickly to issue this order. This order is a temporary measure and provides your municipality – as an employer – the authority to take any reasonable measure necessary to respond to COVID-19 with respect to internal work deployment.

In order to exercise this authority, if it hasn't already, the municipality will need to also declare an emergency under section 4 of the EMCPA concurrent with this order. The authority provided for in this order includes the ability for municipalities to redeploy certain of their staff within the same employer or to employ volunteers to perform bargaining unit work, cancel leaves and change assignment of work, for those priority services listed in the order.

The orders specify conditions under which the authority can be exercised. This includes requiring a municipality to provide at least 24 hours of advance notice to affected bargaining units before implementing a redeployment plan. The *Occupational Health and Safety Act* and existing rights under the *Employment Standards Act* will continue to apply. Municipalities, as employers, are required to comply with all provincial orders, as

WFO #18  
MAY 07 2020

well as any guidance and safety standards prescribed by the province for COVID-19. They are also responsible for ensuring that any staff being reassigned to new duties have the required training and skills. Full details of the orders can be reviewed online at [Ontario.ca/alert](https://www.ontario.ca/alert).

I want to acknowledge and applaud the proactive efforts that many municipalities have already taken to engage in good faith with their bargaining agents to keep their staff employed and safe, and to establish local arrangements to redeploy employees to high-need areas. I would also encourage municipalities to continue leveraging their existing authorities as employers and building on pre-existing relationships and structures with your bargaining agent partners, such as joint health and safety committees, to address staffing needs and allocate resources.

Moreover, as you and others in your organization consider whether and how you will exercise the authority under the emergency order, I would ask that you maintain the following important objectives:

- In making staffing decisions, first provide opportunity for full-time work to existing part-time staff before seeking out and employing extra full-time staff from outside your organization.
- In redeploying staff, should there be a difference in the terms and conditions of work, in the different departments of the organization, the expectation is that staff will not receive a lower wage than their home position.

Municipalities are encouraged to review this and other applicable orders (available on the Government's Emergency Information webpage at: [Ontario.ca/alert](https://www.ontario.ca/alert)) and work with their legal counsel for advice and understanding of the flexibility it provides to you in managing your organizations.

If your municipality chooses to implement the authority in these orders, I would ask that you keep my staff apprised by letting your local Municipal Services Office know when you use it. If your municipality has any further questions regarding this order, we encourage contacting [your local Municipal Services Office](#).

I thank you for your continued support and collaboration in these challenging times. This collaborative relationship is critical at all times, and never more so than during this emergency.

Head of Council  
Page 3

Visit Ontario's [website](#) to learn more about how the province continues to protect Ontarians from COVID-19

Sincerely,



Steve Clark  
Minister of Municipal Affairs and Housing

- c: Chief Administrative Officers  
Municipal Clerks  
Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing  
Brian Rosborough, Executive Director, Association of Municipalities of Ontario  
Cam Guthrie, Chair, Large Urban Mayor's Caucus of Ontario  
Karen Redman, Chair, Mayors and Regional Chairs of Ontario  
Jane Albright, President, Ontario Municipal Human Resources Association





# SYLVIA JONES, MPP

Dufferin-Caledon

*Working For You!*



### Learn at Home

On this webpage our students and their parents can access educational resources to help keep students learning and engaged during school closures.

<https://www.ontario.ca/page/learn-at-home>

### Agri-Food Sector

The governments of Canada and Ontario are investing up to \$1 million in new funding to connect workers with in-demand jobs in the agri-food sector to keep the nation's supply chains strong and store shelves stocked. This program follows Ontario's recent establishment of an online portal to help link agri-food sector employers with people interested in being a part of government's response to COVID-19.

<https://www.ontario.ca/page/agriculture-and-food-jobs-ontario>

### COVID-19 Test Results

Ontario has launched a new user-friendly online portal for the public to easily access their COVID-19 lab test results.

<https://covid-19.ontario.ca/>

### Mental Health and Addiction Support

Deemed an essential service during COVID-19, CMHA branches remain ready to serve the community with in-person, phone or online mental health and addictions programs and supports:

<http://ontario.cmha.ca/local-cmha-branch-supports/>

### Volunteer Opportunities

Today the Government of Ontario is collaborating with SPARK Ontario to help Seniors and the most vulnerable stay connected and healthy as they self isolate during the COVID19 Outbreak.

<https://www.sparkontario.ca/>

### COVID-19 Cases in the County

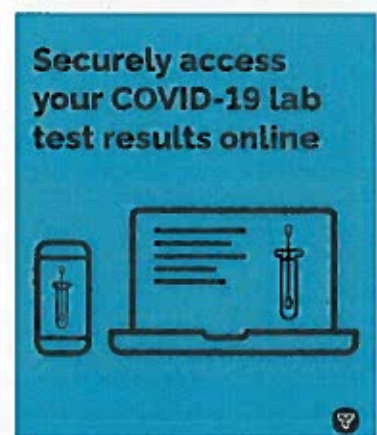
Updated information on the status of cases in Dufferin and Caledon can be found of the public health websites:

Dufferin: <https://wdgpublichealth.ca/your-health/covid-19-information-public/status-cases-wdg>

Peel: <https://www.peelregion.ca/coronavirus/testing/#cases>



Ontario Carxll



Email: [sylvia.jonesco@pc.ola.org](mailto:sylvia.jonesco@pc.ola.org), Tel: 1-800-265-1603

Web: [www.sylviajonesmpp.ca](http://www.sylviajonesmpp.ca)

MAY 07 2020 WFOH19



**Denise Holmes**

---

**From:** AMO Communications <Communicate@amo.on.ca>  
**Sent:** Friday, May 1, 2020 4:01 PM  
**To:** Denise Holmes  
**Subject:** AMO releases OPP Detachment Boards Discussion Paper

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May 1, 2020

## **AMO releases OPP Detachment Boards Discussion Paper**

The AMO Board recently approved a discussion paper on the establishment of new OPP detachment boards. The paper is designed to help municipal officials assess key issues, lead informed conversations, and lay the foundation for successful governance in the future.

The paper recognises the importance of municipal self-determination and cooperation in re-establishing OPP boards. The paper asserts twelve guiding principles to inform that discussion. Of note, AMO recommends the provincial government relinquish its authority to make appointments to OPP detachment boards.

Canadian precedence for fully municipally appointed boards exists in Alberta, Quebec, and Saskatchewan. Municipal employees may be appointed to a board in Manitoba and Alberta.

AMO sees merit in municipally selected board members being composed of local elected officials, community representatives (ie. not holding elected office), and a municipal staff member to support the policy drafting functions of a board.

While the exact composition of each board will vary, AMO believes all municipalities should have the opportunity to select a representative on an OPP detachment board. Municipalities in a detachment (or a portion of a detachment) should be provided every opportunity to develop and propose locally developed board composition ideas to the province.

Regulatory discussions regarding the establishment of new detachment boards are not expected to resume until the public health emergency is over. As local circumstances and priorities permit, the OPP Detachment Board paper is submitted

for municipal discussion. This is an opportunity for municipalities to consider what the future of police governance should look like once that conversation restarts.

**AMO Contact:**

Matthew Wilson, Senior Advisor, [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca), 416-971-9856 extension 323.

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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# New Ontario Provincial Police Detachment Boards: Building a Framework for Better Policing Governance

Discussion Paper

May 1, 2020

## Introduction

Police service boards are the vital link between the police and democratic governance.

This is just as true for municipalities who contract with the Ontario Provincial Police for public safety services.

The government has launched a consultation with municipalities on re-constituting OPP Detachment Boards. With all governments now seized with COVID-19 emergency response, all consultations on new policing regulations have now ceased. The immediate public health crisis is the first priority of the provincial and municipal governments. Consideration of the issues raised in this paper must not distract from that priority. However, policing regulation discussions will resume at some point in the months ahead. It remains valuable for municipalities to consider what the future of police governance should look like once that conversation restarts.

At present, OPP boards are aligned within existing municipal boundaries. In the future, the government is aiming to create regional or detachment-based boundaries for boards (with some exceptions). However, the details of these new boards have not been determined. This is an opportunity for municipalities to provide input to the government on board boundaries, the size and composition of those boards, and whether provincial appointees continue to be made.

The government has not made any decisions on these issues. If any municipal council or a group of councils has suggestions on how these boards should be established, this is an opportunity to put those ideas forward.

This paper is not an exhaustive list of issues presented by the establishment of new OPP detachment boards. Rather it is intended to help guide municipal input to the Ministry and lay the groundwork for a successful transition to new boards. It asserts a number of key principles to inform the discussion and attempts to lay the framework for the future of successful OPP governance at a local or regional level.

## Background

Policing is a vital local service. Out of fiscal necessity, the Association of Municipalities of Ontario (AMO) has put forward comprehensive recommendations during the provincial government's lengthy review of policing legislation in recent years. The need to modernize the delivery of this service is well-documented in the many submissions AMO has made to the government on behalf of our municipal members. Here are three examples:

In 2014, AMO's OPP Billing Steering Committee put forward a report which researched options to equitably allocate policing costs for municipalities which use the Ontario Provincial Police. The Committee conducted a review of the government's proposed billing model and examined other model options so implications could be understood. It also underscored the need for efficiency and effectiveness improvements for policing in general.

In 2015, AMO's Policing Modernization Task Force issued its report which included 34 recommendations on how to modernize policing for the future. The task force interviewed experts, reviewed the best academic research available, sent representatives to the 2015 Summit on the Economics of Policing and Community Safety in Ottawa, and had thorough and lengthy discussions

on specific issues about the future of policing. These recommendations were divided into four key themes: Partnership, Productivity, Performance, and Personnel.

In 2016, AMO issued a *Municipal Guide to Police Services Act Consultations*. The guide highlighted municipal issues associated with community safety and well-being planning; modernizing what police do; the education and training of officers; and accountability to the public and governance.

In particular, the Policing Modernization Report prioritized three key recommendations above all else:

1. Make changes to the interest arbitration system.
2. Improve the quality of the existing governance and civilian oversight system.
3. Make legislative changes to permit the greater transfer of specific functions to civilians or other security providers where appropriate.

In 2019, the Ontario Legislature passed Bill 68 the *Comprehensive Ontario Police Services Act, 2019*. While the Act did not address interest arbitration, it did make some significant changes to the second two priorities – improving governance and providing some allowance for the role that civilians play in delivering public safety and security.

With the legislation passed, the focus of this paper is on the regulations needed to support priority recommendation #2 as it pertains to OPP detachment boards.

## Guiding Principles

Key principles and objectives which guide AMO on the issue of establishing new OPP local governance boards include the following:

1. Policing governance is a valuable means of ensuring community expectations are reflected in how a community is policed.
2. Good governance of policing matters to municipalities of all sizes, contract or not.
3. Municipalities should be provided every opportunity to develop and propose locally developed board composition ideas to the province.
4. Successful governance includes provincial support and funding for training new board members in alignment with the municipal electoral cycle.
5. All municipalities should have the opportunity to select a representative on an OPP detachment board.
6. Community or municipal staff representatives (i.e. municipally selected, non-elected officials) should serve on OPP detachment boards wherever possible.
7. To achieve municipal representation, detachment-based boards (or portions of a detachment) will need to be larger than they have been in the past.
8. If municipalities are to be adequately represented on consolidated OPP detachment boards, the province should relinquish responsibility for provincial appointments to OPP detachment boards.
9. Detachment boundaries should change in cases where it would support good governance and municipal representation.

10. Explore the potential use of DSSABs as OPP detachment boards in the north through discussions with FONOM, NOMA, DSSABs, and northern municipalities on a case by case basis. This could be a potential opportunity to align social services with policing in ways that have been provincially mandated through municipal community safety and well-being planning and which minimize administrative duplication. (See below for specific considerations and exemptions.)
11. OPP detachment board operation costs should, 1) be provincially supported through training and grants and 2) equitably distributed between municipalities.
12. Memoranda of Understanding with the Ministry of the Attorney General or transfer agreements between municipalities which govern *Provincial Offences Act* administration and fine revenue distribution may need to be updated depending on local circumstance.

### **Government Consultations to date - Regional Roundtables – OPP Detachment Boards**

The government recently held seven discussion meetings across the province in February 2020 focusing on OPP detachment boards and the new policing legislation. The province did not lead discussions that provided specific details on how boards would be reconstituted. No plans have been announced.

Key municipal considerations included:

#### **Structure of Boards and Local Say**

- There shall be one OPP detachment board per detachment (with flexibility for unique circumstances/geography). A board's composition, terms of office, and remuneration will be provided for in regulations and has yet to be determined.
- In effect, these changes extend police governance to about 200 municipalities (which do not have a board, i.e. Section 5.1) but will consolidate multiple existing boards within a detachment.

#### **Activity of Boards**

- Boards shall determine local objectives, priorities, and policies in consultation with the Detachment Commander, consistent with the Solicitor General's strategic plan for the OPP.
- The Commissioner of the OPP shall consult with a Board regarding the selection of the Detachment Commander.
- The Detachment Commander shall prepare and adopt a local action plan in consultation with the board.
- Training for board members will become mandatory (Ministry support and funding is needed).

#### **Financial Considerations**

- There will be no distinction between contract and non-contract in the future. Effectively all policing will become contract.
- The focus of the billing-related regulations will be to address transition matters and to account for service differences between municipalities as well as existing contracts expiring at the end of 2020.

- It should be noted, billing model changes will not lower the overall cost of policing for the municipal sector.

AMO has impressed upon the Ministry of the need for:

- Open and transparent discussions;
- A recognition that policing is fundamentally local (i.e. it is important to maintain the close proximity of a community to its board and the police);
- Locally workable governance arrangements; and
- The representation of every municipal council.

### **Considerations for municipalities without existing detachment boards**

Boards are an opportunity to expand the democratic oversight and governance of policing. In the words of Sir Robert Peel, the father of modern policing, "the police are the public and the public are the police."

A detachment board helps to align policing objectives, priorities, and policies with community expectations. If your municipality is unaccustomed to having a board, the establishment of a board is an opportunity for a municipality of any size to have a greater say and establish a relationship with your Detachment Commander and the officers who police your community. It is also an opportunity to align municipal public safety expectations with those of neighbouring communities and clearly express those views in a coordinated manner with the Detachment Commander.

There is also the simple fact that policing is all the better for it. Good governance includes police officers who know their work matters to people who care. Good governance includes Chiefs and Detachment Commanders who are supported. Boards legitimize the work of the police. Municipal elected officials ask the public to pay for all of it and therefore municipalities need a say in policing on behalf of the community, through a board. It should not be viewed as an imposition but rather a democratic opportunity.

Financially and administratively, transfer agreements between municipalities regarding *Provincial Offences Act* fine revenue may need to be updated. This might include the need to review the Memoranda of Understanding with the Ministry of the Attorney General depending on local circumstance.

### **For communities with existing OPP boards**

The legislation aims to consolidate existing municipal board boundaries with OPP detachment board boundaries (thus potentially including multiple neighbouring municipalities in the same detachment). However, the legislation provides for flexibility to address unique geographic circumstances. If you feel your area's needs are unique, help the Ministry understand that uniqueness in a province-wide context.

In addition, attendees to roundtable meetings were told the Ministry is open to considering board composition suggestions from municipalities within regions or detachments. This is an opportunity to potentially shape the composition of a board in your area and develop a local solution.

While legislation dictates the size and composition of municipal police service boards (non-OPP), no such restriction exists for OPP detachment boards at present. Also undetermined at this point is



which bodies (provincial or municipal or both) will appoint board members. Municipal police service boards (non-OPP) have municipally and provincially appointed representatives. Future OPP detachment boards could be composed entirely of municipal appointees. Please see below for more information regarding provincial appointees.

### **Provincial Appointees**

AMO values the importance of all police service/OPP detachment board members regardless of which authority has made the appointment. AMO's commentary on provincial appointees is not intended to detract from the contributions these individuals have made to good governance.

However, one of the issues which has historically plagued policing governance are delays associated with the provincial government making its appointments in a timely way.

Unfilled provincial appointees make good governance more difficult. AMO sought legislative change to improve the provincial appointment process for all boards (OPP and municipal) but that change did not occur in legislation. The need remains and it can still be addressed in regulations for OPP policed municipalities.

Unfilled or delayed provincial appointments are an impediment to diversity, representativeness and good governance practice. According to the Ontario Association of Police Service Boards, in March 2017 over 90 of 250 provincial board positions were unfilled and vacant. Challenges with timely provincial appointments are a long-standing historical issue which is not confined to 2017.

To be clear, the province already has a significant role to play with the OPP. The provincial government hires the Commissioner and negotiates the collective agreement with the Ontario Provincial Police Association. Municipalities pay the contracts for the services of the OPP to deliver local public safety. Communities need local representatives who can be diligently selected and, on the job, without the delays and extended vacancies associated with the provincial OPP detachment board appointment process. Diligent selection of appointees is now enshrined in law. Now is the time to let municipalities meet those legal expectations without the red tape of appointments from Queen's Park.

Given the above issues, and if municipalities are to be adequately represented on consolidated boards, it is the time to dispense with provincial appointees to OPP detachment boards. There is plenty of Canadian precedence for fully municipally appointed police service boards:

In **Alberta**, police boards (called policed commissions or committees) are composed entirely of municipal council appointees which include municipal staff and community representatives.

Similarly in **Quebec**, Surete du Quebec (SQ) policed municipalities have public security committees composed of 4-7 members of a municipal council.

In **Saskatchewan**, police commissions are composed of all municipally appointed representatives, including the mayor, councillors, and community representatives (members at large).

**Manitoba** permits the appointment of municipal employees to boards.

Therefore, while some municipalities might like to keep existing boards as they are, there is also an opportunity for fully municipally appointed boards, subject to provincial regulation. This would be a step in the right direction.

## **Other Appointees**

There is precedence in Canada for municipal staff members to be appointed to police service boards (i.e. Manitoba and Alberta). Municipal staff representation on OPP detachment boards in Ontario could help to better support, for example, the policy drafting functions of a board.

Community representatives (as selected by a municipal council, but not elected officials) have also played an important role in reflecting community expectations and policing governance. That should continue in the future provided all municipalities are represented.

## **Northern District Social Services Administration Boards (DSSAB)**

Existing board structures between multiple municipalities currently exist in Northern Ontario through District Social Services Administration Boards. These existing structures and board representation frameworks could be used to function as an OPP detachment board. Thus, a DSSAB could fulfill a dual role – existing social service responsibilities and a new mandate of policing.

Individual municipal governments would continue to be billed separately for OPP services. Therefore, existing rules regarding DSSAB apportionment of costs would NOT apply.

Given the provincial desire for a greater alignment of community safety and well-being objectives with policing, DSSABs could be an effective vehicle for such alignment. This is especially the case when considering the new municipal mandate of required community safety and well-being plan development.

Of course, there would need to be some specific carve outs for a DSSAB functioning as an OPP detachment board. First, northern cities with their own police services would need to be excluded from OPP detachment board composition. Second, representation from unincorporated areas on boards would need to be restricted given that municipal property taxes are not paid in these areas. Third, the expense of an OPP detachment board would need to be divided only among those using the OPP.

The appropriateness of DSSABs fulfilling this added function is best assessed on a case by case basis. Some DSSABs have multiple OPP detachments within them. What works in one catchment area (or district) might not work in another.

This idea is subject to the review, consideration, and input of FONOM, NOMA, DSSABs, and northern municipalities. AMO emphasizes municipal self-determination and cooperation in re-establishing OPP Boards. The idea is best assessed at a local level.

## **OPP Advisory Council**

The establishment of this Council is to provide advice to the Solicitor General with respect to the use of the Solicitor General's powers related to the OPP. More generally, this change will enhance civilian governance of the OPP.

The AMO Board has recently adopted a position regarding the Council's composition. With over 300 municipalities using the services of the OPP, AMO seeks the authority to recommend municipal appointees to the Council. AMO's position is that half of Council's composition should be designated municipal appointees.

In addition, given the purpose of the Council, no member should be a former or current member of an Ontario police service or police association. This emphasizes the distinction between employee and employer and the civilian role in the function of advising the Solicitor General.

### **Conclusion and Next Steps**

This paper aimed to summarise some key issues and assert principles to guide the new OPP detachment board framework. AMO encourages municipalities to share their thoughts, questions and board proposals. Together, and with provincial leadership, we can build a successful local governance framework for policing in over 300 municipalities.

The twelve principles are designed to establish a framework for successful governance which emphasizes municipal self-determination and cooperation in re-establishing OPP boards. While the government's regulatory development is on hold, this is an opportunity to discuss with neighbouring municipalities, locally workable options regarding board representation to present to the Ministry.

For additional questions, please contact:

Matthew Wilson, Senior Advisor, [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca) or 416-971-9856 extension 323.



Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca

May 4, 2020

Denise Holmes

CAO/Clerk

Township of Melancthon

By email: [dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)

Dear Denise Holmes:

I am writing to provide you with an update regarding the impact of the COVID-19 pandemic on GRCA operations.

As we have navigated through this situation, our top priority has been to ensure the health and safety of our staff, while meeting the priorities of public safety, our legal responsibilities, and maintaining our flood operations.

Since the March 11 declaration of the COVID-19 world pandemic by the World Health Organization, the GRCA, like watershed municipalities, has implemented a number of incremental measures to assist in stopping the spread of the virus in our communities. The GRCA's nature centres were closed, March break camps were cancelled, all facilities, buildings and conservation areas (including passive-use lands) were closed to the public and the majority of staff were sent to work from home, where possible. Subsequently, the GRCA cancelled all spring tree planting activities, several upcoming events such as the Children's Water Festivals, volunteer activities and the Mill Creek Rangers program for 2020. The GRCA has also suspended taking any new overnight reservations for camping until further notice.

Based on legislation put in place by the provincial government in response to the pandemic, the GRCA has determined the following services are critical during the pandemic:

- 1) Flood operations and management
- 2) Land management and property/asset security
- 3) Planning and Permits (Section 28 of the Conservation Authorities Act)
- 4) Source Water Protection (reduced services)
- 5) Programs that support business operations

Given the restrictions in place, the GRCA is currently not performing any regular maintenance on GRCA property, except as it relates to flood operations infrastructure or as required by legal obligations.

The GRCA has been taking a phased approach in its response to COVID-19, which includes a reduction in operations and costs for discretionary spending, deferring capital projects where possible, the delay of student hiring, the greater use of reserves, the cancellation or deferral of special projects, and scaling back its workforce as needed. On April 27, following consultation with the GRCA board of directors, we made the difficult decision to temporarily reduce our staffing needs during this pandemic. This decision will impact our ability to deliver certain programs, which have been deemed non-critical at this time (e.g. the Rural Water Quality Program, Environmental Education, stewardship/restoration services, some forestry services, etc.). In addition, given the

restrictions in place and our reduced operations, some of the critical work may take longer to complete.

In the coming days, GRCA staff will be contacting municipal staff to discuss further details regarding the services and programs that will be temporarily reduced.

All of our organizational decisions are being made to balance the need to ensure we can continue to provide critical services now and in the longer term, while balancing our compassion for staff with the financial impacts to our organization as a result of this pandemic. Please be assured that the GRCA will continue to deliver critical services to the community, while balancing its fiscal responsibility.

If you have any questions, please do not hesitate to contact me at [slawson@grandriver.ca](mailto:slawson@grandriver.ca) or 519-621-2763, ext. 2210.

Sincerely,

A handwritten signature in black ink that reads "Lawson". The signature is written in a cursive, flowing style.

Samantha Lawson  
CAO, Grand River Conservation Authority

## Denise Holmes

---

**From:** Wendy Atkinson  
**Sent:** Wednesday, April 22, 2020 9:23 AM  
**To:** Denise Holmes  
**Subject:** FW: Property Tax Deferrals

**Please note: Effective 10:00 a.m. on March 17, 2020, the Township of Melancthon Municipal Office will be closed to the Public until further notice. Some of our services are available online (tax payments, planning applications, fire permits) or Staff will be available by phone at 519-925-5525 to assist.**



Wendy Atkinson, Treasurer/ Deputy-Clerk | Township of Melancthon | [watkinson@melancthontownship.ca](mailto:watkinson@melancthontownship.ca) | PH: 519-925-5525 ext 102 | FX: 519-925-1110 | [www.melancthontownship.ca](http://www.melancthontownship.ca) |

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**From:** Aimee Raves <[araves@dufferincounty.ca](mailto:araves@dufferincounty.ca)>  
**Sent:** Tuesday, April 21, 2020 11:29 AM  
**To:** Wendy Atkinson <[watkinson@melancthontownship.ca](mailto:watkinson@melancthontownship.ca)>; [jwilson@townofgrandvalley.ca](mailto:jwilson@townofgrandvalley.ca);  
[treasurer@townofmono.com](mailto:treasurer@townofmono.com); [cholmes@shelburne.ca](mailto:cholmes@shelburne.ca); [nsyed@orangeville.ca](mailto:nsyed@orangeville.ca); Heather Boston <[hboston@mulmur.ca](mailto:hboston@mulmur.ca)>;  
[fquadri@amaranth.ca](mailto:fquadri@amaranth.ca); Susan Stone <[ssstone@eastgarafraxa.ca](mailto:ssstone@eastgarafraxa.ca)>  
**Subject:** Property Tax Deferrals

Good morning,

Our Economic Development office has been receiving a number of inquiries related to what different municipalities are doing in Dufferin related to their property taxes. Can you let me know whether you are deferring or planning to defer any of your future payments for residents and if so from when to when. As well as whether you are waiving any interest penalties and what those terms have changed to (for example 30 day grace period).

Also, County Council passed a motion to defer your future payments to the County. As per below.

**AND THAT the remaining 2020 Property Tax Payments schedule be amended to coincide with the education payment dates, deferring the June and September payments by 90 days subject to the lower tier municipalities providing agreement as per Section 311 (15) of the Municipal Act;**

**AND THAT, the Dufferin County member municipalities be requested to provide a resolution of support for the change to the due dates by no later than May 31, 2020.**

A request was made at Council to provide sample wording for such a resolution. I have included wording below:

*As per section 311 (15) of the Municipal Act, the municipality supports the amended County of Dufferin 2020 Property Tax Payments schedule to coincide with the education payment dates, deferring the June and September payments by 90 days.*

Thanks for your assistance,

**Aimee Raves, CPA, CMA | Acting Treasurer | Treasury**  
**County of Dufferin | Phone: 519-941-2816 Ext. 2802 | [araves@dufferincounty.ca](mailto:araves@dufferincounty.ca) | 55 Zina Street, Orangeville, ON L9W 1E5**

Join in Dufferin – Share your stories. Connect with your community. Have your say on new projects. Click here to **Sign Up and Speak Up!**

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April 7, 2020

Township of Melancthon Council,

Mitigating and adapting to climate change is a far-reaching and long-term initiative that requires action from all levels of government. For each, the issue will need to be addressed both at the corporate and community levels. The County of Dufferin, along with most member municipalities, have committed to acting on climate change and transitioning the community towards a low-carbon future by joining the Partners for Climate Protection Program.

Transportation is the largest contributor to Ontario's greenhouse gas emissions (35%)<sup>1</sup> and electrification is key to the sector's decarbonisation. Dufferin County's own 2016 corporate greenhouse gas emissions inventory reveals our vehicle fleet is responsible for 36.7% of our total emissions. Providing visible and localized charging infrastructure for electric vehicles where citizens live, work and play is crucial to support broader local use of new transportation technologies while also addressing external consumer concerns around the ability to charge their vehicle.

To help fund the installation of a Dufferin electric vehicle charging network and to support the electrification of the County's fleet and to encourage staff use of electric vehicles, the County intends to submit a request for proposal to the 2020 Natural Resources Canada (NRCan) Zero-Emission Vehicle Infrastructure Program (ZEVIP) fund. This fund builds upon the 2019 NRCan ZEVIP fund for public use EV charging stations that the County was successful in securing and preliminary work has begun on that project. This new funding opportunity specifically targets parking areas intended for workplace/corporate fleets, and multi-unit residential buildings.

Much like the 2019 funding, the 2020 ZEVIP fund requires a minimum of 20 charging stations to be eligible and covers up to 50% of total project costs (see table below for estimate of project cost and funding availability breakdown). Dufferin County would like to extend an invitation to all member municipalities to join us in a collaborative application. Each municipality will be responsible for the remaining project costs associated with the fleet charging stations they request. The County is willing to take the lead on managing this project on behalf of local municipalities, but this can be explored at a later time.

The deadline for the 2020 ZEVIP funding is June 11, 2020. Council's commitment of funds must be received by **May 29, 2020**.

Regards,

Scott Burns, P.Eng., C.E.T.  
Director of Public Works/County Engineer

<sup>1</sup> Environment and Climate Change Canada, *National Inventory Report 1990-2016: Greenhouse Gas Sources and Sinks in Canada* (2018)

**ZEVIP Funding Available and Project Cost Estimates**

Type of Infrastructure	Output	Maximum Funding available per Connector	Number of Stations (connectors)	Unit cost	Installation cost	Total project cost	Total ZEVIP funding available	Required committed funds
Level 2 (208 / 240 V) connectors*	3.3kW to 19.2kW <i>Charges vehicles in approx. 2-6 hours</i>	Up to 50% of total project costs, to a maximum of <b>\$5,000 per connector*</b>	2**	\$10,000	\$10,000	\$20,000	\$10,000	\$10,000
Level 3 – Fast Charger	50kW and above  Charges vehicles in	Up to 50% of total project costs, to a maximum of <b>\$50,000 per fast-charger</b>	1	\$55,000	\$50,000	\$105,000	\$50,000	\$55,000

*\*To calculate the funding for level 2 chargers, each connector can count as a unit towards the minimum of 20 chargers if each connector can charge a vehicle at the same time.*

*\*\*it is common that a level-2 charging station is one unit with two connectors available to two parking spots, thus qualifying for \$10,000 in funding*

## Denise Holmes

---

**From:** Heather Boston <hboston@mulmur.ca>  
**Sent:** Friday, April 17, 2020 3:52 PM  
**To:** Denise Holmes; Tracey Atkinson  
**Cc:** Donna Funston; Wendy Atkinson  
**Subject:** RE: Final Arena budget for 2020

Yes. The changes are: increase to the wages line to \$70,000 (that was a change they asked for when I presented draft #4) and the prior year deficit actually decreased which is great so that helped. Those are the only two changes.

Heather Boston, CPA, CA, CGA, BComm | Treasurer  
Township of Mulmur | 758070 2<sup>nd</sup> Line East | Mulmur, Ontario L9V 0G8  
Phone 705-466-3341 ext. 233 | Fax 705-466-2922 | [hboston@mulmur.ca](mailto:hboston@mulmur.ca)



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The Township Municipal office will be closed to the public until further notice due to COVID-19. All Council meetings will be converted to electronic meetings. All public meetings, committee/board meetings and public gatherings will be cancelled and rescheduled at a later date. The Township will continue to provide services and appreciate your patience and understanding during this time. Please see our website for more information. Please note that the Township has declared this an Emergency, and has alternative procedures in place to deal with the continuance of services and safety.

---

**From:** Denise Holmes <dholmes@melanctontownship.ca>  
**Sent:** Friday, April 17, 2020 1:14 PM  
**To:** Heather Boston <hboston@mulmur.ca>; Tracey Atkinson <tatkinson@mulmur.ca>  
**Cc:** Donna Funston <dfunston@melanctontownship.ca>; Wendy Atkinson <watkinson@melanctontownship.ca>  
**Subject:** RE: Final Arena budget for 2020

The one that my Council approved on February 20<sup>th</sup>, showed Melancthon's levy as \$53,651 – this one shows the levy as \$54,410, so if this is what the levy is now, it will have to go back to Council.

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

**Please note: Effective 10:00 a.m. on March 17, 2020, the Township of Melancthon Municipal Office will be closed to the Public until further notice. Some of our services are available online (tax payments, planning applications, fire permits) or Staff will be available by phone at 519-925-5525 to assist.**

---

**From:** Heather Boston <[hboston@mulmur.ca](mailto:hboston@mulmur.ca)>  
**Sent:** Friday, April 17, 2020 12:18 PM  
**To:** Denise Holmes <[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)>; Tracey Atkinson <[tatkinson@mulmur.ca](mailto:tatkinson@mulmur.ca)>  
**Cc:** Donna Funston <[dfunston@melancthontownship.ca](mailto:dfunston@melancthontownship.ca)>  
**Subject:** RE: Final Arena budget for 2020

I don't think anything changed I just wasn't sure if I had sent it to you for approval.

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

----- Original message -----

**From:** Denise Holmes <[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)>  
**Date:** 2020-04-17 11:50 a.m. (GMT-05:00)  
**To:** Heather Boston <[hboston@mulmur.ca](mailto:hboston@mulmur.ca)>, Tracey Atkinson <[tatkinson@mulmur.ca](mailto:tatkinson@mulmur.ca)>  
**Cc:** Donna Funston <[dfunston@melancthontownship.ca](mailto:dfunston@melancthontownship.ca)>  
**Subject:** RE: Final Arena budget for 2020

Hi Heather,

We already approved the NDCC Budget so can you let me know what has changed, as I know my Council will be asking.

Thanks.

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

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---

**From:** Heather Boston <[hboston@mulmur.ca](mailto:hboston@mulmur.ca)>  
**Sent:** Thursday, April 16, 2020 2:50 PM  
**To:** Denise Holmes <[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)>; Tracey Atkinson <[tatkinson@mulmur.ca](mailto:tatkinson@mulmur.ca)>  
**Cc:** Donna Funston <[dfunston@melancthontownship.ca](mailto:dfunston@melancthontownship.ca)>  
**Subject:** Final Arena budget for 2020

Please have your Council's approve the final 2020 Arena budget per the Agreement.

Thanks,

**Heather Boston, CPA, CA, CGA, BComm | Treasurer**  
**Township of Mulmur | 758070 2<sup>nd</sup> Line East | Mulmur, Ontario L9V 0G8**  
**Phone 705-466-3341 ext. 233 | Fax 705-466-2922 | [hboston@mulmur.ca](mailto:hboston@mulmur.ca)**



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## NDCC Board of Management 2020 Budget

updated March 27, 2020

Account	Description	2018	2018	2019	2019	Final	Budget	Comments
		Actuals	Budget	Actual	Budget	2020	Variance	
<b>REVENUES</b>								
01-2000-4000	MULMUR GRANT	25,277	25,277	55,024	55,024	54,410	(613)	-1.11%
01-2000-4010	MELANCTHON GRANT	25,277	25,277	55,024	55,024	54,410	(613)	-1.11%
01-2000-4020	DONATION REVENUE	100	-	3,239	-	-	0	
01-2000-4030	FUNDRAISING REVENUE	20,273	20,000	19,047	20,000	19,000	(1,000)	BBQ, Straw. Supper
01-2000-4100	MINOR RATE RENTAL REVENUE	45,901	45,000	54,021	45,000	54,000	9,000	
01-2000-4110	ICE RENTAL REVENUE (PRIME)	47,663	52,000	50,823	52,000	51,000	(1,000)	
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	697	500	1,633	500	500	0	
01-2000-4120	NON-RESIDENT USER FEES	3,578	3,000	3,696	3,250	3,250	0	
01-2000-4200	BOOTH RENTAL REVENUE	3,561	4,300	2,170	5,000	2,100	(2,900)	
01-2000-4210	HALL RENTAL REVENUE	2,230	2,600	4,012	2,600	4,000	1,400	
01-2000-4220	FLOOR RENTAL REVENUE	463	-	97	-	-	0	
01-2000-4230	SIGN RENTAL REVENUE	3,980	4,160	3,840	4,160	3,800	(360)	
01-2000-4240	VENDING MACHINE REVENUE	238	250	109	-	-	0	
01-2000-4300	PENALTIES & INTEREST	773	525	869	525	850	325	
01-2000-4500	PRIOR YEAR DEFICIT			(29,582)	(29,582)	(5,860)	23,722	
<b>TOTAL REVENUE</b>		<b>180,011</b>	<b>182,888</b>	<b>224,021</b>	<b>213,500</b>	<b>241,461</b>		
<b>EXPENSES</b>								
01-2000-7000	WAGES	52,760	45,000	68,452	55,000	70,000	15,000	
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	5,066	5,600	5,478	5,600	5,600	0	
01-2000-7010	BENEFITS-OMERS	1,740	3,000	-	-	4,950	4,950	
01-2000-7012	MILEAGE			284		300	300	
01-2000-7015	STAFF TRAINING/DUES, FEES, SUBSCRIP	1,556	300	1,149	300	1,000	700	
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,901	1,200	2,428	1,700	2,000	300	
01-2000-7110	COMMUNICATION	2,512	3,000	1,968	3,000	2,000	(1,000)	
01-2000-7115	INSURANCE	11,763	12,200	12,518	12,200	13,300	1,100	
01-2000-7120	HEALTH & SAFETY	2,087	2,800	1,903	2,800	2,000	(800)	billed at y/e
01-2000-7125	PROF FEES - AUDIT	1,403	1,188	611	1,400	611	(789)	per quote
01-2000-7130	PROF FEES - WATER TESTING	232	300	393	300	400	100	
01-2000-7150	BANK CHARGES	388	500	772	400	500	100	
01-2000-7200	HYDRO	55,360	60,000	50,085	60,000	58,000	(2,000)	
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	15,067	12,000	14,712	12,000	15,000	3,000	
01-2000-7220	BLDG/GROUNDS MAINTENANCE	23,665	15,000	18,293	20,000	18,500	(1,500)	
01-2000-7230	BOOTH MAINTENANCE	4,462	1,300	1,918	1,300	3,300	2,000	\$1,600 roller shutter
01-2000-7240	ICE PLANT/MACH MAINT	18,771	9,000	18,153	12,000	18,000	6,000	
01-2000-7300	FUNDRAISING EXPENSE	10,859	10,500	10,993	10,500	11,000	500	
01-2000-7400	BAD DEBT	0	-	399	-	-	0	
01-2000-7500	CAPITAL PURCHASES	0	-	19,372	15,000	15,000	0	
<b>TOTAL EXPENSES</b>		<b>209,593</b>	<b>182,888</b>	<b>229,881</b>	<b>213,500</b>	<b>241,461</b>	<b>27,961</b>	<b>13.10%</b>
<b>Net Income/(Deficit)</b>		<b>(29,582)</b>	<b>0</b>	<b>(5,860)</b>	<b>0</b>	<b>0</b>		
<b>Operating Reserve Continuity</b>			<b>2018</b>	<b>2019</b>	<b>2020</b>			
Opening Reserve Balance			-	40,000	40,000			
Operating Levy Mulmur			20,000	-	-			
Operating Levy Melancthon			20,000	-	-			
<b>Ending Reserve Balance</b>			<b>40,000</b>	<b>40,000</b>	<b>40,000</b>			

## NDCC Board of Management 2020 Budget

Account	Description	Draft #4						Comments
		2018 Actuals	2018 Budget	2019 Actual	2019 Budget	2020 Budget	Budget Variance	
<b>REVENUES</b>								
01-2000-4000	MULMUR GRANT	25,277	25,277	55,024	55,024	53,651	(1,372)	-2.49%
01-2000-4010	MELANCTHON GRANT	25,277	25,277	55,024	55,024	53,651	(1,372)	-2.49%
01-2000-4020	DONATION REVENUE	100	-	2,819	-	-	0	
01-2000-4030	FUNDRAISING REVENUE	20,273	20,000	19,047	20,000	19,000	(1,000)	BBQ, Straw. Supper
01-2000-4100	MINOR RATE RENTAL REVENUE	45,901	45,000	54,021	45,000	54,000	9,000	
01-2000-4110	ICE RENTAL REVENUE (PRIME)	47,663	52,000	50,823	52,000	51,000	(1,000)	
01-2000-4115	ICE RENTAL REVENUE (NON-PRIME)	697	500	1,633	500	500	0	
01-2000-4120	NON-RESIDENT USER FEES	3,578	3,000	3,696	3,250	3,250	0	
01-2000-4200	BOOTH RENTAL REVENUE	3,561	4,300	2,170	5,000	2,100	(2,900)	
01-2000-4210	HALL RENTAL REVENUE	2,230	2,600	4,012	2,600	4,000	1,400	
01-2000-4220	FLOOR RENTAL REVENUE	463	-	97	-	-	0	
01-2000-4230	SIGN RENTAL REVENUE	3,980	4,160	3,840	4,160	3,800	(360)	
01-2000-4240	VENDING MACHINE REVENUE	238	250	109	-	-	0	
01-2000-4300	PENALTIES & INTEREST	773	525	869	525	850	325	
01-2000-4500	PRIOR YEAR DEFICIT			(29,582)	(29,582)	(6,342)	23,240	
<b>TOTAL REVENUE</b>		<b>180,011</b>	<b>182,888</b>	<b>223,601</b>	<b>213,500</b>	<b>239,461</b>		
<b>EXPENSES</b>								
01-2000-7000	WAGES	52,760	45,000	68,452	55,000	68,000	13,000	
01-2000-7005	BENEFITS-EI/PPP/WSIB/EHT	5,066	5,600	5,540	5,600	5,600	0	
01-2000-7010	BENEFITS-OMERS	1,740	3,000	-	-	4,950	4,950	
01-2000-7012	MILEAGE			284		300	300	
01-2000-7015	STAFF TRAINING/DUES, FEES, SUBSCRIP	1,556	300	1,149	300	1,000	700	
01-2000-7100	OFFICE/COMPUTER SUPPLIES	1,901	1,200	2,428	1,700	2,000	300	
01-2000-7110	COMMUNICATION	2,512	3,000	1,968	3,000	2,000	(1,000)	
01-2000-7115	INSURANCE	11,763	12,200	12,518	12,200	13,300	1,100	
01-2000-7120	HEALTH & SAFETY	2,087	2,800	1,903	2,800	2,000	(800)	billed at y/e
01-2000-7125	PROF FEES - AUDIT	1,403	1,188	611	1,400	611	(789)	per quote
01-2000-7130	PROF FEES - WATER TESTING	232	300	393	300	400	100	
01-2000-7150	BANK CHARGES	388	500	772	400	500	100	
01-2000-7200	HYDRO	55,360	60,000	50,085	60,000	58,000	(2,000)	
01-2000-7210	FURNACE FUEL/ZAMB PROPANE	15,067	12,000	14,712	12,000	15,000	3,000	
01-2000-7220	BLDG/GROUNDS MAINTENANCE	23,665	15,000	18,293	20,000	18,500	(1,500)	
01-2000-7230	BOOTH MAINTENANCE	4,462	1,300	1,918	1,300	3,300	2,000	\$1,600 rol'er shutter
01-2000-7240	ICE PLANT/MACH MAINT	18,771	9,000	18,153	12,000	18,000	6,000	
01-2000-7300	FUNDRAISING EXPENSE	10,859	10,500	10,993	10,500	11,000	500	
01-2000-7400	BAD DEBT	0	-	399	-	-	0	
01-2000-7500	CAPITAL PURCHASES	0		19,372	15,000	15,000	0	
<b>TOTAL EXPENSES</b>		<b>209,593</b>	<b>182,888</b>	<b>229,943</b>	<b>213,500</b>	<b>239,461</b>	<b>25,961</b>	<b>12.16%</b>
<b>Net Income/(Deficit)</b>		<b>(29,582)</b>	<b>0</b>	<b>(6,342)</b>	<b>0</b>	<b>0</b>		

<b>Operating Reserve Continuity</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Opening Reserve Balance	-	40,000	40,000
Operating Levy Mulmur	20,000	-	-
Operating Levy Melancthon	20,000	-	-
<b>Ending Reserve Balance</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>

GB#7.1.4  
FFB 1 2 2020



8



# North Dufferin Community Centre Board of Management



Moved by Bert Tupling.....

Seconded by Nancy Noble.....

Date Feb 12/20....., 2020

Be it resolved that:

The Board of Management approve the 2020 Budget Draft #4. *as amended*

<u>Recorded Vote</u>	<u>Yea</u>	<u>Nay</u>
Chair Chester Tupling		
Vice Chair Bert Tupling		
Member Dave Besley		
Member Debbie Fawcett		
Member Keith Lowry		
Member Nancy Noble		
Member Clayton Rowbotham		
Member Patricia Clark		

Carried/Lost: [Signature]  
CHAIR

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NUMBER \_\_\_\_\_ - 2020**

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN  
AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF  
MELANCTHON AND THE CORPORATION OF THE TOWN OF  
ORANGEVILLE**

**WHEREAS** it is deemed expedient that the Corporation of the Township of Melancthon and the Corporation of the Town of Orangeville enter into an agreement for By-law Enforcement Services;

**NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF MELANCTHON BY  
THE MUNICIPAL COUNCIL THEREOF ENACTS AS FOLLOWS:**

1. THAT the Head of Council and Clerk are hereby authorized to execute the agreement, in the same form or substantially the same form, as attached hereto as Schedule "A" to this By-law.

BY-LAW READ A FIRST AND SECOND TIME THIS 7<sup>TH</sup> DAY OF MAY, 2020.

BY-LAW READ A THIRD TIME AND PASSED THIS 7<sup>TH</sup> DAY OF MAY, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

GB# 16.1.1  
MAY 07 2020



upon the Town and from and against all loss, costs, damages, charges and expenses whatsoever which may be incurred or injury caused by or in connection with the services provided under this Agreement.

**3. GENERAL PROVISIONS**

- 3.1 The term of this agreement shall be one (1) year, commencing on June 1, 2020. Unless terminated, this agreement shall be automatically renewed for one (1) year.
- 3.2 The consent of the Town and the Township is required to increase the level of service outlined in this Agreement.
- 3.3 The Town and the Township agree to comply with all applicable laws pertaining to this Agreement.
- 3.4 The Town or the Township may, at any time and for any reason, terminate this Agreement by giving thirty (30) days written notice to that effect.
- 3.5 Termination of this Agreement shall not affect the parties' rights, responsibilities, obligations or liabilities arising during the term of the Agreement with respect to matters arising prior to the date of termination and shall not affect any right or remedy to which the Township or Town would otherwise be entitled.
- 3.6 All information collected or acquired by the Town in the performance of the services subject to this Agreement shall become the property of the Township.
- 3.7 The Township acknowledges that the Town may acquire information about certain matters that are confidential.
- 3.8 The Town agrees to protect the confidential information to the same extent that it protects its own confidential information. The Town shall not disclose any information it acquires without the consent of the Township unless otherwise required by law.
- 3.9 The Town and Township acknowledge that they are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. Any requests for access to information in relation to the services provided shall be the responsibility of the Township.
- 3.10 The Township and Town hereby agree that any notice required or given pursuant to this Agreement shall be sufficiently given if personally delivered, postage prepaid at any time other than during a general discontinuance of postal services or sent by email, as follows:

In the case of the Township:

**THE CORPORATION OF THE TOWNSHIP OF MELANCTHON**

157101 ON-10  
Melancthon, ON L9V 2E6

Attention: Denise Holmes, CAO/Clerk

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

In the case of the Town:

**THE CORPORATION OF THE TOWN OF ORANGEVILLE**

87 Broadway  
Orangeville, ON L9W 1K1

Attention: Karen Landry, Clerk

Email: [klandry@orangeville.ca](mailto:klandry@orangeville.ca)

or to such other address or person as either party may notify the other of in writing.



**CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NO. -2020**

Being a By-law to amend By-law No. 48-2019 passed in open Council on November 21, 2019.

**WHEREAS** the Council of the Corporation of the Township of Melancthon deems it expedient to amend By-law No. 48-2019, a By-law to appoint Municipal Officials from December 1, 2019 until December 31, 2020.

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

That Chris Johnston and Carrie Cunningham, By-law Enforcement Officers of the Corporation of the Town of Orangeville be appointed as the Township of Melancthon By-law Enforcement Officers in the place of the Town of Shelburne, who terminated its contract with the Township on November 25, 2019.

This By-law shall take effect and come into force on the passing thereof.

By-law read a first and second time this 7<sup>th</sup> day of May, 2020.

By-law read a third time and passed this 7<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

GB# 16.1.2

MAY 07 2020

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER - 2020

Being a by-law to authorize the closing of part of a highway containing a bridge under the jurisdiction of the Township of Melancthon, in the County of Dufferin

**WHEREAS:**

- A. Section 11(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended (hereinafter called the Act) provides that a municipality may pass by-laws respecting matters within its spheres of jurisdiction, including Highways.
- B. Section 8 of the Act provides that the powers of the municipality under the Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate.
- C. Section 27(1) of the Act provide that a municipality may pass by-laws in respect of a highway only if it has jurisdiction over the highway.
- D. Subsection 34(1) of the Act provides that a by-law permanently closing a highway does not take effect until a certified copy of by-law is registered in the proper land registry office.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MELANCTHON** enacts as follows:

- 1. That the portion of the highway in the Township of Melancthon in the County of Dufferin, which is more particularly described in Schedule "A" to this By-law, is hereby permanently closed.
- 2. The Clerk is directed to cause an original or certified copy of this by-law to be duly registered in the land registry office for Dufferin County as required by Section 34(1) of the Act.

**READ** a first and second time this 7<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**READ** a third time and finally passed this 7<sup>th</sup> day of May, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

GB # 16.1.3  
MAY 07 2020



**SCHEDULE "A"**

Legal Description of the lands being Part of Lot 5, Concession 4 OS, Being Parts 2 & 4, Plan 7R-6623,  
Township of Melancthon, County of Dufferin

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER -2020

BEING A BY-LAW TO ADOPT THE ESTIMATES OF ALL SUMS REQUIRED DURING THE YEAR AND TO STRIKE THE RATES OF TAXATION, AND TO FURTHER PROVIDE FOR PENALTY AND INTEREST IN DEFAULT OF PAYMENT THEREOF FOR THE YEAR 2020

**WHEREAS** the Council of the Corporation of the Township of Melancthon has, in accordance with the Municipal Act, 2001, S.O. 2001, Chapter 25 as amended, Section 290 (1)(2)(3)(4) and Section 291 (1) considered the estimates of the Municipality for the year 2020;

**AND WHEREAS** pursuant to the County of Dufferin By-law No. 2020-21 , the County of Dufferin passed a by-law to set tax ratios and to set tax rate reductions for prescribed property subclasses for county purposes and lower tier municipal purposes;

**AND WHEREAS** the tax ratios established the relative amount of taxation to be borne by each property class and have been set for the taxation year 2020 under the authority of the Municipal Act, 2001, S.O. 2001, Chapter 25 Section 308(5) as follows:

Residential Class is	1.0000
Multi-residential Class is	2.0000
Commercial Class is	1.2200
Industrial Class is	2.1984
Landfill Class is	1.1815
Pipeline Class is	0.8421
Farmland Class is	0.2200
Managed Forest Class is	0.2500

**AND WHEREAS** all property assessment rolls on which the 2020 taxes are to be levied have been returned and revised pursuant to the provision of the Assessment Act, R.S.O. 1990, c.A.31, as amended (hereinafter referred to as the "Assessment Act") subject to appeals at present before the Assessment Review Board, the Ontario Municipal Board and the District Court;

**AND WHEREAS** the "Residential/Farm Assessment", "Multi-Residential Assessment", "Commercial Assessment", "Industrial Assessment", "Pipeline Assessment", "Farmlands Assessment" and "Managed Forests Assessment" and the applicable subclasses pursuant to Section 7 of the Assessment Act, as amended by the Fair Municipal Finance Act, 1997 and Regulations thereto, have been determined on the basis of the aforementioned property assessment rolls and are detailed on Schedule "A" attached hereto and which forms part hereof;

**AND WHEREAS** pursuant to the County of Dufferin By-law 2020-32, the County of Dufferin passed a by-law to adopt the estimates of all sums required by the County of Dufferin for the purposes of the County and to provide a Levy on area municipalities;

**AND WHEREAS** the Province of Ontario has regulated all education tax rates for 2020; and hereby adopted to be applied against the whole of the assessment for real property as set out in Schedule D

**AND WHEREAS** the Treasurer shall add all or any arrears for special charges such as developer charges; fees regarding registered tax properties; service charges for cutting weeds, dog licensing fees and drain maintenance arrears pursuant to any statute or by-law to the respective properties chargeable thereto and that the same shall be collected by the collector in the manner as all other rates or levies.

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

EIB# 16.1.4  
MAY 07 2020

**THAT** the Corporation of the Township of Melancthon adopt the sum of Two Million, Seven Hundred and Sixty-Five Thousand, Four Hundred and One Dollars (\$2,765,401) as detailed in Schedule “B” attached hereto and which forms part hereof as the estimate of the Property Tax Levy required during the year 2020 for general purposes of the Corporation of the Township of Melancthon.

**THAT** for the year 2020 in the Corporation of the Township of Melancthon, the lower tier municipalities shall levy upon Residential/Farm Assessment, Multi-Residential Assessment, Commercial Assessment, Industrial Assessment, Pipeline Assessment, Farmlands Assessment and Managed Forests Assessment and applicable subclasses the tax rates for Township purposes set out in Schedule “C” attached hereto and which forms part hereof.

**THAT** tax rates for the Township of Melancthon portion of the tax bill are hereby adopted to be applied against the whole of the assessment for real property as set out in Schedule “D”.

1. The taxes shall become due and payable in two instalments:

First installment due and payable on August 24, 2020  
Second installment due and payable on November 23, 2020

2. A penalty at the rate of 1.25% will be charged on the first day of default and on the first day of each calendar month thereafter in which default continues, on all unpaid instalments of taxes until December 31, 2020 after which the interest rates of 1.25% per month for each month or fraction thereof will be added.

3. The Treasurer may mail or cause the same to be mailed to the resident or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.

4. The taxes are payable at the Municipal Office, 157101 Highway 10, Melancthon, Ontario, L9V 2E6, the Toronto Dominion Bank or Credit Union in Shelburne, the CIBC or Credit Union in Dundalk, by mail, or by telephone/internet banking and by direct debit but not credit card.

5. In the event that the Provincial OPTA system does not have the necessary data to provide on Commercial, Industrial and Multi-Residential tax capping to permit processing tax bills for these installment dates, then the Treasurer is authorized to process tax bills for the remaining tax classes and to establish later tax installment due date(s) for the Commercial, Industrial and Multi-Residential tax classes on a separate bill.

This by-law shall come into force and effect upon the date of the final reading thereof.

**By-law read a first and second time this 7<sup>th</sup> day of May, 2020.**

**By-law read a third time and passed this 7<sup>th</sup> day of May, 2020**

.....  
Mayor

.....  
Clerk



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

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

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

Denise B. Holmes, AMCT  
CAO/Clerk

## REPORT TO COUNCIL

FROM: Wendy Atkinson, Treasurer

SUBJECT: Budget 2020 - Draft #5

DATE: May 7, 2020

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### Strategic Plan Alignment

Strategic Objective - Quality of Life - 1.1. Maintain and improve local infrastructure;  
Economic Stability - 4.1 Fiscal Responsibility, 4.4 Keep taxes reasonable

### Background and Discussion

The 4<sup>th</sup> Draft of the 2020 Capital and Operating Budget was presented at the Council meeting held on April 16, 2020 with a 4.74% increase in the budget and a 1.485 % decrease to the Melancthon portion of the tax rate (residential). Discussion ensued and a few minor changes were suggested. The Treasurer was asked to bring back year to date revenues and expenditures with the next draft of the budget. At this time it is difficult to project the financial impact of COVID-19 on revenues. Areas of revenue that may be affected include penalties/interest on taxes, building permit revenue, interest on deposits, supplementary taxation, POA revenue, aggregate licence fees. The Township does have an approved line of credit to access if required. Staff can monitor the finances and if the 2<sup>nd</sup> Line SW Rehabilitation is tendered as two projects, we may choose to only complete one part of the project if we need to reduce expenditures.

EB#16.1.4.1  
MAY 07 2020

## Financial

The major capital expenses incorporated into the 2020 Budget are Culvert 2013 and 2<sup>nd</sup> Line SW Rehabilitation. The amount to be received from OCIF (formula base) is \$50,000.00 and this amount is included in the budget. Gas Tax Revenue in the amount of \$100,000.00 has been incorporated into the budget to offset a portion of the capital costs. \$100,000.00 has been transferred from the Roads Capital Reserve and the monies transferred by motion to the Working Capital Reserve (2019) have been included as a transfer back into the budget.

Based on the 5<sup>th</sup> draft budget the amount to be raised through taxation is \$2,765,400.62 - an increase of \$118,933.85 or 4.49% (for every \$26,465.00 raised equals a 1% increase). Factoring in the changes in assessment there would be a decrease to the Melancthon portion of the tax rate of 1.716% (residential).

Based on this budget the decrease for every \$100,000 assessment is \$8.48 for Melancthon's portion of the tax rate:

i.e. - 100,000 x 2020 rate 0.485397% = \$485.39  
- 100,000 x 2019 rate 0.493874% = \$493.87  
-\$ 8.48

Tax Scenario (Melancthon rate only)

2019 House Assessed at 411,750 x 0.493874% = \$2,033.53  
2020 House Assessed at 417,000 x 0.485397% = \$2,024.10

The increase in assessment is 1.28% and the decrease in tax dollars is \$9.43 or 0.464%

Based on the above scenario a house assessed at 411,750 with no change in assessment would see a decrease of \$34.91 per year (411,750 x 0.485397% = \$1,998.62) or - 1.716% (Melancthon residential rate only)

Respectfully submitted

Wendy Atkinson

Schedule B

\*2019 Actual - Unaudited

Corporation of the Township of Melancthon  
2020 Operating and Capital Budget - Draft 5

Acct. No.	Budget Expenditures	2019 Budget	2019 Actual	2020 Budget	Actual 30-Apr-20
	<b>General Government</b>				
	<b>COUNCIL</b>				
01-5001-1010	Salaries, Meetings	68,000.00	72,838.92	75,000.00	24,941.24
01-5001-1022	Training	800.00	732.67		
01-5001-1025	Receiver General	1,500.00	2,822.22	3,000.00	1,003.12
01-5001-1030	EHT	950.00	1,420.17	1,500.00	486.37
01-5001-1070	Mileage	1,800.00	1,825.15	1,900.00	422.90
01-5001-1080	Conferences/Conventions/Seminars	8,000.00	2,730.19	1,750.00	1,016.58
01-5001-1090	Meals	1,200.00	1,127.65	1,500.00	167.66
01-5001-2025	Council Furniture (speakers)				50.00
01-5001-2190	Miscellaneous	600.00	540.27	650.00	
	Sub-total	82,850.00	84,037.24	85,300.00	28,087.87
	<b>ADMINISTRATION</b>				
01-5002-1010	Wages, Vacation Pay, Unused Sick Pay	275,000.00	272,624.71	295,000.00	93,374.99
01-5002-1020	Benefits	22,000.00	22,523.73	25,000.00	8,792.68
01-5002-1022	Training	1,200.00	310.64	1,200.00	
01-5002-1025	Receiver General	15,000.00	12,791.80	15,000.00	6,748.90
01-5002-1026	Meetings	1,500.00	1,198.68	1,500.00	22.60
01-5002-1030	EHT	5,500.00	5,318.83	5,500.00	1,828.70
01-5002-1040	WSIB	7,200.00	6,934.29	7,200.00	2,963.50
01-5002-1064	OMERS Township Contribution	27,000.00	27,329.80	29,000.00	9,604.86
01-5002-1070	Mileage	1,800.00	1,751.00	1,850.00	620.00
01-5002-1080	Conferences	4,500.00	1,544.98		
01-5002-2025	Office Furniture	2,000.00		1,000.00	
01-5002-2010	Office Supplies	6,000.00	5,752.55	6,100.00	2,545.24
01-5002-2020	Postage	5,500.00	5,249.21	5,500.00	2,544.00
01-5002-2030	Office Equipment	3,800.00	3,382.94	4,000.00	776.80
01-5002-2035	Computer Program Updates & IT Services	15,000.00	8,768.20	10,000.00	193.36
01-5002-2036	Computers & Server		92.66		210.15
01-5002-2037	ESRI Enterprise License Agreement	2,680.00	2,412.14	2,700.00	
01-5002-2040	Advertising	2,000.00	1,396.14	2,000.00	
01-5002-2050	Audit	18,000.00	15,015.36	18,000.00	14,500.80
01-5002-2060	Memberships	3,800.00	3,632.45	3,800.00	3,820.28
01-5002-2070	Heating	3,000.00	2,494.59	3,000.00	624.96
01-5002-2080	Hydro	5,000.00	3,453.33	4,500.00	1,054.07
01-5002-2090	Telephone	2,500.00	2,887.69	2,500.00	976.71
01-5002-2094	Internet	1,200.00	1,362.46	1,450.00	388.44
01-5002-2095	Website Maintenance	250.00	279.34	250.00	
01-5002-2100	Professional Fees - Legal	15,000.00	5,193.83	15,000.00	5,243.52
01-5002-2102	Integrity Commissioner Services	3,000.00	839.52	2,000.00	142.46
01-5002-2103	Health and Safety Services	5,000.00	3,792.49	5,000.00	
01-5002-2104	Municipal Emergency Readiness Fund		900.00		
01-5002-2107	Development Charges Study and By-law	27,170.00	28,167.64		
01-5002-2109	Employee Township Compensation Plan	1,000.00		1,000.00	
01-5002-2110	Insurance	34,000.00	34,000.00	37,000.00	1,664.84
01-5002-2162	Bldg Maintenance	12,000.00	8,742.56	5,500.00	196.63
01-5002-2163	Office Cleaning	1,800.00	1,424.82	2,040.00	305.28
01-5002-2164	Landscaping & Grass Cutting	300.00	245.04	300.00	
01-5002-2165	Water Sampling	100.00	153.89	125.00	19.82
01-5002-2170	COVID-19 Expenses				607.82
01-5002-2190	Other/Miscellaneous	2,000.00	2,047.16	2,200.00	771.96
01-5002-2193	MMAH-Modernization (Corbetton & HM Park, signage)		8,237.47	57,500.00	4,530.17
01-5002-2194	Main Street Revitalization (Corbetton & HM Park)		2,696.44	25,000.00	
01-5002-2200	Petty Cash	500.00	155.77	500.00	37.60
01-5002-2300	Bretton Estates		7,243.61		
01-5002-4010	Tax Write-Offs	42,000.00	97,369.82	75,000.00	461.56
01-5002-4015	Penny Rounding		0.13		0.03
01-5002-4030	Bank Charges	1,200.00	1,411.47	1,200.00	176.50
01-5002-6135	Grants to Others	2,500.00	1,500.00	2,500.00	
01-5002-6136	Erskine Clinic	5,000.00	5,000.00	5,000.00	
01-5002-7011	Loan for Municipal Expansion	13,057.00	13,056.66	13,057.00	
	Sub-total	597,057.00	630,685.84	695,972.00	165,749.23
	<b>PROTECTION TO PERSONS/PROPERTY</b>				
01-5003-6010	Mulmur Melancthon FD	94,627.00	94,626.50	103,225.00	26,257.71
01-5003-6020	Shelburne and District FD	101,192.00	101,191.52	108,800.62	27,222.66
01-5003-6030	Township of Southgate FD - Operating	24,950.00	25,295.00	25,725.00	
01-5003-6031	Township of Southgate FD - Capital	7,000.00	7,000.00	7,000.00	
01-5004-3050	Policing (2019 Actual 404,847-Adjustment 2017	386,723.00	383,366.48	400,259.00	96,983.26
01-5004-3055	Policing - ESO	500.00	232.16	300.00	101.76
01-5004-3052	Policing - RIDE	6,220.00	(0.16)	6,640.00	6,545.40
01-5004-3054	Policing - Paid Duty				
01-5004-3053	Police Services Board	1,200.00	273.33	1,000.00	
01-5004-3056	OCLIF	5,000.00			
01-5004-6040	Nottawasaga Valley CA	12,216.00	12,216.01	12,568.00	3,141.95
01-5004-6050	Grand River CA	18,422.00	18,422.00	19,173.00	6,391.00
01-5004-6055	SWP		11,097.41		
01-5013-6140	Livestock Claims	5,000.00	346.50	1,000.00	
01-5004-6150	Animal Control	3,000.00	620.83	3,000.00	284.22
01-5004-6155	By-law Enforcement	20,000.00	5,120.99	10,000.00	442.31
01-5006-3025	Street Lights LED	5,200.00	4,566.21	5,000.00	1,517.33
01-5006-3026	LED Street Light Repair	500.00	494.81	600.00	
	Sub-total	691,750.00	664,869.59	704,290.62	168,887.60

	<b>ROADWAYS</b>					
	Road Budget	2,210,114.00	2,012,279.43	2,912,555.00	329,464.68	
	Transfer to Reserves					
	<b>Sub-total</b>	<b>2,210,114.00</b>	<b>2,012,279.43</b>	<b>2,912,555.00</b>	<b>329,464.68</b>	
	<b>ENVIRONMENTAL SERVICES</b>					
01-5007-2171	Levelling			7,500.00	237.37	
01-5007-2105	Landfill Study/Monitoring	22,693.00	22,692.48	22,693.00		
01-5007-7001	Rehabilitation Reserve	10,000.00	10,000.00	10,000.00		
	<b>Sub-total</b>	<b>32,693.00</b>	<b>32,692.48</b>	<b>40,193.00</b>	<b>237.37</b>	
	<b>RECREATION</b>					
01-5010-5055	Corbetton Park	2,500.00	2,500.00	2,500.00		
01-5010-6060	Horning's Mills Park	4,755.00	4,866.28	4,900.00		
01-5010-6065	Horning's Mills Community Hall	6,000.00	1,062.72	1,100.00		
01-5010-6066	Horning's Mills Heritage Project	300.00	75.40	300.00		
01-5010-6070	Centre Dufferin Recreation Complex	47,500.00	47,622.00	49,051.00	12,262.65	
01-5010-6080	Dundalk Community Centre	14,000.00	14,000.00	14,000.00		
01-5010-6100	North Dufferin Community Centre Bd of Management	55,303.00	55,023.65	53,651.00	13,755.91	
01-5010-7010	Mulmur-Melanclhon Recreation Capital		(5,000.00)			
01-5016-8902	Horning's Mills Cemetery	12,500.00	183.17			
01-5016-8904	St. Paul's Cemetery	1,000.00	950.00			
	<b>Sub-total</b>	<b>143,858.00</b>	<b>121,283.22</b>	<b>125,502.00</b>	<b>26,018.56</b>	
	<b>LIBRARY</b>					
01-5011-6110	Shelburne Library	54,831.00	54,831.00	56,817.00	28,408.50	
01-5011-6120	Dundalk Library	8,216.00	8,216.00	8,350.00		
	<b>Sub-total</b>	<b>63,047.00</b>	<b>63,047.00</b>	<b>65,167.00</b>	<b>28,408.50</b>	
	<b>PLANNING &amp; DEVELOPMENT</b>					
01-5012-2100	Professional/Legal Fees	45,000.00	37,800.30	45,000.00	9,641.18	
01-5012-2103	Cannabis - NWN Scientific		5,965.28		13,632.08	
01-5012-2105	Metanclhon Cannabis Regulation		3,081.29		254.40	
01-5012-2109	New Zoning By-law					
01-5012-2101	LPAT Appeals			25,000.00	712.32	
01-5012-2304	Strada OPA/ZBA		(5,453.68)		407.04	
	<b>Sub-total</b>	<b>45,000.00</b>	<b>41,393.19</b>	<b>70,000.00</b>	<b>24,647.02</b>	
	<b>DRAINAGE</b>					
01-5009-3060	Drainage Superintendent	50,000.00	18,181.13	35,000.00	5,084.04	
01-5015-0100	Tile Drainage Principal & Int Pymts		20,978.02			
	<b>Sub-Total</b>	<b>50,000.00</b>	<b>39,159.15</b>	<b>35,000.00</b>	<b>5,084.04</b>	
	<b>RESERVE</b>					
01-5002-5041	Tax Rate Stabilization		317,042.00			
01-5002-5042	Special Reserve Fund Emergency Relief	5,000.00	5,000.00	5,000.00		
01-5002-6200	Trsf frm Development Chgs (solar speed signs)			7,500.00		
	<b>TOTAL EXPENDITURES</b>	<b>3,921,369.00</b>	<b>4,011,489.14</b>	<b>4,746,479.62</b>	<b>776,584.87</b>	



**Corporation of the Township of Melancthon  
2020 Operating and Capital Budget - Draft 5**

\*2019 Actual - Unaudited

Acct No.	REVENUE	2019 Budget	2019 Actual	2020 Budget	Actual 30-Apr-20
	<b>Opening Surplus/(Deficit)</b>				
	<b>TAXATION</b>				
01-4001-0700	Supplementary Taxation	40,000.00	103,853.69	85,000.00	
	<b>GRANTS</b>				
01-4003-0100	Payment in Lieu	1,100.00	1,084.05	1,100.00	471.19
01-4004-0150	OMPF	174,500.00	175,600.00	173,500.00	86,750.00
01-4004-0300	RIDE Grant	6,220.00	-0.16	6,640.00	
01-4004-0172	Court Security & Prisoner Transportation	2,091.00	2,172.00	1,810.00	453.00
01-4004-0500	Library Grant	4,452.00	4,452.00	4,452.00	
01-4004-0156	OCIF Funding (Formula Component)	50,000.00	50,000.00	50,000.00	50,000.00
01-4004-0161	MMAHO-Modernization		317,042.00		
01-4004-0700	Ontario Aggregate Lic. Fee	54,000.00	81,700.07	80,000.00	626.28
01-4030-0100	Drainage Superintendent	25,440.00	-0.01	17,500.00	
01-4004-0550	OCLIF	5,000.00	10,000.00		
	<b>ADMINISTRATION</b>				
01-4010-0100	Tax Certificates	2,520.00	2,560.00	2,520.00	720.00
01-4010-0110	Tax Statement/Duplicate Tax Bill	350.00	665.00	500.00	120.00
01-4010-0115	Reminder/Overdue Notice Fee	2,200.00	2,830.00	2,400.00	740.00
01-4010-0200	Building Permit Approval	4,500.00	4,100.00	4,100.00	1,100.00
01-4010-0250	Site Alteration Permit Approval				
01-4010-0300	NSF Cheque Charge	140.00	175.00	140.00	35.00
01-4010-0400	Photocopies	35.00	46.00	35.00	
01-4015-0100	Dog Licenses	15,000.00	15,019.75	15,000.00	715.00
01-4066-0000	Lottery Licenses	20.00	20.00	20.00	
01-4040-0100	Livestock Claim Grants	4,000.00	316.50	1,000.00	
01-4064-0000	Business Licenses	300.00	200.00	1,000.00	100.00
	<b>FIRE</b>				
01-4012-0100	Fire Revenue		665.00		
01-4012-0300	Fire Permit Fee	4,125.00	4,185.00	4,125.00	2,235.00
	<b>ROADS</b>				
01-4020-0110	Roads Misc Revenue		1,450.00		2,135.67
01-4020-0125	Entrance Permits	1,200.00	1,100.00	1,100.00	300.00
01-4020-0130	Wide Load Permits	800.00	880.00	800.00	760.00
01-4020-0200	Culverts				
01-4020-0140	Bretton Estates Snow Plowing	900.00		900.00	
01-4020-0500	Shelburne road Agreement	5,300.00		5,300.00	
01-4020-0210	Road Crossings		1,000.00		
01-4004-0703	Transfer from Gas Tax	100,000.00	100,000.00	100,000.00	
01-5005-5015	Transfer from Roads Capital Reserve			100,000.00	
01-4060-0000	Transfer from Bridge Reserve	1,280.36	1,303.46		
01-3010-0100	Transfer from Working Capital Reserve			430,037.00	
	<b>PLANNING</b>				
01-4035-0100	Official Plan Amendment		2,500.00		
01-4035-0310	Site Plan Application Fees		800.00		
01-4035-0350	Zoning By-law Amendment		10,250.00	10,000.00	2,250.00
01-4035-0300	Consent Applications	4,000.00	14,800.00	10,000.00	2,000.00
01-4035-0325	Minor Variance	800.00	800.00	800.00	
01-4035-0200	Zoning Requests	935.00	2,175.00	1,200.00	300.00
01-4035-0360	Change of Use Certificate Applications		1,500.00		500.00
01-4035-0375	Pre-Application Consultation		250.00		250.00
01-4035-0500	Professional Services Reimbursement		514.46		
01-4035-0565	NWN Inc. - Reimbursement				10,000.00
	<b>OTHER</b>				
01-4050-0100	Miscellaneous Revenue	500.00	8,685.83	500.00	218.00
01-4050-0125	CHD Community Contribution	309,000.00	309,000.00	309,000.00	45,000.00
01-4050-0130	Plateau Community Contribution	33,000.00	31,348.60	33,000.00	33,438.50
01-4050-0135	DWP Community Contribution	250,000.00	263,721.33	260,000.00	
01-4050-0200	Penalties and Interest on Taxes	96,500.00	91,264.38	91,000.00	33,855.94
01-4050-0300	Interest on Deposits	30,000.00	49,332.48	49,000.00	14,847.11
01-4050-0400	POA	35,000.00	34,267.88	35,000.00	
01-4025-0220	Electronic Recycling Revenue	100.00	46.20	50.00	
01-4077-0000	Land Rental	2,550.00	2,550.00	2,550.00	
01-4002-0100	Tile Drains		20,978.02		
01-4060-0000	Transfer from PSB Reserve	2,043.87	2,080.74		
01-4060-0000	Transfer from Mul-Mel Rec Capital Reserve	5,000.00	5,000.00		
01-4082-0104	Homing's Mill's Park (trsf frm MMAH-2019)			15,000.00	
01-4082-0104	Homing's Mills Park (trs Main St Revitalization)			15,000.00	
01-4082-0105	Corbetton Park (transfer from MMAH-2019)			15,000.00	
01-4082-0105	Corbetton Park (transfer Main St Revitalization)			10,000.00	
01-3020-0205	Transfer from MMAH-2019 (electronic signage)			20,000.00	
01-3020-0205	Transfer from MMAH-2019 (solar speed signs)			7,500.00	
01-4013-0200	Transfer frm Dev Charges (solar speed signs)			7,500.00	
	<b>Sub-Total</b>	1,274,902.23	1,734,284.27	1,981,079.00	289,920.69
	<b>Expenditures</b>	3,921,369.00	4,011,489.14	4,746,479.62	776,584.87
	<b>Amount to be raised through Taxation</b>	-2,646,466.77	-2,277,204.87	-2,765,400.62	

**Taxation**

01-4001-0100	Residential		1,957,912.92		
01-4001-0200	Farmland		246,535.19		
01-4001-0300	Commercial and Industrial		431,031.08		
01-4001-0500	Managed Forests		3,086.11		
01-4001-0600	Pipeline		7,903.76		
					2,646,469.06

**Corporation of the Township of Melancthon  
Road Department 2020 Operating and Capital Budget - Draft 5**

**\*2019 Actual - Unaudited**

Acct. No.	ADMINISTRATION	2019 Budget	2019 Actual	2020 Budget	Actual 30-Apr-20
01-5005-1010	Salaries and Wages	400,000.00	366,635.41	385,000.00	110,301.37
01-5005-1025	Receiver General, EHT & WSIB	42,500.00	38,968.19	42,500.00	13,522.03
01-5005-1020	Benefits	25,650.00	23,931.36	28,000.00	9,472.25
01-5005-1060	Short Term Disability				
01-5005-1064	OMERS Township Contribution	30,000.00	33,207.29	34,500.00	9,136.48
01-5005-1070	Mileage	100.00	97.00	120.00	
01-5005-1022	Staff Training and Seminars	3,000.00	2,035.05	3,000.00	
01-5005-2010	Office Supplies	500.00	401.93	500.00	30.21
01-5005-2035	Computer Program Updates	200.00			
01-5005-2036	GPS Monthly Tracking Expense	5,000.00	4,686.50	5,000.00	1,181.34
01-5005-2112	Asset Management Plan	12,000.00	9,614.79	9,000.00	8,222.21
01-5005-2115	Road Management Plan	45,793.00	51,145.47		
01-5005-3105	Bridge Study/Inspections	17,198.00	17,197.44		
	<b>MISCELLANEOUS</b>				
01-5005-2070	Utilities - Heat	14,000.00	13,088.75	14,000.00	3,632.55
01-5005-2080	Utilities - Hydro	8,000.00	4,698.42	5,000.00	2,523.25
01-5005-2090	Telephone	1,000.00	785.30	1,000.00	
01-5005-2091	Mobile Phone	1,000.00	752.57	1,000.00	186.99
01-5005-2040	Advertising	750.00	594.27	700.00	305.28
01-5005-2041	Signs	5,000.00		5,000.00	2,831.59
01-5005-2110	Insurance	45,000.00	45,000.00	45,000.00	
01-5005-2100	Legal Fees	6,000.00		6,000.00	
01-5005-2050	Audit	12,000.00	9,000.00	10,000.00	
01-5005-2060	Memberships	100.00	101.70	150.00	
01-5005-2165	Materials and Supplies/Stock	8,500.00	5,043.08	8,500.00	1,730.28
01-5005-2166	Coveralls	7,500.00	4,538.02	5,000.00	1,295.07
01-5005-3000	Services and Rents/Misc	7,500.00	686.88	7,500.00	3,732.04
01-5005-2103	Health & Safety Services	5,000.00	3,794.42	5,000.00	
01-5005-2104	Health & Safety Materials/Supplies	3,000.00	38.66	3,000.00	
01-5005-2162	Building Maintenance	10,000.00	9,559.79	15,000.00	2,908.34
01-5005-2163	Sand Dome Repairs	5,000.00	122.70		
01-5005-2185	Oil Separator Clean Out	1,500.00	203.52	1,500.00	1,590.00
01-5005-2192	Shop Tools	5,000.00	1,302.33	5,000.00	246.57
01-5005-2190	Miscellaneous	1,000.00	914.95	1,000.00	121.23
01-5005-3800	Contract Work	2,000.00		1,000.00	
	<b>EQUIPMENT</b>				
01-5005-2150	Fuel - Clear	50,000.00	47,287.94	50,000.00	18,694.29
01-5005-2155	Fuel - Dyed	35,000.00	36,958.05	40,000.00	10,172.53
01-5005-3070	Fuel - Patrol Trucks	12,500.00	10,822.75	12,000.00	2,875.57
01-5005-2180	Oil - Trucks and Grader	4,000.00	3,905.46	4,000.00	
01-5005-3071	TR#1 - Repairs	3,000.00	3,459.94	3,500.00	3,779.54
01-5005-3073	TR#2 - Repairs	15,000.00	18,117.49	20,000.00	3,114.45
01-5005-3074	TR#3 - Repairs	7,500.00	3,728.93	5,000.00	138.07
01-5005-3075	TR#4 - Repairs	15,000.00	22,506.26	20,000.00	1,073.26
01-5005-3076	TR#5 - Repairs	15,000.00	19,321.61	20,000.00	5,301.87
01-5005-3077	TR#6 - Repairs	8,500.00	6,201.85	15,000.00	8,080.94
01-5005-3069	TR#7 - Repairs	3,000.00	161.36	3,000.00	
01-5005-3079	GR#1 - CAT - Repairs	15,000.00	3,562.65	10,000.00	2,265.99
01-5005-3080	GR#2 - Repairs	15,000.00	11,932.30	15,000.00	4,743.28
01-5005-3081	Backhoe Repairs	2,500.00	1,236.28	2,500.00	102.82
01-5005-3082	Loader	2,500.00	778.46	2,500.00	
01-5005-3083	John Deere Mower	1,000.00		1,000.00	
01-5005-3084	Power Washer	1,000.00	63.01	1,500.00	1,010.36
01-5005-3085	Chain Saw	1,000.00	50.65	1,000.00	
01-5005-3086	Roadside Mower	1,000.00			
01-5005-3500	Winter Control-Plow & Wing Parts	25,000.00	6,936.98	20,000.00	5,249.31
01-5005-7015	John Deere Grader Loan	32,650.00	32,052.48	33,233.00	10,920.14
01-5005-2191	Radio and Truck Licenses	10,500.00	9,927.50	10,200.00	9,884.30
01-5005-2195	Radio Maintenance & Repair	1,000.00		2,500.00	1,206.87
	<b>NEW EQUIPMENT</b>				
01-5005-7010	Vehicles				
01-5005-7005	Equipment (lawn mower)			15,000.00	
	<b>BRIDGES, CULVERTS, DRAINS</b>				
01-5005-3100	Bridge & Culvert Mtce	38,000.00	7,928.50	20,000.00	
01-5005-3114	Bridge #10		1,019.90		
01-5005-3115	Bridge #13			33,275.00	1,371.33
01-5005-3850	Drain Maintenance	40,000.00	3,391.56	35,000.00	
01-5005-3851	Road Crossings due to Drain Mtce			40,000.00	
01-5005-7021	Culvert 2027 Loan Payment	40,908.00	40,907.52	40,908.00	13,635.84
01-5005-3146	Culvert 2003	190,000.00	202,441.32		
01-5005-3156	Culvert 2013		7,836.52	305,000.00	18,297.58
01-5005-3165	Culvert 2021	20,000.00		20,000.00	
01-5005-3174	Culvert 2029	765.00		765.00	



## Denise Holmes

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**From:** David Thwaites  
**Sent:** Friday, March 27, 2020 2:41 PM  
**To:** Denise Holmes  
**Subject:** Fire Bylaws

Denise

Further to our discussions re the Open Fire Bylaw I have determined the following:

- A. Bylaw 12-2012 section 5.2 addresses the liability and responsibility of a person " burning without a permit"
- B. The Open Fire Bylaw addresses the requirement for a permit to burn and imposes the responsibility for fire costs and damages and also creates an offence for burning without a permit.

Potential for confusion, yes.

I would think that our website and information to our residents should at the very least spell out the provisions of both bylaws. Might be better to review bylaws with a view to incorporating into one Bylaw.

Fire Permit Bylaw, as it currently stands, given the comments of Council at our Earlier meeting, needs to be amended by deleting 4.6(l).

In addition, the preamble incorrectly cites the Municipal Act, 1990 s 210 (35) as this legislation was usurped by the Municipal Act, 2001 which does NOT contain a like provision.

Further, para 4.7 as it reads needs change. The words "abide by the following" are redundant and unnecessary as are the initial words of each of sub paragraph a, b and c.

Further, Council needs to consider the provision of 4.7(b). As it reads there is full liability for any/all fire costs, not just costs flowing from non- compliance with the terms of the Fire Permit.

As to Bylaw 12-2012 it needs to be reviewed for content, clarity and scope. On the issue of Fire Cost recovery, this needs to be addressed separate from any issue re Fire Marque. On the issue of the quantum I am pursuing this discussion and seeking the information re the Fire Board, Mulmur Melancthon. On the issue of recovery, the protocol needs to be addressed BUT I know the Mayor has expressed an opinion ( which others may or may not agree with) whereas the intention and scope of the Bylaw are different.

Questions, let me know but otherwise feel free to append this memo to the Agenda together with copies of the Bylaws.

David

Sent from my iPad

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NUMBER 10-2007

BEING A BY-LAW TO REGULATE THE SETTING OF FIRES AND PREVENT  
THE SPREADING OF FIRES, ESTABLISH A FIRE PERMIT SYSTEM

WHEREAS Section 210 (35) of the Municipal Act, R.S.O. 1990 c. M45, as amended, empowers the councils of the local municipalities to pass By-laws prescribing for the whole or any part of the municipality, the times during which fires may be set in open air and the precautions to be observed by persons setting such fires.

AND WHEREAS the Ontario Fire Code, O. Reg 67/87 Clause 2.6.3.4 states "Open air burning shall not be permitted unless approved or unless such burning consists of small, confined fire, supervised at all times and used to cook food on a grill or barbecue".

AND WHEREAS Section 7.1 of the Fire Protection and Prevention Act, S.O. 2002, c.4, as amended, provides the Council of a Municipality may pass By-laws for regulating the prevention of the spreading of fires and the setting of open air fires including times during which they may be set.

AND WHEREAS it is deemed necessary and expedient to pass such a By-law, for the protection of persons and property, within the Township of Melancthon.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MELANCTHON HEREBY ENACTS AS FOLLOWS:

**1. INTRODUCTION**

1.1. Title and Scope

- (a) This is a By-law to regulate the setting, prohibiting and controlling of open fires within the Township of Melancthon. This By-law shall be known as "Open Fires By-law" of the Township of Melancthon.

1.2. Repeal of Former By-laws

- (a) By-law No. 7-2003 of The Corporation of the Township of Melancthon is hereby repealed.

1.3. Validity and Severability

- (a) Should any section, sub-section, clause, paragraph, or provision of this By-law be declared by a court of competent jurisdiction to be invalid or unenforceable, the same shall not affect the validity or enforceability or any other provisions of this By-law or the By-law as a whole.

1.4. Interpretation

- (a) Words used in the singular form shall include the plural form, the masculine gender shall include the feminine or neuter gender, and vice versa, as the context requires.
- (b) "May" shall be construed as permissive.
- (c) "Shall" shall be construed as imperative.

1.5. Force and Effect

- (a) This By-law shall come into force and take effect on the day that it receives the approval of the Council of the Township of Melancthon.

## **2. DEFINITIONS**

For the purposes of this By-law, the following words shall have the meaning ascribed herein:

- 2.1. "Council" means the Council of The Corporation of the Township of Melancthon.
- 2.2. "Environmentally Acceptable Waste" means clean wood and brush.
- 2.3. "Fire Ban Period" means a period of time during which the Fire Chief or his designate declares a total ban on open air burning.
- 2.4. "Fire Pit" means an area for an Open Air Fire, not exceeding one metre (3 feet) in diameter which is constructed of and created on non-combustible material containing combustible material not more than .5 metres (1.5 feet) in height, equipped with a grill and is being used for cooking of food.
- 2.5. "Hamlet Residential Property" means all property located within the boundaries of the hamlets of Riverview, Corbetton and Horning's Mills.
- 2.6. "Lot" shall mean a parcel of land to which title is capable of being legally conveyed, subject to the provisions of the Planning Act, as amended, and includes any of its parts, which are subject to a right-of-way or easement.
- 2.7. "Open Air Fire" means a fire that is not totally enclosed and controlled so as to prevent the spread of fire either directly or by sparks or embers originating from the fire.
- 2.8. "Owner" includes an assessed owner, tenant, or occupant or any person having an interest, whether equitable or legal, in the land.
- 2.9. "Permit" means a "Permit for Open Air Burning" issued by the Township.
- 2.10. "Person" means any human being, association, firm, partnership, private club, incorporated company, corporation, agent or trustee and the heirs, executors, or other legal representatives of a person to whom the context can apply according to the By-law.
- 2.11. "Rural Property" means all property located in the Township of Melancthon that is not included in "Hamlet Residential Property".
- 2.12. "Township" means The Corporation of the Township of Melancthon.

## **3. APPLICATION FOR PERMITS**

- 3.1. A person requiring a permit for an open-air fire shall file an application in writing on the form as approved by the Township as found in Schedule "A" to this By-law;
- 3.2. An applicant shall provide all of the information required to complete the application form including, but not limited to the exact address that the Open-Air Fire is to be located;
- 3.3. Every application filed shall:
  - (a) be accompanied by the payment of the \$10.00 fee;
  - (b) be made by the Owner of the land on which the proposed Open-Air Fire is to be burned or his or her authorized agent and be accompanied by a consent from the Owner or his or her authorized agent of the lands upon which the Open-Air Fire is to be burned.
- 3.4. Permits issued under this By-law shall be valid for the duration of the calendar year of issue with an annual permit fee of \$10.00.

## **4. FIRE CONTROL**

- 4.1. No Owner shall create or permit the creation, presence, maintenance or existence of any Open Air Fire within the Township of Melancthon.
- 4.2. Section 4.1 does not apply to any portable barbecue appliances.
- 4.3. Section 4.1 does not apply to small confined fires for the purpose of burning environmentally acceptable waste or fires used to cook food if they comply with the following conditions:
  - (a) Such fires shall be located no closer than 6 metres (20 feet) from any building, structure, hedge, fence, or overhead wire or obstruction of any kind;
  - (b) Such fires shall not exceed 1 metre (3 feet) in diameter or 1 metre (3 feet) in height;
  - (c) Sections 4.6.(b), 4.6.(f), 4.6.(g) shall not apply to fires burned pursuant to this section, all other subsections of Section 4.6 apply.
- 4.4. Section 4.1 does not apply to any Open-Air Fire for which a permit has been issued by the Township of Melancthon Municipal Office and the conditions as set out in Section 4.6 and Schedule "A" are being complied with.
- 4.5. The Permit described in Section 4.4 shall be produced upon request by the Fire Chief or his/her designate or a Municipal By-law Enforcement Officer for the Township of Melancthon.
- 4.6. No Owner who has been issued a Permit shall create or permit the creation, maintenance or existence of a fire unless all of the following conditions are being followed:
  - (a) The fire is under constant supervision and control from the time of lighting until it is totally extinguished;
  - (b) The fire is located no closer than 15 metres (50 feet) from any building, structure, hedge, fence, road or overhead wire or obstruction of any kind;
  - (c) There is a space free and clear of combustible material around the perimeter of such fire of at least 4.5 metres (15 feet);
  - (d) An Open Air Fire is not burned when a prohibition has been declared pursuant to Section 5.6 of this By-law;
  - (e) A fire is not burned when the wind velocity exceeds 16 km/hr (10 mph);
  - (f) The dimension of a fire does not exceed 3 metres (10 feet) in diameter or 2 metres (6 feet) in height for rural properties;
  - (g) The dimension of a fire does not exceed 1 metre (3 feet) in diameter or 1 metre (3 feet) in height for Hamlet Residential Properties;
  - (h) Fires will not be burned between the hours of 11:00 p.m. and 6:00 a.m.;
  - (i) The fire does not contain a tire or tires;
  - (j) The fire does not contain materials such as paint, asphalt material, and/or chemical wastes;
  - (k) No Open Air Fire will be burned when the conditions as such may cause any or all of the following:
    - (i) A decrease in visibility on any highway or other roadway;
    - (ii) Fire spread through grass, brush, forested area or other property that was not intended to be burned;



(iii) A contravention of other municipal By-law, provincial or federal legislation;

(l) The respective fire station will be advised of the date and time the fire is to be burned;

4.7. The Owner shall abide by the following:

(a) The Owner shall be completely responsible and liable for any damage resulting from said fire;

(b) The Owner shall be liable for the cost of any fire fighting equipment and personnel necessary and called in to extinguish the said fire;

(c) The Owner shall exercise due care and take the necessary precautions in connection therewith to avoid endangering persons and property in the vicinity thereof, and shall remain in constant attendance at such fire until the same is completely burned or extinguished.

## 5. ADMINISTRATION, ENFORCEMENT AND INSPECTION

5.1. This By-law shall be administered by the Fire Chief of the Township or such other person or persons as Council may, by By-law, appoint and all such persons shall be considered inspectors under the terms of the By-law.

5.2. The Fire Chief, Deputy Fire Chief, Assistant Deputy Fire Chief or Municipal Law Enforcement Officer(s) or such other person or persons as the Council of the Township of Melancthon may by appoint are hereby authorized to enforce the provisions of this By-law pursuant to the Provincial Offences Act, R.S.O. 1990, as amended and all such persons shall be considered inspectors under the terms of this By-law.

5.3. The Fire Chief or his/her designate may revoke any Permit where:

(a) The holder of the Permit contravenes any conditions of said Permit;

(b) In the opinion of the Fire Chief the smoke formed from a fire or fires authorized by the Permit presents a nuisance to neighbouring inhabitants, or;

(c) For any other good and sufficient reason at the Fire Chief or his/her designate's sole discretion.

5.4. Where a Permit has been revoked under Section 5.3, the Fire Chief or his/her designate may refuse to issue another permit until he/she is satisfied that corrective actions have been or will be taken to prevent recurrence of the problem.

5.5. The Fire Chief or his/her designate is authorized to order any person to extinguish any fire or to cause such fire to be extinguished when there is a breach of any of the provisions of this By-law or where, in his/her opinion there is danger of such fire spreading or otherwise endangering life or property and the person shall comply with any such order.

5.6. The Fire Chief or his/her designate may declare a total prohibition against outdoor burning when in his/her opinion atmospheric conditions or local circumstances make such fires hazardous and every person shall comply with such prohibition.

5.7. An inspector under this By-law:

(a) Has the power to enter upon and examine any yards, vacant lots, or grounds at any reasonable time or times; and

(b) May be accompanied by such other person or persons, as they deem necessary to properly carry out their duties under this By-law.

5.8. In the event any owner proposes to start or set a fire which is larger than the maximum size provided in Section 4.6, such person shall contact the Fire Chief, or

his/her designate, to request a site inspection. If the Fire Chief or his/her designate deems it necessary to conduct an onsite inspection a fee as required by the Fire Chief in his/her sole discretion shall apply. The Fire Chief may or may not authorize the fire to be ignited, subject to such conditions as the Fire Chief or his/her designate may impose, issued in writing. The owner requesting permission for this authorization shall comply with all provisions of the permit.

## 6. OFFENCES

6.1. Every person who:

- (a) hinders, disturbs or obstructs any Inspector in carrying out their duties under this By-law, or;
- (b) contravenes the following provisions of this By-law: Sections 4.1, 4.5, 4.6, 5.5 is guilty of an offence and, upon conviction, is subject to a penalty as provided for in the Provincial Offences Act, R.S.O. 1990, as amended.

6.2. Each day that a situation as described in Section 6.1.(b) of this By-law is allowed to continue shall constitute a separate offence under this By-law and any Judge or Justice of the Peace adjudicating on such matter may assess a separate fine for each and every day that such situation has been allowed to continue.

6.3. Every person and an officer director, employee or agent of a corporation charged with committing an offence under this By-law is a party to the offence who;

- (a) actually commits it;
- (b) does or omits to do anything for the purposes of aiding any person to commit it, or
- (c) abets any person committing it. Where two or more persons form an intention in common to carry out an unlawful purpose, and to assist each other therein, each of those who knew or ought to have known that the commission of an offence under this By-law would be a probable consequence of carrying out the common purpose is a party to the offence.

## 7. ADDITIONAL REMEDY

7.1. Pursuant to the provisions of the Municipal Act, 2001, s. 446, as amended from time to time, the Township may cause any matter or thing be done upon the failure of the person being directed to do it, and the matter or thing shall be done at the person's expense.

7.2. For the purposes of the previous subsection, the Township may enter upon land at any reasonable time.

7.3. The Township may recover the costs of doing a matter or thing under this section from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

7.4. The Township shall not be liable for any damage caused by its actions under this by-law.

7.5. The Township shall not be liable to restore the property.

BY-LAW read a first and second time this 3<sup>rd</sup> day of May, 2007.

BY-LAW read a third time and passed this 3<sup>rd</sup> day of May, 2007.

D. G. Broderick  
Mayor

Dennis S. Palmer  
Clerk

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

Fire Permit No: \_\_\_\_\_

EXACT LOCATION (Including Emergency Locator Number):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ISSUED TO (Name):

\_\_\_\_\_  
\_\_\_\_\_

MAILING ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER:

\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION FOR PERMITS**

A person requiring a permit for an open-air fire shall file an application in writing on this form.

An applicant shall provide all of the information required to complete the application form including, but not limited to the exact address that the Open-Air Fire is to be located;

Every application filed shall:

- a) be accompanied by the payment of the \$10.00 fee;
- b) be made by the Owner of the land on which the proposed Open-Air Fire is to be burned or his or her authorized agent and be accompanied by a consent from the Owner or his or her authorized agent of the lands upon which the Open-Air Fire is to be burned. Permits issued under this By-law shall be valid for the duration of the calendar year of issue with an annual permit fee of \$10.00.

**FIRE CONTROL**

No Owner shall create or permit the creation, presence, maintenance or existence of any Open Air Fire within the Township of Melancthon. The following exceptions apply:

- a) The above does not apply to any portable barbecue appliances;
- b) The above does not apply to small confined fires for the purpose of burning environmentally acceptable waste or fires used to cook food if they comply with the following conditions:
  - (i) Such fires shall be located no closer than 6 metres (20 feet) from any building, structure, hedge, fence, or overhead wire or obstruction of any kind;

- (ii) Such fires shall not exceed 1 metre (3 feet) in diameter or 1 metre (3 feet) in height;
- c) The above does not apply to any Open-Air Fire for which a permit has been issued by the Township of Melancthon Municipal Office and the conditions contained in the By-law are complied with.

The above permit shall be produced upon request by the Fire Chief or his/her designate or a Municipal By-law Enforcement Officer for the Township of Melancthon.

No Owner who has been issued a Permit shall create or permit the creation, maintenance or existence of a fire unless all of the following conditions are being followed:

- a) The fire is under constant supervision and control from the time of lighting until it is totally extinguished;
- b) The fire is located no closer than 15 metres (50 feet) from any building, structure, hedge, fence, road or overhead wire or obstruction of any kind;
- c) There is a space free and clear of combustible material around the perimeter of such fire of at least 4.5 metres (15 feet);
- d) An Open Air Fire is not burned when a prohibition has been declared by the Fire Chief;
- e) A fire is not burned when the wind velocity exceeds 16 km/hr (10 mph);
- f) The dimension of a fire does not exceed 3 metres (10 feet) in diameter or 2 metres (6 feet) in height for rural properties;
- g) The dimension of a fire does not exceed 1 metre (3 feet) in diameter or 1 metre (3 feet) in height for Hamlet Residential Properties;
- h) Fires will not be burned between the hours of 11:00 p.m. and 6:00 a.m.;
- i) The fire does not contain a tire or tires;
- j) The fire does not contain materials such as paint, asphalt material, and/or chemical wastes;
- k) No Open Air Fire will be burned when the conditions as such may cause any or all of the following:
  - i) A decrease in visibility on any highway or other roadway;
  - ii) Fire spread through grass, brush, forested area or other property that was not intended to be burned;
  - iii) A contravention of other municipal By-law, provincial or federal legislation;
- l) The respective fire station will be advised of the date and time the fire is to be burned;

The Owner shall abide by the following:

- a) The Owner shall be completely responsible and liable for any damage resulting from said fire;
- b) The Owner shall be liable for the cost of any fire fighting equipment and personnel necessary and called in to extinguish the said fire;

- c) The Owner shall exercise due care and take the necessary precautions in connection therewith to avoid endangering persons and property in the vicinity thereof, and shall remain in constant attendance at such fire until the same is completely burned or extinguished.

### ADMINISTRATION, ENFORCEMENT AND INSPECTION

This By-law shall be administered by the Fire Chief of the Township or such other person or persons as Council may, by By-law, appoint and all such persons shall be considered inspectors under the terms of the By-law.

The Fire Chief, Deputy Fire Chief, Assistant Deputy Fire Chief or Municipal Law Enforcement Officer(s) or such other person or persons as the Council of the Township of Melancthon may by appoint are hereby authorized to enforce the provisions of this By-law pursuant to the Provincial Offences Act, R.S.O. 1990, as amended and all such persons shall be considered inspectors under the terms of this By-law.

The Fire Chief or his/her designate may revoke any Permit where:

- a) The holder of the Permit contravenes any conditions of said Permit;
- b) In the opinion of the Fire Chief the smoke formed from a fire or fires authorized by the Permit presents a nuisance to neighbouring inhabitants, or;
- c) For any other good and sufficient reason at the Fire Chief or his/her designate's sole discretion.

Where a Permit has been revoked, the Fire Chief or his/her designate may refuse to issue another permit until he/she is satisfied that corrective actions have been or will be taken to prevent recurrence of the problem.

The Fire Chief or his/her designate is authorized to order any person to extinguish any fire or to cause such fire to be extinguished when there is a breach of any of the provisions of this By-law or where, in his/her opinion there is danger of such fire spreading or otherwise endangering life or property and the person shall comply with any such order.

The Fire Chief or his/her designate may declare a total prohibition against outdoor burning when in his/her opinion atmospheric conditions or local circumstances make such fires hazardous and every person shall comply with such prohibition.

An inspector under this By-law:

- a) Has the power to enter upon and examine any yards, vacant lots, or grounds at any reasonable time or times; and
- b) May be accompanied by such other person or persons, as they deem necessary to properly carry out their duties under this By-law.

In the event any owner proposes to start or set a fire which is larger than the maximum size provided in the by-law, such person shall contact the Fire Chief, or his/her designate, to request a site inspection. If the Fire Chief or his/her designate deems it necessary to conduct an onsite inspection a fee as required by the Fire Chief in his/her sole discretion shall apply. The Fire Chief may or may not authorize the fire to be ignited, subject to such conditions as the Fire Chief or his/her designate may impose, issued in writing. The owner requesting permission for this authorization shall comply with all provisions of the permit.

### OFFENCES

Every person who:

- a) hinders, disturbs or obstructs any Inspector in carrying out their duties under this By-law, or;

- b) contravenes the applicable provisions of this by-law is guilty of an offence and, upon conviction, is subject to a penalty as provided for in the *Provincial Offences Act*, R.S.O. 1990, as amended.

Each day that a situation as described above is allowed to continue shall constitute a separate offence under this By-law and any Judge or Justice of the Peace adjudicating on such matter may assess a separate fine for each and every day that such situation has been allowed to continue.

Every person and an officer director, employee or agent of a corporation charged with committing an offence under this By-law is a party to the offence who;

- a) actually commits it;
- b) does or omits to do anything for the purposes of aiding any person to commit it, or
- c) abets any person committing it. Where two or more persons form an intention in common to carry out an unlawful purpose, and to assist each other therein, each of those who knew or ought to have known that the commission of an offence under this By-law would be a probable consequence of carrying out the common purpose is a party to the offence.

**ADDITIONAL REMEDY**

Pursuant to the provisions of the Municipal Act, 2001, s. 446, as amended from time to time, the Township may cause any matter or thing be done upon the failure of the person being directed to do it, and the matter or thing shall be done at the person's expense.

For the purposes of the previous subsection, the Township may enter upon land at any reasonable time.

The Township may recover the costs of doing a matter or thing under this section from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

---

I/We have read all of the above and undertake to comply with the provisions of the by-law

APPLICANT'S SIGNATURE:

\_\_\_\_\_

A permit is granted in accordance with and subject to the above conditions:

ISSUED BY:

DATE:

\_\_\_\_\_

\_\_\_\_\_

PAYMENT RECEIVED:

\_\_\_\_\_

CLERK'S STAMP:

THIS PERMIT EXPIRES ON DECEMBER 31<sup>st</sup> OF THE YEAR OF ISSUANCE AND COSTS \$10.00 PER YEAR.

BURNING BANS are published in the local newspapers. Before you burn please call the Township Office at (519) 925-5525, Monday to Friday between 8:30 a.m. and 4:30 p.m. except holidays to verify if there is a burning ban imposed by the Fire Chief.

Administrative Numbers:  
Shelburne Fire Department: (519) 925-5111  
Mulmur-Melancthon Fire Department; (519) 925-6481  
Dundalk Fire Department: (519) 923-2402



THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. 12-2012 .

BEING A BY-LAW TO PROVIDE FOR ESTABLISHING TARIFF OF FEES  
FOR FIRE DEPARTMENT SERVICES AND REPEAL BY-LAWS  
22-2001 & 16-2004 & 9-2009

WHEREAS Section 391.1 of the Municipal Act, S.O. 2001, C.25, provides that the Council may impose fees or charges for services and activities provided or done by or on behalf of the Corporation of the Township of Melancthon.

AND WHEREAS it is expedient to impose fees for certain services provided by Fire Departments Servicing the Township of Melancthon.

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

Part 1

DEFINITIONS

1. **Definitions**

In this By-Law:

1.1 **Non-Resident - defined**

“Non-Resident” shall mean any person who does not reside in the Township of Melancthon or who is not the owner or tenant of land in the Township of Melancthon or who is not the spouse of an owner or tenant of land in the Township of Melancthon.

1.2 **Resident - defined**

“Resident” shall mean any person who does reside in the Township of Melancthon or who is the owner or tenant of land in the Township of Melancthon or who is the spouse of an owner or tenant of land in the Township of Melancthon.

1.3 **False Alarms - defined**

“False Alarms” shall mean a fire alarm when there is no fire.

1.4 **Owner - defined**

“Owner” shall include a mortgagee, lessee, tenant, occupant, a person entitled to a limited estate in land, a trustee in whom land is vested, a committee of the estate of a mentally incompetent person, an executor, an administrator and a guardian.

1.5 **Council - defined**

“Council” means the Council of the Corporation of the Township of Melancthon.



**1.6 Corporation - defined**

“Corporation” means the Corporation of the Township of Melancthon.

**1.7 Municipality - defined**

“Municipality” means the Corporation of the Township of Melancthon.

**Part 2**

**VEHICLE ACCIDENT RESPONSE FEES**

- 2.1 On every occasion where the vehicles, equipment and personnel of the Shelburne and District Fire Department, the Mulmur Melancthon Fire Department and the Township of Southgate (Dundalk) Fire Department respond to a call or incident on any roadway in Melancthon Township and where such call or incident involves a motor vehicle owned by a resident or non-resident, such resident or non-resident motor vehicle owner will be charged the fee set forth in Schedule “A” which is attached hereto and forms part of this By-law.
- 2.2 On every occasion where the vehicles, equipment and personnel of the Shelburne and District Fire Department, the Mulmur Melancthon Fire Department and the Township of Southgate (Dundalk) Fire Department respond to a call or incident on any roadway in Melancthon Township under the jurisdiction of the Province of Ontario, and such call or incident involves a motor vehicle accident, a fee shall be charged to the Province of Ontario as set forth on Schedule “A” which is attached hereto and forms part of this By-law.
- 2.3 On every occasion where the vehicles, equipment and personnel of the Shelburne and District Fire Department, the Mulmur Melancthon Fire Department and the Township of Southgate (Dundalk) Fire Department respond to a call or incident on any roadway in Melancthon Township under the jurisdiction of the County of Dufferin, and such call or incident involves a motor vehicle accident, a fee shall be charged to the County of Dufferin as set forth on Schedule “A” which is attached hereto and forms part of this By-law.
- 2.4 On every occasion where the vehicles, equipment and personnel of the Shelburne and District Fire Department, the Mulmur Melancthon Fire Department and the Township of Southgate (Dundalk) Fire Department respond to a call or incident on any roadway in Melancthon Township, the Province of Ontario or the County of Dufferin where such call or incident involves Consumers Gas, Hydro One or Bell Canada, a fee shall be charged to the utility operation as set forth on Schedule “A” which is attached hereto and forms part of this By-law.
- 2.5 Fees charged under Section 2.1 to 2.4 shall be charged by the Secretary Treasurer of the Shelburne and District Fire Department or the Mulmur Melancthon Fire Department or the Treasurer of the Township of Melancthon. Fees collected by the Secretary Treasurer of the Shelburne and District Fire Department or the Mulmur Melancthon Fire Department shall be deposited in respective fire department accounts. Fees collected by the Treasurer of the Township of Melancthon shall be deposited in the General Account of the Township of Melancthon.

## Part 3

### FALSE ALARMS RESPONSE FEES

#### 3.1 Notification Required - work on alarm system

No person shall undertake any work on any fire alarm system, without first notifying the applicable fire department.

#### 3.2 Fees - False Alarms - Frequent

When the vehicles, equipment and personnel of the Shelburne and District Fire Department, the Mulmur Melancthon Fire Department or the Township of Southgate (Dundalk) Fire Department respond to false alarms, described in Items 1 and 2 of Column 1 of Schedule "B" attached hereto, the owner of the property at which the false alarm has occurred will be charged the applicable false alarm response fee set out in Items 1 and 2 of Column 2 of Schedule "B" which is attached hereto and forms part of this By-law.

#### 3.3 Fees - Payable on or before due date

The Secretary Treasurer of the Shelburne and District Fire Department, the Mulmur Melancthon Fire Department and the Treasurer of the Township of Melancthon on behalf of Southgate (Dundalk) Fire Department shall mail or cause to be mailed no less than 60 days prior to the due date identified therein an invoice for the applicable false alarm response fee to the property owner of a property at which a false alarm occurred of the type set out in Schedule "B" which is attached hereto and forms part of this By-law.

#### 3.4 Fees - Non payment - Collected like taxes

A false alarm response fee imposed upon an owner under Sections 3.1 and 3.2 of this By-law is a lien and charge upon the property of the owner at which a false alarm occurred and if the fee or any part thereof remains unpaid after the due date, the amount unpaid may be collected by distress upon the goods and chattels of such owner, of the Township Clerk upon notice to the owner of the amount due, the person by whom it is due and the property upon which a lien is claimed, shall enter the same upon the collector's roll and the Tax Collector shall proceed to collect it in the same way as municipal taxes are collected.

#### 3.5 Fees - Non payment - Interest Penalty

The Tax Collector shall add to the amount of any false alarm response fee due and unpaid interest at the rate of 1.25 percent per month for each month from the month in which the payment of the false alarm response fee was due and payable until the said fee is paid.

## Part 4

### INSPECTION AND MISCELLANEOUS FEES

- 4.1 Fees shall be charged for inspections and written responses to written requests relating to outstanding orders under the fire code or any act, regulation or fire services By-law(s).

- 4.2 Fees for services provided under Section 4.1 shall be in accordance with Schedule "B", Column 2, Item 3 which is attached hereto and forms part of this By-law.

## **Part 5**

### **FAILURE TO ACQUIRE BURNING PERMIT - FIRE RESPONSE CHARGES**

#### **5.1 Burning Permits**

No person shall light, ignite or start, or allow or cause to be lighted, ignited or started, a fire of any kind whatsoever in the open air without first having obtained a written permit to do so from the Clerk of the Township of Melancthon or member of staff of the Township of Melancthon.

#### **5.2 Charges - Failure to Obtain a Burning Permit**

Any person who lights, ignites or starts or allows or causes to be lighted, ignited or started, a fire of any kind whatsoever in the open air and who by his action causes the summons of a fire truck and fire brigade from the Shelburne and District Fire Department, the Mulmur Melancthon Fire Department or the Township of Southgate (Dundalk) Fire Department without a valid permit, shall be responsible to the Township of Melancthon for expenses thereby incurred.

#### **5.3 Charges - Payable on or before the Due Date**

The Treasurer of the Township of Melancthon, shall mail or cause to be mailed an invoice for the applicable charges to the owner of a property at which a call occurred.

#### **5.4 Charges - Non Payment - Collected like Taxes**

All charges incurred as a result of a call under Section 5.2 of this By-law is a lien and charge upon the property of the owner at which the call occurred and if the charge or any part thereof remains unpaid after the due date, the amount unpaid may be collected by distress upon the goods and chattels of such owner, of the Township Clerk upon notice to the owner of the amount due, the person by whom it is due and the property upon which a lien is claimed, shall enter the same upon the collector's roll and the Tax Collector shall proceed to collect it in the same way as municipal taxes are collected.

#### **5.5 Charges - Non Payment - Interest Penalty**

The Tax Collector shall add to the amount of any charge due and unpaid interest at the rate of 1.25 percent per month for each month from the month in which the payment of the charge was due and payable until the said charge is paid.

Part 6

ENACTMENT

This By-Law shall take effect and come into force on the passing thereof.  
By-laws 22-2001,16-2004 & 9-2009 are here by repealed in entirety.

BY-LAW READ A FIRST AND SECOND TIME THIS 5<sup>th</sup> day of April, 2012.  
BY-LAW READ A THIRD TIME AND PASSED THIS 5<sup>th</sup> day of April, 2012

Bill Hill

MAYOR

Kendy Atkinson

CLERK

(Acting)

CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. 12 -2012

SCHEDULE A - VEHICLE RESPONSE FEES

Fire Department

Service Fee

1. Shelburne and District Fire Department

\$665.00 per hour, per vehicle for the first hour  
\$332.50 each additional half hour per vehicle  
\$665.00 flat fee for calls where services not required.

2. Mulmur Melancthon Fire Department

\$618.00 per hour, per vehicle for the first hour  
\$309.00 each additional half hour per vehicle  
\$618.00 flat fee for calls where services not required.

3. Southgate Fire Department

\$665.00 per hour, per vehicle for the first hour  
\$332.50 each additional half hour per vehicle  
\$665.00 flat fee for calls where services not required.

*amended by  
39-2012*

**CORPORATION OF THE TOWNSHIP OF MELANCTHON**

BY-LAW NO. 12-2012

**SCHEDULE B - FALSE ALARM RESPONSE FEES**

<b>ITEM</b>	<b>COLUMN 1 Frequency of False Alarms</b>	<b>ITEM</b>	<b>COLUMN 2 False Alarm Fee</b>
1.	Two or more false fire alarms to the same building in any thirty day period	1.	\$300.00 flat fee for the second false fire alarm and for any subsequent false alarm in that thirty day period
2.	Four or more false fire alarms to the same building in any twelve month period	2.	\$300.00 flat fee for the fourth false fire alarm and subsequent false fire alarm in that twelve month period

**INSPECTION & MISCELLANEOUS FEES**

<b>ITEM</b>	<b>COLUMN 1 Description</b>	<b>ITEM</b>	<b>COLUMN 2 Fee</b>
1.	Residential Inspections	1.	\$100.00 each
2.	Commercial Inspections	2.	\$200.00 each
3.	Industrial Inspections	3.	\$200.00 each
4.	Apartments	4.	\$100.00 base price plus \$10/Apt.
5.	Requests for Fire Reports	5.	\$50.00 each
6.	Miscellaneous Requests	6.	\$50.00 each

*(For Inspections - Resident Requests are Excluded ~ only pertains to Insurance Companies, Lawyer Offices and Real Estate Transactions)*

CORPORATION OF THE TOWNSHIP OF MELANCTHON

BY-LAW NO. 39 2012

A BY-LAW TO AMEND BY-LAW NO. 12-2012 - BEING A BY-LAW TO PROVIDE FOR ESTABLISHING TARIFF OF FEES FOR FIRE DEPARTMENT SERVICES AND REPEAL BY-LAWS 22-2001 & 16-2004 & 9-2009

Being a By-law to amend By-law No. 12-2012 which was passed in open Council on April 5, 2012.

WHEREAS the Council of the Corporation of the Township of Melancthon deems it expedient to amend By-law No. 12-2012.

NOW THEREFORE be it resolved that the Council of the Corporation of the Township of Melancthon enacts as follows:

- 1. That Part 6 Enactment shall become Part 7 and a new Part 6 shall read as:

SPECIALTY EQUIPMENT SERVICE FEE

- 1. On every occasion where vehicles, equipment and personnel of the Township of Southgate (Dundalk) Fire Department responds to a call or incident in the Township of Melancthon, the Province of Ontario or the County of Dufferin where such a call or incident involves retaining a private contractor, renting leasing or purchasing special equipment not normally on a fire apparatus, if necessary to suppress or extinguish a fire, preserve property, prevent fire spread or otherwise eliminate an emergency or for the purpose of determining the origin, cause or circumstances of any fire or explosion, a fee shall be charged to the property owner's insurance company for payment of all costs incurred as set forth on Schedule B which is attached hereto and forms part of this By-law.

- 2. That Schedule A be amended as follows:

Vehicle Response Fees

Table with 2 columns: Fire Department (Southgate Fire Department) and Service Fee (\$410.00 per hour, per vehicle for the first hour; \$205.00 each additional half hour per vehicle; \$410.00 flat fee for calls where services not required).

- 3. That Schedule B be added to the By-law and read as follows:

Specialty Equipment Service Fees

Table with 2 columns: Response (Retaining a private contractor, renting, leasing or purchasing specialty equipment) and Service Fee (all costs incurred).

This amendment shall take effect and come into force on the passing thereof.

By-law read a first and second time this 6th day of December, 2012.

By-law read a third time and passed this 6th day of December, 2012.

Signature of Mayor: Bill Hitt

Signature of Clerk: Jennifer Jones



**CORPORATION OF THE TOWNSHIP OF MELANCTHON**

**BY-LAW NO. 39 -2012**

**SCHEDULE B**

**SPECIALTY EQUIPMENT SERVICE FEES**

<b>Response</b>	<b>Service Fee</b>
Retaining a private contractor, renting, leasing or purchasing specialty equipment	all costs incurred



## Corporation of the Township of Melancthon

Moved by ..... "M. Mercer" .....

Seconded by .....

Date ....., 2020

Be it resolved that:

\$5,000.00 be transferred from the Municipal Modernization Fund to the Horning's Mills Community Hall account to assist the Board with operational costs.

<u>Recorded Vote</u>	<u>Yea</u>	<u>Nay</u>
Mayor Darren White		
Deputy Mayor David Besley		
Councillor Wayne Hannon		
Councillor Margaret Mercer		
Councillor David Thwaites		

Carried/Lost: \_\_\_\_\_

MAYOR

EB#16.3.4

MAY 07 2020